

MINUTES OF THE MEETING
of the
FINANCE COMMITTEE OF THE
STATE BOARD OF AGRICULTURE
November 22, 1954

The meeting of the Finance Committee was held in the Board Room at 9:30 a.m. with the following members present:

Messrs. Brody, Akers, Mueller, Rouse; Miss Jones; President Hannah, Treasurer May and Secretary McDonel

Absent: Mr. Armstrong

Investment of retirement funds

1. The matter of investment of retirement funds in common stocks was discussed and the following recommendations made:

	Market Value		Dividend Rate	Annual Income	Per Cent Yield at Nov. 18, 1954 Market
	Price	Amount			
200 sh Detroit Edison Co.	33 $\frac{1}{4}$	\$6,650.00	1.60	\$ 320	4.81%
500 Sh Ohio Edison Co.	44 $\frac{1}{2}$	22,250.00	2.20	1,100	4.94
1000 sh Union Elec. Co. of Mo.	27	27,000.00	1.20	1,200	4.44
300 sh Standard Oil (N.J.)	100	30,000.00	4.50	1,350	4.50
		<u>\$85,000.00</u>		<u>\$3,970</u>	<u>4.62%</u>

On motion of Mr. Rouse, seconded by Mr. Brody, it was voted to approve the above recommendations of investment of retirement funds.

2. Mr. Akers suggested that the Board consider favorably the possibility of investing the Akers scholarship funds and some retirement funds in a building to be constructed in Royal Oak to be leased to the Michigan Bell Telephone Company.

The Board expressed interest in this matter subject to more definite information.

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November 22, 1954

Present: Messrs. Brody (Chairman); Akers, Mueller, Rouse; Miss Jones; President Hannah, Comptroller May and Secretary McDonel

Absent: Mr. Armstrong; Dr. Taylor

The meeting was called to order at 2:10 p.m.

The minutes of the previous meeting were approved.

SPECIAL MISCELLANEOUS ITEMS

1. The recommendation of the Finance Committee as outlined on the foregoing page was presented to the Board.

On motion of Mr. Brody, seconded by Mr. Rouse, it was voted to approve the recommendation of the Finance Committee relative to the investment of retirement funds.

2. The President called to the attention of the Board the fact that Miss Jones was elected President of the Association of Governing Boards at the annual meeting of that Association in New York last week and that the Association is planning to hold the 1955 meeting at Michigan State College in October.

On motion of Mr. Mueller, seconded by Mr. Brody, it was unanimously voted that the Board express to Miss Jones its congratulations on the honor that has come to her and the fact that she has brought great distinction to this Board and to Michigan State College as a result of her enthusiastic interest in the affairs of the Association of Governing Boards.

3. The College attorney in cooperation with Professor Brandstatter and the Police Department have prepared a traffic ordinance to provide regulations and control of the use of streets and highways within the campus of Michigan State College and for the benefit and protection of its property and the conducting of College activities. The proposed ordinance of 32 mimeographed pages is submitted as a separate document. Ordinance to be effective January 1, 1955.

On motion of Mr. Brody, seconded by Mr. Rouse, it was voted to approve the above-mentioned traffic ordinance. (Ordinance is filed with the minutes of this meeting.)

4. It is felt that it is desirable to have the new permanent student apartments named. Several possibilities have been suggested including: University Village, Spartan Village, Centennial Village, Red Cedar Apartments.

On motion of Mr. Brody, seconded by Miss Jones, it was voted to name the new permanent student apartments University Village.

Board to consider possibility of investing Akers Scholarship in bldg in Royal Oak

Investment of retirement funds approved by Board.

Congratulations expressed to Miss Jones for honor of being elected Pres. Assoc. of Gov. Boards.

Approval of traffic ordinance

SPECIAL MISCELLANEOUS, continued

5. The East Lansing City Council requests the concurrence of the Board in their proposal to hire Hubbell, Roth and Clark to present an over-all plan for providing adequate sewage treatment and sludge disposal for a lump sum of \$2000.

Study to be made of present sewage plant with view to changing present site.

On motion of Mr. Brody, seconded by Mr. Mueller, it was voted to approve the above request with the understanding that the City of East Lansing be notified that it is the desire of this Board that the study and survey include the possibility of changing the site of the present sewage disposal plants to a point farther down the Red Cedar River sufficiently removed from college property to eliminate the undesirable features associated with the present location. If the inclusion of this item increases the cost of the study, that will be agreeable with this Board.

6. It is anticipated that there will be a substantial increase in the number of civil engineering students using the Dunbar Camp in the summer of 1955 and that this number will continue to increase for several years. To provide housing for the 85 additional men, bringing the capacity to 160, will require an appropriation of \$20,000 to make possible the construction of five 8-man student cabins at \$2,000 each; one faculty cabin at \$6,000; structural changes in classrooms, clearing of site for the buildings, additional toilets, etc., \$4,000.

Appropriation of \$20,000 approved to enlarge Dunbar Camp

On motion of Mr. Brody, seconded by Mr. Mueller, it was voted to approve the above requested appropriation for the construction of cabins, et cetera at the Dunbar Station.

7. In 1952 the State Fire Marshal surveyed all state institutions including Michigan State College at the request of the Governor. He recommended changes in our structures at an estimated cost of \$822,000. We have included a request for an appropriation to take care of these items the last two sessions of the legislature. The State Fire Marshal has recently resurveyed the institutions to determine how many changes had been made in accordance with his original recommendations. He has now submitted this information to the State Budget Director. The estimated cost of making the changes now recommended is \$547,555. The Board may want to consider requesting the legislature for an appropriation to make possible these changes.

Officers of college to notify Gov. of findings of State Fire Marshal and request appropriation of \$547,555

On motion of Mr. Mueller seconded by Mr. Akers, it was voted to instruct the officers of the College to notify the Governor and the committees of the legislature of the findings of the State Fire Marshal and that it is the desire of this Board to make the necessary corrections and that funds to make them possible are requested.

8. As authorized by the Board, the following communication was recently addressed to the Kellogg Foundation:

"The W. K. Kellogg Foundation
Attention Dr. Emory W. Morris, President
Battle Creek, Michigan

Gentlemen:

"As a result of our several conversations discussing the additional requirements necessary to permit the Kellogg Center for Continuing Education to function as effectively as we would like, we submit the following information for your consideration.

"The Kellogg Center for Continuing Education is completing its 38th month of operation. During this time it has accommodated 303,000 room guests and served 1,100,000 meals and 1,100 conference groups with 142,000 conferees having made use of the building. In addition, it has provided instructional facilities for the students and staff of the Division of Hotel, Restaurant, and General Institutional Managements. This three-year period has permitted a study of the functioning of the facilities with respect to the original planning.

"It is now apparent that consideration should be given to expansion of the Center in order to provide better facilities for conferees, guests, and staff members working in the building. In view of the growing demand for future programs, it is urgent that decisions be made now to permit us to determine the number of conferees and scope of the program that may be scheduled in the future.

"At the time the Center was planned the emphasis was on small meeting rooms to serve the groups which might make use of the building. Consequently, our meeting rooms are small and only take care of groups of 10 to 45 persons. As the Continuing Education program developed, the conference enrollments became far greater than originally conceived, and the inadequacy of the size and number of meeting rooms became apparent.

"At the present time, we are unable to accommodate more than one large group (150 or more) at a time in our meeting rooms, and then only in the auditorium. When two groups of this size wish to use the Center, we are forced to move them to other buildings or turn down their requests. An increasing number of conferences need this type of facility, and the problem of scheduling groups and alternating room assignments has become both complex and costly. This has also been true in food service where we are not able to serve more than one group of 100 persons because of the limited capacity of the dining rooms. It is therefore essential that plans be considered for expansion of our facilities to provide more space for meeting rooms and private dining rooms.

"An equally acute need is for office facilities. The rapid expansion of the Continuing Education staff has made it necessary to locate as many as four to six persons in one office. With most of these people engaged in public contact and with frequent interviews taking place in the Center, the overcrowding works to the distinct disadvantage of the service. This year quonset hut accommodations had to be made available to provide desk space for staff members.

Communication sent to W. K. Kellogg Foundation re: request for additional funds for an addition to Kellogg Center.

(continued)

SPECIAL MISCELLANEOUS ITEMS, continued

8. Letter to Kellogg Foundation, continued:

Letter to
Kellogg Founda-
tion,

A rundown of the staff shows 60 persons working in 14 offices in Kellogg Center. An additional 20 offices are required to properly house the Continuing Education staff.

"Ten people comprising the staff of the Division of Hotel, Restaurant, and General Institutional Management are currently assigned five offices. These are not adequate for the present staff or flexible enough to accommodate the additional personnel needed for this rapidly growing program. Enrollment for this academic division now totals 450 while in 1951 the total was 285.

"The operating staff of the Center need additional office space for the food director, reservations clerk, and housekeeper.

"A total of 26 offices are needed to properly correct existing overcrowding.

"In the discussions of our people with Lewis J. Sarvis, architect, it appears that the expansion of the building can be best accomplished in the following manner:

1. Expansion of the South Wing to the east in order to provide two meeting rooms that will seat 150 persons each without losing any of our present conference room capacity. This to be a two-story structure in order to use the ground floor for the required offices.
2. Expansion of the dining room of the Center to the west by 22 feet. This would permit an increase in seating capacity from the present 90 to 150. This is an acute need, as we are not able to accommodate the guests and conferees wishing to use this food service facility.
3. Expansion of the Ballroom or North Wing to provide two private dining rooms that will accommodate 150 persons each. The space so obtained can be used as an expansion of the Ballroom when required for larger groups.
4. Construction of a service elevator in the central stair shaft. This provision was made at the time of construction, but the elevator was eliminated to reduce the cost to the funds available. Operation has proven that the two dual purpose elevators are not adequate to handle guests, service personnel, linen transfer, and the other items that must be moved to the guest room floors. An additional elevator primarily for service but with sufficient speed to move passengers quickly would solve this acute problem.
5. Expansion of the Conference Registration and Front Office area 20 feet to the west will provide more adequate space for these important functions. At the present time, much of the conference registration is conducted in the lobby areas which limits the lounge space and makes for great congestion.

"Kellogg Foundation has been one of service to the people. The enthusiastic reception of the basic philosophy of Michigan State College as well as that of reception of the Kellogg Center has demonstrated the wisdom of having a university and a foundation join hands in endeavoring to help people help themselves. Without the generous cooperation of the Kellogg Foundation, the Center and our ambitious program in Continuing Education would not have been possible. To further extend the services of the Center, the additional space requested in this proposal can be provided only through other than public funds. The proposed changes will make it possible to more adequately serve the many people now making use of this unique and valuable facility and service.

"Preliminary exploration of costs with Lewis J. Sarvis, architect, for the proposed additions and changes indicate a total estimated cost of \$440,750 for the structural changes desired, which makes no provision for furnishings and equipment which are estimated to cost an additional \$50,000.

"Michigan State College will always be grateful to the Kellogg Foundation for its generous support of this and other projects. We sincerely hope that your Board will see fit to grant this request for additional funds so that the work can be immediately undertaken and the new facilities made available for use during the Centennial year beginning next February. One copy of the blueprint of the proposed changes as prepared by Mr. Sarvis is attached."

Dr. Morris, the President of the Foundation, has notified us of the approval of a grant by the Foundation as outlined in our request and authorizing us to proceed.

On motion of Mr. Mueller, seconded by Mr. Rouse, it was unanimously voted to extend the sincere thanks of the Board to Dr. Morris and the Kellogg Foundation for this generous action on the part of the Foundation.

9. It is recommended that the Board engage Lewis J. Sarvis of Battle Creek as the architect for this project and authorize undertaking construction at the earliest possible moment so the new facilities may be useful during the Centennial Year.

On motion of Mr. Brody, seconded by Miss Jones, it was voted to approve the employment of Mr. Sarvis as architect on the Kellogg Center construction.

10. Bids were opened on November 19 for the construction of 312 married student apartments. The bids were as follows:

Christman Company	\$1,721,347
Jeffress-Dyer	1,989,000
Ellis Construction Company	2,289,000

continued

Dr. Morris
notifies
college of
approval of
Foundation
for \$440,750

Lewis Sarvis
engaged as
architect for
addition to
Kellogg Cen-
ter.

Contract for
312 addition-
al married
student apts
awarded to
Christman Co.

10. Bids for construction of 312 married student apartments:

The Christman Company is the low bidder. The bid is within the amount anticipated when the financing was arranged. It is recommended that the Board authorize a contract with the Christman Company in the amount of \$1,720,547 which is \$800 less than the bid due to the acceptance of an alternate.

On motion of Mr. Akers, seconded by Miss Jones, it was voted to award the contract to the low bidder, the Christman Company for \$1,720,547.

PRESIDENT'S REPORTResignations and Terminations

Resignations

1. Hazel G. Crook, Home Demonstration Agent in Alger and Schoolcraft Counties, effective October 31, 1954, to join her husband who has been transferred.
2. R. Burnell Held, Assistant Professor (Ext.) of Agricultural Economics, effective January 13, 1955 to join the staff of Pennsylvania State University.
3. Lois E. Aschemeyer, Instructor in Communication Skills, December 31, 1954. She is moving from the city.
4. Edward A. Andrews, Assistant Professor (Ext.) of Botany and Plant Pathology effective December 31, 1954, to accept a position at the University of Wyoming.
5. Justus M. van der Kroef, Assistant Professor of Foreign Studies, effective August 31, 1955.
6. Irving Delappe, Assistant Professor of Bacteriology and Public Health, effective November 15, 1954 to accept a position with the American Cyanamid Company in New York City.

Leaves

Leaves

1. Robert R. Dancer, 4-H Club Agent Ionia County, with full pay from April 1, 1955 to June 30, 1955 to complete his Masters at M.S.C.
2. Clayton D. Reid, County Agricultural Agent in Alger and Schoolcraft Counties, with full pay from January 1, 1955 to March 31, 1955 to study on his Masters degree at M.S.C.
3. Martha E. Layman, Associate Professor on the Board of Examiners, with full pay from April 1, 1955 to August 31, 1955 for travel and study in Europe.
4. Francis M. Donahue, Assistant Professor of Humanities and Religion, with half pay, effective January 1, 1955 to December 31, 1955 to accept a Fulbright fellowship.
5. Rolland T. Hinkle, Professor of Mechanical Engineering, with half pay, from September 1, 1955 to August 31, 1956 for study and travel and to revise a text book.
6. Martin S. Soria, Assistant Professor of Art, with half pay, from September 1, 1955 to August 31, 1956 for study and travel and to write a book.
7. C. David Mead, Associate Professor of English, with full pay from July 1, 1955 to December 31, 1955, for study and travel in Mexico and the United States.
8. Emma F. Reinbold, Home Demonstration Agent in Emmet and Charlevoix Counties without pay from January 1, 1955 to May 31, 1955 for health reasons.
9. Olevia C. Meyer, Assistant Professor (Ext.) of Home Management with full pay, from July 20, 1954 to December 31, 1954, for health reasons.
10. H. B. Thompson, Instructor (Res.) in Chemistry without pay from October 1, 1954 to October 31, 1954 for health reasons.
11. Margaret Pattulo, Instructor in Institution Administration, without pay from September 1, 1955 to August 31, 1956, to complete her Ph.D.
12. Carl M. Cooper, Professor of Chemical Engineering, without pay from January 1, 1955 to August 31, 1955 to work with the Vulcan Engineering.
13. Justus M. van der Kroef, Assistant Professor of Foreign Studies, with full pay from March 23, 1955 to August 31, 1955.

Appointments

Appointments

1. Edward Clyde Miller, Associate Professor (Ext.) of Animal Husbandry at a salary of \$7600 per year on a 12-month basis, effective January 1, 1955 paid \$3800 from Smith-Lever and \$3800 from State Offset.
2. John L. Fischer, Assistant Professor of Agricultural Economics at a salary of \$7000 per year on a 12-month basis, effective December 20, 1954 paid \$3500 from Smith-Lever and \$3500 from State Offset.

NEW BUSINESS, continuedAppointments, continued

Appointments

3. Frank J. McArdle, Assistant Professor (Res.) of Horticulture, at a salary of \$5750 per year on a 12-month basis, effective December 16, 1954, paid from State Farm Marketing Funds, account no. 71-6000.
4. Victor Alan Jones, 4-H Club Agent in Cass County, at a salary of \$4600 per year on a 12-month basis, effective November 16, 1954, paid \$2700 from Smith-Lever and \$1900 from State Offset.
5. Julia Bower Saigeon, Home Demonstration Agent in Otsego, Montmorency and Cheboygan Counties, at a salary of \$4000 per year on a 12-month basis, effective November 1, 1954 paid \$2700 from Smith-Lever and \$1300 from State Offset funds.
6. John Kendell Trocke, Assistant County Agricultural Agent in Oakland County, at a salary of \$4800 per year on a 12-month basis, effective December 1, 1954, paid \$2700 from Smith-Lever and \$2100 from State Offset funds.
7. Maxwell N. Halsey, Lecturer in Police Administration at a salary of \$350 for the period January 1, 1955 to March 31, 1955.
8. Zigurds J. Levensteins, Instructor in Applied Mechanics at a salary of \$450 per month from January 1, 1955 to June 30, 1955.
9. Yu-Chun Hou, Assistant Professor of Chemical Engineering, at a salary of \$5000 per year, on a 10-month basis, effective January 1, 1955.
10. Anita Dean, Instructor in Institution Administration at a salary of \$4100 on a 10-month basis, effective from September 1, 1955 to August 31, 1956.
11. William J. Hooker, Associate Professor of Botany at a salary of \$8000 on a 12-month basis, effective January 1, 1955, paid 1/5 from College and 4/5 from Experiment Station funds.
12. Herbert B. Thompson, Instructor (Res.) in Chemistry, at a salary of \$5400 per year, on a 12-month basis, effective from December 1, 1954 to June 30, 1955 paid from Atomic Energy Commission funds.
13. William P. Brown, Assistant Professor of Mathematics at a salary of \$5000 per year on a 10-month basis, effective September 1, 1955 to August 31, 1957.
14. Paul R. Stimson, Consultant in Psychology at a salary of \$4000 for the period October 1, 1954 to December 31, 1954, paid from Health Service funds.
15. W. Widick Schroeder, Instructor in Sociology at a salary of \$400 per month, effective from October 1, 1954 to October 31, 1954 paid from Bell Telephone Company funds.
16. William D. Wilson, Instructor in Bacteriology at a salary of \$4000 per year on a 12-month basis effective from January 1, 1955 to August 31, 1955.
17. Byron Casey, Consulting Psychiatrist at the Health Service at a salary of \$100 per day, effective September 24, 1954 for a total of 35 days.
18. Allyn L. McCormic, Assistant Swimming Coach at a salary of \$100 per month effective from October 16, 1954 to March 31, 1955.

Miscellaneous

Einer Olstrom transferred to Ext. Supvr in 4-H Club Dept.

Edw. Carlin trans. to Asst. Dean Basic College

Jas. W. Miller trans. to Prof. & Hd. Teacher Educ.

Lyle Abel trans to Co. Agt in Oakland Co.

Sal. inc. Fred Stone to \$6780

Sal. inc. W.H. Vincent-\$8000

Sal. inc. J.D. Mills to \$5160

Retirement C. W. Bachman approved to be effective Dec. 1 '54

1. Transfer of Einer G. Olstrom from County Agent in Missaukee and Roscommon Counties to Associate Extension Supervisor in the 4-H Club Department, and a salary increase from \$6200 per year to \$6600 effective December 1, 1954.
2. Transfer of Edward A. Carlin from Associate Professor of Social Science to Assistant to the Dean of Basic College on a 12-month basis and a salary increase from \$7575 to \$8300 per year, effective January 1, 1955.
3. Transfer of James W. Miller from Professor of Political Science to Professor and Head of Teacher Education in the School of Education on a 12-month basis and a salary increase from \$8500 to \$11,000 per year effective December 1, 1954. Professor Miller is to retain the title Professor of Political Science.
4. Transfer of Lyle B. Abel from County Agent in Chippewa County to County Agent in Oakland County at a salary increase from \$6500 to \$7000 per year, effective November 20, 1954.
5. Salary increase for Fred A. Stone, Manager of Shaw Hall, from \$6120 to \$6780 per year effective December 1, 1954. This increase is in lieu of housing.
6. Salary increase for Warren H. Vincent, Assistant Professor (Ext.) of Agricultural Economics and a salary increase from \$7000 to \$8000 per year, effective November 1, 1954.
7. Salary increase for Joe D. Mills, Instructor in Sociology and Anthropology, from \$4900 to \$5160 effective December 1, 1954 to June 30, 1955.
8. Recommendation from the Retirement Committee for retirement of Charles W. Bachman, formerly of the Athletic Department, at a salary of \$2000 per year, effective December 1, 1954.
- 8a. Salary increase for Joe D. Mills, Instructor in Sociology and Anthropology from \$4900 to \$5160 effective from December 1, 1954 to June 30, 1955.

NEW BUSINESS, continuedMiscellaneous

9. Assignment of Charles C. Sheppard, Assistant Professor of Poultry Husbandry, to the project in Colombia and a salary increase from \$6500 to \$8100 per year effective January 1, 1954. Mr. sheppard will replace Vern Freeman in Palmira. Charles Sheppard assigned to Colombia at salary of \$8100
10. Designation of Mary Gephart as Assistant to the Dean of Home Economics at a salary of \$100 additional per month, effective from January 1 to June 30, 1955. M. Gephart to be Asst. Dean Home Ec. Jan. 1 to June 30 '55
11. Recommendation that William H. Form, Professor of Sociology and Anthropology be paid one-half pay from Carnegie Funds for the period from September 1, 1954 to April 30, 1955, in addition to one-half pay while he is on sabbatical leave. W.H. Form to be pd 1/2 pay from Carnegie Sept. 1 '54 to Apr. 30 '55
12. Increase in salary for James E. Robertson, Associate Professor of Engineering Drawing, from \$2500 per year to \$3750 per year, effective from October 16 to December 15, 1954, when his salary will revert to \$2500. This is in addition to retirement pay. Sal. Inc Jas Robertson to \$3750
13. Designation of Dean Thomas H. Hamilton as Director of the Summer School, effective October 21, 1954. Dean Hamilton to Dir. S.S.
14. Removal of Ronald F. Pfeifle, Laborer in the Creamery, from Military Leave status, effective November 1, 1954. R.F. Pfeifle returned from military.
15. Recommendation from the Retirement Committee for the retirement of Flora Easton, Secretary-Executive in the Secretary's Office, at a disability pension of \$2208 per year, effective November 16, 1954. Miss Easton was born July 9, 1893, and has been employed by the College since September 6, 1916. Retirement Flora Easton approved at \$2208 per yr
16. Report of the death of Marlin K. Farmer, Associate Professor of Humanities, on October 22, 1954. Dr. Farmer was born July 5, 1907, and had been a member of the staff of the College since September 1, 1945. Report death Marlin Farmer Oct. 22 '54
17. Recommendation that the salary of Dr. Marlin K. Farmer be paid his widow for a period of one year beyond the date of death. Salary to be paid widow for 1 yr.
18. Gift valued at \$250 of materials for air flow test section of Quonset 16 to be used in Agricultural Engineering from the Great Lakes Steel Corporation of Detroit, Michigan. Gift of materials for air flow test, etc.
19. Gift valued at \$25 of a pen of mature S. C. Black Leghorns from Osborne Farms of Holland, Michigan, to be used for class work in Poultry Husbandry. Gift of pen of leghorns
20. Gift valued at \$1500 of a Platen Press for making folding cartons from the American Box Board Company of Grand Rapids to be used in the Forest Products packaging laboratory. Gift of platen press-For Prod.
21. Grants as follows to be used for scholarship purposes:
- a. \$135 from the Women's Auxiliary of the Episcopal Church
- b. \$200 from the Zeeland State Bank of Zeeland, Michigan, to provide short course scholarships for two students.
- c. \$300 from the Central Soya Company of Fort Wayne, Indiana, to provide short course scholarships for students in the Elevator and Farm Supply Short Course.
- d. \$1000 from the James Harris Foundation of Concord, Massachusetts.
- e. \$1080 from the Foundry Educational Foundation of Cleveland, Ohio, for fall term scholarships for students majoring in engineering.
- f. \$75 from the Rome City Teachers Association for a scholarship for fall term.
- g. \$18 from friends of Joseph Stack to continue the scholarship to aid a student in Zoology.
- h. \$200 from The American Legion of Detroit to add to the grant previously accepted.
22. Renewal of a memorandum of agreement with the Newton Agricultural Extension Association of Marshall, Michigan, covering a grant of \$1250 to be used under the direction of Director Varner in Cooperative Extension Service to assist in the cost of an intensive agricultural extension program with members of the Association. Renewal memo agree with Newton Agric Ext. Assoc.- \$1250
23. Grant of \$2000 from Resources for The Future of Washington D. C., to be used under the direction of P. A. Herbert in the Division of Conservation to organize and hold a Michigan Natural Resource Conference. \$2000 from Resources for The Future Washington- Cont. memo agree. and grant \$3000 Armour & Co.
24. Renewal of a memorandum of agreement with the Research Division of Armour and Company of Chicago covering a grant of \$3000 to be used under the direction of R. W. Luecke in Agricultural Chemistry and J. A. Hoefler in Animal Husbandry in the field of swine nutrition. \$1485.52 from Mich. Crop
25. Renewal of a memorandum of agreement with the Michigan Crop Improvement Association of East Lansing covering a grant of \$1485.52 to be used under the direction of E. C. Rossman in Farm Crops in the field of corn research. The agreement provides for a special graduate research assistant.
26. Approval of a memorandum of agreement with the Michigan Seed Dealers Association of Wayland, Michigan, covering a grant of \$400 to be used under the direction of B. R. Churchill in Farm Crops to support research in cultural and management practices for increased efficiency in the production of seed of forage legumes and grasses in Michigan. \$400 from Mich. Seed Dealers Assoc.
27. Approval of a memorandum of agreement with Merck & Company of Rahway, New Jersey, covering a grant of \$1500 to be used under the direction of C. E. Wildon in Horticulture in a study of possible uses of colloidal iodine for plant and crop disease control. The agreement provides for possible special graduate research assistants. \$1500 from Merck & Co. Horticulture

NEW BUSINESS, continued

Miscellaneous, continued

28. Approval of a memorandum of agreement with the International Minerals and Chemicals Corporation of Chicago covering a grant of \$6000 to be used under the direction of Kirk Lawton and R. L. Cook in Soil Science in a study of the magnesium status of Michigan soils and to determine the needs of various crops for magnesium fertilization. The agreement provides for a special graduate research assistant.
29. Renewal of a memorandum of agreement with the Ordnance Corps, Detroit Ordnance District, covering a grant of \$50,000 to be used under the direction of J. W. Donnell in Engineering for additional work on Prototype Defense.
30. Renewal of a memorandum of agreement with the Ordnance Corps, Detroit Arsenal, covering a grant of \$10,000 to be used under the direction of J. W. Donnell in Chemical Engineering to set up a card index abstract system on all available literature on shaped charges.
31. Renewal of a memorandum of agreement with the United States Public Health Service of Bethesda, Maryland, covering a grant of \$2095 to be used under the direction of H. R. Hunt and C. A. Hoppert in the Departments of Zoology and Chemistry to continue the study of the role of heredity in the cause of dental caries in rats.
32. Approval of a memorandum of agreement with the George Stearns Chemical Corporation of Madison, Wisconsin, covering a grant of \$500 to be used under the direction of W. L. Mallmann in Bacteriology to study the effect of an acid rinse of surfaces prior to treatment with Chloramine T. The agreement provides for a special graduate research assistant.
33. Approval of a memorandum of agreement with Lederle Laboratories Division of American Cyanamid Company of Pearl River, New York, covering a grant of \$1000 to be used under the direction of S. C. Schmittle in Bacteriology to study the effect of drugs in feed or water on the isolation of pathogenic bacteria from diseased poultry.
34. Establishment of a half-time clerical assistant in the Extension office in Adrian, to be paid from Agricultural Marketing Education funds.
35. Reclassification of a half-time Clerk I position to a half-time Clerk-Stenographer I position in Botany, paid from Extension funds.
36. Establishment of a half-time Clerk-Stenographer I position in Botany, paid from Experiment Station funds.
37. Reclassification of an Account Clerk I to an Account Clerk II position in Continuing Education.
38. Establishment of an Accountant IVAB position in the Kellogg Center.
39. Appropriation of \$2750 to take care of a party at Christmas time for the labor and classified employees of the College.
40. Recommendation from the Faculty Student Motor Vehicle Committee and the Administrative Group that the Michigan State College Motor Vehicle Regulation No. 8, Section V, sub-section g, be amended to read:
- "The term student shall include all persons carrying six or more credits of graduate work, undergraduate work, or the equivalent in short course work, or who live in college housing. The classification shall continue for the period between terms."
41. Recommendation from the Administrative Group that the name of the Department of Bacteriology and Public Health be changed to the Department of Microbiology and Public Health, effective January 1, 1955.
42. Appropriation of \$650 for the following uses of the Auditorium and Fairchild Theater during winter term 1955:
- | | |
|--|-------|
| <u>Farmers Week</u> | |
| Main Auditorium, February 8, 9, 10 @ \$100 | \$300 |
| Fairchild Theater, February 8, 9, 10 @ \$50 | 150 |
| | |
| Orchestra Concert, Main Auditorium, January 30 | 100 |
| Band Concert, Main Auditorium, March 6 | 100 |
43. Recommendation that the following work be done and charged to Alterations and Improvements 1954-55:
- | | |
|--|--------|
| a. Changes in Quonset 82 to be used by the M.S.C. Fire Prevention Service | \$3100 |
| b. Partition in room 3, Natural Science for Fisheries and Wildlife | 1300 |
| c. Changes in room 25, Building A-3, South Campus for Improvement Services | 350 |
| d. Improve blackboard room 5, Building A-4, South Campus | 250 |
| e. Provide doors basement room Ward F. Wells Hall | 400 |
| f. Improve lighting room 27, Agricultural Hall | 225 |
| g. Improve lighting rooms 209, 305 Olds Hall, and 201, 203 Engr. Shops | 730 |
| h. Improve lighting rooms 8 and 201, Agricultural Hall | 1080 |
| i. Alterations room 311 Kedzie Chemical Laboratory | 1300 |
| j. Alterations Quonset 80 for Physical Education | 800 |
| | \$9535 |

NEW BUSINESS, continuedMiscellaneous, continued

44. Additional payments as follows to salaried employees since the last Board meeting:

Additional
payments
approved for
salaried
employees.

<u>Auditorium</u>		<u>Television (continued)</u>		<u>Miscellaneous</u>	
Dale Albin	\$30	Lester Fishhaut	\$ 19.12	Catherine Anderson	\$21.60
Charles Branz	61	Lee Frischknecht	16.40	John Blakeslee	22.00
Leon Burhans	47	W. T. Johnson	15.92	Lois Bullen	13.50
L. E. Chapman	42	Hubert Katz	14.08	R. W. Campbell	69.00
Lorraine Demorest	14	Kionel Mills	15.68	L. E. Chapman	6.00
Morton Dunham	35			Parul Chatterjee	25.08
Helen Evans	61	<u>Engineering</u>		Sheila Cook	14.85
Floyd Fladseth	47	J. T. Anderson	122.40	W. J. Finucan	13.50
Helen Greene	85	J. W. Donnell	138.60	Lester Fishaut	16.87
Shirley Hill	52	C. O. Harris	235.44	Mabel Flanders	8.10
James Huston	52	C. A. Miller	315.00	J. T. Huston	20.00
G. L. Johnson	47	Charles Sigerfoos	124.20	Kenneth Ingersoll	10.00
Richard Kasuba	15	R. L. Sweet	48.00	Joyce Jeffers	15.53
Elmer Peterson	42			Robert Kuhn	54.00
Gail Ryder	47	<u>Continuing Education</u>		George Levitt	50.00
Laurence Searl	51	William Baten	165.00	Joyce Lezovich	9.00
Juanita Snyder	52	Charles Lawrence	270.00	Donna Macauley	4.00
Wayne VanRiper	93	Earl McIntyre	15.00	Morris McElmurry	15.00
Clella Weissinger	52	Rowland Pierson	45.00	H. H. Kusselman	29.25
Loren Wight	47	A. C. Posz	19.45	Malvern Obrecht	100.00
Ray Yerkie	39	David Potter	39.10	John Regan	80.00
		David Ralph	34.90	W. E. Rhode	27.15
<u>Television</u>		Robert Scigliano	21.60	Kenneth Richards	140.00
Keith Coakes	49.20	Henrik Stafseth	15.00	Gail Ryder	15.00
Janice Day	63.50	Eleanor VanOveren	2.30	David A. Smith	23.24
Donald Dombrausky	3.70	Beverly Wissler	6.04	Florence Smoke	13.50
L. F. Marcus	4.26	S. Earl Thompson	44.00	Leo Stephens	15.00
Robert Irwin	3.98	H. June Cannon	5.00	Gordon Thomas	3.37
Carleton Musson	39.68	C.E. Irvin	25.00	Catherine Tibbits	9.00
Robert Page	26.40	Rolla Noonan	112.50	E. F. Vidro	17.00
Robert Pincumbe	3.92	G. H. Sheehe	186.80	W. E. Williams	58.00
Herman Rudolph	54.00	<u>Miscellaneous</u>		Per Boll	8.07
John Szyperski	1.76	Hazel Niesel	2.00	R. B. Roy	30.00
		Margaret Nutting	24.00	Jack Tadman	20.00
		A. C. Posz	19.75	Donald Therriault	13.00

On motion of Miss Jones, seconded by Mr. Brody, it was voted to approve the President's Report and all New Business.

ADDITIONAL ITEMSLeaves

Leaves

1. Stuart C. Chenoweth, Assistant Professor of Speech, with full pay from April 1, 1955 to August 31, 1955 to work on his Ph.D. at Northwestern.

Appointments

Appointments

1. Lawrence M. Baker, Professor of Psychology at a salary of \$5500 for the period January 1, 1955 to June 30, 1955.
2. Glen Alen Hill, Assistant Professor of Military Science, at a salary of \$20 per month from November 16, 1954 to June 30, 1955.

Miscellaneous

1. Payment of the following additional amounts to salaried employees:

Approval
additional
amounts paid
salaried
employees.

<u>Auditorium</u>		<u>Auditorium</u>		<u>Engineering</u>	
Dale Albin	\$16	Wayne VanRiper	\$43	J. W. Donnell	\$554.40
Charles Branz	35	Clella Weissinger	16	C. A. Miller	175.00
Leon Burhans	24	Loren Wight	25		
L. E. Chapman	20	Ray Yerkie	22	<u>Miscellaneous</u>	
Lorraine Demorest	8			Catherine Anderson	10.80
Morton Dunham	26	<u>Continuing Education</u>		George Axinn	60.00
Helen Evans	24	John Hoagland	60.00	Robert Blackie	5.28
Floyd Fladseth	24	Charles Irvin	53.20	John Blakeslee	27.00
Helen Greene	35	Florence Kempf	96.52	Charles Branz	6.00
Shirley A. Hill	20	Rolla Noonan	112.50	Lois Bullen	6.75
James Huston	26	Louis Otto	22.50	R. W. Campbell	22.50
George L. Johnson	30	Charles Pesterfield	52.50	Parul Chatterjee	16.15
Richard Kasuba	16	A. C. Posz	25.00	John Cheney	7.60
Elmer Peterson	24	L. B. Sholl	15.00	Sheila Cook	6.75
Gail Ryder	24	Rollin Simonds	30.00	Janice E. Day	30.50
Laurence Searl	24	J. W. Thompson	23.20	Donald Dombrausky	3.70
Juanita Snyder	20	W. E. Tomlinson	274.00	Millard Elsner	5.88

ADDITIONAL ITEMS, continuedMiscellaneous, continued

Add. amts.
paid salaried
employees.

1. Additional amounts paid salaried employees, continued:

<u>Miscellaneous</u>		<u>Miscellaneous</u>		<u>Miscellaneous</u>	
Marten S. Estey	\$ 4.20	W. T. Johnson	\$ 3.98	James Ponton	\$ 4.42
Mabel Flanders	7.43	Robert Katz	9.68	John Regan	40.00
Robert B. Foy	60.00	Robert Kuhn	12.00	Kenneth Richards	70.00
Lee Frischknecht	9.23	George Lewitt	24.00	Herman Rudolph	41.63
N. F. Grover	30.00	Morris McElmurry	15.00	Gail Ryder	15.00
Leslie F. Marcus	4.26	Carleton Musson	4.96	Frank Serresseque	8.62
James T. Huston	26.00	Robert Page	3.52	Joanne Shelley	5.00
Kenneth Ingersoll	10.00	Robert Pincumbe	8.82	Florence Smoke	6.75
Joyce Jeffers	7.43			Leo Stephens	15.00

Several grants
accepted for
Christmas Ad-
venture in
World Under-
standing.

2. Grants as follows to be used in the Christmas Adventure in World Understanding under the direction of Continuing Education:

- \$400 from Michigan Bell Telephone Company of Detroit
- \$5 from Mrs. D. Grant Mickle of Chevy Chase, Maryland
- \$500 from the Detroit Edison Company of Detroit

\$10,000 acc.
for the
Driver Educ.
program.

3. Grants as follows to be used under the direction of Continuing Education to further the Driver Education Training Program at Michigan State College:

- \$5000 from the Michigan Inter-Industry Highway Safety Foundation and Ford Motor Company of Dearborn.
- \$5000 from the Inter-Industry Highway Safety Foundation of Michigan of Detroit.

Pos. Sec. to
Dir. Summer
Session
approved.

4. Establishment of a position of Secretary to the Director of the Summer School.

Inc. in fees
for s.s. stu.
carrying from
11-14 cr. to
\$47.

5. Increase in fees for summer school students carrying from eleven to fourteen credits from \$42 to \$47.

Report on
Workmen's
Compensation
for period
Jan. 1-Jun 30
1954.

6. Report from Mr. May on the Workmen's Compensation Act for the period of January 1 to June 30, 1954, as follows:

Days of disability	\$	336
Amount reported to Compensation Commission		2,301.27
Compensation paid		4,729.30
MSC Health Center Charges		1,677.50
Outside Medical Aid Paid		479.00

Report from
Dir. of
Scholarships.

7. Report from the Director of Scholarships on the out-of-state entrance scholarship holders. This is the usual report furnished each year.

On motion of Miss Jones, seconded by Mr. Brody, it was voted to approve the foregoing Additional Items.

Report on
bids taken on
Animal In-
dustries Bldg.

8. Bids were taken on the Animal Industries Building on November 3, as follows:

<u>General Construction</u>	
George W. Lathrop & Sons	\$2,267,208
Owen-Ames-Kimball	2,348,828
The Christman Company	2,355,000
Reniger Construction Company	2,393,000

<u>Plumbing, Heating and Ventilating</u>	
Dart & Cady	686,599
R. L. Spitzley Heating Company	742,475
United Piping & Erecting	779,480
W. J. Rewoldt	795,320
C. L. Mahoney Company	811,700
Hickey, Shaw & Winkler	814,418
Zeni & Maguire	838,000
Davis Brothers	879,748

<u>Electrical Wiring</u>	
Hatzel & Buehler	414,000
Hall Electric Company	453,997
Central Electric	474,800
Barker-Fowler	479,476

<u>Refrigeration Equipment</u>	
Creamery Package Manufacturing Company	275,330
York Corporation	284,900
Garlock Sales Company	288,400
Burge Ice Machine Company	299,580
Detroit Ice Machine Company	317,300
Vilter Manufacturing Company	345,834

ADDITIONAL ITEMS, continuedMiscellaneous, continued8. Animal Industries Building bids, continuedLaboratory Furniture

Kewaunee Manufacturing Company	\$ 186,294
Laboratory Furniture Company	195,106
W. D. Glardon Company	216,200
Excel Metal Cabinet Company	239,850
Hamilton Manufacturing Company	258,740

Stainless Steel and Galvanized Equipment

Austin-Blue Company	37,694
Stearnes Company, Great Lakes Hotel Supply	48,640

Elevators

Detroit Elevator Company	52,395
Leitelt Elevator Company	54,503
Westinghouse Elevator Company	55,276
Independent Electric Service	55,500
United Elevator Company	56,706
Haughton Elevator Company	58,417

Subsequent to the opening of bids, the architect was instructed, in cooperation with our people, to go over the specifications and identify all possible areas where savings could be made. After exhaustive studies and the acceptance of many alternates, it is now recommended that an over-all contract be let to George W. Lathrop and Sons for the general construction and including the low sub-bidders as follows:

Plumbing, Heating and Ventilating -- Dart & Cady
 Electrical Wiring -- Hatzel & Buehler
 Refrigeration Equipment -- Creamery Package Manufacturing Company
 Laboratory Furniture -- Kewaunee Manufacturing Company
 Stainless Steel and Galvanized Equipment - Austin-Blue Company
 Elevators -- Detroit Elevator Company

The total over-all amount, including the necessary bonds, is \$3,841,953.

On motion of Mr. Brody, seconded by Miss Jones, it was voted to award the above contract to George Lathrop and Sons at \$3,841,953.

9. The cost of getting services, water, sewers, and electricity to the site of the Animal Industries Building, the necessary roads, drives, sidewalks, landscaping, etc., plus the necessary architect's fees and furnishings for the building will bring the total cost of this project to \$4,250,000. The amount in excess of \$4,000,000 appropriated by the legislature will require an appropriation from the Creamery Revolving Account which has been accumulated over the years for the purpose of providing creamery and dairy equipments for this structure.

On motion of Mr. Mueller, seconded by Mr. Rouse, it was voted to authorize the Comptroller to transfer the \$250,000 from the Creamery Revolving account to be placed in the construction account of the Animal Industries Building to be used to defray the difference between the cost of this project and the legislative appropriation.

10. Mr. Mueller suggested that a resolution be prepared commending the members of the football team, the coaching staff and the Athletic Department for the sportsmanlike conduct exhibited at all times during the past football season.

On motion of Mr. Mueller, seconded by Mr. Brody, it was voted to authorize the preparation of the above-mentioned resolution. (Resolution in full will appear in the Resolution book).

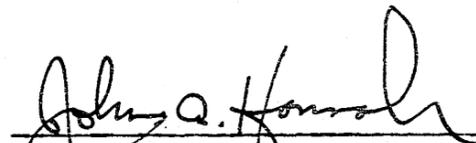
The meeting adjourned at 3:30 p.m.

The next meeting of the Board will be held Monday, December 20.

Contracts
on Animal
Industries
Bldg. let
to
Christman Co.
Kewaunee Mfg.
Austin-Blue
Detroit Ele-
vator
Dart & Cady
Hatzel & Bueh-
ler
Creamery
Package Co.

\$250,000
transferred
from Creamery
Revolving Acct
to Animal
Industries
Bldg. Fund.

Resolution to
be sent
football team
and coaching
staff and
athletic dept.


President

Secretary