Salary of Lewis Richards set.

1. Report of the special committee appointed by the Board in November 1937 (Mr. Brody and Mr. Shav) to adjust the salary of Professor Lewis Richards for the fiscal year beginning July 1, 1937. Mr. Richards' basic salary has been set at £4300.00 per year with a possible supplementary increase of £500.00 in addition based on a minimum of ten teaching hours per week, retroactive to July 1, 1937.

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

The meeting adjourned at 10:00 A.M.

Robert S. Shaw
President

John A. Hannah
Secretary

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

Present: Messrs. Berkey, Downing, Halstead; President Shaw, Comptroller Wilkins, and Secretary Hannah.

Absent: Mr. Brody (Chairman), Mrs. Masselink, Mr. Jakway, Dr. Elliott.

The meeting was called to order at 10:15 A.M. There was not a quorum present but it was decided to proceed with the Board meeting and present the actions of those present to a fourth member of the Board for approval, all of the actions taken to be subject to the approval of the fourth member of the Board before becoming effective.

The following proceedings were reviewed by Mrs. Masselink and Mr. Brody on February 21st and approved by them. The minutes of this meeting will be presented to the next regular Board meeting for ratification.

The minutes of the previous meeting were approved.

RESIGNATIONS, APPOINTMENTS AND LEAVES

1. Resignation of Mr. James Thar, County Agricultural Agent in Oceana County, effective February 28, 1938.

2. Appointment of Mr. Lyle E. Tompkins as County Agricultural Agent in Oceana County, replacing Mr. Thar at a salary rate of $2200.00 per year, effective March 1, 1938.

3. Temporary appointment of Mrs. Edna Brown Braamse to assist with 4-H Club exhibits and achievement days during the period March 14th to May 7th, at the salary rate of $150.00 per month. This extra assistance is needed because of the leave of absence granted Miss Lois Corbett.

4. Appointment of Dr. S. G. Hanson as special Instructor in Political Science and Economics for the 1938 Summer Session, at a salary of $400.00 for the six weeks' period.

5. Recommendation of Dean Hamon that Mr. C. G. Logsdon, Assistant Professor of Economics, be granted leave of absence on half pay for the school year 1938-39. Professor Logsdon intends to complete work on his doctorate degree at Ohio State University.

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

TRAVEL

1. Request of the Alumni Secretary for full expense allowance on the following out-of-state travel in the interests of alumni activities:
   A. G. O. Stewart to the annual meeting of the American Alumni Council at Columbus, Ohio, March 30 to April 2.
   B. G. O. Stewart, C. W. Bechman to the annual meeting of Chicago alumni on April 2.
TRAVEL, continued

1. (Continued)

C. G. O. Stewart to show M.S.C. movies at high school basketball banquet in Arcadia, Indiana, on April 8th, and to a statewide meeting of Indiana alumni at Indianapolis, on April 9th.

D. G. O. Stewart to visit high schools and alumni clubs in western New York, Rochester, Niagara Falls, Buffalo, Cleveland and Akron April 13 to 24.

2. Full expenses to Chicago for Dean L. C. Brown and Professor B. R. Proulx, who will accompany a group of twenty students to the annual Hotel Show February 28th to March 4.

3. Mileage allowance on one car and full maintenance expenses (to be reimbursed from state and federal funds) for Mrs. Byers and the Misses Williamson, Vosbrink, Vollmer, and Lewis, so that they may attend the Central Regional Conference for Vocational Home Economics Leaders in Chicago the week of March 7th.

4. Mileage allowance on one car and full maintenance expenses (to be reimbursed from state and federal funds) for the Messrs. Austin, Byrara, DeYoe, and Smith, so that they may attend the Regional Conference for Directors and Teacher Trainers in Vocational Agriculture to be held in Chicago March 28th to 30th.

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

MISCELLANEOUS

1. Recommendation of the Athletic Council that the salary of Miles Casteel be increased $250.00 per year, effective March 1, 1938. Present salary is $4500.00.

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

2. Recommendation of Dean Anthony that Miss Helen Strow, Assistant State Leader of Home Economics in charge of the Upper Peninsula, be granted a salary increase from $5900.00 to $6900.00 per year, effective June 1, 1938. Miss Strow has been offered a similar position at Ohio State University at $8900.00.

3. Recommendation of the Athletic Council that the Oldsmobile Company be permitted to broadcast all of the 1938 varsity football games, under arrangements similar to those this last year, for $1300.00.

On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to approve items 2 and 3.

4. Presentation for payment by the University Hospital of an additional bill covering services to Thomas Cox, freshman student injured in football last fall. This bill covers the period December 21st to January 28th and totals $415.50 (bills totalling $1629.15 have already been authorized by the Board).

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve payment of the above-mentioned bill.

5. Presentation for approval by the Athletic Association of a labor payroll totalling $802.00, to be paid to fourteen staff members for their services in ticket selling and taking during the season's basketball games.

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

6. Recommendation of the Director of Short Courses that a special laboratory fee of $4.00 (in addition to the regular course fee of $1.00) be authorized for a special School for Egg Candlers and Graders to be held during March.

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

7. Recommendation of Dean Dirks for an addition of $500.00 to the $1500.00 budget of his office to cover expenses for the balance of the year.

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

8. Recommendation of the Comptroller for the payment of the following insurance premiums for the current year:

<table>
<thead>
<tr>
<th>Insurance Premium</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Annual State Mutual Assessment for Insurance on Farm Property</td>
<td>$1371.16</td>
</tr>
<tr>
<td>2. Dyer-Jantzen-Berry Power Plant Insurance</td>
<td>$111.25</td>
</tr>
<tr>
<td>3. Wind Storm Insurance</td>
<td>$49.00</td>
</tr>
</tbody>
</table>

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the payment of the above-mentioned insurance premiums for the current year.

Increase in salary for M. Casteel

Increase for Miss Helen Strow

Oldsmobile to broadcast football games.

Payment of additional bill for T. Cox, at Univ. Hosp.

Payment of labor payroll of $202 for ticket selling & taking.

Approval of $4.00 lab fee for School for Egg Candlers.

Addition of $500 to Dean of Engr. budget.

Payment of insurance premiums for current year.
9. Recommendation of the Administrative group that certain changes (as shown in copy on file) be
made in the system of Library recall notices approved by the Board and Faculty in June, 1932.
On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the above recom-

10. Recommendation that the College take out institutional membership (at $50.00 per year) in the
American Council on Education. The Council is an organization of colleges and educational
associations formed for the study of common educational problems.
On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the above recom-

11. The College has leased with purchase option (from Mary E. Smith of Cadillac, Florence G.
Doherty of Detroit, and Mary G. Cornwell of Chicago) 160 acres of land adjacent to the Lake
City Station, on the north side of the road. The lease is in its last year and final rental
payment is due March 1st. If the property is purchased before this date (on purchase option
at $5000.00), it will mean a saving of $250.00 in rent.
On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted to defer action on the above item
with the understanding that the matter be taken up during the next fiscal year and before ex-

12. The U.S. Department of Agriculture, if it establishes a poultry research laboratory on the
corner of Mt. Hope and Harrison Road, will take up 20 acres of land now being used by the
College farm. Frank Redman has offered a lease of land with purchase option on 80 acres
adjacent to the College property (within the section block which the Board has itself
acquired as it is able). If we do not lease this property, Mr. Redman indicates that he expects to offer it in one-acre pieces as a small farm subdivision. Rental
is $10.00 per acre per year with six-year purchase option at $28,000.
On motion of Mr. Downing, seconded by Mr. Berkey, it was voted to take a six-year lease on the
Redman farm and to leave negotiations regarding lease, purchase price and option to the Presi-

13. Accident and first aid report on Nelson Potvin, Buildings and Grounds employee who was in-
jured at work. It is recommended that he be paid for time lost, 89 hours & 60s per hour -
$83.40.
On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to approve the above item.

14. Comptroller authorized to set up fund of $49,000 (less the percentage reduction made by
the Governor) to build 4-H Club buildings at Chatham.
On motion of Mr. Berkey, seconded by Mr. Halsted, it was voted to authorize the Comptroller
to set aside a fund of $49,000 (less the 6% reduction made by the Governor in the entire
appropriation or a net fund of $45,000) to be used for the construction of certain buildings
at Chatham in accordance with the ruling of the Attorney General of February 10, 1938 indicating
that these buildings must be built from the appropriation for the present fiscal year.

15. Comptroller authorized to purchase dormitory bonds (with money he has available for invest-
ment) whenever the opportunity presents itself.
On motion of Mr. Berkey, seconded by Mr. Halsted, it was voted to give the Comptroller authori-
sation to buy dormitory bonds at par or less whenever they are available for purchase and when
he has funds to invest.

16. Dr. Olin of the Health Service, Dean Anthony, Dean Giltner and Director Young appeared be-
fore the Board and outlined their needs for more room and additional equipment in order
that their departments may function properly, in order to give proper instruction to
students and conduct research, etc.
On motion of Mr. Halsted, seconded by Mr. Downing, it was voted to authorize the Secretary to
make arrangements with the State Administrative Board for a hearing before it by a committee
of the State Board of Agriculture and Dr. Olin and Dean Giltner to request the assistance of
the State Administrative Board in providing immediate relief at the Health Service and for the
Veterinary Division.

PRESIDENT’S REPORT

1. Acceptance of the resignation of Mr. C. Vernon Holmberg, half-time graduate assistant in the
Physics Department, effective January 27, 1938, but with salary continued to the end of the
month.

2. Continuance of Miss Georgie Robb as stenographer in the Department of Horticulture for the
months of January and February, at her previous salary rate of $130.00 per month.
Further, permanent appointment of Miss Robb as stenographer in the department, effective
March 1, 1938 at a salary rate of $1320.00 per year. Miss Robb will replace Mrs. Ronald Hess,
whose resignation becomes effective on that date.
PRESIDENT'S REPORTS, continued

3. Approval of the transfer of $429.98 from the Photographic Revolving Fund to the Publicity budget, to cover expenditures for the balance of the year.

4. At the January Board meeting the employment of Mr. Albert Manzini of Detroit was approved for an unspecified time at a salary of $25.00 per week (to be drawn from the Music Revolving Fund). For Board record, Mr. Manzini's appointment is for the winter and spring terms only (to take care of the work of Mr. Falcone, who is on leave) and will entail the payment of approximately $500.00.

5. Approval of the transfer of $429.98 from the Photographic Revolving Fund to the Publicity budget, to cover expenditures for the balance of the year.

5. Approval of full expenses on the following out-of-state trips in the interests of alumni activities:
   a. G. O. Stewart to Milwaukee on February 19th for a meeting of Wisconsin alumni following the Marquette Basketball game.
   b. C. W. Bachman to Washington, D. C. on February 21st for the annual meeting of the Washington alumni club.

5. Approval of the following out-of-state trips without expense to the College:
   b. A. J. Bell to accompany a group from Lenawee County to DeKalb, Illinois, at the request of the Farm Security Administration.
   c. Gifford Patch to Chicago January 22nd and 23rd and to Cincinnati January 24th to 26th, at the request of the Michigan State Farm Bureau.
   d. Earl Weaver to St. Paul on March 3rd and 13th in connection with the granting of his doctor's degree by the University of Minnesota.

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

MISCELLANEOUS REPORTS

1. Report from the Athletic Council in voting at its January meeting to complete the stadium payment in full. $10,000 of the $20,000 total is carried in the regular budget for this purpose, and the remainder is to be paid from the reserve of the Association.

2. Report from the Comptroller on the purchase of $9000.58 worth of Dormitory bonds from the following available funds:

   LaVerne Noyes       $2360.22
   Anna Bayha          778.00
   William R. Johnson Post 380.98
   Horace H. Beckham   5000.58
   $9000.58

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

3. Report of the Dormitory Committee on the new service charges and arrangements (as per copy on file) to be made for the conferences and short courses to be held on campus during the summer.

4. Report and recommendations of the Retirement Committee as follows:

   (1) Recommendation that it be a general policy that all employees who are paid part-time by the College and are receiving the balance of their salaries from the state or federal governments be regarded as eligible and included for benefits under the Retirement Program. Further recommendation that, in these cases, the service pensions be calculated on the basis of the percentage of the total salary paid from college funds, the minimum pension of $480.00 to be subject to the percentage reduction.

   (2) Recommendation that Mr. W. E. Laycock, College photographer, be retired as of July 1, 1938 at an annual service pension of $759.00 per year (in exact accordance with the provisions of the Retirement Program). At the January meeting of the Board Mr. Laycock was granted leave of absence on full pay to the end of the present fiscal year.

   (3) Recommendation to the Board for the retirement of the following employees at the end of the present year, July 1, 1938 (in accordance with the provisions of the program), except in the cases of Messrs. Grover, Hedrick and Mumford, whose retirements are recommended effective September 1, 1938.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Age</th>
<th>Years of Service</th>
<th>Base Salary</th>
<th>Service Pension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myra V. Dague</td>
<td>Exp. Sta.</td>
<td>72</td>
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<td>G. L. Chapman</td>
<td>Physics</td>
<td>67</td>
<td>10</td>
<td>1500</td>
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</tr>
<tr>
<td>A. Crawford</td>
<td>Chemistry</td>
<td>86</td>
<td>9</td>
<td>1500</td>
<td>480.00</td>
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</table>

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

Retirement
of several
folks at end
of fiscal yr.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Age</th>
<th>Yrs. of Service</th>
<th>Base Salary</th>
<th>Service Pension</th>
</tr>
</thead>
<tbody>
<tr>
<td>F. G. Eyestone</td>
<td>Dormitory</td>
<td>75</td>
<td>12</td>
<td>$1200</td>
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<tr>
<td>Simon M. Growe</td>
<td>Bldgs. &amp; Gds.</td>
<td>75</td>
<td>25</td>
<td>1200</td>
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<tr>
<td>E. W. Grover</td>
<td>Education</td>
<td>65</td>
<td>24</td>
<td>3600</td>
<td>864.00</td>
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<tr>
<td>Sibley O. Hazen</td>
<td>Farm &amp; Horse</td>
<td>68</td>
<td>16</td>
<td>1600</td>
<td>480.00</td>
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<tr>
<td>Ralph Hamond</td>
<td>Agr. Ext.</td>
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<td>16</td>
<td>1700</td>
<td>480.00</td>
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<tr>
<td>W. C. Hedrick</td>
<td>Economics</td>
<td>69</td>
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<td>4650</td>
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<tr>
<td>A. C. Jensen</td>
<td>Bldgs. &amp; Gds.</td>
<td>71</td>
<td>34</td>
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<tr>
<td>W. F. Johnston</td>
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<td>Peter M. Kent</td>
<td>Bldgs. &amp; Gds.</td>
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<td>9</td>
<td>1300</td>
<td>480.00</td>
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<tr>
<td>W. J. Klever</td>
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<td>1500</td>
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<tr>
<td>Edna Mumford</td>
<td>Sociology</td>
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<td>8</td>
<td>4200</td>
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<tr>
<td>Henry R. Bather</td>
<td>Athl. Assoc.</td>
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<td>18</td>
<td>1500</td>
<td>480.00</td>
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<td>Frank N. Wilcox</td>
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<td>70</td>
<td>19</td>
<td>1200</td>
<td>450.00</td>
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</table>

Report on death of Lewey Fuller

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Age</th>
<th>Yrs. of Service</th>
<th>Base Salary</th>
<th>Service Pension</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. W. Chamberlain</td>
<td>Physics</td>
<td>67</td>
<td>10</td>
<td>$3540</td>
<td>480.00</td>
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<tr>
<td>Arthur Farwell</td>
<td>Music</td>
<td>65</td>
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<td>4000</td>
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<tr>
<td>Chase A. Newman</td>
<td>D. &amp; L.</td>
<td>68</td>
<td>45</td>
<td>3300</td>
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<td>L. C. Plant</td>
<td>Mathematics</td>
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<td>1800.00</td>
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<tr>
<td>Michael Press</td>
<td>Music</td>
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<td>A. N. Ryder</td>
<td>History</td>
<td>66</td>
<td>32</td>
<td>6000</td>
<td>1800.00</td>
</tr>
<tr>
<td>W. N. Sweeney</td>
<td>Purchasing</td>
<td>71</td>
<td>18</td>
<td>3400</td>
<td>650.00</td>
</tr>
</tbody>
</table>

Report on the death of Mr. Lewey E. Fuller, who had been employed by the Buildings and Grounds Department since August 1, 1904, on February 1, 1938. Mr. Fuller was 65 years of age and would have been eligible for retirement at the end of the present year on a pension of $693.00. The $1000.00 life insurance policy was paid by the Lincoln Life Insurance Company within 24 hours.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the recommendations of the Retirement Committee.

The meeting adjourned at 4 P.M.