

6. Motion by Mr. Brody that the Michigan United Railway Company be notified to remove their tracks, known as "The Loop", from the College campus within thirty days from date of notification.

"Loop" to be removed

7. Motion by Mr. Gowdy that Dean Shaw be reinstated as Dean of Agriculture at a salary of \$6000 per year and an additional \$500 as extra compensation for his services as Acting President.

Dean Shaw reinstated

8. Motion by Mr. McColl that Mr. Brody be appointed a Board member of the Athletic Board during the ensuing year.

Brody member Athletic Bd.

9. Motion by Mrs. Stockman that Professor Clark receive \$1000 for his services in handling the band for the ensuing year.

Prof. Clark to be paid for handling band

10. Motion by Mr. McColl that the Secretary be instructed to make a request of the State Building Department that the air condition equipment be placed in the Library Building.

Air equipment placed in Library Build.

11. Motion by Mr. McColl that the President be authorized to thank the Administrative Board for the fine furniture and equipment placed in his office by them.

To show appreciation of new furniture

12. Motion by Mrs. Stockman that the regular monthly meeting of the Board to be held on October 11th, be called at 8:30 a.m.

Next Regular meeting
- XI. REPORT OF THE BUILDING COMMITTEE:

1. Report of the Building Committee by Mr. McColl, chairman:

The contract for the new Horticultural Building was awarded to the H.G.Christman Company for the sum of \$250,000 plus \$21 additional for increase in size of motors and \$200 for change in ventilating equipment.

Contract for Hort. Build. let

Keyson D. Butterfield

President.

H. S. Halladay

Secretary.

REGULAR MEETING OF THE STATE BOARD OF AGRICULTURE.

President's Office

October 11, 1924

8:30 o'clock a.m.

Present: President Butterfield, Mrs. Stockman, Messrs. McColl, Brody, Gowdy, McPherson, Watkins and Secretary Halladay.

CALL TO ORDER AND MINUTES.

REPORTS FROM PRESIDENT FOR RECORD OR INFORMATION.

The President reported the following items:

1. The presentation, on the initiative of James H. Foote, '14, by the Consumers Power Company, of sufficient transmission towers to construct a suitable radio tower. Letters of appreciation have been sent.

Presentation of transmission towers
2. That a meeting of the entire professional staff had been held for the purpose of a general statement by the President and that a Teachers' meeting has been called at the request of a group of the faculty to discuss certain educational problems common to all departments.

Staff meeting and Teachers' meeting
3. That weekly meetings of the Deans inaugurated last year were being maintained, and that luncheon conferences are being held.

Deans' meetings
4. That on the initiative of the Deans group a weekly staff bulletin is being sent to each member of the professional staff.

Staff bulletin being issued
5. That the President is pursuing the policy of visiting the different Divisions and Departments as rapidly as possible, with special reference to inspecting the physical equipment and discovering some of the major problems.

President visiting Departments
6. That the President had authorized Professor Phelan and Dr. Mumford to attend the American Country Life Association meeting to be held in Columbus, with expenses paid.

Prof. Phelan & Dr. Mumford to attend meeting
7. That the Faculty submit for record the following names of the graduates who completed their work during summer school, 1924, and whose degrees were authorized at the Board meeting of July 16, 1924:

B.S.Degrees given - Summer School

✓ Bernard Elmer Allen

Agriculture Course B.S. Degree

✓ Benjamin Bosink

" "

✓ Harry Oscar Brandt

" "

Clato Rich Coe	Agricultural Course B.S. Degree
✓ James Cotter	" "
✓ Mark Claud Herdell	" "
Gottlieb Jacob	" "
✓ Harry Thomas Mortensen	" "
Ray Lemuel Gulliver	" "
✓ Harold Arnold Springer	" "
✓ Walter Eugene Stewart	" "
✓ Lewis Eric Ingersoll	" "
✓ Clyde Walter Overholt	" "
✓ James Martin Watts	" "
Lydia Brown	Home Economics Course B.S. Degree
✓ Lucille Pauline Cusick	" "
✓ Margaret Elizabeth Collins	" "
✓ Marion Eleanor Harper	" "
✓ Ruth Mabel LaPlant	" "
✓ Ruth Dawson Morley	" "
✓ Margaret Shields Templeton	" "
Avis Towers	" "
✓ Ruth Winifred Zimmerman	" "

Thies De Young

Applied Science Course B.S. Degree

RESIGNATIONS AND APPOINTMENTS, FOR RECORD AND CONFIRMATION

Appointments

1. The President reported for confirmation by the Board the following appointments for periods ending August 30, 1925

Name	Title	Salary	Effective
*Kirby, Mrs. M.P.	Instructor in History ($\frac{1}{2}$ time)	\$1400.	October 1.
*Zaring, Rose Nell	" " English per mo.	200.	October 1.
*Frounck, Ross G.	" " "	2000.	October 1.
*Brooks, Mrs. Lucile	Clerk, Registrar's Office	1200.	October 7.
*Clark, Jessie F.	Instructor in Drawing	1500.	October 1.
**Coons, Eva M.	Clerk to Dean Kedzie ($\frac{1}{2}$ time)	700.	October 1.
Harper, Marion	Home Demonstration Agent	1800.	October 1.
Barker, Natalie	Stenographer, H. Ec. Dept.	1200.	October 1.

* new positions

** remainder of time on labor pay roll

On motion of Mr. McColl it was voted that the Board confirm the appointments.

RECOMMENDATIONS FROM THE PRESIDENT.President's
Office staff

1. That the President be authorized to maintain the following office staff for the current year:

Office Secretary	\$1500.
Corresponding Secretary	1200.
Project clerk (half time)	750.

On motion of Mr. McPherson it was voted to authorize the request.

R. Tenny, Supv.
of Short Courses

2. That Mr. Ralph Tenny be appointed Supervisor of Short Courses, with a salary of \$3300. per year, same to be effective December 1, or on arrival.

On motion of Mrs. Stockman it was voted to confirm the appointment.

Clothing Spec.
appointed

3. The request of Director Baldwin and Dean Shaw:

That Miss Carrie C. Williams be appointed Clothing Specialist at \$2700. per year, effective January 1, 1925.

On motion of Mrs. Stockman it was voted to confirm the appointment.

Fencing and
drainage to
be done on
farm

4. That an expenditure of not to exceed \$1600. be authorized for certain fencing and drainage on the farm.

On motion of Mr. Brody it was voted that the matter of doing certain necessary fencing and draining be authorized.

MISCELLANEOUS BUSINESS.

The President presented the following business:

Horses not to
be sent to
Toronto Fair

1. A letter from Dean Shaw advising -

That the College Horses be not sent to the Toronto Exposition this year.

On motion of Mr. McPherson it was so voted.

Prof. Gardner
to visit
institutions

2. A request from Professor Gardner -

That permission be granted Professor Gardner to visit a number of institutions to inspect equipment before ordering for the new Horticulture Building, expenses of this trip not to exceed \$300, and the same to be taken from the Horticulture Building fund.

On motion of Mr. McColl it was voted that Secretary Halladay accompany Professor Gardner on these trips.

Secretary Halladay presented the following business:

- 1. The case of Eugene Bowman, former employee of the college

On motion of Mr. McColl it was voted to offer Mrs. Bowman \$1000 to defray expenses during sickness and burial of Mr. Bowman.

Case of
E. Bowman

- 2. A proposal from the Michigan Railway Company for permission to put in a temporary loop for their Lansing cars.

On motion of Mr. Brody it was voted to authorize the President and Secretary Halladay to sign a contract with the Michigan Railway Company to construct a new and temporary loop. Said contract to terminate June 1st., 1925.

Proposal from
M.R.R. Co.
concerning
temporary loop

- 3. A statement relative to certain requests from the State Administrative Board and their action thereon.

On motion of Mr. McColl it was voted to have the boulevard entrance built by the Highway Department.

Highway Dept.
to build
boulevard
entrance.

- 4. A statement in regard to the College Band.

On motion of Mrs. Stockman it was voted that \$1000 be appropriated to send the Band with the foot ball team to Evanston, Illinois, October 25.

Band to go to
Evanston, Ill.

SPECIAL ORDERS OF BUSINESS

Dr. Bessey presented Dr. Alexander Kotlan and Dr. Geza Doby, the Hungarian Exchange Professors. Dr. Kotlan is to be connected with the Bacteriology Department and Dr. Doby is in the Department of Botany.

Dr. Kotlan and
Dr. Doby pre-
sented to the
Board

Dr. Kotlan and Dr. Doby were received by the Board.

The Board received Mr. Rogers and Mr. McCarthy, representing the M.A.C. Union, relative to financial affairs of the Union.

Committee to
negotiate for
a loan to
finance the
M.A.C. Union

Motion by Mrs. Stockman that a committee composed of President Butterfield, Mr. Watkins, Mr. McColl and Secretary Halladay, be empowered to work out the details relative to a loan from the State to finance the Union Memorial Building and, if possible, negotiate a loan not to exceed \$300,000.

The motion was carried.

Sufficient time was not available for the Board to inspect Wells Hall and the inspection was left for some future meeting.

Motion by Mr. McColl that an offer of \$10,000 and a deed for a new site be made the United States Department of Agriculture for the present Weather Bureau property.

Offer for
Weather Bureau
property

The motion was carried.

NEW BUSINESS.

- 1. The committee to formulate a vote of the Board relative to employment of President Butterfield reported as follows:

Action taken
relative to
employment of
Pres. Butter-
field

It was voted to confirm the following action of the State Board of Agriculture taken at Amherst, Massachusetts, on May 3, 1924 relative to the presidency of the college:

It was voted unanimously to elect Kenyon L. Butterfield President of the Michigan Agricultural College, the election to be effective September 1, 1924, at a salary of \$12,000 per year, the salary to begin August 1, 1924. In addition to salary, the President is to be given a house on the campus which shall be in keeping with the position of president.

It was also voted to employ Mr. John Phelan with the present title of Assistant to the President, who is to receive a salary of \$6500 the first year, \$7000 the second year, and \$7500 the third year. It is understood that Mr. Phelan will gradually assume the general direction of the instruction problem and will be responsible to the President for courses of study, methods of teaching, and student affairs, as well as the work of the Department of Education.

As part of the arrangement with Mr. Butterfield, it was agreed that it is vital that the President shall have responsible management of the college in all of its activities and departments - teaching, research, extension, business, service - subject, of course, to the State Board of Agriculture as final authority. To this end every employee of the Board shall be responsible to and from the Board through the President and the President only. The President, however, should be free from administrative detail, and responsible authority for executing policies will be definitely delegated to certain members of the staff, the President always reserving veto power except as to votes of the Board.

Further there was also a mutual understanding as to certain general ideas and policies for the institution which are outlined and incorporated in a letter addressed to the Chairman of the State Board of Agriculture and

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* new positions
** remainder of time on labor pay roll

On motion of Mr. McColl it was voted that the Board confirm the appointments.

RECOMMENDATIONS FROM THE PRESIDENT.

President's
Office staff

1. That the President be authorized to maintain the following office staff for the current year:

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On motion of Mr. McPherson it was voted to authorize the request.

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On motion of Mrs. Stockman it was voted to confirm the appointment.

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4. That an expenditure of not to exceed \$1600. be authorized for certain fencing and drainage on the farm.

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Further there was also a mutual understanding as to certain general ideas and policies for the institution which are outlined and incorporated in a letter addressed to the Chairman of the State Board of Agriculture and

hereto attached for the purpose of placing in the permanent files of the Secretary of the Board and the President of the college.

On motion of Mr. McColl it was voted to accept the report of the committee.

To replace tennis courts

2. The President presented a request from the Athletic Board -

That the college replace the eight tennis courts destroyed by the new road; one, and if possible two or them, to be constructed of concrete.

On motion of Mr. McColl it was voted to construct two new tennis courts.

3. The President suggested that November 21 be the date of the next regular meeting of the Board at 11 a.m.

On motion of Mr. McPherson it was so voted.

Secretary to have new car

4. Motion by Mr. McColl that the Board authorize the purchase of a car for the Secretary's use, and that he be presented with the title to the same (This item was corrected by authorization of the Board at their meeting February 17, 1925)
The motion was carried.

Raymond H. Butterfield
President.
H. S. Halladay
Secretary.

REGULAR MEETING OF THE STATE BOARD OF AGRICULTURE.

President's Office

November 21
1924

11 o'clock

Present: President Butterfield, Messrs. McPherson, Brody, McColl, Mrs. Stockman and Secretary Halladay.

The minutes of the previous meeting, having been in the hands of the members, were approved without reading.

The President reported:

Out-of-state travel

1. The following authorizations for Out-Of-State Travel:

Dean Shaw	Chicago, Illinois	October 22, 1924	\$ 24.13
Prof. Ryder	Columbus, Ohio	November 6, 1924	32.41
Prof. Stack	Nashville, Tenn.	November 28, 1924	52.00
Dr. McCool	Chicago, Illinois	November 20 and 21	75.00
and one car			
Six Students	Chicago, Illinois	November 29 - Dec. 6	25.00 per man
Mr. Walker	" "	"	all
Mr. Wickson	" "	"	"
Mr. Ratcliff	" "	"	"
Prof. Chittenden	Washington, D. C.	November 19 and 20	100.00 (about)
Prof. J. F. Cox	" "	November 10 and 11	100.00 "
Dr. Horner	Chicago, Illinois	December	50.00
Mr. Pearson	" "	November 27, 1924	all
Miss Wixson	" "	November 29, 1924	"
Miss Wilder	" "	" " "	"

Release of Dr. Coons for two weeks

2. The release of Dr. Coons for two weeks with salary paid by the College. Dr. Coons will aid the Bureau of Plant Industry in the West.

Cases to be purchased

3. \$275 taken from the Reserve Fund and added to the budget of the Department of Zoology and Geology for cases.

Enrollment of former B.&G. Club members

4. The enrollment of students at M. A. C. that were former Boys and Girls Club members, together with a letter from Mr. Turner, State Club Leader, concerning the Board of Agriculture Scholarships for club champions.

Interview with Hungarian minister

5. An interview with the Hungarian Minister in Washington regarding his interest in the American Hungarian Foundation, and the co-operation of the latter with the Hungary Society of America