

MINUTES OF THE MEETING
of the
STATE BOARD OF AGRICULTURE
November 24, 1944

Present: Mr. Berkey; Chairman; Messrs. Akers, Brody, McPherson; Miss Jones; President Hannah; Treasurer Wilkins and Secretary McDonel.

Absent: Mr. Armstrong; Dr. Elliott

The meeting was called to order at 11:00 A.M.

The minutes of the previous meeting were approved.

PRESIDENT'S REPORT

1. Resignation of Mary Jeanne Miller as stenographer in the Placement Office, effective October 28, 1944. Miss Miller has accepted another position.
2. Resignation of Mrs. Bettie Blind as clerk in the Registrar's Office, effective as of August 31, 1944.
3. First-class railway fare only for Walter Abell to attend the meeting of the Midwest Art Association in Chicago on November 10 and 11.
4. Full expenses for H. A. Berg and C. M. Hardin to attend the Outlook Conference in Washington, D. C., on November 13-18, with expenses paid from Extension funds.
5. Correction in the title of George D. Hurrell from Extension Assistant in Farm Management to Extension Assistant in Conservation.

Resignations

Travel

Correction in
title-Hurrell

RESIGNATIONS

1. Resignation of Lillian Humby as clerk in Stores, effective November 4, 1944, because of ill health. Miss Humby may be employed later on a part-time basis on the labor payroll.
2. Resignation of Geraldine Humm as Secretary to the Comptroller, effective November 3, 1944.
3. Resignation of Phyllis Denney as stenographer in Horticulture, effective October 31, 1944. Miss Denney has accepted a position in another city.
4. Resignation of Mrs. Helen Sites as stenographer in Horticulture, effective October 31, 1944. Mrs. Sites is joining her husband who is in the army.
5. Resignation of Donna J. Beardsley as stenographer in Landscape Architecture, effective October 31, 1944. Miss Beardsley is moving to another city.
6. Resignation of Ruth Baas as stenographer in Publications, effective November 30, 1944. Miss Baas will continue to work in Publications in another capacity paid from the labor payroll from Emergency War Food Administration funds.
7. Resignation of Elizabeth Chamberlin as Secretary in the School of Home Economics, effective October 31, 1944. Miss Chamberlin has accepted a position with the Reniger Construction Company in Lansing.
8. Resignation of Juanita Staley as Dictaphone Operator in the Central Stenographic Office, effective as of October 18, 1944. Miss Staley is returning home.
9. Resignation of Eleanor Bryan as stenographer in the Central Stenographic Office, effective October 24, 1944.
10. Resignation of Patricia Palmer as clerk in the Accounting Office, effective October 31, 1944.
11. Resignation of Mrs. Ursula Panula as general duty nurse at the Health Service, effective November 30, 1944. This resignation is accepted with the understanding that after November 30, Mrs. Panula may be reemployed on an hourly basis.
12. Resignation of Maurice L. Hill as District Club Agent in Ingham and Clinton Counties, effective December 15, 1944. Mr. Hill will enter business with his uncle in Lansing.
13. Resignation of Robert W. Ries as District Club Agent in Antrim, Grand Traverse, Leelanau and Benzie Counties, effective December 31, 1944. Mr. Ries is entering private business.
14. Transfer of Mrs. Clara Hay from the salary payroll to the labor payroll on the Emergency War Food Administration funds, effective November 1, 1944. Mrs. Hay has been employed as Assistant Home Demonstration Agent in the City of Flint and paid from Emergency Extension funds.
15. Resignation of Clyde O. May as Extension Associate in Farm Management, effective November 15, 1944. Mr. May is entering private business.

Resignations

November 24, 1944

RESIGNATIONS, continued

Resignations

16. Resignation of Mrs. Eunice Pardee as Emergency Extension Supervisor, effective November 9, 1944. Mrs. Pardee has accepted a position with the Farm Security Administration.
17. Report that F. F. Fauri is unable to accept the position of Special Lecturer in Social Service for winter quarter 1945.
18. Resignation of Robert L. Carmin as Instructor in Geology and Geography, effective October 31, 1944. Mr. Carmin has accepted a position in the Office of Strategic Services in lieu of being drafted. He was employed on a temporary basis.
19. Termination of the employment of Marion Hall as Instructor in History, effective November 20, 1944. Mr. Hall was appointed on a monthly basis.

LEAVES

Leaves

1. Leave of absence without pay for three months for Floyd Linebaugh, technician in the Department of Agricultural Engineering, effective January 1, 1945, because of the illness of his wife.
2. Leave of absence without pay for an indefinite period for Miss Lois Corbett, Assistant State Club Leader, effective November 1, 1944, because of the illness of her mother.
3. Leave of absence without pay for V. G. Grove, Professor of Mathematics, from December 1, 1944 to June 30, 1945. Dr. Grove will work with the Army Air Forces as mathematical consultant.
4. Leave of absence without pay for one year for Austin VanderSlice, Assistant Professor of Social Science in the Basic College, effective January 1, 1945. Dr. VanderSlice is accepting a position with the International Labour Office in Montreal.

APPOINTMENTS

Appointments

1. Appointment of Ila Granberg as stenographer in the Placement Office at a salary of \$1440 per year, effective November 6, 1944. This is a new position.
2. Appointment of Jane Hurrell as dictaphone operator in the Central Stenographic Office at a salary of \$1320 per year, effective November 1, 1944, and paid from Extension funds. Miss Hurrell replaces Juanita Staley who has resigned.
3. Appointment of James Donald Phillips as District Organization Specialist in the Adult Education Program at a salary of \$4000 per year, effective from December 1, 1944 to June 30, 1945. This is a new position to be reimbursed 75 per cent by the State Department of Public Instruction.
4. Appointment of Mrs. Beatrice O'Donnell as Instructor in Effective Living in the Basic College at a salary of \$125 per month on a half-time basis, effective from December 1, 1944 to June 30, 1945. This is a new position.
5. Appointment of Dr. Robert M. Bartlett on a temporary basis to the staff of the Department of Effective Living at a salary of \$100 per month, effective from November 15, 1944.
6. Appointment of John Ben Holland as Instructor in Effective Living in the Basic College at a salary of \$2700 per year, effective January 1, 1945. This is a new position.
7. Appointment of Corine Twetley as Instructor in Written and Spoken English in the Basic College at a salary of \$2600 per year, effective January 1, 1945. This is a new position.
8. Appointment of John B. Harrison as Assistant Professor of History and Political Science in the School of Science and Arts, and of History of Civilization in the Basic College at a salary of \$3000 per year, effective November 20, 1944. Mr. Harrison resigned in October 1943 when he was drafted. He will replace Marion E. Hall who was on a temporary basis and his services are terminated as of November 20.
9. Appointment of Einer G. Olstrom as District Club Agent in Ingham and Clinton Counties at a salary of \$2500 per year, effective December 16, 1944. Mr. Olstrom will replace Maurice L. Hill who has resigned.
10. Appointment of Mrs. Vivian P. MacFawn as Extension Assistant in Foods and Nutrition at a salary of \$3000 per year, effective December 1, 1944. Mrs. MacFawn will replace Miriam Eads who has resigned.
11. Reappointment of James E. Moulton as Research Assistant in Horticulture, at the same salary of \$2400 per year, effective from January 1 to June 30, 1945, and paid from Bankhead-Jones funds.
12. Appointment of Lynn S. Robertson as Assistant in Research in Soil Science at a salary of \$2000 per year, effective January 1, 1945, and paid from Experiment Station funds. Mr. Robertson has held two graduate assistantships since September 1943. He replaces J. F. Davis who has resigned.

APPOINTMENTS, continued

Appointments

13. Reinstatement of Paul A. Herbert as Professor of and Head of the Department of Forestry at a salary of \$5000 per year, effective November 6, 1944. Mr. Herbert has been on military leave since December 15, 1942.
14. Appointment of Barrett Lyons as Special Lecturer in Social Service during the winter quarter 1945 at a salary of \$200 for the quarter. Mr. Lyons will teach one course. He replaces F. F. Fauri who was unable to accept the appointment.
15. Reappointment of Margaret E. Mauch as Instructor in Mathematics at the same salary of \$225 per month, effective from January 25 to June 25, 1945.
16. Appointment of Robert G. Brault as half-time graduate assistant in Chemistry at a salary of \$70 per month, effective from January 1 to June 30, 1945.

TRAVEL

Travel

1. Full expenses for R. E. Marshall to accompany a group of managers of Michigan cooperative fruit growers' organizations on an inspection trip of packing houses and cold storage plants on the west coast during November.
2. Full expenses for Elizabeth Walbert to go to Minneapolis for three days in connection with research work now under way; paid from War Emergency Research funds.
3. Mileage on one car and maintenance expenses for B. R. Churchill and Perry Bowser to visit in the Guelph, Toronto, section during the early part of December in connection with rutabaga development; paid from Experiment Station funds.
4. First-class railway fare only for two members of the staff of the Mathematics Department to attend the meeting of the Mathematical Association of America in Chicago on November 24-26.
5. The following authorization for staff members to attend the annual meeting of the American Society of Mechanical Engineers in New York City on November 27 to December 2;
 - a. First-class railway fare only for L. C. Price.
 - b. Full expenses for H. B. Dirks
6. First-class railway fare only for J. M. Jensen to attend the annual meeting of the American Butter Institute in Chicago on November 29 and 30; paid from Extension funds.
7. The following authorizations for members of the staff to attend the meetings of the American Society of Animal Production and the National Livestock Show in Chicago on November 30 to December 5:
 - a. First-class railway fare only for C. W. Dunca; paid from Experiment Station funds.
 - b. First-class railway fare only for R. S. Hudson
 - c. First-class railway fare only for H. F. Moxley and E. L. Benton; paid from Extension funds.
 - d. First-class railway fare only for G. S. McIntyre; paid from Extension funds.
 - e. First-class railway fare only for G. A. Brown, C. L. Cole, G. A. Branaman, and W. N. McMillen.
 - f. First-class railway fare only for C. F. Huffman and J. T. Reid; paid from Experiment Station funds.
8. The following authorizations for members of the staff to attend the National 4-H Club Congress in Chicago on December 2-8:
 - a. Full expenses for A. G. Kettunen and Edith Johnson
 - b. Out-of-state authorization without expense for Mrs. Corrine White, Louie Webb, and O. F. Walker.
9. Full expenses for C. M. Harrison, A. A. Johnson, and H. C. Moore to attend the annual meeting of the International Crop Improvement Association in Chicago on December 3-6; paid from Michigan Crop Improvement Association funds.
10. First-class railway fare only for L. H. Brown and A. H. Haist to attend the annual meeting of the American Society of Farm Managers and Rural Appraisers in Chicago on December 4 and 5.
11. First-class railway fare only for R. A. Runnells to attend the Conference of Research Workers in Animal Diseases in Chicago on December 5, and to visit the Anatomy Department in the Medical School of the University of Illinois on December 6.
12. First-class railway fare only for K. C. Barrons to attend the annual meeting of the Vegetable Growers' Association of America in Rochester, New York, on December 5-7; paid from Experiment Station funds.
13. Full expenses for R. G. Hill to attend a meeting of the National Association of County Agricultural Agents in Chicago on December 6; paid from Extension funds.

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TRAVEL, continued

Travel

14. Expenses not to exceed \$78 each for Merle Byers and George Deyoe to attend the meeting of the American Vocational Association in Philadelphia on December 5-9; the College to be reimbursed by the State Board of Control for Vocational Education.
15. Full expenses for Ralph Young, J. H. Kobs, K. A. Schlademan, F. A. Collins, and Charles McCaffree to attend the Big Ten meetings in Chicago on December 7 and 8.
16. Full expenses for R. J. Baldwin, A. B. Love, J. G. Hays, Ruth Peck, and Doris Gillespie to attend a district conference in Chicago on December 7-9. This conference has been called by the Federal Director of Labor, and expenses are to be paid from Emergency Farm Labor funds.
17. The following authorizations for members of the staff to attend the annual meeting of the American Pathological Society in Cincinnati, Ohio, on December 9-11:
 - a. First-class railway fare only for Ralph W. Lewis.
 - b. Full expenses for Donald Cation; paid from Experiment Station funds.
 - c. First-class railway fare only for J. H. Muncie and D. M. McLean; paid from Experiment Station funds.
18. Full expenses for B. R. Proulx to attend the annual meeting of the American Hotel Association in Chicago on December 10.
19. First-class railway fare only for a member of the staff of the Forestry Department to attend the meeting of the National Lumber Manufacturers Association in Chicago on December 11-13.
20. First-class railway fare only for Glen Stewart to attend the meeting of the Board of Directors of the American Alumni Council in Chicago on December 8-10; and maintenance expenses to attend the District V meeting of alumni workers in Chicago on December 12 and 13.
21. Full expenses for C. H. Jefferson to attend a conference relating to the Regional Farm Structures Research Program in Chicago on December 12 and 13; paid from Experiment Station funds.
22. First-class railway fare only for two members of the staff of the Sociology Department to attend the meeting of the American Sociological Society in Chicago in December.
23. First-class railway fare only for two members of the staff of the Department of History and Political Science to attend the annual meeting of the American Historical Association in Chicago on December 28 and 29. Four or five staff members may share this allowance.

Deaths of former students in war.

MISCELLANEOUS

1. Report of the deaths of the following former students in the war:

Edwin Fiedler, Class of 1936, Sergeant on a B-24, was killed in action in China on September 28, 1944. He graduated in Physical Education on June 15, 1936, having entered from Lansing.

William Walter Melnyk, Class of 1936, a Private in the Army, was killed in action in Italy on September 24, 1944. He was enrolled in Business Administration during 1942-43, having entered from Hamtramck.

Harry William Mertins, Class of 1939, Captain in the Army, was killed in Action in France on September 12, 1944. He graduated in Hotel Administration on June 12, 1939, having entered from Iron River.

Robert Bruce Selby, Class of 1945, a Private in the Marine Corps, was killed in action on Guam on July 28, 1944. He was enrolled in Forestry during 1941-42, having entered from Sturgis.

Martin Van Scheid, graduate student in 1942, a First Lieutenant in the Marine Corps, was killed in action in Guam on August 3, 1944. He received his Master of Science degree in Dairy on June 13, 1942, having entered from Whitesboro, Texas.

Gordon Frederick Fischer, Class of 1933, Captain in the Army Medical Corps, was killed in Belgium on September 16, 1944. He graduated in Liberal Arts on June 12, 1933, having entered from East Lansing.

Herbert Earl Moore, Class of 1943, a Second Lieutenant in the Army, was killed in action in France on October 10, 1944. He was graduated from Applied Science on June 12, 1943, having entered from Birmingham.

Robert Otis Couture, Class of 1942, a Second Lieutenant in the Air Forces, was killed in action in Italy on October 17, 1944. He was enrolled in Business Administration during 1938-40, having entered from West Branch.

Royce Allison Drake, Class of 1927, a Colonel in the Army, was killed in action on Leyte Island on October 21, 1944. He was graduated from Veterinary Medicine on August 26, 1927, having entered from Ypsilanti.

2. Acceptance of a check for \$200 from Horwath and Horwath to be credited to the scholarship fund which this firm has established.

Accept check Horwath and Horwath.

MISCELLANEOUS, continued

3. Acceptance of a check for \$2500 from Mrs. Matilda R. Wilson to be credited to "The Matilda Wilson Fund" to be used for grants to needy students.

Accept. check
Matilda Wilson
\$2500

4. Will of Annie Graham containing the following provisions:

Will of Annie
Graham

"Paragraph 13. I give and bequeath the oil painting of my husband, Robert D. Graham, to the Michigan Agricultural College, to be hung in its gallery."

Paragraph 17. This paragraph gives all the rest, residue and remainder of the testator's estate to the Grand Rapids Trust Company, now Michigan National Bank, in trust as follows:

"The purposes of this trust are:

"(a) To set up a fund of Five Thousand Dollars (\$5,000) which shall be known and designated as the 'Robert D. Graham Scholarship in Agriculture' to be used for the benefit of boys who are students in the Agricultural Department of the Michigan State College, and who are selected to receive the benefit of this scholarship by the faculty of the Michigan State College. It is my intention that said fund shall be used, principal and income, as a loan fund; that not more than three students shall be assisted in any one year and not more than one from any one class. My Trustee is given entire power and discretion as to the amount or amounts loaned, the evidences of indebtedness therefor, and the security thereupon. Loans may be made to students selected by the faculty as aforesaid without any security whatever or upon security which is inadequate."

Accept. \$1500
from Borden
Company to
establish an
annual scholar-
ship award-
for Home Ec.
students.

5. Acceptance of a check for \$1500 from The Borden Company of New York to establish an annual scholarship award to be known as the Borden Home Economics Scholarship Award. The amount to be awarded annually will be \$300, and the awards will be not less than five in number, and will be administered under the direction of the Dean of Home Economics according to the terms and conditions requested by The Borden Company.

6. Payment of the following amounts to salaried employees during the months of October:

<u>Auditorium</u>		<u>Miscellaneous</u>	
Warren Burt	\$18.00	C. H. Pesterfield	\$ 90.00 (ESMWT)
L. R. Chapman	18.00	S. S. Radford	81.00 "
Leo Cudworth	6.00	J. A. Strelzoff	321.00 "
Helen Evans	9.00	L. R. Chapman	3.00
Betty Gill	6.00	Christina Gunn	31.20
Mildred Jeffers	21.00	L. P. Hedeman	29.00
Gerald Knapp	18.00	Robert Herron	139.50
J. M. Kutt	24.00	J. P. Hutton	8.00
George Sawdy	18.00	Marguerite Jackson	4.50
Dorothy Scott	21.00	Leo Klever	24.30
L. H. Searl	21.00	Geraldine Sheridan	5.40
Vern Severance	21.00	Wayne VanRiper	2.50
Robert Troxell	24.00	Clella Weissinger	66.40
Clella Weissinger	3.00	Neal Whitehead	2.50
Rodney Whiting	24.00		

Additional
pay to salari-
ed employees.

7. Payment of the following amounts to salaried employees who worked during the football season:

R. P. Adams	\$ 12.00	K. C. Randall	\$ 12.00
L. E. Chapman	15.00	L. S. Robertson	8.00
J. A. Clark	12.00	C. A. Rosenbrook	15.00
R. L. Cook	12.00	G. G. Sawdy	12.00
L. A. Cudworth	15.00	Dorothy Scott	15.00
R. J. Davis	15.00	L. A. Searl	12.00
C. S. Gerlach	12.00	Vern Severance	15.00
C. C. Hamilton	4.00	D. F. Sheehan	12.00
R. C. Heydrick	12.00	J. W. Shirley	12.00
R. E. Horwood	4.00	W. W. Snyder	12.00
J. M. Jensen	12.00	Frederick Sorenson	8.00
Dean Kuykendall	15.00	Glen Stewart	12.00
V. E. Leichty	12.00	E. C. Tabor	12.00
C. N. McCarty	12.00	R. E. Troxell	12.00
E. C. Prophet	12.00	C. R. Watts	12.00

8. Recommendation that the status of the following employees be clarified and that they be placed on the same basis as all other employees subject to the rules of tenure for their respective ranks and with the understanding that they will be given credit in computation of retirement allowance from the date of their original appointment:

Certain em-
ployees
placed on in-
surance and
retirement.

- Darrell M. McLean, Research Assistant in Plant Pathology.
- Harold L. Sparks, District Club Agent in Berrien, Cass, and St. Joseph counties.
- Arthur D. Markle, County Agricultural Agent in Ontonagon County.
- Arthur H. Haist, Extension Assistant in Farm Management
- Mrs. June C. Brown, Home Demonstration Agent in Mecosta, Newaygo, and Oceana Counties.

MISCELLANEOUS, continued

- Increase in salary Robert Herron
- Increase in salary - Albert Warne
Cyril Hemmer
Gould Pinney
Harold Sparks
- Increase in salary for Lincoln P. Hedeman
also
Walter Abell
and
Elizabeth Gilroy
- Transfer Paul Krone.
- A.J. Clark to have title Distinguished Professor of Chemistry.
- C. Hans Lucas advanced from Asst. Prof. & Res. Asst. to Assoc. & Res. Assoc. Prof. Hort.
- Approval changes Farm Crops Dept.
- R.G. White given rank of Res. Asst. in Soil Sci. without compensation.
- Payment to Don Beehler time lost.
- Add. approp. \$500 for the Russ Forest
- Appropriation for uses of Auditorium
- Mich. Hospital Benefit designated as official company to carry hosp. & surg. insurance.
- Mr. Foster, Union, to handle concessions.
- State Adm. Bd. requests permission to cross college property for construction purposes.
9. Recommendation for an increase in salary for Robert Herron, Assistant Purchasing Agent, from \$3000 to \$4200 per year, effective November 1, 1944. During the past year Mr. Herron has been paid additionally from the labor payroll, and for the year ended December 31, 1943, he earned \$4518.50.
 10. Increase in salary for the following Club Agents, effective January 1, 1945, with the exception of Mr. Sparks:
 - a. Albert C. Warne, Montcalm, Ionia, and Gratiot Counties, from \$2100-\$2200.
 - b. Cyril J. Hemmer, Mason, Lake, Manistee, and Wexford Counties, from \$2100-\$2200.
 - c. Gould Pinney, Midland, Bay, and Isabella Counties, from \$2100-\$2300.
 - d. Harold L. Sparks, Cass and Berrien Counties, from \$2200-\$2500, effective December 1, 1944.
 11. Increase in salary for Lincoln P. Hedeman, Instructor in Surgery and Medicine from \$2700 to \$3100 per year, effective November 1, 1944.
 12. Increase in salary for Mrs. Walter Abell, Instructor in Foreign Languages, from \$1200 to \$1400 per year, effective November 1, 1944. Mrs. Abell is giving additional time to teaching.
 13. Increase in salary for Mrs. Elizabeth Gilroy, Bookkeeper at the Creamery, from \$1800 to \$1920 per year, effective January 1, 1944.
 14. Transfer of Paul Krone, Extension Associate in Horticulture, from the Extension payroll to the College payroll at the same salary of \$4000 per year, effective from January 1 to March 31, 1945. Mr. Krone will handle special class work in Short Courses and regular work in Floriculture during this period.
 15. Recommendation that effective as of January 1, 1945, Mr. A. J. Clark be given the title of Distinguished Professor of Chemistry and that he be relieved of his duties in the Chemistry Department since on that date Professor Quill will assume the headship of that Department. Professor Clark is to become Chairman of the Faculty Committee on Scholarships and will perform such other duties as are assigned to him.
 16. Recommendation that E. Hans Lucas be advanced from Assistant Professor and Research Assistant of Horticulture to Associate Professor and Research Associate of Horticulture and his salary increased from \$2900 to \$3500 per year, effective January 1, 1944. This is a replacement for Dr. Crist who has resigned.
 17. Recommendation that the following changes in the Farm Crops Department be approved, effective January 1, 1945:
 - a. Change in status of C. M. Harrison from Research Associate and Extension Associate in Farm Crops to Professor and Research Professor of Farm Crops at the same salary of \$4000 per year.
 - b. Change in status of Leyton V. Nelson from Assistant in Research in Farm Crops to Research Assistant and Extension Assistant in Farm Crops, and a salary increase from \$2400 to \$2700 per year.
 18. Recommendation that R. G. White, who is stationed at the College as technical assistant in the U. S. Soil Conservation Service, be given the rank of Research Assistant in Soil Science without compensation from the College. He replaces W. U. Garstka.
 19. Correction in the title of Glen O. Stewart from Alumni Secretary to Director of Alumni Relations.
 20. Payment of \$42.50 to Donald Beehler, an employee of Buildings and Utilities, as compensation for time lost because of an injury received while working.
 21. Request for an additional appropriation of \$500 for the budget of the Russ Memorial Forest. This amount is to be taken from income secured from the sale of clover seed.
 22. Request for an appropriation of \$200 for the following uses of the Auditorium:

Orchestra Concert, December 1, 1944	\$100
Band Concert, December 8, 1944	100
 23. Recommendation that the Michigan Hospital Benefit be designated as the official company to carry hospital and surgery insurance on College employees who wish to enroll for this type of service where payroll deductions are required. Also the recommendation that those now holding membership in other companies be permitted to retain this membership if they wish, or they may change to the Michigan Hospital Benefit at specified dates only.
 24. At the meeting of the State Board of Agriculture on November 19, 1942, the appointment of a Concessions Committee to handle all concessions on the campus was authorized. This has not worked out as was hoped for, and at a recent meeting of the Committee its disbandment was requested with the understanding that in the future all concessions will be handled under the direction of Mr. Foster of the Union Building. Mr. Foster may wish to make arrangements with some individual not connected with the college to handle this matter on a percentage basis in accordance with certain rules and procedures to be worked out by Mr. Foster in consultation with Mr. Wilkins and Mr. McDonel. The approval of this arrangement is recommended.
 25. Request from the State Building and Construction Division of the Administrative Board for permission to cross College property for construction purposes and installation of a relief sewer for the Michigan State Police Post.

MISCELLANEOUS, continued

26. Bids were opened November 2, 1944 for a laboratory and breeding shed as follows:

	<u>Bid</u>
Corr Bros. Construction Company	\$8,945
The Christman Company	9,500
Reniger Construction Company	9,893
Francis J. Corr & Son	12,000

The contract was let to the low bidder, Corr Bros. Construction Company, and priorities have been received from WPB.

27. Report of the opinion of Mr. Ballard relative to the College or the State Board of Agriculture not being subject to the provisions of the present Michigan Workmen's Compensation Act.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve all of the foregoing items.

Bid let to
Corr Bros.
for lab. and
breeding shed

Opinion from
attorney re:
present Mich.
Workmen's
Compensation
Act.

ADDITIONAL ITEMSResignations

1. Resignation of Dorothy Scott as clerk in the Accounting Office, effective November 15, 1944. Miss Scott has accepted a position with General Motors in Detroit.
2. Resignation of Mrs. Dorothy Corwin as stenographer in Home Economics, effective December 2, 1944.
3. Resignation of Elsie L. Gabel as Instructor in Home Management and Child Development, effective December 31, 1944. Miss Gabel has accepted a position with the Drexel Institute of Technology.
4. Resignation of Herbert A. Nye as Assistant Professor of Physics, effective December 15, 1944. Mr. Nye is returning to the staff of the University of Illinois.
5. Resignation of Jacquelin A. Fay, stenographer in Engineering, effective December 15, 1944.

Leaves

1. Leave of absence without pay for Mrs. Julia Pagenstecher, stenographer in the Military Department, effective from November 27 to December 17, 1944. Her husband will be home on furlough from overseas during this time.
2. Leave of absence without pay for Arthur B. Bowman, Assistant Professor of Forestry, for one year, effective January 1, 1945. Professor Bowman has been asked to assume the responsibility for placing into effect a major program of management on one of the large national forest areas of the west coast.

Appointments

1. Appointment of Bruce Pettit as Assistant Cashier in the Accounting Office at a salary of \$2400 per year, effective December 1, 1944. Mr. Pettit will replace Dorothy Scott who has resigned.
2. Appointment of Jean Brierley as Instructor in Biological Science in the Basic College at a salary of \$2800 per year, effective January 1, 1945. This is a new position.
3. Appointment of Mrs. Helen Herzog as clerk in Home Economics at a salary of \$660 per year for half-time, effective December 1, 1944. This is a partial replacement for Mrs. Dorothy Corwin.
4. Appointment of Dr. Herman L. King as Extension Assistant Professor in Entomology effective January 1, 1945, at a salary of \$2800 per year, replacing C. B. Dibble resigned.

Travel

1. Full expenses for H. H. Kimber to attend the meeting of the American Historical Society Association in Chicago on December 28 and 29; to be paid from funds of the Department of History of Civilization in the Basic College.

Miscellaneous

1. Acceptance of a check for \$1120 from the estate of LaVerne Noyes to be used for LaVerne Noyes scholarships.
2. Adjustment in the salary of R. S. Linton, Registrar, from \$4700 to \$5000 per year, effective December 1, 1944.
3. Increase in salary for Henrietta Keyes, stenographer in Physical Education, Health, and Recreation for Men, from \$1500 to \$1620 per year, effective November 1, 1944.
4. There is increasing difficulty in keeping our nursing staff in the College Hospital satisfied. At the present time the supervisors are paid as follows: Miss Appleton \$2400 and maintenance, Mrs. Stanley, \$2260, Mrs. Crummer and Mrs. DeCamp \$2000 each; and all of the nurses, regardless of length of service, \$1800 each. It is recommended that in the future the basic rate of pay at \$1800 be continued for all nurses with an increase of \$100 after one year of satisfactory

Resignations

Leaves

Appointments

Travel

\$1120 from
Estate of
LaVerne Noyes
Inc. salary
R.S. Linton

Inc. salary
Henrietta
Keyes

Increases in
salary for
nurses.

MISCELLANEOUS, continued

- Increase in salary Robert Herron
- Increase in salary - Albert Warne
Cyril Hemmer
Gould Pinney
Harold Sparks
- Increase in salary for Lincoln P. Hedeman
also
Walter Abell
and
Elizabeth Gilroy
- Transfer Paul Krone.
- A.J. Clark to have title Distinguished Professor of Chemistry.
- C. Hans Lucas advanced from Asst. Prof. & Res. Asst. to Assoc. & Res. Assoc. Prof. Hort.
- Approval changes Farm Crops Dept.
- R.G. White given rank of Res. Asst. in Soil Sci. without compensation.
- Payment to Don Beehler time lost.
- Add. approp. \$500 for the Russ Forest
- Appropriation for uses of Auditorium
- Mich. Hospital Benefit designated as official company to carry hosp. & surg. insurance.
- Mr. Foster, Union, to handle concessions.
- State Adm. Bd. requests permission to cross college property for construction purposes.
9. Recommendation for an increase in salary for Robert Herron, Assistant Purchasing Agent, from \$3000 to \$4200 per year, effective November 1, 1944. During the past year Mr. Herron has been paid additionally from the labor payroll, and for the year ended December 31, 1943, he earned \$4518.50.
 10. Increase in salary for the following Club Agents, effective January 1, 1945, with the exception of Mr. Sparks:
 - a. Albert C. Warne, Montcalm, Ionia, and Gratiot Counties, from \$2100-\$2200.
 - b. Cyril J. Hemmer, Mason, Lake, Manistee, and Wexford Counties, from \$2100-\$2200.
 - c. Gould Pinney, Midland, Bay, and Isabella Counties, from \$2100-\$2300.
 - d. Harold L. Sparks, Cass and Berrien Counties, from \$2200-\$2500, effective December 1, 1944.
 11. Increase in salary for Lincoln P. Hedeman, Instructor in Surgery and Medicine from \$2700 to \$3100 per year, effective November 1, 1944.
 12. Increase in salary for Mrs. Walter Abell, Instructor in Foreign Languages, from \$1200 to \$1400 per year, effective November 1, 1944. Mrs. Abell is giving additional time to teaching.
 13. Increase in salary for Mrs. Elizabeth Gilroy, Bookkeeper at the Creamery, from \$1800 to \$1920 per year, effective January 1, 1944.
 14. Transfer of Paul Krone, Extension Associate in Horticulture, from the Extension payroll to the College payroll at the same salary of \$4000 per year, effective from January 1 to March 31, 1945. Mr. Krone will handle special class work in Short Courses and regular work in Floriculture during this period.
 15. Recommendation that effective as of January 1, 1945, Mr. A. J. Clark be given the title of Distinguished Professor of Chemistry and that he be relieved of his duties in the Chemistry Department since on that date Professor Quill will assume the headship of that Department. Professor Clark is to become Chairman of the Faculty Committee on Scholarships and will perform such other duties as are assigned to him.
 16. Recommendation that E. Hans Lucas be advanced from Assistant Professor and Research Assistant of Horticulture to Associate Professor and Research Associate of Horticulture and his salary increased from \$2900 to \$3500 per year, effective January 1, 1944. This is a replacement for Dr. Crist who has resigned.
 17. Recommendation that the following changes in the Farm Crops Department be approved, effective January 1, 1945:
 - a. Change in status of C. M. Harrison from Research Associate and Extension Associate in Farm Crops to Professor and Research Professor of Farm Crops at the same salary of \$4000 per year.
 - b. Change in status of Leyton V. Nelson from Assistant in Research in Farm Crops to Research Assistant and Extension Assistant in Farm Crops, and a salary increase from \$2400 to \$2700 per year.
 18. Recommendation that R. G. White, who is stationed at the College as technical assistant in the U. S. Soil Conservation Service, be given the rank of Research Assistant in Soil Science without compensation from the College. He replaces W. U. Garstka.
 19. Correction in the title of Glen O. Stewart from Alumni Secretary to Director of Alumni Relations.
 20. Payment of \$42.50 to Donald Beehler, an employee of Buildings and Utilities, as compensation for time lost because of an injury received while working.
 21. Request for an additional appropriation of \$500 for the budget of the Russ Memorial Forest. This amount is to be taken from income secured from the sale of clover seed.
 22. Request for an appropriation of \$200 for the following uses of the Auditorium:

Orchestra Concert, December 1, 1944	\$100
Band Concert, December 8, 1944	100
 23. Recommendation that the Michigan Hospital Benefit be designated as the official company to carry hospital and surgery insurance on College employees who wish to enroll for this type of service where payroll deductions are required. Also the recommendation that those now holding membership in other companies be permitted to retain this membership if they wish, or they may change to the Michigan Hospital Benefit at specified dates only.
 24. At the meeting of the State Board of Agriculture on November 19, 1942, the appointment of a Concessions Committee to handle all concessions on the campus was authorized. This has not worked out as was hoped for, and at a recent meeting of the Committee its disbandment was requested with the understanding that in the future all concessions will be handled under the direction of Mr. Foster of the Union Building. Mr. Foster may wish to make arrangements with some individual not connected with the college to handle this matter on a percentage basis in accordance with certain rules and procedures to be worked out by Mr. Foster in consultation with Mr. Wilkins and Mr. McDonel. The approval of this arrangement is recommended.
 25. Request from the State Building and Construction Division of the Administrative Board for permission to cross College property for construction purposes and installation of a relief sewer for the Michigan State Police Post.

MISCELLANEOUS, continued

26. Bids were opened November 2, 1944 for a laboratory and breeding shed as follows:

	<u>Bid</u>
Corr Bros. Construction Company	\$8,945
The Christman Company	9,500
Reniger Construction Company	9,893
Francis J. Corr & Son	12,000

The contract was let to the low bidder, Corr Bros. Construction Company, and priorities have been received from WPB.

27. Report of the opinion of Mr. Ballard relative to the College or the State Board of Agriculture not being subject to the provisions of the present Michigan Workmen's Compensation Act.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve all of the foregoing items.

Bid let to
Corr Bros.
for lab. and
breeding shed

Opinion from
attorney re:
present Mich.
Workmen's
Compensation
Act.

ADDITIONAL ITEMSResignations

Resignations

1. Resignation of Dorothy Scott as clerk in the Accounting Office, effective November 15, 1944. Miss Scott has accepted a position with General Motors in Detroit.
2. Resignation of Mrs. Dorothy Corwin as stenographer in Home Economics, effective December 2, 1944.
3. Resignation of Elsie L. Gabel as Instructor in Home Management and Child Development, effective December 31, 1944. Miss Gabel has accepted a position with the Drexel Institute of Technology.
4. Resignation of Herbert A. Nye as Assistant Professor of Physics, effective December 15, 1944. Mr. Nye is returning to the staff of the University of Illinois.
5. Resignation of Jacquelin A. Fay, stenographer in Engineering, effective December 15, 1944.

Leaves

Leaves

1. Leave of absence without pay for Mrs. Julia Pagenstecher, stenographer in the Military Department, effective from November 27 to December 17, 1944. Her husband will be home on furlough from overseas during this time.
2. Leave of absence without pay for Arthur B. Bowman, Assistant Professor of Forestry, for one year, effective January 1, 1945. Professor Bowman has been asked to assume the responsibility for placing into effect a major program of management on one of the large national forest areas of the west coast.

Appointments

Appointments

1. Appointment of Bruce Pettit as Assistant Cashier in the Accounting Office at a salary of \$2400 per year, effective December 1, 1944. Mr. Pettit will replace Dorothy Scott who has resigned.
2. Appointment of Jean Brierley as Instructor in Biological Science in the Basic College at a salary of \$2800 per year, effective January 1, 1945. This is a new position.
3. Appointment of Mrs. Helen Herzog as clerk in Home Economics at a salary of \$660 per year for half-time, effective December 1, 1944. This is a partial replacement for Mrs. Dorothy Corwin.
4. Appointment of Dr. Herman L. King as Extension Assistant Professor in Entomology effective January 1, 1945, at a salary of \$2800 per year, replacing C. B. Dibble resigned.

Travel

Travel

1. Full expenses for H. H. Kimber to attend the meeting of the American Historical Society Association in Chicago on December 28 and 29; to be paid from funds of the Department of History of Civilization in the Basic College.

Miscellaneous

\$1120 from
Estate of
LaVerne Noyes
Inc. salary
R.S. Linton

Inc. salary
Henrietta
Keyes

1. Acceptance of a check for \$1120 from the estate of LaVerne Noyes to be used for LaVerne Noyes scholarships.
2. Adjustment in the salary of R. S. Linton, Registrar, from \$4700 to \$5000 per year, effective December 1, 1944.
3. Increase in salary for Henrietta Keyes, stenographer in Physical Education, Health, and Recreation for Men, from \$1500 to \$1620 per year, effective November 1, 1944.
4. There is increasing difficulty in keeping our nursing staff in the College Hospital satisfied. At the present time the supervisors are paid as follows: Miss Appleton \$2400 and maintenance, Mrs. Stanley, \$2260, Mrs. Crummer and Mrs. DeCamp \$2000 each; and all of the nurses, regardless of length of service, \$1800 each. It is recommended that in the future the basic rate of pay at \$1800 be continued for all nurses with an increase of \$100 after one year of satisfactory

Increases in
salary for
nurses.

ADDITIONAL ITEMS, continuedMiscellaneous, continued

4. (Continued)

service and an additional \$100 after the second year of satisfactory service, the increase to become effective July 1 of each year. The following adjustments are recommended to be effective December 1, 1944:

Mrs. Florence Niesz	\$1800-1900	Ethel Crummer	\$2000-2200
Mildred Hopping	1800-1900	Fern DeCamp	2000-2200
Mary Jones	1900-2000	Mabel Stanley	2260-2400
Catherine Keating	1800-2000	Candace Appleton	2400-2500

5. Approval of the following title corrections:

- a. Darrell M. McLean from Research Assistant in Plant Pathology to Research Assistant in Botany.
- b. Curtis M. Beachum from "In Charge of Mason and Abbot Halls" to Manager of Men's Dormitories.

6. The contract for the installation of the sprinkler system in four college buildings was let to the low bidder, the Detroit Independent Sprinkler Company for \$59,041 with the understanding that if additional sprinkler heads were heeded the cost for each head was to be \$7.50 or \$8.50 according to the building in which it was to be installed. The Inspection Bureau has increased the number of heads at a total additional cost of \$4,615.50.

7. Mr. Wilkins presented a review of our insurance on farm buildings and indicated that the mutual company in which the insurance is now carried is not big enough to sufficiently carry the risk on the farm buildings at East Lansing.

On motion of Mr. Brody, seconded by Miss Jones, it was voted to instruct Mr. Wilkins to negotiate with the Queen Insurance Company and present at the next Board meeting a statement of the cost of carrying insurance on these buildings as compared to the present costs,- it being understood that the insurance on farm buildings at the sub-stations would continue to be carried by the mutual companies.

8. The following Deans appeared before the Board to discuss the outstanding needs of their Schools insofar as staff and unusual equipments for the next biennium are concerned: Deans Anthony, Crowe, Dye, Dirks, Emmons, Rather.

On motion of Mr. McPherson, seconded by Miss Jones, it was voted to have the State Board of Agriculture base its request to the legislature by leaving the measuring stick bill as is now plus the total of the present budgets of the Experiment Station and Extension plus the additional amount requested by the Dean of Agriculture for Extension and Experiment Station amounting to a total of \$613,005.00 for Extension and \$502,922 for Experiment Station.

On motion of Mr. Brody, seconded by Miss Jones, it was voted to approve the Additional Items except items 7 and 8 on which action appears.

The meeting adjourned at 4:00 P.M.

John A. Hannah
President

Karl H. McPherson
Secretary