

Minutes of the
Meeting of the State Board of Agriculture
October 20, 1932

Present: Messrs. Berkey, Brody, Chairman, McColl, Daane, Mrs. Wilson, President Shaw and Secretary Halladay.

Absent: Mr. McPherson, Superintendent Pearce.

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

The minutes of the previous meeting were approved with the following correction.

The travel authorization for Mr. P. A. Herbert to the Tax Conference at Columbus, Ohio read "with railroad and pullman paid." According to President Shaw's letter to Dean Cox, this item should have read "with expenses paid".

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

Resignations

RESIGNATIONS

1. Resignation of Mrs. Helen Davis Benedict, stenographer in the Central Office, effective October 1, 1932.
2. Resignation of Mrs. Frances Doyen Deibert, Secretary to Dean of Home Economics, effective November 1, 1932.

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

Appointments

APPOINTMENTS

1. Appointment of Miss Maxine Curtis, as Secretary to the Dean of Home Economics, effective November 1st at \$1114.92, replacing Mrs. Frances Deibert.
2. Appointment of Mr. Fred Patton, Associate Professor of Music, replacing Mr. Louis Graveure in the Department of Music at \$4,000 per year, effective September 1st.
3. Temporary appointment of Henrietta Randall, R.N. as general duty nurse, replacing Mabel Stanley, at \$100 per month plus board and laundry, effective October 1st.
4. Appointment of Herbert Taylor Graham and William George Keck as half time Graduate assistants in Physics, effective at the opening of fall term 1932. These men held the same assistantships last year.
5. Appointment of Mr. C. L. Nash, Extension Specialist in Economics, effective September 1st at \$3300 per year.
6. Appointment of Jacob P. Fase as assistant freshman football coach for 1932 season at salary of \$150.00.
7. Appointment of Miss Elizabeth Daniels as Instructor in Physical Education for women. Due to a misunderstanding this appointment was made in October 1931 for one year only, and should have been recorded as a permanent appointment.
8. Appointment of Mrs. LaDore Irland as Instructor in History for fall term at \$150 per month; $3\frac{1}{2}$ months service only.
9. Appointment of Mr. James A. Person as part time instructor in Art at the rate of \$2.00 per hour. Mr. Pearson was employed last year at an average maximum per week for fall term. (With approval that there be no expenditure in excess of the practice followed last year).
10. Appointment of Mrs. Ethel W. Rathke as Instructor in the Language Department, effective September 1st, at \$120.00 a month for ten months.

On motion of Mr. Berkey, it was voted to approve the appointments.

Travel

TRAVEL REQUESTS

1. Dr. Huddleson and Dr. Mallman to the American Public Health Association, Washington, D.C., October 26th and 27th, with transportation. These men are to be on the program.

On motion of Mr. Daane, it was voted that only one of the above mentioned persons, either Dr. Huddleson or Dr. Mallman, be allowed travel to Washington with railroad mileage and pullman.

2. Prof. G. A. Branaman to the American Live Stock Show at Kansas City, November 12th to 19th, with railroad fare, board and lodging, from Animal Husbandry Department funds. Prof. Branaman is to accompany the Stock Judging Team.
3. Request from Prof. G.A. Brown that the expenses of the six members of the Stock Judging Team to attend the American Live Stock Show at Kansas City be paid. These expenses are estimated at \$50.00 per man.

4. Prof. P.A. Herbert or representative of his Department, to the Ohio Valley Section of the Society of American Foresters at Martinsville, Indiana, October 28th and 29th, with mileage at five cents a mile for one car. This expense to be paid from travel allotment of Forestry Department and will permit several members of the Department to attend. Car Mileage and return.
5. Prof. P. A. Herbert to represent this institution at the formal dedication of the Louis Marshall Memorial at the New York State College of Forestry at Syracuse, New York, November 18th with railroad fare and pullman, paid from travel allotment of Forestry.
6. Request from George Brown of Dept. of Animal Husbandry to send a representative with students, in competing with student Live Stock Judging teams for the International Live Stock Exposition, to Urbana, Illinois, October 27th, 28th, and 29th; and to Purdue University November 3rd, 4th and 5th. For trip to Illinois, request living expenses of 2 representatives and use of college car with expenses for gas and oil, estimate \$80.00. For trip to Purdue, authorization requested for travel expenses of two representatives and mileage on two cars, estimate approximately \$80. Both to be charged to travel allotment of Animal Husbandry Department. (College).
7. Prof. H. R. Rather, American Society of Agronomy, to be held in Washington, November 13th to 16th with railroad fare and pullman, to be paid from the travel allotment to Farm Crops.
8. Dr. C. E. Millar or one member of the Soils Department to attend the annual meeting of the Soils Survey Association and the American Society of Agronomy to be held in Washington, D.C. in the middle of November, with railway and pullman fare to be paid from regular Experiment Station allotment to the Soils section.
9. Mr. O. B. Winter, Research Associate in Chemistry to attend the meeting of the Association of Official Agricultural Chemists, Washington, D.C., October 31st to November 2nd, with railway fare and pullman expenses paid from the travel allotment to the Chemistry Section.
10. Authorization for the following people to attend the American Society of Land Grant Colleges, held in Washington, D.C. November 14th to 16th.

Dr. J.W. Crist, Hort Dept. - rr. fare and pullman expenses only (to appear on program)

Dr. E.L. Austin, Department of Education (not approved)

Director R.J. Baldwin - Extension Division - all expenses

Prof. V. R. Gardner, Experiment Station - all expenses

Dean J. F. Cox, Division of Agriculture - all expenses

11. Miss Gross and Miss Miller to the National Council of Parent Education at French Lick, Indiana, November 11th and 12th, mileage on a car, from travel allotment Division of Home Economics.
12. Miss Whittaker to the American Dietetic Association, New York City, November 7th to 11th, railroad and pullman fare, from travel allotment, Division of Home Economics.
13. Dean Marie Dye to the American Association of Land Grant Colleges and Universities, Washington, D.C. November 14th to 16th, railroad and pullman fare, charged to office of Dean of Home Economics.
14. President R.S. Shaw to the Association of Land Grant Colleges and Universities, Washington, D.C., November 14th to 16th, all expenses.

On motion of Mr. Daane, it was voted to approve travel items 2, 3, 6, and 9 and 10, with the exception of request for Dr. E.L. Austin in 10, which was not approved.

On motion of Mr. McColl, it was voted to approve travel items 4, 5, 7, 8, 13 and 14.

On motion of Mrs. Wilson, it was voted to approve items 11 and 12.

On motion of Mr. McColl, it was voted to delegate Mr. Daane and Mrs. Wilson to represent the Board at the meeting of the Association of Land Grant Colleges and Universities, Washington, D.C., November 14, 15, and 16 with all expenses.

MISCELLANEOUS

1. Authorization for expenses of Clark S. Chamberlain who participated in the U.S. Final Olympic trials at Palo Alto, California, July 2nd to 22nd expenses in the amount of \$130.86, to come from Athletic Association funds.
2. Authorization for expenses of Thomas C. Ottey who participated in Final Olympic Trials at Palo Alto, California, July 6th to 20th, in the amount of \$100.70. (U.S. Olympic Committee paid all expenses on the return trip.) \$75.00 has been paid T.C. Ottey, leaving balance of \$25.70 to be approved and paid from Athletic Association funds.

On motion of Mr. Brody, it was voted to approve items 1 and 2.

3. Expenses in the amount of \$80.40 for 7 members of the Athletic Department at the I.C.A.A.A. meet at Berkeley, California, July 1st and 2nd; amount to come from Athletic Association funds.
4. Expenses in the amount of \$10.00 travel, for Ralph H. Young, interviewing prospective students at Gary, Indiana, from Athletic Association fund.

On motion of Mr. McColl, it was voted to approve items 3 and 4.

Expenses of Clark Chamberlain at Olympics to be paid-\$130.86

\$25.70 for Ottey to pay Olympic expenses.

Expenses for 7 members of Ath. Dept. at I.C. 4-A - \$80.40. Young to Gary, Indiana.

Farm Crops
budget re-imb.
\$983.48.

5. Request from Farm Crops Department for the return to their budget of \$983.48 which they used in order to meet the situation caused by great losses to the potato industry due to yellow dwarf disease. They sent three men to work on this project. Amount to come from reserve fund.

On motion of Mr. Daane, it was voted to approve the request of the Farm Crops Department for \$983.48.

Pres. to ascer-
tain from Com.
Fund whether
or not they
wish their em-
ployees to re-
ceive the 7%
cut.

6. Question as to the legality of 7% cut made to salaries of employees receiving monies from the Commonwealth Fund.

On motion of Mr. Daane, it was voted to authorize President Shaw to ascertain from the Commonwealth people just what their wishes are in regard to salaries of employees receiving monies from the Commonwealth Fund; whether they are to receive the 7% cut as all College employees are receiving, as of July 1st, and the money thereby saved returned to the Commonwealth Fund, or whether employees should be cut at all.

Brody & McPherson to visit
Monroe Farm be-
for signing
lease.

7. Recommendation from the Agricultural Division for renewal of lease at \$50.00 a month on the Crossman property near Monroe, Michigan for period of three years for continuation of investigation on Corn Borer at \$50.00 a month. Present lease at \$80.00 a month expires this December.

On motion of Mr. McColl, it was voted that a committee of the Board consisting of Messrs. Brody and McPherson visit the farm and consider the matter very carefully before renewing the contract.

Mr. Muilenberg
to be reim-
bursed for
\$25.00 he pd.
for Lawson
Prize.

8. Request from English Department for permission to reimburse Mr. Muilenberg in the amount of \$25.00 for the Lawson prize last year. He received notification later that the money was not forthcoming for the prize. Also question as to continuance of this contest.

On motion of Mr. Berkey, it was voted to reimburse Mr. Muilenberg \$25.00 from the English Department funds; and that after this year the contest be discontinued until the funds produce an income to cover the prize.

Estate of Mrs.
Hendricks to
receive full
amt. of Oct.
pay check.

9. Request from Dr. Kedzie that the estate of Mrs. Mary A. Hendricks receive the full amount of the October pay check.

On motion of Mr. Daane, it was voted to approve the request of Mr. Kedzie.

Offer of \$1000
from Kellogg
for scholar.
in For. ref.
to President.

10. Mr. W.K. Kellogg has again offered \$1,000 on account of scholarship for work in reforestry. This is a continuation of the scholarship of two years ago for which he donated \$1,000 the same amount also given by the College.

On motion of Mr. Daane, it was voted to refer the above matter to the President with power to act.

Requests from
students for
\$10.00 forfeit
fee for regis.

11. Requests from students for refund of \$10.00 forfeit fee for registration.

- a. John D. Lamont was taken ill with appendicitis and compelled to leave school.
- b. Clifford Rowe withdrew to have an operation for appendicitis.
- c. Charles Crampton was asked by the Health Department to withdraw after he had been in attendance one week.
- d. H. Franklin Idle withdrew two days after registering, because he was able to secure a position.
- e. Spar Sager withdrew two days after registering for financial reasons.

On motion of Mr. Daane, it was voted to grant the refund in the cases of a, b, c, cancelling the note in the case of d. e was not approved.

Number of
credits which
may be taken on
credit hour
plan raised to
9.

12. Recommendation by Administrative Group that the number of credits which might be taken on credit hour payment plan be raised to nine, instead of eight, effective with the Fall Term 1932.

On motion of Mr. Daane, it was voted to approve the recommendation of the Administrative Group.

Rev. fund for
expenses of
photographic
work ref. to
Fin. Committee

13. Question of revolving fund for publications department for payment of expenses of photographic work.

On motion of Mr. McColl, it was voted to refer the above matter to the Finance Committee with power.

Pres. & Sec.
made report on
financial sit.
of College.

14. The President and Secretary made a report to the Board regarding the financial situation of the College.

REPORT OF THE PRESIDENT

Hill & Rather
to attend
meeting Toledo.

1. Authorization for Mr. Hill and Mr. Rather to attend corn borer meeting, Toledo, Ohio, September 20th and 21st auto mileage for one car, and board and lodging for the two men, charged to farm crops department account.

Stanley John-
ston N. Y. and
N.J.

2. Authorization for Stanley Johnston to take side trip to New York to Whitesbog and New Brunswick New Jersey to inspect experimental and commercial plantings of blueberries and peaches, railroad fare, meals and lodging paid from Experiment Station allotment.

Nevels Pearson
Waterloo, Ia.

3. Authorization of Nevels Pearson to Dairy Congress at Waterloo, Iowa, October 5th to 7th, in charge of students (4-H Club Dairy judging team.) Railroad fare, board and lodging paid from Extension Division.

4. Authorization to travel for George Taylor, Coach of the Dairy Cattle Judging Team to Waterloo, Iowa, September 26th to October 5th, railroad fare, board and lodging.
5. Travel authorization for Glen Stewart to attend the alumni meetings at New York and Syracuse October 21 and 28, with transportation expenses.
6. Travel authorization for Mr. Berg of Farm Management for an item of \$13.00 on his expense account which covered out of state travel on way to Upper Peninsula.
7. Appointment of H. E. Conant to graduate assistantship in the Department of Botany, effective September 1st, replacing Constantine E. Apostolides who failed to return this fall.
8. Appointment of Florence Wroten as clerk in the Registrar's Office, effective September 1st at \$90.00 a month, replacement.
9. Appointment of Mary Waller, hostess in Mary Mayo Hall East at \$1250, less 7% effective September 1st, replacing Mrs. White resigned.
10. Appointment of Miss Ruby Hoy, clerk in the Liberal Arts Office at \$1200 per year, effective September 1, 1932, replacement.
11. Report on action taken in revamping Mr. Falcone's office, Grange Club rooms and photographic laboratory, based on estimated cost of \$688.70.
12. Report of transfer of salary for Miss Uptegrove to \$1255.50 which was Miss Atkinson's salary, retroactive for September.
13. Leave of absence for Mr. B. B. Roseboom to attend the University of Chicago from October 1st to December 31, 1932, at half pay, it being understood that Mr. Roseboom will report here from time to time and will not necessitate the employment of extra instructors.

On motion of Mr. McColl, it was voted to accept the President's report on items 1 to 12.

ITEMS FROM SECRETARY'S OFFICE

1. Report of Mr. Davenport regarding Cadillac car which is used in transportation for student teachers. Request that new motor be installed in car or that the car be turned in toward a new car.

On motion of Mr. Daane, it was voted to refer the above matter to the Secretary to make negotiations regarding another car and report back to the Board.

2. Report of injury to Mr. B. Gaylord, a student, who was working for Buildings and Grounds Department during the summer; Doctor's bill, \$8.00; time lost \$23.10; total \$31.10.

On motion of Mr. Berkey, it was voted to approve the above item, \$31.10 to be taken from the Reserve Fund.

3. Bills as follows from the Kellogg Agricultural School for use of the teachers club house during summer school of six weeks, for course in Field Biology at the W.K. Kellogg Bird Sanctuary:

Use of teachers club house for summer school	\$60.00
Light bill for 2 months	22.93
Walter Jodon, Labor and material for room damaged by water	114.45
Union Trim and Lumber Co., repairing door	3.74
Damage to books, estimated	15.00
	<u>\$216.12</u>

On motion of Mr. Berkey, it was voted to approve payment of the above item of \$216.12 from the reserve fund.

4. Letter from State Administrative Board giving their action in accepting the proposal of the State Board of Agriculture to apply \$100,000 Building appropriation for the biennium ending June 30, 1931, to its debt to the General Fund in the amount of \$114,707.21 for the College Stadium, the College to pay the balance of this item of indebtedness, in the amount of \$14,707.21.

On motion of Mr. Daane, it was voted to approve the above-mentioned proposal and to authorize the Secretary to make settlement with the State for the balance due in the amount of \$14,707.21.

5. Letter from R. A. Smith, State Geologist, reporting on the new well at Michigan State College, making certain recommendations and comments. His report gave general information on the contract which the College made with Edward Christman of West Branch, who dug the well.

Letter placed on file in the Secretary's Office.

REPORT OF THE BUILDING COMMITTEE - Meeting held October 20, 1932.

Present: Mr. McColl, Chairman, Mr. Brody, Mrs. Wilson; President Shaw and Secretary Halladay.

1. Request for appropriation to improve lighting conditions in Library Building. Estimate \$685.00.

Deferred on account of lack of funds.

Geo. Taylor
to Waterloo,
Ia.

Glen Stewart
N. Y.

\$13.00 allow.
Berg on exp.
acct.

H.E. Conant
grad. asst.
Botany.

Florence Wroten
appt. clerk
Registrar's

Appt. Mary
Waller - Mary
Mayo Hall.

Appt. Ruby Hoy
Clerk L. A.

Falcone's
office revamped
for photo.
lab.

Uptegrove's
salary to be
\$1255.50.

Lv. of Abs.
Roseboom $\frac{1}{2}$ pay
Oct. & Nov.

Secretary to
negotiate re:
another car
to transport
student teach.
& report back
to board.

Report on
injury to
student work.
in B. & G. Dept.

Bills amount-
ing to \$216.12
for use of
teachers club
house to be
paid.

Sec. to make
settlement
with State for
\$14,707.21
Stadium debt.

Letter from
R.A. Smith
reporting on
new well.

Request to
improve light-
ing conditions
in Library
deferred.

Room 12 in H.E. to be fixed over for An. Lab.

Request for \$500. for Cinder side-walks rec. when money available.

Residence occupied by Sec. to be shingled.

Req. that elec. line be extended to exp. field of Soils.

Request from Soils for well on muck exp. field.

Board to confer with Co. Road Com. to see if they would be willing to take over Farm Lane Pres. to write to Mr. Mills of Mancelona asking if they could make use of Farm.

Quarry tile recommended for wash & milk rooms in Dairy Bldg.

Bids for asbestos shingle for roof of Abbott Hall submitted.

Contract to be let to Hager & Cove.

Statement of cost on alterations to Dairy Bldg.

Evaporators to be offered for sale.

2. Letter from Dean Dye regarding alterations in Home Economics Building.

Recommended that Room 12 be fixed over for temporary animal laboratory; and that wiring and gas connections for Room 108 be temporarily deferred.

3. Request that an appropriation of \$500.00 be made for Cinder Sidewalks.

It is recommended that this request be approved as soon as money is available.

4. Letter from Mr. Davenport stating that roof of the residence occupied by the Secretary is in need of new shingles. Estimated cost \$220.00.

Recommended.

5. Request from Soils Department to have electrical line of the Consumers Power Company, which now comes to the east side of Farm Lane, extended to the experimental field which lies one-fifth of a mile further west. Est. \$100.

6. Requisition from Soils Department for 1 gallon nicotine sulphate. Est. \$105.

7. Request of Dean Cox and Professor Millar, of the Soils Department, relative to locating a well on the muck experiment field along Mt. Hope Road. Est. \$250.

Items 5, 6, and 7 deferred for further information. Report to be made at next meeting of the Board by the Secretary.

8. Request of Dean Cox and Mr. Hudson for appropriation of \$500.00 for a fill to be constructed on the north side of the Grand Trunk Railroad track to raise and widen the crossing.

Recommended that the Board confer with the County Road Commission to see if they would be willing to take the Farm Lane over as far as the paved road in front of the Dairy Building.

9. Request from Dean Cox that the barn on the experimental field at Mancelona be taken down and a small structure about twenty feet square erected. Est. \$450.00.

It was recommended that President Shaw write Mr. Mills or some other person in authority at Mancelona asking if they could make use of the Mancelona Farm.

10. Question of quarry tile flooring for wash room and milk room in the Dairy Building. Estimate between \$500 and \$600.

Recommended.

11. The following bids were submitted for asbestos shingles for replacing the roof of Abbott Hall:

Hager & Cove	\$443.13	Red	325	lbs.	per square
" "	554.95	Green	"	"	"
Murphy Asbestos Co.	558.75		320	"	"
(Subject to increase at this time)					
Lansing Roofing Co.	573.00		315	"	"
M. B. Foster	577.00		315	"	"
Rikerd Lumber Co.	586.35		306-315	"	"
Sherriff-Goslin Co.	706.85		315	"	"

Recommended when the money is available - Contract to be let to Hager & Cove, the low bidder.

12. For the information of the Board the following estimated statement of costs has been tabulated by Bowd & Munson for the Alterations to the Dairy Building:

General Contract	\$11,199.00
Wiring, est. Bldg. Dept.	2,365.00
Plumbing & Htg. " "	4,685.00
Architect's fee, 5% of \$18,249.00	912.45
	<hr/> \$19,161.45

13. Evaporators to be offered for sale.

On motion of Mr. McColl, it was voted that the three evaporators, the use of which the College has discontinued, be offered for sale and that the Secretary be authorized to sell them.

On motion of Mr. Daane, it was voted to approve the report of the Building Committee with their recommendations as noted.

The meeting adjourned at 6:30.

R. S. Shaw
President
W. S. Halladay
Secretary