Minutes of the
Meeting of the State Board of Agriculture
March 21, 1955

Present: Messrs. Brody, Chairman, Berkey, Bense, Dornin, Halstead, Mrs. Wilson, President Shaw and Secretary Hannah.

Absent: Superintendent Voelker

The meeting was called to order at 10:50 A.M.

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

Appointments

RESIGNATIONS, APPOINTMENTS AND LEAVES

1. Resignation of Mrs. Hazel Schell, clerk in the Liberal Arts Division office, effective March 25, 1955.

2. Recommendation for the transfer of Mrs. Sigrid Pelm, clerk in the office of Institutional Administration at $175.00 per year, to the position of secretary to the Dean of Liberal Arts at a salary of $150.00 per year, effective April 1st.

3. Recommendation of Dean Anthony for the appointment of Mr. James Ther as County Agent of Oceana County, replacing Mr. Carl Hemstreet (transferred May 15, 1954). Appointment is to be effective March 15th at a salary of $2300.00 per year ($1800.00 from Agricultural Adjustment Administration and $500.00 from State Offset funds).

4. Recommendation of Director Baldwin for the appointment of Mr. Howard D. Parish as District Club Agent in Bay, Tuscola, Huron and Sanilac Counties for a three-month period beginning April 1st. Salary is to be at the rate of $150.00 per month and to be drawn from Extension funds.

5. Appointment of Mr. C. F. Hamilton, principal of the Bay City High School, as part-time instructor in the Department of Education for the 1955 summer session at a salary of $250.00 for the period.

6. Appointment of Mr. Robert Terlaak as an assistant football coach for the spring practice period (April 1st to May 18th) at a salary of $120.00 and for the fall practice period (September 10th to November 22nd) at the rate of $150.00.

7. Recommendation that Mr. W. J. Willenborg, Assistant Professor of English, be granted leave of absence from April 1st (at which time he will have completed three-fourths of the academic year's work) to August 15th, but that his salary be continued to the end of May as payment of three-fourths of the year's salary.

8. Recommendation of Director Baldwin that Miss Lola Belle Green, Assistant State Club Leader, be granted a two-week extension of her vacation with full pay, for the purpose of graduate study.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above appointments, resignations and leaves.

9. Recommendation that leave of absence without pay, effective March 1st, be granted Mrs. J. Glenshock, stenographer in the central office, for a period of three months.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to refer the above recommendation to the President with power to act.

Travel

1. Request of Mr. C. E. Dunford, Professor of Business Administration, for an allowance of railroad and Pullman fare to Cleveland, Ohio, on March 27th. Mr. Dunford has been asked to present a report to the Great Lakes Regional Advisory Board.

2. Request of L. C. Bemon and B. H. Schuh for an allowance of expenses (estimated at $80.00 for both) to Chicago and return, so that they may accompany Alpha Administration students on their annual trip March 22nd.

3. Recommendation of Director Gardner that railroad and Pullman fare to New York City and return be allowed Mr. B. J. Miller, so that he may attend meetings of the American Chemical Society April 22nd to 26th.

4. Recommendation of the Athletic Council that Mr. B. F. Mottsley be sent to Chicago, with all expenses paid, for the meeting of the National Association of Basketball Coaches April 2nd to 5th in the interests of arranging schedules and officials.

On motion of Mr. Brody, seconded by Mr. Dornin, it was voted to approve the travel requests.
MISCELLANEOUS

1. Recommendation of Dean Emmons that the Music Revolving Fund (abolished by Board Action February 21, 1935) be set up again on the former basis.

2. Request for payment of $250.00 yearly rental fee for the 160-acre plot north of the Lake City Experimental Farm.

3. Request of Director Baldwin that the following amounts be transferred from Extension State Reserve to the indicated project funds:

- Extension State, Administration: $400.00
- State Offset, Administration: $500.00
- Extension State, Dairy Husbandry: $500.00
- State Offset, Dairy Husbandry: $300.00
- Extension State, County Agricultural Agents: $500.00
- State Offset, Foods and Nutrition: $200.00
- State Offset, Home Management: $200.00
- State Offset, Farm Crops: $500.00
- State Offset, Farm Management: $200.00
- State Offset, Agricultural Economics: $1000.00
- State Offset, Animal Disease Control: $200.00
- State Offset, Clothing and Textiles: $800.00
- State Offset, Home Demonstration Agents: $800.00
- State Offset, Soils: $500.00

4. Request of Professors Bassey and Hunt that the area of the Charles W. Garfield Botanical Garden, specified by Board action February 21st as that land lying between the gymnasium, the railroad bridge, the present Botanical Gardens, and the river, be changed to exclude a small plot at the east of this tract previously allotted to the Zoology Department, and that this plot and the area east of it to the railroad track be given to the Zoology Department for use as a bird sanctuary (according to map on file).

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

5. Request that item 6 of the Report of the Finance Committee of the February 21, 1935 Board meeting be changed to read: "That we borrow the money from the regular college funds to pay salaries ordinarily paid through Federal funds until such time as Federal funds are received" instead of "that the salaries ordinarily paid from Federal funds be paid from regular college funds".

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve item 5.

6. Request from Dr. Colin that operations be financed by the Athletic Department budget for the following students who were injured in athletics at the College:
   a. Michael Polimac - injury to knee incurred through football. Operation to be performed in Ann Arbor.
   b. Richard Arnold - injury to knee incurred through football and also through basketball. Operation to be performed at Ann Arbor.
   c. Arthur Brandstatter - injury to nose incurred through football. Operation to be performed in Lansing at approximate cost of $100.

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

7. Request from the Alumni Council that our football stadium be named "Macklin Field" in honor of John Ferrall Macklin, who served as Director of Athletics and Coach of all sports at this College from the fall of 1911 to the spring of 1916.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve the naming of the football stadium "Macklin Field".

8. Fund of $250 to be set aside as "Secretary's Orders".

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted that a fund of $250 be set up as "Secretary's Orders".


On motion of Mr. Daane, seconded by Mr. Brody, it was voted that in order to keep the Alumni Association office functioning for a month, a sum of $500 be appropriated and that the President appoint a committee to thoroughly investigate and report back to the Board at the next meeting as to the policy to be pursued in the future.

The President appointed the following committee: Messrs. Brody, Daane, Hannah.

10. Request from the Alumni Office that the College approve mileage on one car to Washington, D. C. so that Mr. Stewart, Mr. Culp and Miss Franks may attend the meeting of the American Alumni Council and the Washington Alumni Club meeting, April 3 to 6.

On motion of Mr. Daane, seconded by Mr. Halstead, it was voted to refer the above request to the President with power to act.
Report of Ernst & Ernst accepted - Rec. re. writing check approved.

Compt. to trans. costs rec. from memo form to gen. ledger.

Financial memo form to rec. from Compt. to trans. accts. Langham cent. report to be gen. ledger, and also that as soon as possible the comptroller transfer the accounts receivable from memo form as now carried, into the general ledger account.

Noble cont. 2. Continuation of the appointment of Mr. Charles Noble as full-time assistant in the Department of Chemistry for the spring term only, at a salary of $125.00 per month.

Travel to Chicago for H. R. Morrish to Chicago, with all expenses from Extension funds, for a meeting called by officials of the Sugar Section of the Agricultural Adjustment Administration on April 3rd to 6th.

Travel of B. F. Vanzant to Indianapolis with all expenses, in the interests of arranging for schedules and officials.

Travel of Anthony, Gardner & Kellogg to Ames, Iowa, and return, to attend a special regional conference called by the Secretary of Agriculture on March 4th and 5th.

Travel of Professor E. B. Hill, with expenses paid, to attend a meeting of midwestern land-grant institutions called at Ames, Iowa, March 22nd and 23rd to formulate the 1936 crop adjustment programs.

Delegation of Professor E. B. Hill, with expenses paid, to attend a meeting of midwestern land-grant institutions called at Ames, Iowa, March 22nd and 23rd to formulate the 1936 crop adjustment programs.

Delegation of H. R. Dye’s request for railroad and Pullman fare to Chicago and return, to be divided between two staff members attending the Western Ags Association meeting April 3rd to 6th.

Report on the termination of the salary of Mr. J. A. Heilson, who died on February 11th, as of February 28th.

Report on the application filed by Dean Illmer with the National Institute of Health for permission to manufacture and distribute "Brucellin" and "Brucine" (Biological products for the diagnosis and treatment of undulant fever), as authorized by the Board March 15, 1934.

Report on the appointment of L. C. Emmons as a faculty member of the Athletic Council, replacing E. H. Ryder for the remainder of the term until July 1, 1935.

Report on the approval of necessary Kellogg Farm requisitions totaling $512.88.

Report on behalf of the Controller of the purchase of three N. C. C. Formulary bonds from funds available for investment (replacing, on approval of the Finance Committee, Board action on December 15th).

Report on approval of an accident and first-aid report on Luther Marine, Building and Grounds employee who was injured while repairing the power mower, - payment for 33 hours lost at 43¢ - total of $12.00 - was authorized.

On motion of Mr. Brody, seconded by Mr. Kerkey, it was voted to approve the President’s reports.
REPORT OF THE BUILDING COMMITTEE

1. Request from Dean Huston for authority to purchase from Mr. Barber a small parcel of land between the W. K. Kellogg Bird Sanctuary and the new county road. The money for this purchase (not to exceed $13.00) is to be taken from the income of the Sanctuary Trust Fund. Recommended by the Building Committee.

2. At the Athletic Council meeting of Tuesday, March 12th, the following items were recommended for the consideration of the Building Committee of the Board:

   a. The construction of about 1000 feet of eight foot cyclone fence along the south side of the varsity baseball field, at a cost estimated at approximately $2,000. Fence to be constructed before the start of the spring baseball season, since it is almost impossible to sell tickets to all of the patrons at baseball games due to lack of an enclosed field.

      Building Committee recommends action deferred.

   b. The construction of a new baseball backstop, using steel posts, at a cost estimated at $700.00. (The present backstop needs to be replaced before the opening of the season as a safety measure).

      Recommended by the Building Committee.

3. Request from Coach Young that the word "Gymnasium" be painted on the transom over the main entrance of the gymnasium. Estimated cost $12.00.

      Recommended by Building Committee.

On motion of Mr. Melsted, seconded by Mr. Brody, it was voted to approve the report of the Building Committee with the recommendations of the Committee as indicated.

REPORT OF THE FINANCE COMMITTEE

1. Communication from the Detroit Trust Company stating that on March 15, 1955 the semi-annual lease payment falls due in the amount of $200,000. This is in connection with the Trust Indenture and lease covering the Mary Mayo Hall, the bond issue being described as "Michigan State College of Agriculture and Applied Science Dormitory Trust Certificates, Series 1, dated October 1, 1939."

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the lease payment to the Detroit Trust Company.

2. Request from Dean Anthony that additional appropriations totalling $9,000 be made to several departments in the Agriculture Division as follows, in order to finish the fiscal year. This is due to increased costs of such items as feed, seeds, fertilizers, chemicals and labor.

   Department          Experiment Station       College
   Agr'l Engineering    $ 500.00                   $ 500.00
   Animal Husbandry     ---                      1800.00
   Bacteriology        500.00                    ---
   Botany              200.00                    ---
   Dairy Husbandry      500.00                    1200.00
   Farm Crops           500.00                    1000.00
   Farm and Horse       ---                      1000.00
   Farm Management      200.00                    200.00
   Forestry             200.00                    ---
   Horticulture         ---                      500.00
   Poultry              ---                      1000.00
   Soils                ---                      600.00
   Agr'l Chemistry      ---                      ---

   Totals               $2300.00                  $8700.00

   Combined Totals     $2300.00                  $8700.00

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to approve Dean Anthony's request.

3. Letter from Mr. Wilkins regarding the Cooper-Carlton Hotel Company bonds which have become defaulted. Bonds in the amount of $2500 were forwarded to them and a certificate of deposit forwarded to the Detroit Trust Company as security.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted that our certificate of deposit be surrendered in exchange for new bonds under the terms of the plan for reorganization.

4. Mr. Wilkins authorized and empowered, at the request of Mason, Alexander, Mctaslin and O'Connell to endorse in behalf of the State Board of Agriculture the certificates of indebtedness of East Lansing Depositors Corporation so that they may be presented to the Michigan State Board of Agriculture for the purpose of collection.

On motion of Mr. Daane, seconded by Mr. Wilkins, it was voted that G. O. Wilkins may be and is hereby authorized and empowered to endorse in behalf of the Michigan State Board of Agriculture, and the payees named in the certificates of indebtedness from the East Lansing Depositors Corporation, numbered 952, 954 and 958, payable to M.A.C. Building Fund, J. Schepers, Treasurer and M.S.C. Creamery, respectively, said endorsement being authorized for the purpose of surrendering and collecting the said certificates of indebtedness.

5. Request from Superintendent of Buildings and Grounds that his budget be reimbursed in the amount of $2,742 for remodelling work which was charged against various Buildings and Research funds.
REPORT OF THE FINANCE COMMITTEE, continued

5. (continued)
Grounds budget accounts.

On motion of Mr. Berrey, seconded by Mr. Halstead, it was voted that action on this request be deferred until later in the year, when it will be possible to see whether these funds will need this reimbursement to finish the year.

The meeting adjourned at 4 o'clock.

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Minutes of the Meeting of the State Board of Agriculture
April 13, 1955

Present: Messrs. Brody, Chairman, Berrey, Downing, Halstead, Dr. Voelker, President Shaw and Secretary Hannah.

Absent: Mr. Daane, Mrs. Misson.

The meeting was called to order at 10:20.

Request of Secretary for correction in phrasing of a motion in March 21st minutes. Page four, second motion under item 11 should be phrased as follows:

On motion of Mr. Brody, seconded by Mr. Downing, it was voted that as soon as possible our comptroller transfer the accounts receivable from memo form as now carried into the general ledger, and as soon as possible general ledger accounts be opened which shall include charges for light, heat, water and power made to Mary Mayo Hall by the College.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted that the above correction be made.

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Resignations, Appointments and Leaves

1. Resignation of Mr. Clarence Bolander, Agricultural Agent for Lapeer County, effective April 15, 1955.

2. Appointment of Mr. Roland H. Kaven as County Club Agent of Iron County, effective April 22, 1955. Mr. Kaven replaces Mr. E. A. Wenner (transferred February 1, 1955) at the same salary, $1300 per year ($650.00 from Federal Smith Lever and $650.00 from Additional Cooperative Funds).

3. Temporary appointment of Mr. Kauno J. Moilanen as Club Agent for Houghton and Keweenaw Counties for the period April 22nd to June 30th, at the rate of $100.00 per month. This additional appointment has been made necessary by serious relief conditions in these counties.

4. Recommendation for the continuance for the spring term of the appointment of Mr. H. E. Rice as half-time graduate assistant in the Department of Economics.


On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the resignations, appointments and leaves.

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Travel

1. Request for automobile mileage on one car and all expenses for R. J. Coleman and A. H. Nelson, so that they may attend a Radio Institute at Columbus, Ohio, May 6th to 8th. Recommendation of all expenses for one person has been made.

2. Request for an allowance on travel expenses of three members of the Department of Physical Education for Women, who plan to attend the Physical Education convention to be held in Pittsburgh April 24th to 27th. Mileage allowance on one car has been recommended.

3. Request of C. O. Wilkins for delegation to the annual meeting of the Association of University and College Business Officers, to be held in Evanston May 18th to 18th, all expenses.