

Minutes of the
Meeting of the State Board of Agriculture
September 9, 1937

Present: Mr. Brody, Chairman; Messrs. Berkey, Leane, Downing, Halstead; President Shaw, Comptroller Wilkins and Secretary Hannah

Absent: Mrs. Wilson; Dr. Elliott

The meeting was called to order at 10:15 A.M.

The minutes of the previous meeting were approved.

Resignations RESIGNATIONS, APPOINTMENTS AND LEAVES

1. Resignation of Miss Irene Shaben, Instructor in Related Arts, effective September 1, 1937.
2. Resignation of Mrs. Alta Cottingham McMurray, Home Demonstration Agent for Branch County, effective September 30, 1937.
3. Resignation of Mr. E. A. Fitting, Supervisor of Housing for Men, effective August 30, 1937.
4. Resignation of Miss Vada Granger, stenographer in the Department of Horticulture, effective September 16, 1937.
5. Resignation of Miss Elizebeth Shuter, stenographer in the Department of Education, effective September 1, 1937.
6. Report on the inability of Mr. Wilber M. Hanley, appointed Instructor in Geography at the July 8th Board meeting, to accept the appointment.
7. Report on the inability of Mr. Paul Krauss, appointed Instructor in German to replace Mr. Steimetz at the last Board meeting, to accept the appointment.
8. Report on the illness of Miss Margaret Hotchin immediately after receiving an appointment as secretary to the Lean of Women for the month of July. Lean Conrad recommends, however, that Miss Hotchin receive remuneration for one week at the rate of \$100.00 per month.

Transfer of
G. R. Heath

9. Transfer of Mr. Ronald Heath, Supervisor of the Central Stenographic Office, to the position of Housing Director for Men, effective September 13, 1937 at an increase in salary from \$1600.00 to \$1800.00 per year. Mr. Heath replaces Mr. Fitting, resigned.

Appointments

10. Appointment of Miss Kathryn Ellis as stenographer in the Department of Education, replacing Miss Shuter at a salary of \$1140.00 per year, effective as of September 1, 1937.
11. Appointment of Miss Barbara Hoffman as Instructor in Related Arts during 1937-1938 at a salary of \$1800.00 per year, effective September 1, 1937. Miss Hoffman replaces Miss Shaben, resigned.
12. Appointment of Mr. James H. Rusted as Instructor in Forestry, effective September 1, 1937 at a salary of \$2200.00 per year (eleven months' basis). This is a new position for which provision has been made in the budget; it is understood that Mr. Rusted will teach in summer camp without further compensation.
13. Appointment of Mr. James H. Kraemer as Instructor in Forestry, effective September 1, 1937 at a salary of \$2400.00 per year (eleven months' basis). This is a new position included in the 1937-38 budget; it is understood that Mr. Kraemer will teach in summer camp without further compensation.
14. Temporary appointment of Dr. George A. Lisch as Instructor in Forestry for the period September 15, 1937 to March 31, 1938 at a salary of \$200.00 per month. Dr. Lisch replaces Assistant Professor Karl Dressel, who has been granted leave on half pay from September 1, 1937 to July 1, 1938.
15. Appointment of Mr. Grover M. Pratt as Instructor in Drawing and Design, effective September 1, 1937 at a salary of \$2000.00 per year. This is an additional permanent position, required especially now because of requested leave for Professor R. K. Steward.
16. Appointment of Miss Evelyn M. Palmatier as Assistant Recorder in the Registrar's Office, replacing Mrs. Winifred Ware (resigned) at a salary of \$1500.00 per year, effective October 1, 1937.
17. Appointment of Mrs. Zanetta Hunter as Hostess in the Cooperative Dormitory for 1937-38 at a salary of \$300.00 plus maintenance for ten months' service. \$20.00 of the monthly salary will be paid from house funds, and \$10.00 from Chaparon funds of the Lean of Women.
18. Appointment of Miss Stella McDaniel as Hostess in the Union Dormitory for 1937-38 at a salary of \$1200.00 per year plus maintenance for ten months' service.

RESIGNATIONS, APPOINTMENTS AND LEAVES, continued

19. Transfer of Mrs. Ledah Thompson, Hostess in the Union, to the position of Hostess for the North Wing, Sarah Langdon Williams Hall, at a salary of \$1200 per year, plus maintenance for ten months' service.
20. Transfer of Mrs. Edith Gilhoolley, Hostess in the Womans Building, to the position of Hostess for the South Wing, Sarah Langdon Williams Hall, at a salary of \$1200.00 per year plus maintenance for ten months' service.
21. Appointment of Mr. E. Newman Pettitt as half-time graduate assistant in Physics for 1937-38, subject to Graduate Council approval. This is an additional position.
22. Appointment of Mr. Dorsey J. Morris as half-time graduate assistant in Forestry for 1937-38, subject to Graduate Council approval. This is an additional position set up in the 1937-38 budget.
23. Appointment of Mr. Lyle P. Murphy as half-time graduate assistant in Horticulture for 1937-38, subject to Graduate Council approval. This is an additional position for which provision has been made in the budget.
24. Request of Mr. E. H. Down, Associate Professor and Research Associate in Farm Crops, for leave of absence on full pay from October 1, 1937 to April 1, 1938. Professor Down wishes to finish requirements for his doctorate degree at Cornell; no replacement will be necessary in the department.
25. Request of Mr. Franklin Sherman, Research Assistant in Entomology, for leave of absence on half-pay from September 15, 1937 to June 15, 1938, so that he may complete requirements on his doctorate degree at Cornell. It is recommended further that \$500.00 of the salary saved be transferred to the maintenance budget of the department for the employment of additional labor during his absence.
26. Recommendation of Dean Links that Professor R. K. Steward, head of the Department of Drawing and Design, be granted leave of absence because of illness from September 1, 1937 to September 1, 1938 on half pay. Further, that Professor L. H. Field be made Acting Head of the department during this period.
27. Request of Miss Mary Lewis, Instructor in Home Management, for leave of absence for two years, effective September 1, 1937, so that she may complete work on her doctorate degree. Dean Dye recommends that \$500.00 (the difference between Miss Lewis' present salary and that which her successor will receive) be paid her for the first year only.
28. Continuation of the services of Mr. and Mrs. Beachum in North Hall dormitory at the following salaries: - to be effective as of August 1, 1937:
Mrs. Beachum, matron, \$1200 per year (\$100 per month)
Mr. Beachum, Commons Manager and Dietitian, \$2,040 per year (\$170 per month).

Transfer of Mrs. Thompson to Williams Hall.

Also Mrs. Gilhoolley

Appointments

Leaves

On motion of Mr. Brody, seconded by Mr. Daane, it was voted to approve the Appointments, Resignations and Leaves.

29. Recommendation of Dean Dye that because of ill health Miss Louise Clemens who was to be in charge of the Food Service in Sarah Langdon Williams Hall be granted a leave of absence for the fall term 1937 on full pay.

On motion of Mr. Downing, seconded by Mr. Brody, it was voted to approve the above recommendation.

30. Resignation of Miss Sylvia Medsker, Assistant Professor of Foods.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to refer the above item to the President with power to act.

TRAVEL

Travel

1. Recommendation that a member of the Board be delegated to attend the annual meeting of the Association of Governing Boards, to be held this year October 13 to 18 at the Massachusetts State College, Amherst, Massachusetts.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to delegate Mr. Daane to represent the Board at the meeting of the Association of Governing Boards.

2. Mileage allowance on one automobile to Columbus, Ohio, so that members of the Dairy Department may attend the National Dairy Show, October 9 to 16.
3. Railroad and pullman fare to Columbus, Ohio, for Dean H. L. Anthony, so that he may attend the National Dairy Show, October 12 to 18.
4. Railroad and pullman fare to Geneva, New York (from American Potash Institute Research Funds) for Mr. F. N. Hewetson, so that he may attend a conference of research workers on September 17th.

TRAVEL, continued

Travel

5. Full expenses to Urbana, Illinois, for Dean Anthony, Director Gardner and Director Baldwin, so that they may attend a special mid-western conference called by the Committee on Federal-State Relationships.
6. Maintenance expenses for Messrs. C. R. Megee, L.A. Wolfanger, C.V. Ballard and George Amundson, who have been asked by the federal Department of Soil Conservation to accompany members of its technical staff on a study trip through southern Ohio, September 7 to 11. Transportation expenses will be paid by the Department.
7. Mileage allowance on one car to Richmond, Virginia, so that members of the Home Economics Division may attend American Dietetic Association meetings October 18 to 22.
8. Mileage allowance on one car and maintenance expenses for Professor George E. Taylor, so that he may take members of the Dairy Cattle Judging Team to the Dairy Cattle Congress in Waterloo, Iowa, and to the National Dairy Show at Columbus, Ohio. This is the same request as approved in former years.
9. Mileage allowance on one car and maintenance expenses for Dr. G. M. Trout, so that he may take the Dairy Products Judging Team to the International Dairy Exposition at Dallas, Texas. This is the same request as approved in former years.

On motion of Mr. Deane, seconded by Mr. Halstead, it was voted to approve the Travel requests.

Report of
Compt. on re-
ceipt of
\$27,923.46
from Cap.Nat.
Bank.
Approval of
new plan for
teacher train-
ing in M.L.H.S.
Action de-
ferred on in-
vestment of
grants (Am.
Legion and
Anna Bayha)

MISCELLANEOUS REPORTS

1. Report of the Comptroller on the receipt of \$27,923.46 in impounded funds of the Capital National Bank; the balance remaining is \$55,846.92.
2. Report of the President and Advisory Committee on the proposed new plan for teacher training in the East Lansing High School (referred at the July 8th meeting).

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the above report.

3. Recommendation of the Finance Committee as to investment of the amounts of \$227.20 and \$225.98 now on hand in the Anna Bayha Fund and American Legion grant, respectively.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to defer action on the above item.

PRESIDENT'S REPORTSReport of action on the following resignations, leaves and appointments:

Resignations

1. Resignation of Dr. W. M. Thompson, Research Assistant in Bacteriology, effective July 31, 1937. Dr. Thompson is now with the Kansas State Veterinary College.
2. Resignation of Dr. P. F. Neumann, Instructor in Chemistry, effective August 31, 1937. Mr. Neumann has accepted a position with the Hercules Powder Company.
3. Resignation of Mr. Irvin Holmes, Lecturer in Farm Management, effective September 1, 1937. Replacement has not yet been recommended.
4. Resignation of Miss Marian Marsh, Assistant Evening Reference Librarian, effective July 10, 1937.
5. Resignation of Mr. F. C. Randall, half-time graduate assistant in Mechanical Engineering during 1936-37, as of April 1, 1937. Mr. Randall left at that time to accept another position without submitting a formal resignation.
6. Resignations of Messrs. S. J. Mocal and H. L. Thompson, half-time graduate assistants in Civil Engineering for 1937-38, effective September 1, 1937.
7. Termination on July 31, 1937 of the temporary appointment for July and August of Mr. H. H. Ruhland as assistant in the Department of Animal Pathology.
8. Removal of the name of Mr. Howard Tremblay, Assistant in Research in Horticulture, from the payroll as of August 18, 1937. Mr. Tremblay accepted another position on that date.

Leaves

9. Grant of leave without pay to Professor H. S. Patton, head of the Department of Economics, for the period October 1, 1937 to September 1, 1938, so that he might accept a position as Assistant to the Economic Adviser of the U. S. Department of State.
10. Grant of leave of absence without pay for one year, beginning September 1, 1937 to Mr. William G. Keck, Instructor in Physics, Mr. Keck will take graduate work for an advanced degree.
11. Grant of leave on half pay to Miss Lois Corbett, Assistant State Club Leader, for the period September 15, 1937 to June 1, 1938. Miss Corbett will take advanced work at Columbus University.

Appointments

12. Appointment of Dr. John F. Ryff as Research Assistant/in Bacteriology, replacing Dr. Thompson (resigned) at a salary of \$2000.00 per year, effective September 1, 1937. Dr. Ryff's salary is to be divided equally between College and Station.

PRESIDENT'S REPORTS, continued

Appointments

13. Appointment of Mr. Charles Willis Darby as part-time assistant on a half-time basis in the Department of Bacteriology for 1937-38 only. This is a temporary and additional position; salary is to be paid from the temporary surplus created by Dr. Thompson's resignation and Dr. Ryff's appointment one month later at a somewhat lower salary.
14. Appointment of Mr. Sigurd W. Sheel as Instructor in Chemistry, replacing Mr. Neumann (resigned) at a salary of \$1700.00 per year, effective September 1, 1937.
15. Appointment of Mr. Merrill M. Jones as Assistant Evening Reference Library for the period September 1, 1937 to June 30, 1938 at a salary of \$600.00. Mr. Jones replaces Miss Marsh (resigned).
16. Appointment of Dr. H. H. Ruhland as part-time Assistant in Animal Pathology, effective August 1, 1937 at a salary of \$200.00 per year (from Abortion Test funds). This appointment is made cooperatively with the State Department of Agriculture in replacement of Dr. W. T. S. Thorp (transferred), with salary from that source \$1800.00 per year.
17. Appointment of Mr. Everett Hagen as Instructor in Economics for one year, effective September 1, 1937 at a salary of \$2000.00 for the period. Mr. Hagen will carry the work of Dr. H. S. Patton, granted leave of absence without pay from October 1, 1937 to September 1, 1938.
18. Appointment of Dr. Jacob Olthoff as Instructor in Physics for 1937-38, effective September 1, 1937 at a salary of \$1800.00 for the year. Dr. Olthoff replaces Mr. Keck, granted leave of absence without pay for the same period.
19. Reappointment of the following one-year employees:
 1. Mr. Anders Orbeck, appointed for one year at \$1800.00 continued as Instructor in English at \$2300.00 per year, effective September 1, 1937.
 2. Mr. C. R. VanDusen, employed as Instructor in Speech for the winter and spring terms only at \$1700.00 per year, continued at \$2000.00 per year, effective September 1, 1937.
 3. Mr. Nelson Van de Luyster, employed as Instructor in Modern Languages for one year at \$1800.00, continued at \$2000.00 per year, effective September 1, 1937.
20. Appointment of Mr. Everett E. Liston as Instructor in Chemistry, effective September 1, 1937 at a salary of \$1700.00 per year. Mr. Liston fills the position held last year by Mr. O. F. Krumboltz.
21. Change in status of Miss Margaret Partlow, Instructor in Clothing and Textiles, to that of part-time Instructor and Assistant to the Dean of Home Economics, effective September 1, 1937 at an increase in salary from \$1800.00 to \$2000.00 per year. Miss Partlow replaces Miss Alberta Young (resigned).
22. Appointment of Miss Marian Dixon as Instructor in Foods and Nutrition to carry part of the work of both Miss Partlow and Miss Young, effective September 1, 1937 at a salary of \$2100.00 per year.
23. Appointment of Miss Theodora Peck as Instructor in Foods and Nutrition for 1937-38, effective September 1, 1937 at a salary of \$1600.00 per year. Miss Peck replaces Miss Mary Lewis, who has requested leave of absence.
24. Appointment of Mr. C. E. Russell as Associate Professor and Research Associate in Horticulture, effective September 1, 1937 at a salary of \$3500.00 per year (\$2000.00 from college funds, \$1500.00 from Experiment Station). Mr. Russell replaces Professor F. C. Bradford (resigned).
25. Appointment of Dr. Robert P. Adams as Instructor in English, replacing Mr. P. H. DeVries at a salary of \$1800.00 per year, effective September 1, 1937.
26. Appointment of Dr. Jacob Hielbe as Instructor in German for 1937-38, effective September 1, 1937 at a salary of \$2200.00 per year. Dr. Hielbe replaces Mr. Stehmetz (on leave for one year).
27. Appointment of Miss Gladys Everson as Assistant in Research in Home Economics, effective August 16, 1937 at an annual salary of \$1700.00. Miss Everson will replace Mrs. Marle Bray, who will submit her resignation as of January 1, 1938.
28. Appointment of Mr. Donald Stark as Extension Specialist in Live Stock Marketing in the Department of Economics, effective September 1, 1937 at an annual salary of \$2800.00. Mr. Stark replaces Mr. R. V. Gunn, who has been transferred to other duties.
29. Appointment of Miss Ethel Lewis as supervising teacher of Home Economics at Okemos, effective September 1, 1937 at a salary from the College of \$1350.00 per year. Miss Lewis replaces Mrs. Laidlaw (resigned August 31, 1937).
30. Appointment of Mr. Stanley Howell as Instructor in Modern Languages for 1937-38 effective September 1, 1937 at a salary of \$2200.00 for the period. Mr. Howell replaces Mr. Swain, granted leave of absence without pay for the same length of time.

Reappointments

Change in status Miss Partlow

PRESIDENT'S REPORTS, continued

Appointments

31. Appointment of Dr. G. P. DeYoe as Assistant Professor of Education, effective September 1, 1937 at a salary of \$3200.00 per year. Dr. DeYoe replaces Professor Linton, who has been transferred to the Registrar's Office.
32. Transfer of Mr. Robert T. Terlaak, employed in the Accounting Office, to the position of Assistant Coach of Football (fall and spring terms) and Instructor in Physical Education for Men, effective as of July 12, 1937 at a salary of \$2200.00 per year. This transfer replaces the additional instructorship requested by the department for the coming year.
33. Appointment of Mr. Stuart B. Mead as temporary Instructor in Accounting for the year 1937-38, effective September 1, 1937 at a salary of \$2000.00 per year. Mr. Mead replaces Professor Gee, who has been granted leave for the same period.
34. Appointment of Mr. Donald Western as part-time Instructor in Mathematics, replacing Mr. J. A. Straw at \$600.00 per year (same salary), effective September 1, 1937.
35. Appointment of Miss Marian L. Lortz as stenographer in the Department of Education, effective July 19, 1937 at a salary of \$95.00 per month. Miss Lortz replaced Miss Allene Grimes, transferred to the office of the Dean of Men.
36. Appointment of Miss Wilma Keyes as Extension Specialist in Home Furnishing for the period September 1, 1937 to June 30, 1938 at a salary rate of \$2400.00 per year. Miss Keyes replaces Miss Gertrude Reis (resigned).
37. Appointment of Mr. Lyle W. Mabbott as Instructor in Civil Engineering, effective September 1, 1937 at an annual salary of \$2100.00. Mr. Mabbott replaces Mr. E. A. Finney, whose resignation has been accepted as of that same date.
38. Appointment of Mr. C. E. Pesterfield as Instructor in Mechanical Engineering, effective September 1, 1937 at a salary of \$2100.00 per year. Mr. Pesterfield replaces Mr. K. J. Trigger (resigned).
39. Appointment of Mr. Donald J. Bremer, Instructor in Police Administration, as Supervisor of the Police Administration Course, effective August 1, 1937. This appointment is made cooperatively on an equal basis with the Michigan State Police at a total salary of \$2750.00, \$1500.00 of which is paid by the State and \$1250.00 by the College, with an additional \$250.00 set up by the College as a budget for travel.
40. Appointment of Miss Frances Reis as Instructor in Related Arts, effective September 1, 1937 at a salary of \$1800.00 per year (additional position included in budget).
41. Appointment of Miss Evalyn Mansfield as Instructor in Textiles and Clothing for 1937-38, effective September 1, 1937 at a salary of \$1800.00 per year (additional position included in budget).
42. Appointment of Miss Jeanette Lee as Instructor in Foods, effective September 1, 1937 at a salary of \$1800.00 per year (additional position included in budget).
43. Appointment of Dr. Joseph Bobbitt as Instructor in Psychology during 1937-38, effective September 1, 1937 at a salary of \$1800.00 per year (additional position included in budget).
44. Appointment of Mr. John W. Shirley as Instructor in English, effective September 1, 1937 at a salary of \$1800.00 per year (additional position included in budget).
45. Appointment of Mr. Frederick Whitesell as Instructor in German during 1937-38, effective September 1, 1937 at a salary of \$1700.00 per year. This is an additional position authorized for the Board.
46. Appointment of Miss Ruth Wagner as Assistant in Home Management during 1937-38, effective September 1, 1937 at a salary of \$1600.00 per year (additional position included in budget). Miss Wagner will assist in the management of the Nursery School.
47. Appointment of Miss Frances Barnett as Second Assistant Cataloger in the Library, effective September 1, 1937 at a salary of \$1600.00 per year (new position included in budget).
48. Appointment of Miss Marjorie R. Vivian as Associate Reference Librarian, effective September 1, 1937 at a salary of \$1750.00 per year (new position included in budget).
49. Appointment of Mr. Russell Hill as Farm Game Specialist, effective September 1, 1937. This appointment is made cooperatively with the Department of Conservation, and has been approved by the Board on the basis of payment of salary by the State and of travel and office expenses by the College (from Extension funds).
50. Appointment of Dr. Leonard J. Luker as Assistant Professor of Education, effective September 1, 1937 at an annual salary of \$2800.00 (additional position included in budget).
51. Appointment of Miss Elsie Thrasher as Rural Extension Worker in Music, effective September 1, 1937 at a salary of \$2400.00 per year, and authorization of a travel budget of \$500.00 for Miss Thrasher. This is an additional position approved by the Board.
52. Appointment of Miss Agnes Coulson as stenographer in the Forestry Department, effective August 15, 1937 at a salary of \$90.00 per month (to be divided equally between College and Extension). This is an additional position included in the budget.

PRESIDENT'S REPORTS, continued

53. Appointment of Miss Frances Pung as stenographer in the Department of Economics, effective September 1, 1937 at a salary of \$85.00 per month (from Extension funds). This is a new position included in the 1937-38 budget.
54. Appointment of Dr. Donald Hayworth as Professor and Head of the Department of Speech and Dramatics, effective September 1, 1937 at a salary of \$3400.00 per year. This is an additional position made necessary by the creation of this separate department.
55. Appointment of Mr. Donald Puell as Instructor in Speech, effective September 1, 1937 at a salary of \$1900.00 per year (additional position included in budget).
56. Appointment of Mr. Carl S. Gerlach as Instructor in Landscape Architecture, effective September 1, 1937 at a salary of \$2000.00 per year (additional position included in budget.)
57. Appointment of Mrs. R.C. Bennett as part-time Field Work Supervisor in Sociology for 1937-38, effective September 1, 1937 at a salary of \$900.00 for the period (additional position included in budget).
58. Appointment of Mr. Russell Bowers as Instructor in Accounting, effective September 1, 1937, at a salary of \$1900.00 per year (additional position included in budget).
59. Appointment of Mr. Harold F. Spencer as Instructor in Botany and Research Assistant in Cyto-genetics (one-fourth of salary from College funds, three-fourths from Bankhead-Jones), effective September 1, 1937 at a salary of \$2500.00 per year. This is an additional position included in the 1937-38 budget.
60. Appointment of Mr. Madison Kuhn as Instructor in History, effective September 1, 1937 at a salary of \$1900.00 per year (additional position included in budget).
61. Appointment of Mr. Floyd W. Schultz as Instructor in Electrical Engineering, effective September 1, 1937 at a salary of \$1800.00 per year (additional position included in budget).
62. Appointment of Mr. Fred Foster as Instructor in Geography, effective September 1, 1937 at a salary of \$1800.00 per year. This is an additional position included in the budget to which Mr. W. E. Hanley was appointed by the Board, but which he was unable to accept.
63. Appointment of Mr. Robert M. Limpus as Instructor in English, effective September 1, 1937 at a salary of \$1900.00 per year (additional position included in budget).
64. Approval of the following graduate and part-time assistantship appointments for 1937-38:

Animal Husbandry	- Willis H. Bash as half-time graduate assistant (New position included in budget).
Animal Pathology	- L. M. Hutchings as part-time assistant on half-time basis, filling position held last year by Dr. Frank Meyer.
"	- L. H. Scammon as half-time assistant (new position created by the transfer of Miss Mary Bruce to half-time academic work).
Bacteriology	- L. M. Greene, A. O. Corbett, and E. L. Matthews as part-time assistants on quarter-time basis (new positions included in budget).
"	- Catherine H. Michael as quarter-time graduate assistant (new position included in budget).
Botany	- George F. McKenna as half-time graduate assistant (new position included in budget).
"	- Continuation of Keith K. Kreag as half-time graduate assistant.
"	- Continuation of J. B. Routien as half-time graduate assistant.
Civil Engineering	- Frederick J. Cook and William J. McFarland as half-time graduate assistants, filling positions made vacant by resignations of S. J. Kocal and H. L. Thompson.
Dairy Husbandry	- Woodward Snyder as half-time graduate assistant (new position included in budget).
Library	- Norman D. Vaughan as halftime graduate assistant, replacing Miss Mary Elizabeth Daane.
Physics	- Continuation of Wendell A. Horning, J. Guy Woodward, and C. E. McClellan as half-time graduate assistants.
"	- Continuation of David F. Bleil as graduate assistant on a three-quarter time basis.
Poultry Husbandry	- James E. Price as half-time graduate assistant (new position included in budget).
Sociology	- Louise Barrows as quarter-time graduate assistant, replacing Evelyn Shipman.
Zoology	- Frederick W. Stuewer as half-time graduate assistant (new position included in budget).
Michigan State Farm Bureau Fellowship	- Donovan D. MacPherson to receive this fellowship in Agricultural Economics at \$500.00 for the year.
Michigan Elevator Exchange Fellowship	- Donald R. Stokes to receive this fellowship in Agricultural Economics at \$500.00 for the year.

Appointments

PRESIDENT'S REPORTS, continued

A] Travel

65. Railroad and pullman fare (charged to Agricultural Chemistry Section funds) to Madison, Wisconsin, for Dr. P. J. Schaible, so that he might attend Poultry Science Association meetings August 10 to 14. Dr. Schaible presented a paper at the conference.
66. Railroad fare (first class) to State College, Pennsylvania, for Dr. V. G. Grove, so that he might attend American Mathematical Society meetings September 6 to 10.
67. Full expenses (from Extension funds) to Chicago for Mr. D. E. Ebinger, so that he might attend the annual meeting of the Committee on the Relation of Electricity to Agriculture, held September 9.
68. Railroad and pullman fare (\$18.60) to Chicago for Dr. George E. Davis, so that he might attend a conference on cooperative meat investigations held August 10 to 18.
69. Railroad fare (\$40.25) to Omaha, Nebraska, for Dr. J. R. Hutton, so that he might attend American Veterinary Medical Association meetings August 17 to 20.
70. Mileage allowance on two cars to Rochester, New York, so that members of the Chemistry Department might attend American Chemical Society meetings September 6 to 10 (charged to budgets of Dean of Applied Science and Chemistry Department respectively).
71. Full expenses (\$25.60 to Chicago for Professor A. J. Clark, so that he might interview candidates for departmental vacancies on August 10 and 11.
72. Mileage allowance and expenses amounting to approximately \$12.00 for Mr. B. F. VanAlstyne, so that he might make student and alumni contacts in New York state during his vacation.
73. Full expenses (\$26.59) to Chicago for Director R. J. Baldwin, who attended a call meeting of Extension representatives July 26 and 27.
74. Expenses (\$23.75) incurred by Professor R. H. Musselman in attending introductory tractor trials at Washington, Indiana, on July 13th.
75. Expenses not to exceed \$50.00 for Mr. P. W. Robbins, so that he might take a nursery inspection tour sponsored by the Soil Conservation Service through Ohio, Indiana, Tennessee and Kentucky, August 23 to 28.
76. Railroad fare (\$23.50) to New York state for Dr. J. H. Muncie, so that he might attend a field meeting of plant pathologists and breeders held late in August.
77. Full expenses (\$35.17) to Chicago for Professor G. A. Brown, so that he might attend a cooperative meat investigations conference August 16 to 18.
78. Railroad fare to Chicago for Miss Ruth Griswold, so that she might attend a cooperative meat investigations conference held August 16 to 18.
79. Full expenses for Mr. C. W. Bachman and Mr. Miles Casteel, so that they might make student and alumni contacts in the Chicago and northern Indiana districts during the latter part of August.
80. Authorization of release of \$500.00 from Rackham fund no. 4 to Dr. I. F. Huddleson, to finance the cost of a two months' trip to the Island of Malta, beginning on September 8th. The trip is being made in connection with research for which the Rackham Fund has specifically granted aid.

Dept. of
Speech es-
tablishedComptroller to
handle finan-
ces for Force
Farm Air Conf.Compt. to pay
War Dept. \$90.
24Supplementary
check from
Sher. Williams\$1.00 fee to
be charged
for conferen-
ces of 1 week
or less.Approval of
S.S. payrollApproval of
construction
of new mili-
tary dept.
classroomReport of action on the following miscellaneous matters:

81. Authorization, on Administrative Group recommendation, of the establishment of a Department of Speech and Dramatics separate from the Department of English.
82. Authorization of the Comptroller to handle receipts and disbursement and retain balances for the Forced Warm Air Conference conducted by the Division of Engineering. Finances have previously been handled within the Division.
83. Authorization of the Comptroller to pay to the War Department \$90.24, net sum covering losses of student equipment during the past year.
84. Acceptance of a supplementary check of \$197.50 from the Sherwin Williams Company, to be added to the \$1750.00 research fellowship already accepted by the Board.
85. Authorization of the reestablishment of a one-dollar fee (discontinued in 1935) for all conferences or courses of one week's or less duration. This covers some twenty events during the year, and will return to the College between eight hundred and one thousand dollars annually.
86. Authorization of payment of the Summer School payroll (six weeks' session and language sessions) of \$27,646.63; and of the payroll for the Forestry Camp Conservation Camp, and Three Weeks' Post Session of \$3511.67.
87. Authorization of the construction of a new Military Department classroom in Demonstration hall at a cost not to exceed \$3000.00.

PRESIDENT'S REPORTS, continued

88. Authorization of building changes in the Forestry Building at a cost not to exceed \$1,000.00. It is understood that equipment necessary after the changes are made will be purchased from departmental funds.
89. Authorization of the setting up of \$500.00 in the budget for payment to the Lansing Board of Education for certain types of practice teaching not available in East Lansing (at the usual rate of \$25.00 per student per term).
90. Approval of the transfer of Mr. Robert Pennell (at \$2000.00 per year) and Mrs. Myrtle Munger (at \$1500.00 per year) from Rackham Funds to Bankhead-Jones funds.
91. Approval of the following additions to staff, not included in the budget submitted at the July Board meeting:
- | | |
|------------------|-------------------------------------------------------------------------|
| Modern Languages | Full time instructor at not to exceed \$2000 |
| Music | Instructor at \$2000 or two half-time graduate assistants at \$600 each |
| Physics | Two half-time graduate assistants |
| Speech | Instructor at not to exceed \$2000 (Mr. Buell appointed at \$1900). |
92. Authorization of the employment of a full-time assistant physician for the Health Service at a salary not to exceed \$3000.00 per year, replacing the two part-time assistants paid last year at the rate of \$1300 each.
93. Approval of recommendation that Mr. R. L. Sweet, Instructor in Chemical Engineering, do the necessary testing of State Administrative Board coal samples during the months of July, August and the first half of September at the rate of \$2.00 per sample. Graduate assistants who usually perform the work were absent during that time.
94. Authorization of the addition of \$300.00 for 1937-38 only to the \$3700 salary of Professor Herman Wyngarden, who will assume administrative responsibility in the Department of Economics during Dr. Patton's absence on leave.
95. Authorization of salary increase for Mr. J. W. Thayer, Instructor and Research Assistant in Farm Crops, from \$2300.00 to \$2500.00 per year, effective September 1, 1937. Mr. Thayer was offered at \$2600.00 government position.
96. Approval of salary increase for Mr. G. E. Taylor, Assistant Professor and Research Assistant in Dairy Husbandry, from \$3200.00 to \$3600.00 per year, effective September 1, 1937. The change was necessary to retain Professor Taylor's services, since he received a \$4500.00 offer from the American Guernsey Cattle Club.
97. Authorization of a salary increase for Miss Evalyn Bergstrand, Instructor in Home Management and Child Development, from \$1800.00 to \$2100.00 per year, effective September 1, 1937. Miss Bergstrand received a \$2600.00 offer from the University of Maine.
98. Authorization of salary adjustments for Miss Mabel Miles and Miss Mary Ann Collinge, Rural Extension Workers in Music, from \$2400.00 to \$2600.00 per year respectively, effective July 1, 1937. Adjustments for these two were overlooked when the budget was set up.
99. Correction of the following salary adjustments, submitted in error when the budget was made up:
1. Mr. H. J. Larsen, County Agent in Mason County, should receive an increase from \$2500.00 to \$2600.00.
 2. C. H. Knopf, County Agent in Muskegon County, should receive an increase from \$3400.00 to \$3700.00 per year.
 3. G. F. Biekkola, County Agent in Baraga County, should be increased from \$2500.00 to \$2600.00.
 4. C. E. Wildon, Assistant Professor and Research Assistant in Horticulture, should be increased from \$3025.00 to \$3300.00.
 5. A. J. Panshin, Assistant Professor in Forestry, to be increased from \$2400.00 to \$3000.00 (agreed to in order to meet an offer from West Virginia).

Additional Appointment approved

100. Appointment of Mr. Ralph Norman as Instructor in Journalism and Assistant in the Department of Publications (half-time teaching, half-time news work), effective September 1, 1937 at a salary of \$2000.00 per year. This is an additional position included in the budget.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve the President's Reports.

Bldg. changes
For. approved

App. of \$500
payment to
Lans. Bd. of
Education

Trans. of
Pennell and
Munger to
Bankhead-Jones

Additions
to staff
approved.

Employment of
full time
physician at
Health Serv.

R.L. Sweet
to test coal
for St. Adm.
Bd. during
summer.

Increase of
\$300 for
Wyngarden
for 1937-38

Increase of
\$200 for
J.W. Thayer

\$400 for
G.E. Taylor

Salary inc.
of \$300 for
Miss Berg-
strand

Salary adjust-
ments for
Miss Miles &
Miss Collinge

Salary adjust-
ments for -

H. J. Larsen

C. H. Knopf

G.F. Biekkola

C. E. Wildon

A. J. Panshin

Appt. of
Ralph Norman

MISCELLANEOUS

Acceptance of
sun dial for
Beal Botanic
Garden
Budget of
\$1500 set up
students prac-
tice teach.
in Okemos

Acceptance of
scholarships
from Sears-
Roebuck.
Budget for
Bird Sanct.
approved.

P. Dressel
loaned $\frac{1}{2}$ time
to Fr. Week Com.
Add. of \$500
to travel bud-
get of Miles
& Collinge.

Bond of \$50,
000 on C.A.
Rosebrook.
Inc. for Miss
Noreen Pater-
son.

Also Irene
Marquardt

Approval of
doctor bill
of \$7.00 for
Robt. Evans
\$46.00 for
H.E. Barnard

\$50,000 bond
on Mr. Schep-
ers cancelled
and replaced
by \$1,000.

Enrollment
in Police Ad-
ministration
to be limited

Sec. of St.
Bd. of Agri.
made voting
member of
faculty.

Resolution
re: retire-
ment plan.

1. Report on the presentation of a stone sun dial for the Beal Botanic Garden by the Detroit Unit of the Women's Farm and Garden Association.
2. Request of Dean Immons that a budget of \$1500.00 be set up to pay (at the rate of \$50.00 each) for those students whom it is necessary to sent to Okemos for practice teaching.
3. Presentation by Sears. Roebuck and Company of fifteen agricultural scholarships of \$150.00 each for farm boys enrolling as freshmen in the regular four-year course in Agriculture, and of three agricultural scholarships of \$85.00 each for farm boys enrolled as first year students in the sixteen weeks short courses. These scholarships are extended for 1937-38 only at this time; recipients are to be chosen by the Dean of Agriculture.
4. Presentation for approval of the 1937-38 budget for the Kellogg Bird Sanctuary in the amount of \$5970.00 (\$170.00 in excess of estimated income).
5. Recommendation that Mr. Paul Dressel, Instructor in Mathematics, be loaned half-time to the Freshman Week Committee during the fall term, with one-half of his salary for this period to be paid from Freshman Week funds.
6. Recommendation that the travel budget for the two Rural School Music Extension Workers (Miss Miles and Miss Collinge be increased from \$1500.00 to \$2000.00 per year.
7. Request for placement of a \$50,000.00 bond on Mr. C. A. Rosenbrook, Cashier, with premium of \$200.00 for the period June 1, 1937 to May 31, 1938.
8. Recommendation that the salary of Miss Noreen Paterson, half-time stenographer in the Department of Horticulture, be increased from \$510.00 to \$600.00 per year effective September 1, 1937. Salary increase granted July 1, 1937 amounted to only \$30.00 per year (\$480.00 to \$510.00).
9. Recommendation that the salary of Miss Irene Marquardt, stenographer in the Publications Department, be increased because of greater responsibilities from \$1140.00 to \$1200.00 per year, effective September 1, 1937. Miss Marquardt received an increase from \$1080.00 to \$1140.00 on July 1, 1937.
10. Recommendation for payment of a doctor bill for \$7.00 for Mr. Robert Evans, who was injured while at work in the forest nursery.
11. Request for payment of doctor bills totalling \$46.00 for Mr. H. E. Barnard and two other Buildings and Grounds employees who received injuries while at work. Compensation for time lost at his average rate of pay was approved by the Board at its last meeting for Mr. Barnard.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to approve the above Miscellaneous items.

12. Request for cancellation of the \$50,000 bond held on Mr. Jacob Schepers, who is no longer Cashier, and its replacement by one in the amount of \$1000.00.

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted that, in order to release the Surety Company from the bond of Mr. Schepers as Cashier in the amount of \$50,000, for which the Michigan Surety Company is surety, the bond be terminated after July 1, 1937 and replaced by a bond of \$1,000 after that date.

13. Request from the Dean of the Division of Applied Science that the enrollment in the Police Administration Course be limited to 50 new students per year.

On motion of Mr. Berkey, seconded by Mr. Daane, it was voted not to grant the request of Dean Huston and to advise the use of a selective process in accepting new students for this course rather than an arbitrary limitation.

14. Recommendation of the President that the Secretary of the State Board of Agriculture be made a voting member of the faculty.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve the above recommendation.

15. Attorney Ballard presented an oral report on the retirement plan that has been under consideration for several months.

On motion of Mr. Halstead, seconded by Mr. Daane, the following resolution was approved:

WHEREAS, the State Board of Agriculture desires to provide a retirement and disability pension plan for its employees, subject to certain conditions;

THEREFORE, BE IT RESOLVED that the President and Secretary, with the assistance and advice of legal counsel for the Board, are hereby authorized to prepare a plan whereby employees may receive a pension upon retirement or disability of not less than \$480.00 and not more than \$1500.00 per annum. Provided, however, no employee shall be entitled to such pension except as the State Board of Agriculture shall from year to year appropriate and set aside funds for the payment thereof nor unless said employee

MISCELLANEOUS, continued

15. (Continued)

shall elect to accept the benefit of a group policy of insurance to be arranged by the State Board of Agriculture to the extent of \$1000.00 and shall pay the premium required therefor. Provided, however, that the right to waive this condition as to such insurance is reserved by the State Board of Agriculture; and

Retirement plan, cont.

BE IT FURTHER RESOLVED that the sum of \$70,000.00 be set aside and designated "Pension Fund" for the purpose of paying any such pensions as may be approved by this Board for the fiscal year of June 30, 1937 to June 30, 1938; and

BE IT FURTHER RESOLVED that said plan shall be subject to the approval of this Board.

SECRETARY'S ITEMS

1. Report on progress of building changes - Williams Hall, etc.

The Board later visited the various projects.

Petition requesting change in type of endowmen for Bird Sanct.

2. Report of the petition to the Calhoun County Circuit Court by the Trustees for the W.K. Kellogg Sanctuary Trust requesting a change in the type of investment of the Kellogg endowment for the Bird Sanctuary.

Lease of Robinson House for girls.

3. Report on the lease of the Robinson House for girls at 123 Albert Street at \$100.00 per month for ten months effective September 1. The house is to be used for housing women students.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to approve the above item.

\$1000 allowed for new cases for Zoology

4. Communications from Dean Huston and Professor Hunt requesting an appropriation of \$2500.00 for new cases for Zoology.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve an amount not to exceed \$1,000 for new cases at this time.

Action def. on request for \$2500 for construction of cottage at Chatham

5. Communication from Dean Anthony requesting an appropriation for \$2500.00 for the construction of a cottage at Chatham.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to defer action on the above item pending the determination of the exact amount of money to be made available by the State.

Rec. from Gd. Trunk asking college to install signal. Oldsmobile Agreement.

6. Report of a request from the Grand Trunk Railroad asking that the College install safety signals on Farm Lane.

7. Report on the agreement between the Oldsmobile Company and the College covering radio broadcasting of the football games.

8. Report on the opening on September 7 of bids on the Farm Crops Laboratory as follows:

Reniger Construction Company	-	\$32,665.00
F. C. Kyte Construction Company	-	34,336.00
H. G. Christman - Lansing Company	-	35,449.00

Bids opened on Farm Crops Laboratory

9. Communication from the American District Telegraph covering the cancellation of the contract for the fire alarm system in Morrill Hall. The contract was cancelled by the College due to alterations in the building.

Communication from Am. Dist. Telegraph re: contract for fire alarm system in Morrill Hall

On motion of Mr. Daane, seconded by Mr. Halstead, it was voted to pay the American District Telegraph Company the \$2397.70 due them under the contract.

10. The report on insurance of college buildings prepared by Mr. Wilkins in accordance with action taken at the July Board meeting was read.

Report on insurance on campus bldgs.

On motion of Mr. Downing, seconded by Mr. Brody, it was voted to take out fire insurance covering all campus buildings for their reasonable value at the rates submitted in the report.

The meeting adjourned at 3 P.M.

Robert S. Shaw
President

John A. Hannah
Secretary