List of graduates at the end of the Summer Session September 8, 1939, continued:

**DIVISION OF LIBERAL ARTS**

**Liberal Arts**

**Degree:** Bachelor of Arts

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<th>Name</th>
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<tbody>
<tr>
<td>Harold C. Early</td>
<td>Munice Elizabeth Irisch</td>
<td>Betty Luise Lorrayne Salle</td>
</tr>
<tr>
<td>Josephine Clare Beldman</td>
<td>Jane Pope</td>
<td>Dorothy Lillian Snyder</td>
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<tr>
<td>Joann Elizabeth Horst</td>
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<td>Betty Lucille Tuttle</td>
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**Advanced Degrees**

**Master of Arts**

Harry Glen Fitch

**Business Administration**

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<tr>
<th>Name</th>
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<tr>
<td>Harry Glen Fitch</td>
<td>Eunice Elizabeth Irish</td>
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<td>Harry Glen Fitch</td>
<td>Jane Pope</td>
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<tr>
<td>Harry Glen Fitch</td>
<td>Betty Luise Lorrayne Salle</td>
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**Hotel Administration**

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<tr>
<td>Jack Howard Cameron</td>
<td>Eunice Elizabeth Irish</td>
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<td>Jack Howard Cameron</td>
<td>Jane Pope</td>
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<td>Jack Howard Cameron</td>
<td>Betty Luise Lorrayne Salle</td>
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**Doctor of Philosophy**

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<tr>
<td>William Herbert Stahl</td>
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*With Honor

**With High Honor**

The meeting adjourned at 4:00 P.M.

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Minutes of the Meeting of the State Board of Agriculture October 19, 1939

Present: Mr. Halstead, Chairman; Messrs. Berkey, Brody, Downing, Jakway; Mrs. Masslink; President Shaw; Treasurer Wilkins; Secretary Hannah.

Absent: Dr. Elliott

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

The minutes of the previous meeting were approved.

**Resignations, Leaves, and Appointments**

**Resignations**

1. Resignation of Mrs. Irene Marguerite Johnson as stenographer in the Department of Journalism and Publications, effective November 4, 1939.

2. Resignation of Mrs. Wilma Lest Durkee as clerk in the Registrar's Office, effective October 1, 1939.

3. Resignation of Robert Patrick as quarter-time graduate assistant in Bacteriology, effective September 30, 1939, so that he may accept an appointment to the General Electric Company fellowship.

4. Leave of absence with full pay for Miss Alice Bates, Assistant State Club Leader, for the three month period from October 1 to December 31, 1939, because of ill health.

5. Leave of absence with full pay for Miss Edna Smith, State Leader of Home Economics Extension, for the period from July 27 to December 31, 1939. Miss Smith was injured in an automobile accident on July 27 and will not be able to assume duties until the first of the year.

6. Appointment of Miss Mary Berkey as stenographer in the Department of Journalism and Publications at a salary of $1200 per year, effective October 15, 1939. Miss Berkey will replace Mrs. Johnson whose resignation has been presented (same salary).

7. Appointment of Miss Catherine Finlan as clerk in the Registrar's Office at a salary of $1080 per year, effective October 1, 1939. Miss Finlan replaces Mrs. Durkee whose resignation has been presented (salary $1200).

8. Appointment of Charles E. Schmitter as fencing coach at a salary of $500 for the five month period from November 1, 1939 to March 31, 1940.
October 19, 1939

Appointments

9. Appointment of Sargeant Frank H. Carmichael as assistant fencing coach at a salary of $100 for the five month period from November 1, 1939 to March 31, 1940.

10. Appointment of Miss Ellen B. Kangas as stenographer half-time in Geology and half-time in Physiology at a total salary of $1000 per year, effective October 1, 1939. Miss Kangas replaces Pauline Davidson in Geology; the Physiology position is new.

11. Reappointment of H. W. Glassen as special lecturer in Business Law for the winter and spring terms at a salary of $1000 to be paid in six installments, the first on January 31, 1940.

12. Change in status of Milton Dickerson from half-time graduate assistant to full time instructor in Economics at a salary of $120 per month for nine months beginning October 1, 1939. Mr. Dickerson will replace John C. Davis during his illness, and Professor Wygarden during his leave for the winter and spring terms.

13. Appointment of Dr. Charles Black and Dr. Henry E. Cope as lecturers in Clinical Pathology, effective September 1, 1939. Dr. Black and Dr. Cope will receive no remuneration from the College.

14. The following appointments to research fellowships are recommended in connection with the project being financed by the General Electric Company of Schenectady, New York (accepted at the Board meeting on September 15):
   a. Appointment of Miss Marion Ebrarton as quarter-time graduate assistant in Home Economics for 1939-40 at a salary of $500 for the year.
   b. Appointment of Robert Patrick as graduate assistant in Bacteriology for three months beginning October 1, 1939, at a salary of $100 per month.
   c. Appointment of Lowell G. Koch as graduate assistant in Bacteriology for three months beginning October 1, 1939, at a salary of $50 per month.

If additional funds are received from the Company after the first of the year, the appointments of Mr. Patrick and Mr. Koch will be continued.

15. Appointment of Miss Carolyn R. Cox as quarter-time graduate assistant in Bacteriology, effective October 1, 1939. Miss Cox will replace Robert Patrick for the rest of the academic year 1939-40.

Travel

1. Full expenses for H. M. Byram to attend the National Convention of Future Farmers of America at Kansas City, Missouri, October 14-19. This trip has been approved by the State Board of Control for Vocational Education, and the College will be reimbursed from Vocational Teacher Training Funds.

2. First class railroad mileage and pullman for L. R. Schoemann to attend a meeting of the Northern Lakes States Committee at Madison, Wisconsin, October 20.

3. First class railroad mileage only for F. V. Schulz to attend a conference on Electronics at Stevens Institute of Technology, Hoboken, New Jersey, on October 20 and 21. This conference is being sponsored by the Institute of Radio Engineers.

4. First class railroad mileage only for E. P. Publow to attend the National Metals Congress in Chicago, October 23-27.

5. Mileage on one car for W. L. Cockrell and Bert Sangster to attend the National Metals Congress in Chicago, October 23-27.

6. First class railroad mileage for Miss Catherine Miller to attend the biennial conference of the National Association for Nursery Education in New York City on October 25-28.

7. Full expenses for a representative of the College to meet in Chicago on October 26 with other university representatives to map a program for the 1940 Midwest Power Conference. This Conference is sponsored by Midwestern Engineering schools.

8. Mileage on one car for members of the staff of the Forestry Department to attend the annual meeting of the Central States Section of the Society of American Foresters to be held at Carbondale, Illinois, October 28-29. Professor Herbert is chairman of one of the sections.


10. Full expenses for R. J. Miller to attend a meeting of the Official Agricultural Chemists to be held in Washington, D. C., from October 31 to November 1; expenses to be paid from Chemistry Experiment Station Funds.

11. First class railroad mileage for Mrs. Isabelle Ehlers to attend the conference on cafeteria management in Baltimore, Maryland, on November 2-4.
TRAVEL, continued

12. First-class railroad mileage only for Dr. W. L. Heilman to participate in a discussion on the training of bacteriologists at the joint meeting of the Indiana Academy of Science and the Indiana Branch of the Society of American Bacteriologists. The meeting is to be held in Terre Haute, Indiana, on November 10. The meeting is to be held in Terre Haute, Indiana, on November 10.


14. First-class railroad mileage only for L. G. Miller to attend an air conditioning conference at Lehigh University, Bethlehem, Pennsylvania, on November 11-12.

15. Delegation of a Board member to attend the convention of the Association of the Land-Grant Colleges and Universities in Washington, D.C., from November 15-17.

On motion of Mr. Downing, seconded by Mrs. Masselink, it was voted to delegate Mr. Berkey or Mr. Brody to attend the above convention.


17. Railroad coach mileage for Beatrice Grant and Hazel Strahan to chaperone a group of senior women who will attend the meeting of Home Economics Women in Business in Chicago on November 17.

18. First-class railroad mileage only for A. E. Marston to attend a special hybrid corn conference being held at Columbia, Missouri, November 17 and 18; expenses to be paid from Experiment Station funds of the Farm Crops Department.

19. Mileage on one car for members of the Farm Crops Department to attend the annual meeting of the American Society of Agronomy at New Orleans, Louisiana, November 20-22.

20. Full expenses for A. G. Kottman, F. G. Landis, Clare A. Hood, Nissi Harrell, Eayer, and Miss Lois Corbett to act as supervisors for the 4-H Club Congress which will attend the 4-H Club Congress in Chicago from December 1-6.

21. Out-of-state travel authorization for Nevels Pearson and Olga Bird to accompany the same group to the 4-H Club Congress in Chicago from December 1-6. Their expenses will be paid from Michigan State Fair Funds.

22. First-class railroad mileage only for H. L. Kohls to attend a meeting of Beet Sugar Technologists at Denver, Colorado, from January 4-6. Mr. Kohls has been asked to present a paper covering the research work in plant breeding involving sugar beets.

23. Delegations to out-of-state football games as recommended by the Athletic Council:

Verne Branch to accompany the team to Purdue University, Lafayette, Ind.
George Julian to accompany the team to Syracuse University, Syracuse, N.Y.
Glen Stewart to accompany the team to University of Santa Clara, San Fran., Cal.

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

MISCELLANEOUS

1. Request for authority for the College to subscribe to a $25 membership fee in the Lansing Chamber of Commerce.

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

2. Request for a temporary loan of $1,000 to the Dunbar Substation to be used this winter to pay labor and other expenses in marketing mature timber. The returns from the sale of the timber will then return the loan.

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

3. Recommendation of Mr. Brody that an invitation be extended to the American Institute of Cooperation to hold its annual meeting on the campus next summer.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to extend the facilities of the college to the American Institute of Cooperation for its annual meeting to be held next summer.

4. Recommendation that the salary reductions that have been in effect for the following employees be returned to the extent of $250.00 per year in each case effective October 1, 1939: Dean Anthony, Dean Dirks, Dean Evans, Dean Gillette, Dean Huston, Dean Conrad, Dean Ede, Dean Mitchell, Treasurer Wilkins and Secretary Hannah.

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

1. Resignation of Arthur Thayer, machinist in the Department of Physics, effective October 1, 1939. Mr. Thayer has accepted another position.

2. Resignation of Arthur DuRose as half-time graduate assistant in Chemistry, effective September 1, 1939.

3. Resignation of Edward E. Reynolds as half-time graduate assistant in Zoology, effective September 1, 1939.

4. Resignation of William D. Thatcher as half-time graduate assistant in Drawing and Design, effective September 1, 1939.

5. Resignation of Miss Alice Korstange, stenographer in the Mathematics Department, effective September 1, 1939.

6. Resignation of Miss Esther Crampton, stenographer in Vocational Teacher Training in Home Economics, effective September 1, 1939. Miss Crampton is planning to be married.

7. Resignation of D. E. Richardson as quarter-time graduate assistant in Bacteriology, effective September 1, 1939.

8. Leave of absence without pay for Mrs. Alice Culbert, hostess at Rochdale House, from September 1 to December 31, 1939, because of illness.

9. Appointment of E. B. Hale as research assistant in Agricultural Chemistry at a salary of $1800 per year, effective October 1, 1939. This is a new position payable from the additional Bankhead-Jones funds available this year.

10. Transfer of Mrs. Zenetta Hunter from Robinson House to Bennett Hall with no change in salary, effective September 1, 1939.

11. Appointment of Mrs. Marion Sohus as hostess at Rochdale House at a salary of $30 per month plus maintenance ($20 from house funds and $10 from chaperon funds) for the period from September 1 to December 31, 1939. Mrs. Sohus will replace Mrs. Culbert during her leave.

12. Appointment of Mrs. Joseph Parsons as hostess at Robinson House at a salary of $30 per month plus maintenance ($40 from house funds and $10 from chaperon funds) for the period from September 1, 1939 to June 30, 1940. Mrs. Parsons replaces Mrs. Hunter.

13. Appointment of Mrs. Laura Kimball as hostess at Alice G. Cowles House at a salary of $50 per month plus maintenance ($40 from house funds and $10 from chaperon funds) for the period from September 1, 1939 to June 30, 1940. This is a new position.

14. Appointment of Mrs. Effie J. Hildebrand as night hostess in Campbell Hall at a salary of $75.00 per month plus room and breakfast for the period from September 1, 1939 to June 30, 1940. This is a new position which was included in the budget for 1939-40.

15. Reappointment of George Alderton as sports writer for 1939-40 at a salary of $1200 per year, to be employed on a part-time basis as in the past.

16. Change in status of Francis A. Hughes from half-time graduate assistant in Chemistry to full-time instructor in Chemistry at a salary of $120 per month for the fall term only, effective September 1, 1939. This is an additional position necessary because of the increased enrollment.

17. Appointment of Macha Louis Rosenthal as instructor in English at a salary of $1600 per year to be paid in eleven installments, the first on October 31, 1939. This is an additional position, and the appointment is for one year only.

18. Appointment of Verdon E. Leichtry as instructor in English for the fall term only at a salary of $800 for the period from October 1 to December 31, 1939. This is an additional position.

19. Appointment of Mrs. Jean Trembley Rich as instructor in English for one year only at a salary of $1200, effective September 1, 1939. Mrs. Rich's resignation had been accepted for August 31, but the increased enrollment requires her reappointment.

20. Appointment of Mrs. Margaret Zimmer as part-time instructor in Mathematics for the full term only at a salary of $500 to be paid in three installments, the first on October 31, 1939. This is an additional position.

21. Change in status of Frederick Whitesell from half-time instructor in German at $1000 per year to full-time instructor at $1900 per year, effective September 1, 1939. This is an additional half-time position.

22. Appointment of Byron Miller as stenographer in the Mathematics Department at a salary of $855 per year for three-quarters time, effective October 1, 1939. Mr. Miller replaces Miss Korstange who has resigned (salary $855).
Resignations, Leaves, and Appointments, Continued

Appointments

23. Appointment of Miss Kathleen Kieppe as stenographer in Vocational Teacher Training in Home Economics, effective September 1, 1939 at a salary of $1240 per year. Miss Kieppe's salary will be reimbursed in full by the State Board of Control for Vocational Education. She is replacing Miss Crompton who has resigned (same salary).

24. Appointment of Miss Pauline Davidson as full-time stenographer in the History Department at a salary of $1080 per year, effective October 1, 1939. Miss Davidson has been employed half-time in History and half-time in Geology at the same salary during the past year. This is an additional half-time position in the History Department.

25. Appointment of George L. Nelson as research fellow in Bacteriology for the academic year 1939-40 at a salary of $60 per month, effective September 15, 1939. This is an industrial fellowship established by the Dow Chemical Company for experimental work in testing Dowicides.

26. Appointment of Louis J. Camillo as research fellow in Bacteriology for the fall term of 1939-40 only at a salary of $60 per month, effective September 1, 1939. This is an industrial fellowship established by the National Pickle Packers Association for studies of cucumbers and pickles and pickle products.

27. Appointment of Miss Evelyn Matthews as research fellow in Bacteriology on a quarter-time basis at a salary of $30 per month for 10 months, effective October 1, 1939. This is a new position payable from the Poultry Products Revolving Fund.

28. Appointment of Francis Erickson as research fellow in Bacteriology at a salary of $60 per month, effective September 1, 1939. This is payable from the Bacteriology Pickle Fund No. 223 which has been renewed by the Corn Products Sales Company at $600 a year for two years.

29. Reappointment of E. W. Hoelofs to the research graduate assistantship in hydrocol investigations for the academic year 1939-40. This is a continuation of the agreement between the Institute for Fisheries Research of the State Department of Conservation and the Michigan State College. The position pays a salary of $60 per month for ten months.

30. The following graduate assistantships were approved for 1939-40:

- Bacteriology: Appointment of Elwood G. Millard as quarter-time graduate assistant to replace D. E. Richardson.
- Animal Husbandry: Reappointment of Ralph May as half-time graduate assistant.
- Chemistry: Appointment of Byron Dustin Field as half-time graduate assistant to replace Arthur J. DuBois who was unable to accept the position.
- Change in status of G.J. Atchison from quarter-time to half-time graduate assistant for the fall term only. This is an additional quarter-time position.
- Appointment of Graham Philip as half-time graduate assistant for the fall term only. This is to be paid from the labor payroll of the Chemistry Department with the understanding that their budget will be reimbursed for the amount expended if necessary.
- Appointment of Harold Reiling and Floyd Shongkan as quarter-time graduate assistants for the fall term only. These also are to be paid from the labor payroll to be reimbursed if necessary.
- Dairy Husbandry: Appointment of Alfred Bortree as half-time graduate assistant to replace M. R. Hale.
- Home Economics: Reappointment of Miss Helen Bring as quarter-time graduate assistant in Home Management and Child Development. This is an additional position.
- Zoology: Appointment of Roger L. Parmer as half-time graduate assistant to replace L. E. Reynolds who did not accept the position.
- Appointment of Gordon Leversee as half-time graduate assistant at the W. K. Kellogg Bird Sanctuary to be paid from College funds.
- Appointment of George N. Rysgaard as half-time graduate assistant at the W. K. Kellogg Bird Sanctuary to be paid from Sanctuary funds.

Travel

1. Full expenses for Dr. W. L. Mailman to make five trips to Chicago to examine eggs held in storage; expenses to be paid from the Poultry Products Revolving Fund.

2. Railroad coach mileage for Miss Ruth Crimanc to attend the National Cooperative Meat Conference in Chicago on November 3, 4, and 5. This meeting was originally set for October 13, 14 and 15.

3. First-class railroad mileage only for L. H. Gell to attend a meeting of the Associated Collegiate Press in Des Moines, Iowa, from October 26-28.
6. Dean Anthony recommends that when and if additional PWA funds are available consideration
be given to the construction of an additional floor on the present creamery building. - the
sponsor's contribution to be appropriated from the Creamery Revolving funds.

7. Copies of the audit of William G. Roost have been received covering:
7. (Continued)
   a. Financial transactions of Michigan State College
   b. Financial transactions of the women's dormitories
   c. Financial transactions of the men's dormitories
   d. An audit of the Horace E. Fackham Research Endowment Fund
   e. A special audit requested on outstanding student loans
   f. A review of all outstanding bonds

On motion of Mr. Brody, seconded by Mr. Weigley, it was voted to instruct the Treasurer to place delinquent loans on which no payments have been received during the last fiscal year in the hands of attorneys for collection and that the Board establish a policy in regard to extensions that all loan extensions are to be approved by the whole committee.

8. A statement was presented from Walter H. Rout, auditor, in the amount of $6,834.60 for making various audits of the college books.

On motion of Mr. Weigley, seconded by Mr. Brody, it was voted to approve payment of the above statement.

9. A communication has been received from E. Jane Conroy, owner of the property north of the Jenison house at 403 Seymour, asking for the removal of a certain restriction placed on her property twenty-five years ago.

In action.

10. Bids were taken on October 17th on the special radio equipment required for the new radio station. The total cost of this new station is now estimated as follows:
   1. Cost of transmitter, tower, and extra set of tubes
      a. Cost of the building to house transmitter, adjacent to the tower
      b. Cost of electrical services, vaults, transformers, cables, etc.

   The resolution of Board re: construction of radio sta., etc.

On motion of Mr. Brody, seconded by Mr. Weigley, it was voted to authorize the installation of the new radio station, and the installation of necessary equipment increasing the power of WJKAH from 1,000 watts to 5,000 and authorizing the Secretary to file the required documents.

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

11. Resolution of the State Board of Agriculture authorizing the construction of a new radio station and the installation of necessary equipment increasing the power of WJKAH from 1,000 watts to 5,000 and authorizing the Secretary to file the required documents.

12. Authorization is requested for a cash settlement from the Jenison Estate for Miss Matilda Walker in lieu of retirement benefit. Miss Walker was employed by the Jenisons as a maid in their home for more than seventeen years. It was very evidently Mr. Jenison's intention to provide for her before his death. He had so informed various persons including the executor of the Estate. No settlement was ever made. When this was discussed with the Board following Mr. Jenison's death, it was informally authorized that a permanent position be made available to Miss Walker on the college payroll with the understanding that she be given credit for the seventeen years' employment by the Jenisons in computing her retirement pension. It is now recommended that a cash settlement be made from the Jenison Estate since Miss Walker does not desire college employment.

The Board instructed the President, Secretary and Treasurer to work out a suggested settlement to be recommended to the next Board meeting.

13. The men residents of Abbot Hall invite the members of the Board to the dedication ceremonies and open house at Abbot Hall on Sunday, October 29th, at 3:00 P.M.

The committee authorized at the Board meeting on September 25th has taken the following actions on the PA projects:

1. Changes were authorized in the specifications in the men's dormitory reducing the contract price by $24.75.

2. Certain changes in the specifications in the transformer vaults for the auditorium are approved at a net reduction in the contract price of $17.90.
3. Certain changes in the specifications for the hardware in the Auditorium were approved at no change in the contract price.

4. The Committee acting for the Board approved certain changes in the specifications in the Livestock Judging Pavilion at a deduction in the contract price of $20.00.

5. Certain changes in the specifications for the girls' dormitory were approved at an increase in the contract price of $139.00.

6. The Committee acting for the Full Board has approved the final acceptance of the Veterinary Clinic Addition and authorized final settlement of all bills as of October 1, 1939.

7. The Committee acting for the Board finally approved the changes in the specifications for the steam tunnel to the Field House and Gymnasium at an increase in the contract price of $358.30. These changes were previously approved by the Board but additional revisions required a new resolution.

8. Certain changes in the specifications for the Field House and Gymnasium were approved at a reduction in the contract price of $204.94.

9. On September 22, bids were taken on equipment for the Music Building as follows:

<table>
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<tr>
<th>Stage equipment</th>
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   | Work Green     | $2,227.00  
   | Tiffin         | $2,120.00  
   | Universal Scenic Studio | $2,478.00  

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<tr>
<th>Costume Wigs</th>
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   | J. W. Knapp Company | $602.05  
   | M. Norton Clark | $679.00  
   | Semineter Decorative Studio | $971.40  
   | Balloona Company | $719.20  

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   | J. L. Hudson Company | $533.80  
   | J. W. Knapp Company | $591.15  

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</table>
   | J. L. Hudson Company | $951.00  
   | J. W. Knapp Company | $974.78  
   | Semineter Decorative Studio | $1,160.79  

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<tr>
<th>Lobby Furniture</th>
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   | J. W. Knapp Company | $4,025.74  
   | J. L. Hudson Company | $4,388.00  

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   | J. W. Knapp Company | $423.83  
   | J. L. Hudson Company | $477.50  

The Committee acting for the Board on September 23rd, approved the awarding of these contracts to the low bidders in each case.

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

The following items have not been acted upon by the Committee:

1. A resolution should be approved requesting a change order transferring $137.00 from the Construction Account for the Livestock Judging Pavilion to be used for payment of interest during construction.

2. The Committee has inspected Campbell Hall and recommends its acceptance to the Board subject to the completion of certain minor details, final payment to be authorized upon a written statement from the architects that these details are completed.

3. The plans and specifications for the Auditorium were prepared, in order to reduce the cost, a built-up asphalt roof was specified. It was realized at the time that this would be unsightly. It is now recommended that the Board authorize the installation of a copper roof on the visible portions of the roof at an addition in the contract price and that Mr. Wilkins be authorized to add to the Construction Account the funds required.

4. When the specifications for the Field House and Gymnasium were prepared, a built-up asphalt roof was specified, realizing that it would be unsightly and not in keeping with other campus buildings but it was specified to save cost. It is now recommended that a change order be approved covering the installation of copper roofing on the sloping surfaces of the roof that are visible from the ground at an increase in the contract price.
4. (Continued)

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to authorize the committee consisting
of Mr. Brody, President Shaw and Secretary Hannah, to make the best possible arrangements so that
a copper roof may be included on the visible portions of the Gymnasium and Auditorium at the
lowest cost possible. This Committee is authorized to act for the Board.

5. The work on the livestock judging pavilion is practically completed with the exception of
the completion of the heating lines across the bridge which cannot be installed until the
new Farm Lane bridge is completed. The Christman Company requests that all of the money
due under their contract be now paid to them with the exception of $1400 which can be
retained to insure the completion of the work. It is estimated that the total cost of the
work yet to be done does not exceed $780.00. A resolution approving this payment is re­
quired.

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

6. Recommendation that the same Committee (President Shaw, Mr. Brody and Secretary Hannah) be
continued to act for the Board in handling PWA matters in the interim until the next regular
Board meeting.

On motion of Mr. Halstead, seconded by Mr. Jakway, it was voted to approve the above recommen­
dation.

7. Resolution of the State Board of Agriculture approving the installation of a strainer in
the main steam service line to the girls' dormitory at an addition to the contract price of
$68.89.

8. Resolution of the State Board of Agriculture approving the omission of a strainer in the
steam service line to the Music Building, at a reduction in the contract price of $62.00.

On motion of Mr. Halstead, seconded by Mr. Jakway, it was voted to approve the items 7 and 8.

The Board meeting adjourned at 3:00 P.M.

Robert L. Shaw
President

John A. Hannah
Secretary

Minutes of the
Meeting of the State Board of Agriculture
November 20, 1939

Present: Mr. A. H. Halstead, chairman; Mr. Berkey, Mr. Downing, Mr. Jakway, Mrs. Masselink;
Dr. Elliott; President Shaw; Treasurer Wilkins; and Secretary Hannah.

Absent: Mr. Brody

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

The minutes of the previous meeting were approved.

Leaves and Appointments

Leaves
1. Leave of absence with pay for J. W. Thayer, Jr., Instructor and Research Assistant in Farm
Crops, from January 1 to March 31, 1940, so that he may continue his study for the doctorate
degree at the University of Minnesota.

2. Request from Forrest Fansher, who holds the American Jersey Cattle Club Fellowship, for an
extension of his leave until December 31, 1939. He was granted a leave without pay from
August 1 to October 31, 1939, at the September meeting of the Board.

3. Transfer of Miss Mary Eicher from the Central Stenographic Office to the position of sten­
ographer in the Military Department at a salary of $1340 per year, effective November 1, 1939.
Miss Eicher has been receiving $1320 per year. She will replace Mildred Erickson (salary
$1340) whose resignation has been accepted.

4. Appointment of Miss Coletta M. Snohr as general assistant in the Library at a salary of $1500
per year, effective January 1, 1940.

5. Temporary appointment of L. J. Braamse as Extension Specialist in Soil Conservation at a salary
of $3100 per year ($2700 from Federal Soil Conservation Service and $600 from Federal Smith­
Lever Soils funds) for the period from December 1, 1939 to August 15, 1940. Mr. Braamse has