Mr. Bird presented the following resolution which was adopted:

"Whereas, Misses Pratt & Kroppe, to whom has been awarded the first prize in the competition of architects to furnish plans for a women's building, have submitted an agreement in lieu of the bond required by the Board, in the awarding of said first prize, and whereas the submitted agreement is considered adequate security by the Board;"

Resolved, That Pratt & Kroppe be released from the fulfillment of the provision relating to such bond in the resolution of the Board awarding them the first prize, and that in lieu thereof, the Board accepts the conditions of the agreement made this day by Pratt & Kroppe."

A recess was taken to 1:30 p.m.

1:30 p.m. Board met, same members present.

On motion, adjourned.

Board Meeting January 25, 1899

Board met at the College Wednesday evening, January 25th, at 7:30 p.m.


Vice President Monroe in the chair. Minutes of last meeting read and approved.

Mr. Monroe of the committee to examine Secretary's accounts reported that they had examined the books and accounts of the Secretary, with the State Accountant, and was waiting for his report, and asked further time.

Report accepted and time granted.

On motion, adjourned sine die.
New Board met.

Present: Governor, Pingue, Geo. Snyder, Misses, Monroe, Smith, March, Mathews and the Secretary.

On motion, Mr. Monroe was elected chairman.

On motion, Thomas P. Mason was elected Assistant of the Board for two years.

The following, offered by Mr. Mason, was adopted:

Resolved, That A. C. Bird was hereby elected to the position of Secretary of the State Board of Agriculture, Secretary of the Agricultural College, and Secretary of the Superintendent Station, for a period of two years, beginning the last Wednesday in February, 1899, and ending the last Wednesday in February, 1901, at a salary of eight hundred dollars ($800) per year and board.

The following was adopted:

Resolved, That A. P. Davis is hereby elected Treasurer of the State Board of Agriculture and of the Agricultural College for a period of two years beginning the last Wednesday in February, 1899, and ending the last Wednesday in February, 1901, with the understanding that he is to allow the College 2 1/2% on daily balances until otherwise agreed upon.

The amount of bonds to be given by the Secretary and Treasurer was left with the President of the Board and the Finance Committee.

The Secretary reported that two copies of a bill for appropriations for the College, had been prepared.

The President elected Miss Bird, the chair.

On motion, C. P. Allin of Ypsilanti was elected a member of the Board, to fill vacancy created by the election of A. C. Bird as Secretary.
May 25th, 1899

Deputy M.S.

Conferred upon

J. H. French

One. Snyder reported recommendation of the Faculty that the Degree of Master of Science be conferred upon J. H. French of Arizona, Deane of '89.

On motion of Mr. Monroe, the degree was granted.

Employment

One. Snyder also reported that he had employed C. O. Fort as night watchman at the rate of thirty-five dollars ($35) per month. Approved.

One. Snyder was authorized to employ a woman to assist the Dean of the Hominy Department at Abbott Hall at eight dollars ($8) per month.

On motion, the office of Assistant Secretary was abolished.

It was moved that Mr. Steele be invited to meet the Board Thursday morning.

Adjourned to Thursday morning at 8:00 o'clock.

Thursday, Jan. 26, 1899

5:00 p.m.

Board met. Same members present except the Governor.

One. Mason outlined some matters for consideration with recommendations thereto.

It was Resolved that a Committee be appointed on Hominy Department. President appointed Mason, Monroe and Allen.

It was Resolved that a Committee be appointed on Academic Departments not now provided for, including the Veterinary Dept., President appointed Mason, Mills and Marsh.
President appointed committee as follows:

Finance: March, Monroe
Farm Management: Hille, Hartline
Botany and Horticulture: Hinkle, Monroe
Buildings and Property: March, Hille
Employees: Allen, March, President of College
Institute: Monroe, Hille
Mechanical: March, Hille
Military Athletics: Hinkle, Allen
Land Grant: Hille, Monroe
Teaching Station: Hinkle, Allen
Hatchery Service: Monroe, Hinkle
Library: Allen, March
Honor Roll: Monroe, Allen
Academical dept.
not otherwise provided for: Hille, March.

Mr. Monroe moved that Alex. Marion be authorized to prepare copies of recommendations made for the use of members of the Board.

Mr. Hinkle moved that a committee of five be appointed by the President to prepare a system of by-laws to govern transactions of the Board.
President appointed Monroe, March, Monroe and the Secretary.

It was Resolved, that the Superintendent of the Institute be assigned to new quarters for office use after February 20, 1899, the same to be determined by the President of the College.

It was Resolved, that F. C. Steele be temporarily employed as agent in charge of College lands.

It was moved that a special committee be appointed to investigate matter relating to Mr. Steele's former position. Chaired: President, appointed Monroe, Monroe, March and Hinkle.

On motion adjourned.
Board Meeting  Feb. 21-22 - 1899

Board met at the College - February 21 at 7:30 p.m.


Minutes of last meeting read and approved.

Rev. Snyder presented matter of Inter-college Orationel Contest.

On motion of Mr. Hill the President and Faculty was authorized to change the College terms in their discretion.

A request for materials for Mathematical Department was referred to Committee on Academical Department.

Request for appropriation to mount goat skin now on hand, referred to same committee.

Request for dining table for Horsens Department referred to Committee of Horser Department.

Communication from Agriculturists of theEffingham Station relating to office quarters for Superintendent of South Haven Station was referred to Committee on Effingham Station.

Request of Prof. Smith for purchase of team for farm referred to Farm Committee.

Mr. Momor of the special committee to examine treasuror's accounts reported as follows:
Students Deposits $1267.26
Rays " 197.00
Art " 1433.99
Current Account 5296.44
Special Appro. 2/83.75
Equipment Station 1711.31
Uniform 755.34
Sundry 16.55
13320.87

College Treasurer 9801.28
Park Bank N.Y. 631.91
Board Members 118.28
Work Orders 1427.51
Cash 1137.89
13320.87

The above examination is of December 24, 1898

C. J. Monroe,
Chairman.


Mr. Allen presents invitation from Prof. Angell and
the Board of Regents of the University and the Farmers
Institute Society of Hackettstown County to hold the Round-up
Institute for 1906 at Ann Arbor. Referred to the
Committee on Institute.

Recess taken to Wednesday, 8:00 a.m.

Session Wednesday
Feb. 22 - 8:00 a.m.

Same members present except Mr. Allen.

Académical Committee asked further time on matter
referred to them.

Farm Committee asked to defer report until next
meeting.
Committee on Monroe Department reported favorably on purchase of dining table for that Department. On motion of Mr. Monroe, twenty-five dollars ($25.00) was appropriated for that purpose.

The matter of providing office quarters for Judge of South Haven Station was left to Monroe, Hatchine and Monroe with power to act.

On motion of Mr. Hatchine, the following resolution was adopted:

Resolved, That the Board authorize the expenditure of a sum of money not to exceed fifty dollars ($50.00) under the supervision and by the direction of the President of the College and the Professor of Zoology for the erection of a number of nesting box houses about the farm and orchard and gardens for the encouragement and habitation of certain of our insectivorous birds, and to serve as an object lesson to impress our students and visitors with the great economical importance of birds about the farm and upon the farm, and to encourage the utility of protecting and encouraging them.

Also that the sum of ten dollars ($10.00) or less be expended for the planting of appropriate trees for securing all hunting and shooting upon the College premises, except in the destruction of noxious species, and in the securing of necessary specimens for the College Museum, and shall without the consent of the President of the College and under the supervision of the Professor of Zoology.

On motion of Mr. Monroe, Mr. Hatchine was placed on a board Committee on supervision.

President Snyder moved to reconsider the motion of the publication of all Board proceedings in M.A.C.

Motion of publication tabled on reconsideration.
On motion of Mr. Martin, the following resolution was adopted:

Resolved that Secretary Bird be authorized to make his own selection of assistant assistants, provided the selection of same shall not be in excess of that already arranged by the Board, subject to the approval of the Board.

On motion of Mr. Snyder, the report from the Faculty recommending four and five-year courses in the Mechanical Department was referred to the Mechanical Committee.

Mechanical Committee reported favorably on above report. On motion of Mr. Monier, the report was adopted.

The moving and assigning of rooms for the post office was on motion of Mr. Monier referred to the President of the College, with power to act.

Mrs. Martin appointed the Finance Committee to receive the balance of the Secretary's office from Secretary Butterfield and transfer same to Secretary Bird.

Committee on School Investigation asks further time. Approved

Adjourned.
Recommendations of

President Marston

Board Meeting Jan 25-1899

I trust I shall not be thought presumptuous if I assume it to my privilege to call your attention to some of the work still pending, and to make suggestions regarding work for which the past has seemed to show the necessity. I shall also speak of a few things which I should have presented in the shape of resolutions as these plans matured. It is with the reservation or intention of criticizing that in some ways I may seem to do so, but rather by specific example to show more clearly my meaning and to some slight extent justify the remarks. That such few suggestions are not worked into definite conclusions could readily see but that even from this evidence some good will result in my wish.

I would suggest that a committee be appointed on the laws of the Board. This committee should look over the rules and regulations as they have been laid down from time to time, regarding the Board, and take into account the committee code sanctioned by past and precedent and should take into consideration the requirements of the present and future. This would formulate methods of procedure for our guidance. In this line I might mention the relation of advisory relation between the standing committee of the Board and their respective departments. It is the rule, and wholly too, that all reports and requests from the department must come to the Board through the President of the College, yet on the other hand, there exists a deep necessity for personal conference and relation between the committee and the department. This relation should be defined. Perhaps the work could be separated into executive and legislative. As an illustration, some time ago the Mechanical Committee asked the question: "Are the graduate students in the Mechanical Engineering Course rank with those of other Colleges and the world itself?" and was answered, "They are on an equal footing."
From this point the Committee knowing that we were supposed to take students from the eighth grade while the students from the University are from the twelfth grade or four year faculty along, and that to make the two graduates equal we must do in four years what the high schools and the University together take eight years for, began a work of inquiry and found that changes independently necessary in the Mechanical Engineering Course. The matter was then brought to the Board and a special committee appointed. Now why was this not really the Committee's work? Or should it have been allowed to wait until brought before the Board by the President? So say for the new Committee that part of the work is unfinished and it would seem wise that they should solve the problem and bring the matter to a successful issue.

There is a second necessity for conference, by no means a small one—that of visiting departments to show your interest in the department you are supposed to represent before the Board. This is not only a benefit to the chief in charge, but also a distinct benefit to the Committee, they being thus much better qualified to work under-standingly on matters referred. If the first member of the Board the present Secretary and myself, to our faithful enthusiasm if you wish attempted to visit departments with the above idea in view, you would hardly believe we were told by some that it were an innovation. It led to some lectures which gave us information other than what the professor said by word of mouth.

He need concentration. Why not have each Committee map out a certain line of work and then pursue that line and have some definite aim? What is the policy of plan of the Farm Committee in regard to the Farm? The 4th Elementation Student Committee on the subject of subsequencio? Or what objectives shall they pursue? Are we drifting or are we working along definite lines? In, along definite lines, is it to the best of our ability? I think Klopman can be sighted as working just force along certain definite lines.
Some changes in our standing Committee were advisable. The Neda Committee on the Woman's Department. Then while we have a Committee on Veterinary and on Horticulture, yet we have none on the Chemical Department.

There is a need for promptness. Then an emergency arises the President must have the power and authority to act at once. Some delays are unavoidable, but in many cases for some would fully prepare us for the emergency. Reports are not in on time. The inventory last fall was not handed in until long past time. If we are to issue a calendar let it come out the first of January or before the fifteenth. The Experiments Station buildings are not insured according to the desires of the Board at least. Perhaps the prudent ask to blame, but in these we are very to anxious. The Budget secretary at each meeting to make a bureau report similar to the President's report on the many delays which should not occur and unfulfilled resolutions of the Board would be brought to our notice. Then let all resolutions be either fulfilled or rescinded.

Some plan is needed in regard to new work and effective replies which would do away with all misunderstanding and chance for error in after representation. Make all requirements when needed, yes, even when the necessity was anticipated, and to a head of department under whose work it might properly fall for that department to formulate plans and specifications. We should have the advantage of their expert knowledge in all requirements, plans, specifications and estimates. To make or paper, these papers signed by each one who may have been in charge and when the work is finished let the record be compared with the papers, and when charged to a commission or credit to whomsoever they belong. With some such plans this could be no misunderstanding as this were on the farm town, the farm, and in the agricultural laboratory. The electric light and there. True now we have gone to the Legislature and asked $2500 for remodeling the heating plant of Williams and Hill's halls. Now what have we done our estimate? It would not be a bad idea if all communications between departments
an from departments to the President. Should it in writing

There are three resolutions of the Board (perhaps one was
more a common sense of opinion) to which I should like to call
attention; the first is the Bulletin for School Children,
especially in the rural districts. This has not developed into
much yet. Could not something valuable to the College
be derived from such a Bulletin? Made up in attractive and
proper shape, it would seem as though it might be made
of much value. This might properly come under the College
extension work. The second, a more free publication in the
lines of experiments, rather than saving all for the Bulletin.
One of our laws forbids if not regulates such publication
though more by the College than the Experiment Station.

The third, the giving of all employment possible to the
students. I trust this may be most earnestly insisted upon.
Of course it is more difficult for the one who is accountable
for such work, but it is worth it and the Secretary has seemed
to make it successful. Prof. Meetford also, at this time, in
having all the work done under his own by students with
the exception of the horticulturist. Surely if it the department
it can be done, it is not impossible in others.

Both the Secretary and Prof. Meetford are deserving of
commendation for the way in which they have tried to
make this feature a success.

I should like to see a sharper distinction made
between farm proper and the Experiment Station.
This for one thing would settle the matter of more published
experiments outside of the Bulletin. All experiments of the
farm proper should be for such publications. If the farm
were run from a practical point of view, all manner
received by that department would be creditable to that
department, of course, with the idea of the being used under
the same restrictions as now.

I hope the policy of this Board will be to pay professors
and instructors liberally, but to insist upon value received
and not hesitate to force the College, when possible, by making
changes. To this end, if all instructors except heads of
departments were engaged for a certain period of time, there would
be less friction in making such changes.
Among a few of the things which may be looked into, I might suggest:

- The most economical management of the boarding clubs.
- Necessity for a good bath house.
- Better gymnasium facilities.
- Water closets in all professors' houses.

Superintendent of Buildings and College Property
wished superintendent all repair work and at other times
might do some teaching.

Assignment of rifle practice in connection with the
Military Department.

Enlargement of the Boiler House, higher chimney, steam
stove, and ice plant is already up to its capacity, and
perhaps some improvements in changing would be more
economical.

Lastly, and now that there is a change in the
presidency, it would be true if other practices were found
for the Superintendent of Institutions.

Board Meeting, March 22, 1897.
7:30 p.m.

Present: President Marshall, President Treasury,
M. H. R. M. M. M. M. M. M. M. M.

Request of Dr. Marshall for a vacation was
referred to the Committee on Experiment Station.

Request from Home and Agricultural Departments
for an addition to regular appointment, referred to the
Home and Agricultural respectively, and to the
Committee on these departments.

Request for equipment for Bacteriological Laboratory.
vote referred to Academic Committee.

Pres. Snyder was authorized to employ assistant at the Department of History at the College. At the request of a hundred twenty-five dollars ($250).

It was moved to authorize Pres. Snyder to arrange for the holding of a Summer Teachers' Institute at the College and for accommodation for those attending.

On motion, the Secretary was requested to make a business report at each meeting.

The Secretary presents the following report:

To the State Board of Agriculture,

Yours sincerely,

From the experience of one month in the office which I now hold, I have to report respectfully the following changes made in the methods employed:

First. On assuming the duties of the office, I found it to be the custom to carry in the cash drawer small slips to eference amounts, reaching frequently three and four hundred dollars, and at times reaching as high as seven and eight hundred dollars. The total from different sources Chief of which were:

First. Unpaid fuel bills from the professors and other employees of the College to whom coal had been furnished at cost by the College.

Second. Unpaid electric light bills for lighting furnished practically upon the same basis.

Third. Salary advanced before the end of the month to employees upon the regular payroll.

The first of these, that of unpaid fuel bills, is especially aggravating. The total for the winter's supply of coal remaining unpaid in some cases until the following August, September, or even October. The delay in paying electric light bills was not so numerous, but yet were of common occurrence.
The advance of salary was sufficiently general to amount to from five hundred fifty to three hundred dollars per month.

In view of these facts and when considered in the light of the recommendations of the State Accountant, Mr. Humphry, I took the liberty immediately after surrendering the office to establish an register of requiring all accounts against the employee to be presented on the last day of the month. As present the plan in working order thoroughly. I have also absolutely stopped advancing salary before the close of the month.

Here these reforms have cleared the cash drawer of cash slips and thus one objection of the State Accountant has been removed. Judging from the experience of a single month I am very certain that it will not be difficult to achieve this plan in the future.

Another common occurrence in the practice of the office has been to allow the several departments to overrun their accounts before the end of the six months period, without authority from the Board, until law instructed to the contrary by the Board. I shall cease to pay vouchers for the several departments as soon as their respective appropriations have been exhausted, and in each case await increased appropriation by the Board to each department before making further payments. These overdraws have become extensively general.

The following are some of the overdraws at the end of the several periods in question, not going back beyond two years.

<table>
<thead>
<tr>
<th>Farm Dept.</th>
<th>$506.40</th>
<th>$91.62</th>
<th>$134.71</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hort.</td>
<td>443.32</td>
<td>543.27</td>
<td></td>
</tr>
<tr>
<td>Houses</td>
<td>43.92</td>
<td>115.09</td>
<td>114.56</td>
</tr>
<tr>
<td>Cayroll</td>
<td>122.25</td>
<td>1986.49</td>
<td>928.12</td>
</tr>
</tbody>
</table>

It seems to me that the chief reasons for these overdraws are two in number.

First under the present system if any department has a balance left over from any six months period, that balance...
is taken from them and turned into the current fund. On the other hand, if any department has an overdraft that overdraft is charged against the most recent appropriation.

Second. If any department through any kind of good work or good business management receive funds from department in not credited with any such receipts, everything being turned into the current fund. In other words, in the accounts kept with the departments, every expense is debited and every credit credited.

I have made the changes outlined above, without waiting for consultation with the Board, for the reason that immediate action seemed necessary. There are several other matters which I wish now to bring before the Board for their consideration, all referring to business practice in my office in the future.

First, I will refer to the recommendations of Mr. Humphrey, the late Accountant. He asks first things:

First. "That all cash, checks, and bank accounts which have no connection with the work of the College shall be separated from those that do."

I find upon careful consideration that this suggestion can be followed without serious embarrassment or greatly increased work in the office.

Second. Mr. Humphrey suggests "Keep the Institution accounts upon books which will correspond with the triplicate and vouchers filed with each department, using each as the unit of entry."

With the adoption of the first recommendation, the second will easily follow.

Third. Mr. Humphrey asks that "All cash and bank accounts to be kept that when the outstanding checks are considered the balance reported at the close of each month to this department will correspond with the actual cash on hand."

The wrong practice heretofore has been corrected in a great measure by refusing to allow cash slips in the dragoon and by the separation of college accounts from other accounts. The suggestions can be thoroughly carried out.
The suggestion of Rev. Humphry is to "keep the
each dressers and bank accounts so that the students can
take up the work and from it at any day of the year,
without the assistance of the memory of any officer or
employee connected with the College." This suggestion we
are following at present.

I find that there are no accounts kept with the
nursery receipt for nursery fees. This will be corrected at an
early date. I also find that in the system of keeping
account books for in vogue, while more than one building
has been in process of erection at the same time, it is
impossible to tell from the books what the cost of any one
of the buildings has been. This I am certain can be
bank accounts and I shall make necessary changes in
the system if allowed to by the Board.

I find that it is impossible to weigh the soft coal
that we are using amounting to three carloads a week.
It seems to me that with the great amount of coal used for
on the grounds we could well afford to put in coal at
the boiling house. The cost of drawing coal from the
boiling and from Knowbridge during the past year,
has amounted to seven hundred ninety seven dollars
and fifty cents ($797.50). This leads me to believe that
the question of securing an arrangement with the railroad
company to put in a siding from Knowbridge to the boiler
house I should receive careful attention.

I have left what I consider to be the most important
suggestion until the last and that has reference to the
voucher system at present in vogue. Under the present
system the following is the practice: Each department
acts independently upon requisition. The bills are generally
sent to the departments and vouchers are prepared by
the departments in triplicate, certified to by heads of depart-
ments and two copies sent to the treasurer's office.
Payment is made by this office upon these vouchers.

The trouble with the present system is this: At the
end of the month that some of the merchants have ten,
twenty and even thirty bills against the College.
each of which is paid by an independent voucher. The multiplicity of vouchers multiplies much work both in this office, in the office of the Heads of departments and in the Auditor General’s office at Lansing. I would respectfully suggest the following system in place of the present one:

First. That each department order independently upon requisition as now. Said requisition to contain list of supplies wanted, together with number of items, rate per item and amount. Requisition to be made out in duplicate and signed by the head of department, President of the College and the Secretary, possibly omitting the signature of the Auditor and Secretary to all amounts of less than their dollars. The duplicates of this requisition to be filed in the Secretary’s office original to be sent to form furnishing supplies. All bills for supplies furnished to be sent to the Secretary’s office for payment and then first be checked with requisition and then sent immediately to head of department ordering same and then check as to receiving of said goods, rate per item and amount of said bill; to head of department to OK all bills found correct and put classification to said bill, returning same to Secretary’s office for payment.

At the end of the month, or possibly the first or second day of the succeeding month, the Secretary’s office will have what will be known as voucher day when all bills received by any one firm, regardless of the department ordering goods, will be grouped into one journal voucher and then by proper check from the classification the voucher will be made in the respective books of the office.

It will be readily seen that this will reduce the number of vouchers passing through the office and through the Auditor General’s office at Lansing very appreciably. In my opinion it will reduce the number of hand counting five percent and reduce the work of the Secretary’s office accordingly.

I have talked this matter over with the President of the College and several Heads of departments and find no serious objection raised. I have also talked it over with Mr. Tompkins of the Auditor General’s office and find that it must with his thorough approval.

All influence of instituting the new system will be very slight.
He should have two or three books, and no
voucher books. This will, however, will cut down largely
the amount of space now used in the other books, and in
the long run the expense for books of the proposed system
will be even less in number than under the present system.
When dividing the accounts into College accounts proper and
what might be termed accounts in accounts, it will also
be necessary to provide a new cash book and ledger.
Beyond these items, I think us the change in the books now
on hand, will be necessary...

So far as the supervision of repairs is concerned, my
work has been far from satisfactory, and I am willing
to admit that I have no satisfactory plan to offer. The best
way of stating the case is to outline the condition of affairs
as I found them. I found at work two painters, one
employed regularly at a dollar and sixty-five cents
($1.65) per day for steady work and the other at two
dollars ($2.00) per day. I saw the
painter in charge stated to me that it would be necessary to
furnish the second painter with work for the next five days
and when asked by me why it was necessary, gave me
the answer that the five days would be absolutely necessary
to have him and that it was doubtful if he could be
resolved on that day unless furnished steady work during
the intervening time. Upon close inspection of the work
laid out I discovered that instead of being five
days' work for two men ahead, there were only two
days' work for one man, and asking accordingly by
make arrangements to dispense with the services of both men
when last absolutely needed by the College.

In the plumbing work the same difficulty
presented itself. I found that a certain regular workman
had been employed for months since the day of failure for
the position had passed, at a salary of two dollars ($2.00)
per day, and that it was generally conceded that he was
skilful in his work and that he was desired to have over
him, that he was well-known in quality of work performed
and that his influence generally was bad upon the
students working with him. This man immediately dismissed and in my opinion, the amount of work done by the department in which he worked has been increased rather than diminished by his absence.

Inferior examples not merely of their special importance but because they illustrate the entire lack of system upon the grounds in regard to such matters.

I have tried to correct in a measure these errors by arranging the work so that one man might be placed at the head of certain lines and to hold himself for all under him. However, I am far to convince that this question of repair and building supervision assume such great proportions that it seems to me impossible to arrange a satisfactory business system whereby the work may be done to advantage through the treasurer's office.

I forget to mention the lack of repair in the parks along the line of draining repairs. The College has lost and is losing thousands, if not thousands of dollars annually.

I have also found it necessary to add considerably to office equipment in order that the work might be done expeditiously and according to business practices.

The entire cost of these additional conveniences has to date not exceeded twenty-five dollars ($25.00) and in nearly every case sufficient quantities have been purchased to last for two years.

In moving the post office from the secretary's office it has become necessary to rearrange the secretary's office which will involve considerable expense. The desk, table and chairs have never been repaired since the reorganization of one and one-half years ago and these repairs must now be made if the office is to be made at all convenient or serve for work. After these repairs are made and the office is once more placed in condition to make it practicable, then it is my plan to decisively stop the long prevailing practice of allowing others than the authorized clerks in the office, free access to the vault of the office. On the other hand, every convenience will be furnished every member of the faculty and other authorized person to make necessary examination of records, aside from the
The privilege of retiring that part of the office partitioned off for the machine.

I would report the following needs in office equipment:

First. A new typewriter.


In regard to the former, I feel that an explanation is needed. As I understand it, the machine which I found in the office was purchased as second hand less than two years ago. It has not done good work for more than six months, and we find it impossible to make it do better. I have great faith in the virtues of a neat appearing letter, and if furnish with the appliances in my office, it is impossible to produce the same.

The net cost of a new machine will be forty-seven dollars ($47.75). This is a first-class new Alluring letter machine. This reduced figure is obtained as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>List price</td>
<td>$100.00</td>
</tr>
<tr>
<td>Special discount</td>
<td>12.75</td>
</tr>
<tr>
<td>Allowance for old machine</td>
<td>40.00</td>
</tr>
<tr>
<td>Net cost to use</td>
<td>$47.75</td>
</tr>
</tbody>
</table>

Taking into account that the present machine was bought used for eighty dollars ($80.00), this will mean that were the new machine to be provided, it would have cost the office twenty-seven dollars and seventy-five cents ($27.75) for the use of a machine during the past two years.

The copying press has not been in good working order for years, and while I think it might be used in some of the departments which have not much work for a machine to do, it might be longer to do the work required to be done in this office. The cost of a new press I understand to be thirty dollars ($30.00).

New linoleum is needed on the office floor, cost about thirty-five dollars ($35.00).

Certain general repairs on office furniture.

All of which is respectfully submitted.

A. E. Chief

Assistant.
That portion of the Secretary report relating to finances was referred to the Finance Committee; and that relating to buildings and supplies to the Committee on Buildings and College Property.

On motion of Mr. Morey, the matter of typewriter, copying-fax, and other apparatus and supplies definitively mentioned, was left with the Assistant and secretary, with power to act.

One, Snyder reported moving of the post-office to the Horticultural Laboratory; and that he had paid the present quarter, leased and lights to the Postoffice Department, for one year, from July 1st, 1899, for one hundred twenty-five dollars ($125.00) per year, and that Mr. Bostick, the postmaster, had agreed to pay twenty-five dollars ($25.00) rent up to July 1st. On motion, the action of One, Snyder was approved.

The matter of new bath rooms and fixtures in the Secretary house was referred to the Committee on Buildings and College Property.

The matter of reorganization of the Horticultural Department was referred to the Committee on Balancing and Horticulture and the President of the College.

The Finance Committee reported that the bond of Secretary Bird had been duly received, approved by them, and filed in the office of the Secretary of State, and asked further time to report on bond of Treasurer Davis.

Mr. Wells of the Academic Committee recommended that the request of Prof. Vester to purchase apparatus be allowed. On motion, the report was adopted.

The same committee recommended that Prof. Barrow be allowed to expend fifty dollars ($50.00) for mounting goat skin. Report adopted.

Mr. Marsh presented the following communication:
To the State Board of Agriculture:

Sincerely,

I wish to make the following report to the Board:

After making examinations during the last two months of
the vouchers that have come before me as chairman of the
Finance Committee, I am convinced that the College is
losing largely in the purchasing of all supplies that are
used beyond the grounds and buildings, and also in all
material used in repairs. I think it would be advisable
to have a purchasing agent, and to the heads of each department to make reports to the President of the College
that reports can then be handed to the purchasing agent.

I would also further suggest that the purchasing agent be
to the owner of the grounds and buildings, and of the repairs
on such, and all works and testing apparatus as well as
an architect for any new buildings. I would suggest that
be to a competent man, a man capable of judging on
place and specifications of any buildings and able
capable of going on, looking after, and overseeing laying
of tile, putting in of water mains, setting of buildings,
and of making every improvement and repair that would
be necessary upon the grounds and buildings.

I think that in this way we would get rid of a
large amount of labor in the way of vouchers and it
would be a saving to the College through the purchasing.

Mr. March moved that we employ a man who
shall act as purchasing agent and superintendent of
repairs of buildings and of construction of buildings.

In motion, the matter was referred to the committees on
Employees and Buildings and College Property, and the
matter.
On motion, the Secretary was authorized to revise the bulletin list at his discretion.

Adjourned.

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Thursday Morning, March 23

10:00 a.m.

Some members and Mr. Allen present.

Res. Marshall reported the following order of business to be followed until the committee on orders, by leave, makes its report:

1. Report of President of the College
2. Business Report of Secretary
3. Reports of Standing Committees
4. Reports of Special Committees
5. Reports of Employees and Others
6. Communications
7. Motions and Resolutions
8. Unfinished Business

The report of Inspector of Nurseries due was read, accepted, and ordered placed on file.

To the State Board of Agriculture:

Greeting:

The State Inspector of Orchards and Nurseries makes the following business statement of the work of the past year:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurseries inspected</td>
<td>135</td>
</tr>
<tr>
<td>Orchards, &quot;inspectors of scale&quot;</td>
<td>105</td>
</tr>
<tr>
<td>Grounds of dealers inspected</td>
<td>10</td>
</tr>
<tr>
<td>Places to be inspected</td>
<td>6</td>
</tr>
<tr>
<td>Fee received for inspection</td>
<td>$239</td>
</tr>
<tr>
<td>Issued to state treasurer</td>
<td>126</td>
</tr>
<tr>
<td>Balance in my hands</td>
<td>$103</td>
</tr>
</tbody>
</table>
REPORTED CASES OF SCALE 2
DETERMINATION OF SCALE 18
BALANCE OF REMAINING CASES 4
COLONIES OF SCALE FOUND DURING THE YEAR 2

The nurseries of the State are apparently free from San
Fer scale.

Nuttall Aphid and Black Peach Aphid have been found in
six nurseries.

Amount of stock infested with the above:

Peach about 30,000
Apple 10,000

The above stock has all been fumigated with hydrocarbon
gas. I expect to send all the fumigation.

Shipment not having certificate of inspection, all stave by the railroad companies - 57

Investigation of the above reports revealed only

four cases from nurseries having no certificates.

I was called several times to decide on cases of yellow

where the owner and Commissioner were in dispute.

I have been instrumental in having appointed a

number of Commissions under acts 2 and 109 Annu.

of 1894-1895.

I have a record of a number of orchards that last year

were infested with cherry worm. These will be looked

after at the proper time.

I have the list of sales of the Dayton Utah Nursery Co.
of Dayton 0. for 1895-6-7. Some time during the above year
they sent infested stock here. I have noticed but one case
from them so far, but have not examined all places
I have corresponded with some of the purchasers of the
stock and am making preparations to make a

through and examination as possible. However, a thorough

examination is impossible as a great deal of the stock was

sold to dealers and they have no record of it.
The clerical work connected with the work has been
hampered somewhat by lack of office facilities. I have
sent out over 3700 letters, about 1000 circular letters and
over 2000 copies of the law. The above work has taken
all my time.

Respectfully submitted,

D. H. Busby
Inspector

An motion of Mr. Allen, the President was authorized
to pay the doctor's bill and hospital bill of D. H. Busby,
to the amount of thirty dollars ($30.00).

The following resolution was unanimously adopted:
Resolved, That in the future students be paid for labor
other than that required by the course of study at the rate of
ten cents per hour, except for labor requiring special
ability or skill.

The following communication was received from
A. E. H. Buttolph, of the State Agricultural Society, and
laid on the table until the next meeting:

To the President and members of the State Board of
Agriculture,

Geuillez: Respectfully, write and request that you
direct that an exhibit be made by the College in as many
departments as possible, particularly the Farm and
Agricultural Departments, at the next State Fair to be
held at Grand Rapids, Sept. 25-29.

The communication of the 50th annual fair, a special
educational exhibit is contemplated. In view of the relations
of the State Agricultural Society to the College, at its begin-
ing and all through its history, it is especially
 desirable that the latter make an exhibit as
possible.

Very respectfully,

D. H. Buttolph.
Mr. Monroe offered the following resolution, which was adopted:

Whereas, there is a bill before the Legislature amending the Nursey Inspection law, by doing away with the furnishing of lists of premise to whom nursery stock shall be sold or delivered by nursery growers, and whereas it is the opinion of the Board that such change in the law would greatly weaken the efficiency of the law; therefore, resolved, that we protest against the passage of said amendment.

The Committee on Farm Management recommended that the Department be authorized to purchase a first-class pair of grade general purpose horses, at a cost not to exceed three hundred seventy-five dollars ($375.00) same to be paid for from the general fund. Adopted.

The same Committee recommended that the farm Department be credited with seven hundred forty-two dollars and ninety-five cents ($742.95) the amount paid them for work for the Daily Leader. Adopted.

The Committee on Women's Department recommended further appropriation of one hundred fifty dollars ($150.00) to the Department for the current year. Adopted.

The Finance Committee reported in favor of adopting the suggestions of the Secretary regarding plans for further work in the Secretary's office. Adopted.

The Committee on Buildings and College Property authorized the construction of bath rooms, furnishing and fixtures for the same in the Secretary's house.

The Committee on Botany and Agriculture moved that Mr. Gladwin be promoted to the position of Assistant Professor of Agriculture at a salary of one thousand dollars ($1000.00) per annum.

On motion Prof. Wiel was instructed to investigate...
and report at next meeting the cost of an additional
labor for his department.

The Committee on Sub. Station office presented the
following report which was adopted:
Labor etc. fitting up office and coal room
South Halen Sub. Station

Labor. Carpenter $6.50
Lumber 19.44
Hardware 2.72
Labor. Mason 10.26
Quick. line etc. 7.62
$56.64

Furnishing office to date
Stove etc. 7.73
Table, chair etc. 5.17
$16.98
$72.72

A lamp and a few other small items are needed for
furnishing the office.

Mr. Miles moved that when we adjourn, it be to meet
at the Board room at one o'clock; April 26, Carried.

Adjourned.

W. Bird, Sec.
Board Meeting

April 26, 1897

Present: President Van Rice, President Snyder, President Maxson, President Allyn, President Hunder and the Secretary.

Minutes of last meeting read and approved.

Request of Dr. Beal

Dr. Beal presented request of Dr. Beal for certain repairs to residence. Referred to Committee on Buildings and College Property.

Request of Prof. Smith

Prof. Smith presented request of Prof. Smith for bathroom in residence. Referred to same committee.

Request of Prof. Burr

Prof. Burr presented request of Prof. Burr for certain repairs to residence. Referred to same committee.

Attendance of Prof. Ingersoll

Prof. Ingersoll presented matter of attendance of Prof. Ingersoll at the meeting of the American Nursing Association in Chicago. Referred to Committee on Nursing and Horticulture.

Chem. Dept. appointment

Prof. Snyder presented request of Chemical Department for increase in the regular six month appointment. Referred to the Academic Committee.

Increase of salary: Cooper

Prof. Snyder presented request of Dr. Edwards that Mr. Cooper give up his full time to the department and to grant an increase of salary and that he be relieved from work on the M.A.C. Record. Referred to Committee on Employees and Academic Committee.

Salary of Miss Cooper

Prof. Snyder presented request of Director Smith that the salary of Miss Cooper be increased to forty dollars ($40.00). Referred to Committee on Experiment Station.

Also that Dr. Marshall be granted leave of absence for study abroad. Referred to Committee on Employees.

Also that he (Director Smith) be sent as delegate to the meeting of Directors of Experiment Stations at San Francisco.
Refused to Committee on Extension Station.

Also regarding certain analyses of certain food preparation
which was referred to the same committee.

One. Snyder presented a request for an increase of
seven hundred and five dollars ($755.00) in the regular, six months,
apportionment for advertising. Adopted.

One. Snyder recommended that one hundred fifty dollars
($150.00) be apportioned for Athletic Dept.

One. Snyder presented request of Prof. Hall that Mr. Baker's
salary be increased to fifty dollars ($50.00) per month. Refused

One. Snyder presented request of Mr. Fasson to purchase lot
on the Delta. On motion of Mr. Allard the secretary was
instructed to correspond with Mr. Fasson for the purpose of
determining their plans for retaining control of real estate
transferred to employees.

One. Snyder recommended that thirty-five dollars ($35.00)
be increased to the apportionment for the Physical Dept.

The secretary presented the following report:

Agricultural College, Mich., April 26, 19--

To the State Board of Agriculture,

Gentlemen:

I would respectfully submit the following
business report from my office during the past month;

In accordance with the adoption by your Board, of the
new system of voucher records at the last meeting on April
14th. I sent to the head of each department the following
communication:

You are respectfully informed that the State Board of
Agriculture at its last meeting, March 22-23, 1899, adopted the
following voucher system for this institution:

Each department shall order independently upon requisition
as now, said requisition to contain list of goods wanted.
together with number of items, rate per item and amount as
far as practicable, requisition to be made out in duplicate
and signed by head of department and if for College
apparel and amounting to more than five dollars ($5.00),
requisition must be approved by the President of the
College and signed by the Secretary: if for Experiment
Station, such practice will be observed except that the
requisition must be approved by the Director of the
Experiment Station instead of the President of the College
in case where the amount be more than five dollars
($5.00). The duplicate of the requisition is to be filed
in the treasurer's office, the original to be sent to the
furnishing supplier: All bills for supplies fur-
ished are to be sent to the treasurer's office for pay-
ment and these first checked with the requisition and
then forwarded immediately to head of department ordering
same. The head of department will check as to receiving
said goods, rate per item and amount of said bill and
ask. All bills found correct, put classification to said
bill and return same to treasurer's office for payment.

At the end of each month the treasurer's office will
make vouchers which shall include all bills and the
departments will be relieved in the future of drawing
vouchers.

Adopting this method, several changes will be
necessary.

First, a new form of requisition blank, which will
be furnished to the various heads of department on the morning
of April 3rd.

Second, the departments should make it plain to all
person and firms furnishing supplies for the College, that
they must return the requisition order for same; together
with said bill for goods, to the treasurer's office.

Third, it will be necessary that the treasurer's office and
heads of departments shall be prompt in checking and
auditing bills.

Fourth, it will be necessary that before 12 o'clock a.m.
on the last day of each month, the head of each department
shall deliver to the treasurer's office upon blanks which
will be furnished from the office, the payroll of the
department for the current month. In the event of the
I find that the departments are giving the needed support in instituting the new system, and I am able to report that since April 1st no vouchers have been made except in accordance therewith and that the new plan is working satisfactorily to all concerned. At the last Board meeting reported a plan of keeping the books of the office in accordance with the suggestions and directions made by the State Accountant. Mr. Humphrey in his report of December 24th, 1899, after the adoption of the plan by his Board at the March meeting. I addressed a communication to the State Accountant asking for written authority to make the desired changes. Mr. Humphrey deemed it advisable to refer the matter to the Attorney General of the State and has kindly furnished me for use of this type of letter passing between himself and the Auditor General. The communication from Mr. Humphrey to Mr. Owen reads as follows:

Lansing, Mich. April 17, 1899

Mr. Horace M. Owen,
Att'y General,
Lansing, Mich.

Dear Sir,

In making the examination required by law of the accounts reported to this department, but also accounts with several boarding house clubs, accounts with the students of a boarding
nature and accounts with the purchase and sale of military uniforms to the students.

There is no question as to the impropriety of keeping all such accounts in the same set of books and reporting only a portion of them to the department. Secretary Bird contemplated the revision of the accounts and desired to put the new one in operation as soon as possible. He has consulted the department somewhat concerning the matter, and I saw it entirely clear as to his right to deplore the boarding house, banking department and uniform accounts from his report to the department.

Upon this question I desire your opinion.

Mr. Bird informs me that the entries upon the College records show that the Board of Agriculture has spent sufficient dollars worth of stock in the boarding house store but that the stock was never paid for by vouchers nor in any way except by some accommodation or privilege.

With reference to the banking accommodation and the purchase of uniforms for students, it is purely a matter of accommodation and I cannot see as the Board recognizes any liability in the matter.

Finally Bird and the department are of the same opinion with regard to the advisability of separating the three classes of accounts herein mentioned, from those properly pertaining to the College, provided proper correction will permit of such separation.

Very respectfully,

Rector & B.D. 

Auditor General

Dictated by

Henry Humphry

Tracer: Accountant

At the request of the Attorney General and Mr. Humphry, I went with them to the Attorney General’s office at two different times and with them went over the entire matter. Their conference resulted in the following authority from the Attorney General, upon receipt of which I made definite arrangements for instituting the new system at the College in accordance with the resolution of said Board adopted at its last meeting:
Hon. Robert D. Crit.
Auditor General
Lansing, Mich

Lansing, Mich April 19, 1899

Dear Sir:

I am in receipt of your favor of the 17th inst. from the accounting department of your office, in which you state that your desire my opinion on the question of whether certain accounts that have been kept in the books of the secretary of the State Board of Agriculture are properly State accounts subject to the supervision of your department, and whether you should compel these accounts to be brought under the general system of accounting which obtains in your department. The accounts referred to are:

First. Those of the Club Boarding Association of the Agricultural College.

Second. The accounts of money deposited by students with the Secretary of the College.

Third. Accounts for military uniforms supplied to students.

I have investigated the matter and find that the Club Boarding Association is an independent corporation, organized under the law of Michigan, and is absolutely controlled by the students of the Agricultural College who are members of the Association. They elect their own officers, and the only connection that the Association has with the State Board of Agriculture is that the association has permission to use the dining rooms connected with the dormitories of the Agricultural College, and the Secretary of the College is treasurer of the Association.

Prior to 1882, the State Board of Agriculture, in managing the Agricultural College, had a steward and himself provided board for the students in the dormitories. This system was abandoned, and the Club Boarding Association was formed. It would be convenient for the Board of Agriculture to do as they did prior to 1882, viz., that all receipts and disbursements from such sources would be state funds, and the accounting for the same could come under the general system that
that appears to your office. But it is competent for the Board of Agriculture to discontinue this system and turn over the duties of running a boarding house to a private individual, or to an association, and absolve them from all control or responsibility. This, it seems to me, has been done, and for that reason I do not think that these boarding house or club association accounts come under the supervision of your department. The Secretary of the State Board of Agriculture, who is the treasurer of the Club Boarding Association, is responsible solely to the Club Boarding Association for the funds that he receives, and he is not obliged to account for the same to the State or to any other person or association than the club.

In reference to the deposit of money by the students with the Secretary of the State Board of Agriculture, I find that the following system has grown up: Among the first that the Agricultural College is located at some distance from Lawrence, it has been found a convenience by the students to deposit money belonging to themselves, with the Secretary of the College. He kept practically as a banker for their benefit in his safe, and he is accountable solely to those who have made deposits with him. In case of a loss by the Secretary and the inability to pay the money that he received, he is liable to those who made the deposit. I do not think that any valid claim could be established against the State if such a loss occurred. For this reason I do not believe that such accounts properly come under the supervision of your department. In this connection, I would state that it seems to me that the Board of Agriculture is morally if not legally responsible for the safe care and accounting for money thus received and I think that it comes under this system is in vogue and is maintained by the State Board of Agriculture, the Secretary should give a bond for the benefit of those who have placed money in the hands of a trustee for the benefit of the depositors. For is the several depositors as their interests might appear.
In reference to the matter of uniforms, I am informed that the State Board of Agriculture merely acted as an agent to supply uniforms to the students and that by the terms of the contract which it had made with the makers of these uniforms, all liability is incurred by the Board. For this reason I would think that these accounts would not properly come within the jurisdiction of your office.

I would state further, that it appears to me that is no question of the impropriety of keeping these various accounts in the hands of the Board in which the State accounts are kept, and the moneys that appertain to these special matters of Board deposits and uniforms, should be kept entirely separate from State funds.

Yours very respectfully,

Homer M. Owen,
Attorney General.

"I have to report in connection with the above matter, that on May 1st, we expect to be ready to open books under the new system. I may add in general that, both Mr. Owen, the Attorney General and Mr. H. W. Henry, the State Accountant, have expressed great satisfaction at the changes made.

New evidences of the necessity of a change along the lines mentioned, have repeatedly occurred during the past month. Vouchers that have been once paid have been duplicated by heads of departments and sent out again for payment, second payments being checked only by the honesty of the people with whom we have dealt. It is to be hoped and I firmly believe that the new system will prevent the repetition of such occurrences."

In further accordance with a resolution of your Board to revise the bulletin list, I have attached to the last bulletin sent out the following notice:

To the recipient of this Bulletin:

"Dear Sir: Bulletin will be discontinued to you unless you renew your order payable to April 15, 1899. Write your name and postoffice address plainly on postal card and send same to A. P. Bird, Sec. Agricultural College, C. C. Mich."
I have to report that at the present date the new list numbers over 16,000 names with a considerable number being added each day.

On April 1st in accordance with the recommendation of President Hudson, I notified the farmers that hereafter they would not be allowed extra time for their regular daily work of twelve hours each, to some time it had been their practice to work for thirty-five dollars ($35.00) per month, twelve hours each day including Sunday, but to charge for extra time for three hours each day.

I proposed to warn that they would work twelve hours the same as before, for which they would receive thirty-five dollars ($35.00) per month during the dry season weather; rains and forty dollars ($40.00) per month during the dry and winter months. My reason for doing this was the fact that the summer the work is very light while in winter it is correspondingly heavy. At the time I made the proposition a real friendship had just been taken on and it seemed to me that such was grave danger that under existing conditions the farmers might stick with us during the winter months and have no work to turn to in summer.

As a result, the two employees gave immediate notice that they would give up their jobs on April 1st of 19_. This plan that carried out and new farmers have been secured in their places in conformity with the offer which I made to the old employees. In connection with this change, I have to submit to your Board the following communication which is self explanatory:

Lansing, Mich. April 22-9_

A.C. Bird Co.

Secretary, Agricultural College

Dear Sir:

I herewith have you a statement of the hours of extra labor performed by Mr. Frank Childs (on Tuesday) and the amount which we claim for such extra service at twelve and one-half cents per hour. Will you bring the matter before the Board at their meeting this week and adjourn.

A.C. Will you please notify me of the action taken?
by you, Board?  

Most truly,  
F.J. Schulinge.

The amount of Mr. Childs' claim is eighty-eight dollars ($88.00).

I have questioned Prof. Hul who hired Mr. Childs, andlearned from him that the bargain was made to include Sunday work at the stated price per month. It is also a matter of record that Mr. Childs had drawn his pay regularly each month, accepting the settlement made upon the basis of Sunday work included without protest. Also he has drawn pay for the extra hour of Sunday work the same as the extra work on other days. Also there on file in my office a receipt signed by Mr. Childs making the following:

"Receipt of the Michigan Agricultural College for A.C. Prof. Secretary, due and 75.00 dollars, payment for eightieth house work as janman, according to the rate at which I have been employed during the past eighteen months. Is due and at $25.00 per 30 days, 11.66 per day equals $1.91.  

Frank Childs

Dated April 22, 1899."

I have written Mr. Schulinge that I would present the claim of Mr. Childs to your Board for its consideration. Referred to Committee on Employees.

The question of additional water supply for the College is a pressing one. It will be remembered that the Board of last year gave authority to the President and the then Secretary, to take up this matter, giving them power to act. Nothing definite has yet been done and the matter still remains open for Board action. I have taken the liberty of addressing the following communication to Prof. Hul regarding the

mattes.
Prof. Hill:

Dear Sir: The question of additional water supply for the College demands early solution. I will, therefore, prepare an opinion as to the most feasible method of providing same under existing conditions and await estimates as to cost, sending same to the office of possible provision to the next Board meeting which occurs April 26th at 7:00 p.m.

Very truly yours,

C. A. Reid

Secretary

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Mr. A. C. Reid

Secretary, M.A.C.

Dear Sir:

As requested in your letter of April 21st, I have considered the question of additional water supply for the College, and in this connection I have been so fortunate as to secure the advice of several engineers who had much experience with water-workec districts.

The new method is one in solving the question, the one should be in the case under consideration, not only to secure an ample supply of water, but also to do away with the present method of using unfilled pipes and well water in the mains.

The desired results could be secured by installing an independent system of pipes in connection with the present well for supplying water for drinking and similar purposes, and using the present system to furnish water for sprinkling, baths, etc., and in case of fire, or such results might be obtained by the use of several wells, say three or four, using water from wells only for all purposes as possible.

Investigation as to the certainty of results to be derived through additional wells, has not led to satisfactory conclusions, while the plan of using two systems is one that offers such results, and hence the latter system obtains, in our case, considerable favor. On the other hand, the method of pumping
from wells only, in one which if successfully carried out would undoubtedly furnish more satisfactory results in respect to operation and maintenance.

Upon considering the probable ultimate cost of both systems in this case (bearing in mind that the present mains (wood) have been in place from twelve to fifteen years and that the advantage in the event of laying a new system of mains may arise from supplying water for all purposes provided for), I am led to the opinion that the College authorities would afford to proceed to bore another well in the vicinity of the present well for the purpose of testing the possibility of commercially establishing a supply of water adequate for use from wells only. Mr. Newell the College Engineer confesses in the foregoing opinion,

If satisfactory results were accrued in the case of an additional well, the question of an immediate supply would be settled.

I trust that the brief true statement for consideration of the very important question, presented makes a more complete presentation of points involved and all prevented the presentation of detailed estimates of costs.

Very truly yours,
Chas. T. Neil

Refused to Rev. eggs and the Secretary.

In conformity with the suggestion made in my last report regarding the weighing of coal at the Boiler House as a check upon the work of our furnaces, I have received the following communication:

M.L., April 15, 99.

Prof. Neil,

Dear Sir: Will you kindly have made for the use of the State Board of Agriculture, plans for weighing the coal used by the stoker at the Boiler House each day and estimates as to the cost of arranging such a system, the thing we have in view is to arrange some check by which we may know whether or not our furnaces are doing their work as they ought. The Board met April 16th, and if possible I wish to have said plans in my hands before that time.
Very truly yours,

A.C. Bird

Secretary

His reply is as follows:

Mr. A. C. Bird
Secretary M.A.C.

Dear Sir:

In answer to your letter of April 15th., relating to plans for weighing coal and checking weighing figures, I would say that I have not deemed it advisable to rely upon work of detailed plans in this case before calling attention to certain conditions which confront us.

The conditions in the existing coal of a rearranged or new steam plant, as a whole, and the bifurcated condition of the present coal chutes, would seem necessary to take up in the near future, the steam plant problem, and this would involve consideration of methods of handling coal; the state of the present chutes is such as to make one hesitate about installing much additional apparatus in connection with same.

I have gone over several schemes for arriving at the desired results, and the one most satisfactory to both Mr. Russell and myself under the present arrangement of boiler, house and chutes, provides for the use of an oven feed hopper system and the conveyance of coal from this to boiler room floor in a traveling bucket, also the use of a spring balance for weighing purposes.

Estimated cost of material and labor for system planned equals one thousand dollars and cost of weigh meter, etc., necessary to balance of checking work of figures, is two hundred thirty-five dollars ($235.00).

It is to be clearly understood that the foregoing

estimate does coal handling installation only.

After recommending Daily arrangement, however, I desire to ascertain by the College authorities what changes in the existing steam plant, and if so written what plans. An authoritative opinion on the foregoing point would enable the writer to make a probable recommendation in the matter.
The accompanying cut will give a general idea of the proposed work, I shall explain.

Very truly yours,

Chas. J. Weil

Refused to Nunn, March and Hills.

The consideration of these two questions has raised another in my mind which I deem of practical importance, relating to the excessive expense for coal upon the College premises. The fact that we are probably soon to need new buildings in which new forms will be required for diverse purposes, suggests the possibility of amending our contract with Mr. Pratt in such manner as to use electricity for these purposes. If this were to be done, the idea naturally suggests itself—Why not also use the spare power to operate our water pumps during the summer months when furnace fires are not needed for heating purposes? In accord with this idea, I addressed to Prof. Weil the following communication:

M.A.C. April 24, 99

Prof. Weil,

Dear Sir: Will you kindly prepare an answer to the following question, submitted same to the office previous to the recent meeting of the Board, April 26th at 7:30 p.m.: What would be the saving in coal for coal during that period of the year when fires are not needed for heating purposes, if the power for operating the pumps were provided from other sources, taking in mind always the necessity of being ready for action, action in case of fire alarm.

Very truly yours,

A. C. Bird

In reply to which I received the following:
Mr. A. C. Bird,
Secretary, M.A.C.

Dear Sir:

Mr. Newell and the writer have estimated separately the saving in cost of fuel if, when shown hot is not used for heating purposes, shown be not furnished for fume purposes, and we agree that saving during such period, provided steam pressure be maintained as shown to done for fire protection, would amount to, at present price of fuel, about two hundred fifty dollars ($250.00).

Very truly yours,

Chas. S. Neil.
L. F. Newell.

Refund to Committee on Buildings and College Property.

In making repairs of piping lines, it is a continual source of serious trouble and expensive expense to determine the location of the underground pipes. Many times during the past six weeks he has had the College three and four dollars to remove a pipe which might have been uncovered at one quarter to one third the cost, had the location of the pipe been known. This has led to send the following Communication to Prof. Vesser, which I humbly submit:

Prof. Vesser,

Dear Sir: Hill you kindly prepare an answer to the following question and submit the same to this office, previous to the next meeting of the Board, which occurs April 26th at 7:30 p.m. What would be the cost of preparing a suitable map showing the complete underground system of pipes for both heating and water supply? Very truly yours,

I have received the following reply:

[Signature] Assistant.
Mr. A. C. Bird
Secretary

Dear Sir:

I have not at hand the data upon which to base a perfectly satisfactory answer to your question. That would be the cost of preparing a suitable map showing complete underground system of pipes for both heating and water supply.

Estimate that $500 expended in the next two months would give us a copy of existing maps with some additions from instruments, which would provide the engineer quite satisfactory records, sufficient for most practical purposes. I assume that we can find students who will be glad to engage to do the work of tracing and blue-printing.

Very truly yours,

[Signature]

H. K. Uddev

Referred to One. Snyder and the Secretary with power to act.

Thus bring us into our office showing the amount of available funds on hand in the State treasury belonging to the College, and feeling that the Board would be glad to know whether or not we were living beyond our income, or within it, I addressed to the Auditor General’s Office on the 15th inst. the following communication:

M.A.C. April 15-99.

Hon. Auditor General,
Lansing, Mich.

Dear Sir:

Will you kindly have mailed to this office at your convenience the statement of the amount due the College from the Land Trust Deed and fund to this date. Will you also report balance due at the beginning of each quarter for the past ten years. I mean by this the amount due after the credit has been given at the beginning of each quarter.

I would not trouble you for this data were it not for the fact that no record has ever been kept in this office regarding this matter, and it is impossible for us to ascertain whether or not the College has been drawing...
upon the income from than it ought. Hoping for an early reply I remain

Very Truly yours

A. C. Bird
Secretary

In answer thereto, I have received the following statement:

Lansing, Mich. April 20, 99

Mr. A. C. Bird
Sec. Agricultural College
Michigan.

Dear Sir:

As requested by yours of the 15th inst., I hand you herewith statement showing amount to the credit of the Agricultural College Interest fund at the close of business, each academic quarter for the past ten years.

I also enclose statement of receipts and disbursements, reply from account of the 69th State Inspection, as shown by our books. The receipts are all issued to D. H. Buhl, paid Secretary, by the Treasurer, and countersigned by the Auditor General.

I have just received the opinion of the Attorney General, bearing upon the matters which we discussed with him, and am very much pleased with the conclusion he reaches. As requested by you verbally, I enclose a copy of that opinion.

Very respectfully

Dictated by

Henry Humphrey
Sec. and Accountant.

Rector D. D.,
Auditor General
<table>
<thead>
<tr>
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<th>Amount</th>
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</thead>
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<td>1990</td>
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<td>Dec. 31</td>
<td>1871</td>
</tr>
<tr>
<td>Dec. 31</td>
<td>1872</td>
</tr>
</tbody>
</table>
"It will be one of the new features of the new system of account which we shall start on Monday next, to show plainly at all times the condition of the accounts with the State Treasury."

"The contract for coal goes in force on May 1st. I have investigated the matter thoroughly and am convinced from what I can learn that it is advisable to make the contract at once for the ensuing year. I have submitted propositions to several coal dealers both within and without the State and present herewith the respective offers which have been made by them."

"I would also call the attention of the Board to the method of turning in receipts to our office. It is the practice at the end of each month and sometimes two or three times a month, for each department to turn in receipts in each, classifying same according to their different classifications. The names of the parties to whom they are given do not appear. It comes to me that the records of the Secretary’s office should show the source of all receipts and the names of all persons from whom these receipts came."

Refund to Finance Committee and the Secretary.

"I would also respectfully call the attention of the Board to the fact that there are three clerographers regularly employed upon the grounds, one in the Secretary’s office, one in the office of the Director of the Experiment Station, and one in the office of the Superintendent of Forestry, Institutes and College Field Crops. The last two of these clerographers are paid a salary of thirty-five dollars ($35.00) per month, while the former receives but thirty dollars ($30.00). I have looked into the matter carefully and am thoroughly convinced that the work of the clerographers in my office is equal if not more arduous and requiring far more of the ability of the work performed and the time required, with that of the other two. After two months experience in the office having become carefully the work of the clerographers at present employed, I felt it my duty to recommend that the salary be increased to the rate received by clerices in
The employment. Referred to Committee on Employees.

All of which is respectfully submitted A. C. Bird
Secretary.

Adjourned to 8:30 a.m. Thursday
Session 8:30 a.m.
April 27, 99

Same members present.

The Finance Committee reported that the bond of treasurer Davis had been received, approved, and placed on file in the Office of the Secretary of State.

An recommendation of Dr. Snyder, Prof. Marshall was given leave of absence for the balance of the college year, for the purpose of going abroad, at his own expense, to study in connection with his experimental work, salary to be continued.

The matter of Prof. Ligge’s attendance at the meeting of the American Nummy Society was left with Mr. Snyder, with power to act.

On recommendation of the Finance Committee, the Chemical Department was granted an addition of two hundred dollars ($200.00) to their appropriation, the same to be deducted from the regular appropriation for the next six months.

On motion, the subject of raising salaries was laid over until the next meeting, except that of the stenographer in the Secretary’s office, the latter salary was raised uniformly with that of the other stenographers to thirty-five dollars ($35.00) per month, beginning May 1st, 1899.

On motion, the action of Mr. Snyder in arranging for special instruction in sugar beet chemistry and field work, and the temporary keep-employment of Mr. Boyl.
Champion of the Michigan Sugar Company, in connection with said course was approved.

The matter of making contract for soft coal for the coming year was next taken up and the following bids were declined:
- Standard Coal Co., Saginaw Mich. Steam Up $1.75 per T.
- O'Connell's, Chicago, Ill. 2 1/2
- St. Charles, Saginaw Mich. 2 10
- Saginaw
- Hocking Valley Fuel Co., Columbiana, O 1.90

The Hocking Valley Fuel Co. being the lowest bidder, the Secretary was instructed to enter into a contract with said company to furnish all soft coal needed by the College for the year beginning May 1st 1899 and ending May 1st, 1900.

The claim of Frank Childs for extra pay for Sunday work was laid over until the next meeting, the Secretary being instructed to send full statement of the matter to Mr. Allen.

The matter of making exhibit at the State Fair were left with a special committee of two members to investigate and report. One appointed as such committee members: Messrs. Meurer & Allen.

The matter of arranging with Mr. Platt for enlarging the scope of his contract with the College was referred to Mr. Allen and the Secretary.

The matter of map of pipes for record for access and power to act.

The matter of exhausted Institute funds was referred to the Institute Committee.

The report of State Jubilee Line was received and placed on file.

The request of Mr. Luce to attend a national meeting of
Inspector of Nurseries was granted, providing Mr. June shall make proper arrangements with the State Board of Agriculture as to allowance of his expense account in attending said meeting.

The Board authorized Mr. Manson to approve the expense account of Mr. Skels dated March 1st and April 1st, 1879.

The following resolution was unanimously adopted:
Resolved, That on and after May 1st, 1879, each department making sales of College property or receiving funds belonging to the College shall keep the hours of eight and nine o'clock each morning, file in the disbursing office as complete a written record of the preceding day's transactions and turn in to the disbursing office all cash received in connection with same.

Further, Resolved, That all accounts due the College hereafter be collected by the disbursing office at the end of each month.

Further, Resolved, That in entering into credit transactions all departments are authorized by the Board to express good business practice.

The action of the District Council in authorizing the preparation of a bulletin upon certain so-called commercial foils, was approved by the Board, but included that the proof of same be submitted to Mr. Allen before publication.

Adjourned to meet at the call of the President of Board.
Board Meeting

May 25, 1879

Present: Geo. Manton, Rev. Snyder, Mowrer, Hille, Thaxter, March, Throckmorton, and the Secretary.

Minutes of last meeting read and approved.

Rev. Snyder presented request of Prof. Mowrer for additional appointment to the Farm Department. Referred to Farm Committee.

Rev. Snyder presented communication from the Alumni of the Urban Educational Association, offering to send two Urban students providing fees could be remitted. The motion of Mr. Hille, the President was directed to authorize the proper authorities to send one to each.

Rev. Snyder presented communication from Dr. Throckmorton regarding the attendance as a delegate at the meeting of the Agricultural College of Indiana, which was presented to San Francisco. Referred to Committee on Employment.

Also the request of Mr. Throckmorton to be retained for another year at a salary of $600. Referred to Committee on Employment.

Also the request of J.D. Scott for increase of pay from $125 to $150. Referred to Committee on Employment.

Rev. Snyder reported that he had authorized Prof. Marshall to expend about $500 in the purchase of apparatus for the Biological Laboratory while in Europe. The motion of Mr. Hille that the action of the President was approved.

Rev. Snyder presented request of Mr. Mowrer for increase of salary. Referred to Committee on Employment.

Also request of Miss Rockmore for increase of salary to $500 for the next year. Referred to same Committee.

Also request of Miss Hille for increase of salary. Referred to same Committee.
The following business report was presented by the Secretary:

To the State Board of Agriculture,

Gentlemen:

I have to report for the past month the following
situation of business pertaining to the duties of my office:

In reply to the communication from my office to Prof.
Wife, pursuant to the last meeting of your Board, I have
received this day from Prof. Wife the following:

"Mr. A.C. Beld

Dear Mr. C.

Dr. Wife,

In answer to your inquiry concerning progress of
work on plans for heating galleries for Halls and Hillside
Halls, I would say that I found it necessary to proceed to
prepare new plans of said Halls for the work. Our floor
plans and calculations of square surfaces and contents
for Hillside are nearly complete, and the necessary
measurements have been made for the plan of Halls.

I have recently been engaged in making experiments
to determine best arrangement of radiators, considerations for
the work.

I expect to be able to report on general plans and furnish
list of radiator required. Same time left work.

Yours truly,

Chas. L. Wife."

At the last meeting of your Board, authority was given to
have prepared for the use of the College, a complete record of
all奖励 plans and surveys on the grounds. The same is
now under preparation in charge of Prof. Thaddeus of the
Mathematical Department and will be complete before the
Close of the term. All work upon same is being done by
student labor.

In accordance with a resolution of your Board at its
last meeting, all cash receipts for College property are used
banded into this office every remaining and all credit
transactions are recorded regularly every day in the books.
of the office. A complete record is kept of all transactions showing the name of the party in practice, purchasing, the style of the piece, and the price paid.

In order to facilitate this work I took the liberty of issuing the following notice to several heads of departments on April 29th:

"N.A.C. May 5, 1879.

Dear Sir;

Until further instructions are received by the Board the office will place the following interpretation on the resolution of the Board, a copy of which we mailed you on April 19. That all credit claims to regular customers amounting to less than $100 each day be left out of the daily report and that the same be entered on each Monday morning for the previous week. In connection with this modification you will please to insert the necessity of having the accounts complete on the morning of the first day of each month for the previous month. Also the exigencies arising at the close of each College term.

Very truly yours,

[Signature]

Do as far as my observation extends and as far as the work of my office is concerned, the plan is working satisfactorily to all concerned.

The record accounts and the accounts of the office are kept separate from the state accounts proper and the two sets of books are kept separate and distinct from each other. This practice has prove[...]

Also the transactions of the office, which had hitherto not been entered upon books and the receipts in connection with which had not passed through the cash drawer, are now all a part of the regular income and are treated the same as other accounts.

The keeping of the student record, which is a record
of the class standing of the students throughout their entire course, is a matter of considerable complication. At present it is only after the expenditure of great amount of time by the heads of departments that the exact rank of any student not having full credit for his regular work can be determined. At the request of the President of the College and several heads of departments, I am attempting to provide a system by which this seemingly unnecessary complication may be avoided.

It has been the practice of the Farm Department in handling the dairy products to treat each transaction as matter how small, as the unit of entry in keeping all accounts. As soon as the work of class matured and transferred to my office, the idea of once suggested itself, that unnecessary work was required by such practice. Accordingly on June 21st, a communication suggesting that these products might be handled upon the ticket system as in the practice of nearly if not all practical business. On May 29th, I received from Prof. Swift a favorable reply, and we hope by June 1st to have the new method in operation.

Since the adoption by the eastern banks of arbitrary rule regarding the handling of demand exchange, it has been a matter of serious annoyance to us how we were to pay our bills by check, outside of Michigan. I accordingly suggested to the City National Bank of Lansing with which we keep our account, that an arrangement might be made whereby our checks drawn upon the National Bank here at Chicago or New York banks with which this account were carried. Mr. Davis has very readily made arrangements and therefore our exchange drawn upon Lansing is as far anywhere in the country.

On May 17th, the following account was presented to my office for payment:

April 15, 1872.
To Ann Feller $2.00
To傲emning Bank $0.00

I hereby certify that these bills were furnished by me for College work done by myself, that they were seen out.
probably about April 15, 1873 and that I have never received pay for same.

Geo. H. Ottingham

To this bill was appended the following comment from Mr. H. Butterfield:

"Mr. Bird:

Mr. Ottingham spoke to me about a little seven and a half year old child that he says he brought into the office the first time. This was before I knew and of course I knew nothing about them personally. I have only to say that of late years the College has furnished several articles and books to work with of this class of work.

Yours,

H. H. Butterfield."

Unfortunately refuse to draw vouchers in payment of said bill until the receipt has been referred to your Board and accordingly submit same.

The changing of our system of books from single entry to double entry, the running of complete accounts in the place of many small ones and the transfer of a portion of the book work of the several departments to the Secretary's office has made it necessary to add to the office force an additional employee. Until the work shall have been pressed upon by the Board, nothing but temporary arrangement has been, or will be made. I had the opportunity of becoming the acquaintance of Miss Clara Himan, a practical book keeper, with whom I was strongly acquainted and who I can recommend in every way, and I make an arrangement whereby she has been keeping me in the office taking two employees for our usual work at the rate of $500 per annum.

I would respectfully ask the Board the privilege of permanently employing Miss Himan at a salary of $500 per year without regard. This request comes within the financial bounds established by your Board at Feb. 21, 1877 which reads as follows:

"Resolved that Secretary Bird be authorized to make his own selection of office assistants provided the expense of this already arranged for by this Board, subject to the approval of Board."

Adopted.
All of which is respectfully submitted.
A.C. Bird
Secretary.

The coal contract with the Rocking Valley Fuel Company was approved by the Board.

The bill of Mr. Stringham was upon motion, not allowed.

Upon motion, the action of the Secretary in employing Mr. Hume as book-keeper in the Secretary's office for one month at a salary of $500 per annum was approved by the Board.

On motion, Mr. Hume was permanently employed as book-keeper at a salary of $500 per annum without rooms.

Report of State Inspector True received and placed on file.

Mr. Hume presents the following resolution:
Resolved, That the Committee on Employees, with the Secretary of the Board, be requested to recommend at the next meeting of the Board, a roster of all employees of the College, giving the name of each, the department and the amount of the pay. That these recommendations be submitted to the Secretary at its next meeting, and if adopted, that this in immediately presented to each of said employees a written contract in accordance with said report, for the year beginning July 1, 1899 and ending June 30, 1900. Adopted.

Mr. Hume presents the following resolution:
Resolved, That the business management of the M.C. Store be conducted as are other departments of the College by the Secretary of the College and that all accounts and money relating thereto be kept in his office from this date.

Mr. Hume presents the following resolution:
Resolved, That a committee consisting of the State Board, Committee on Agriculture, Farm, Experiment Station, and the President of the College, be appointed by the President to present and formulate a plan for the reorganization of the Experiment Station and in connection with it, the related farm and Agricultural Department, with a view to a more...

Management of M.C. Store

Reorganization of Farm Station
practical equalization of their work and economical distribution of employees.

On motion, the Board adjourned to 9:00 a.m., Friday, May 27th.

Friday Morning Session

9:06 a.m.

Same members present.

Mr. Hilde of the Academic Committee recommended that Mr. Cooper be relieved from work on the N.A.C. Board and that his full time be given to work in the English Department. On motion of Mr. Monroe, the report was laid upon the table until the next meeting.

Mr. March from the Committee on Buildings & College Property recommended that the floor be raised in Prof. Quinby's house and that the balance of the work be postponed for further consideration. Adopted.

All other requests for repairs were put over for the meeting.

Mr. Hilde moved that the request of Prof. Quinby to be sent as a delegate from the Experimental Station to the National Meeting of Directors of Experiment Stations at San Francisco be granted. Mr. Monroe moved an amendment, restricting the appropriation for Prof. Quinby's expenses to $300. Motion as amended passed.

Mr. Monroe moved that the request of Dr. Nestor to be sent as a delegate to the meeting of Official Agricultural Chemists at San Francisco be granted, limiting the expenses account to $100. Mr. March moved as an amendment that the amount be reduced to $75. Amendment carried. Motion carried.

The chief investigation committee presented their report. On motion of Mr. Hilde, the report was accepted and adopted with an amendment striking out all references from the report.
Mr. Marsh from the Special Committee appointed to consider the advisability of employing a Superintendent of Buildings REPORT as follows:

The Committee appointed to investigate the feasibility of employing a General Superintendent of Buildings are prepared to make the following report:

After going over the matter and investigating the work of different institutions that have tried and are trying the plan we suggest, we would recommend that a suitable person be employed for one and one-half years upon a salary not to exceed $1,800, and travelling expenses when away upon business connected with the College. The report shall be to take entire charge of the buildings, looking after all repairs and building of new buildings, making of plans and estimates, dealing with all plumbing and lighting. All complaints or notices of any needed repairs or repairs, in any and all of the department shall be made to him. He shall investigate every one and give probable cost and estimate and report to the President or Secretary of the Board in his absence, but when in session, he shall report to the Board, but at all times he shall be under the control of the President and Secretary of the College. It shall be his duty to see that the work is done and to secure all materials at the best possible price, under the direction of the President and Secretary and to keep an accurate account of all cost and report same to the Secretary.

It shall also be his duty to keep posted upon the prices upon everything in and around the College as far as possible. He shall be held responsible to the President and Secretary for all buildings.

All repairs pertaining to the buildings, water, heating, lighting and other work, which may be placed under the supervision, it shall be his duty to look after.

At every Board meeting it shall make a written report of the buildings, condition of same and all work under the supervision, and suggestions as to want of same.

The motion of Mr. Bagby the report was accepted and placed on file.

Mr. Hurb moved the adoption of the following resolution:
Resolved, That Mr. Johnson is hereby employed for a term of eighteen months at a salary of $125 per month, as Superintendent of the Construction and Repair of College Buildings. He shall be under the general direction of the President of the College, but his duties shall be performed under the immediate direction of the Secretary to whom he shall report daily. His salary shall begin when he commences work, the same to be agreed upon by Mr. Johnson and the Committee on Buildings and College Property. Carried.

The motion to move the addition of $100.00 to the Women's Department appropriation for the current six months, in accordance with the following communication from the head of that Department.

May 25, 1879.

Mr. J. D. Angell,
College.

I have again waited to ask the State Board of Agriculture for money for my Department.

At present, our difficulties exceed our resources, and further need of help is imperious. It is a fact that the piano has been used in the women's dormitory, and has just been purchased. Another reason is that rent has been paid, and cannot be paid upon some pianos used by women students.

The women have been making payments as much as possible, and accordingly supposed that we owned all pianos now in our department, and have not allowed for such bills. A third reason for asking for further appropriation is the necessity for a book case in Attic Hall. Dr. Kellog has generously started the library by a gift of about twenty books. The girls themselves are subscribing for a second one.

The amount I wish last year and the amount probably necessary, for my department up to July 1st.

as follows:
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<td>Gasoline</td>
<td>9.36</td>
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<tr>
<td>Professor's expenses in Cooking School</td>
<td>5.00</td>
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<tr>
<td>Labor</td>
<td>5.00</td>
</tr>
<tr>
<td>Book Case</td>
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<td>Bills (small bills unpaid)</td>
<td>5.00</td>
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<tr>
<td><strong>Total</strong></td>
<td>103.36</td>
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</table>

**Paid** 30.00

The amount probably necessary for Women's Department to June 30th is 100.00.

M. A. K. Heil.
Dean.

Adopted.

Mr. Walker from the Committee on Botany and Horticulture recommended the balance of $60.00 to the regular apportionment to the Horticultural Department, in consideration of outside work done by that department in accordance with the following communication from the head of that department:

M. A. Q. Mar. 22, 1877.

Mr. J. D. Snyder.
Dean.

At the opening of the year I was informed that my apportionment for the present year was to come the current expenses of this department was $100.00, but I was never given a balance charged against it of about $50.00 which relates to this effect the available apportionment. Although aware that for the past two years that has been a slight deficit in the funds apportioned to this department, I did not object to this strictly accountable for it as it has been incurred in work done with the request of yourself, and myself, and the need for maintaining the department should not be held accountable as it was for purposes that have not been considered when the apportionment was made. In nearly every case it was for work authorized by the Board of Agriculture and placed in the hands
of the Secretary and President. This work made it necessary to reduce the number of men employed and on October 5th, under orders to bring the vineyard into good condition for the winter, the men were paid for the keeping of the vines under care. Other men who were hired by the day for this work received $1.25 and as the expenses incurred for the work done by the department was at the rate of not over $1.25 a day for each man and $2.25 for a man and team, it was economy to have the work done in this way. Although other minor jobs were attended to the following are the more important ones:

**Shingling Belling for Street Railway**

Opening, grading and graveling the
new drain and grading between them.

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<th>November and December 1877:</th>
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<th>Delton 1877 and April 1878:</th>
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<tr>
<td>Grading and cutting for work from College Hall to Street Station:</td>
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<tr>
<td>4 days work of 1 man at $2.25</td>
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<td>5.00</td>
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<tr>
<td>4 days work of 1 man at $2.00</td>
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<tr>
<td>5.00</td>
</tr>
<tr>
<td>Hauling 60 loads of gravel 3 miles at $0.60</td>
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<td>36.00</td>
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<table>
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<tr>
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<tbody>
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<td>10 days labor of 1 man at $2.00</td>
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<tr>
<td>20.00</td>
</tr>
<tr>
<td>10 days labor of 1 man at $2.00</td>
</tr>
<tr>
<td>12.50</td>
</tr>
<tr>
<td>Grading, cutting, washing, laying out and graveling stone and walks, digging and planting trees, shrubs, 16 days at $1.25</td>
</tr>
<tr>
<td>20.00</td>
</tr>
<tr>
<td>Hauling two 350 lbs and soil</td>
</tr>
<tr>
<td>3.00</td>
</tr>
<tr>
<td>Hauling two 350 lbs and soil</td>
</tr>
<tr>
<td>15.00</td>
</tr>
<tr>
<td><strong>Total:</strong> 70.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October 1877: Labor filling and grading over the crew from the Greenhouse and the Steam Line to Agricultural Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 days at $1.25</td>
</tr>
<tr>
<td>12.50</td>
</tr>
<tr>
<td>Hauling away surplus earth: 4 days at $2.00</td>
</tr>
<tr>
<td>8.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labdr grading and hauling away earth from stone line to Chemical and Botanical Lakes, and College Hall. 5 days at $1.25</td>
<td>10.00</td>
</tr>
<tr>
<td>Hauling 10 loads of gravel $0.55</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>18.00</td>
</tr>
</tbody>
</table>

September 1878.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading for walk to Delta.</td>
<td></td>
</tr>
<tr>
<td>12 days, one man $1.25</td>
<td>15.00</td>
</tr>
<tr>
<td>4 days, one man $1.25</td>
<td>5.00</td>
</tr>
<tr>
<td>Hauling 40 loads of gravel $0.55</td>
<td>20.00</td>
</tr>
<tr>
<td>3 days, one man $1.00</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>48.00</td>
</tr>
</tbody>
</table>

October 1878.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading, filling and graveling drives on Delta. 26 days at $2.00</td>
<td>52.00</td>
</tr>
</tbody>
</table>

November 1878.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading and building fence for Art Park. 8 days, 2 men $2.00</td>
<td>16.00</td>
</tr>
<tr>
<td>18 days, 2 men = 36 days $1.25</td>
<td>48.00</td>
</tr>
<tr>
<td>1 man for 20 days</td>
<td>200.00</td>
</tr>
<tr>
<td></td>
<td>261.00</td>
</tr>
</tbody>
</table>

$614.00

Last Spring when I asked for money for a new lean, I suppose it would be given in addition to the appor- tionment, but later on found that it had been charge- against it. This amount together with the item exceeding above $1244, amount to considerably more than the amount of the deficiency of the past two years. Will you kindly bring this to the attention of the Board of Agriculture and ask that in consideration of the above facts, the full amount of the appor- tionment be allowed for the present six years.

Very truly yours,

[Signature]

Mr. Hawkins from the same committee recommended the construction of a stone walk on the south side of the Armory. Resolved,

An motion of Mr. Wilks, Prof. Nunnford was seconded.
to purchase a Jersey bull without restrictions. The farm amount of the purchase at the time the bill is rendered.

On motion, the Secretary was instructed to accept
accompany, for all funds received in connection with
accounting amounts of the College and to give check
funded to $2,000 to J. S. Snyder in trust for safely
the expenses of said fund to be paid by the College
Rev. Peter appointed Marcus Wadsworth, Will. Allen,
and Rev. Snyder as a special committee upon reorganization
of the Department of Marine Farm and Agricultural departments.

Adjourned to 11:30 p.m.

C. G. D. [Signature]

Revision, 1:30 p.m.

May 27, 1899

Same members present.

On motion of Mr. Monroe, the Secretary was in-
structed to notify the several heads of departments
in the Bureau's office present to June 25, 1899.

On motion of Mr. Monroe the President and Secretary
of the College were appointed as committee with power
the construction of new buildings.

Adjourned subject to the call of the President.

[Signature]
Board Meeting.

June 14, 1899, 1:00 p.m.

All members present except the Governor.

Moved by Capt. Allen that the Board meet in District No. 30 on July 26th and take the book from that point to the Upper Arkansas for the purpose of locating the State Development Station, the establishment of which has been provided for at the session of the Legislature. Carried.

On motion the Secretary was instructed to notify the newspapers of the Upper Arkansas and such persons as would likely be most interested in the location of the new Development Station.

By vote of the Board a resolution of thanks was granted Dr. William Fulks of Grand Rapids for his donation of physiological apparatus to the College.

On motion a committee of two were appointed to adjust affairs between Club C and the Club Boarding Association. The President appointed as such committee Messrs. Monitor Matthews.

An adjournment was taken at 4:30 p.m. 

Session 4:30 p.m.

Dale members present.

The Secretary presented the following report:

To the State Board of Agriculture:

Gentlemen,

I would respectfully call your attention to the following items of business in connection with the Secretary's office which seem to need immediate...
Consideration:

First. The heating system for Mills and Williams Halls, shall we do this work under the supervision of our regular College employees?

Will students be employed upon said job? Should the contract for material be placed at once?

Shall we proceed to take out the old system as soon as the College closes for the summer vacation?

Second. Which of the buildings, the plans for which have not already been provided, shall Mr. Johnson begin upon first?

Third. The painting of the College grounds has been asked for. Both outside and inside. Shall it be done during the summer vacation?

Fourth. Which buildings upon the grounds will be painted during the coming summer?

Fifth. If the term of doing building is to be constructed, will the work workers be employed upon came?

Sixth. If new calculations are to be made upon the College campus, it would seem wise to have work as soon as possible finished so that it may be out of the way before College opens in the fall.

All of which is respectfully submitted.

A. C. Reid
Ag'ntry.

Our motion it was decided to do all the work possible on the new heating system under charge of the regular employees of the College.

Our motion of Mr. Powers to repair work on the heating system was decided to be done as far as practicable by student labor.

Our motion, the letting of contracts for the apparatus for the new heating system was placed in the hands of...
Aupt. Cutman and Prof. Weil held the inconsidered that
and contracts be let at once.

Moved that the old system be removed from Wells and
Williamson Halls at once under the direction of the Secretary of
the College.

The painting of the College houses, the painting of other
buildings, and the repairs upon buildings and
improvements upon the College campus were all left to the
Committee upon Buildings and College Property, with power
to act.

The Committee on Employees presents the following
report:

Resolved, that the following scale of employees be
adopted for the year beginning July 1, 1899 and ending
June 30, 1900, with the salaries he above; the same to be
in force only for the one year, except in cases of heads of
departments.

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary</th>
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</thead>
<tbody>
<tr>
<td>Prof. Groton</td>
<td>$2,300</td>
</tr>
<tr>
<td>J. F. North</td>
<td>1,800</td>
</tr>
<tr>
<td>F. C. With</td>
<td>1,500</td>
</tr>
<tr>
<td>C. H. Allen</td>
<td>1,000</td>
</tr>
<tr>
<td>A. Harries</td>
<td>800</td>
</tr>
<tr>
<td>H. J. Foster</td>
<td>600</td>
</tr>
<tr>
<td>Martin Adman</td>
<td>420</td>
</tr>
<tr>
<td>W. A. Moulage</td>
<td>18</td>
</tr>
<tr>
<td>F. A. Keally</td>
<td>18</td>
</tr>
<tr>
<td>J. H. Shaff</td>
<td>18</td>
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<tr>
<td>W. L. Sterling</td>
<td>18</td>
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<tr>
<td>W. A. White</td>
<td>18</td>
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<tr>
<td>C. A. Young</td>
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<tr>
<td>A. A. White</td>
<td>18</td>
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<tr>
<td>J. O. Coot</td>
<td>18</td>
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<tr>
<td>C. A. Hook</td>
<td>18</td>
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<tr>
<td>E. A. Coot</td>
<td>18</td>
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<tr>
<td>C. A. Allen</td>
<td>18</td>
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<td>C. A. White</td>
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<td>C. A. Moulage</td>
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<td>C. A. Shaff</td>
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<td>C. A. Coot</td>
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<td>C. A. Shaff</td>
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<td>C. A. Shaff</td>
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<td>C. A. Coot</td>
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<td>C. A. Allen</td>
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<td>C. A. White</td>
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<td>C. A. White</td>
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<td>C. A. Moulage</td>
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<td>C. A. Coot</td>
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<td>C. A. Allen</td>
<td>18</td>
</tr>
<tr>
<td>C. A. White</td>
<td>18</td>
</tr>
</tbody>
</table>
Mechanical Dept.

Prof. Hill
H. L. Leonard
O. L. Nelson
H. C. Quirk
H. R. Bramson
Clara Newman
G. C. Bower
L. F. Jenkins
Paul Thomson

1600. with house
650.
800. rent" rooms
700.
1600.
550.
600
420

2 for each 2 days teaching and
25% for two for with work.

Chemical Dept.

Dr. Keppie
Prof. Keppie
L. O. Freeman

2000 rent house
1500
550

Botanical Dept.

D. Beal
C. F. Whible
A. O. Longyear
H. E. Albina

1100. with house
1000. " rooms
550
36 pm we 7 mo in yr.

Physical Dept.

Prof. Norcross

1250 with rooms.

Veterinary Dept.

Dr. Halaman

1600

Bacteriological Dept.

Prof. Marshall

1200

Zoological Dept.

Prof. Barnes

A. H. Tette

1800. with house
1000.
<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Rate</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homoeo. Dept.</td>
<td>Miss Hill</td>
<td>1100</td>
<td>w/d room</td>
</tr>
<tr>
<td></td>
<td>Mrs. H.</td>
<td>700</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mrs. Harris</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mrs. Marshall</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Mathem. Dept.</td>
<td>Prof. Hidden</td>
<td>1800</td>
<td>w/d room</td>
</tr>
<tr>
<td></td>
<td>Mr. Babcock</td>
<td>1000</td>
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</tr>
<tr>
<td></td>
<td>Mr. O. Deal</td>
<td>600</td>
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<tr>
<td>Eng. Dept.</td>
<td>Dr. Edwards</td>
<td>1500</td>
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<tr>
<td></td>
<td>Miss Allen</td>
<td>900</td>
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<td>D. J. City</td>
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<tr>
<td>History Dept.</td>
<td>Prof. Herkens</td>
<td>1250</td>
<td>w/d room</td>
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<tr>
<td></td>
<td>Mrs. Hall</td>
<td>400</td>
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<tr>
<td>Drawing Dept.</td>
<td>Prof. Herkens</td>
<td>1250</td>
<td>w/d room</td>
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<tr>
<td></td>
<td>Mrs. Hall</td>
<td>400</td>
<td></td>
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<tr>
<td>Other Math. Dept.</td>
<td>L. F. Newell</td>
<td>600</td>
<td>w/d room</td>
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<tr>
<td></td>
<td>A. J. Chater</td>
<td>1.75</td>
<td>pr. da.</td>
</tr>
<tr>
<td></td>
<td>Mrs. Chater</td>
<td>1.50</td>
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<tr>
<td></td>
<td>Mrs. Beach</td>
<td>40.</td>
<td>pr. w/6 m.</td>
</tr>
<tr>
<td></td>
<td>F. C. Shultz</td>
<td>45.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Library</td>
<td>40.</td>
<td></td>
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<tr>
<td></td>
<td>Mrs. Jansen</td>
<td>45.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mrs. Jansen</td>
<td>40.</td>
<td></td>
</tr>
</tbody>
</table>

- 125 w/d room
President's Office.

Mrs. Bangs 32.00 with honor.
E. D. Fort 50.00

Secretary's Office

Secretary Reid 80.00 with honor.
E. C. McCay 100.00
Miss Heiman 50.00
P. Baldwin 4.20

Cash

Henry Gamson 80.00 with honor
H. K. Perry 4.20

Geo. H. Smith, Carpenter $1.50 per day
D. G. McVey 2.00
J. Babe Painter 2.00
C. J. Fort Matheus 4.20

Janitors

John Scott 32.00 per
M. D. Scott
M. E. Elderkin
L. Price

Above report adopted by vote of board.

Mr. Wadding presents the following report for the special committee appointed to reorganize the Experiment Station Farm and Agricultural departments:

Resolving that the Agricultural Dept. the Experiment Station and the Agricultural Dept. be reorganized upon the following basis:
The employing of the department shall consist of a Professor of Horticulature at $500 per annum with house; an Assistant Professor of Horticulature at $400 per annum; a Foreman of the Gardens at $500 per annum with house; a Gardener at $400 per annum; a Florist at $300 per annum with room and an Assistant in Greenhouse at $250 per annum.

The Prof. of Horticulature shall be at the head of the department and shall have general supervision and be responsible for the work of the department. The Assistant Prof. of Horticulature shall have charge of the close instruction and assist in the general work of the department. The Florist, Assistant in Greenhouse and Foreman of Gardens shall perform such duties as shall be assigned to them by the head of the department.

**Farm Department**

This department shall consist of a Professor of Agriculture who shall be Superintendent of the Farm at $1600 per year; an Ass. Prof. of Agriculture who shall be Assistant of the farm and who shall do the work prescribed by the head of the department. His salary shall be $1200 per annum; an Instructor in Dairying at $750, a Foreman of the Farm at $600 per annum and house and a Mechanic at $450, board room per annum.

He will allow $100 for services of a stenographer. All to be under the supervision of the Prof. of Agriculture. The Prof. of Agriculture shall have immediate supervision of the close instruction and farm management and also of all the work of those employed in his department. The Ass. Prof. of Agriculture shall have charge of the farm house.

**Experiment Station**

The Experiment Station shall consist of a Director who shall have general charge and supervision over all departments in the Agricultural Experiment Station at a salary.
of $1,300. and of an Agriculturist who shall have charge of the agricultural affairements at a salary of $1500.

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculturist</td>
<td>1,400</td>
</tr>
<tr>
<td>Chemist</td>
<td>300</td>
</tr>
<tr>
<td>Secretary</td>
<td>500</td>
</tr>
<tr>
<td>Horticulturist</td>
<td>200</td>
</tr>
<tr>
<td>Curator</td>
<td>150</td>
</tr>
<tr>
<td>Botanist</td>
<td>500</td>
</tr>
<tr>
<td>Exp. in Sci. Dept.</td>
<td>200</td>
</tr>
<tr>
<td>Arch. Herbarium</td>
<td>600</td>
</tr>
<tr>
<td>in Chemistry</td>
<td>550</td>
</tr>
<tr>
<td>Bacteriologist</td>
<td>1000</td>
</tr>
<tr>
<td>Druggist</td>
<td>500</td>
</tr>
<tr>
<td>In Charge of A. H. Corr. Inst.</td>
<td>500</td>
</tr>
<tr>
<td>Librarian</td>
<td>120</td>
</tr>
<tr>
<td>Chair for College</td>
<td>210</td>
</tr>
<tr>
<td>Cash. Reg. Office</td>
<td>100</td>
</tr>
<tr>
<td>Bank R.</td>
<td>100</td>
</tr>
<tr>
<td>Post R.</td>
<td>100</td>
</tr>
<tr>
<td>General</td>
<td></td>
</tr>
</tbody>
</table>

Dean of Short Courses and College Extension Lecture

Superintendent of Farming Institute

This... 400 and 500

Adopted by the following vote:

Ara. Weller, Allen, Meredith, Pres. Snyder, President.

May... Hille, Monroe.

On motion, the report of the Committee on Employment was recommitted to each with the adoption of the report on reorganization.

On motion a recess was taken to 7:30 p.m.
Evening Session.
7:30

Cane number present.

Petition from H. D. Neils and 150 others for certain improvements in building accommodation was received and referred to the Committee on Buildings and College Property.

The motion of Capt. Allen to make a walk of looking over connections, waste places and electric light arrangements for purposes of the Miles project was referred to the Committee on Buildings and College Property.

The following persons were recommended by the Committee on Reorganization to fill positions created by this report:

**Horticultural Dept.**

- Professor of Horticulture, J. P. Safford
- Hort. Thos. Guinan
- Asst. in Greenhouse, U. P. Helwich
- Gard., R. A. Perry
- Foreman, O. A. Honda.

**Farm Dept.**

- Prof. of Agriculture and Asst. of Farm, H. H. Mumford
- Asst. in Dairying, G. H. Buehler
- Forman of Farm, C. H. Allen
- Husbandman, R. A. Habibun
- Chemist, W. E. Coon

**Experiment Station.**

- Director, C. D. Smith
- Horticulturist, J. P. Safford
- Agriculturist, J. D. Lowery
- Chemist, R. C. Kelley
- Secretary, R. C. Langley
- Assistant, C. H. Berman
- Consulting Entomologist, W. R. Barrows
- Consulting Botanist, C. M. Miller
- Engineer, W. E. Coon
- Asst. in Dairy, H. H. Mumford
- Asst. Horticulturist, M. D. Dean
- Asst. in Chemistry, L. A. Mumford
- Bacteriologist, C. E. Marshall
- Asst. Bacteriologist, R. H. Pettit
- Librarian, Mrs. Landen
- Librarian, I. Clifton
- Asst. Librarian, F. A. Kenney
- Book Keeper, Mrs. Hinman
- Chemist, W. C. Bason
- Chemist, W. C. Bason
Dean of Elfth Convent, College Extension Office and Superintend of Farrell Institute. C. D. Dunn.

Addressed to Thursday morning 8:00

Thursday Morning

8:00 o'clock

One member present except Mr. Walker.

An inquiry of Capt. Allen. Prof. Dunn was elected Dean of the Elfth Convent.

An motion, the reorganization adopted at the
previous sessions was found to take effect July 1, 1899.

An motion, the Secretary was authorized to pay $200 to
back Institute bills, provided the Institute bills passed by the session of the legislative authorities.

An motion the Board authorized the printing of
the Farrell Institute reports.

The Committee on Appointments presented the following
report:

Salaries

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<tr>
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<tr>
<td>Hort</td>
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<tr>
<td>Mechanical</td>
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<td>Hating</td>
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Acad. English

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<tr>
<td>Military</td>
<td>150</td>
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<td>Added</td>
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</tbody>
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Total: $5,25
The motion it was decided that henceforth all receipts and fees received by any department be credited respectively to such department.

The motion that the above apportionment was adopted.

Moved that the secretary be instructed to notify the head of each department of the work of each department must be arranged as to keep expense within the apportionment granted, and that if any balance remains at the close of any six months period, the department having such balance shall to submit for same in addition to succeeding apportionment, same to take effect July 1, 1897.

The motion the following persons were granted the Degree of Bachelor of Divinity upon recommendation of the faculty:

O. Manning Agnew
Cliff J. Austin
Marie Austin
Owen A. Beitzel
Joseph A. Burkley
Charles E. Ballinset
Fred A. Blake
A. Fred Eldredge
Wallace H. Fugue
Edward E. Fagan
George N. Gillet
William D. Hand
Dover J. Lapsa

Charles Johnson
H. Osborn Kegoe
Agnes B. Kielce
Christian F. Kielce
Mary H. Raphael
Fred N. Strong
Philip S. Ause
John Arumce
Allan H. Ctine
A. Homer Swift
Francis E. Hest
Tay Hulce
J. D. M. Dernceet.
Mr. Chad presented his report as Inspector Agent which was upon motion accepted and placed on file.

On motion the President and Secretary of the college were appointed a committee to investigate as to whether or not the college had received full credits from the land grant United fund.

On motion a recess was taken to 11:30 a.m.

Session 11:30 a.m.

Some members present.

It was moved by Capt. Allen that what is known as the Central Site for the Houses and Buildings, now occupied by the houses of Prof. Good and Capt. Wilber, be selected for the new Houses and Buildings. List by vote as follows: Capt. Moses Allen and Judge

J. M. Good, President Snyder, Moses Tucker, Jett.

On motion the location of the Houses and Buildings was postponed until July 15th.

Present then to 1:30 p.m.

Session 1:30 p.m.

Some members present.

Communication from Prof. Barrows regarding changes in departmental work was referred to the Academic Committee.

Communication from Mr. Pettit relating to certain repairs to his house was referred to the Committee on Buildings and College Property.

The resignation of Frank V. Blake on account of his having secured a better position as Assistant Professor of Mathematics in the North Dakota Agricultural College.
was received and upon motion accepted.

The resignation of H. O. Gladen as Assistant Professor of Agriculture was accepted to take effect July 1, 1894.

Upon motion of Mr. Moreau, the President of the College and Prof. Hill was appointed a committee to recommend fees for students in the Mechanical Course.

Adjourned to July 26, 9:30 a.m. at Detroit, Michigan.

City of Meadville.
Road Meeting July 11, 1594.

Anson City of Mackinaw, 11:30 a.m.

All members present except the Governor.

Orr. Snyder presented a report of Architect Dukeman on the proposed site for the new Anson City Building.

Moved by Mr. Mills that site No. 1— that north of the Library Building be adopted.

Amendment offered by Mr. Allen that site No. 2— that on the grounds now occupied by the residence of the President of Agriculture and Horticulture and the Secretary be adopted.

Amendment lost by the following vote:


Original motion carried by the following vote:


Recess taken until 3:00 p.m.

Joseph, Clerk.

Session 3:20 p.m.

Same members present.

Minutes of meeting of June 14-16 read and approved, after the following correction: The insertion of the following resolution:

Resolved, That draft of Club C. be managed independently of the Club Boarding Association, and that Nourse, Nourse and Halcomb be appointed a committee to adjust affairs between said Club and Club Boarding Association. Carried.

On motion the night watchman was allowed a vacation of two weeks, without pay, at the discretion of Orr. Snyder.
On motion the triennial catalog was authorized.

On motion Mr. Snyder presented a communication from the War Department to the effect that it would be impossible to detail a commandant for the College until the war in the Philippines shall cease.

On motion Dr. Kelton was placed in command of the Military Department until other arrangements shall be made by the Board.

On motion the secretary was instructed to refund the surplus of the independence institute funds for expenses incurred previous to July 1, 1899, to the Attorney General.

Communication from Dr. Abel regarding finances of his department was referred to the Committee on Botany and Horticulture with power to act.

Communication on Academic departments reports adversely on the request of Prof. Barrows for additional help in his department.

Report adopted.

Messrs. Snyder, for himself and Prof. Hul Committee appointed to recommend fees for mechanical work reported as follows: For mechanical students a fee of $1.00 per term for shop work and $2.00 per term for laboratory work. For agricultural students in blacksmith and shop work a fee of $1.00 for full term.

Report of Mr. Sheple Collar traps agent was read, accepted and placed on file. The financial report of Mr. Sheple was read and Prof. Martin was authorized to approve same.

Report taken subject to the call of Prof. Martin.
The following report of the Committee appointed to arrange for Agricultural Department in the Michigan Farmer's University, was read and approved. The report reads as follows: The President and Secretary of the College wish to appoint Mr. J. Lawrence, the proprietor of the "Michigan Farm" on June 25, in Detroit. After a full discussion of the whole matter, Mr. Lawrence offered the College space free of charge for a department in the "Farmer" to be known as the Agricultural College Department. The space allotted to this department to be from one to three Columns or more of good reading matter can be furnished by the College. This offer was accepted by the officers of the College. It was mutually understood that the material to be furnished should be a record of such College work as would be of interest to the farmers of the State, to give with answers to important questions submitted to the different departments of the College.

Resolved that Mr. J. Lawrence that the College send an exhibit to the Lawrence County Fair, and upon motion referred to Mr. Snyder with instructions to write Mr. Norton and all others applicants of a similar nature that the College would be unable to make exhibits at any expense of the State Fair this fall, owing to the condition of the College finances.

Mr. Snyder requests certain office furniture for the Secretary's office. Upon motion $100.00 was voted for same, to be expended by the President at his discretion.

Resolved of Mr. Snyder for new bath tub and certain repairs to back room in his residence, was referred to the Committee on Buildings and College Property.
Request of C. A. Brookes, H. H. Vanser, and E. J. Rugg that they be given the privilege of working connections with the Delta system, the College water supply, and the College lighting system, was laid upon the table until the Committee report in upon a similar request before referred to it.

The Supply recent report from Prof. Munford making certain requests which were referred to the Farm Committee.

The question of allowing employment of the College to do work outside of the regular department work was referred to a special Committee consisting of Messrs. March and Morse.

Committee on Employment reported as follows:
1st. That Joseph C. Jeffery of Madison, Kentucky, be appointed Assistant Professor of Agriculture at a salary of $1200.00 per annum, without leave.
2nd. That Miss Halt be given leave of absence for one year without pay and that her place for the time be supplied by Miss Sprague.
3rd. That the selection of an Assistant Professor of Physics be further considered by the Committee and the Committee be given power to act.

Report adopted.

The Secretary presented the following report:
To the State Board of Agriculture:

I would respectfully submit the following business report pertaining to the duties of my office since the last meeting of the Board:

Pursuant to the reorganization of the Board, written contracts for the year beginning July 1, 1879 were submitted to all instructors except those of departments and to all other employees of the College whose names are upon the regular payroll. All of these contracts have been signed and are on file in my office.

Prof. L. O. Yelovich was notified of his election as
Assistant Professor of Agriculture at a salary of $1,200 per year without benefits. His acceptance has been received and is on file.

Prof. Mapes has also deposited his acceptance of the position of Professor of Agriculture and Superintendent of Farms at a salary of $1,500 per year without benefits.

It has been the custom for many years, as far as I can determine from the records, to charge the expenses of the Secretary of the Board at all times when upon Board business to the College account. It occurred to me that when the Secretary of the Board is away from College on business the Board, with the Board from and returning to College work his expenses should be paid from the general fund in the same manner as the expenses of the Board members are paid. In conformity with this idea, I addressed a communication to the Attorney General stating my contention in the matter. I have received from him the following communication:

"Raising. July 11, 1899.

A. C. Price, Secretary.

Raising, Me.

My Dear Sir: Your letter of June 30th, received, relative to the payment of your expenses as Secretary of the State Board of Agriculture while in the direct service of your duties under the law. The question you submit for my consideration is as follows: "If the regular meeting of the Board is called away from College, said Board meeting representing the same, can any expenses as secretary to the college be the same manner as those of the Board members?"

Section 1536, Compilation Laws of 1897 provides that the number of the Board shall receive no pay or compensation for their services, but shall be paid their traveling and other expenses while employed in the business of the Board.

Section 1540 provides for the payment of a salary of $1,000 to the Secretary of the Board to be paid quarterly from the State Treasury in the same manner as are provided by law for the payment of the salaries..."
of state officers.

Section 1841 define the numerous duties of the
secretary of the board. There is no provision in the law
related to the payment of expenses incurred by the
secretary other than the legitimate expenses of the Board.

I am informed that the expenses referred to you in
former years have been paid out of the College fund
but I am unable to find any warrant of claim for
payment in this matter. It is a general rule of law
that public officers acting pursuant to authority are
entitled to be reimbursed for anything reasonably and
necessarily disbursed by them in discharging the duties
of their office notwithstanding the fact that there is
no statutory provision regulating the matter of
disbursements. When, by law, a public officer is
required to do certain duties by direct subpoena,
means are afforded by which those duties may be
performed. Under the Constitution of this State it is the
duty of the board of state auditors to examine and
audit all claims against the state of Michigan in the absence
of any express provision of law pertaining thereto. The
Compensation mentioned in section 1843 of the Compiled
Laws of 1897 is not one intended to cover expenses
of this character. The same is compensation for service
only. Under circumstances as stated by you I am of
the opinion that expenses incurred in the discharge
of your duties would be a claim against the State,
these being no other provision for the payment of
such expenses and the same in my judgment is a
proper matter for the board of state auditors to pass
upon. If the claim is found to be reasonable and
just the amount should be audited by the board of
state auditors and paid out of the general fund
of the state.

Yours respectfully,

Horace H. Owen
Attorney General
No action has as yet been taken by the Board as to the purchase of the escape for Hills and Williams Halls as provided for by the recent legislature, appropriating $300.

No action has as yet been taken by the Board regarding the location of the Dairy Building, the location of the new barn, or the details of removal of the present cattle barn and long barn.

Mr. Lehman and Prof. Numford are at work upon plans for the new barn and hope to have the same ready to submit at this meeting, but after completing plans Mr. Lehman found from careful estimations that the construction could not be kept within the appropriation of $4000. He is at present engaged in revising these plans. Since if the barn is to be built the that work should be begun as soon as possible. I would suggest that the matter of accepting new plans might be left to a committee.

The Auditor's General in a communication, a copy of which has been sent to each member of the Board, states that there probably will be no funds available for new buildings until next March. He has asked particular aid upon the subject and he informs us that it is nearly possible that a small portion of the funds might be furnished by the state this season. In case the state finds itself unable to furnish such funds authority will be granted the Board to borrow money at 6% per cent for its purposes needed.

In conformity with the resolution of the Board, Prof. Lehman and Prof. Ills set the Contract for furnishing supplies for the new heating system at Hills and Williams Halls to the Michigan Shipbuilding Company of Lansing, Michigan. The removing of the heating system in the two halls named promises to cost $360. The legislative appropriation to same is $2500. Under a strict interpretation of the law, the Auditor General refused to allow the current fund to be drawn upon to pay for the deficit. After considerable argument, however, he agreed to audit charges against the special appropriation fund for repairs to buildings to the amount necessary to complete the work.
Owing to an act of the legislature, session of 1897, it will be necessary to submit perfect working plans of the new buildings to the Board. The State Board of Education and Chancellor before the Auditor General can make the payment of vouchers for same. This will apply to the new male and also to the new women dormitory.

It will also be necessary to submit the dormitory plans to the State Board of Education.

Several dealers inform me that the price of hard coal shipped by the combine will advance twenty-five cents per ton on August 1st. The amount used by the College each year is 600 tons.

Whereas, others inform me that owing to the advance in price of material there must be some changes made in plans for Annex Building. The outside walls be built of stone only to top of foundation. $8000 will be saved. $15000 can be saved by not placing stationery wash tubs in rooms. $3000 can be saved by leaving gymnasion uncompleted except for hardwood floor. It doubtless

As stated with that change the building can be completed within the appropriation. They also report that complete working plans will be ready by next fall.

I would suggest action to the Board with reference to the question as to whether the contract should be let complete to one party or not. Also that the Board take some action towards determining the quality and kind of material to be used in the outside walls.

As treasurer of the Club Accounting Association it becomes my duty to inform you that Club "D" of the association through the past business management of the clubhouse and house of auditorium has outstanding orders against the treasury amounting to $165, which we find with which to pay said claims. Account was settled in this club at $10 per week. It should have been audited at $25 per club.

I would respectfully ask formal action of the Board upon the project of retaining the practice of issuing notes for the buildings on the Campus at this cost price. As Wampole, I would like for the present cattle barn at $3500 and the boiler house at $2500, also the Superintendent house at $4000.
Ade for furnishing military uniforms for next year were solicited from the Henderson-Turner Company of Kalamazoo, Morgan, Clark and Morris of Detroit and the Bancroft and Jones Company of Grand Rapids. The last named firm was able to supply all the items except rifles July 26th. The bids received were as follows:

*Henderson-Turner Company* $14.50
*Morgan, Clark & Morris* $14.75

 mismo quality as last year, last year's price was
$15.75.

All of which is respectfully submitted.

[Signature]

At the request of the Committee, the Chairman and Architect Salmon were appointed a committee with power to act in connection with the purchase of fire escapes for Hille and Williams Halls.

On motion the Secretary was instructed to pay all bills for removing heating system in Hille and Williams Halls out of the reserve of the appropriation of $2500. from the appropriation for repairs to buildings.

On motion the Secretary was instructed to draw the contract immediately for the supply of hard coal for the College for the year beginning August 1, 1899.

On motion, the Henderson-Turner Company being the lowest bidder was given the contract for uniforms.

The following resolution was adopted by the Board:

"Resolved, That all students purchasing new uniforms shall be required to purchase same in accordance with the contract entered into with the Henderson-Turner Company and that no uniforms will be accepted by the Commandant in charge of procurements for any other course or in any other manner."

On motion, the Committee on Buildings and College Property, the Secretary and Architect Salmon were appointed a committee to investigate the kind of material to be used in the new Women's Building.
Rev. Snyder presents the resignation of P. S. Munson to take effect Sept. 1, 1899. Resignation accepted by the Board at a full request.

Chairman March of the Committee on Buildings and College Property presents the following report:

The following is the condition of the repair and construction work at the College at the present time:

The Boiler House has been cleaned.

The new return pipe from the Mechanical Building to the Boiler House has been laid and excavation re-filled.

Hardwood floor has been laid in the entire second and third floors of College Hall, except one office room, and including all hallways.

Trusses have been placed in the attic of College Hall to prevent further escaping of the water.

The painting of the greenhouse both outside and inside is completed.

The old heating system has been removed from

Hills and Kilbourn Halls and the new system will be installed with the exception of attaching the radiators by August 10. The work has all been done by the regular College employees with the exception of one heating system fitting, for about one-half the time.

The clock for Stock room has been removed to the adjoining room on the loft and door cut through to chancellery.

Ground has been broken for new coal shed to hold 500 tons and to be located adjoining the engine room on the east. Construction of walls to be as

that coal can be run on level with top of coal shed and immediately adjoining.

The piping for Chemical Laboratory has been removed and the new work on same has been completed on the central portion of the building.

The balance will be completed by August 7.

It has been found necessary to replace the entire roof on the south and raised portions of the Chemical Laboratory. Architect Delman finds the pitch of the roof to be too steep for gravel and has recommended a tin roof. If this roof will be about $350.

Report approved.
Special Committee appointed to consider the matter of making a College exhibit at State Fair present
the following report:

"The undersigned, to whom was referred the matter of an exhibit at the State Fair, October 25-29, respectfully report in favor of making an exhibit from the Mechanic, Horticultural and Domestic Science Department and of grains from the Farm Department, said exhibit to be under the direction of the President of the College.

E. P. Monroe
E. W. Allen"

Report accepted and adopted.

On motion the matter of retaining rooms in boarded house for young domestic students was left with the President of the College until January.

On motion the matter of furnishing furniture for said house was left with the President and President until January.

On the order was indetict to answer communication from Rev. George R. Brown, regarding making an exhibit at the Lenawee County Fair.

Resolves taken to meet at the call of Rev. Brown.

Session, Aug. 5, Stephens.

Upon motion the architect for the new Woman's Building was instructed to include in specifications for material for said building the following three kinds of stone: Portage Quarry, Marquette and Ohio Buff, and to prepare plans so that specifications can be bid upon in whole or in part.

Upon motion the Committee previously appointed to consider this question was discharged by vote of the Board.

The Committee on Athletics recommends the creation of the position of Director of Physical Culture. Upon assignment of Mr. Mills the above office was created.

On motion Mr. Charles O. Bemis was tendered the position of Director of Physical Culture at a salary of $1,000 per annum and some $7 in the event of death.
not being furnished, an equivalent to the amount of $250.

Mr. Marsh, from the Committee on Buildings and College Property, reported that the Committee had not agreed upon a report regarding the application of the owners of the "Prince" property for water connections and water supply to be furnished by the College.

On motion of Mr. Mathews, the Committee on Buildings and College Property was requested to consider the application of the above matter.

Mr. Marsh moved that the matter be referred to a special Committee with power to act.

Mr. Horner moved as an amendment that the Committee report to the Board for consideration.

Amendment carried. Motion carried.

The President and Secretary of the College were authorized to secure the service of the bridge granted the Detroit, Grand Rapids and Muskegon Railroad Company in crossing the College farm to Arbor Grove.

The President appointed as such Committee Messrs. Allen and Marsh.

On motion it was decided not to place stationary wash stands in each room of the new Woman's Building.

The Secretary was instructed to secure for the completion of that entire building under one contract.

Adjourned subject to the call of the President of the Board.

[Signature]
Board Meeting Aug. 29, 1899

Rudick House
8:30 p.m.

All members present except Mr. Hatfield and the Governor.

Minutes of previous meeting read and approved.

Our Snyder presented resignation of Mr. G. H. True, Instructor of Dairying and Dairyman to take effect Sept. 1, 1899.

On motion of Mr. Hill, resignation was accepted.

Our Snyder recommended that the Farm Home Ranch buildings be transferred from the Agricultural Department to the Department of Farmer's Institute. On motion of Mr. Hill, resolution was adopted.

Our Snyder presented request of Prof. Hill that the money saved by the absence of Mr. E. Blumenthal from the Mechanical Department be transferred to the credit of that department.

Resolved to Mechanical Committee.

Our Snyder presented request of Prof. Barlow and Dr. H. E. Smith to appoint Prof. Barlow and Prof. Ortiz to recommend the adoption of.

On motion of Mr. Monroe, recommendation was adopted.

Our Snyder presented request and recommended its adoption to Dr. H. E. Smith and Prof. Munnford that an arrangement whereby one half the time of the Instructor in Dairying be given to the Agricultural Department and the half to the Experiment Station be changed so that nine months of the time be spent in the Experiment Station and six months in accordance with the division of time.
On motion of Mr. Allen, the recommendation was adopted.

On motion, Mr. Snyder was given power to employ such tutors as in his opinion should be found to be necessary, by the increased attendance of the College this coming term. He was to have until the first meeting of the Board. Time.

Mr. Snyder informed the Board, that he had rented a certain building containing thirteen rooms, off the College grounds, and that he was ready to have them ready for the College at the price agreed upon. If the Board so desired, no action was taken.

The secretary presented the following business report:

"To the State Board of Agriculture.

Gentlemen: I would respectfully present the following business report from my office, covering the period since the last of the last meeting of your Board:

The fire protection for College property is in exceedingly poor condition. Further, the authority to purchase new fire hose, also authority to construct new place for drying same after hose.

A fire hose is not now safe for use on the entire premises. I would suggest that $300 be purchased immediately. The established cost of hose is $150.

The last authority on the College grounds informs us that the cast-iron pipe is very uncertain and that in their opinion the present would burst these pipes in many places. I would suggest that the Board issue instructions to let those pipes in the amount of the pressure at once.

At the beginning of the term, there will be available $2500 of the established labor fund. It is hoped that this fund has been to division of this fund among the departments.
The distribution has been entirely without result. Each department struggling to get all that it could and some of the departments getting nothing. I would suggest that the Board of Education devote the fund among the several departments.

Contract for equipping Hale and Williams Hall for the recreation has been given to the J. W. Mitchell Company of Detroit at $300 as per legislative appropriation. Plans for same were approved by the committee to whom the matter was referred by Mr. Snyder.

The Lake Wall contract has been awarded to A. P. Rippe's Company of Grand Rapids at $5,447 per ton for the first beginning August 1, 1899 and ending August 1, 1900.

Prof. Hardworth removed from the College Aug. 5th. Shall he be paid his August salary?

The Board has authorized the leasing of the present room occupied by the post-office by the government for the period beginning July 1, 1899 to be July 1, 1926. The postmaster informs me that the government will not make the lease but that they have instructed him to personally have the building for the same period at the same price. Shall they have to enter into in accordance with these terms?

The so-called Varianium House has been leased for one year beginning with Sept. 11, 1899 for $350. This is a saving of $25 over that paid for last year's lease. The tenants have entered into a contract to take care of the following clauses which in my opinion will help the College from the vexed question of responsibility for the bad usages of the dormitory by the students:

"Sanctions of the second party further covenant and agree that they be responsible for any extraordinary damage to said premises caused by fire, lightning, or the elements, provided such damages be in
At a former resolution of the Board passed two years ago, advertisements in the M.C. Press were limited to resistance of advertising and the amount of advertising in your columns. The practice during the past year has been in conformity with that resolution except as to amount, thus reaching your one and one-half columns generally. Shall the usual regulation be observed during the coming year?

Mrs. Olive Ackerbo who owns the corner lot on the Delta has informed me that she intends to erect a building on the "front" of the Delta for the purpose of erecting a store on same. I have examined the record fully and although it is evident that the intent of the Board was that nothing of this kind should ever be done, yet Mrs. Ackerbo's deed from the Board does not indicate the fact that the legal right to use this property as she has seems to be unquestionable; but on the other hand, Mrs. Ackerbo is receiving from the College certain accommodation in the nature of water and sewage, for which there has been no written agreement entered into. I would suggest that if the Board so wills, it might be feasible to prevent the erection of the building by suggesting to Mrs. Ackerbo that in the event of the failure in her present intention, water supply at least should be cut off from the premises.

The Allen Nursery Company of Rochester, New York threaten to bring suit against the Board unless their terms guaranteeing compliance with the provisions of Act 157, Laws of 1897, be returned to them at once. I am informed by the State Inspector of Nurseries that they have not complied with the requirements of said act and I have also a written admission from the nursery company acknowledging the failure to comply with said conditions. The particulars I have taken in the matter in my
Commimications with him is that until the requirement of said act be performed, on their part, the bond must not be surrendered. I report the matter to the Board in order that you may understand the exact condition of affairs.

In accordance with the action of the Board I have entered into a contract with the Henderson Shoe Company of Calamus to furnish military uniforms for the ensuing year at $4.00.

The new well authorized by the Board is now complete and is a success in every way. The depth of same is 330 feet. Cost of same is as follows:

325 ft. $600.
Connection with A.P. 200.

All of which is respectfully submitted.

A. B. \(\text{Secretary}\)."

Our motion the Board authorized the purchase of 500 feet of fire hose and the construction of a well for drying Same.

Our motion the Board authorized the leasing of the present room occupied by the post office to F. A. Potthoff for the period of one year beginning July 1, 1899 for $125.00 including heating and lighting.

Our motion advertisement in the M.A.O. Record were limited to residents of Lansing and the College and the amount of advertising to five columns.

Our motion the President and Secretary were given power to act regarding the proposed intention of Mrs. Backus to erect upon this Delta lot a building to be used for dormitory purposes.

Our motion of Mr. Monroe the Secretary was authorized to pay Prof. Woolworth $75 full August.
salary providing that upon investigation, he shall find that Prof. Woodworth receive no pay for the same period elsewhere.

Agree taken subject to the call of the President of the Board.

Session: August 30, 1899.

Court 2 and Sub-Station

Same members present including Mr. Hallock.

On motion, Martin A. Atkins was elected Assistant Professor of Physics and Electrical Engineering at a salary of $250 per year to be paid quarterly, and his case home could not be furnished him an addition of $150 per year.

On motion, J.J. Ferguson was elected Instructor in Chemistry, to be paid to June 30, 1899, at the rate of $150 per year.

On motion, the Experiment Station Committee and the President of the Board were instructed to work and report regarding the Experiment Station at Grayling.

Mr. Allen from the Special Committee appointed to investigate the feasibility of having certain sewer and waste pipes “in place,” to the premises of “Oakwood” reported that they had received the following communication from halls of departments at the College:

"Agricultural College. Dear Sirs,

In reply to your request for a statement concerning the capacity of the College sewer, I can say that the existing section from the outlet of the river to the manhole "C" drain station is 600 feet long, ample space to carry the household waste of faculty families in addition to such works as are already connecting with and discharging into the sewer.

Respectfully,

H.K. Vetter, Prof. H. V. Eng."
To Hon. C. P. Allen, M. P., March.

Comm. from State Board of Ag.

In conclusion:

In reply to your question as to whether the present water supply and pumping facilities of the College are sufficient for all College requirements and in addition for the attachment to the water supply system of forty additional on the so-called Oakwood plot, said residence to be furnished with water for all ordinary purposes including ordinary fire protection. I would say that the answer to this question would be yes, provided the use of water at said residence be restricted in accordance with the ordinary city restriction.

A. P. Newell.

Agricultural College, Mich.

Aug. 24, 1889

Also that in accordance with the fact that the draught up a blank form of contract which specifies the duties, individual or collective parties for furnishing drainage and water privileges and adopt the following blank:

Agr. Hussey, R. W. and Monroe

Agr. Hussey, Allen, Marsh, and Halsey

Also note that Mr. Watkins moved that the report of the Committee be adopted and the Committee be directed to draw up a contract with the owners of Oakwood in accordance with the provisions of said report with such amendments as will make justly and suitably the College, as in their discretion they shall deem advisable. Carried by the following vote: Agr. Hussey, Allen, Marsh, Watkins, and Halsey. Ray, Hussey, Dills, and Monroe.

On motion Mr. D. H. Van Horn was elected Assistant Chemist to the Experiment Station for the remainder of the fiscal year to June 30th, 1900 at the rate of $450 per annum.
On motion, the architect of the new women's building was instructed to include Jordan sandstone in the specifications.

On motion, Cleveland No. 5 Hydraulic Press Brick was adopted for thevening of the new women's building.

On motion of Mr. Mossor, the application of Messrs. Cooke, Aye, and Veeder to be furnished with certain sewer, electric light, and water privileges, was taken from the table and referred to the special committee consisting of Messrs. Allen and March.

Mr. March of the Committee on Buildings and College Property reported in favor of the application of said subject for new water fountains in the president's residence. Adopted.

Adjourned subject to call of Pres. Marchant.
Board Meeting Sept 26, 1899
Morton House, Grand Rapids.

7:30 P.M.

All members present except the Governor and Mr. Watkin.

Minutes of previous meeting read and approved.

On motion of Mr. Mowice the regular order of service was suspended and the time for the women's building time opened.

The following is a tabulated list of the bids as received:

<table>
<thead>
<tr>
<th></th>
<th>Cottage</th>
<th>Marquette</th>
<th>Tour de France</th>
<th>App</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chittenden &amp; Chamblee</td>
<td>$117925.76</td>
<td>$117930.76</td>
<td>$136400.25</td>
<td>$116720.08</td>
</tr>
<tr>
<td>Schmidt, Jacobson</td>
<td>109452.00</td>
<td>116761.00</td>
<td>109452.00</td>
<td>115444.00</td>
</tr>
<tr>
<td>Campbell &amp; Wills</td>
<td>103542.00</td>
<td>103542.06</td>
<td>98741.00</td>
<td>102783.00</td>
</tr>
<tr>
<td>Schmidt, Detroit</td>
<td>126744.00</td>
<td>126744.00</td>
<td>126744.06</td>
<td>126344.00</td>
</tr>
<tr>
<td>John Prim, Detroit</td>
<td>107500.00</td>
<td>115800.00</td>
<td>115300.00</td>
<td>117000.00</td>
</tr>
<tr>
<td>G. Ricketson &amp; Sons</td>
<td>104775.00</td>
<td>104776.00</td>
<td>98426.00</td>
<td>103358.00</td>
</tr>
<tr>
<td>H. S. Price, Toledo</td>
<td>96250.00</td>
<td>97150.00</td>
<td>96000.00</td>
<td>95150.00</td>
</tr>
<tr>
<td>J. H. Niedruch &amp; B. F.</td>
<td>98250.00</td>
<td>98250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W. J. German</td>
<td>106296.00</td>
<td>104763.00</td>
<td>105600.00</td>
<td></td>
</tr>
</tbody>
</table>

The above bids were for the building costs, except for the electrical wiring and installation. The amount appropriated for the building was $58,000.

None of the above bids being within the appropriation on section of the March, it was resolved to submit amended plans to the two lowest bidders, Mr. Mowice, W. J. Spear and A. H. Niedruch and that they be given until 9:30 o'clock P.M. on the same day in order to submit revised bids.
On motion of Mr. Snyder, Mr. Allen was authorized to employ such other help to instruct the girls as he shall need.

Mr. Snyder presented resignation of Prof. Kentett to take effect September 7, 1899. On motion, the resignation was accepted.

On motion of Mr. March, it was authorized the appointment of an Assistant Professor of Agricultural Engineering at a salary of $1,000 per year and a account of $150 per year additional allowance.

On motion of Mr. Snyder, the two temporary employees of the Mechanical department were ordered to be paid from the salaries account to a limit of $40 per account.

Mr. Snyder presented the resignation of C. T. Alford as Farm Foreman to take effect Sept. 15, 1899. On motion of Mr. March, the resignation was laid on the table and it was ordered that he receive no pay for his work in September.

Mr. Snyder recommended the election of Mr. Allen as Farm Foreman until April 1, 1900, with the same arrangements as to boarding of farm help as was accorded Mr. Alford.

On motion of Mr. March, the College will no longer provide livestock or other farm equipment for the farm house.

On motion of Mr. Allen, the farm department was authorized to replace the dead horse in No. 19.

On motion the agent for wheat chest at farm was laid over until a meeting at the College.
and in the meantime referred to the Farm Committee.

The matter of keeping a Force for the use of the officials of the Farm Department was referred to the Farm Committee to report at next meeting.

On motion of Mr. Allen the time for Cheese Cane was referred to Bros. Snyder and Prof. Wright with power.

On motion Mrs. Kielman was elected to the position of Librarian to the Department Station and the Superintendent of Institute.

Bros. Snyder, pursuant request of Mrs. Marta A. Wright for coast communications and electric light privileges referred to special committee on same.

Matter of rental of telephones was laid on the table for our next meeting.

Bros. Snyder recommended the election of A.A. Farnum to the position of Clerk to President at $300 per year.

The question of recommending to the Club Boarding Association the instalment of a baking stove was on the agenda to which report referred to the Committee on Buildings and College Property.

The report of State Inspector of Nurseries, Inc., was received and ordered placed on file.

Bros. Snyder pursuant request of Prof. Venable for Ogden residence was allowed to provide his own residence and in the event of not doing he was allowed an additional $100 per year.

Resolutions taken to 9:00 A.M. Sept. 27.
Session Wednesday Sept. 27.
9:00 A.M.

Some members present.

The Secretary presented the following report:

"To the Honorable State Board of Agriculture,

Sirs: I would respectfully submit the following

summary report from my official since the last meeting

of the Board:

In accordance with the action of the Board, I have

appointed Prof. Woodworth Acting President after receiving from

him the following communication: I wish to certify

that I have received no pay for the month of August

1899 for services rendered elsewhere than at the

Michigan Agricultural College.

O.O. Woodworth.

The acceptance of Messrs. Annie, Jeffry, and Van Horne

of the positions respectively of Director of Physical Culture

President, Professor of Agriculture, and Assistant Chemist

to the Detroit Station, have been received and are

on file in my office in accordance with the terms

authorized by the Board.

By action of the Board the office was authorized

to refund to you for two Cuban students - I have indicated

that to release matriculation fees and tuition. Does

the Board intend a broader application covering
incident fees or room rent?

I have been the practice of the College for many years to

formulize coal from the College contracts to College employees

to coal. Shall this be continued? If so I would

suggest that it be applied only to those employees

working on the College premises or in the immediate

vicinity of same. College certain employees living

in the city of Lansing have asked that this privilege

be granted them. I would respectfully ask definite Board

action regarding same."
One year ago the Union Literary Society was
informed that the town of each five of charge for heating
their society building. This I assume was because of
the fact that the rooms of the other societies and in
the College buildings were heated free by the College.
Representatives said that society informed me that
it takes five tons of coal to keep their furnace running through the winter and asked that the
allowance be increased from three tons to five tons.

In removing the steam radiation from the society
rooms and placing the new in same, the walls
have been somewhat damaged. The Society have
requested the Board to repair said damage and re-
point wood work for their free of charge, or that the
Board furnish the materials and they will apply
same or that they furnish materials have the Board
apply same. Assuming that the Board has already
done its considerable expense in placing the new
radiation in said rooms. I have refused to comply
with their requests until the Board shall take action
upon same.

By action of the Board, certain departments of the
College are using Hibbs as the State Farm this half
I would respectfully ask from what fund—Experiment
Station or College that the expense to be paid.

It has been the practice since constituting the short
course to charge no matriculation for those taking same.
Shall this plan then be continued?

I would further respectfully report that the hours
of my office at the close of business September 25,
Wholes 262 matriculations since the opening of the college
year and a total enrollment of 528. The records of the
same date, 1878 showed 418, June of 1897, 443.

All of which is respectfully submitted.

A. C. Bird.
Secretary.
Short Course

fee

Location

U.P. Station

Drill

On motion the matriculation fee for the short course students was fixed at $2.50 and the incidental fee at $2.50 with the proviso that in the event of being matriculated, short course students taking any regular college work, only $2.50 additional matriculation fee shall be charged.

On motion of Mr. Wells an informal ballot was taken on the location of the Upper Peninsula Experiment Station. A total of 100 votes cast, all of which were for the Chatham site.

On motion the informal ballot was made formal with the proviso that certain conditions agreed to by the Board from the Chatham representative be entered into, same to be left to Committee, Dr. Burt to be appointed with power to act. The President appoint as equal Committee, Dr. Snyder and the Secretary.

On motion all students were required to wear full uniform at drill.

The account of F.E. Sheehan from August 21 to September 20 was authorized to be added.

On motion of Mr. Morgan, when the Board adjourn it be until 10:30 a.m. the following morning.

On motion of Mr. March a recess was taken until 10:30 a.m. Wednesday morning as per previous motion.

Respectfully submitted,

[Signature]

Respectfully submitted,

[Signature]

The less rental bills from H.H. Sparrow and F.H. Melhus respectively were opened and with things in order of the appropriation, the H.H. Melhus $711.91, and H.H. Sparrow $791.08. Upon motion of Dr. Burt, the Board instructed the secretary to notify those two builders and the other seven original builders to settle their previous bids according to annexed plans and present same to the Board at 10:30 A.M. October 3rd at Agricultural College.

Date taken to 7:30 A.M. October 3, 1899.

[Signature]
All members present except the Governor.

On motion of Mr. Halls the following resolution was adopted:

Resolved, That the first business to be considered at this meeting shall be the opening up of the contract or contracts for the Wood's building, that it shall be made a special order and that no motion or other business shall be considered until that is finally disposed of.

The following bids were then opened.

A. H. Melrose $75,849
William J. Spen $78,600
E. A. Tomlin $74,600
Campbell & McMath $78,13
W. A. Pickett & Ross $29,75

On motion of Mr. Snyder Mr. Spen was called before the Board for consultation regarding further amendments in the plans of the proposed women's building. After full consultation with Mr. Spen and being unable to make reductions that would bring the cost within the appropriation, on motion of Mr. Morrow, Mr. Melrose was called in for consultation.

On recommendation of Messrs. Melrose and Johnson the following additions were made in the plans:

Beveled for join in join, flooring, ceiling, roofing & brick
Total $900

Furring for the outside wall of basement
Total $400

Cone, beam, brace & feet
Total $150
Change in plan.

Change upper story from 16 to 12" wall $600.
Oak, white maple flooring to No. 1. 500.
Lake Hardware to Collins 200.
Oak finish in basement and joiner shop in loft 300.
Painting all in place 75.
Painting base coat in both 729.
Painting 2.500.
Finishing brick in place of Cleveland No. 1 1520.
Roof wood off branches 200.
Total coat of varnish to two 500.
Leaving off porch 300.
New wood base in dining room 200.

Adding one foot in width to sitting room. Winch ard 200.

With these plans an the amount Mr. Mohute submitted a bid upon same for $7300.

On motion of Mr. Allen, the general contract for the new ønshine building was awarded to Mr. Mohute according to the above terms with the changes made by the Board at the meeting, and accepted by himself.

On motion, the amount of bonds required from Mr. Mohute in connection with this contract was fixed at $20,000.

On motion, the President and Secretary of the Board were authorized to enter into aforesaid contract in behalf of the Board.

Mrs. Snyder presented report of Prof. Page for certain changes in office room of Prof. U. C. Redick.

Resigned. Referred to Committee on Buildings and College Property.

Miss Ruhland presented resignation of Ellen A. Rockmore as Instructor of Domestic Science.

On motion, Mrs. Snyder was authorized to accept said resignation at such time as she shall have arranged for a suitable successor.
The Committee of Finance reported the following appointment of student labor fund, which appointment was approved.

<table>
<thead>
<tr>
<th>Farm</th>
<th>700.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post.</td>
<td>275.</td>
</tr>
<tr>
<td>Janitor</td>
<td>225.</td>
</tr>
<tr>
<td>Res. Off.</td>
<td>50.</td>
</tr>
<tr>
<td>Hwy.</td>
<td>50.</td>
</tr>
<tr>
<td>Chem.</td>
<td>15.</td>
</tr>
<tr>
<td>Mechanic</td>
<td>25.</td>
</tr>
</tbody>
</table>

On motion of Mr. Nason the Board rejected all plumbing bills and the Secretary was authorized to return certified checks to the respective contractors.

The Secretary presents the following communication:

"Lansing, Sept. 26, 1899.

Mr. A. C. Bird,
Secretary State Board of Agr.,
Agricultural College, Mich.

Dear Sir:

Commissioner French endeavored to reach you by telephone at your office Tuesday but you were absent attending the State Fair. He learned to each your attention of the fact that it has been reported to this office that College lands in Alcona and Iosco counties are being transferred upon and the tenants cut under an agreement to settle with the State at a certain stated price for stumpage. To one employed by this office is authorized to make any such arrangement. It was deemed best to refer the matter to you for such action as the Board think advisable.

Yours truly,

Arthur O. Loomis,
Deputy Commissioner."
On motion the Secretary was instructed to confer with \[\text{Mr. Stone} \] regarding that communication.

On motion the Secretary was instructed to investigate the rumors regarding the above mentioned transactions.

Mr. Snyder presented a request of Prof. Nurnford to purchase a fine Puller Angele clarinet for block judging purposes; same to be paid and placed upon the market when in proper condition.

The Farm Committee reports favorably upon said request and upon motion the recommendation was adopted by the Board.

Adjourned.
Board Meeting

Hotel Downey, Saratoga

Nov 23, 1899

Present: Vice-President Monroe. Messrs. Halls, Allen, Marsh. President Snyder and the Secretary.

Minutes of previous meeting read and approved.

Purchase of hotels.

Prof. Snyder presented a communication from Prof. Numfurd regarding the purchase of three hotels for the college and one hotel for the college hotel. On motion the action of Prof. Numfurd was approved.

On motion of Mr. Halls, Prof. Hall was authorized to attend the Convention of Mechanical Engineers at New York City in December and expenses to be paid by the college to the limit of $300.

On motion of Prof. Barrows were allowed certain geological models and relief maps. Cost not expected $100. Cash to be charged to the appropriation for the Geological Dept.

The request of Congressman Crump that Maj. Walton be granted the degree of L.C.D. was referred to the faculty to report at next meeting.

On motion of Mr. Allen, the resignation of Mr. Clar. A. Alwood was taken from the table.

On motion of Mr. Halls, the resignation was accepted and the salary due Mr. Alwood at the date of resignation was ordered to be paid.

On motion of Mr. Halls, Mr. Crocker was relieved from all work in the English Department after Jan. 1, 1900 and released for work on the N.C. Record for the balance of the college year at the rate of $200 per year.
On motion of Mr. Hils the English Department was allowed an instructor at the rate of $300 per year on the condition that the full work of the department be given to the above-named employee, viz. Dr. Edwards. Miss Albat and said assistant came to take effect Jan. 1, 1908.

On motion the selection of the above mentioned instructor was left to the committee of employees with power.

Res. Snyder recommended the appointment of Miss Crowe for eight and the half months beginning Dec. 15, 1899 at the rate of $120 per month.

Res. Snyder presents the recommendation of the faculty that junior bacteriology be added to the list of junior classes.

On motion of Mr. Allen the recommendation was adopted.

Res. Snyder presented offer of Dr. Keel of Adrian of certain zoological collections for the College museum. On motion of Mr. Nash, the proposition was not accepted and Res. Snyder was instructed to notify Dr. Keel to that effect.

The matter of appointing student labor funds for the use of the Officement Station in the future was referred to Res. Snyder and the Secretary to investigate and report at next meeting.

The matter of control of College funds was referred to Res. Snyder and the Farm Committee.

On motion of Mr. Hils Res. Snyder was authorized to employ teachers for the special short courses.

The appointment for the six months beginning Jan. 1, 1900 was referred to the Finance Committee and Res. Snyder to report at the next session.

Res. taken till right unlock Mr. Nov. 24, 1900.
Session 8: A.M. Nov. 24, 1879

Same number present.

On motion of Mr. Allen, action regarding plans for the new dairy building was postponed until the next meeting.

On motion of Mr. Wells, the new dairy building was located on the present site of the cattle barns.

The Secretary presented the following business report:

Agricultural College, Mich. 1879

To the State Board of Agriculture.

I would respectfully report the following item of business relating to the duties of my office since the last meeting of the Board:

In accordance with instructions from the Board, a contract has been entered into with M. K. Malheur, contractor for the "women's building." Said contract had the approval of C. S. Snyder, Architect, and myself prior to signing same. The bond accompanying said contract is the amount estabished by the Board. Action has been duly filed in the office of the Secretary.

I submit herewith a blank form of lease for the consideration of the Board regarding the right of way across the college lands to the O. & N. R. R. Railroad Co. for the new College side track, and respectfully ask authority from the Board to sign said lease on the part of the State Board of Agriculture.

In accordance with the Board the matter of securing land for the new Experiment Station and for concluding arrangements with the Kinsman Railway regarding location of said Experiment Station is turned respectfully reported. The deed with the accompanying abstract...
of title has been duly acknowledged, recorded and delivered to the Registry's office. The following contract of purchase by
Oscar Blythe and myself as committee appointed by the Board
has been entered into:

Memorandum of Agreement

between

Michigan State Board of Agriculture and Munising Railway Co.

It is hereby agreed by and between the Michigan State Board
of Agriculture on the first part and Munising Railway Company
of the second part as follows, to wit:

It is hereby authorized and empowered by statute of the State
of Michigan on its behalf provided, to establish an agricultural
and horticultural exhibition station at some point in the Upper
Peninsula of Michigan, more particularly said first party in
consideration of the premises and agreements of said second
party, hereinafter set forth, hereby agree to locate and maintain said
exhibition station on the line of said railway, that is, to say
of the south east quarter 1/4 section twenty-eighth (28) of Township
Forty-six (46) north of Range Twenty-one (21) west, in Rock River
Township, County of Alger.

In consideration of the foregoing agreement by said first
party, said Munising Railway Company, said second party,
provides and agrees as follows, to wit:

First. To clear, stump and grub, without expense to said
first party, twenty (20) acres of said tract at such a portion
of the value as may be allowed by said first party
said work to be completed by said second party as soon
as may be reasonably practicable after the signing thereof; and
in any case, by May 1, 1900, provided however that the space
so to be cleared, stumped and grubbed shall be cleared by
said first party not later than Dec. 1st, 1899.

Second. To clear, stomp and grub an additional twenty acres
of said tract adjoining the twenty acres above described, said
work to be completed by or before Aug. 1st, 1900.

Third. To clear, that is, to cut down and remove
all trees and underbrush, but not to stomp and grub, an
Forty acres of said tract adjoining the forty acres above described, said work to be done only upon written request by first party, but in no case shall said second party be required to do said work or to complete same before May 1, 1901, and a reasonable time to be given said second party after receipt of notice from said first party in which to complete each portion of said work as said first party shall request to be completed.

In witness whereof, said Michigan State Board of Agriculture by A.C. Bird its Secretary and said Munising Railway Company by Robert E. Morrison its President have hereunto and to a duplicate thereof set their hands this twelfth day of November, 1899.

Michigan State Board of Agriculture
by A.C. Bird, Sec'y

Munising Railway Company
by Robert E. Morrison, President

Claude U. Close

Henry N. Morrison

Witnesses

The contractor for the new women's building

H.B.

Cornerstone requests me to call the attention of the Board to the fact that it is absolutely necessary to decide at once about the nature of the stone used for said building.

I am authorized to say that the present state of the building has just been decided regarding the framing; laying of floor joists for the new women's building.

I would respectfully report that I have received assurance from the Office of the State Treasurer that sufficient funds will be available without incurring charges for the continuance of the work upon the new women's building by Jan. 5, 1900, the date upon which the last levy for the present year will be available. In accordance with this authority, the
following payments have been made upon duly authenticated
schedules with architect certificate attached:

Ottl & Knapp, Architects $2000.00
A. M. Molitor, Contractor 1987.50

I would suggest that the time has arrived for making the
appointment for the six months beginning Jan. 1, 1900.
Before making such appointment, I would respectfully report
to the Board that the income from the Land Endowment
interest fund, the library fund and one-half the Monet
funds for the present six months have been $87,844.52.
The amount apportioned by the Board for the current six
months was $31,819.00, leaving a balance of $36,025.27. It is
now, therefore, practically certain that if the appointment made
by the Board for the current six months $5000.00 will
remain unallocated and in the credit of the several
departments on Jan. 1, 1900.

The estate income for the College for the six months
beginning Jan. 1, 1900, based upon careful consideration
of prospective conditions as I am able to make it is $44,000.00.
I think the Board would be perfectly safe in apportioning
that amount for the period in question.

The present means of supplying gas to the College
Laboratories is by our own manufacture through
central stoves. The expense of same is necessarily
excessive and the result far from satisfactory. The further
equipment of the laboratory made necessary by the
development of the biological Department, the increased
demands upon the chemical and biology departments
and the equipment of the new women's building will make
this a matter of great financial importance in the near
future. I would respectfully suggest to the Board the
propriety of negotiating with the proper authorities
regarding the furnishing of natural gas to the College by
private contract or otherwise. It seems to me that if the
consumption of gas at the College was sufficient to pay
reasonable dividends upon the necessary investments
that the Lanning Gas Company would be glad to make,
that some arrangement might be satisfactorily concluded.
The fact that many of the residents upon the Campus,
and in the immediate neighborhood would doubtless
use gas for cooking purposes would doubtless prove an important consideration with the gas company when the matter is under admittance.

At the suggestion of the Board I have investigated somewhat as to the causes of deficiencies in the several boarding clubs. I believe they are caused almost wholly from this source:

First. Lack of regulation in keeping accounts, there being no intimate relation between the bookkeeper and the steward.

Second. Lack of attention on the part of the stewards, they giving over to the cooks powers and authority which they should retain in their own hands.

Third. Lack of harmony between the different stewards in the matter of purchasing. I believe if some system similar to that used in College purchases, requiring every business transaction to be accompanied with a requisition, many of the present difficulties would be avoided. If this could be combined under the management of one person, I do not see how it would be possible for the effective defence of the past to succeed.

At the request of the Board I have investigated to the best of my ability the charges brought against College Surplus Agent T. C. Skell and I wish to say explicitly that in my opinion the charges are absolutely without foundation. After visiting the scene of operations in question two different times and investigating the matter in connection with the Deputy Attorney General and the Deputy Commissioner of the State Land Office, I have been unable to find anything in the action of Mr. Skell that was not warranted by general policy of the State Land Department.

F. C. Bird

Sunday
The matter of leasing right of way to the B & W Railroad Company was referred to the President and Secretary with a request that they consult the Attorney General regarding the best method of protecting the rights of the College in connection therewith, and the form to enter into said lease in behalf of the Board, after said consultation, was confided upon the President and Secretary of the Board.

The contract with the Furnacing Railway Company was approved on motion of Mr. Allen.

On motion, the Upper Branch Dam and Drainage Station was placed in charge of the Director of U. S. Corp Station by the Station Council.

The question of cornerstone for the new women's building was referred to the President, Secretary and Superintendent Delano.

The question of gas supply for the College was referred to Mr. Allen and the Secretary to report at next meeting.

The committee on finance reported the following department appointments for the next biannual beginning Jan. 1, 1900:

<table>
<thead>
<tr>
<th>Department</th>
<th>Appointment</th>
</tr>
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<tbody>
<tr>
<td>Art.</td>
<td>$1200</td>
</tr>
<tr>
<td>Hist.</td>
<td>400</td>
</tr>
<tr>
<td>Hist.</td>
<td>800</td>
</tr>
<tr>
<td>Chem.</td>
<td>400</td>
</tr>
<tr>
<td>Art.</td>
<td>500</td>
</tr>
<tr>
<td>Chem.</td>
<td>700</td>
</tr>
<tr>
<td>Sw.</td>
<td>150</td>
</tr>
<tr>
<td>Tel.</td>
<td>600</td>
</tr>
<tr>
<td>English</td>
<td>25</td>
</tr>
<tr>
<td>Hist.</td>
<td>1500</td>
</tr>
<tr>
<td>Farm.</td>
<td>2000</td>
</tr>
<tr>
<td>Hist.</td>
<td>5000</td>
</tr>
<tr>
<td>Hist.</td>
<td>25</td>
</tr>
<tr>
<td>Library</td>
<td>500</td>
</tr>
<tr>
<td>Math.</td>
<td>100</td>
</tr>
<tr>
<td>Mechanics</td>
<td>3000</td>
</tr>
<tr>
<td>Observ.</td>
<td>150</td>
</tr>
<tr>
<td>Adj.</td>
<td>350</td>
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<tr>
<td>Class.</td>
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<tr>
<td>Lib.</td>
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<tr>
<td>Art.</td>
<td>50</td>
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<tr>
<td>Women</td>
<td>200</td>
</tr>
<tr>
<td>For.</td>
<td>200</td>
</tr>
<tr>
<td>Fine.</td>
<td>200</td>
</tr>
<tr>
<td>Spec.</td>
<td>720</td>
</tr>
<tr>
<td>Total</td>
<td>$44,500</td>
</tr>
</tbody>
</table>
Mr. Wells moved an amendment to the report fixing the amounts for the Farm and Mechanical departments at $2,200 and $2,800 respectively. Motion lost. On motion the appointment was adopted.

On motion of Mr. Wells the following resolution was adopted:

"Resolved, That the thanks of the Board be tendered Mr. & Mrs. Samuel W. Needles, Phases, for a valuable collection of photographs, showing views on the grounds, donated to the Horticultural department of the Agricultural College."

The Committee on buildings and College Property recommended the raising of the walls of the Wheeler Administration building and the building of a lecture room and said offices. On motion the recommendation was adopted.

The same committee recommended the payment to the the Myron Doeffinger Society of eight dollars ($8.00) for damage to walls caused by the installation of the water heating system.

Also the conclusion of an outside water closet for the farm at a cost not to exceed twenty-five dollars ($25.00). Motion the recommendation was adopted.

Prof. Humphreys' house. Prof. Humphreys' house at the expense of the department for the use of the department. Motion was adopted.

On motion of Mr. March the President and Secretary were authorized to investigate business records of the club boarders association, and report at next meeting.

The following report of the State Board of Corrections, and Charities was adopted and placed on file:

...
Lansing, Nov. 23, 1899.

Mr. C. Austin,
Superintendent of Agriculture,
Agricultural College, Mich.

Dear Sir:
The State Board of Corrections and Charities at a meeting held the 31st inst. examined the plans, specifications, and contract for erecting the insane building provided for by Act 108, Public Acts of 1899, and the following recommendations regarding the plans are made: That notwithstanding its number of prisoners provided, which might be used as a means of escape, the entire portion of the building as situated the occupants of each story might, in case a fire should occur, with possible consequences, be cut off from each and of the building and at the rear of the building, the back to be as thick as to be reached through the building, and that all fire escapes be reached through the roof, that it is the opinion of the State Board that the plans for introducing fresh air for ventilation of students' rooms by having the air from indrafts into the hall, and allowing it to pass through the doors or louveres into the rooms, and as well calculated for the desired ventilation as to introduce air for each room through indrafts or direct-indrafts separately for each room; for the reason that with the closing of doors or windows, ventilation becomes, and further that the introduction of air into the halls for the contemplated ventilation, even if on different floors, would give the strongest ventilation to the upper floors and poorest ventilation for the lower rooms. Also, the proposed supply of indirect radiation for the toilet rooms in connection with the fact the supply from the halls, would be objectionable for that reason that the introduction of air into the closet through radiators would have a tendency to give a pungent or air in the toilet rooms which can escape until through the ventilating flues or find eft through the doors or
transome into the latter and from the latter into the students' rooms. The Board would recommend a strong air exhaust from the toilet rooms without the fresh air supply within the rooms, and the warming of the clothes by direct radiation rather than indirect. This would make the presence or flow of air when any door or opening of the chest was open into the room, rather than a possible reverse action. The following action therefore was taken:

"Resolved, that the amending plans of the women's building provided for at the M.T.C. (which omit the north wing) are adopted with the above exceptions, and with the understanding that fire escapes will be provided as suggested by the Board and agreed to by the architect Mr. Copper.

"Resolved, that in accordance with the Contract, bonds and practice, and amended plans of the women's building at M.T.C. which we have before, such building shall in our opinion be built within the amount of the appropriation ($83,000.00) and the Secretary is instructed to file the required certificates with the Auditor General. Such certificate will be filed today.

By order of the Board.

I am,

Yours very truly,

A.A. Smith
Secretary."
On motion of Mr. Allen the following resolution was adopted:

"Whereas, the number of students in this institution has almost doubled during the last four years, and whereas, the room available for study purposes has been reduced during that time and if existing conditions continue may be reduced still further in the future.

Be it resolved, that each society is requested to increase its membership that the minimum for each team may not be less than fifty house students.

Adjourned subject to the call of the President of the Board.

C. B. C.

Board Meeting Jan 10, 1900

Hotel Dowsing Luncheon
8:00 P.M.

Present: Miss Manley, Thomas, Thomas, Allen, Halden, Miss Snyder and the Secretary.

Minutes of previous meeting read and approved.

Miss Snyder presents request of Roy, Vossor to be allowed to spend the next winter vacation in Europe. On motion of Mr. Allen request was granted.

Miss Snyder presents request of certain students to establish a new college paper or to be given control of the M.A.C. Record. Resolution to President and Secretary for report at next meeting.

On motion Miss Manley was authorized to invite the State Dairymen's Association to hold their annual meeting at the College in February 1901 and to accept at that time the dedication of the new dairy building.