

Minutes of the
Meeting of the State Board of Agriculture
November 23, 1931

Present: Messrs. Berkey, Brody, McColl, McPherson, Watkins, Mrs. Stockman; President Shaw and Secretary Halladay.

Absent: Superintendent Pearce

The meeting was called to order at 3:20 P.M.

The minutes of the previous meeting were approved having been in the hands of the Board members.

SALARY AND TITLE CHANGES

The following salary and title changes were approved by Board action on October 16th to be effective as of September 1, 1931. See page 969.

		Salary change		
		from	to	
<u>Division of Home Economics</u>				
Mrs. Amy L. Newberg	from Instructor to Assistant Professor	2400	2500	Amy Newberg
Miss Sylvia Medsker	from Instructor to Assistant Professor			Sylvia Medsker
<u>Division of Liberal Arts</u>				
Mr. Leonard Falcone, Music Dept.		2320	2500	L. Falcone
Miss Katherine Hume, English Dept.		1080	1200	K. Hume
Mrs. L. Mack, Music Dept.		1500	1650	Mrs. L. Mack
Mr. Mark Golden, English Dept.		1800	1900	Mark Golden
<u>All College Division</u>				
Mrs. Marjorie Himebaugh Bowman, Library Asst.		1750	1850	M. Himebaugh Bowman
<u>Division of Applied Science</u>				
Mr. E. C. Prophet, Dept. of Geology & Geography		2500	2600	E. C. Prophet
Miss Ann Kuehl, Dept. of Phys. Ed. for Women		2000	2100	Ann Kuehl

APPOINTMENTS, LEAVES, ETC.

1. Appointment of Mrs. Ethel A. Rathke, Instructor in French during the school year 1931-32, at the rate of \$120.00 per month for 10 months. Continuance of last year's arrangement. Appointment should be effective October 1, 1931. Appointments
2. Part-time employment of A. W. Thompson for the winter term of 1931-32 to teach Education 310 at a salary of \$400 for the term. This has been the regular procedure for at least three years.
3. Transfer of Miss Naomi Carrier and A.D. Hershey from National Research Council labor pay roll to National Research Council Annual payroll. This action to take effect November 1, 1931. These persons are paid from funds furnished the Department of Bacteriology by the National Research Council. Transfer from labor to salary payroll Carrier & Hershey
4. Approval of payroll containing names of several staff members who aided in selling, taking tickets, etc., at football games this past season. Approval of time sheet to pay members of staff
5. Recommendation that the Graduate Council be enlarged so as to more appropriately represent the departments in which students are taking major work. (Recommendation of the Graduate Faculty, Administrative Group, and General Faculty that it be increased by two members.) Graduate Council to be increased 2 members
6. Leave of absence for Professor Joseph W. Stack for the school year 1932-33, in order to continue his studies, at a salary of \$1800. Lv. of abs. Prof. Stack
7. Employment of an instructor on a temporary basis to carry on the work of the department during Professor Stack's absence, at a salary of \$1800. Temp. Inst. in Mr. Stack's place
8. Appointment of Dr. Philip J. Schaible as Research Assistant in Chemistry at a salary of \$2800 per year, effective December 1st, replacing the vacancy made by the appointment of Dr. Miller as Chief Chemist of the Experiment Station. Appt. of Schaible ref. to Adv. Com.
9. Consideration of Extra reimbursement for Mrs. LaDore Irland hired for the present term as a half-time instructor in History and obliged, through the illness of Professor Lyon, to carry a much greater load than the agreement stated. Expense can be met from department funds providing such procedure is approved. Extra reimb. for Mrs. Irland ref. to Adv. Com.
10. Appointment of Mr. H. T. Walworth to fill vacancy as half time graduate assistant in Chemical Engineering, assistantship formerly held by Mr. FitzRandolph who was transferred to Chemical Experiment Station. This appointment carries the recommendation of the Graduate Council. H. T. Walworth Grad. Asst. Chem. Eng.

Appt. of R.J.
McVean ref.
to Adv. Com.

11. Appointment of Mrs. Ledah Thompson as relief matron at Mary Mayo Hall and the Woman's Building at a salary of \$30.00 per month for 10 months. \$200 of the \$300 amount to be paid from the Mary Mayo dormitory account and \$100 from the budget of the Dean of Women. This appointment should be retroactive to include the months of September and October. Allowance was included in budget set up but no action of appointee was given at that time.

12. Request from Director Baldwin that the allotment to county agents in eleven counties be increased from \$1800 to \$2400, effective January 1, 1932. In all of these counties the local extension budget has been reduced and the salary of the county agent reduced.

13. Mr. R.J. McVean, additional half-time graduate assistant in Department of Economics.

On motion of Mr. Berkey, it was voted to refer items 8, 9, 12 and 13 to the President and the Advisory Committee with power to act.

On motion of Mr. Brody, it was voted to approve all other items not taken care of in above motion.

TRAVEL REQUESTS

1. American Vocational Association Meetings - New York City, December 9-12.

Mr. F.A. Smith	
Mr. B.A. Walpole	Travelling expenses only.
Mrs. Merle Byers	
Miss Helen Hartman	

2. Inland Bird Banding Association Meeting - Chicago, Nov. 27th and 28th.
J. W. Stack, Transportation expenses

3. International Live Stock Show - Chicago, Nov. 25 to Dec. 7.

John Carter	
John MacAllen	All expenses
Andrew Quirrie	
R.S. Hudson	

Prof. Brown
V. A. Freeman

Chas. Walker	Nov. 25 - Dec. 7
H. S. Thornton	All expenses - Cattle and Sheep exhibits
R. E. Maples	

Frederick Bach	Student judging team - Nov. 26 to Dec. 3
Howard T. Johnston	All expenses to be paid from funds raised by
William A. Kirk	students in booth conducted during Farmers Week
Wilton Rohlfs	
H. R. Pettigrove, coach	All expenses

C. R. Megee Nov. 27 to Dec. 2nd - Small grains judging committee
expenses paid by the International

C. F. Wenner	Nov. 27 to Dec. 5th - in chg. of Mich. entries
	Expenses paid by Mich. Crop Improv. Assn.

H. C. Rather	Nov. 30th to Dec. 2nd - all expenses - college funds
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R. E. Decker	Nov. 30th to Dec. 2nd - Educ. exhibit - all expenses
C. R. Oviatt	Paid from Extension funds.

Dean J. F. Cox Nov. 30th to Dec. 1st - deliver evening address to
International Crop Improv. Assn. All expenses.

P. G. Lundin	Accompany delegation of 4-H Club members during
Lois Corbett	National 4-H Club Congress - Nov. to Dec. 5th.
Sylva Wixson	All expenses - Extension account
Olga Bird	
A. G. Kettunen	

4. Society of Animal Production - Chicago, Nov. 27th and 28th
Mr. L. H. Blakeslee - car fare and pullman expenses from Chatham, excursion rate.
L. A. Moore Fri. Nov. 27th, travel only
D. H. LaVoi R. R. fare only, at reduced rates.

- ## 5. U.S. Livestock Sanitary Association Meetings

Ward Giltner
H.J. Stafseth Dec. 1 to 4, railroad mileage, excursion rate, for each
I.F. Huddleston

One automobile for transportation of four members of Department of Animal Pathology
December 2nd to 4th, or equivalent of railroad fare and pullman to Chicago and return for
one person to be applied on the use of an automobile.

6. Chicago Coliseum Poultry Show - December 1st to 6th

Ashley Berridge - full expenses (taking turkeys from Potato Exp. Sta.) Dec. 1-6
J. A. Hannah - National Poultry Council Meeting Dec. 2nd and 3rd, give talk over
WLS Radio Station and appear on National Poultry Council, travel only.

7. National Society of Agricultural Engineers - Nov. 30th to Dec. 2nd - Chicago

Mr. George Amundson - Railroad fare at reduced rate - Extension funds.

8. American Game Association - New York City Nov. 30th to Dec. 2
Dr. M. D. Pirnie - Travelling expenses - probably one way - approximately \$50.00.
9. Central States Foresters Congress - Cincinnati, Ohio, Dec. 3, 4, and 5th
Prof. P. A. Herbert travelling expenses only.
10. President's Conference on Home Building and Home Owning - Washington, D.C. Dec. 2-5
Professor H. H. Musselman - all expenses
Dr. Marie Dye - all expenses
11. Professor J.B. Hasselman Washington, D.C. during the month of Dec. to study
Mr. Lauren Brown methods and practices in use in the mimeograph, multi-graph, and photographic offices of the federal department of agriculture, and to enable Mr. Hasselman to interview officials of the Radio Commission in regard to additional power for our station.
College car with gas and oil expenses paid and allowance of an additional \$50.00 for expenses of the two men - Extension account.

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

REPORT ON TRAVEL AUTHORIZED BY PRESIDENT'S OFFICE

1. Dean Cox to Chicago - Davenport Anniversary Program, Nov. 1, 2, and 3.
2. Mr. Cade, Purdue Univ. travel expenses - Nat. Electric Light Assn. Nov. 4, 5, 6.
3. Land Grant Delegation. Dean Cox, Dean Dirks, Pres. Shaw, Dean Dye, Director Baldwin, Director Gardner, Mrs. Stockman, Dr. Austin (Travel only.) Chicago.
4. W. W. Hitchcock, Washington, D.C. transportation expenses. Committee on transportation, National Research Council Bldg. Nov. 14th.
5. Professor Ray Hutson to attend meeting of the Eastern Branch of the American Association of Economic Entomologists on November 19th and 20th, expenses to be paid from the current fund of the Department of Entomology. New York City.
6. Miss Esther Lott, Home Demonstration Agent made a trip to Chicago to represent this institution by delivering a radio talk for the National Farm and Home Hour, Oct. 24th, expenses totaling \$14.05, account appended herewith. Did not obtain authorization before making trip.
7. American Society of Agronomy Meeting at Chicago, Nov. 19th and 20th. One car from the Farm Crops Department mileage at 5¢ per mile, taking four members.

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

MISCELLANEOUS ITEMS

1. Request from the office of Institution Administration for \$1700 additional apportionment to budget.

On motion of Mr. Brody, it was voted to refer the above item to the Finance Committee.

2. Letter from Mr. Kellogg regarding planting of nut trees, and obligating himself to furnish \$2000 with which to purchase trees.

On motion of Mr. McColl, it was voted to accept Mr. Kellogg's offer regarding the planting of nut trees and to send Mr. Kellogg a letter of thanks.

3. Letter from Mr. G. O. Stewart of the Alumni Association with statement showing balance of \$550. in alumni catalogue account.

On motion of Mr. Berkey, it was voted to return the balance of \$550 to the general fund.

4. Letter from Mr. G. O. Stewart regarding scholarship plan.

Deferred for action at next board meeting.

DEFERRED MATTERS AND REPORTS

1. Repair of Dunbar Experiment Station building from College building funds. Dunbar Experiment Station work will be handicapped by this heavy draft on its funds. Building is used primarily for instructional work. Repair cost to total \$735.00.

On motion of Mr. Watkins, it was voted to refer the above item to the Building Committee with power to act.

2. Reconsideration of board action of June 22nd transferring \$2,000 from the Creamery fund to the Dairy Husbandry Department fund. Request was that this amount be transferred from excess receipts of the Dairy Husbandry Department fund. Creamery fund is entirely separate fund. New barn made increased receipts possible, also increased certain expenses. Transfer to cover excess expenses-should come from excess receipts of Dairy Department fund.

On motion of Mr. McPherson, it was voted to deny the above request.

3. Report of Building Committee on request of Dairy Department for use of \$24,000 for additional floor to Dairy Building.

No report.

Travel
authorized
by Pres.
Office.

Request from
Inst. Adm.
for \$1700 ref.
to Adv. Com.

Mr. Kellogg
to furnish
\$2000 for nut
tree planting.

Balance of
\$550. left in
alumni cat.
acct. returned
to gen. fund.

Letter from
Mr. Stewart
re: scholar-
ship plan.

Repairs to
Dunbar Exp.
Sta. ref. to
Bldg. Com.

Request for
transfer of
\$2000 from Cr.
fund to Dairy
denied

Request for
additional
floor to Dairy
Bldg. ref. to
Bldg. Com.

FINANCE COMMITTEE REPORTS

\$6406.69 trs from Cont. to take care of Kellogg Farm deficit.

1. Kellogg Farm Deficit - \$6406.69

On motion of Mr. McPherson, it was voted to transfer an amount of \$6406.69 from the Contingent Fund to take care of the Kellogg Farm Deficit.

U.P. Station budget appr.

2. Approval of U. P. Station budget.

On motion of Mr. McPherson, it was voted to approve in detail the budget for the Upper Peninsula Experiment Station.

Lake City Station budget approved with corrections.

3. Approval of Lake City Potato Station budget.

On motion of Mr. McPherson, it was voted that the total amount of the budget for the Lake City Potato Experiment Station be corrected by striking out the item of \$296. for one milking machine and water heater, and \$300 for an electric milk cooler. Total amount \$596., which leaves the corrected budget \$8,254.

Transfer of \$15,000 from Reserve to Contingent.

4. Transfer of \$15,000 from Reserve Fund to Contingent Fund.

On motion of Mr. McPherson, it was voted to approve the transfer of \$15,000 from the reserve fund to the Contingent Fund.

Reports from Secretary's Office

1. Purchase of 10 acres of land at South Haven at \$100 per acre. (Ref. to Pres. & Sec.)

It was reported that the abstracts and deed were received and are now in the hands of the Attorney General.

2. Purchase of 18 acres of land known as Mary Huber Farm (Ref. to Pres. & Sec.)

The 18 acres were purchased for \$3600. \$1800 has been given as down payment - the balance to be given when abstracts and deed are approved by the Attorney General's Department.

3. Request to place \$20,000 of present Creamery fund now held in reserve, on Certificate of Deposit so that usual 4% increase can be credited to fund. (Ref. to Sec.)

The Secretary reported that \$20,000 Creamery funds has been invested in Certificate of Deposit No. 50749, at the Capital National Bank, and will draw 4% interest up to January 1st and 3% after that date.

4. Frederick C. Miller Revolving Fund established.

(Fund established amounts to \$20,000 to be available at a future date, under terms of contract now on file in Secretary's Office)

Papers have been received from Frederick C. Miller properly signed, establishing the Frederick C. Miller Revolving Fund.

5. Report by the Secretary on cost of Building Poultry House at W.K. Kellogg Farm.

Labor	\$1,334.47
Lumber, cement, brick, etc.	1,650.45
Paint & Stain	136.76
Elec. Wir. & Supplies	69.42
Ventilators	65.00
Hardware	59.74
Misc. supplies	14.70
	<u>\$3,330.54</u>

6. Report on purchase of chairs for college from Men's Commons. (Ref. to Secretary)

The Secretary reports that 112 chairs were purchased - the amount of sale was applied on the deficit of Men's Commons.

7. The Secretary reported that the preliminary agreement for the new dormitory for women had been signed by the officials of the Detroit & Security Trust Company and by the President and Secretary of the State Board of Agriculture.

8. Report on status of bonds placed in the hands of the Treasurer of the College for loaning money to students. (Report on file in Secretary's Office)

9. Report of the Attorney General on security from Capital National Bank and the East Lansing State Bank authorized by the Public Acts of 1931 and approved by him in lieu of guaranteed bonds. (Report on file in Secretary's Office)

Capital National Bank - \$250,000 - East Lansing State Bank - \$103,000.

On motion of Mr. McColl, it was voted to adopt the above reports made by the President and Secretary.

Building Committee Items

1. Accident report on injury to Mr. Dale Hendee, Grounds Dept. worker. Time lost - amount \$28.80 and Health Service bill \$5.50. Amount to come from the Contingent Fund.

Report on purchase of land at South Haven

Report on purchase of Mary Huber farm.

\$20,000 Cr. fund placed on Cert. of Deposit.

Frederick C. Miller Revolving Fund est.

Report on cost of Building Poultry House

112 chairs purchased from Mens Commons

Preliminary agreement for new dorm. signed.

Report on status of bonds

Report of Att. Gen. on security from Cap. Nat. & E.L. St. Bank

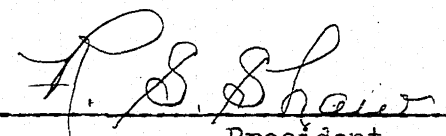
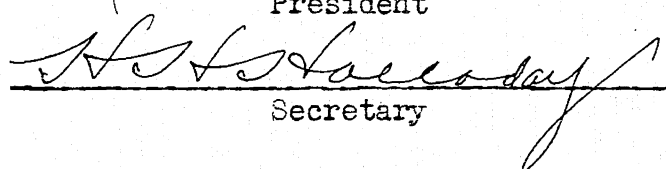
Accident report on injury to Dale Hendee

2. Accident report on injury to Frank Wilcox, who works on the crane. Time lost - amount \$95.40 and Health Service bill \$9.00. Amount to come from the Contingent Fund.
3. Request from Department of Physical Education for Women for installation of marble shower in the small dressing room on the second floor of the Gym. Estimate \$300. Amount to come from Contingent Fund.
4. Request from Professor Brown, Professor Anthony and Mr. Hudson for installation of Concrete troughs for silos at Dairy & Beef Cattle Barns. Estimate \$185.00. Amount to come from Contingent Fund.
5. Request from Dean Dirks that a fund of \$8148.95 be set up to cover a list of extras which would be necessary to complete the addition to Olds Hall and to the Foundry. Amount to come from the Building Fund.
6. Report of electrical distribution on Main Campus.
It was recommended that an amount of \$9000 be authorized from the Contingent Fund for the work already completed and to continue the work of electrical distribution on the Main Campus.

On motion of Mr. McColl, it was voted to approve the six items listed above, amounts in items 1, 2, 3, 4, and 6 to be taken from the Contingent Fund and the amount in item 5 to come from the Building Fund.

It was voted to hold the next meeting of the State Board of Agriculture December 18 at 9 o'clock in the President's Office.

The meeting adjourned at 5:00 P.M.


 President

 Secretary

Minutes of the
Meeting of the State Board of Agriculture
December 18, 1931

Present: Messrs. Berkey, Brody, McColl, McPherson, Watkins, Mrs. Stockman, Superintendent Pearce, President Shaw and Secretary Halladay; also the two new members elect, Mrs. Matilda R. Wilson and Gilbert L. Daane.

Absent: No one.

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

The minutes of the previous meeting were approved having been in the hands of the Board members.

APPOINTMENTS

1. At the annual meeting of the Active Board of Governors of the Michigan State Institute of Music and Allied Arts, held on Monday, December 14th, the following members of the Board of Directors whose terms had expired were re-elected, subject to the approval of the State Board of Agriculture.

Prof. L. C. Emmons, three years
Dr. E. L. Austin, three years
Mr. V. M. Shoesmith, three years

To fill an existing vacancy in the Board of Directors, Mr. Clark L. Brody was suggested, also subject to the approval of the State Board of Agriculture. It was the expression of the meeting that the vacancy should be filled by a resident member of the State Board of Agriculture to make possible a more workable understanding between these two bodies. The by-laws of the Institute require that these members be approved before the meeting of the Board of Directors on Monday, December 21st.

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

2. Appointment of Dr. L. M. Turk as Assistant Professor in Soils at a salary of \$2500 per year on the basis of one-half time Experiment Station and one-half time College, appointment to become effective January 1st. Dr. Turk received a doctor's degree from the University of Missouri. He will take over work formerly done by Dr. C.E. Millar previous to his appointment as Head of the Department.

On motion of Mr. McPherson, it was voted to approve the above item and to transfer an amount of \$700 from the Contingent Fund to the salary budget of the Soils Department to take care of this extra amount needed.

975
Accident report on injury to Frank Wilcox.
Marble shower to be installed in Gym.
Concrete trough for silos to be installed at Dairy & Beef Barn
\$8148.95 to be set up to cover extras for addition to Olds Hall.
\$9000 set up from Cont. fund for work completed to continue work of electrical distribution on main campus.

Appointments

Emmons, Austin
Shoesmith
re-elected to
Bd. of Dir.
of Institute
of Music.
Mr. Brody to
represent Bd.