13. The Secretary presented a request from Miss Yakeley that the Board approve at this
time such candidates for graduation as may complete their work at the close of this summer
Session.
On motion of Mrs. Stockman, it was voted that the proper degrees be awarded all those members
of the Summer Session who satisfactorily complete the requirements for graduation and are
recommended by the faculty.
14. On motion of Mr. McPherson, it was voted that the boilers and stokers be left to the
Building Committee with power to let contracts.
15. On motion of Mr. McColl, it was voted that Mr. Clarence Hubbell be authorized to make
plans for the new addition to the water supply, for a fee of not to exceed two per cent of
the actual cost of construction.

MINUTES OF THE
MEETING OF THE STATE BOARD OF AGRICULTURE
SEPTEMBER 22, 1926.

THE MEETING WAS CALLED TO ORDER AT 11:00 O'CLOCK

Present: President Butterfield, Mrs. Stockman, Messrs. Brody, Watkins, McPherson, Gowdy
and Secretary Halladay.

REPORTS FROM PRESIDENT AND SECRETARY FOR RECORD OR INFORMATION.

1. The President reported the appointment of Dean A. B. Cordley as delegate to represent
Michigan State College at the inauguration of President Hall of the University of Oregon;
also the appointment of Director C. H. Alvord to represent the Michigan State College at
the Semi-centennial of the Agricultural and Mechanical College of Texas.

2. President Butterfield presented the resolutions of the M. S. C. Association at its
meeting on June 19th.

3. He also presented the resolutions of the Farm Women's

4. The President presented the report of the Registrar concerning the academic scholarship
for the year 1925-6.

5. The President announced the assignment to Michigan State College by the Secretary of War
of First Lieutenant George F. Stutsman, Jr.

6. President Butterfield reported the following authorizations for Out-of-State Travel:

Mr. Rothgery, Portland Cement Assoc. Short Course, Chicago, September 9-16.
Prof. Pettit, Corn-borer work, Kent and Essex Counties, Canada, August 31, 1926.
Mr. Hewell, Beekeepers, National meeting, Medina, Ohio, September 24-25.
Mr. Kelly, Root-Langs troth Memorial meeting, Medina, Ohio, September 21-23.
Mr. B. S. Read, Chemical Meeting, New York City, not to exceed $40 paid.
Mr. D. T. Swine, To confer with Mr. Fagelum, Patent Attorney, Detroit.
3 members of Math Dept., Mathematical Assoc. of America, Columbus, Ohio, September 6-8.
Dr. Larson,
Mr. Ams, with expenses paid to amount of $50 for all three.
Mr. H. G. Moore, American Poultry Society meeting, Cleveland, Ohio, September 14-17.
Meetings regarding performance of certified seed, Medina and Cuyahoga
Counties, Ohio, September 21 and 22.
Prof. Card,
National Poultry Council, Chicago, October 6-8.

On motion of Mrs. Stockman, it was voted that the above authorizations for Out-of-State
travel be approved.

RESIGNATIONS, APPOINTMENTS, SALARY ADJUSTMENTS, ETC., FOR CONFIRMATION.

1. President Butterfield reported the following resignations.
Dr. Barry, Assistant Director of Health Service, eff. August 1, 1926.  
Celia Mc Intyre, Economics Department, eff. August 1, 1926.  
Mrs. J. L. Lehman, Stenographer, Economics Department, eff. Sept. 15, 1926.  
C. B. Price, Soils Specialist, eff. September 1, 1926.  
Dr. Macom, Instructor in Physiol. & Pharmacology, eff. October 1, 1926.  
Hershel H. Bundas, E.D.A. Agent, Oakland Co., eff. September 1, 1926.  
Amanda Hill, Allegan Co., eff. September 1, 1926.  
Mary E. Zickeff, Stenographer, H. N. Ext. Office, eff. September 18, 1926.  
Marion Rider Hoffman, Spec. in Clothing, eff. September 15, 1926.

On motion of Mr. Gowdy, it was voted that the above appointments be accepted.

Appointments:

Muriel E. Bogue was transferred from the salary to the labor payroll.

Salary Adjust. of Following:

Mrs. Margaret Cawood's appointment as Research Assistant in Nutrition was changed to begin July 1, instead of September 1, 1926.

Miss Caroline Holt was granted a year's leave of absence, without pay, beginning September 1, 1926.

On motion of Mr. Gowdy, it was voted that the above resignations be accepted.

2. President Sutterfield asked confirmation of the following appointments:


Miss Ruth E. Guenther, Spec. in Clothing & Text. 2000, eff. upon arrival.

Paul A. Banker, County Club Agent, Houghton, 50 a month Sept. 1-Nov. 30.

J. W. Patton, Instr. in Physiology & Pharm. 150 a month Sept. 15.

O. H. Town, Instr. in Economics, 1600, eff. Sept. 20, 1926.

Charles G. Fulkerson, Instr. in English, 2200, eff. Sept. 1, 1926.

Ernest G. Banast, Grad. Asst. in Sociology time, 600 eff. Sept. 1, 1926.

M. E. Dutes, Grad. Asst. in Botany, 800 eff. Sept. 1, 1926.

Elizabeth Abell, Stenographer, Exp. Sta. Chem. 800 eff. Sept. 1, 1926.

Frances Laughlin, Stenographer, Dean of H. E. Office, 1200 eff. Aug. 25, 1926.

G. A. North, Stenographer, Dept. of Entom., 1300 eff. Sept. 1, 1926.

Mrs. Olive G. Bennett, Attendance Clerk, Dean's Office, 1200 eff. Sept. 15, 1926.

Gertrude Gorman, and Secy to Mrs. Powell, 1200 eff. Sept. 15, 1926.

On motion of Mr. Gowdy, it was voted that the above appointments be approved.

3. President Sutterfield asked confirmation of the following adjustments in salary and position:

Miss Ella Birdsall was transferred to the position of Secretary to the Dean of Home Economics, at a salary of $1500 a year, effective August 25, 1926.

Mrs. Myra Bogue was transferred from the salary to the labor payroll.

Miss Margaret Cawood's appointment as Research Assistant in Sociology was changed to begin July 1 instead of September 1, 1926.

Miss Roberta Hershey's appointment as Research Assistant in Nutrition was changed to begin July 1, instead of September 1, 1926.

Miss Caroline Holt was granted a year's leave of absence, without pay, beginning September 1, 1926.

On motion of Mr. Gowdy, it was voted that the above appointments be approved.

EXECUTIVE ORDERS FOR CONFIRMATION.

The President asked confirmation of the following Executive Orders:

1. The trial for one year of student fees to support student publications is recommended.

2. Secretary Halladay and the Attorney General's Department are requested to prepare a form of lease of land for the fraternity houses; and, in the lease and in such other form of agreement as may be necessary, to embody so far as practicable substantially all of the recommendations of the advisory committee on fraternity row. Also, Mr. Phillips is requested to prepare, as soon as practicable, the final plan for fraternity row, giving allocation, details of lease, locations for garage, service drives, parking spaces, etc.

3. The State Board of Agriculture reserves the right at any time in the future to indicate to fraternities and sororities having houses either on the grounds or off the grounds that freshmen will not be permitted to room in such houses.

On motion of Mr. McPherson, it was voted that the matter with reference to fraternity and sorority houses be approved.

4. The Budget rules as outlined below are effective July 1, 1926.

BUDGET RULES

1. All salaries will be paid from institution funds and not from departmental funds. Requests for changes in salaries, additions to or replacements in staff should go to the President through the proper department heads, directors and deans.

2. All purchases for the institution must be placed through the office of the purchasing agent.

3. Bills for purchases not thus placed will be referred to the President.

4. No bill for travel out of the state will be paid unless it bears the approval of the President.

5. All expenditures for repairs and minor improvements and for major equipment (with the exceptions to be noted in the next paragraph) will be charged against these items in the budget.

Budget Rules

- Students will receive a form of lease of land for the fraternity houses.
- The final plan for fraternity row will be prepared.
- The State Board of Agriculture reserves the right to indicate restrictions on fraternity and sorority houses.
- Effective July 1, 1926, the budget rules are in effect.
Applications for expenditures under these headings should be put into proposal form and sent through the proper channels to the Business Manager, and to be effective must be approved by the President of the College, and, if in his judgment it seems necessary, by the State Board of Agriculture.

6. Each Department or service will be permitted to purchase minor equipment not in excess of five per cent of its budget allowance, except as heretofore all equipment for Experimentation and Extension Service will be charged to their respective apportionments.

7. Departments will be credited with all earnings except fees from students, and may use their earnings plus the amount of their apportionment.

8. All Departments should keep expenses within the amount allowed for maintenance. Overdrafts will not be permitted, and the Controller has authority to refuse expenditures that do not conform with the above rules or that threaten an overdraft in the annual budget.

5. The work of the Controller of the College as outlined below is effective July 1, 1926.

The work of the Controller of the College as outlined below is effective July 1, 1926. President Butterfield recommended that the work of Controller of the College be outlined substantially as follows:

The Controller will be a member of the staff of the Secretary of the College and under his direction.

The Controller is to have immediate charge of the regular accounting service. He will make the reports ordinarily required in connection with this service and in addition such other reports, tabulations, services to committees, and so on, as may be asked of him, either by the Secretary, the President or the Board.

Subject to the general oversight of the Secretary, the Controller will have the authority to refuse expenditures not authorized by such budget rules as the Board may adopt, as well as proposed expenditures that threaten an overdraft in any fund or item in the annual budget or on special projects.

The Controller will act in the capacity of Business efficiency officer and will feel free to confer with any member of the staff on matters connected with expenditures, methods of saving money, effective use of funds, etc.

6. The Assignment of special legislative funds as recommended by the Committee on Buildings and Grounds and displayed below is effective July 1. This includes the transfer of $50,000 of Special legislative funds for 1926-6 to current funds same year, covering the item of general repairs and minor improvements.

### SPECIAL LEGISLATIVE FUNDS

**A. Legislature of 1926.** Balance unexpended July 1, 1926. $36,000

1. **Proposed expenditures to be charged to this balance**
   1. Power House, Misc. (Spent) $2,882.18
   2. Stacks for Library (Estimated) 12,500.00
   3. Humidifier for Library (Estimated) 1,500.00
   4. Purchases by Mr. Koch (Spent) 2,630.96
   5. Front door, Library (Estimated by H.H.H.) 150.00 19,700

   Balance for Books $16,300

   (It is recommended that $15,000 be allowed for the present)

**B. Hospital Appropriation.**

Balance unexpended. (Allow $7,000 of this for walks, drives, and grounds around the President's house. The balance for similar items of the Hospital.) $7,266.55

**C. Legislature of 1925.**

1. **1925-6**
   1. Dairy Barns at Chatham (Estimated) $23,346.44
   2. Farm Barns (Secy. advises only horse barn) 20,000
   3. Previous additional estimate on barns 15,000 (15,000 )
   4. Field Lab. at Graham (Secy. says cut out) 4,000 ( 4,000 )
   5. Farm Extension and Improvements 12,133.15
   6. Manley Farm ($200 paid, $400 next year) 4,000
   7. Woodworth Farm, $7,200? Drainage, $35,15 Expended
   8. Old Farm, Mar. 1, 1927. 14,000
   9. Bee Cellar and Honey House (Secy says cut out) 5,000 (5,000 )
   10. Two new boilers (Exact figures after June 9) 53,000
   11. Fencing and lighting 20,067.63 20,000
   12. Sewage Disposal System (Estimated) 325.00 59,675
   13. Addition to Water Supply 208.00 24,800
   14. River Improvements (Secy. says cut out) 25,000 (25,000)
   15. Remodelling Old Buildings (Spent) 23,906.95 6,000 ( 9,000)
   16. Equipment for Physical Education 1,000.00

2. **1926-7**
   1. General repairs (Estimated 20,000)
   2. Minor Improvements (Estimated 22,000)

   (Committee recommends transfer of above two
684

Dr. Olin authorized to employ a cook. To pay from June 1 to August 31, 1926, at the rate of $20 a week. Also to pay the cook from June 1 to May 31, 1927, at the rate of $25.00 a week.

Mr. Wilkins was asked to transfer from the Physical Education budget to the Major Equipment account a sufficient amount to pay for the furniture included in Department Proposal 3, Project 103, for furniture.

The assignment of $50,000 for general repairs, minor improvements and new equipment for the year 1926-7 is on the following basis:

- General repairs and minor improvements, current: $20,000
- Special legislative funds, special legislative proposals, 1927: $20,000

It is understood that written proposals on the forms now used will be prepared in every case, approved by necessary heads of departments, deans and directors, and the Secretary of the College, and filed for inspection by the President at a later time. These proposals will contain estimates in advance and in all respects follow both the form and the new budget rules.

On motion of Mr. Brody, it was voted that the above budget rules be approved.

Dr. Olin authorized to employ a cook. To pay from June 1 to August 31, 1926, at the rate of $20.00 a week.

Transfer funds from physical ed. major equipment fund.

Salary increase for Margery Eimebaugh, $1,000.00.

Dr. Olin's services continued.

Civil Eng.-position ofInst. created, spring term, 1927.

G. N. Hobbs-4 months leave without pay.

Prof. Cory - leave with pay to November 1-26.

Report of the Building Committee meeting which was held September 15th is as follows:

- Bids were opened on the boilers and the contract let to the Wickes Boiler Company of Saginaw at the price of $24,632.00.
- The contract for stokers was let to the Detroit Stoker Company for $9,006.00.

Detailed specifications were not yet ready for the water supply, but the committee authorized Secretary Halladay to advertise for bids as soon as specifications were ready.

Advertising for bids for the new campus roads is being taken care of by the Highway Department. Bids will be opened October 1st for such part as the finances of the College will permit.
The selection of the type of roof for the new horse barn was left to Mr. Watkins and Mr. Brody to decide.

On motion of Mr. Watkins, it was voted that the standard type of gambrel roof be selected.

On motion of Mr. Watkins, the report of the committee was voted approved by the Board.

MISCELLANEOUS BUSINESS FROM PRESIDENT, SECRETARY, DEAN.

1. The President called attention to the desirability of electing at this time delegates to the meeting of the Land Grant Association at Washington in November.

2. The President brought up the question of electing a delegate to the meeting of the Association of Governing Boards of State Universities and Allied Institutions at Madison, November 11, 12, 13.

3. President Butterfield brought to the attention of the Board several cases of requested increase of salaries in clerical positions.

4. Dean Shaw recommended that the College discontinue the manufacture and distribution of bacteria cultures for seed inoculation, releasing the work to commercial laboratories, and that Mr. E. F. Edwards be allowed to manufacture them.

5. Dean Shaw recommended the appointment of Mr. O. I. Gregg, to the position of Extension Specialist in Landscape Architecture, effective January 1, 1926.

6. Dean Shaw recommended the appointment of Ralph H. Morrish as Extension Specialist in Farm Crops two-thirds time and Research Assistant in Farm Crops one-third time, at a salary of $2250, effective September 1, 1926.

7. Dean Shaw recommended that the appointment of Mr. Gulliver as Extension Specialist in Poultry be continued through September.

8. Dean Phelan reported on the Freshman Week plan.

9. Secretary Halladay presented a bill from Mr. S. H. Hicks for damages done by the Artillery horses.

10. Secretary Halladay presented a bill from Mr. S. H. Hicks for damages done by the Artillery horses.

11. Secretary Halladay presented a letter from the Attorney General's Department stating that it would be legal for the college to enter into a contract with Dr. Olin to take charge of our Health Service and receive pay direct from the College.

12. Secretary Halladay presented a letter from the Attorney General's Department discussing the question of what constituted a quorum of the Board.

13. Secretary Halladay presented an opinion from the Attorney General's Department on the matter of Fraternity Row.

14. In this connection, President Butterfield read a letter from Mr. L. P. Dendel, concerning the desire of the Union Literary Society to be given a location in Fraternity Row.

15. Secretary Halladay reported on certain changes in offices and classrooms.

16. Secretary Halladay reported on the cost of sending the band to Ithaca.

17. Secretary Halladay presented the recommendation concerning the publication of the Alumni Directory.

18. Mr. Rogers and Mr. Thomas of the Executive Committee of the U. A. C. Association laid before the Board some plans relative to the Secretarship of the Association.

19. On motion of Mr. McPherson, it was voted that the matter of contributing toward the salary of a delegate to the meeting of the American Association of Superintendents of State Universities and Colleges in Madison, November 11, 12, 13, be left to the President.

20. On motion of Messrs. McColli, Brody, Butterfield, Deans Phelan, Shaw, Bissell, Krueger, Director Baldwin and Mr. Willard, it was voted to appoint the following to attend the conference:

21. Dean Shaw recommended that Mr. Gulliver be retained until October 1st.

22. On motion of Mr. Gowdy, it was voted that the above appointment be made.

23. On motion of Mr. Watkins, it was voted that Mr. Watkins be the delegate and that Secretary Halladay be appointed to attend the meeting of Secretaries and Business Officers.

24. On motion of Mr. Gowdy, it was voted that Mr. Watkins be the delegate and that Secretary Halladay be appointed to attend the meeting of Secretaries and Business Officers.

25. On motion of Mr. Gulliver, it was voted that Mr. Gulliver be retained until October 1st.

26. On motion of Mr. Brody, it was voted that Mr. Gulliver be retained until October 1st.

27. On motion of Mr. Brody, it was voted that five thousand copies of the directory be printed and a charge fixed by Secretary Halladay to cover the cost of publication.

28. On motion of Mr. McPherson, it was voted that the matter of contributing toward the salary of a delegate to the meeting of the American Association of Superintendents of State Universities and Colleges in Madison, November 11, 12, 13, be left to the President.
of a Field Secretary be left with the finance committee of the State Board of Agriculture, with power to act.

**New Business.**

1. President Butterfield raised the question of having the next meeting of the Board on November 6th, and inviting the members of the Michigan Congressional Delegation.

On motion of Mrs. Stockman, it was voted that the next meeting be held at the President's Office on November 6th at 9 A.M.

2. President Butterfield reported on his trip to Europe and some suggestions growing out of it.

**The Meeting Adjourned at 6:00 O’Clock.**

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**Minutes of the Meeting of the State Board of Agriculture**

**November 6, 1926.**

The Meeting was called to order at 9:00 A.M.

Present: President Butterfield, Mrs. Stockman, Messrs. McColl, Gowdy, Hopferson, Brody and Secretary Halladay.

Absent: Mr. Watkins.

**Reports from President and Secretary for Record or Information.**

1. President Butterfield reported a resolution of appreciation for the hospitality of the College, adopted by the State Orange.

2. The President reported that First Lieutenant Charles R. Chase has been detailed at this College.

3. The President reported on authorizations for Out-of-State Travel.

On motion of Mr. Gowdy, it was voted that the following authorizations for Out-of-State Travel be approved:

- Dr. Hitton, State Fair, Columbus, Ohio.
- J. A. Hannah, Committee of Four, Poultry accreditation and certification, Chicago, October 5.
- R. C. Hather, Seed conference meeting, Chicago, October 3 and 4.
- Prof. Ruci, Department Superintendents, Dallas, Texas, February 27-March 3, 1927.
- O. A. Brannman, Buying feeder calves for experimental feeding, Chicago, Oct. 11.
- Prof. McCool, American Soil Survey Assoc., and American Soc. of Agronomy, week of Nov. 16, Washington.
- J. E. Barnett, Accompanying student judging team to Wisconsin, Sept. 25-30, 1926.
- H. A. Cardinell, To obtain records on orchard demonstration, Fontesque, Mo.
- Prof. Brown, International Live Stock Exposition, Chicago.
- Prof. Edwards, " " " " " " " " "
- Mr. Freman, $25, each member, toward expenses.
- Five members of stock-judging team.