Minutes of the Meeting of the State Board of Agriculture
June 22, 1931

Present: Messrs. Berkey, Brody, McColl, McPherson, Watkins, Mrs. Stockman, President Shaw and Secretary Halladay.

Absent: Superintendent Pearce

The meeting was called to order at 3:00 P.M.

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

APPOINTMENTS

1. Dr. A. L. Carson, full time Instructor in Department of Education for the Summer Session of 1931 at a salary of four hundred dollars ($400).

2. Promotion of Mr. K. T. Wright now Research Assistant in Farm Management receiving $2600 per year, to the position formerly occupied by Mr. Riddell at a salary of $2800, title to remain the same.

3. Mr. H. E. Witter, to succeed himself as half time assistant in the Department of Animal Pathology.

4. Mr. H. E. Morse as Graduate Assistant in Soils to succeed Mr. K. B. Sanders who resigns, effective June 30, 1931.

5. Mr. H. Franklin Idle half-time Graduate Assistant in Sociology to succeed himself.

6. Miss Genevieve Raxkins as half time Graduate Assistant in Sociology to succeed herself.

7. Dr. Jesse Laurence Charlton to succeed Mr. Austin VanderSlice as Graduate Assistant in Sociology.

8. Mr. Reynolds Metz to the Donald B. Hibbard Fellowship in Life Planning provided there will be funds available for this Fellowship for the coming year.

9. Mr. John Dommers as half time Graduate Assistant in the Department of Economics to succeed Mr. G. H. Mote.

10. Mr. C. S. Lauttzen, Soils Section for the period June 15th to September 15th at $150.00 per month.

11. Mr. W. F. Russow, temporary assistant and Instructor in Farm Crops for the period July 1, 1931 to June 30, 1932, at a salary of $1800 per year, carrying the work of Mr. Wheeler who is asking for leave.

12. Mr. Grover Brown, appointment to the National Milling Company Fellowship, beginning July 1, 1931 at $900.00 per month for a twelve month period, replacing Mr. C. F. Willese whose appointment should be terminated June 30, 1931.

13. Appointment of Miss Ruth Miller, stenographer in Farm Management Department, $1200 per year, effective June 1, 1931.

14. Mr. Ralph D. Mote, Research Assistant in Economics and Instructor replacing Dr. Scholl. Appointment to be effective August 1st, four-fifths of the salary payable from Purnell funds and one-fifth from departmental teaching fund, total salary to be $2600 per year. Dr. Scholl's salary is $3400.

15. Employment of Miss Caroline Cooley, stenographer, Department of Economics, on full time basis for the period July 1st to September 30th, at a salary of $1200 per month, payable entirely from Station funds. Miss Cooley is regularly on half time.

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

RESIGNATIONS

1. Resignation of Dr. C. S. Robinson as Experiment Station Chemist, effective September 1, 1931.

2. Dr. C. A. Scholl, Research Associate in Economics, effective September 1st.

3. Miss Alice Kelly, stenographer of the Farm Management Department, effective June 1, 1931.

On motion of Mr. Brody, it was voted to accept the resignations.

LEAVES

1. Leave of absence for Miss Gladys Love, Department of Education for fall and winter terms (1931-32) without salary. Salary, beginning spring term, to be at the same rate as at present - $225.

Herefore the local center has paid $674.00 (per annum) of Miss Love's salary and the college has paid $1650. It is recommended that with the beginning of the spring term (1932) that the college pay all of Miss Love's salary. Also that part of the balance of her present salary (being paid by college) $681.25, be used as traveling expenses during the spring term as itinerant teacher trainer. This plan to be effective until September 1, 1932, when other plans shall become effective.

On motion of Mr. McColl, it was voted to approve the appointments.
On motion of Mr. Watkins, it was voted to approve item #1.

2. Mr. R. J. Wheeler, from July 1, 1931 to June 30, 1932 at quarter time pay in order to give him an opportunity to complete one year's residence required for the Ph.D. degree.

On motion of Mrs. Stockman, it was voted to refer the above matter to the President with power to act.

TRAVEL REQUESTS

1. Automobile mileage, Chemical Engineering Department, in order that Professors Reed and Publow may attend the J. E. B. school for Chemical Engineering to be held at Ann Arbor and Pittsburgh in July.

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

MISCELLANEOUS

Coal contract for 5,000 tons at 80 cents

On motion of Mr. Brody, it was voted to approve the recommendation of the Secretary.

1. Coal Contract. The Secretary recommends the purchase of 5,000 tons of "Littles Creek" coal from the West Virginia Coal and Coke Company at 80 cents per ton. Complete tests were made on about 18 different kinds of coal, report of which is on file in the Secretary's Office.

On motion of Mr. Brody, it was voted to approve the recommendation of the Secretary.

2. Travel requests

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On motion of Mr. Berkey, it was voted to approve the above travel request.
2. Request from the Buildings and Grounds Department that an amount of $4,000 be transferred from the account of M & R to the Heating Account, and $2,000 from the account of M & R to the plumbing account, leaving a total amount of $27,000 in the account of M & R.

On motion of Mr. McPherson, it was voted to approve the above request.

3. Request for the appointment of a Power Plant Engineer.

On motion of Mr. Berkey, it was voted to refer the matter regarding the appointment of a Power Plant Engineer to the President and Secretary with power.

4. The Secretary reported that the contracts for the Soils House had been signed by the Building Committee. At the last meeting it was voted to let the contract to the Reniger Construction Company for $422.00.

On motion of Mr. McPherson, it was voted to approve the above request.

5. Request that Mr. C. O. Wilkins be made Assistant Treasurer during Mr. Schepers' absence and that proper bond be provided.

On motion of Mr. McPherson, it was voted to approve the above request.

6. Report on Special Two Year Building Appropriation 1929-51, as follows:

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<th>Description</th>
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<td><strong>Total</strong></td>
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<td><strong>Balance June 15, 1951</strong></td>
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RECOMMENDATIONS FROM THE PRESIDENT TO THE BOARD

1. As a general policy it is inadvisable for administrative members of the college staff to hold official positions in the organizations of financial institutions with which the College does business either directly or indirectly; exceptions to this policy may be considered and approved by the Board as per opinion on file from the Attorney General dated June 8, 1951.

2. As a general policy the college should not enter into financial transactions with individuals or groups of individuals of the college staff involving their private off-campus business enterprises. Exceptions to this policy may, however, be granted by the Board.

3. Staff members must not participate either directly or indirectly in political campaigns.

4. Matters of official business and policy must not be taken up directly by staff members of the college with individuals, committees, or the Board, itself, without the knowledge and consent of the President. This does not preclude the right of approach on the part of members of the Board.

5. Matters of organization, finance, or policy, may not be taken up directly by officers of affiliated organizations with the State Board of Agriculture without first having been submitted to the President of the College.

6. That the college make available to affiliated institutions, if so desired, the services of the controller's offices in an advisory or supervisory capacity insofar as methods of business procedure and accounting are concerned. This would seem especially desirable wherever college funds are involved.

7. Recommend that immediate suspension of paragraphs 3 and 4 on page 5 under the college budget rules for purposes of study and revision and their temporary replacement by the following procedure, viz., (a) Board to announce general budget policy (b) Deans to determine needs of departments within their divisions, (c) Deans to confer with committee comprising the President, Secretary and Business Manager and Controller to further determine accurately needs of divisions (d) results of (b) to be submitted to finance committee of board for approval or suggested revision before being sent to the Board as a whole for final action.

On motion of Mr. Brody, it was voted to approve the seven items listed above.
8. On motion of Mr. Berkey, it was voted that as a general policy, the President of the Michigan State College shall have the direction and the supervision of the affairs of the Institution subject to the general supervision of this Board.

9. On motion of Mr. Brody, it was voted that the report of the study of the organization of the Music Department be referred to a Committee of the Board to be taken up jointly with a committee of the Board of Directors of the Michigan State Institute of Music and Allied Arts.

The meeting adjourned at 6 P.M.

Minister of the State Board of Agriculture
July 27, 1931

Present: Messrs. Berkey, Brody, McColl, Mrs. Stockman, Superintendent Pearce, President Shaw and Secretary Halladay.

Absent: Messrs. McPherson, Catkins

The meeting was called to order at 9:15 A.M.

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

Resignations

1. Mr. Wilbur Jett, Instructor in Economics, effective August 1, 1931.
2. Mr. G. A. Bowling, Extension Dairyman, effective June 30, 1931.
3. Mr. E. G. Cole, Research Assistant in Soils, effective August 1, 1931.
4. Mr. J. J. Kondry, Foreman, Forest Nursery, effective June 30, 1931.
5. Dr. C. S. Robinson, Experiment Station Chemist, effective September 1, 1931.
6. Miss Hazel E. Jones, Instructor, Phys. Ed. for Women, effective September 1, 1931.
7. Mr. Norton P. Canoe, Research Assistant in Chemistry and Instr. in Phys. Education, effective September 15, in the Chem. Station and September 15, in Physical Education.
8. Mr. R. H. Clark, Res. Asst. and instructor in Farm Crops, effective October 1, 1931.
9. Leave of absence for A. J. Wheeler, assistant in Farm Crops, from July 1, 1931 to June 30, 1932 at quarter time pay.

On motion of Mr. McColl, it was voted to approve the resignations and the one leave.

Appointments

1. Woman to manage dining room in new dormitory at the salary of $1500 plus room and board, to be paid from the funds of the new dormitory.
2. Woman to handle relief work in new dormitory, mess commons, laundry work, and upkeep of dormitories, at a salary of $1500, to be divided as follows:
   - New Dormitory, relief one day a week: $300.
   - Mess Commons, relief one day a week and dinners: $200.
   - Laundry: $300.
   - Upkeep of dormitories: $300.
   - New Dormitory: $1500.
   - Rooms Building: $500.

The only increase from college funds would be $250, for the Rooms Building.

On motion of Mr. Brody, it was voted to approve items 1 and 2.

3. Miss Edna Blemaster, graduate assistant in Home Management, replacement, for 1931-32, salary $500.

4. Continuation of Miss Flora Harming as full time research worker on staff of Home Economics Division, salary of $1500 paid by appropriation from Gerber Products Division.

5. Mr. H. S. Hawkins, Associate Professor of Forestry, beginning September 1st, salary $2000 per year.