Minutes of the Meeting of the State Board of Agriculture March 17, 1938

Present: Messrs. Berkey, Brody, Downing, Halstead, Jakway; Mrs. Messelink; Dr. Elliott; President Shaw, Comptroller Wilkins and Secretary Hannah.

Absent: No one.

The meeting was called to order at 10:30 A.M. after the Board had convened for executive session to elect a Chairman.

Mr. E. H. Halstead of Petoskey was elected Chairman succeeding Mr. Brody.

Recommendation that the minutes of the Board meeting of February 17th be approved in entirety by the Board in session, since there was not a quorum present at the last Board meeting.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the minutes of the meeting of February 17, 1938.

RESIGNATIONS, APPOINTMENTS AND LEAVES

1. Resignation of Mr. Robert T. Terlaak, Assistant Football Coach and Instructor in Physical Education, effective March 12, 1938 (but with salary to be continued to March 31st). This resignation nullified a salary increase approved by the President for the Board for July 1, 1938, and reported in Item 2, President's Reports.

2. Resignation of Mr. H. F. Spencer, Instructor in Botany and Research assistant in Cytogenetics effective June 30, 1938. Mr. Spencer has been offered the acting headship of the Department of Biology at Whittier College.

3. Resignation of Mr. Elmer Breining, half-time graduate assistant in Chemistry, effective March 31, 1938.

4. Resignation of Mr. William Barton, half-time graduate assistant in Animal Husbandry, effective April 1, 1938. The position will not be filled for the balance of the fiscal year.

5. Appointment of Mr. Francis A. Hughes as half-time graduate assistant in Chemistry, replacing Mr. Breining (resigned above) for the months of April, May and June at a salary of $60.00 per month.

6. Temporary appointment of Mr. Carl Dietz as Extension Specialist in Horticulture for the period April 1 to May 31, 1938, at a salary of $75.00 per month. Provision for this assistance with gardening development in the Upper Peninsula was made in the 1937-38 budget.

7. Recommendation that Mr. H. E. Taylor, Research Assistant in Farm Management be allowed to devote full time to cooperative work with the federal Bureau of Agricultural Economics for the period March 10th to May 31, 1938, with three-fourths of his salary for this period to be paid by the Bureau and one-fourth by the College.

8. Temporary appointment of Mr. Arnold Bartlett as Assistant in Research in Botany, the appointment to be on a half-time basis for the period April 1st to June 30, 1938 at the rate of $60.00 per month, and on a full-time basis from July 1st to September 22, 1938 at $125.00 per month. Mr. Bartlett will carry the work of Mr. Ralph Lewis, who was transferred from Experiment Station to Instructional work on February 1, 1938.

9. Reemployment of Mr. Hans Lange to carry Mr. Press work during the spring term on the same basis as during the fall and winter terms; i.e., for conducting the orchestra, $500.00 (from the Music Revolving Fund); for instruction of students, $75.00 for each week that he comes to the campus (from regular instructional funds).

10. Appointment of Miss Eleanor Beebe as stenographer in the Department of Horticulture, effective as of March 1, 1938 at a salary of $80.00 per month. Miss Beebe replaces Miss Georgia Hott, transferred.

11. Appointment of Mr. William V. Golding as half-time graduate assistant in the Department of Poultry Husbandry for the months of April, May and June. Mr. Golding replaces Mr. Carl Gilmore, whose resignation became effective on January 30, 1938.

12. Appointment of Mr. Ralph May as half-time graduate assistant in Animal Husbandry for the year 1938-39, filling the position held this year by Mr. William Barton. This early appointment is necessary, as Mr. May has received other similar offers.

13. Appointment of Mr. Robert L. Howe as half-time graduate assistant in Physics for the period April 1st to June 30, 1938, replacing Mr. Carl V. Holmberg (who resigned January 31, 1938).
Extension of leave.

14. Recommendation that Mr. E. E. Down, Associate Professor and Research Associate in Farm Crops, be granted an extension of his leave of absence from April 1st to May 15, 1933 without pay, so that he may complete his graduate work at Cornell. Mr. Down was given leave on full pay from October 1, 1937 to April 1, 1938, at the September meeting of the Board.

Lv. for Miss Yealey. 15. Request of Miss Eliza Yealey, Registrar, for leave of absence with pay for the six month period beginning October 15, 1938.

Lv. Karl Wright. 16. Recommendation that Mr. Karl T. Wright, Research Associate in Farm Management, be granted leave of absence on half pay for the period August 1, 1938 to July 31, 1939. Mr. Wright plans to complete his doctorate degree at Cornell University.

Lv. John C. Davis. 17. Recommendation that Mr. John C. Davis, Assistant Professor of Economics and Assistant to the Dean of Liberal Arts, be granted leave of absence on half pay for a ten month period beginning September 1, 1938. Mr. Davis intends to study toward his doctorate at the London School of Economics.

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

Travel

1. Full expenses to St. Paul for Dr. B. J. Killham, so that he may represent the College at a north central state conference on Dang's Disease Control, to be held March 28th and 29th.

2. Mileage allowance on one car so that Mr. K. J. McCristal, of the Department of Physical Education for Men, may attend meetings of the Midwest Physical Education Association in Chicago, April 6th to 9th.

3. Full expenses to Chicago for Mr. E. F. Vendelstyna, so that he may attend meetings of the National Association of Basketball Coaches to be held April 3rd to 5th. Expenses will be paid from Athletic Association funds.

4. First class railroad fare to Baltimore for Dr. J. F. Sykes, so that he may attend meetings of the Federated Societies of Experimental Biology, to be held March 29th to April 2nd.

5. Railroad and Pullman fare to Baltimore so that Mr. F. J. Schadie may attend meetings of the American Society of Biological Chemists and the American Institute of Nutrition, to be held March 30th to April 2nd.

6. Railroad fare ($39.00) to Baltimore for Dr. C. F. Huffman, so that he may attend meetings of the Federated Societies of Experimental Biology, March 31st to April 2nd.

7. Out-of-state travel authorization to Baltimore for Mr. L. A. Moore, so that he may attend meetings of the Federated Societies of Experimental Biology, to be held March 31st to April 2nd. The trip will be made at no expense to the College.

It is recommended that an allowance of mileage on one car be made to include requests in items 4, 5, 6, 7.

8. Mileage allowance on one car and maintenance expenses for Dr. Pay Nelson and Professor C. E. Wildon, so that they may take a group of students to Chicago April 9th to 9th to study greenhouse crop diseases. Expenses will be divided between the budgets of the departments of Botany and Horticulture.

9. Full expenses to Chicago for Director V. R. Gardner, so that he may attend a meeting of Extension Station directors called for March 18th.


11. Mileage on one car and maintenance expenses for Dean Mitchell, Mr. Ronald Heath, and Mr. Curtis Beecham, so that they may study men's dormitory administration at Purdue, Iowa State, University of Iowa and Indiana University during spring vacation.

12. First class railroad mileage only to Kansas City, Missouri, for Mr. Jackson E. Towne, so that he may attend a reorganization meeting of the College and Reference Section, American Association (Library), to be held June 13th to 14th. Mr. Towne has been asked to serve as acting secretary for the meeting.

13. Full expenses to New Orleans, Louisiana, so that Mr. Robert Line, Assistant Registrar, may attend meetings of the American Association of Collegiate Registrars to be held April 13th to 15th.

14. Out-of-state travel authorization to Chicago for Mr. E. E. Swingle, who has been asked to attend a conference of extension editors March 15th and 16th. Expenses will be paid by the federal office of the Agricultural Adjustment Administration.
On motion of Mr. Beikey, seconded by Mr. Kalstesd, it was voted to authorize the Comptroller to allow the Power Plant to operate in the red pending action to be taken at the next Board meeting.

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

On motion of Mr. Downing, seconded by Mr. Berkey, it was voted to approve payment of the premiums due on the above-mentioned bonds.

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

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

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

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to approve all Travel items, except 4, 5, 6 and 7, which allow mileage on one car for all four requests.

MISCELLANEOUS

1. Presentation for approval of a memorandum of agreement between the Experiment Station and the Niagara Sprayer and Chemical Company of Middleport, New York, covering the payment of $1000.00 to the College for certain research work on peach canker. This is for the 1938 season only, but may be extended another year as an industrial fellowship at the company.

2. Presentation for approval (subject to Graduate Council approval) of a memorandum of agreement between the Farm Crops Department and the Farmers' and Manufacturers' Beet Sugar Association, covering the payment of $8000.00 for each of two years by the Association to set up two industrial fellowships (at $490.00 per year each) and take care of other necessary expenses. The fellowships may be continued in succeeding years at the will of the Association.

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

3. Recommendation of Dean Emmons that Bay County be allowed to contribute $1000.00 per year to the Rural School Music Extension work, in return for which they will be allowed six days a month instead of three (but with exercise of the same amount of control by the College). Other counties may prove interested in the same plan in the future.

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

4. Recommendation that the Board request the Director of the Civilian Conservation Corps, through the Commanding General, Sixth Corps Area, for the use of Camp Vanderbilt with its equipment intact as soon as it is discontinued as a CCC Camp.

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

5. Presentation of a labor payroll totalling $55.00 covering payment (from Athletic Association funds) to eight salaried staff members for their services at athletic events during the winter term.

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

6. Request for payment to Michigan Surety Company of annual premiums totalling $1,162.00 due on bonds of: C. 0. Wilkins, Rodney Whiting, W. N. Sweeney, J. C. H. Stewart, O. L. Bevans, Marie Mercier, Walter Seemer, G. B. Monroe, J. D. Vail, Jr., Stanley Johnson, Walter Semjen, Ashley M. Berridge, C. M. McCrary and Jacob Schepers. (The name of Margaret J. Smith, resigned, appearing formerly in this list has been substituted by the name of Walter Seemer).

On motion of Mr. Berkey, seconded by Mr. Halsted, it was voted to approve payment of the premiums due on the above-mentioned bonds.

7. Recommendation of Dean Anthony for the allotment of a portion of the $7900.00 in Bankhead-Jones research funds (now carried in the Director's Office budget) to the following projects:

Section of Botany $1000.00
Section of Agricultural Chemistry 1500.00
Section of Dairy Husbandry 500.00
Section of Farm Crops 500.00
Section of Soils 500.00

Further, that effective April 1, 1938, the entire salary of Mr. Frank W. Hewetson be charged to Bankhead-Jones funds instead of American Cyanamid Company research funds, so that he may devote full time to a Bankhead-Jones research project.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to approve item 9.

8. Request for an addition of $6000.00 to the Power Plant, Heating budget to cover necessary expenditures for the balance of the fiscal year. The Secretary reported that it would take approximately $50,000 for this department to finish the year.

On motion of Mr. Berkey, seconded by Mr. Halsted, it was voted to authorize the Comptroller to allow the Power Plant to operate in the red pending action to be taken at the next Board meeting.

March 17, 1938
Transfer of
Special Dairy Cattle
Revolving Fund to the budget of the Department of Dairy Husbandry, with an additional allowance of an overdraft of $1000.00 before the end of the fiscal year if necessary.

Request for
Request of the East Lansing State Bank for an increase in the College deposit (now limited to $70,000) because of the volume of checks cleared by them.

Approval of journal entries re: refinancing of the new dormitories and closing of the books of Mary Mayo Hall.

Recommendation of the Athletic Council that the football budget be increased by $4500.00 to cover expenditures for the remainder of the fiscal year.

Retirement of
Mr. Sweeney to be retained part-time.

Retirement of
Professor E. H. Ryder be retired at an annual service pension of $1500.00 per year, deferred to effective September 1, 1933.
MISCELLANEOUS, continued

16. Recommendations of the Retirement Committee as follows (continued):

5. That Mr. Michael Press be retired at an annual service pension of $480.00 per year, effective September 1, 1938.

Further, recommendation of Dean Armonn that Mr. Press be retained on a part-time basis for one year (effective September 1st) for the purpose of giving not less than six concerts, for which service he is to be paid an additional $720.00 if willing to accept this arrangement.

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

6. That Louise I. Clemens be retired on a disability pension of $720.00 per year, effective April 1, 1938. (Miss Clemens is now on a six-months' leave with full pay (ending April 1st) because of serious illness).

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

SECRETARY'S REPORT

1. Recommendation that auditors for the fiscal year 1937-38 be engaged immediately, so that they may begin work.

On motion of Mr. Lowing, seconded by Mr. Berkey, it was voted to employ Mr. Wm. G. Boast for the 1937-38 audit under the same terms as he was engaged to do the work last year.

Building changes requested:

2. Professor Hayworth of the Speech Department requests the construction of a partition in Room 1, Wood Shop, to furnish necessary facilities for certain Speech classes. The partition and room must be acoustically treated, total estimated cost is $800.00.

Deferred.

3. Professor Applegate of the Publications Department requests the installation of a light-proof partition in the photographic laboratory. The estimated cost is $100.00, payment of which Professor Applegate approves from the photographic revolving fund.

Recommended.

4. Dean Anthony requests certain partitions and other changes in Room 400, Agricultural Hall, to make the space available for Agricultural Chemistry. Estimates have not yet been obtained. Dean Anthony approved payment for the changes from the Agricultural Chemistry budget.

Recommended.

5. Request of Colonel Griffith for numerous changes in Demonstration Hall, including the construction of a major addition to the building.

Deferred.

6. Request from Professor Miller and Dean Anthony for the construction of a Soil's barn and storage building on the farm.

Deferred.

7. Request from Mr. Beasey for covering of the ceiling in Room 13, Botany Building, at an estimated total cost of $250.00.

Deferred.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to defer action on items 2, 5, 6 and 7 and to approve items 3 and 4.

Proposed TPA projects:

8. The following TPA projects, if approved by the Board, will result in substantial savings in next year's budget.

a. Project to cover the resting of the buildings on the Wilcox farm, the buildings on the Huber farm deeded to the Federal Government for the Poultry Laboratory, the old blacksmith shop, a long Farm Crop Shed south of the Veterinary Clinic, and the old concrete building used as a bee-house in the vicinity of the new dormitory.
March 17, 1938

SECRETARY'S ITMIS, continued.

Proposed WPA Projects, continued:

b. Project for the construction of a Storage Barn for equipment of the Buildings and Grounds Department. At the present time lawn mowers, snow removal machinery, etc., are scattered all over the campus.

c. Project covering grading in the vicinity of the new dormitory and the construction of the necessary roads, drives and parking areas in the space between Farm Lane and Rogers Street north of the Red Cedar River. This includes the drive south of the Chemistry Building west of Farm Lane and the curbing of the driveway west of the Chemistry Building, between the Chemistry Building and the Power Plant.

d. Project covering miscellaneous grading and filling about the campus, the planting of certain shrubs, and the grading of the new military drill field between Demonstration Hall and the State Police Post.

e. Project covering the immediate construction of six additional concrete tennis courts. The total cost of these has been estimated at $9000.00, which the Athletic Council has voted to pay from Athletic Association funds.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to refer items a, b, c, d and e to the President, Secretary and Comptroller with power to act; it was further voted to approve a sponsor's contribution of $125.00 to be drawn from Athletic Association funds for these projects.

9. Report on correspondence with the Governor and contacts with the Budget Director relative to assistance from the State Emergency Fund for the construction of a Student Hospital and in addition to the Surgery and Clinic Building.

10. Request for WPA project to cover the construction of a major addition to the Veterinary Surgery and Clinic building with the understanding that the State Administrative Board be asked to furnish a sponsor's contribution for this project in accordance with the suggestion of the Budget Director.

On motion of Mr. Halstead, seconded by Mrs. Vasselin, it was voted to authorize the Secretary to prepare a WPA project covering a major addition to the Surgery and Clinic Building and it is voted to request the State Administrative Board to provide an emergency appropriation of sufficient funds to take care of the sponsor's contribution required by the WPA.

11. Request for an addition of $2000.00 to the Grounds budget for the balance of the present fiscal year, since the money on hand will permit only necessary routine work. A considerable quantity of shrubs in the nursery should be planted on the main campus, and much should be done in the way of seeding, fertilizing, etc., this spring.

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

12. Report of progress on the Chatham buildings. The WPA is interested only in certain minor grading work about the proposed buildings. A conference of Legislators and other interested persons is to be held in Jackson on March 23rd. Board authorization should be granted for advertising for bids covering the construction of these buildings, such bids to be submitted at the next Board meeting.

On motion of Mr. Downing, seconded by Mr. Berkey, it was voted to authorize the Secretary to advertise for bids on the Chatham buildings to submit same to the Board at its next meeting.


On motion of Mr. Berkey, seconded by Mr. Jakway, it was voted to authorize the Lormitory Committee to purchase the furniture for Mason Hall where it can be bought to best advantage.

14. Requests from various architects for consideration in preparing plans for college buildings. No action.

PRESIDENT'S REPORT

1. Approval of the appointment of Mr. Gordon Heavily as night police officer, effective March 1, 1938 at a service payroll salary of $125.00 per month. Mr. Heavily replaces Mr. Frank Burfe, labor payroll employee now transferred to Buildings and Grounds. Mr. Heavily's salary for the balance of this fiscal year is to be taken from the Police budget, so that no additional appropriation will be necessary.

2. Approval of an Athletic Council recommendation that the salary of Mr. Robert Terlask be increased from $2200.00 to $2500.00 per year, effective July 1, 1938. This is made void by Mr. Terlask's resignation on March 12th [Item 1, Resignations].
3. Report of the President and Secretary on the lease drawn and signed for the Redman property (as authorized at the last Board meeting), covering the leasing of the property for a period of six years at an annual rental of $620.00 (with purchase option at any time during the period at $25,000.00). A galvanized roof is to be put on the barn during the summer of 1938, with the cost to be divided equally between the Redmans and the College, and the Redmans are permitted to retain the house and have the use of one-quarter acre of land until such time as the option is exercised.

4. Approval on December 1st of certain readjustments in Experiment Station funds, all of which were reported to the Board with the exception of the transfer of $920.00 in Purnell funds from the Director's Office to the Home Economics Section. This is now reported as a matter of record.

5. Approval of the payment of the following scholarship awards, made at the annual Honors Convocation on March 10th, from institutional funds:
   - W.S.C. Scholarship Award (given Albert G. Sims) $100.00
   - W.S.C. Scholarship award (given Harvita Kreak) 100.00
   - Anna E. Beane Award (given Martha Lee) $5.00

6. Approval of payment of the $10.00 premium on the hold up policy for L. L. Frimodig, covering the one year period beginning November 11, 1937.

7. Authorization of first class railroad fare to Toronto for Dr. W. A. Kelly, so that he might attend meetings of the Canadens Institute of Mining Engineers, March 14th to 16th.

8. Approval of first class railroad fare to Chicago ($13.30) each for Miss Ethel G. Webb and Miss Margaret Partlow, who attended on November 18th a meeting sponsored by the Section of Home Economics Women in Business. Through oversight this request for travel was not presented in the usual manner.

9. Approval of second class railroad fare to Chicago ($8.30) each for Mrs. Mabelle Ehlers and Miss Mildred Jones, so that they might attend the Midwest Hotel Show held February 25th to March 5th.

10. Approval of full expenses to Chicago for Professor F. R. Theroux, so that he may accompany senior Civil Engineering students on their annual inspection trip the week of April 11th.

11. Approval of full expenses to Chicago for Dean Marie Ieye, so that she might attend a regional Vocational Home Economics conference held March 7th to 11th.

12. Approval of travel and maintenance expenses to Atlantic City for Professor J. W. Stack, chairman of advisers, so that he might attend meetings of the American Council of Guidance and Personnel Associations held February 23rd to 26th. Expenses were charged to the President's Office.

13. Approval of full expenses to Chicago for Dean Lonons and Professor Harper, who attended a special conference called to consider the relation of Michigan State College to other schools offering social work programs. The conference was held on March 12th.

On motion of Mr. Berkey, seconded by Mr. Jakway, it was voted to approve the President's Reports.

ADDITIONAL MISCELLANEOUS

1. Recommendation that diplomas be granted to those candidates for graduation and for advanced degrees who shall have completed the requirements at the end of the winter term, according to the Registrar's records, as follows:

   **DIVISION OF AGRICULTURE**
   Degree: Bachelor of Science
   - Francis William Brokaw
   - Earl Dutton
   - Cyril Edwin Trembley
   - Paul Arnold Holden
   - William Henry Krehl

   **FORESTRY**
   Degree: Bachelor of Science
   - Harmon Woodrow Cantrell
   - William Edward Pitts
   - Edward A. VenBlyne
   - Walter Oren Beckus
   - John Geborn Bingham
   - Leonard John Czarniecki

   **DIVISION OF ENGINEERING**
   Degree: Bachelor of Science
   - Robert Gerrit Yard
   - William Joseph Wiedenhoeft
   - **Keith W. Gńsk**
   - Donald Kelvin Harmer
   - Kurt Hermann Kuhne
   - Wayne Luther Nielsen
   - William Ralph Rose
   - Henry John Tykocki

   **DIVISION OF HOME ECONOMICS**
   Degree: Bachelor of Science
   - Paul Arnold Holden
   - William Henry Krehl
   - Cyril Edwin Trembley
   - Walter Oren Beckus
   - John Geborn Bingham
   - Leonard John Czarniecki
   - Robert Gerrit Yard
   - William Joseph Wiedenhoeft
   - **Keith W. Gńsk**
   - Donald Kelvin Harmer
   - Kurt Hermann Kuhne
   - Wayne Luther Nielsen
   - William Ralph Rose
   - Henry John Tykocki
### Degrees granted end of winter term, 1933, continued:

#### DIVISION OF NATURAL SCIENCES

**Degree: Bachelor of Science**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Susan Margaret Doughty</td>
<td>B.S.</td>
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<td>W. Lois Grose</td>
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<td>Ruth Louise Bellamy</td>
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<td>Marion Elizabeth Nolan</td>
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#### DIVISION OF ARTS AND LETTERS

**Degree: Bachelor of Science**

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<tr>
<td>George Richard Bill</td>
<td>B.S.</td>
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#### PHYSICAL EDUCATION

**Degree: Bachelor of Arts**

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<tr>
<td>Jane Allen</td>
<td>B.A.</td>
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<tr>
<td>Virginia Elizabeth Carter</td>
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<td>Belle Louise Brown</td>
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<td>Louis Benjamin Hamme</td>
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#### BUSINESS ADMINISTRATION

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<tr>
<td>William James Connor</td>
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<td>Arthur Charles Link</td>
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<td>Leonard Jay Usterlink</td>
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#### HOTEL ADMINISTRATION

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<tr>
<td>Charles Bartholomew Pearson</td>
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#### DIVISION OF VETERINARY SCIENCES

**Degree: Bachelor of Science**

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<th>Name</th>
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<tr>
<td>Viola Hatzenberger</td>
<td>B.S.</td>
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**Degree: Master of Science**

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<th>Name</th>
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<tr>
<td>E. Robert Brening</td>
<td>M.S.</td>
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* *with Honor
**With high honor

The meeting adjourned at 5:30 p.m.