

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

DIVISION OF LIBERAL ARTS

Liberal Arts

Degree: Bachelor of Arts

Harold C. Early
Josephine Clare Heltman
Joann Elizabeth Horst

Eunice Elizabeth Irish
Jane Pope

Bettyeluse Lorraine Salle
Dorothy Lillian Snyder
Betty Lucille Tuttle

Advanced Degrees
Master of Arts

Harry Glen Fitch

Business Administration

Degree: Bachelor of Arts

Jack Howard Cameron

Hotel Administration

Degree: Bachelor of Arts

Charles Almon Way

Master of Science

Kenneth Dale Cline

Noel Etienne Dore

Clarence Frederick Genter

Robert Douglas MacCurdy

Myrtle R. Munger,

Lyle Moyer Murphy

James Lowell Orbison

Colin William Robertson

Francis Hugh Wilson

Hui-Lan Yeh

Doctor of Philosophy

William Herbert Stahl, Bacteriology

*With Honor

**With High Honor

The meeting adjourned at 4:00 P.M.

Robert S. Shaw

President

John A. Hannah

Secretary

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 Marquardt Johnson as stenographer in the Department of Journalism and Publications, effective November 4, 1939.
2. Resignation of Mrs. Wilma Leet 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.

Leaves

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.

Appointments

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 R. Schmitter as fencing coach at a salary of \$500 for the five month period from November 1, 1939 to March 31, 1940.

RESIGNATIONS, LEAVES AND APPOINTMENTS, continued

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 \$1080 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 Wyngarden 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 Wharton as quarter-time graduate assistant in Home Economics for 1939-40 at a salary of \$300 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.

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

TRAVEL

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. Schoermann 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 H. E. 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 26-28. Professor Herbert is chairman of one of the sections.
9. Full expenses for H. A. Berg, R. V. Gunn, and Julia Pond to attend the Annual Outlook Conference being called by the Federal Extension Service in Washington, D. C., from October 30 to November 4.
10. Full expenses for E. 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. Mabelle Ehlers to attend the conference on cafeteria management in Baltimore, Maryland, on November 2-4.

TRAVEL, continued

- Travel
12. First class railroad mileage only for Dr. W. L. Mallmann 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.
 13. Full expenses for F. T. Mitchell to attend a conference on "Student Personnel Problems" at Antioch College, Yellow Springs, Ohio, from November 10-11.
 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.

16. Full expenses for R. S. Shaw, E. L. Anthony, H. B. Dirks, Marie, Dye, Edna V. Smith, R. J. Baldwin, V. R. Gardner, and V. C. Grove to attend the convention of the Land-Grant Colleges and Universities in Washington, D. C., from November 15-17.
17. Railroad coach mileage for Beatrice Grant and Hazel Strahan to chaperon 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. R. 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 20-23.
20. Full expenses for A. G. Kettunen, P. G. Lundin, Clare A. Rood, Miss Marcella Meyer, and Miss Lois Corbett to act as supervisors for the 4-H Club delegation which will attend the 4-H Club Congress in Chicago from December 1-8.
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 1-8. 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.

Approval
membership
Chamber of
Commerce.

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.

Loan of \$1000
to Dunbar
Station.

2. Request for a temporary loan of \$1000 to the Dunbar Substation to be used this winter to pay for labor and other expenses in marketing mature timber. The returns from the sale of the timber will more than return the loan.

Am. Institute
of Coopera-
tion invited
to hold meet-
ing here.

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.

Deans salary
cuts restored

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 Emmons, Dean Giltner, Dean Huston, Dean Conrad, Dean Dye, Dean Mitchell, Treasurer Wilkins and Secretary Hannah.

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

PRESIDENT'S REPORTResignations, 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 (\$20 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 dinner 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 Verdun E. Leichty as instructor in English for the fall term only at a salary of \$500 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 \$1800, 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 fall 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 Myron 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

Leave

Appointments

PRESIDENT'S REPORT, continuedResignations, 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 \$1140 per year. Miss Kieppe's salary will be reimbursed in full by the State Board of Control for Vocational Education. She is replacing Miss Crampton 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. Nielson 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 Dovicides.
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. 221 which has been renewed by the Corn Products Sales Company at \$600 a year for two years.
29. Reappointment of E. W. Roelofs to the research graduate assistantship in hydrosol 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.
- Reappointment of J. Edward Brewster as half-time graduate assistant. |
| Chemistry | - Appointment of Byron Dustin Field as half-time graduate assistant to replace Arthur H. DuRose 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 Philp 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 Helwig and Floyd Monaghan 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 E. B. Hale. |
| Home Economics | - Appointment of Miss Helen Ewing as quarter-time graduate assistant in Home Management and Child Development. This is an additional position. |
| Zoology | - Appointment of Roger L. Harned as half-time graduate assistant to replace E. E. Reynolds who did not accept the position.

- Appointment of Gordon Liversee 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

Travel

1. Full expenses for Dr. W. L. Mallmann 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 Griswold to attend the National Cooperative MGat 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. Geil to attend a meeting of the Associated Collegiate Press in Des Moines, Iowa, from October 26-28.

PRESIDENT'S REPORTS, continuedMiscellaneous

1. Authorization that the work formerly performed by Arthur Thayer, machinist in the Department of Physics, be taken care of on the hourly basis at the rate of 40 cents per hour, to be paid from the Department budget until a satisfactory replacement can be arranged. This was effective October 1, 1939. The Physics Department budget is to be reimbursed by the amount expended.
2. Authorization for the addition of \$450 to the maintenance budget of the Art Department to pay for hourly work for help with their teaching load.
3. Acceptance of a check for \$200 from the Poultry Products Revolving Fund, Inc., to be applied on the fund maintained by this organization for the purpose of research work on mold formation on cold storage eggs.
4. Authorization for the completion of the final acquirement of title to the Charles E. Hoochnessian 50-acre farm on Mt. Hope Avenue on a \$16,000 basis as authorized by the Board at its meeting on February 16, 1939.
5. Authorization for the payment of \$6.40 to Harold Wilson, Buildings and Grounds employee, as compensation for time lost because of ivy poisoning.
6. Authorization for the transfer of funds for a half-time graduate assistantship in Drawing and Design to the labor payroll for this department. William D. Thatcher, who held this assistantship, has resigned.
7. Authorization for additional remuneration of \$1 per hour for approximately 15 hours per week to be paid to C. H. Pesterfield, Instructor in Mechanical Engineering, for services in connection with the construction of the addition to the power plant. This action is effective as of September 1, 1939.
8. Reappointment of Dr. R. C. Huston and Professor L. N. Field to the Athletic Council for another two years ending June 30, 1941.

On motion of Mr. Brody, seconded by Mr. Jakway, it was voted to approve the President's Report.

SECRETARY'S ITEMS

1. The following property is offered by the Walter T. Best Women's Club of Leland, Michigan, to Michigan State College for use as a part of its educational activities with the suggestion that it be used for the Summer School for Art or Dramatics or both:

All of fraction block 17 of the village of Leland, Michigan, including village lots, 1, 2, 3 and 4 and all lands lying north of lots 3 and 4 of block 17 and south of Carp River and east of Main Street and west of First Street with full riparian rights on the Carp River.

There is a club house on the property and it is offered free and clear and without debt of any kind.
2. The supply line furnishing water to the steam laboratories in the Engineering shops has ceased to function. It is an old wooden line and cannot be repaired. A new line from the power laboratory to the river will cost \$580.00 less some saving that may be accomplished by having the trench dug by the WPA.
3. Communication has been received from the Michigan Hotel Association including a resolution adopted at their annual meeting held at St. Joseph September 30th endorsing the construction of a hotel and hotel administration laboratory building on the campus of Michigan State College.
4. Communication has been received from the West Michigan Tourist and Resort Association endorsing a hotel and hotel administration project on the campus of Michigan State College.
5. The hot water supply in the shower rooms in Wells Hall has always been inadequate. Last year we installed a larger heater to provide an adequate supply but the supply lines from the tank to the shower rooms are so small that there continues to be an inadequate supply in the shower rooms. To correct this difficulty will require an expenditure of about \$400 which is recommended by the Buildings and Grounds Department.

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

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:

Work formerly done by A. Thayer, Physics Dept to be done on hourly basis.

\$450 added to budget of Art Dept.

Acceptance of \$200 from Poultry Pro.

Final settlement - Hoochnessian Farm.

Injury Harold Wilson.

Trans. funds Draw. & Des.

Add. remuner. up to \$15.00 week author. Mr. Pesterfield

R. C. Huston & L. N. Field Ath. Council 2 years.

Property in Leland deeded to college for use as Art or Dramatics

Approval of supply line to steam lab in Engr.

Resolution from Mich. Hotel Assoc.

Resolution from Mich. Tourist Assoc

\$400 approp. for fixing shower rooms Wells Hall.

Consideration of additional floor Dairy Bldg.

SECRETARY'S ITEMS, continued

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 H. Rackham Research Endowment Fund
- e. A special audit requested on outstanding student loans
- f. A review of all outstanding bonds

Approval of
audit.

Mr. Roost appeared before the Board and presented his audits in person.

Treas. to
place delin-
quent loans
in hands of
attorneys.

On motion of Mr. Brody, seconded by Mr. Berkey, 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 extension that all loan extensions are to be approved by the whole committee.

Approval of
statement for
audit.

8. A statement was presented from William G. Roost, auditor, in the amount of \$2184.60 for making various audits of the college books.

Miss Conroy
asks for re-
moval of
certain re-
striction on
property.

On motion of Mrs. Masselink, 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.

No 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	-	\$36,928.00
2. Cost of the building to house transmitter adjacent to the tower	-	6,000.00
3. Cost of electrical services, vaults, transformers, cables, etc.	-	18,900.00
		\$61,828.00

Approval of
installation
of new radio
station.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to authorize the installation of the new radio station as recommended, - this to include the awarding of the contract for the transmitter and tower to the Graybar Electric Company at the amount of their bid, \$36,928, covering the transmitter and tower and an extra set of tubes. The total cost of the station is estimated to be in addition to the above, a building to house the transmitter at \$6,000 and the necessary electrical and other services to the tower of \$18,900. The Secretary is authorized to negotiate payment plan with the Graybar Company so that the total cost can be spread into three payments, payable one-third upon completion of the installation, one-third on July 1, 1940, and the remaining one-third on July 1, 1941, - the details of the final financing to be reported to the Board.

Resolution of
Board re: con-
struction of
radio sta.,
etc.

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 WKAR from 1,000 watt to 5,000 and authorizing the Secretary to file the required documents.

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

Pres. Sec.
& Treas. to
confer re:
settlement
from Jenison
estate for
Miss Walker.

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.

Board in-
vited to
Abbot Hall
open house.

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.

PWA ITEMS

Change order
Men's Dorm.
approved.

The committee authorized at the Board meeting on September 15th has taken the following actions on the PWA projects:

1. Changes were authorized in the specifications in the Men's Dormitory reducing the contract price by \$21.78.
2. Certain changes in the specifications in the transformer vaults for the Auditorium are approved at a net reduction in the contract price of \$14.50.

Approval
changes audi-
torium.

PWA ITEMS, continued

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 4, 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 \$3258.30. 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 \$203.94.
9. On September 22, bids were taken on equipment for the Music Building as follows:

<u>Stage equipment</u>	
Mork Green	\$2,227.00
Tiffin	2,420.00
Universal Scenic Studio	2,478.00
<u>Venetian Blinds</u>	
J. W. Knapp Company	602.05
H. Merton Clark	671.00
Benriters Decorative Studio	707.40
Rollscreen Company	719.20
<u>Carpet</u>	
J. L. Hudson Company	533.80
J. W. Knapp Company	540.12
<u>Draperies</u>	
J. L. Hudson Company	951.00
J. W. Knapp Company	974.78
Benriters Decorative Studio	1160.79
<u>Lobby Furniture</u>	
J. W. Knapp Company	4025.74
J. L. Hudson Company	4388.00
<u>Office Furniture</u>	
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 first nine items.

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

1. A resolution should be approved requesting a change order transferring \$1137.06 from the Construction Account for the Livestock Judging Pavilion to be used for the payment of interest during construction.

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

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.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve acceptance of the building subject to completion of the few minor details.

3. When 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.

Changes spec. Hardward Aud.

Approval chgs. Livestock Judg. Pavil.

Changes girls dormitory approved.

Acceptance of Vet. Clinic Addition.

Changes steam tunnel Gym.

Changes spec. Gym.

Bids let for equipment for Music Bldg.

Transfer of \$1137.06 from Const. Acct. Live. Judg. Pav.

Recommend acceptance of Campbell Hall.

Copper roof recommended for Gym and also Auditorium.

PWA ITEMS, continued

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 them 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 required.

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 recommendation.

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 S. Shaw

President

John A. Hannah

Secretary

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

Present: Mr. B. 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

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 stenographer 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 (\$2500 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

Christman to be paid for contract on pavilion except \$1500.

Same committee to act for Board.

Approval installation strainer girls' dorm.

Approval of omission of strainer in steam service Music Bldg.

Leaves

Transfer of Mary Eicher

Appointments