Minutes of the Meeting of the State Board of Agriculture
December 15, 1938

Present: Mr. Halstead (Chairman); Messrs. Berkey, Brody, Downing; Mrs. Massink; President Shaw; Treasurer Wilkins; and Secretary Hannah.

Absent: Dr. Elliott and Mr. Jakway.

The meeting was called to order at 10:20 A.M.

The minutes of the previous meeting were approved.

RESIGNATIONS, APPOINTMENTS AND LEAVES

Resignations
1. Resignation of Dr. Lucien Greathouse as Research Assistant in Agricultural Chemistry, effective January 1, 1939.
2. Resignation of Miss Jean Lincoln as graduate assistant in the Music Department, effective December 31, 1938.

Appointments
3. Appointment of Herbert A. Ring as Acting Head of the Department of Farm Management during the leave of absence of E. B. Hill, effective December 1, 1938. This appointment will be for one year, and no change in salary is necessary.
4. Reappointment of N. W. Glassen as special instructor in Business Law in the Department of Economics during the winter and spring terms of 1938-39 at a salary of $400 per term. Mr. Glassen has served in this capacity during the past three years.
5. Continuation of the appointment of F. A. Kipp as Instructor in English for the winter term at $100 per month, effective January 1, 1939.
6. Appointment of Donald Ebinger as Extension Specialist in Agricultural Engineering at $2800 per year for full time services, effective January 1, 1939. Mr. Ebinger has been Extension Specialist and Instructor in Agricultural Engineering since June 1936 at a salary of $2600 per year.
7. Appointment of Dr. E. R. Wiant of Brookings, South Dakota, as Assistant Professor of Agricultural Engineering and Research Assistant at a salary of $3000 per year, effective January 1, 1939.
8. Appointment of Axel L. Andersen as half-time graduate assistant in Plant Pathology at the rate of $800 per year, effective January 1, 1939. Mr. Andersen will replace Mr. Lewis who resigned from this position last summer. It is also requested that the $800 saved in salary be set aside and added to the operating budget of the Plant Pathology Section.
9. Appointment of Milton Peterson as half-time graduate assistant in Economics for the winter and spring terms of 1938-39. Mr. Peterson has held this position during the fall term as an undergraduate assistant.
10. Appointment of Forrest Fancher as a fellowship student, effective January 1, 1939. Mr. Fancher is to receive the American Jersey Cattle Club Fellowship which pays $20 per month for 12 months with $40 to be paid at the time he receives his Master's Degree. It will require the same fee reductions for graduate work as are allowed for regular graduate assistants.

Leaves
11. Request of Professor Chace Newman, Associate Professor of Drawing and Design, for leave of absence with full pay during the winter term of 1938-39 for travel in the South. No additions to the staff will be necessary because of Mr. Newman's absence.

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

MISCELLANEOUS

1. Recommendation from Dean Anthony that effective January 1, 1939 the salary of Miss Helen Noyes be increased from $2300 to $2500 per year. Miss Noyes has been an Extension Specialist in Home Economics since 1935 and is one of the lower paid Extension Specialists in this field.
2. Recommendation from Dean Anthony that the Memorandum of Understanding regarding experimental work with the Corn Products Refining Company be approved. The Corn Products Refining Company agrees to establish an industrial fellowship of $600 for a period of one year starting January 1, 1939, for the purpose of studying the utilization of a protein by-product with a view of using it as a bacteriological peptone or tryptone. The Company will furnish the necessary raw products and laboratory equipment not to exceed $100.
3. Recommendation from Dean Anthony for the acceptance of a $300 grant from the Dow Chemical Company for special research work to be done by the Department of Botany Experiment Station.
4. Request from Dean Huston for the transfer of $180 from the general fund to the Physics Department budget during the winter term and again during the spring term. This money will be used to hire additional student help in order that Physics 210 and 211 may be repeated in the winter term, and to repeat Physics 220 and 221 during the spring term.

5. Presentation for Board approval of students graduating at the end of the fall term, subject to the approval of the faculty. (See list page 1479).

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

6. Request from Secretary Hannah for an appropriation of $1795, used for the purchase of snow removal equipment, to be credited to the budget of the Grounds Department.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve item 6 and to authorize Mr. Wilkins to make the necessary adjustment.

7. Recommendation of the Administrative Group, acting for the faculty that the new women's dormitory be named for Mrs. Louise Hathaway Campbell, dormitory to be known as "Louise H. Campbell Hall."

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the naming of the new girls' dormitory "Louise H. Campbell Hall."

8. The Michigan Press Association is planning to hold its meeting here the last week in January, and the Board usually issues an invitation to the Press Association to hold its meeting on the campus and to be guests of the College at their banquet on January 27.

9. Recommendation from Miss Dye that the appointment of Dr. Thelma Porter be changed from a temporary to a permanent appointment. This was Miss Dye's intention in her original recommendation.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve items 1, 2, 3, 4, 6 and 9.

10. Recommendation that changes in title be approved as follows presented and on file in the Secretary's Office.

<table>
<thead>
<tr>
<th>Name</th>
<th>Present Title</th>
<th>Recommended Title</th>
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</thead>
<tbody>
<tr>
<td>R. L. Cook</td>
<td>Instructor and Research Assistant in Soils</td>
<td>Assistant Professor and Research Assistant</td>
</tr>
<tr>
<td>J. Ma Gould</td>
<td>Instructor in Dairy Husbandry</td>
<td>Assistant Professor and Research Assistant</td>
</tr>
<tr>
<td>L. R. Partridge</td>
<td>Instructor in Agricultural Engineering</td>
<td>Assistant Professor and Research Assistant</td>
</tr>
<tr>
<td>C. H. Jefferson</td>
<td>Instructor in Forestry</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>A. B. Bowman</td>
<td>Associate Professor of Animal Husbandry</td>
<td>Professor of Horse Husbandry</td>
</tr>
<tr>
<td>Ralph S. Madison</td>
<td>Associate Professor and Research Associate in</td>
<td>Professor of Farm Crops and Research Associate</td>
</tr>
<tr>
<td>C. E. Weger</td>
<td>Farm Crops</td>
<td></td>
</tr>
<tr>
<td>H. E. Eaton</td>
<td>Instructor and Research Assistant in Horticulture</td>
<td>Research Assistant and Extension Specialist</td>
</tr>
<tr>
<td>C. E. Wildon</td>
<td>Assistant Professor and Research Assoc in</td>
<td>Associate Professor and Research Associate</td>
</tr>
<tr>
<td>Leonard Blakeslee</td>
<td>Research Assoc. in Horticulture</td>
<td></td>
</tr>
<tr>
<td>L. M. Dyer</td>
<td>Assistant Professor</td>
<td>Associate Professor of Soils</td>
</tr>
<tr>
<td>C. R. Spurway</td>
<td>Res. Assoc and Associate Professor</td>
<td>Professor of Soils</td>
</tr>
<tr>
<td>C. F. Huffman</td>
<td>Res. Assoc and Associate Professor</td>
<td>Research Professor of Dairy Husbandry and</td>
</tr>
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<td></td>
<td></td>
<td>Associate Professor</td>
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$180 added to Physics budget winter term and also spring term.

Approval of $1795 for snow removal equipment.

New women's dormitory named "Louise H. Campbell Hall."

Press Assoc. invited to banquet.

Appt. of Dr. Thelma Porter to be permanent.

Approval of title changes.
### MISCELLANEOUS, continued

10. (Continued)

<table>
<thead>
<tr>
<th>Name</th>
<th>Present Title</th>
<th>Recommended Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. C. Beekow</td>
<td>Instructor in Botany</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Elmer Leininger</td>
<td>Assistant Professor of Chemistry</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Richard L. Betemen</td>
<td>Instructor in Chemistry</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Duncan Stewart</td>
<td>Instructor in Geology and Geography</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>P. C. Morrison</td>
<td>Instructor in Geology and Geography</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Wendley A. Collins</td>
<td>Instructor in Physical Education for Men</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>R. A. Leubert</td>
<td>Instructor in Physical Education for Men</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Ann Kuehl</td>
<td>Instructor in Physical Education for Women</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Samuel R. Dwight</td>
<td>Instructor in Physics</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Robert V. Brown</td>
<td>Instructor in Physiology and Pharmacology</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>N. J. McGristel</td>
<td>Assistant Professor of Physical Education</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>C. H. Pesterfield</td>
<td>Instructor in Mechanical Engineering</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>W. E. Peuling</td>
<td>Assistant Professor in Mechanical Engr.</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>W. L. Cockrell</td>
<td>Instructor in Mechanical Engineering</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>C. M. Mix</td>
<td>Instructor in Mechanical Engineering</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>L. J. Rithgery</td>
<td>Research Assistant, Engineering Experiment Station</td>
<td></td>
</tr>
<tr>
<td>L. E. Mabbott</td>
<td>Instructor in Civil Engineering</td>
<td>Research Assistant and Inst. in Civil Engr.</td>
</tr>
<tr>
<td>Catherine Miller</td>
<td>Instructor in Home Management and Child Development</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Katherine Hart</td>
<td>Instructor in Institution Administration</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Julie Teer</td>
<td>Assistant Professor of Textiles, Clothing and Related Arts</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Hazel Strehan</td>
<td>Assistant Professor of Textiles, Clothing and Related Arts</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Mildred Jones</td>
<td>Instructor in Institution Administration</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>H. H. Kimber</td>
<td>Assistant Professor of History</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>John L. Clark</td>
<td>Instructor in English</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>A. J. H. Smith</td>
<td>Instructor in English</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Raymond Gill</td>
<td>Instructor in Foreign Languages</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>C. F. Upham</td>
<td>Instructor in Economics</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Linton Stevens</td>
<td>Instructor in Foreign Languages</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Thomas McGuire</td>
<td>Instructor in Foreign Languages</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Anders Orbeck</td>
<td>Instructor in English and Asst. to Dean of Lib-Rel Arts (1938-59)</td>
<td>Assistant Professor and Asst. to Dean (1938-59)</td>
</tr>
</tbody>
</table>
10. (Continued) LIBERAL ARTS, continued

<table>
<thead>
<tr>
<th>Name</th>
<th>Present Title</th>
<th>Recommended Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Blair</td>
<td>Instructor in English</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>W. F. Thompson</td>
<td>Instructor in English</td>
<td>Assistant Professor of Speech and Dramatics</td>
</tr>
<tr>
<td>Stanley E. Crowe</td>
<td>Associate Professor of Mathematics, Director of Summer Session</td>
<td>Professor and Director of Summer Session</td>
</tr>
<tr>
<td>Herman Nygardenen</td>
<td>Associate Professor of Economics</td>
<td>Professor</td>
</tr>
<tr>
<td>Alexander Schuster</td>
<td>Assistant Professor of Music</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>J. F. Powell</td>
<td>Assistant Professor of Mathematics</td>
<td>Associate Professor</td>
</tr>
</tbody>
</table>

11. Recommendation of Colonel Smith for the assignment of the following academic titles to members of the Military Department staff:

<table>
<thead>
<tr>
<th>Army Rank</th>
<th>College Rank</th>
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</thead>
<tbody>
<tr>
<td>Colonels</td>
<td>Professors</td>
</tr>
<tr>
<td>Lieutenant Colonels and Majors</td>
<td>Associate Professors</td>
</tr>
<tr>
<td>Captains</td>
<td>Assistant Professors</td>
</tr>
</tbody>
</table>

12. Recommendation that the salary of Mr. J. A. Crowe, Professor of Mathematics and Director of Summer School, be increased to $4,500, effective January 1, 1939.

13. Recommendation that the title of Mr. J. E. Crowe, Assistant Registrar, be made that of Registrar, and further that his salary be increased to $4,000.00 per year, effective January 1, 1939.

14. Recommendation that the salary of Coach Charles Bachman be increased from $7,500.00 to $8,500 effective January 1, 1939.

15. Recommendation that the salary of Coach Charles Bachman be increased from $7,500.00 to $8,500 effective January 1, 1939.

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

17. On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to approve the increase in Mr. Crowe's salary.

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

19. On motion of Mr. Berkey, seconded by Mrs. W. Masselink, it was voted to approve the above recommendation.

PRESIDENT'S REPORT

Resignations and Appointments

1. Resignation of Miss Violet McCallum, Night Nurse at the Health Service, effective November 15, 1938.

2. Appointment of Charles H. Schmitter of Detroit as fencing coach for a period of 12 weeks during the winter term at a remuneration of $25 per week.

3. Appointment of Claud Erickson as Consulting Engineer at a salary of $1500 per year, effective December 1, 1938. Mr. Erickson will advise the College staff in problems pertaining to the development and operation of heating, power, and other utility facilities on the campus.
Appointments

4. Temporary appointment of Winfield S. Harrison as Assistant in Farm Management at a salary of $2000 per year, effective from December 12, 1938 to June 30, 1939. Mr. Harrison will be paid on a portion of the salary saved through Mr. E. B. Hill's leave of absence and will be used to assist with the field work while Mr. Hill is away.

5. Appointment of Dr. C. F. Holland as Acting Head of the Health Service until further consideration of the matter at the beginning of the next fiscal year, July 1, 1939. His salary is to be $4000, retroactive to October 1, 1938. Dr. Holland has been Assistant Physician at the Health Service since September 1, 1937.

6. Continuation of Miss Kinsley as Instructor in the Department of Textiles, Clothing and Related Arts for the winter and spring terms of 1939 at a salary of $1200 for the period.

7. Appointment of Mrs. Edna Eggert as night nurse at the Health Service to replace Miss Violet McCollum, resigned. Her appointment was effective December 1, 1938 at an annual salary of $1200 plus board and laundry (same salary as Miss McCollum received).

Travel

1. Full expenses for A. A. Applegate to attend a meeting in Chicago on November 23 and 29 in connection with the Agricultural Adjustment program; expenses to be paid from Extension funds.

2. Out-of-state travel authorization for Director R. J. Baldwin and J. A. Porter to attend a meeting in Chicago, without expense to the College, on November 23 and 29 in connection with the Agricultural Adjustment program.

3. Railroad coach fare for George Anundson to attend the meeting of the American Society of Agricultural Engineers during the week of November 28, payable from Extension funds.

4. Full expenses for L. H. Braun to attend a meeting of the Farm Security Administration in Milwaukee, Wisconsin, on November 22, payable from Farm Management departmental funds.

5. Railroad coach fare for H. H. Musselman to attend the meeting of the American Society of Agricultural Engineers in Chicago on December 2, payable from Agricultural Engineering departmental funds.

6. Mileage on one car for Dr. Pimie, Professor Morofsky, Mr. Schoenmann, and a graduate student to attend the wildlife Conference at Columbus, Ohio, on December 15 and 17. Expenses are to be charged to the W.K. Kellogg Bird Sanctuary account.

7. Mileage on one car for members of the Mathematics Department to attend the meeting of the American Mathematical Association on November 23-26 in Cleveland, Ohio.

8. Mileage on one car for members of the Physics Department (C.W. Chapman, W.G. Keck, C.L. Hausel) to attend a meeting of the American Physical Society in Chicago on November 22 and 23.

9. Full expenses for L. R. Richards to visit the Eastman School of Music at Rochester, New York, during the week of November 20. Mr. Calder and Mr. Richards wished to make this trip before the final plans for the Music Building were completed.

10. Full expenses for L. G. Miller to attend a special Forced Warm Air Conference at Cincinnati, Ohio, on December 12 and 13, payable from Short Course Conference funds.

11. Mileage on one car for members of the Forestry Department to attend the meeting of the Society of the Society of American Foresters at Columbus, Ohio, on December 15, 16 and 17.

12. Out-of-state authorization without expense to the College for C. F. Huffman to appear on the program at the Annual Meeting of the Nebraska Laiymen's Association at Lincoln, Nebraska, on December 3.

13. Out-of-state authorization for J. G. Hays to attend a meeting of the Breeds Relation Committee of the American Dairy Science Association in New York City on November 26, without expense to the College. Also authorization to make possible side trips to ascertain the desirability of purchasing bulls for the College dairy herd. These expenses are to be paid from the Special Dairy Cattle Funds.

14. Full expenses, not to exceed $100, for Dr. J. I. Huddleston to make a trip to Pittsburgh and New York City during the week of December 12 for the purpose of securing funds for financing some of his research projects.

15. Full expenses for Charles Bachman to speak at the football banquet at Tiffin, Ohio, on November 30.

16. Full expenses for Aerle L. Byers to attend the meeting of the American Vocational Association and a meeting of the committee on Research in Home Economics Education in St. Louis, Missouri, November 27 to December 4. Expenses are to be paid from Vocational funds.

17. Full expenses ($46.09) for L. N. Byers to attend and participate in the annual convention of the American Vocational Association in St. Louis, Missouri, from November 29 to December 2. Expenses are to be reimbursed from Vocational Teacher Training funds.
December 15, 1938

PRESIDENT'S REPORTS, continued

Miscellaneous

1. Authorization of the payment of $66 to Fred Baker as compensation for 15 days' work lost because of a back injury (October 25 to November 9).

2. Authorization of the appropriation of $100 for supplies to be used in the work being done on the College Museum which has been included in a state-wide WPA Museum Project.

3. Authorization for the renting of the test scoring machine for delivery about March 1, 1939, at $400 per year.

4. Approval of the expenditure of $25 from Athletic Association funds so that the basketball team may put on a clinic at Bay City in December.

5. Approval of payment for services rendered during the football season to 33 staff members as per list forwarded to the treasurer.

6. Approval of the expenditure of $60 for meals for the basketball team during the Thanksgiving vacation.

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

Travel

A list of twenty-four travel items were presented to the Board for consideration.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to refer the Travel requests to the Administrative Group with power to act and to report back to the Board at its next meeting.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to refer any additional requests for travel to scientific meetings during the Christmas holidays, to the Administrative Group, action to be reported back to the Board at its next meeting.

PWA ITEMS

1. Men's Dormitory. Bids were taken on kitchen equipment, refrigeration and electric light fixtures on December 12th as follows:

   Kitchen Equipment
   J. Charles Ross $10,896.95
   Great Lakes Hotel Supply Co. (Stearnes Company) 11,875.00

   Special Fixtures
   Hall Electric 2,183.00
   American Lighting & Tile 2,600.00

   Refrigeration
   Barker-Fowler 8,874.00
   Nash-Kelvinator 9,994.00
   Westerlin & Campbell 7,780.00

On motion of Mr. Downing, seconded by Mr. Brody, it was voted to award the contract for special fixtures to Hall Electric and for refrigeration to Barker-Fowler Company.

2. Girls' Dormitory. The bids were taken for the construction of the Girls' Dormitory #3, Michigan Project 1581-F on November 10th as follows:

   Alfred A. Smith $436,654.00
   Spence Brothers 438,690.00
   Walbridge-Aldinger Co. 439,229.00
   Jerome A. Utley 439,800.00
   A.M. Kutsche & Co. 443,980.00
   W.E. Wood Company 466,784.00

A committee consisting of the President, Mr. Brody and the Secretary awarded the contract to the low bidder, Alfred A. Smith of Detroit. Contract documents have been executed and construction started.

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

3. Auditorium. Bids were taken on the foundations and excavations on the Auditorium on November 9. The contract was originally awarded to the Christian Company at the Board meeting on November 10th. After Christian Company presented satisfactory proof that an error had been made in their computations, they were released from their bid and the contract awarded to Jerome Utley of Detroit at $19,740.00. Contract documents were executed and construction has been started.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above item.
4. The location of the Auditorium was not definitely settled until just prior to the advertising for bids for excavations and foundations. Specifications called for footings to a certain depth. No adequate determination of sub-soil conditions had been made. Subsequent explorations indicate that the footings must be extended to as much as 15 feet deeper than originally anticipated. With the approval of the PWA, the Utley Company has submitted unit prices for this additional work. It is estimated that this work will cost not to exceed $17,000.00 and possibly not over $18,000.00. The work is being undertaken on the basis of the unit prices.

On motion of Mr. Brody, seconded by Mr. Helstead, it was voted to approve items 3 and 4.

5. Soils Barn. Bids were taken on the Soils Barn, Michigan Docket 1814-5 on December 5th as follows:

- Spence Brothers $38,520
- Hores & Boyer 16,949
- Dorr Grenger 18,480
- Jerome Utley 12,770
- T. J. Corr 20,149
- Reniger Const. Co. 20,589
- Naghsmeir Const. Co. 21,800
- Christiansen Const. Co. 26,198

Spence Brothers have started work. The formal awarding of the contract to Spence Brothers should be approved.

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

6. Livestock Judging Pavilion. Formal application for an increased grant on the basis of the known cost of $78,500.00 was filed on November 10th. The Regional PWA Office in Chicago approved the application and forward it to Washington. No definite word has as yet been received.

On motion of Mr. Brody, seconded by Mrs. Masselink, it was voted, if the increased grant is approved, to proceed with the construction of the building and to go ahead with the steam tunnel.

7. Men's Gymnasium and Field House. Bids are being taken on excavations and foundations on December 5th. A committee should be authorized to consider these bids and award the contract.

8. Music Building. Bids for excavations and foundations for this project are being taken on December 28th. A committee should be authorized to consider these bids and award the contract.

On motion of Mr. Lowing, seconded by Mr. Berkey, it was voted to appoint a committee consisting of President Shaw, Mr. Brody and Secretary Hannah to consider bids and award contracts on foundations and excavations on the Men's Gymnasium and Field House and on the Music Building.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the payment of $700.00 to the Michigan Drumming Company.

9. It has been necessary to engage the Michigan Drumming Company of Detroit to make a study of the foundation conditions under our various proposed buildings. The unpaid account due this company will be for approximately $700.00 and preliminary drillings were charged to the Grounds Budget in the amount of approximately $400.00. An appropriation is requested to cover these items.

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

10. The following additional labor classifications have been requested by the labor unions and approved by the PWA subject to the approval of this Board.

- Operators Concrete Mixer $1.60 per hour
- Air Compressor 1.50 " 
- Shovel 1.50 " 
- Dregline 1.50 " 
- Bulldozer 1.50 "

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

11. The City of East Lansing requests payment of our share of the cost of the PWA project covering the sewage disposal plant before July 1st, if possible. The PWA requires an appropriate resolution covering this item.

On motion of Mrs. Masselink, seconded by Mr. Lowing, it was voted to approve the following resolution:

WHEREAS, the City of East Lansing has filed an application with the Public Works Administration for aid in the construction of a sewage disposal plant; and

WHEREAS, the State Board of Agriculture has previously agreed to contribute 40% of the sponsor's contribution of the cost of this plant, and

WHEREAS, the Public Works Administration has approved the necessary grant and the City of East Lansing has caused proper plans and specifications to be prepared and bids to be advertised for the construction of this plant,

NOW, THEREFORE, WE REJOICE to state that the State Board of Agriculture will pay to the City of East Lansing its share of the cost of this construction not to exceed $20,000 in or before July 1, 1939 and by April 1, 1939 if the condition of the finances of the State Board of Agriculture so permit.
Communication from Mrs. Matilda H. Wilson acknowledging the Board resolution sent her at the time of the death of her son.

2. Presentation of an opinion from Shields, Mallard, Jennings and Taber on the title of the property at Lake City, purchase of which was included in the budget and is being completed by this firm.

3. Communication from Dr. William J. Kimball.

Discussion. No action.

4. Request from Dean Dirks for a full-time elevator operator in the Engineering Building. This will cost approximately $1100.00 per year.

No action.

5. Report of the planting on the campus during the winter and spring of 1937-38 of the following trees from President's nursery donated by President Shaw to the College:

- 160 American Elm
- 218 Hard Maple
- 221 Soft Maple
- 166 Norway Spruce
- 115 Col. Spruce
- 157 Douglas Fir
- 6 Red Cedar
- 1 Cassiafras
- 3 Norway Maple

Secretary's Items:

6. The Federal Communications Commission has authorized an increase in power for WKAR to 5 kilowatts. The total cost of making the necessary changes is approximately $60,000.00 and some preliminary work must be started by April 1st.

7. Communication from Mr. Towns, Librarian, seeking for the transfer of the telephone exchange out of the Library building to provide room for library use, and calling the attention of the Board to the need for an additional wing on the Library building.

8. Communication from Dean Anthony and Mr. Tenny calling the attention of the Board to the great need for dormitory accommodations for short course students.

9. Communication from Director Gardner and Dean Anthony relative to the road assessment on the South Haven Station.

10. Recommendation from Dean Anthony that facilities be provided for the poultry department to take the place of these that are being removed in connection with the landscaping project. To inaugurate the poultry testing project, a brooder house should be immediately constructed that will be available for occupancy by March 1st at an estimated cost of $6,000.00. The balance of the buildings will not be required until October 1st and can be included in next year's budget.

On motion of Mr. Halstead, seconded by Mr. Brody, it was voted to authorize the Secretary to have plans drawn and to secure figures on the construction of the above-mentioned brooder house and to present them to the Board at its next meeting.

11. Request from Dean Giltnar for partition changes in the basement of the Psychology Building to make available needed space for research purposes. Total estimated cost - $850.00.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the above item, the expenditure of $850 to be charged against Dean Giltnar's budget.

12. The State Highway Department has definitely declined our invitation to design the Farm Lane Bridge. Upon recommendations of Dean Dirks and Professor Allen preliminary discussions have been held with Mr. Earl H. Shuttleworth. He offers to design and provide specifications and counsel during construction for a lump sum of $1500.00.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to appoint Mr. Dominy and Mr. Halstead a committee to meet with the Highway Commissioner, Mr. Vanwagoner, and again request him to have his department provide the design, plans and specifications for this bridge; it being understood that Mr. Vanwagoner declines to provide this service Mr. Shuttleworth be engaged for a fee of $1500 to perform these services.

2. The Retirement Committee and the Administrative Group recommend that the Board adopt a definite policy relative to payment of salaries of staff members after death. The policy in effect at the University is recommended as follows:

The Secretary reported to the Board the receipt of the following communications:

- Approval of increase in power YEAR
- Mr. Tonne requests transfer telephone exchange.
- Seed for dorm. resume, short course.
- Costed from assessment So. Haven Sta.
- Plans for brooder house to be drawn and bids to be taken.
- Request for partition changes in Psychology.
- 166 basement
- Mr. Dominy & Mr. Halstead to contact Mr. Vanwagoner re: Farm Lane Bridge.
- Mr. E. Shutt enlarge to be engaged if no luck with highway dept.
- Retirement policy - re: payment of salaries after death staff members.
1. (Continued)

"When any staff member who has been on the payroll for five years or more dies leaving a widow or dependent children, such dependent or dependents shall receive the salary of the deceased staff member up to the date of his death if it has not already been paid and in addition shall receive payroll installments to a total of 25% of such annual compensation, in case there are no dependents salary payment terminates with the date of death."

"This means all employees, whether or not included under retirement and insurance.

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

ADDITIONAL MISCELLANEOUS

1. Recommendation that Mr. C. F. Rosenbrook be considered full-time Purchasing Agent on a permanent basis instead of temporary basis effective at once.

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

2. Recommendation that the salary of Mr. Alexander Schuster, Assistant Professor of Music, be increased from $3200.00 to $5500.00 per year, effective January 1, 1939.

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

3. Recommendation from Dean Anthony and Director Gardner that Dr. J. V. Crist, Associate Professor of Horticulture, be granted a leave of absence on full pay for the remainder of the fall term and for the winter term on account of illness.

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

4. Recommendation from Dean Giltner that where necessary a portion of the fee collected from fourth year Medical Biology students be paid to the hospitals and laboratories in which they are completing their undergraduate work— it being understood that these fees in no case are to exceed the amount collected by the college from the student so enrolled.

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

5. Discussion of requests to be made of the legislature.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to instruct the President and Secretary to request the legislature for maintenance funds based on the continuing appropriation act as passed by the last session of the legislature.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to authorize the President and Secretary to prepare and present to the legislature a complete list of the building needs of the College, presenting them in the order of their urgency.

6. Request from Mr. Wilkins (as per his letter on file) that he be authorized to sell certain bonds and invest the proceeds in Michigan State College Music Building bonds. He was further authorized to invest retirement funds bringing the total investment for Michigan State Music Building bonds up to $125,000.00.

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

7. List of students graduating at the end of the fall term, as per item 5 under Miscellaneous page 1471, as follows:

LITTLE OF AGRICULTURE

Degree: Bachelor of Science

Kaynond Arleth Christensen
Asen Smith Foster
Clerence Frederick Caster, High Honor
J. Leyle Littlefield

FORESiTY

Legere: Bachelor of Science

Robert Raymon Rider

AVIATION OF YOUTHAGE

Legere: Bachelor of Science

Gerald James, R.E.
Fred Heville Burton, C.E.
Lucas Bryant Hurton, Chem. E.
Komer Russell Hastings, R.E.

Legere: Bachelor of Science

Leo Vaugham Roostine, C.E.
Robert Woodin Reed, R.E. Adm.
James Ralph Wooten, Chem. Adm.
ADDITIONAL MISCELLANEOUS, continued

7. List of students graduating at the end of the fall term, continued:

**DIVISION OF HOME ECONOMICS**
Degree: Bachelor of Science
Betty Louise Burns  Jessie Bita May Levin
Lela Mary Coors  Nancy Grey McGerrry
Nixole Fillager  Virginia Agnes Puttle
Eleanor Cyrille Springette

**DIVISION OF APPLIED SCIENCE**
Degree: Bachelor of Science
Floyd Maxwell Ceena  Walter Larkin Geboe
Robert James Cousino  Helen Jessie Kobrook, With Honor
Thomas Edward Darnton  Ernest Leroy McLaughlin
Willien Edward Foyle  Robert James Matthews

**POLICE ADMINISTRATION**
Degree: Bachelor of Science
Ralph George Orcutt

**PHYSICAL EDUCATION**
Degree: Bachelor of Science
James Milton Lemon  Dorothy E. Russell

**DIVISION OF LIBERAL ARTS**
Degree: Bachelor of Arts
John Edward Crist  Vivien Jane Knapp
John William Gustafson  Harwell C. Palm
Eileen Louise Hamel  Eula Jane Smith

**BUSINESS ADMINISTRATION**
Degree: Bachelor of Arts
Hilton Harriem Dickerson, With High Honor  Edward Frank Osborn
Wyron Lee Lushwell  Richard Hodge
John Robert Fitch  Charles Herbert Rosetta
Robert Stephen Hutchinsen  Frank Lewis Russo
Robert Miller Shassberger

**DIVISION OF VETERINARY SCIENCE**
**HISTORICAL BIOLOGY**
Degree: Bachelor of Science

**VETERINARY SCIENCE**
Degree: Doctor of Veterinary Medicine
Russell Fother Tickers  Melvin Jacob Klooster

**ADVANCED DEGREES**
Master of Arts
Robert Kenneth Boyd - Economics  Velas Louise Fowler - Education
Sherman Edmund Coryell - Education  Everett Charles Highland - Education
Julius Stulberg - Education

Master of Science
Thomas Randolph Cox - Soils  Stuart Crawford Hildbrand - Farm Crops
Grened Hidt - Poultry Husbandry  Bernard Romuald Hostrich - Chemistry
Henry Earl Evert - Chemistry  Ross Hill Petty - Chemistry (Organic)
Thomas W. Lakin - Chemistry (Physical)  Richard Walter Thompson - Chemistry (Organic)

The meeting adjourned at 4:00 P.M.

[Signatures]

President
Secretary