

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

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

APPOINTMENTS, RESIGNATIONS, LEAVES

1. Transfer of W. F. Russoet, quarter time assistant in Farm Crops at $400 per year to half time graduate assistant replacing Mr. C. R. Adair, resigned, at $800 per year.

2. Transfer of Miss Bernice Howard, housing Assistant, Office of the Dean of Women from half-time work at $750 to full time work at $1400, effective March 15, 1931.

The meeting adjourned at 5:00.
<table>
<thead>
<tr>
<th>Date</th>
<th>Position</th>
<th>Department</th>
<th>Event</th>
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<td>with equivalent of pullman fare and railroad fare paid from the regular experiment station allotment to the agricultural section, travelling expenses only.</td>
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<td>March 30</td>
<td>J. W. Putnam</td>
<td>Social Sciences</td>
<td>Tri-State Dairy Congress at Duluth, Minnesota</td>
<td>with Experiment Station automobiles to take himself and others, if weather permits, or railroad fare and pullman expenses.</td>
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<td>Miss Evelyn Turner</td>
<td>Social Sciences</td>
<td>to the National Home Service Council program</td>
<td>railroad and pullman fare, extension funds, to take part in the National Home Service Council program.</td>
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<td>March 1, 1931</td>
<td>Mr. McCracken</td>
<td>Economics</td>
<td>to instruct in the summer school</td>
<td>Appointment of Mr. P. A. Herbert as Professor of Forestry and Head of the Forestry Department, beginning July 1, 1931, at a salary of $1500 per year, filling the position left vacant by the death of Professor Chittenden November 1, 1930.</td>
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<td>March 20</td>
<td>G. W. Putnam</td>
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<td>Dairy Congress at Duluth, Minnesota</td>
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<td>Dr. Bluestone</td>
<td>Economics</td>
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<td>Mr. Logsdon and Dr. Patton</td>
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11. Miss Hanning and Dr. Dye, to attend meeting of the American Chemical Society, Indianapolis, Indiana, March 30, to April 2, with mileage expenses for one car.

12. Mr. Glen O. Stewart, Alumni Secretary, to Atlanta, Georgia, April 15 to 18 to attend meeting of the American Alumni Council, with transportation expenses paid by the College.

13. B. F. VanAlstyne—Meeting of the National Association of Basketball Coaches; Hotel Astor, New York City, Friday and Saturday, March 27 and 28. Estimated expense $100.00 chargeable to varsity basketball budget. Expenses of travel only allowed.

14. R. B. Daubert, Swimming Coach, National Collegiate Swimming Meet, Chicago, Friday and Saturday, March 27 and 28. Estimated expense $35.00 chargeable to Varsity Swimming budget. Expenses of travel only allowed.

15. Professor Plant is requesting authorization for Dr. Kimball to attend the American Mathematical Society meeting at Chicago, on April 3 and 4. This involves an expenditure of thirty dollars ($30.00) besides the expenses for two days lodging. No reimbursement is asked for the other members of the staff, who will attend this meeting with Dr. Kimball.

On motion of Mr. McColl, it was voted to approve the above travel requests.

Payroll from Athl. Dept. approved.

1. Approval of payroll from Athletic Department made out to A. J. Patch, G. E. Taylor, R. C. Cole and J. Tyson for work in connection with athletic events. These four people are already upon the payroll of the college.

2. Payment of $40.00 to Zinovy Kogan for work with orchestra during the illness of Mr. Michael Press during sixteen weeks. (Fall Term and January).

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

Letter from Div. of Rural Education.

3. Letter from B. J. Ford of the Division of Rural Education, relative to establishment and maintenance of health supervision, health education and general child welfare program in East Lansing with the cooperation of the W. K. Kellogg Foundation.

On motion of Mr. McPherson, it was voted that Mr. Ford be asked to make a more detailed report on this matter to the Board.

4. Recommendation from Mr. Wilkins that the Budget of the Dean of Liberal Arts Office be granted $800. to carry them the remainder of the fiscal year.

5. Letter from Mr. Wilkins calling attention to the low budgets of the offices of the Dean of Women and Department of Publications and Journalism.

6. Request from Mr. Wilkins for an appropriation of $2500 to cover the over-run on the publications of the State Board report, three reports having been printed, bringing the volumes up to date.

7. Request of the Graduate School for $200.00 additional fund to care for supplies, stenographic work, etc. for remainder of the fiscal year.

On motion of Mr. Brody, it was voted to refer items 4, 5, 6, 7 to the Finance Committee with power.

Letter from Colonel Rodney:

8. Letter from Colonel Rodney relative to case of student, Richard O. Burhans, injured in riding.

On motion of Mr. Brody, it was voted that the Secretary be authorized to secure an opinion from the Attorney General as to whether or not the College can be held liable in a case of this kind.

9. Acceptance of report of the Associated Women Students recommending the name of "Sylvan Lodge" for the new Dormitory for Women.

On motion of Mrs. Stockman, it was voted that the recommendation of the Associated Women Students regarding the name of "Sylvan Lodge" for the new Dormitory be approved.

10. Loss of two musical instruments belonging to students which were left in the Band Room to be replaced.

11. Two members of the Student Council appeared before the Board to secure an opinion relative to placing subscriptions to the Wolverine on a compulsory basis for all students.

The Board discussed the matter but took no action.


On motion of Mr. McColl, it was voted that 7500 copies of the Alumni Directory be published instead of the 5000 as voted by the board previously.

REPORTS

1. Report of the Meeting of the Advisory Committee of the State Board of Agriculture held February 21, 1931.
1. The payroll of monies due instructors of the Michigan State Institute of Music for instruction given students of the College Music Department, for the month of February was presented and approved for payment.

2. Appointment of Miss Caroline Rumpsa full time stenographer in the Publications Office at $95.00 per month, replacing student labor which has cost approximately the same amount during the past year. Salaries of Miss Rumpsa to be paid from Extension State Lever funds. Effective March 1st.

On motion of Mr. McPherson, supported by Mr. Brody, it was voted to transfer a sufficient amount from the maintenance fund of the Publications Department to the salary fund to take care of the salary of Miss Rumpsa for the remainder of the fiscal year, and that she be given a permanent appointment at the above mentioned salary.

3. Advancement of H. B. Dirks from Acting Dean of Engineering to Full Dean of that Division, effective at once.

Upon motion of Mr. Brody, supported by Mr. McPherson, it was voted to approve the above item.

4. Request from the President that the Administrative Group be empowered to make certain advancements in titles in accordance with the recommendations of the President.

Changes in title authorized at the meeting of the Administrative Group Feb. 24, 1951.

Mr. Harry S. Reed, from Associate Professor of Chemistry to Prof. of Chem. Engineering
Mr. E. B. Lyon, from Assistant Professor of History to Assoc. Prof. of History
Mr. C. F. Huffman, from Research Associate in Dairying to Res. Assoc. and Asst. Prof. in Dairying
Mr. G. E. Bryant, from Research Associate in Soils to Res. Associate and Associate Professor in Soils
Mr. J. O. Vestch, from Research Associate in Soils to Res. Assoc. and Assoc. Prof. in Soils
Mr. Clarence Dorman, from Assistant in Soils to Instr. and Assistant in Soils
Mr. A. L. Cook, from Assistant in Soils to Instr. and Assistant in Soils
Mr. E. C. Moore, from Research Associate in Farm Crops to Asst. Prof. and Res. Associate
Miss E. Lightning, from Associate Professor of Phys. Ed. to Prof. of Phys. Ed. for Women
Miss E. Conrad, from Dean of Women to Dean of Women and Professor of French
Miss J. Kakaley, from Director of Public School Music to Prof. of Public School Music
Mrs. Hendricks, from Assoc. Prof. of History and Political Science to Prof. of History and Political Science

On motion of Mrs. Stockman, seconded by Mr. Brody, it was voted to grant the above request.

5. Recommendation from Administrative Group that students carrying 8 credits or less be exempted from the Student Activity fee.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted that students carrying 8 credits or less may be exempted from the Student Activity fee, and further that students carrying more than five but less than nine may appeal for exemption from the fee.

6. Travel requests as follows were presented and allowed.

1. E. L. Anthony, National Dairy Outlook Conference, St. Louis, March 11 and 12 with travel and subsistence expenses from Extension funds.

2. E. L. Anthony, Tri-State Dairy Congress at Duluth, Minnesota, March 20 with railroad fare, pullman, meals and lodging paid from Extension travel account, takes part in program.


2. CHANGES IN COLLEGE ADMINISTRATIVE ORGANIZATION (Authorized by Mrs. Stockman, and Messrs. Brody, McColl, and Berkey, of the State Board of Agriculture, by phone, during the last week of February 1951, to become effective September 1, 1951.)

1. Separation of the work in General Art from the Department of Drawing and Design as now located in the Engineering Division - and establishment of the Department of Art - locating it in the Division of Liberal Arts with Professor A. G. Scheele as head of the Department. Professor Scheele already carries the title of Professor of Art. The work in general art as offered by Michigan State College has expanded to such an extent that the above change in its administration seems warranted, and the department logically falls in the classification of departments located in the Division of Liberal Arts.
2. Separation of the work in Chemical Engineering from the Department of Chemistry, and
Creation of the Department of Chemical Engineering - locating it in the Division of
Engineering, with Professor Harry S. Reed as head of the Department. Administration of
the new department will be handled jointly by the engineering and applied science
divisions in order to retain the necessary contact with the Chemistry Department.

3. Creation of the Department of Physical Education for Women, with Professor Lydia L.
Liethan as head of the Department. The work in women's Physical Education has been
carried independently of the Department of Physical Education since last April 4th,
being administered by the Division of Applied Science in which division it will now
be located as an individual department.

On motion of Mr. McPherson, it was voted to approve the entire report of the Advisory Committee and
the report on the changes in College Administrative Organization.

Matter relating to

definitions
Commons ref. to
Finance Com.

Bills to be paid.

No report re:

fencing

Report of Mr.
Shaw that
Wolverines
left from last
yr. were pur-
chased by
College.

No report

Railroad Spur.

The Secretary read an opinion from the Attorney General to the effect that the College has no
authority to act as a collection agency for fraternity dues or other debts and make the condition
of the same a condition precedent to the granting of credits.

On motion of Mr. Brody, it was voted that the Secretary be instructed to advise the president of
the Interfraternity Council of the opinion of the Attorney General.

No report on

18. Lease on Rural Agricultural School.

No report on

Mr. Kellogg's
reforestation
project.

3. Report of Kellogg Farm Committee and Finance Committee on fencing at the Kellogg Farm.
No report ready.

4. Report of Kellogg Farm Committee and Finance Committee on fencing at the Kellogg Farm.
No report ready.

5. Wolverine deficit.
President Shaw made a report to the Board that the Wolverines left from last year purchased by the
College and distributed to the High Schools throughout the State for advertising purposes.

6. Railroad Spur.
No report.

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authority to act as a collection agency for fraternity dues or other debts and make the condition
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No report on

18. Lease on Rural Agricultural School.

No report on

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4. Report from Director Gardner listing the additional needs for the new Botany Greenhouse.
On motion of Mr. Brody, it was voted to approve the following items for the new Botany Greenhouse,
together with pipe coverings for basement and shut-off: Amount to be taken from special building
appropriation.

Concrete platform for temperature tanks
Electrical connection to take care of heating units for temperature tanks
Water supply pipe to go to temperature tanks
Eight convenient outlets in one house (not in each house) with 1000 unit capacity each
Spring locks on all inter-range doors with master key.

5. The following items in connection with the Botany Greenhouse were left to the Building Committee:
Asbestos covering for steam pipe in basement
Hose bib in basement
Installation of 10" x 16" window in culture room
Four electrical outlets in basement
Ceiling in head house
Toilet and partition in basement

6. Report from Professor Anthony submitting estimates regarding work yet to be done in connection with experimental dairy barn.

On motion of Mr. McPherson, it was voted to transfer from the Special Dairy Creamery Fund an amount of $175.00 for the installation of a manure track.

7. Sketches from Bowd & Munson showing proposed change in front entrance of Veterinary Building.

On motion of Mr. McPherson, it was voted that an amount of $487. be transferred from the special building appropriation to take care of the above change.

8. Report from Dean Cox and Mr. Hudson regarding drainage program involving certain areas of the College farm which are greatly in need of drainage.

No action.

9. Drainage proposal for Field 18A and Farm 29, Michigan State College Farm prepared by Mr. O.E. Robey.

No action.

10. Report from Mr. W. A. Davenport regarding incinerator condition in old Veterinary Building, and proposal for one at new Anatomy Building.

No action.

11. Report on mechanical conditions in Wells Hall.

No action.

12. Report from Mr. Davenport regarding Women's Dormitory Master Clock System.

No report.

13. Request from Department of Surgery and Clinic to have the windows lowered in the East wing of the Clinic Building.

On motion of Mr. Brody, it was voted to approve the above request, the amount to be transferred from the Special Building Appropriation.

14. Report from Secretary that he had been offered $35.00 for the old house on Harrison Road and $25.00 for the old greenhouse at the end of the Old Hort. Building. This would, of course, include a complete clean-up of the walls and foundations.

On motion of Mr. McPherson, it was voted to authorize the Secretary to make the two sales mentioned above.

15. Fire Protection.

The Secretary read an opinion from the Attorney General to the effect that it is the duty of the City of East Lansing to furnish fire protection for college property and that they may not require this College to contribute toward the maintenance of a fire department.

The meeting adjourned at 12 o'clock.

The next meeting of the State Board of Agriculture will be held Friday, April 17, 1931, at 9 o'clock in the President's Office.