REGULAR MEETING OF THE STATE BOARD OF AGRICULTURE.

September 17th, 1924

I. CALL TO ORDER AND MINUTES.

Called to order at 11:15 a.m.

Present: President Sutterfield, Mr. Gowdy, Mr. McColl, Mrs. Stockman, Mr. Brody, Mr. McPherson, Secretary Halladay.

1. The President recommended the adoption of the following order of business:

a. Call to order and minutes
b. Reports from President and Secretary for record or information
c. Resignations, appointments, salary adjustments, etc., for record and confirmation.
d. "Executive orders", for confirmation
f. Recommendations from the President, for action of the Board
f. Reports from committees of the Board
g. Miscellaneous business from President, Secretary, Deans, etc.
h. Special order of business
j. New business from members of the Board or President

Motion made by Mr. Brody that the order of business as suggested by the President be adopted. The Motion was carried.

II. REPORTS FROM PRESIDENT AND SECRETARY FOR RECORD OR INFORMATION.

1. Secretary Halladay presented a letter from Dean Shaw expressing appreciation for the resolution of the Board at the July meeting.

2. Secretary Halladay laid before the Board summarized statement of the budget for the current maintenance for the year 1924-25.

3. President reported office arrangements for himself, Professor Phelan, Secretary Halladay.

b. Reported the purchase of office furniture for the President's office by the State Board of Administration.

c. The following authorizations which have been given for out-of-state travel, and in doing this called attention to the relatively small budget for out-of-state travel incurred last fiscal year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Date</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three students</td>
<td>National Dairy Show</td>
<td>Sept. 7 - Oct. 4</td>
<td>$25 each</td>
</tr>
<tr>
<td>Chemistry Department</td>
<td>American Chemistry Society</td>
<td>Week of Sept. 9</td>
<td>$75 only</td>
</tr>
<tr>
<td>Millar, C. R.</td>
<td>American Society of Agronomy</td>
<td>Aug. 8</td>
<td>all (Iowa)</td>
</tr>
<tr>
<td>Shaw, R. S.</td>
<td>Tri-State Development Congress</td>
<td>Oct. 15</td>
<td>all (Ashland, Wis.)</td>
</tr>
<tr>
<td>Soyuncos, G. J.</td>
<td>Sci. Meeting (Washington, not decided)</td>
<td>Oct. 15</td>
<td>all (Ashland, Wis.)</td>
</tr>
<tr>
<td>Chittenden, A. K.</td>
<td>Tri-State Development Congress</td>
<td>Oct. 15</td>
<td>all (Minnesota)</td>
</tr>
<tr>
<td>Dr. Kamer</td>
<td>American Pet Society</td>
<td>Sept. 15</td>
<td>all</td>
</tr>
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4. The President recommended that he be given authority by the Board with respect to cases of out-of-state travel during the ensuing college year, with the understanding that the total amount thus to be expended will agree substantially with the amounts expended in recent years for the same purposes.

The President also stated that before the end of the year, he hopes to present to the Board the outline of a policy for the institution with respect to out-of-state travel.

On the motion of Mr. McColl it was voted to authorize the President to handle all matters of out-of-state travel.

III. RESIGNATIONS, APPOINTMENTS, SALARY ADJUSTMENTS, ETC., FOR RECORD OR CONFIRMATION.

1. The President presented a letter from Professor H. K. Vedder asking for a year's leave of absence from September 1, 1924.

On motion of Mr. McColl it was voted that the request be granted.

2. The President presented the request of Dean Bissell that

Professor O. L. Allen, now associate Professor of Civil Engineering, be made acting Professor of Civil Engineering from September 1, with a salary at the rate of $3800 a year.

and recommended the appointment.

On motion of Mr. McColl it was voted that the request of Dean Bissell be granted.
3. The President recommended the adoption of a request from Professor A. J. Clark, head of the Department of Chemistry indorsed by Dean Kedzie that for the ensuing college year Professor H. L. Publow, Assistant Professor of Chemistry, be granted leave of absence with the understanding that he will retain the supervision of his work and will come to the college once a week, and that for defraying the expense of these trips he be paid the sum of $500 for the year in equal monthly installments.

On motion of Mr. Gowdy it was voted that the request of Professor Clark be granted.

4. The President recommended that Mr. J. J. Jasper be in charge of Professor Publow’s class work for the same period with the title of Instructor of Chemistry, with a salary at the rate of $2000 a year.

On motion of Mr. Gowdy it was voted that the request of Professor Clark be granted.

5. The President recommended that Mr. L. P. Waldo be given a contract for $2200 for the year beginning September 1, 1924.

On motion of Mr. Brody it was recommended that the recommendation of the President be approved.

6. The President reported that he had authorized the Librarian to employ an assistant cataloger, and recommended a confirmation of this authorization, and also the authorization of the employment of a typist, either on part time or full time, for the library. These authorizations would give the schedule of new positions for the current year:

- Cataloger: $1800 to $2000
- Assistant Cataloger: 1500 to 1800
- Reference Librarian: 2000 to 2200
- Asst. in Charge Periodical Room: 1500 to 1800
- Typist: 1200 to 1500

On motion of Mr. McColl it was voted that the matter as recommended by the President be approved.

7. Executive Orders

IV. "EXECUTIVE ORDERS" FOR CONFIRMATION.

1. The President requested that The Board grant the President authority to issue "Executive Orders" with the understanding that they are for emergencies only, that they will not contravene existing policies, and that they will be presented to the Board for confirmation.

On the motion of Mr. McColl it was voted that the President’s request be granted.

V. RECOMMENDATIONS FROM THE PRESIDENT FOR ACTION OF THE BOARD.

1. The President be authorized to arrange, whenever possible, at the regular monthly meetings of the Board an opportunity for inspection of some department, the item to be called "The Department Hour", and to consume practically a clock hour, this period to come right after luncheon.

On motion of Mrs. Stockman it was voted that the Board take one hour after luncheon of each meeting day to inspect some building or department.
2. The President be authorized to make minor adjustments in the budget classification for the ensuing fiscal year.
   On motion of Mr. Brody it was voted that the President be granted authority to make budget changes.

3. The Board elect from its own membership at least one official delegate to the meeting of the Land Grant College Association in Washington in November.
   On motion of Mr. McColl it was voted that Mr. Dowdy and Mrs. Stockman be appointed the official delegates to the Land Grant College Association.

4. The President recommended that
   the following members of the staff be elected as delegates to the Land Grant College Association to meet in Washington in November:
   - President Butterfield
   - Professor Thelan
   - Dean Shaw
   - Dean Bissell
   - Dean Krueger
   - Director Baldwin

   On motion of Mr. McPherson it was voted that the appointments be authorized as recommended by the President.

5. The President stated that Secretary Halladay and himself had agreed upon a plan of giving publicity to reports of the Board of Agriculture and recommended that the plan be endorsed by the Board for a trial.
   The plan contemplates that the President will frame a statement from the minutes which, when endorsed by the Secretary as to its correctness, will be given publicity by the President and that the official minutes will not be given newspaper publicity.

   On motion of Mr. Brody it was voted that the matter be adopted.

6. The President stated that unless there was some objection he would place certain oil paintings, which have been in the old Library Building in the new President's office.

7. SEPTEMBER FROM COMMITTEES OF THE BOARD.
   1. The President requested that committees of the Board having reports to present at Board meeting endeavor to have these reports reduced to writing, at least in the form of recommendations, and placed in his hands whenever possible, a week before the Board meeting, in order that the recommendations may be incorporated in the order of business.

71. MISCELLANEOUS BUSINESS FROM THE PRESIDENT, SECRETARY, DEANS, ETC.
   On invitation of the President, Sean Shaw was present for the consideration of certain matters in which he is interested.

   1. The President presented the cases of extra compensation for Director Young, Dean Giltner for summer school work.
      On motion of Mr. Brody it was voted that the compensation be granted.

   2. Dr. Horner - summer pay
      On the motion of Mr. Brody the matter of summer pay for Dr. Horner was referred to President Butterfield.

   3. The President presented the cases of Professor Emons, and Goons with regard to salary increases.
      On motion of Mr. McColl it was voted that increase of $200 each in salary for Professors Emons and Goons should be granted.

   4. The President recommended the adoption of a request from Professor J. F. Cox indorsed by Dean Shaw that leave of absence be granted Prof. Cox from January 1, 1925 to May 1, 1925 without pay, for the purpose of serving the Federated Seed Service for that period.
      On motion of Mr. McPherson it was voted that the request be granted.

51. The President recommended the approval of the request of Professor J. F. Cox, indorsed by Dean Shaw, the following readjustments necessary in connection with the work of Professor J. A. Spragg.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>SALARY</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>R.E. Dow</td>
<td>Assistant Professor of Farm Crops</td>
<td>$3200</td>
<td>October 1, 1924</td>
</tr>
<tr>
<td>E.J. Brown</td>
<td>Research Asst. in Plant Breeding</td>
<td>2300</td>
<td>October 1, 1924</td>
</tr>
<tr>
<td>C.R. Magee</td>
<td>Associate Prof. Research Assoc. in Farm Crops</td>
<td>3400</td>
<td>October 1, 1924</td>
</tr>
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</table>
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Burning of Horse Barn in U.P.

6. Dean Shaw reported the burning of the Horse Barn at the Upper Peninsula Experiment Station, and made certain recommendations for re-building.

On motion of Mr. Gowdy it was voted that the Committee appointed to go to the Upper Peninsula be requested to make an investigation relative to the Horse Barn and make report to the Board.

Furniture to be purchased for Dorms.

7. Secretary Halladay recommended purchase of furniture for the parlors in the Women's Dormitory at an expense not to exceed $1000.

On motion of Mrs. Stockman it was voted that the recommendation be allowed.

Students to be vaccinated

8. President approves that students be vaccinated upon entering college as recommended by Dr. Sorkland.

On motion of Mr. McColl it was voted that the order to vaccinate students be issued.

Resignations

9. Resignation of Harold Canfield to take effect September 30, 1924

Resignation of A.A. Turner, as State Club Leader. Mr. Farmer was taken from our pay rolls beginning July 1, and at that time started to draw his pay from the U.S. Government.

Resignation of George S. Hedrick, County Club Agent for Lenawee, effective August 15.

Resignation of E. E. Twing, County Agent for Huron, Effective August 31.

Resignation of C.P. Pressley, County Agent for Saginaw, effective August 31.

Resignation of Ruth Wheatley, Home Demonstration Agent for Gogebic, effective August 31.

Motion by Mr. McColl carried.

Appointments

10. Appointments

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrett</td>
<td>County Agr'l Agent Mason Co.</td>
<td>July 21, 1924</td>
<td>$2400*</td>
</tr>
<tr>
<td>Woodman</td>
<td>County Agr'l Agent Huron Co.</td>
<td>Sept. 1, 1924</td>
<td>2800</td>
</tr>
<tr>
<td>Sorenson</td>
<td>Extension Clothing Specialist</td>
<td>Sept. 1, 1924</td>
<td>2400</td>
</tr>
<tr>
<td>Burrington</td>
<td>Field Agent in Dairy</td>
<td>Oct. 1, to June 30</td>
<td>travelling exp.</td>
</tr>
</tbody>
</table>

Motion by Mr. McColl it was voted that the appointment of the above be approved.

Request for travel from Dairy Dept.

11. Request for travel from Dairy Dept.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>O. L. Reed</td>
<td>Professor of Dairy Husbandry</td>
<td>Mat'1 Dairy Show lst. week Oct. Milwaukee</td>
</tr>
<tr>
<td>J. E. Barnett</td>
<td>Associate Prof.</td>
<td>&quot;</td>
</tr>
<tr>
<td>O. C. Weimer</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>A. C. Belzer</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>E. H. Addy</td>
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(V Refer to President.)

VIII. SPECIAL ORDER OF BUSINESS.

Service connection for Union Bldg.

12:30 Luncheon with Mr. F. F. Rogers and Mr. McCarthy as guests, for the presentation of the question concerning steam, heat and service connection with the new Union Building.

Inspection of Chem. Dept.

1:30 Inspection of the Department of Chemistry if time permits.

2:00 The Board made an inspection of the Department of Chemistry.

IX. UNFINISHED BUSINESS.

X. MOTIONS AND RESOLUTIONS

1. Motion by Mrs. Stockman that a committee of the Board consisting of Mrs McPherson and Mr. Brody, and Dean Shaw be appointed to go to the Upper Peninsula of Michigan and investigate agricultural conditions, and if necessary, extend the help of this college through its Extension Division and Experiment Station.

The motion was carried.

Appointment of Club Leader

2. Motion by Mr. Mcoll that the appointment of a Club Leader be left to the Extension Committee and the President with power to act.

The motion was adopted.

To present Board with agreement

3. Motion by Mr. McColl that President Butterfield, Secretary Halladay and Mr. Watkins present the Board at their next meeting with the agreement as made by the Board, in securing the services of President Butterfield and Mr. Phelan.

Permanent pipe line; temporary connection with Union Bldg. to be made

4. Motion by Mr. McColl that a permanent pipe line be established between the power house and the Home Economics Building; that a temporary connection from the Union Memorial Building be made to connect at that terminal, and that the total additional expense as expended by the College is not to exceed $2000.

5. Motion by Mr. McPherson that a six year building program be made up and presented to the State Board at an early meeting.
6. Motion by Mr. Brody that the Michigan United railway Company be notified to remove their tracks, known as "The Loop," from the College campus within thirty days from date of notification.

7. Motion by Mr. Gowdy that Dean Shaw be reinstated as Dean of Agriculture at a salary of $6000 per year and an additional $500 as extra compensation for his services as Acting President.

8. Motion by Mr. McColl that Mr. Brody be appointed a Board member of the Athletic Board during the ensuing year.

9. Motion by Mrs. Stockman that Professor Clark receive $1000 for his services in handling the band for the ensuing year.

10. Motion by Mr. McColl that the Secretary be instructed to make a request of the State Building Department that the air condition equipment be placed in the Library Building.

11. Motion by Mr. McColl that the President be authorized to thank the Administrative Board for the fine furniture and equipment placed in his office by them.

12. Motion by Mrs. Stockman that the regular monthly meeting of the Board be held on October 11th, be called at 5:30 p.m.

XI. REPORT OF THE BUILDING COMMITTEE:

1. Report of the Building Committee by Mr. McColl, chairman:

The contract for the new Horticultural Building was awarded to the E.G. Christman Company for the sum of $250,000 plus $20 additional for increase in size of motors and $200 for change in ventilating equipment.

President, 

Secretary.