Minutes of the Meeting of the State Board of Agriculture
July 20, 1933

Present: Messrs. Brody, Chairman; Berkey, Duane, McColl, McPherson, Mrs. Wilson; Dr. Henry representing the Superintendent of Public Instruction; President Shaw and Secretary Halladay.

Absent: No one.

The minutes of the previous meeting were approved, having been in the hands of the Board members.

Resignations

1. Resignation of Mr. A.D. Freiberg, Instructor in the Department of Philosophy and Psychology, effective September 1, 1935.
2. Resignation of Ruth O'Dell from the Health Service effective June 30, 1935.
3. Resignation of Margaret Derrick from the Health Service effective June 30, 1935.
5. Resignation of Miss Margaret Cavood, Research Assistant and Instructor in Sociology, effective September 1, 1935.
6. Resignation of Miss Verna Church, clerk in the Registrar's Office, effective June 30, 1935.
7. Resignation of Mrs. Edwards (Lucille Neibling) clerk in the Department of Bacteriology, effective August 31, 1935.
8. Discontinuance of the services of Mrs. Labore Irland, who has been employed for the past two years as Instructor in the Department of History. Mrs. Irland has been employed each term on a temporary basis.
9. Discontinuance of the services of Mr. A.J.M. Smith, Instructor in English. Mr. Smith has been replacing Mr. R. N. McGee, who has been on leave of absence.

On motion of Mr. McColl, it was voted to accept the above listed resignations.

Appointments

1. Appointment of Naomi Carrier as clerk in the Department of Bacteriology, September 1, 1935, replacing Mrs. Edwards at $1180 a year.
2. Appointment of Miss Margaret Walcott as clerk in the Registrar's Office, replacing Miss Church at $1500 per year, effective July 1st.
3. Appointment of Mr. Harry Kimber, for one year, as Assistant Professor in History and Political Science, succeeding Mrs. Mary Hendrick at a salary of $2200.
4. Continuation of the appointment of E. M. Banzet for one year (full time) as Assistant Professor in the Department of Sociology at $1960. During the past year Mr. Banzet has been employed on three-fourths time.
5. Continuation of the appointment of Dr. F. T. Mitchell, Associate Professor in the Department of Education, at $2125, for the year 1934-35.
6. Continuation of the appointment of E. H. Ryder as Dean of Liberal Arts for another year.
7. Continuation of the appointment of Albert H. Nelson as Acting Head of the Department of Publications and Journalism.
8. Appointment of Ernest L. Anthony as Dean of Agriculture, effective July 1, 1935.

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

Leaves

Leave of Absence

1. Leave of absence without pay for Dr. Lydia Lightning, Head of the Department of Physical Education for Women, from September through December 1935.

ULROY

1. Request for leave of absence, at half pay, by Professor Ulroy of the Department of Economics from September 1st, 1935 to March 1, 1936, in order that he might complete his work for his doctor's degree in Agricultural Economics at Cornell.

On motion of Mr. McColl, it was voted to approve the above requests for leaves of absences.
1. Dr. H.H. Stafseth and Dr. Oltman to attend the annual meeting of the American Veterinary Medical Association, August 14-18, Chicago, Illinois, with auto mileage on one car allowed.

2. Recommendation from Athletic Council that Dr. Huston, Charles Bachman, Lyman Frinchab and Miles Casteel and coach Young to attend the meeting of the American Football Coaches Association in Chicago, August 21, 22 and 23.

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

MISCELLANEOUS

1. Recommendation that diplomas be granted to such candidates for graduation as shall have completed the requirements for graduation by July 28, according to the records of the Registrar.

2. Recommendation from the Administrative Group that the request from William Smith for exemption from paying out of state tuition fee be denied. This request was referred to the Advisory Committee at the last meeting of the Board.

3. Recommendation by the Administrative Group that a revised schedule of prices of rooms in Wells Hall be approved. The new schedule has a price range of $12.00 to $22.00 per term instead of $12.00 to $24.00 per term.

4. Recommendation from Director Baldwin that the leave of absence for R.G. Carr be extended to September 15th at a salary of $84.00 a month.

5. Recommendation that the title of Dr. C.F. Clark be changed from Technician to Instructor in Animal Pathology and Research Assistant.

6. Proposal of W.K. Kellogg to reimburse Kellogg Farm employees for the cut given them, from his own personal funds. (Left to discretion of Mr. Kellogg).

7. The term of office for the faculty members of the Athletic Council expires July 1, 1953. It is recommended that Dean Eyder and Professor Clark be appointed for the year 1953-54, and Dean Huston and Prof. Field be appointed for the period 1955-56.

8. The Fremont Canning Company has offered to renew the Fellowship grant for the year 1955-56.

On motion of Mr. Berkey, it was voted to grow the eight items listed above.

9. Summer School salaries.

On motion of Mr. McPherson, it was voted that Summer School remuneration be made on the same plan as heretofore, based on salaries paid during the last regular school year.

10. Adoption of 1955-56 budget.

On motion of Mr. Berkey, it was voted that the budget be adopted with the exception of the revision of the Music Budget, and with the understanding that the whole budget is subject to further study and change - this budget effective for the next six months, or until January 1, 1954.

11. On motion of Mr. Berkey, it was voted that the recommendation of Seidman & Seidman relative to readjustments relating to the duties of the Treasurer and Comptroller be referred to the President and the Advisory Committee with power to act.

REPORTS OF THE PRESIDENT

1. Acceptance of the fellowship offered by the Ice Cream Machinery Supplies Association, on the same basis as accepted before. This was referred to the Advisory Committee with power at the meeting of the Board in June.

2. Authorization for Mr. Kettunen, Mr. Baldwin and Mr. Thorpe to attend the 4-H conference at Pokagon, Indiana, July 20 to 23rd, expenses to be paid from Extension funds.

3. Authorization for mileage expenses on one car in order that Professor Musselman might attend the meeting of the American Society of Agricultural Engineering held at Purdue University June 21st to 23rd.

4. One month’s leave of absence was granted Zoe Wertman, dietitian at Mary Mayo Hall in order that she might complete her thesis for her Master of Science degree at the University of Chicago.

5. Request was received from Mr. C.R. Warburton of Washington that Mr. Baldwin and Mr. Ballard attend a meeting in connection with the administration of the New Farm Relief Act Columbus, Ohio, July 10th and 11th. Expenses were granted.

6. Authorization for a four weeks leave of absence was given to C.L. Nash of the Economics Department to aid Mr. J.P. Riordan, Farm Loan Commissioner’s Agent of the Seventh Farm Loan District, in making arrangements for the refinancing of Farm mortgages in Michigan.

7. Authorization for expenses for Mr. C.R. Oviatt to attend a hearing in Washington relative to the sugar beet industry situation.
8. Authorization for Mr. T. King, of the Physical Education Department, to leave June 1st in order to attend to some personal business affairs in Louisville. Mr. King agreed to return earlier in the fall if he was needed.

9. Leave of absence was granted Professor E. B. Hill from July 25th to September 22nd, with pay in order that he might attend the International Conference of Agricultural Economics held during the month of August at Bad Eilsen, Germany.

10. Report on reply to W.K. Kellogg who has requested that the College take over the financing of the work of J.A. Neillam.


12. Authorization for expenses for Mr. Davenport and Mr. Wilkins while attending the meetings of the Association of University Business Officers at Purdue, May 22, 26, and 27th. Authorization for mileage expense was granted at the meeting on May 18th, but a college car was used.

13. Report on labor payroll regulations, which were approved to go into effect July 1, 1953.

14. Authorization for mileage only for one car in order that two members of the Publications Department might attend the meetings of the American Association of Agricultural College Editors at Urbana, Illinois on July 26, 28 and 29.

On notion of Mr. Berkey, it was voted to approve the report of the President.

CHANGE IN TITLE

1. Recommendation that Mr. J. J. Neillam be ranked as Assistant Professor of Philosophy and Psychology, be advanced to the rank of Associate Professor with a salary of $3200.

On notion of Mr. Brody, it was voted to approve the above recommendation.

ITEMS FROM SECRETARY'S OFFICE

1. Request from Conservation Dept. for authority to offer at public auction Agr. College land. On motion of Mr. McPherson, it was voted to defer action on the above item until the October Board meeting.

2. Report on accident to Louis Washburn, Buildings and Grounds employee, who injured his hand while at work on May 26th. Total time lost 5 weeks at $21.50 per week - $108.

On notion of Mr. McCall, it was voted to approve the above report, the amount to be paid from the Contingent Fund.

3. Question of insurance on college cars, trucks, trailers and motorcycle for the year 1953-54.

On notion of Mr. Brody, it was voted to accept the lowest offer of insurance on college cars, trucks, trailers and motorcycle from the most responsible firm.

4. Request from Mr. Wilkins that the two boys in his office, Rodney Whiting and John Stewart, receive remuneration for the services rendered during the evenings of the special Senate investigation - 76 hours each at 60 cents per hour or a total of $50.40 each.

On notion of Mr. Brody, it was voted to approve the above request.

5. Request from B.B. Meyer of the Bacteriology Department that he be permitted to purchase the College car No. 6 which he is now driving. Offer of $185.00 has been made.

On notion of Mr. Berkey, it was voted that the above request be denied.

6. Request from Mr. Wilkins, Comptroller, that the Board appropriate funds in the amount of $300.64 to take care of discrepancies in the following accounts:

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<tr>
<td>Uniform Deposit</td>
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<td>Emergency notes to students</td>
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<td>$300.64</td>
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On notion of Mr. Berkey, it was voted to refer the above matter to the Finance Committee for investigation and report back to the Board.

7. Purchase of Coal. Tests of several different kinds of coal were made and the following recommendations for purchase were made:

- Purchase of 3000 tons of 2" nut and slack from the Sunnybrook Coal Company at 70 cents per ton, starting a weekly shipment of 10 cars each.
Purchase of 3000 tons of 2" nut and slack from the Capitol Fuel Company or the Cleveland Cliff Iron Co. at 75 cents per ton.

Purchase of 3000 tons of 95 cent nut coal from the Amherst Fuel Company as per specified shipment.

On motion of Mrs. Wilson, it was voted to approve the purchase of 3000 tons of coal as specified above.

8. Report of a meeting of the Committee of the Board held June 30, 1935 is hereby made part of the records:

Present: Messrs. Brody, Berkey, McCall, Mrs. Wilson; President Shaw and Secretary Halladay.

Absent: Messrs. Daane, McPherson.

On motion of Mr. McColl, seconded by Mr. Berkey, it was voted to authorize Mrs. Wilson to consult the Detroit Trust Company relative to Mary Mayo bonds and other matters relative to the general agreement, etc. regarding it.

Matters pertaining to budgets relative to 1935-36 were left in the hands of the President and Committees.

The meeting adjourned at 5:00 o'clock.

Minutes of the Special Meeting of the State Board of Agriculture August 2, 1935

Present: Messrs. Brody, Chairman; Berkey, Daane, McColl, McPherson, Mrs. Wilson; Dr. Henry, representing the Superintendent of Public Instruction, President Shaw.

Absent: Secretary Halladay

The meeting was called to order at 5:30.

The minutes of the previous meeting were approved, having been in the hands of the Board members.

TRAVEL

1. Mr. Sheets, U.S. Department of Agriculture, Animal Husbandry Division, has asked that we send a representative to the National Conference on Cooperative Meat Investigations at Chicago, August 14th and 15th, with expenses.

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

PRESIDENT'S REPORTS

1. Authorization was given to Prof. L. C. Emmons to attend the meeting of the Institute for Administrative Officers of Higher Institutions of Learning in Chicago, July 12th to 24th - expenses totaled $18.21.

2. Authorization was given Dean Anthony to rent the O. C. Hartig Farm for a period of two years eight months, beginning July 1935, at a rate of $350 per annum.

On motion of Mr. Brody, it was voted to approve the reports of the President.

BUDGET ITEMS

1. It is recommended that Mr. J. G. Hayes of the Extension Service, now employed on half time basis at $1785, be employed for 1935-36 on three fourths time basis at $2250. (This is figured on the basis of $3000 for full time work). The adjustment is needed inasmuch as Mr. Nelson, whose resignation was accepted at the last Board meeting, is not being replaced.

2. Last year E. E. Down of the Farm Crops Department received $3180 from the College and $300 from the Federal Government, or a total salary of $3480. The Federal Government has discontinued the $300 contribution to his salary. The Farm Crops Department recommends that Mr. Down's salary for next year be figured on the basis of $3480 (less the cut) rather than $3180 (less the cut).

On motion of Mr. Brody, it was voted to approve the recommendations in the items above.