

## REGULAR MEETING OF THE STATE BOARD OF AGRICULTURE.

September 17th, 1924

I. CALL TO ORDER AND MINUTES.

Called to order at 11:15 a.m.

Present: President Butterfield, Mr. Gowdy, Mr. McColl, Mrs. Stockman, Mr. Brody, Mr. McPherson, Secretary Halladay.

1. The President recommended the adoption of the following order of business:

- a. Call to order and minutes
- b. Reports from President and Secretary for record or information
- c. Resignations, appointments, salary adjustments, etc., for record and confirmation.
- d. "Executive orders", for confirmation
- e. Recommendations from the President, for action of the Board
- f. Reports from committees of the Board
- g. Miscellaneous business from President, Secretary, Deans, Etc.
- h. Special order of business
- i. Unfinished business
- j. New business from members of the Board or President

Motion made by Mr. Brody that the order of business as suggested by the President be adopted. The Motion was carried.

Pres. recom-  
mends adopt-  
ion of new  
order of  
business

II. REPORTS FROM PRESIDENT AND SECRETARY FOR RECORD OR INFORMATION.

1. Secretary Halladay presented a letter from Dean Shaw expressing appreciation for the resolution of the Board at the July meeting.
2. Secretary Halladay laid before the Board summarized statement of the budget for the current maintenance for the year 1924-25.
3. President reported office arrangements for himself, Professor Phelan, Secretary Halladay.
  - b. Reported the purchase of office furniture for the President's office by the State Board of Administration.
  - c. The following authorizations which have been given for out-of-state travel, and in doing this called attention to the relatively small budget for out-of-state travel incurred last fiscal year:

Dean Shaw  
expresses  
appreciation  
Summarized  
statement of  
budget

Out-of-state  
travel

Name	Organization	Date	Expenses
Three students	National Dairy Show	Sept. 7 - Oct. 4	\$25 each
Chemistry Department	American Chemistry Society	Week of Sept. 8	\$75 only
Millar, C. E.	American Society of Agronomy	August 8	all (Ames, Ia.)
Shaw, R. S.	Tri-State Development Congress	October 15	all (Ashland, Wis.)
Boyucos, G. J.	Sci. Meeting (Washington, not decided)		
Chittenden, A. K.	Tri-State Development Congress	October 15	all (Ashland, Wis.)
Dr. Harmer	American Peat Society	September 15	Transportation only (Minnesota)
Patten, A. J.	Official Agr. Chem.	October 22	all

4. The President recommended that he be given authority by the Board with respect to cases of out-of-state travel during the ensuing college year, with the understanding that the total amount thus to be expended will agree substantially with the amounts expended in recent years for the same purposes. The President also stated that before the end of the year, he hopes to present to the Board the outline of a policy for the institution with respect to out-of-state travel.

President  
given author-  
ity with  
respect to  
out-of-state  
travel

On the motion of Mr. McColl it was voted to authorize the President to handle all matters of out-of-state travel.

III. RESIGNATIONS, APPOINTMENTS, SALARY ADJUSTMENTS, ETC., FOR RECORD OR CONFIRMATION.

1. The President presented a letter from Professor H. K. Vedder asking for a year's leave of absence from September 1, 1924.

Leave of absen-  
ce for  
H.K.Vedder

On motion of Mr. McPherson it was voted that the request be granted.

2. The President presented the request of Dean Bissell that

Professor C. L. Allen, now associate Professor of Civil Engineering, be made acting Professor of Civil Engineering from September 1, with a salary at the rate of \$3800 a year. and recommended the appointment.

C.L.Allen  
given increase

On motion of Mr. McColl it was voted that the request of Dean Bissell be granted.

3. The President recommended the adoption of a request from Professor A. J. Clark, head of the Department of Chemistry indorsed by Dean Kedzie that

Prof. Publow to have leave of absence

for the ensuing college year Professor H. L. Publow, Assistant Professor of Chemistry, be granted leave of absence with the understanding that he will retain the supervision of his work and will come to the college once a week, and that for defraying

3. the expense of these trips he be paid the sum of \$500 for the year in equal monthly installments.

On motion of Mr. Gowdy it was voted that the request of Professor Clark be granted.

4. The President recommended that

J. J. Jasper to be in charge of class work.

Mr. J. J. Jasper be in active charge of Professor Publow's class work for the same period with the title of Instructor of Chemistry, with a salary at the rate of \$2000 a year.

On motion of Mr. Gowdy it was voted that the request of Professor Clark be granted.

5. The President recommended that

L. P. Waldo given contract

Mr. L. P. Waldo be given a contract for \$2200 for the year beginning September 1, 1924.

On motion of Mr. Brody it was recommended that the recommendation of the President be approved.

Help to be employed by Librarian

6. The President reported that he had authorized the Librarian to employ an assistant cataloger, and recommended a confirmation of this authorization, and also the authorization of the employment of a typist, either on part time or full time, for the librarian. These authorizations would give the schedule of new positions for the library for the current year:

Cataloger	\$1800 to \$2000
Assistant Cataloger	1500 to 1800
Reference Librarian	2000 to 2200
Asst. in Charge Periodical Room	1250 to 1300
Typist	1200 to 1500

On motion of Mr. McColl it was voted that the matter as recommended by the President be approved.

NAME	POSITION	RATE OF PAY	EFFECTIVE
Appointments. Rothgery, L. J.	Instructor in Civil Engineering	\$2000	Sept. 1, 1924
	Asst. in Eng. Exp. Station	(\$800 college-\$1200 Exp. Sta.)	
Wygarden, Herman	Assoc. Prof. of Economics	3500	Sept. 1, 1924
Kroodsma, R. P.	Extension Spec. in Forestry	3200	Oct. 1, 1924
Olson, H. L.	Asst. Professor Math.	2600	Sept. 1, 1924
Linton, Robert	Critic Teacher in Voc. Agr.	3000	Sept. 1, 1924
Evers, C.	Instructor in Math	1800 2/3 time	Sept. 1, 1924
Sefing, F. G.	Instructor in Mech. Engr.	2400	Sept. 1, 1924
Churchill, B. R.	1/4 time Asst. in Farm Crops	400	Sept. 1, 1924
Dahl, Silmer	Research Asst. in Chemistry	1700	
Lyons, E. B.	Asst. Professor History		
	Political Science	2500	Sept. 1, 1924
Slaughter, C. E.	1/2 time Grad. Asst. C. E. Exp. Sta.	800	Sept. 1, 1924
Jackson, Charlotte	Cataloger	2000	Oct. 1, 1924
Phelps, R. D.	Reference Librarian	1800	Oct. 1, 1924
Cleveland, L.	Library Assistant	1500	Sept. 15, 1924
Jones, W. B.	Swimming Coach	50 per mo.	5 months
Riggs, Ruth	Stenographer, (Botany)	1200	Oct. 1, 1924
Moncrief, Olive	Library Asst. in Charge of Periodicals	1800	Oct. 15, 1924

On motion of Mr. McPherson it was voted that the appointments as recommended by the President be authorized.

#### IV. "EXECUTIVE ORDERS" FOR CONFIRMATION.

1. The President requested that

Executive Orders

The Board grant the President authority to issue "Executive Orders" with the understanding that they are for emergencies only, that they will not contravene existing policies, and that they will be presented to the Board for confirmation.

On the motion of Mr. McColl it was voted that the President's request be granted.

#### V. RECOMMENDATIONS FROM THE PRESIDENT FOR ACTION OF THE BOARD.

Inspection of Departments

1. The President be authorized to arrange, whenever possible, at the regular monthly meetings of the Board an opportunity for inspection of some department, the item to be called "The Department Hour", and to consume practically a clock hour, this period to come right after luncheon.

On motion of Mrs. Stockman it was voted that the Board take one hour after luncheon of each meeting day to inspect some building or department.

- 2. The President be authorized to make minor adjustments in the budget classification for the ensuing fiscal year.

Adjustments in budget 699

On motion of Mr. Brody it was voted that the President be granted authority to make budget changes.

- 3. The Board elect from its own membership at least one official delegate to the meeting of the Land Grant College Association in Washington in November,

Delegate to Land Grant College meeting

On motion of Mr. McColl it was voted that Mr. Gowdy and Mrs. Steckman be appointed the official delegates to the Land Grant College Association.

- 4. The President recommended that

the following members of the staff be elected as delegates to the Land Grant College Association to meet in Washington in November

- President Butterfield
- Professor Phelan
- Dean Shaw
- Dean Bissell
- Dean Krueger
- Director Baldwin

On motion of Mr. McPherson it was voted that the appointments be authorized as recommended by the President.

- 5. The President stated that Secretary Halladay and himself had agreed upon a plan of giving publicity to reports of the Board of Agriculture and recommended that the plan be endorsed by the Board for a trial.

Publicity plan for Board minutes

The plan contemplates that the President will frame a statement from the minutes which, when endorsed by the Secretary as to its correctness, will be given publicity by the President and that the official minutes will not be given newspaper publicity.

On motion of Mr. Brody it was voted that the matter be adopted.

- 6. The President stated that unless there was some objection he would place certain oil paintings, which have been in the old Library Building in the new President's office.

Oil paintings for Pres. Off.

VI. REPORTS FROM COMMITTEES OF THE BOARD.

Reports from committees

- 1. The President requested that committees of the Board having reports to present at Board meeting endeavor to have these reports reduced to writing, at least in the form of recommendations, and placed in his hands whenever possible, a week before the Board meeting, in order that the recommendations may be incorporated in the order of business.

VII. MISCELLANEOUS BUSINESS FROM THE PRESIDENT, SECRETARY, DEANS, ETC.

On invitation of the President, Dean Shaw was present for the consideration of certain matters in which he is interested.

- 1. The President presented the cases of extra compensation for Director Young, Dean Giltner for summer school work.

Extra compensation for Dir. Young, Dean Giltner

On motion of Mr. Brody it was voted that the compensation be granted.

- 2. Dr. Horner - summer pay.

Summer pay Dr. Horner

On the motion of Mr. Brody the matter of summer pay for Dr. Horner was referred to President Butterfield.

- 3. The President presented the cases of Professor Emmons, and Coons with regard to salary increases.

Salary increases for Emmons and Coons.

On motion of Mr. McColl it was voted that increase of \$200 each in salary for Professors Emmons and Coons should be granted.

- 4. The President recommended the adoption of a request from Professor J. F. Cox indorsed by Dean Shaw that

J.F.Cox given leave of absence.

leave of absence be granted Prof. Cox from January 1, 1925 to May 1, 1925 without pay, for the purpose of serving the Federated Seed Service for that period.

On motion of Mr. McPherson it was voted that the request be granted.

- 5. The President recommended the approval of the request of Professor J. F. Cox, indorsed by Dean Shaw, the following readjustments necessary in connection with the work of Professor F. A. Spragg.

Adjustments necessary in connection with work of Prof. Spragg.

NAME	POSITION	SALARY	EFFECTIVE
E.E. Down	Assistant Professor of Farm Crops (Plant Breeding and Research Assoc.)	\$3200	October 1, 1924
H.M. Brown	Research Asst. in Plant Breeding Instructor in Farm Crops	2300	October 1, 1924
C.R. Megee	Associate Prof. Research Assoc. in Farm Crops	3400	October 1, 1924

On motion of Mr. Gowdy it was voted that the readjustment of salaries be allowed as recommended by President Butterfield and Dean Shaw.

Burning of Horse Barn in U.P.

6. Dean Shaw reported the burning of the Horse Barn at the Upper Peninsula Experiment Station, and made certain recommendations for re-building.

On motion of Mr. Gowdy it was voted that the Committee appointed to go to the Upper Peninsula be requested to make an investigation relative to the Horse Barn and make report to the Board.

Furniture to be purchased for Dorms.

7. Secretary Halladay recommended purchase of furniture for the parlors in the Women's Dormitory at an expense not to exceed \$1000.

On motion of Mrs. Stockman it was voted that the recommendation be allowed.

Students to be vaccinated

8. President approves that students be vaccinated upon entering college as recommended by Dr. Borland.

On motion of Mr. McColl it was voted that the order to vaccinate students be issued.

Resignations

9. Resignation of Harold Canfield to take effect September 30, 1924

Resignation of R.A. Turner, as State Club Leader. Mr. Turner was taken from our pay rolls beginning July 1, and at that time started to draw his pay from the U.S. Government

Resignation of George S. Hedrick, County Club Agent for Lenawee, effective August 15.

Resignation of E. E. Twing, County Agent for Huron, Effective August 31.

Resignation of C.P. Pressley, County Agent for Gratiot, effective August 31.

Resignation of Ruth Wheatley, Home Demonstration Agent for Gogebic, effective August 31.

Motion by Mr. McColl carried.

Appointments

10. Appointments	Title	Effective	Salary.
Barrett, O.G.	County Agr'l Agent Mason Co.	July 21, 1924	\$2400*
Woodman, David	County Agr'l Agent Huron Co.	Sept. 1, 1924	2800**
Sorenson, Agnes	Extension Clothing Specialist	Sept. 1, 1924	2400
Burrington, W.D.	Field Agent in Dairy	Oct. 1, to June 30	Travelling Exp.

Motion by Mr. McColl it was voted that the appointment of the above be approved.

Request for travel from Dairy Dept.

11. Request for travel from the Dairy Dept.

O. E. Reed	Professor of Dairy Husbandry	Nat'l Dairy Show	1st. week Oct. Milwaukee
J. E. Burnett	Associate Prof.	" " "	" " "
O. C. Weimar	" "	" " "	" " "

Request for travel from Dairy Extension

A. C. Baltzer	" " "	" " "
R. H. Addy	" " "	" " "

(Refer to President.)

#### VIII. SPECIAL ORDER OF BUSINESS.

Service connection for Union Bldg. Inspection of Chem. Dept.

12:30 Luncheon with Mr. F. F. Rogers and Mr. McCarthy as guests, for the presentation of the question concerning steam, heat and service connection with the new Union Building.

1:30 Inspection of the Department of Chemistry if time permits.

2:00 The Board made an inspection of the Department of Chemistry.

#### IX. UNFINISHED BUSINESS.

#### X. MOTIONS AND RESOLUTIONS

Committee appointed to go to U.P.

1. Motion by Mrs. Stockman that a committee of the Board consisting of Mrs McPherson and Mr. Brody, and Dean Shaw be appointed to go to the Upper Peninsula of Michigan and investigate agricultural conditions, and if necessary, extend the help of this college through its Extension Division and Experiment Station

The motion was carried.

Appointment of Club Leader

2. Motion by Mr. McColl that the appointment of a Club Leader be left to the Extension Committee and the President with power to act.

The motion was adopted.

To present Board with agreement

3. Motion by Mr. McColl that President Butterfield, Secretary Halladay and Mr. Watkins present the Board at their next meeting with the agreement as made by the Board, in securing the services of President Butterfield and Mr. Phelan.

Permanent pipe line; temporary connection with Union B. Build. Program to be made

4. Motion by Mr. McColl that a permanent pipe line be established between the power house and the Home Economics Building; that a temporary connection from the Union Memorial Building be made to connect at that terminal, and that the total additional expense as expended by the College is not to exceed \$2000.

5. Motion by Mr. McPherson that a six year building program be made up and presented to the State Board at an early meeting.

- 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 W. 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 " "