Present: Mr. Berkey (Chairman); Messrs. Akers, Armstrong, Brody, Mueller; Miss Jones, President Hannah; Assistant Comptroller Pierson; Secretary McDonell.

Absent: Dr. Elliott

The meeting was called to order at 10:20 a.m.

The minutes of the previous meeting were approved.

PRESIDENT'S REPORT

Resignations
1. Resignation of Mrs. Helen Harger as Assistant Hostess at Mary Mayo Dormitory, effective November 15, 1946.

Appointments
1. Appointment of Mrs. Esther H. Fryor as night hostess at Mary Mayo Dormitory at a salary of $50.00 per month, effective from November 16, 1946 to June 30, 1947 to replace Mrs. Helen Harger.

2. Appointment of Charles Edward Morris as Instructor in Landscape Architecture at a salary rate of $3000 per year, effective from December 1, 1946 to March 31, 1947. This is a new position.

Travel
1. Full expenses for W. E. Libby to go to Columbus, Ohio, on November 21 and 22 to attend a surplus property conference.

2. First-class railway fare for R. E. Bowersox to attend a meeting of the Council of the Argonne National Laboratory in Chicago on December 2.

3. First-class railway fare for L. L. Quill to attend a meeting of the Council of the Argonne National Laboratory in Chicago on December 2.

4. Full expenses for A. C. Saltzer and George Parsons to go to Tiffin, Ohio, on December 3 and 4, to confer with representatives from other states conducting artificial breeding programs; expenses to be paid from Extension funds.

5. Full expenses for J. W. Thayer to attend a meeting called by the American Seed Trade Association in Chicago on December 4 and 5; expenses to be paid from Experiment Station funds.

6. Full expenses for Stuart Hildebrand to attend a meeting called by the American Seed Trade Association in Chicago on December 4 and 5; expenses to be paid from Michigan Crop Association funds.

7. Full expenses for Bernard J. Knittel to accompany four students to the Intercollegiate Conference at the University of Iowa on December 4-8; expenses to be paid from Forensic funds.

8. Full expenses for C. F. Holland to take Dr. Atkinson to Florida on December 5 to 12 because of his health.

9. Full expenses for L. F. Zarza to attend the high school football banquet in East Chicago, Indiana, on December 7.

10. Full expenses for D. H. Stark to go to Columbus, Ohio, and vicinity on December 9-11 to observe the Ohio Producers' Association and a chain of their auction markets; expenses to be paid from Extension funds.

11. Full expenses for A. F. Kaval to visit schools in the vicinity of Chicago on December 11-13, and to attend the high school football banquet in Austin, Illinois, on December 14.

12. Full expenses for Tom King to attend a conference on employment of university graduates in business and industry at Northwestern University on December 12.

13. Full expenses for E. H. McCall to attend the Western Conference meetings in Chicago on December 17 and 18.

14. Full expenses for G. M. Harrison to attend a meeting of the Plant Science Committee in Chicago on December 17-18; expenses to be paid from Experiment Station funds.

15. Full expenses for D. S. Want to attend the meeting of the American Society of Agricultural Engineering in Chicago on December 16 and 17.

16. First-class railway fare for George Amundson to attend the meeting of the American Society of Agricultural Engineering in Chicago on December 17 and 18; expenses to be paid from Extension funds.
December 19, 1946

Travel, continued

17. Full expenses for A. W. Farrall to attend the meeting of the American Society of Agricultural Engineers in Chicago on December 16-18; expenses to be paid from Swift and Company funds.

18. Full expenses for G. T. Dexter to attend the meeting of the American Society of Agricultural Engineers in Chicago on December 18-20; expenses to be paid from Experiment Station funds.

19. Full expenses for W. H. Sheldon to attend the National Hay Curing Conference in Chicago on December 19 and 20; expenses to be paid from Experiment Station funds.

Accept. $200 from Rite-Way Products Company of Chicago, Illinois, to be used to pay for two scholarships of $100 each to two freshman students in the School of Agriculture.

New Clerk-Typist position in the College Book Store.

Approved certain changes in the Maried Veterans Housing:

1. Cancellation of the appointment of Mrs. Harriet K. Beck as Counselor which was to have been effective January 1, 1947.

2. Resignation of Thomas V. Warber as Operator at Radio Station WKAR, effective November 30, 1946, to accept a position at the University of Illinois.

3. Resignation of Arthur L. Neal as Associate Professor (Research) of Agricultural Chemistry, effective January 15, 1947, to accept a position at Cornell University.

4. Resignation of George S. McIntyre as Assistant Professor (Extension) of Dairy, effective December 31, 1946, to accept a position as Department Chairman of the State Department of Agriculture.

5. Resignation of Richard C. Johnson as Assistant Professor of Forestry, effective December 31, 1946. Mr. Johnson has constructed a sawmill which he intends to operate.

6. Resignation of Edwin J. Haasen as Associate Professor of Horticulture, effective January 31, 1947. Mr. Haasen is resigning because of poor health.

7. Resignation of Lucien F. Fay as 4-H Club Agent in Shiawassee County, effective December 31, 1946. Mr. Fay will help operate his father's farm.

8. Resignation of George H. Wellington as Assistant County Agricultural Agent in Eaton County, effective December 15, 1946, to accept a position at the New York State College of Agriculture.

9. Cancellation of the appointment of Elaine Hudson as Home Demonstration Agent at Large which was to have been effective on December 1, 1946.

10. Cancellation of the appointment of Ralph C. Hutchinson as Instructor in Mechanical Engineering which was to have been effective December 1, 1946.

11. Resignation of Mary R. McAlpin as Instructor in English, effective December 31, 1946.

12. Resignation of Mrs. Adalyn Luthin as Instructor in English, effective December 31, 1946.


15. Resignation of Alfred W. Jones as Assistant Professor of Mathematics, effective January 31, 1947, to accept a position at Rensselaer Polytechnic Institute.

16. Resignation of the following graduate assistants, effective December 31, 1946:

Fred E. Satchell, Agricultural Engineering
Herbert E. Hentschel, Agricultural Engineering
Glady Garner, Zoology
Oliver O. Lien, Chemistry

LEAVES

1. Leave of absence without pay for Kenneth M. Dunn, Instructor (Research) in Dairy, effective from January 6 to March 21, 1947, to complete his work toward a Master's degree.

2. Leave of absence without pay for Ruth H. Collar, Home Demonstration Agent in Lapeer County, for the month of December 1946. Miss Collar has recently been ill.
LEAVES, continued

3. Leave of absence without pay for Mrs. Mildred Weisinger, Instructor in English, from January 1 to March 31, 1947.

APPOINTMENTS

1. Appointment of Robert D. Angell as Assistant to the Purchasing Agent at a salary of $3600 per year, effective December 16, 1946. This is a new position. Mr. Angell was employed by the College from 1935 until October 1940 when he was granted military leave.

2. Appointment of Lewis E. Mayhew as Instructor on the Board of Examiners at a salary of $3000 per year, effective January 1, 1947. This is a new position.

3. Appointment of J. Manning Nelson as Counselor with the rank of Instructor at a salary of $3000 per year, effective January 1, 1947. This is a new position.

4. Reappointment of Marcus Arthur Maxon as Instructor in Short Courses and in Horticulture at a salary rate of $3000 per year, effective from January 1, 1947, to March 31, 1947. This position is financed by the State Board of Control for Vocational Education.

5. Appointment of Francis J. Hassler as Instructor (Research) in Agricultural Engineering at a salary of $375 per month, effective January 1, 1947, for as long as necessary. This is a new position. His salary is to be paid from Experiment Station funds.

6. Appointment of J. Martin Frissel as Instructor in Landscape Architecture at a salary of $150 per month on a half-time basis, effective from December 15, 1946, to March 31, 1947. This is a new position.

7. Transfer of Orville P. Walker from Assistant State Club Leader for the Upper Peninsula to District 4-8 Club Agent in Antrim, Kalkaska, and Crawford Counties and a reduction in salary from $3700 to $3500 per year, effective December 15, 1946.

8. Appointment of Anne R. Matchef's as Home Demonstration Agent at Larre at a salary of $2800 per year, effective January 1, 1947, and paid from Bankhead-Flanagan funds. This is a new position.

9. Appointment of Sylvia Germanprez as Home Demonstration Agent at Larre at a salary of $2400 per year, effective January 1, 1947 for one year only. This is a new position.

10. Appointment of Marie Berald as Instructor in History of Civilisation at a salary of $3000 per year, effective January 1, 1947. This is a new position.

11. Appointment of E. Alwin Parker as Instructor in Physical Science at a salary of $3000 per year, effective January 1, 1947. This is a new position.

12. Appointment of Joseph C. Evans as Instructor in Physical Science at a salary of $3300 per year, effective January 1, 1947. This is a new position.

13. Appointment of Lenore Tallmadge Jodry as Instructor in Written and Spoken English at a salary of $225 per month on a part-time basis, effective January 1, 1947, for as long as necessary. This is a new position.

14. Appointment of Edwin F. Steffen as Lecturer in Business Administration at a salary of $200 for the first half of winter term 1947. Mr. Steffen will teach in the training course in Elevator and Farm Supply Business Operation and Management.

15. Appointment of Lee A. Trumble as Lecturer in Business Administration at a salary of $200 for the last half of winter term 1947. Mr. Trumble will teach in the training course in Elevator and Farm Supply Business Operation and Management.

16. Appointment of Robert F. Morley as Instructor in Mechanical Engineering at a salary of $3000 per year, effective January 1, 1947. This is a new position.

17. Appointment of George F. Steinbauer as Associate Professor of Botany and Plant Pathology at a salary of $4500 per year, effective February 15, 1947. Dr. Steinbauer will replace Hugh Gauch who has resigned.

18. Appointment of Farley V. Dennis as Assistant Professor of Botany and Plant Pathology at a salary of $3600 per year, effective January 1, 1947. This is a new position.

19. Reappointment of Ralph Van Roesen as Assistant Professor of Education at the same salary of $350 per month, effective January 1, 1947, for as long as necessary.

20. Appointment of Clyde E. Henson as Instructor in English in the School of Science and Arts and in Literature and Fine Arts in the Basic College at a salary of $250 per month, effective January 1, 1947 for as long as necessary.

21. Appointment of Robert L. Cunningham as Assistant Professor of Speech, Dramatics, and Radio Education in the School of Science and Arts and of Written and Spoken English in the Basic College at a salary of $3300 per year, effective January 15, 1947. This is a new position.
Appointments, continued

22. Appointment of Richard Byerrum as Instructor in Chemistry at a salary of $3500 per year, effective January 1, 1947, to replace E. C. Tabor who has resigned.

23. Appointment of Mrs. Jennie P. Katz as Instructor in Mathematics at a salary of $90 per month on a part-time basis, effective January 1, 1947, for as long as necessary. This is a new position.

24. Reappointment of Maurice H. Pancost as part-time instructor in Mathematics at the same salary of $84 per month, effective January 1, 1947, for as long as necessary.

25. Reappointment of Mrs. Julia King Taylor as part-time Instructor in Mathematics at a salary of $140 per month, effective January 1, 1947, for as long as necessary. This is a new position.

26. Appointment of E. L. V. Shelley as Instructor in Psychology at a salary of $125 per month on a part-time basis, effective January 1, 1947, for as long as necessary. This is a new position.

27. Appointment of Walter M. Carleton as graduate fellow in Agricultural Engineering at a salary of $100 per month, effective for one year beginning January 1, 1947, and paid from Farmers and Manufacturers Sugar Beet Association funds. Mr. Carleton will replace Herbert H. Hentschel.

28. Appointment of Louis W. Faville as graduate fellow in Bacteriology at a salary of $110 per month, effective for one year beginning January 1, 1947, and paid from Fritzsche Brothers funds. This is a new position.

29. Appointment of Edward F. Yadro Jr. as half-time graduate assistant in Electrical Engineering at a salary of $88.88 per month, effective from January 1 to June 15, 1947. This is a temporary transfer of the assistantship assigned to the Department of Civil Engineering.

30. Appointment of Edward F. Yadro Jr. as half-time graduate assistant in Zoology at a salary of $110 per month, effective from January 1 to June 15, 1947, to replace Gladys Earner.

Travel

1. Full expenses for H. B. Tukey to attend a meeting of the Plant Science Technical Committee in Chicago on December 14 and 15; expenses to be paid from Experiment Station funds.

2. Full expenses for J. H. Muncle to attend a meeting of the Committee on Technical Farm and Horticultural Crops in Chicago on December 14 and 15; expenses to be paid from Experiment Station funds.

3. Full expenses for F. W. Pelbert to attend a meeting to discuss student branch organizations for the American Society of Agricultural Engineers, and to attend a meeting of the Council of the Michigan area ASAE Council in Chicago on December 15-16.

4. Full expenses for J. E. Millar to meet with Midwest Agronomists and to attend a joint meeting of fertilizer manufacturers and agronomists in Chicago on December 19 and 20; expenses to be paid from Experiment Station funds.

5. Full expenses for V. L. Gardner to confer with workers at the Eastern Regional Laboratory in Philadelphia, Pennsylvania, on December 29, 1946; expenses to be paid from Experiment Station funds.

6. The following travel allowances are requested from staff members to attend the meetings of the American Association for the Advancement of Science in Boston, Massachusetts, on December 28-30:
   a. Full expenses for C. A. Lawson to interview prospective staff members.
   b. First-class railway fare for C. L. Schloemer.
   c. First-class railway fare for Peter I. Jock; paid from Experiment Station funds.
   d. The following requests from the Department of Horticulture:
      (1) First-class railway fare for Irma Pelber; paid from Experiment Station funds.
      (2) First-class railway fare for C. L. Cardinell; paid from Experiment Station funds.
      (3) First-class railway fare for C. L. Hamner; paid from Dow Chemical Company Grant 255-2R.
      (4) First-class railway fare for B. L. Carolus; paid from Experiment Station funds.
      (5) First-class railway fare for C. E. Wittwer; paid from Experiment Station funds.
      (6) First-class railway fare for Sidney Johnston; paid from Experiment Station funds.
      (7) First-class railway fare for C. E. Sherwood.

   The President recommends that four people from the Department of Horticulture be authorized with first-class railway fare to be determined by Professor Tukey and Dean Anthony.


8. The following travel allowances are requested by staff members to attend the meetings of the American Sociological Society in Chicago on December 28-30:
   a. Mileage on one car for C. P. Roffe and four members of the Department of Sociology and Anthropology.
   b. Mileage on one car for D. L. Gibson and four other members of the Department of Sociology and Anthropology.
9. The following travel allowances are requested by staff members to attend the annual meeting of the American Musicological Society in Princeton, New Jersey, on December 28 and 29:
   a. First-class railway fare for J. Murray Barbour. This involves a round trip from Chambersburg, Pennsylvania, where Mr. Barbour will be during the holidays.
   b. First-class railway fare for Hans Nathan.

10. First-class railway fare for C. W. Hardin, H. E. Larzelere, and H. J. Wymard to attend the annual meeting of the American Farm Economic Association in Philadelphia on December 27 and 28.

11. The following travel allowances are requested by staff members to attend the meetings of the Modern Language Association in Washington, D. C., on December 27 to 30:
   a. First-class railway fare for Jacob Rieble and L. C. Stevens.
   b. Mileage on two cars for members of the English Department.

12. The following travel allowances are requested by staff members to attend the annual meetings of the American Phytopathological Society in Cincinnati, Ohio, on December 27-29:
   a. First-class railway fare for L. C. Knorr; paid from Extension funds.
   b. Full expenses for J. H. Muncle; paid from Chemical Fund No. 514-R.
   c. Full expenses for Ray Nelson; paid from Todd 484-R fund

13. Full expenses for W. H. Combs to attend the annual meeting of the American Political Science Association in Cleveland, Ohio, on December 27-29.

14. First-class railway fare for D. T. Ewing to attend a symposium of the Division of Physical and Inorganic Chemistry of the American Chemical Society at Northwestern University on December 30 and 31.

15. Full expenses for C. E. Millar to meet with a committee of Agronomists, State Chemists, and Assistant Secretary of Agriculture, in Washington, D. C., on January 7-9; expenses paid from Extension funds.

16. Full expenses for Glen Stewart and H. C. Rather to attend a meeting of alumni at South Bend, Indiana, on January 9, 1947.

17. Full expenses for A. A. Applegate to attend the national convention of American Association of Teachers of Journalism in Lexington, Kentucky, on January 9-11.

18. Full expenses for Dean Anthony to take part in a conference being called in connection with vocational advice necessary for high school students and particularly in the fields of agriculture and forestry in Cleveland, Ohio, on January 15.

19. Full expenses for C. E. Bear to assist the Poultry Department at Purdue University in a two-day turkey school at Turkey Run Inn, Indiana, on January 16 and 17; expenses to be paid from Extension funds.

20. Full expenses for Glen Stewart to meet with alumni in Minneapolis and St. Paul, Minnesota, on January 18.

21. Full expenses for R. R. Marshall to attend a meeting of the National Canners Association in Atlantic City, New Jersey, on January 19-21; and to attend a meeting of collaborators of Regional Research Laboratories in Philadelphia on January 22 and 23; expenses to be paid from Experiment Station funds.


23. First-class railway fare for C. E. Pesterfield to attend the annual meeting of the American Society of Heating and Ventilating Engineers and the Heating and Air Conditioning Exposition in Cleveland, Ohio, on January 27-30.

24. First-class railway fare for L. G. Miller to attend the annual meeting of the American Society of Heating and Ventilating Engineers and the Heating and Air Conditioning Exposition in Cleveland, Ohio, on January 27-30.

25. First-class railway fare for T. H. Osgood and another member of the Department of Physics and Astronomy to attend the meetings of the American Physical Society and the American Association of Physics Teachers in New York City on January 30 and 31, and February 1.

MISCELLANEOUS

1. Approval of granting the appropriate degrees to those students who according to the records of the Registrar have completed the requirements for graduation at the end of the fall term 1946. (Complete list on file in Registrar's Office and in Secretary's Office).

2. Report of the deaths of the following former students in World War II:
   Philip Louis Bek, Class of 1942, a First Lieutenant in the Army Air Forces, was reported missing in action in the Pacific area on June 15, 1943. He was later reported a prisoner of the Japanese, but no further information became available and he was presumed dead on December 17, 1945. He held the Silver Star, the Distinguished Flying Cross, and the Air Medal with cluster. He was enrolled in Engineering during 1938-1940, having entered from Lansing.
2. Report of deaths of former students in World War II:

Robert Henry Bower, Class of 1942, Lieutenant (jg) in the Navy, is believed to have been killed on July 13, 1945, when his training plane failed to return from a flight over the Bahamas. He graduated in Agriculture on June 13, 1942, having entered from Adrian, Michigan.

Arthur Melvin Jones, Class of 1943, a Second Lieutenant in the Army Air Forces, was shot down over Germany on January 11, 1944, and is presumed dead on September 17, 1945. He was enrolled in Forestry during 1939-40, having entered from Buffalo, New York.

Gale Leland Loosia, Class of 1945, a Captain in the Army Air Forces, was killed in action in the Pacific area on June 1, 1945. He was enrolled in Liberal Arts during the fall term of 1941, having entered from Weidman, Michigan.

Robert D. Mackey, Class of 1943, a First Lieutenant in the Army Air Forces, was reported missing on December 22, 1944, in a plane accident while en route home after two years of service in the South Pacific and has been declared dead as of that date. He was enrolled in Hotel Administration during 1939-1942, having entered from Milwaukee, Wisconsin.

Donald Delano Payne, Class of 1931, a Private First Class in the Army, was killed in the Philippine Islands on January 14, 1945. He had been awarded the Silver Star and Purple Heart medals. He was enrolled in Applied Science during 1927-28 and 1929-30, having entered from Plainwell, Michigan.

George Hyman Slube, Class of 1941, a Captain in the Army Air Forces, was killed in action in Italy on November 20, 1943. He was enrolled in Physical Education during 1937-1940, having entered from Marblehead, Massachusetts.

Robert Elmer Sterling, Class of 1939, a lieutenant (jg) in the Naval Air Corps, was reported missing in action in the Pacific area on June 20, 1944, and has been declared dead as of the date last heard from. He had been awarded the Distinguished Flying Cross and Purple Heart with cluster. He graduated in Engineering on June 12, 1939, having entered from Pontiac, Michigan.

Albert DeForrest Wickett, Class of 1944, a Captain in the Army Air Forces and pilot of a plane which failed to return from a combat mission over China on March 11, 1946, was presumed dead on March 12, 1946. He was enrolled in Applied Science during 1939-1940, having entered from Ann Arbor, Michigan.

3. Acceptance of a check for $2000 from C. R. Erickson with the understanding that the Board may use the money on any project which it desires. Mr. Erickson requests that no publicity be given to this gift.

4. Acceptance of a check for $100 from Mrs. Jacob Baker of Lansing as the first payment of an annual $100 scholarship to be known as the Jacob Baker Memorial Scholarship. This scholarship is to be awarded to a junior or senior Jewish male student to be selected by the Faculty Committee on Scholarships after consultation with Rabbi in charge of Hillel. The award is to be made to a different student each year, one-third of the award to be paid at the beginning of each quarter. Should the holder leave college during the year, any remaining portion should be awarded to another student. A check for $100 is to be presented each July 1 to the College Treasurer to be credited to the Jacob Baker Memorial Scholarship Fund.

5. Approval of a memorandum of understanding and acceptance of a grant of $3000 from the Beech-Nut Packing Company of Canajoharie, New York, to be used in a study of the requirements for short-time pasteurization of milk. The work is to be conducted by the Department of Agricultural Engineering.

6. Approval of a memorandum of understanding with the Society of American Florists and Ornamental Horticulturists of Chicago covering a grant of $1000 to be used for a research project on the vacuum treatment and packaging of flowers. The work is to be conducted by the Horticulture Department.

7. Approval of a memorandum of understanding with the Ex-Cell-O Corporation of Detroit covering a grant of $3000 to be used in a study of the adaptability and efficiency of high-temperature heat treatment to small quantities of milk. The work is to be conducted under the direction of G. M. Trout in the Dairy Department.

8. Approval of a memorandum of understanding with the Soil Science Department covering a grant of $3000 to be used in a study of adaptability and efficiency of high-temperature heat treatment to small quantities of milk. The work is to be conducted by the Department of Agricultural Engineering.

9. Increase in salary for Harding Ferris, Patrolman on the Campus Police Force, from $2400 to $2500 per year, effective January 1, 1947.

10. Increase in salary for L. A. Wolfanger, Professor in the Conservation Institute, from $5000 to $5600 per year, effective December 1, 1946.

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13. Change in title of Paul O. Gray from Instructor to Assistant Professor of Electrical Engineering effective December 1, 1946.

14. Change in title of Esther Everett from Instructor to Assistant Professor, effective January 1, 1947. Miss Everett is assigned half-time to the Department of Effective Living in the Basic College and half-time to the Department of Home Management and Child Development in the School of Home Economics.

15. Any Jean Holmblade was appointed in August as an Instructor in Education at a salary of $2500 per year, effective September 1, 1946. Miss Holmblade's salary is paid entirely by the Lansing Board of Education, and through a contract with them the College pays them at the end of the year one-half of her salary which is reimbursed in its entirety by the State Board of Control for Vocational Education.

16. Change in the effective date of the appointment of Cornelius Groenwoud as Instructor in Mathematics from January 1 to December 1, 1946.

17. Increase in salary for Roger Saur, quarter-time graduate assistant in Chemistry from $44.44 to $55.55 per month, effective November 1, 1946. Mr. Saur is working toward the degree of Doctor of Philosophy.

18. Change in status of Henry R. Courtney from half-time to quarter-time graduate assistant in Chemistry at a salary of $44.44 per month, effective from January 1 to June 15, 1947.

19. The following recommendations are made by Dean Emmons and the Committee on the Institute of Foreign Studies:
   a. That the "Institute of Foreign Studies" be changed to "The International Institute".
   b. That there be created a Department of Foreign Studies in the Division of Social Science in the School of Science and Arts.

S. C. Lee will be Director of the International Institute and Professor and Head of the Department of Foreign Studies. Carlos Teran's title is to be Associate Professor of Foreign Studies.

20. Payment of the following amounts to salaried employees during the month of November:

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<th>Auditorium</th>
<th>Miscellaneous</th>
<th>Miscellaneous</th>
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<tr>
<td>Sugars Barnes 20</td>
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<td>Paul Bumpam 27</td>
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<td>B. C. Wintermute 40</td>
<td>George Sewdy 17</td>
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<td>Warren Burtt 23</td>
<td>Eugene Barnes 8</td>
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<td>Margaret Luker 105</td>
<td>Norm Olson 5</td>
<td>Neal Whitehead 12</td>
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21. The following amounts were paid salaried employees for services during the football season:

| R. P. Adams 224 | C. S. Gersich 224 | Paul Bumpam 51 |
| Eugene Barnes 4 | C. C. Hamilton 28 | Lawrence Searl 40 |
| L. O. Blakesle 24 | C. H. Davis 24 | Vern Severance 35 |
| Alfred Bortree 24 | R. G. Heydick 24 | B. F. Sheehen 28 |
| Charles Brens 9 | J. M. Jensen 28 | Joseph Slater 21 |
| John Brots 33 | G. P. Knapp 40 | Woodrow Snyder 24 |
| G. J. Bush 9 | E. P. Lawrence 28 | R. W. Stairring 28 |
| L. E. Chapman 29 | Kirk Lowsen 8 | Max Stothert 35 |
| J. A. Clark 28 | V. E. Leighty 28 | E. G. Seber 4 |
| R. L. Cook 34 | C. M. McCarty 33 | James Syson 30 |
| L. A. Oudworth 25 | E. F. Miller 4 | Wayne Yamstiper 28 |
| J. F. Davis 20 | Earl Patterson 21 | Herbert Weissinger 24 |
| R. E. Davis 30 | B. D. Pettit 35 | J. A. Young 8 |
| Hay Ely 28 | E. C. Prophet 24 | Middleton Lyons 18 |
| John Emer 28 | J. A. Ramsey 31 | Raymond Yerke 50 |
| Orville Everett 30 | K. D. Randall 24 | Gerard Rush 20 |
| W. L. Pleischmon 16 | L. S. Robertson 30 | Celia Weisssinger 5 |
| C. A. Pulferson 28 | C. A. Rosenbrook 30 | L. C. Stephens 16 |
| S. A. Gallascher 28 | | |

22. Recommendation from Dean Emmons for an additional appropriation of $20,000 for the budget of the Chemistry Department.

23. Recommendation from Dean Crowe for an additional appropriation of $15,000 for the budget of the Department of Counseling and Board of Examiners.
Clerk I position approved.
Stores Dept.

Approval of changes in Music fees.

Statement from C. R. Erickson approved.

Investment
Harriet Kimball Fee assets.

24. Request for an additional Clerk I position in the Stores Department.

25. The Administrative Group recommends the following changes in music fees:
   a. That special fees for applied music and public school music be discontinued and that there be one fixed fee for all such students of $50 per quarter for piano rental, practice room, and private lessons.
   b. That students in the music curricula be charged $15 per quarter for private lessons which will include practice room and piano rental.
   c. The music scholarships will be $50 per quarter-$35 for six weeks.

26. Statement from Claud R. Erickson in the amount of $17,773 for services rendered during the present year. Mr. Erickson does not wish to have this fee paid until after January 1, 1947.

27. Statement from Ralph R. Calder in the amount of $30,000 for services rendered on the Physics Building.

28. Communication from V. C. Fraitcher of the Detroit Trust Company relative to Investment of assets in the Harriet Kimball Fee trusteeship.

On motion of Mr. Brody, seconded by Miss Jones, it was voted to approve the President's Report, Resignations, Appointments, Leaves, Travel and Miscellaneous Items on which action does not already appear.

ADDITIONAL ITEMS

Resignations

1. Resignation of Margaret Parmelee as Manager of North Hall, effective December 31, 1946.

2. Resignation of Mrs. Hilda Petersen as Instructor in Written and Spoken English, effective December 31, 1946.

3. Resignation of William D. Beaton as Professor of Mathematics, effective December 31, 1946, to accept an appointment with the War Department. It is recommended previous actions of the Board increasing his salary to $5000 per year and granting travel expenses to Boston on December 27-29 be rescinded.


On motion of Mr. Mueller, seconded by Mr. Berkey, it was voted to accept the resignation of Mr. Bachman.

Leaves

1. Continuation of leave with half pay for J. H. DeHaan, Professor and Head of the Department of Philosophy, for one month, through December 31, 1946.

Appointments

1. Appointment of James Gardner as Manager of Red Cedar Village (temporary housing) at a salary of $2400 per year, effective December 1, 1946. This is a new position.

2. Appointment of Mrs. Gertrude Jackson Bland as Dietitian and Manager of North Hall at a salary of $150 per month, effective January 1, 1947, to replace Mrs. Margaret Parmelee.

3. Appointment of James H. Denison as Administrative Assistant in Public Relations at a salary of $5000 per year, effective January 1, 1947.

On motion of Mr. Berkey, seconded by Mr. Mueller, it was voted to approve appointment of Mr. Denison.

4. Appointment of Clarence Munn as Head Football Coach and Professor of Physical Education, Health, and Recreation for Men at a salary of $11,000 per year plus moving expenses, effective January 1, 1947.

5. Appointment of Forest Swashewski as Assistant Coach and Associate Professor of Physical Education, Health and Recreation for Men at a salary of $6000 per year plus moving expenses, effective January 1, 1947.

6. Appointment of Hugh Daugherty as Assistant Coach and Assistant Professor of Physical Education, Health and Recreation for Men at a salary of $3500 per year plus moving expenses, effective January 1, 1947.

7. Appointment of LaVerne Taylor as Assistant Coach and Associate Professor of Physical Education, Health and Recreation for Men at a salary of $6000 per year, plus moving expenses, effective January 1, 1947.

On motion of Mr. Berkey, seconded by Mr. Mueller, it was voted to approve the appointments in items 4, 5, 6 and 7. In all cases the moving expenses are to cover actual cost of packing and transporting of furniture.

8. Appointment of Elizabeth Honiger as Assistant Professor (Extension) in Home Economics Extension (Assistant State Leader) at a salary of $3600 per year, effective February 1, 1947. This is a new position, provided for in the budget.

9. Appointment of Randall C. Ruchelle as Instructor in Written and Spoken English at a salary of $2800 per year, effective January 1, 1947.
ADDITIONAL ITEMS, continued

Appointments, continued

10. Appointment of Herman Struck as full-time Instructor in English at a salary of $225 per month, effective January 1, 1947, for as long as necessary. Mr. Struck was employed during the fall term on a part-time basis at a salary of $90 per month.

11. Appointment of Theresa Jean Rollins as Assistant in Chemistry at a salary of $175 per month, effective January 1, 1947. This is a new position.

12. Appointment of Gloria Jane Miller as Assistant in Chemistry at a salary of $175 per month, effective January 1, 1947. This is a new position.

13. Appointment of Mary Ann Paton as Instructor in Physics and Astronomy at a salary of $2600 per year, effective February 1, 1947. This is a new position.

14. Appointment of the following graduate assistants, effective from January 1 to June 15, 1947:
   - Chemistry: Harold Dubois Cook, quarter-time at $44.44 per month
   - Robert Joseph Hathaway, quarter-time at $44.44 per month
   - Edward E. Garrett, quarter-time at $44.44 per month
   - William G. Thurber, quarter-time at $44.44 per month
   - Physiology: Cesar Martinez-Campos, half-time at $88.88 per month

   *Temporary transfer from the assistantships assigned to the Dean of the School of Graduate Studies.

15. Appointment of Mrs. Irene Harris as Instructor in Foods and Nutrition from January 1, 1947 to March 20, 1947 at a salary of $500 for the period.

16. Appointment of David M. Foxon as Instructor in English in the School of Science and Arts and in Literature and Fine Arts in the Basic College at a salary of $200.00 per month, effective January 1, 1947 for as long as necessary.

17. Appointment of Dr. Carl Morrison as Lecturer in the Department of Social Service at a salary of $250.00 per term for part-time work during the winter term, January 2, 1947 to March 20, 1947.

18. Appointment of Mr. Barrett Lyons as Lecturer in the Department of Social Service at a salary of $250.00 per term for part-time work during the spring term, from March 27 to June 12, 1947.

19. Appointment of Agnes Dyer as Parke-Davis and Company Graduate Fellow in Chemistry at a salary of $90.00 per month for the period from January 1, 1947 to August 31, 1947.

Travel

1. Full expenses for W. L. Treaster to attend the Land-Grant College meeting in Chicago on December 16-18.

2. Full expenses for S. G. Bergquist to attend the meetings of the Association of American Geographers and to interview prospective candidates for positions in Columbus, Ohio, on December 29.

3. Full expenses for Paul Dressel and another member of the Board of Examiners to go to the University of Chicago for two days in January to activate cooperation between the Boards of Examiners of Michigan State College and of the University of Chicago.

4. First-class railway fare for J. T. Landis to attend the meeting of the National Conference on Family Relations in Chicago on December 28-30.

5. Mileage on one car for L. A. Haak and members of the Department of Effective Living to attend the meetings of the American Sociological Society in Chicago on December 27-29.

6. Full expenses for R. H. Young, Clarence Mann, and J. H. Robs to attend the annual meeting of the National Collegiate Athletic Association in New York City on January 6-8.

7. First-class railway fare for A. P. Kawal, Louis Zarsa, and L. L. Frimodig to attend the annual meeting of the National Collegiate Athletic Association in New York City on January 6-8.

8. Full expenses for H. W. Lautner to go to Illiopolis, Illinois, on December 5-7 to inspect buildings at the Ordinance Plant to be used on the campus as classroom buildings.

Miscellaneous

1. Memorandum of Agreement with the American Electroplaters' Society of Detroit covering a grant of $1600 to be used for research on the effect of impurities in electrolytic baths on the nature of electro-deposited metals and to methods for the purification of electroplating solutions. The work is to be done in the Chemistry Department under the direction of D. T. Ewing.
2332

ADDITIONAL ITEMS, continued

December 19, 1946

Miscellaneous, continued

Check from Duquesne Hines Foundation accepted.

inc. salary

1. Acceptance of a check for $1250 from the Duquesne Hines Foundation of Chicago to be used by
the Department of Hotel Administration in connection with training or research relating to
foods, food values, dietetics, culinary arts, and similar subjects.

2. Increase in salary for Mrs. Wenonah B. McShee, Head Dietitian and Cafeteria Supervisor at
the Quonset Village, from $2800 to $3000 per year, effective January 1, 1947.

3. Increase in salary for Phyllis L. Spring, Assistant Dietitian at the Quonset Cafeteria, from
$1950 to $2100 per year, effective January 1, 1947.

Phyllis L. Spring

4. Increase in salary for W. L. Treaster, Director of Public Relations, from $5600 to $6100 per
year, effective January 1, 1947.

W. L. Treaster

5. Increase in salary for Ed Smiley, Superintendent of the Dairy Herd, from $2760 to $3000 per
year, effective December 1, 1946.

Ed Smiley

6. Increase in salary for J. B. Cawood, Draftsman in Agricultural Engineering, from $2500 to $2750 per
year, effective January 1, 1947.

J. B. Cawood

7. Increase in salary for Phyllis L. Spring, Assistant Dietitian at the Quonset Cafeteria, from
$1950 to $2100 per year, effective January 1, 1947.

Phyllis L. Spring

8. Increase in salary for W. L. Treaster, Director of Public Relations, from $5600 to $6100 per
year, effective January 1, 1947.

W. L. Treaster

9. Increase in salary for George M. Brown, who was then a teacher of mathematics at Harrow, England, was appointed at
the Board meeting of May 17 as Assistant Professor of Mathematics at a salary of $3600 per year,
effective September 1, 1946. He made all of his plans to come but was unable to set passage for
his family and arrived October 1. He was not paid his September salary. His travel costs, rent, etc. are higher here than he anticipated, and since his failure to arrive was due to no
fault of his own and since his teaching load was carried by his colleagues, it is recommended
that he be paid his September salary.

George M. Brown

10. The Retirement Committee recommends the retirement of Mrs. Carrie Thurston, employee in the
dormitories, at an annual retirement salary of $6800.00, effective December 31, 1946.

Carrie Thurston

Retirement of

11. Request from the Registrar for an increase in the budget of the Registrar's Office in the amount
of $39,000 for this fiscal year.

Miss Thomson

12. When the Department of Psychology was separated from Philosophy, there was no budget provided for
the Department of Psychology. Dean Ramsom recommends that the budget for this department be set
up at $5000 for this fiscal year.

Miss Thomson

13. Request from Dean Dirks for an additional $3000 to revamp the equipment in two of the Civil
Engineering rooms.

Dean Dirks

14. Request from the Library for an additional budget allowance of $20,000 for books and periodicals
made necessary because of the increased enrollment in accordance with an itemized statement
submitted by the Librarian.

Librarian

15. Request for an additional Key Punch Operator position in the Tabulating Department. This position
will be in the Clerk I classification.

Dean Dirks

16. Request from Dean Anthony and Professor Tukey for changes and additions to the equipment of the
Horticulture Department.

Dean Anthony

The Board appreciates the desirability of these changes for the Department of Horticulture, but in
view of the present financial situation defers action.

Statement Dr.

Erickson

17. Statement from C.R. Erickson in the amount of $22,100 for engineering services during this year.
Mr. Erickson requests that the bill be not paid until after January 1, 1947.

C.R. Erickson

18. Recommendation that effective January 1 all clerical employees be put on a 5-day work week with
the understanding that a skeleton force will be maintained to function Saturday morning, and
those persons who work on Saturday morning will have Monday morning off and insofar as possible
will be rotated so that all employees receive similar treatment. This recommendation will not
apply to the Deans' secretaries and other employees who are not included in the clerical group
under the supervision of the Personnel Office.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve item 18.
ADDITIONAL ITEMS, continued

Miscellaneous, continued


On motion of Mr. Mueller, seconded by Mr. Brody, it was voted to approve the Additional Items except those on which action appears.

20. Secretary McDonel reports that the horse barn that was moved to make way for Agricultural Engineering has cost more than was anticipated due to the fact that it was necessary to extend heat lines, water lines, and sewer lines to the new location and a complete classroom has been fitted up in the building. The entire building has been equipped in a manner that will make it permanently useful for many purposes not originally contemplated. The total estimated additional costs are $23,985.

On motion of Mr. Mueller, seconded by Mr. Brody, it was voted to approve the item with the understanding that one-half of the amount be taken from revolving funds in Agriculture, either the Horse Fund or any funds or budgets to be determined by the Dean of Agriculture and the Comptroller.

21. The President discussed with the Board the recent directive of the Veterans Administration canceling their previous contracts with state-supported educational institutions in which they agreed to pay for all veterans under Act 386 at the regular out-of-state rate.

After considerable discussion, on the motion of Mr. Mueller, seconded by Mr. Armstrong, it was voted to instruct the financial officers to continue to bill the Veterans Administration in accordance with the regulations approved by the Board previously and at the out-of-state rate for all veteran students. The Board further expressed its displeasure at the apparent lack of understanding of the Veterans Administration of the problems faced by Michigan State College and all other publicly financed educational institutions and authorized the President and other officers of the institution to act in cooperation with other educational institutions in obtaining the rescinding of Order 268.

On motion of Miss Jones, seconded by Mr. Brody, it was voted to approve the above recommendation.

Mr. Brody moved that, this being the last meeting of the calendar year, the Board expresses its pleasure and appreciation to the President, Secretary, Comptroller and all other officers for their effective work during the last year. Seconded by Mr. Akers. Voted unanimously.

The meeting adjourned at 2:45 p.m.