Minutes of the
Meeting of the State Board of Agriculture
May 22, 1936

Present: Messrs. Brody (Chairman), Berkey, Daane, Halstead, Mrs. Wilson; President Shaw, Comptroller Wilkins and Secretary Hannah.

Absent: Mr. Downing, Superintendent Elliott.

The meeting was called to order at 10:15 A.M.

The minutes of the previous meeting were approved having been sent to the Board members.

RESIGNATIONS, APPOINTMENTS AND LEAVES

1. Resignation of Mr. Albert L. Trowbridge, half-time graduate assistant in Soils, effective May 17, 1936.

2. Appointment of Mr. Donald B. Ebinger as Extension Specialist and Instructor in Agricultural Engineering, effective June 1, 1936 at a salary of $2700.00 per year (one-half, Smith-Lever; one-half, College funds). Mr. Ebinger replaces Mr. H. J. Gallagher (resigned).

3. Appointment of Mr. Ernest B. Harper as Professor and Head of the Department of Sociology, effective September 1, 1936 at a salary of $4200.00 per year.

4. Appointment of Dr. Hoy J. Burrows as Assistant Professor and Research Assistant in Economics, effective September 1, 1936 at a salary of $2400 per year (one-third, Purnell; two-thirds, College funds).

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7. Request for authorization to employ an additional Instructor in Accounting and General Economics, with appointment to be effective September 1, 1936 at a salary of $1800.00 per year.

8. The Graduate Council recommends the following replacement appointments for 1936-37:

   1. Botany - Continuation of Harold L. Barnett as half-time graduate assistant for 1936-37.
   2. " - Continuation of Keith K. Krog as half-time graduate assistant for 1936-37.
   3. " - Appointment of John H. Bouton as half-time graduate assistant for 1936-37, replacing Garford H. Grigsby.
   4. " - Appointment of Colin W. Robertson as half-time graduate assistant for 1936-37, replacing Ralph W. Lewis.
   5. Entomology - Appointment of Herbert E. Millington as half-time graduate assistant for 1936-37, replacing James M. Herritt.
   6. Home Economics - Continuation of Miss Elizabeth Tracy as half-time graduate assistant in Home Management and Child development for 1936-37.
   7. Soils - Continuation of Allen W. Fick as half-time graduate assistant for 1936-37.
   8. Zoology - Continuation of James E. Wildman as half-time graduate assistant during 1936-37.
   9. " - Appointment of Clare F. Pocklington as half-time graduate assistant for 1936-37, replacing Walter E. Heston.

9. Recommendation that leave without pay be granted Miss Opal Gilpin, stenographer in the Department of Animal Pathology, for a period not to exceed six weeks, beginning May 8, 1936.

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

TRAVEL

1. Request for an allowance of railroad mileage only to Urbana, Illinois, and return, so that Dr. G. N. Motts may attend the American Institute of Cooperation, to be held June 15th to 19th.

2. Request for mileage expenses on one car to Urbana, Illinois and return, so that members of the Farm Management staff may attend American Institute of Cooperation meetings June 15th to 20th.

3. Request for mileage expenses on one car to Urbana, Illinois, and return, so that members of the Economics Extension staff may attend American Institute of Cooperation meetings June 15th to 18th.

4. Request for out-of-state travel to Chicago and return for Mr. J. M. Moore and Mr. O. S. Shear, so that they may attend a meeting called by the Bureau of Animal Industry during the week of May 25th. Expenses will be paid by the U. S. Department of Agriculture and the Michigan Poultry Improvement Association, respectively.

5. Request for all expenses to Washington and return for Miss Margaret Harris, so that she may supervise a Child Care and Development exhibit at the conference of the Associated Country Women of the World, May 29th to June 6th. Expenses are to be charged to Federal Smith-Lever funds.
Travel

6. Request for full expenses to Washington and return for Director Baldwin and Professor
   Musselman, so that they may confer with Rural Electrification Administration officials.

7. Request for leaves for five home economics extension workers (Misses Hershey, McKinney,
   Reis, Noyes, and Strow) so that they may attend meetings of the Associated Country
   Women of the World at Washington, D. C. Expenses will be borne by the individuals.

8. Request for maintenance expenses for Misses Beatrice Boyd and Mr. A. C. Kettunen, who
   will be in charge of Michigan delegations to the National 4-H Club Camps at Washington,
   June 15th to 26th. Transportation will be paid from Michigan State Fair Funds.

9. Request for full expenses to Washington and return for Director Baldwin, so that he may
   attend a special Land Grant College Committee meeting June 15th to 26th.

10. Request for mileage allowance on one automobile to State College, Pennsylvania, and return,
    so that members of the Dairy Department staff may attend meetings of the American Dairy
    Science Association, June 16th to 26th.

11. Request for an allowance on the expenses of Dr. J. F. Buddleson, who has been invited to
    speak before the Second International Congress of Microbiology to be held in London, England,
    July 25th to August 1st. Transportation expense only is estimated at $250.00; maintenance
    and necessary incidentals will bring the cost of the trip to between $400.00 and $500.00.

12. Request for railroad fare at convention rates to White Sulphur Springs and return, so that
    Professor G. N. Roberts may attend the annual meeting of the Society of Automotive Engineers,
    May 31st to June 5th.

13. Request for allowance of the expenses ($91.41) incurred by Coach Penley Collins and
    Walter Jacobs in attending the U. S. Olympic Wrestling Try-outs at Bethlehem, Pennsylvania,
    April 14th to 19th.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve the travel requests ex­
cept those in items 1 and 11.

Miscellaneous

1. Request of the President for Board authorization to make such appointments of additional
   graduate assistants and of new instructors for 1936-37 as it may be necessary to make before
   the June meeting of the Board.

2. Request for Board approval of the following Faculty action:

   For the coming year fall term admissions to college shall close for under­
   graduate students, without special fee, on September 10th. After that time
   all new undergraduate students, including transfers from other institutions,
   are to be charged an additional fee of $5.00 by the Registrar's office, the
   fee not to be subject to a reviewing board and to be waived only by the
   Registrar when he is satisfied that the delay was not the fault of the appli­
   cant.

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

3. 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 spring term, according
   to the Registrar's records.

4. Recommendation for approval of the granting of such honorary degrees as may have the approval
   of the Administrative Group and the Faculty.

5. Presentation for Board approval of the 1937 football schedule, so far as completed.

6. Recommendation from Director Young that he be authorized to arrange for football games
    in East Lansing during the 1936 football season with any of the following teams at the
    guarantees specified:

<table>
<thead>
<tr>
<th>Team</th>
<th>Guarantee</th>
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<tbody>
<tr>
<td>Notre Dame University</td>
<td>$20,000</td>
</tr>
<tr>
<td>Ohio State, Minnesota, Illini or Northwestern</td>
<td>$15,000</td>
</tr>
<tr>
<td>Wisconsin, Iowa, or Purdue</td>
<td>$10,000</td>
</tr>
<tr>
<td>Indiana or Chicago</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

On motion of Mr. Daane, seconded by Mr. Brody, it was voted that Coach Young be authorized to close
the deal with any of the teams named above on the best possible basis not to exceed the amounts of
guarantees scheduled, preferably with any of the first two groups named.
May 22, 1936

LeVerne Hoyes scholarships approved.

Compt. author. to trans. at least 50% of any bal. left after opera. charges have been made to rehab. fund. Wells Hall Boarding Club debt of $500 pt. by college

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LeVerne Hoyes

MISCELLANEOUS, continued

7. Report on information from the estate of LaVerne Hoyes that the sum of $1000.00 is again to be made available for LeVerne Hoyes scholarships (available to the children of World War veterans) during 1936-37.

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

8. Request of the Comptroller for authorization to transfer at least 50% of any balance left after operation charges for the present year have been made to a rehabilitation fund (not provided for in tentative budget).

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

9. Recommendation that debts owed by the Wells Hall Boarding Club amounting to approximately $3000.00, incurred in previous years, be paid by the College.

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

10. Presentation of grant of $350.00 by the American Cyanamid Chemical Corporation of New York for special research work by the Entomology Section, Experiment Station (per agreement on file).

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

11. Presentation of grant of $350.00 by the Tobacco By-Products and Chemical Corporation of Louisville for experimental work to be carried on by the Entomology Section, Experiment Station (per understanding on file).

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

12. Request of the Comptroller for authorization to transfer an unexpended amount of Purnell salaries of approximately $3000.00, incurred in previous years, be paid to the Purnell Station Director's Office budget.

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

13. Request of the Comptroller for an addition of $750.00 to the budget of the Department of Physical Education for veterans' during 1936-37.

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

14. Request of the Comptroller for an addition of $1000.00 to his office budget, covering expenditures for the balance of the present year.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above request, funds to be drawn from the reserve fund.

15. Request for an addition of $750.00 to the budget of the Department of Physical Education for Men to cover expenses for the rest of the current year. (Funds to be taken from the reserve fund).

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve the above request, funds to be drawn from the reserve fund.

16. Request for the transfer of an unexpended amount of Purnell salaries of approximately $3000 to the Purnell Station Director's Office budget.

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

17. Request for the transfer of $250.00 from the Short Course budget to the budget for Farmers' Week and Exhibits (needed because of unusual expenses during the 1936 Farmers' Week).

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

18. Request for the transfer of the following amounts from the budgets for State Interscholastic Swimming and State Interscholastic Track, which have unexpended balances of $107.60 and $485.00 respectively:

Tractor (Athl. Assoc.) $500.00
Office $400.00

On motion of Mr. Leane, seconded by Mr. Brody, it was voted to approve items 15, 16, 17 and 18.

19. Request of the Associated Women Students for the restoration of A.W.S. dues to twenty cents per woman student per term. (Dues are ten cents per term now).

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

20. Purchase of new uniforms for Band.

On motion of Mr. Leane, seconded by Mr. Berkey, it was voted to authorize the Comptroller to get bids on band uniforms and submit same at the next Board Meeting.


1. Staff members who have given several years of satisfactory service to the college may apply to the President and the Board of Agriculture, through their department heads and deans, for leaves of absence for study or other self-improvement.

Dues of A.W.S. restored to 20c per woman student per term.

Compt. to get bids on band uniforms.

Policy relative to leaves of absence.
Wells Hall. On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above recommendation.

2. The Dormitory Committee recommends the immediate purchase of screens for doors and windows in Wells Hall.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above recommendation, funds to come from the reserve fund.
May 22, 1936

BUILDING COMMITTEE ITEMS, continued

3. The Dormitory Committee recommends the purchase of 69 mattresses, 50 single beds, repairing of 10 double beds, purchase of six chairs, six dressers, six tables and the repairing of other furniture in Wells Hall.

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

4. Mr. Friedland owns 1 1/10 acres of land bounded on two sides by college property, on the west by Harrison Road, on the north by the Pere Marquette Railroad. Mr. Friedland contemplates building a junk yard on this property. Mr. Hudson and Dean Anthony recommend its immediate purchase. Mr. Friedland is not anxious to sell, there is no assurance that he will accept $1600, the price mentioned in discussion between Mr. Friedland and Mr. Hudson.

On motion of Mr. Jeane, seconded by Mr. Halstead, it was voted to authorize the purchase of this strip of land up to an amount of $1600.

5. Williamston Homecoming Association is requesting the Board for the loan of bleacher seats for the Williamston Homecoming on August 6, 7, and 9. They agree to take care of transportation and repairs.

No action.

6. The skilled labor situation in the Union WPA project. Skilled labor crews on this project have been reduced to almost nothing. There are practically no skilled laborers on relief in this district. WPA are unable to furnish the necessary skilled labor for completing the parts of the building requiring it but have agreed to furnish the carpenters if we will provide the brick masons and tile masons. The present crew will do as much as they can. If they were to do nothing the total labor cost for all brick mason work might amount to $662. It is probable that this crew will be able to complete 1/3 or more of this work which will require an expenditure that may reach $5000.

On motion of Mr. Jeane, seconded by Mr. Brody, it was voted to authorize the President, Secretary and Comptroller to hire the skilled labor required to complete the WPA project at a cost not to exceed $5000, money to be drawn from the reserve fund.

7. In order to expedite the completion of the Union Building it is recommended that the Union Building be closed on June 27th for the summer period to be reopened after September 1st. This includes the closing of the food service and the dormitory.

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

8. The necessary structural changes on the fourth floor of the Engineering Building to accommodate Chemical Engineering will cost approximately $3500. The necessary additional equipment will cost an additional $4000. It is desirable that work be started so that facilities will be completed before the beginning of the next school year.

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

9. The Secretary requests authorization to clean up and redecorate, patch plaster, and repair stair case in the hall of the administration building to be paid for from Secretary's Office funds.

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

10. It is recommended that an insurance premium amounting to $15.44 on boilers be authorized. This is necessary due to boiler changes.

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

11. It is recommended that additional fire insurance covering the new farm buildings be authorized amounting to $7600 on the Dairy Experimental Barn $7500 on Blacksmith and Sales Barn and $1000 on the Horse Breeding Barn.

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

The meeting adjourned at 3:30 P.M.

[Signature]
President

[Signature]
Secretary