Minutes of the
Meeting of the State Board of Agriculture
October 16, 1931

Present: Messrs. Berkey, Brody, McCall, McPherson, Mrs. Stockman, Superintendent Pearse;
President Shaw and Secretary Halladay.

Absent: Mr. Watkins

The meeting was called to order at 9:30 A.M.

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

APPOINTMENTS, RESIGNATIONS, LEAVES

1. Appointment of Mr. Claude S. Bryan, Assistant in Bacteriology to take the place of Dr. J.P. Torrey, resigned. Appointment to take effect October 1st, at a salary of $1600 per year. This has the recommendation of the graduate council.

2. Resignation of Mr. Claude S. Bryan as half-time graduate assistant in Bacteriology.

3. Appointment of two men as quarter-time graduate assistants to succeed Mr. Bryan in the above-mentioned half-time graduate assistantship, appointments to take effect October 1. Mr. John L. Etchells, and Mr. William Teeter. This has approval of graduate council.

4. Appointment of Henry W. Schau as assistant freshman football coach for the 1931 season at a salary of $150.00.

5. Resignation of Mr. L. R. Strong, clerk, accounting department, effective October 31.

6. Miss Emma Sater, Y.W.C.A. Secretary, replacing Miss Neva Lowell, resigned, should be paid $500.00 per year from college funds, as Miss Lowell was.

7. Transfer of funds in Library budget from maintenance to salary, placing Miss Norma Schmitt on salary payroll, as Library Assistant at salary of $100 per month, effective October 1st.

8. Resignation of Miss Helen Grimes, Department of Physical Education, effective September 1.

9. Permanent appointments of Messrs. Killeen, Kogan and Fossenkemper to the staff of the Music Department. Mr. Killeen to be listed as director of Men's Glee Club, Mr. Kogan, as Director of Girls Glee Club and Chorus, and Mr. Fossenkemper as Instructor in Clarinet and Woodwind instruments. Mr. Killeen and Mr. Kogan to receive $1200 per year each, and Mr. Fossenkemper, $850.00. These men have previously been appointed each year for a one year period.

10. Re-appointment of Miss Ruth Bowen as Instructor in Sociology to conduct two courses in Sociology throughout the year. Miss Brown to receive $100 per term from the Sociology Department salary budget.

11. Appointment of Mr. John W. Zimmer and Mr. David F. Randolph as part-time instructors in Mathematics, replacing Messrs. Childs and Berry, at a salary of $80.00 each per month for 10 months.

On motion of Mr. McCall, it was voted to approve the 11 items listed above with the recommendations listed.

12. The Graduate Council recommends the following graduate assistantships in the following departments for the year September 1, 1931 to June 30, 1932.

a. Department of Chemistry. Mr. Robert C. Olsen, quarter time assistantship left vacant by resignation of Mr. Sweeney, previously appointed but not accepting assistantship.

b. Department of Entomology. Mr. J. M. Merritt as half-time graduate assistant in Entomology to succeed himself.

c. Department of Farm Crops. Mr. A. W. Glidden, half-time graduate assistant at $800 per year, to succeed himself.

d. Mr. James Tyer, half-time graduate assistant in Farm Crops, $800 salary, to succeed himself.

e. Department of Forestry. Mr. Donald J. Redell is recommended to the Kellogg Fellowship in Forestry to succeed himself, from the period September 1, 1931 to June 30, 1932 at $800 per annum.

f. Department of Soils. Mr. Logan S. Carter and Mr. R. E. Pasco are recommended for re-appointment as half-time graduate assistants at the salary of $800.00.

h. Mr. C. N. Lauritzen is recommended for the appointment as graduate assistant under the Purnell Fund at $800 per annum in Dept. of Soils.

i. Mr. H. S. Ligon, holding an appointment under the Potash Export Fellowship holds this appointment, it is believed, without need of reappointment annually. Graduate Council recommends reappointment if necessary.

j. Mr. A. G. Bowey, Dept. of Sociology, quarter-time graduate assistant to replace Mr. R. Metz who was reappointed for the Don Burnham Fellowship in Life Planning this year, but who resigned having secured a full time position. The balance of this Fellowship is $338. for this year.
k. Mr. Charles Halloran, half-time graduate research assistant, Dept. of Dairy Husbandry at a salary of $800 per year, during period September 1, 1951 to June 30, 1952.

On motion of Mr. Brody, it was voted to approve items a to k.

13. Employment of Mrs. LaDore Irland in the Dept. of History for the fall term, including months of October, November, and December, at a salary of $125.00 per month, which is on a one-half time basis, to aid in the teaching of history.

14. Resignation of Mr. Martin K. Brooks, Instructor in Department of Modern Languages, effective June 30, 1951.

15. Reappointment of Miss Margaret Miles, Department of Modern Languages, Miss Miles' former salary was $250.00 and upon her resignation in May a successor was appointed to her position. When Miss Miles decided not to resign, she was offered the only position available in that department which paid $2100. In view of Miss Miles' ability, it was recommended that she be paid an additional $150, making her total salary $2250.

16. Resignation of Mr. Clarence Cole, graduate assistant in Department of Dairy Husbandry. Mr. Cole was appointed at the June 22nd meeting of the State Board this year.

17. Appointment of Mr. J. R. Fahl, to fill the vacancy left by Mr. Cole's resignation, as one-half time graduate assistant in the Department of Dairy Husbandry at a salary of $800 for a period of ten months, beginning September 1st, 1951.

18. Report on the approval of request from Prof. Hill that Mr. K. T. Wright's salary, authorized by the Board at a rate of $2500, become effective July 1, 1951.

19. Resignation of Mr. P. N. Hall, Extension Specialist in Farm Crops, effective October 15th.

20. Authorization for the appointment of an Assistant Professor in the Department of Soils at a salary of $2600, replacing Mr. Ralph Cole, recently resigned as Research Assistant, and replacing also, in part, the vacancy created when Dr. Millar was made head of the Soils Department.

On motion of Mr. Brody, it was voted to approve items 15 to 20.

TRAVEL REQUESTS

1. Member of staff of Soils Department to drive car to Chicago, carrying other staff members, with mileage on the car paid from regular Experiment Station allotment to the Soils Section, to attend the meeting of the American Society of Agronomy, November 17th to 22nd.

2. Mileage at 5¢ per mile for one member of the Forestry Department to drive to Louisville, Kentucky and vicinity to attend a meeting of the Ohio Valley Section of American Foresters. Hill take others of the staff without charge. Meeting held October 29 to 31.

3. Mr. A. C. Baltzer was authorized by the President, acting for the State Board, to attend the National Dairy Show at St. Louis, Missouri, with fare and one-third plus pullman expenses. Other expenses to be covered by Mr. Baltzer. Only member of Extension staff to attend Silver Anniversary of the National Dairy Show.

4. Travel expenses, railway fare and pullman for Miss Elizabeth Whitaker to attend the American Dietetic Association meeting in Cincinnati, Ohio, October 19 to 22.

5. Miss Catherine Miller to attend the National Conference of Nursery School workers in Philadelphia from November 13 to 14, railway fare and pullman.

6. Prof. L. S. Polt, to N.E.L.A. meeting at Purdue, November 4th. R.R. Fare and pullman to be paid by Dept. budget if N.E.L.A. does not care for them.


8. Messrs. Gardner, Baldwin, Cox to attend meeting of the Association of Land Grant Colleges in Chicago, November 18th to 18th. Fare and half railroad rates are offered to delegates attending these meetings.

9. Expenses of six students of the Dept. of Animal Husbandry at the extent of $50.00 each to live stock judging contest at Ohio State, October 10th, taking students to Columbus, Ohio and Purdue Universities.

10. Expenses of six students of the Dept. of Animal Husbandry to the extent of $50.00 each to live stock judging contest at the American Royal, Kansas City, and expenses of the coach, approximately $75.00 and also the expenses of six men to the extent of $25.00 each, and $60.00 for the coach, for International Livestock Show held in early December.

11. Report on authorization given Mr. A. R. Harston of the Corn Borer Sub-station to go to Toledo and other points, September 29th and 30th to attend a meeting called by the Federal Dept. of Agriculture to go over corn borer station work.
14. Report on authorization given for Mr. H. G. Pearson and Mr. Hood to accompany a group of dairy calf club members to the National Dairy Show at St. Louis, Missouri, October 10th to 18th. Mr. Pearson to receive all expenses, Mr. Hood, expenses of meals and lodging.

15. Report on authorization for traveling expenses (railroad mileage and pullman) for Mrs. Mabel Ebers incurc by attending the meetings of the American Restaurant Association in Buffalo, New York, the week of October 1st.

16. On motion of Mr. McColl, it was voted to approve the above travel requests with the exception of item 9, on which action has already been taken.

17. Mr. H. D. Hoitman to Chicago for two radio talks on Monday, October 15th at request of southern Michigan fruit growers, all expenses.

MISCELLANEOUS

1. Report on settlement of case of college responsibility in case of Louis Handler's shoulder injury. Committee of Mr. Atlas, Mr. Olin, authorized payment of $200 from Athletic Department budget, to Mr. Handler or such part of this sum as would be necessary for the operation, attendant expenses, etc.

2. Request from Division of Veterinary Science for increase in salary of Mr. O. F. Clark, Technician in animal Pathology, from $4500 to $4600, the title to remain the same.

3. Request from Dept. of Music that Mrs. Bouyoucos be placed on full time pay as Instructor for the present year only at a salary of $1500.

4. Approval of payroll due the Institute Instructors for instruction work in College Dept. of Music from September 28th to October 11st. College Share $405.45.

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6. Request from Board that the budget of the Dept. of Physiology for the fiscal year 1931-32 be reduced to $3400 and that the saving thus provided be used to finance the new instructor at $3400 in accordance with previous board action, and that this item of $1600 be not deducted from the $3400 budget. This is in accordance with the recommendation submitted and approved July 17.

7. Report on authorization given Mr. R. G. A. Branaman to make a trip to Washington, D. C. October 6th and 8th to obtain data on a cooperative project which we are carrying on with the U. S. A. Department of Agriculture. Expenses from Station funds.

8. Request for repairs to Dunbar Experiment Station building be taken from college building fund in order to prevent handicap of Experiment Station work by drawing from Station funds.

Action deferred.

9. Request from Division of Veterinary Science for increase in salary of Dr. C. F. Clark's salary $100 and that a new salary $2100 be made, making salary $2100.

10. Request from Division of Veterinary Science for increase in salary of Dr. Chamberlain's salary to $4000 and the Office Clerk's salary $1100 and a new half-time assistantship be created at $900. This is in accordance with previous board action.

11. On motion of Mr. McColl, it was voted to approve the above item and to transfer an amount of $900 from the Contingent Fund to the budget of the Art Department.

12. Continuation of contract with Mr. Eversole for pasturage and housing of cattle of the Veterinary Division and Bacteriology Department on Dean Gilmer's farm.

On motion of Mr. Brody, it was voted that the President and the Secretary be authorized to work out a suitable form of contract which may be entered into with Mr. Eversole.

13. Acceptance of check for $5,000 from Mr. C. D. Bell as a loan fund for needy students.

On motion of Mrs. Stockman, it was voted to accept the above-mentioned check and to authorize the Secretary to write a letter of thanks to Mr. Bell.

14. Letter from Mr. Kellogg and Trust Company of Battle Creek to the President of the College informing him of the transfer of the $60,000 trust fund from the Kellogg Farm and Bird Sanctuary to the Bird Sanctuary only.

On motion of Mr. McColl, it was voted to acknowledge receipt of the $60,000 trust fund and to send a letter of thanks to Mr. Kellogg.
12. Acceptance of check for $150.00 from Meredith Publishing Company which is presented by them following a policy adopted by them of contributing annually a small sum of money to each of the 4-H Club leaders in the States served by their magazines, Successful Farming and Better Homes and Gardens. Money to be spent by the States in the way that they feel will be most beneficial to their 4-H Club Program. Mr. Kettunen has decided to use this money as a loan fund to former 4-H Club members who are enrolled as Upper Classmen at Michigan State College. Check of $150.00 covers their 1930 contribution of $1.00 and the 1931 contribution of $50.00.

Recommendation from Mr. Kettunen that the annual contribution be accepted and the fund named "The Meredith Publishing Company's 4-H Club members loan Fund." Also the administering of this fund in so far as selecting the parties to whom loans will be granted, will be left with the staff members of the Boys and Girls Club Department.

On motion of Mr. Brody, it was voted to accept the above mentioned check and to approve Mr. Kettunen's recommendation.

13. Acceptance of Frederick C. Miller Revolving fund to be administered by the College.

On motion of Mr. Brody, it was voted to accept the fund from Mr. Miller leaving the details to be worked out by the President and the Secretary with power to act.

14. Purchase of ten acres of land at South Haven Experiment Station on which the lease expires January 1, 1932. Purchase price, $1,000.

On motion of Mr. McColl, it was voted to refer the above item to the President and the Secretary with power to act.

15. Purchase of 18 acres of land known as Mary Huber Farm lying north of Grand Trunk railroad adjoining East Lansing College property on which the lease expires November 1, 1931.

On motion of Mr. Berkey, it was voted to refer the above item to the President and the Secretary with power to act.

16. Report on appointment of staff member to supervise preparation of exhibit at the 1932 Century of Progress Exposition in Chicago. Also suggestion from Director Gardner that the State Board of Agriculture request the State Administrative Board for an allotment of $10,000 from the fund recently appropriated for advertising Michigan. Said allotment to be used in preparation of exhibit.

No report.


No report.

18. Request of Dean Giltner for revolving fund to take care of costs of White Diarrhea tests in poultry.

On motion of Mr. Brody, it was voted to set up a fund of $500 from the contingent fund as a revolving fund to take care of costs of tests above-mentioned.

19. Letter regarding payment of $250.00 to Mrs. Roseboom and $75.00 each to Mr. Pulkerston and Miss Vaughn for teaching classes in English in addition to a full teaching schedule during 1930.

Action deferred.

20. Letter from Mr. Emmons relative to piano and music practice-room rentals.

Action deferred.

21. Reply to letter from H.O.T.C. Association of the U.S.

Action deferred.

22. An amount not to exceed $1500 to be taken from the Contingent Fund is to be placed to the credit of the Economics Department, to take care of the extra travelling expenses and clerical expense in connection with Dr. Thrun's work with the State Commission of Inquiry into County, Township, and School District Government.

On motion of Mr. McPherson, it was voted to accept the above mentioned check and to approve Mr. McPherson's recommendation.

23. In the absence of Mr. L. Whitney Watkins, Chairman of the Board, Superintendent W. H. Pearce was named presiding officer at the dedication exercises of Mary Mayo Hall, October 19 at 3 o'clock.

FINANCIAL MATTERS

1. Letter from Dean Conrad relative to fund needed for elevator operation (student help) and for relief matron in Women's Building. These expenses have been paid out of the office budget of the Dean of Women, estimate of expense for year will be $416.80. Result will be overdraft in office budget, or necessity of extra apportionment.

On motion of Mr. Brody, it was voted to transfer of $416.80 from the Contingent Fund to the budget of the Dean of Women to take care of the above request.
2. Deficit in Kellogg Farm budget.

Sec. author. to buy chairs owned by Mens Commons - purchase price to be applied on deficit.


Placing of $20,000 of Creamery Fund so that 4% Int. can be obtained ref. to Sec. Request for additional floor to Dairy Bldg. ref. to Bldg. Com.

7. Submission of itemized budget for Lake City Potato Experiment Station totaling $8,850.00.

On motion of Mr. McColl, it was voted to approve the Potato Experiment Station budget subject to the approval of the Finance Committee.

Report of Sec. on long-term lease on 90 acres of land at Okemos.

Report of Secretary on communication received from State Administrative Board regarding long term lease on the 90 acres of land at Okemos which were purchased by the State for a women's prison. The Secretary of the State Administrative Board thought that the College should continue the lease of the land as they have been doing in the past without contract.

2. Deficit in Kellogg Farm Budget.

On motion of Mr. McPherson, it was voted that the Secretary be authorized to buy some chairs which are owned by the Mens Commons and which are not in use and that the amount of purchase price be applied on the deficit.

On motion of Mr. McColl, it was voted that the College cancel the remainder of the deficit.

Reconsideration of board action of June 22nd transferring $2,000 from the Creamery Fund to the Dairy Husbandry Department Fund. Request was that this amount be transferred from excess receipts of the Dairy Husbandry Department Fund. Creamery Fund is entirely separate fund. Sec. Barn made increased receipts possible, also increased certain expenses. Transfer to cover excess expenses - should come from excess receipts of Dairy Department Fund.

Letter from Mr. Harry Conrad, of the Grand River Improvement Association asking for more definite action on the part of the Board regarding the proposed new road along the south bank of the Red Cedar River.

On motion of Mr. McPherson, it was voted to authorize the Buildings and Grounds Committee to represent the Board in negotiating with the Grand River Improvement Association and to report back to the Board.

Report of Sec. on amount of parking space available on the campus.

Report of the Secretary on the amount of parking space available on the campus under the new parking regulations. Survey made by Campus Officer shows a capacity parking space for 800 cars. He found the number of cars parked at a busy time of the day to be 487, indicating that there is plenty of room for parking cars on the campus without parking on the pavement.

Resolution from Det. Trust Co. re: new dorm. for women.

On motion of Mr. McPherson, it was voted to approve only the last paragraph, which reads as follows, of the resolutions prepared by the attorney for the Detroit Company.

"RESOLVED FURTHER, that the Finance Committee, together with the President and Secretary, be authorized to continue negotiations with the Detroit Trust Company and First Detroit Company to complete the necessary papers for the financing plan to be submitted to this board for approval."
It was voted to approve the bill of $565.10 for payment from Dormitory funds of the College established at the last meeting of the Finance Committee of the Board.

1. Report on the salary and title changes effective September 1, 1931. (List on file in Secretary's Office.) Item referred to President with power at last meeting of Board.

It was voted to approve the report as submitted.

2. Report of Committee on Organization of Music Department. Copy of this report is on file in the Secretary's Office.

On motion of Mr. Brody, it was voted to accept the report as submitted by Mr. Brody for the Committee.

3. Report of the Meeting of the Advisory Committee of the State Board of Agriculture held September 16, 1931.

Meeting called to order at 9:00 A.M.

Present: Mrs. Stockman, President Shaw, Mr. McPherson, and Mr. Brody.

NEW BUSINESS

1. Letter from Mr. Emmons requesting the placing of Mrs. Palm, clerk in his office on the regular payroll at a salary of $1300 per year. Mrs. Palm has been employed on an hourly basis for some time, handling all of the office work in connection with the adviser system, some work in connection with Freshman Week and registration and classification as well as the work of the office.

It was voted by the Committee to defer action on the above request, and that Mrs. Palm be employed by the hour for the time being at a rate not to exceed $100 per month.

2. Acceptance of $500 from the Evaporated Milk Association of Chicago for a fellowship to be held by a graduate student in the Institution Department of the Home Economics Division of this college for a period of ten months in working out large quantity recipes using Evaporated Milk, the recipes to be approved by the Association and acceptable to college authorities, the Association to have the use of the college name in publishing the recipes. The Association is also to pay for the materials used by the College in working out the recipes, such payment not to exceed the sum of $500. Also appointment of Miss Florence Atwood to this fellowship for the present year. The appointment of Miss Atwood has the approval of the Graduate Council.

It was voted to approve the acceptance of the amount of $500 from the Evaporated Milk Association of Chicago under the arrangements for the fellowship at Michigan State College as cited above, and also to approve the appointment of Miss Florence Atwood to this fellowship for the present year. It was also voted that the Secretary of the College be instructed to write a suitable letter of acceptance of the fellowship and to acknowledge receipt of the check for $500.00.

5. Appointment of Harold E. Smead as part time football assistant coach for the season of 1931-32 season, at a salary of $150.00.

5. Appointment of E. Wayne Scott as freshman basketball coach for the 1931-32 season, at a salary of $150.00.

The Athletic Association budget provides for the appointments of the above two men in items No. 3 and No. 4.

It was voted to approve the appointments in items Nos. 3 and 4.

5. Appointment of Miss Mary Ann Collinge as Extension Worker in Music at a salary of $1200 per year, and a travel budget of $1000.

It was voted to approve the above appointment.

6. Approval of travel expense accounts incurred by Mr. A.H. Berridge of the Lake City Potato Experiment Station in his attendance at the International Livestock Shows in Chicago in 1929 and 1930. Also expense account including mileage used in looking up turkey markets and also in delivering some of the turkeys in 1930. Expense accounts held up over period of two years because of low funds in budget of station during these years. Bills are now out and need approval by Board for payment. Amount of bills equal $87.76.

It was voted that the above item be paid out of this year's budget for the Lake City Experiment Station.

7. Payment authorized for purchase of furniture by the College from the Michigan State Institute of Music and Allied Arts. The College is using this furniture in the two dormitories and has resold to Mr. Head that portion of the furniture for which there was no need. Bill $465.10.

It was voted to approve the bill of $465.10 for payment from Dormitory funds of the College established at the last meeting of the Finance Committee of the Board.
Bill from Dr. J. McCorvie for services in connection with dressing burns suffered by J. W. Seals while on duty in the Bacteriology Building. $20.00.

It was voted to approve payment of the above bill from college funds classified under "special compensation".


It was voted to authorize President Shaw to act for the State Board of Agriculture in settling several salary adjustments which have come up at this time.

Meeting adjourned at 9:45.

On motion of Mr. Brody, it was voted to approve the report of the Advisory Committee.

REPORT OF THE BUILDING COMMITTEE

1. Request from Mr. R. S. Hudson regarding drainage program for Field 18 and Section A of the Biebehelser drain.

Action deferred.

2. Request from Professor Anthony of the Dairy Department for Electric Heating and Ventilating Unit for the dairy barn. Estimate $320.

Recommended.

3. Request from Mr. Hudson for installation of eave troughs and down spouts on the barn at the Hutchinson Farm. Estimate $60.00.

Recommended.

4. Request from Mr. Hudson for building inside cellar hay, coal bin, etc. at Farm 2-A. $275.00.

Recommended.

5. Bid from Mr. Leon Schneeberger for moving old horticultural tool shed from east of greenhouses to center of 50 acre orchard plot south of Grand Trunk tracks, etc., at a figure of $250.00. Other bids received were Mr. A.C. Carpenter, $545.00, Buildings and Grounds Department $450.00 (with concrete floors).

Recommended.

6. Report of the Building Committee on bids received for wrecking the old brick residence at the S.W. corner of the Union Building.

Item #1 - Remove brick & structure to basement foundation. Estimate $202.00.

Item #2 - Remove foundation & basement floor, and fill with dirt.

Hayes & Hicks $202.00

Ray Sablain $200.00

Lewis E. Perkins $200.00

Capitol City Wrecking Co. $150.00

The Committee recommends the acceptance of the bid of $202.00 placed by Mr. Hayes and Mr. Hicks; also the bid of $200 of Mr. Sablain for removing walls and floors.

7. Request from Mr. Davenport to change ash system in Power Plant. Recommended that low pressure steam jet system be installed. Estimated cost $2,000; labor for installing same will be approximately $600.00. There would be an approximate saving on steam of about $3000 annually. Item set up in Power Plant Heating Budget.

Recommended.

8. Question of stand for taxi cab at the entrance of the campus asked for by the Mackey Cab Company. Recommended.

On motion of Mr. Hoell, it was voted to approve the report of the Building Committee with the recommendations made.

The meeting adjourned at 12:50.