Minutes of the Meeting of the State Board of Agriculture
July 6, 1939

Present: Mr. Helstaa, Chairman; Messrs. Berkey, Brody, Bowling, Jankwey, Mrs. Masselink; President Shaw; Treasurer Wilkins; Secretary Hannah.

Absent: Dr. Elliott

The meeting was called to order at 10:30 A.M.

The minutes of the previous meeting were approved.

RESIGNATIONS, APPOINTMENTS AND LEAVES

Resignations
1. Resignation of Miss Gladys Everson as Assistant in Research in Home Economics, effective September 1, 1939. Miss Everson is resigning to accept another position.

2. Resignation of Miss Dorothy Vasold as Home Demonstration Agent in the district of Muskegon, Newaygo, Oceana, and Mecosta counties, effective September 1, 1939. Miss Vasold is resigning to be married.

3. Change of title of Miss Elida Yakeley from Registrar to that of Associate in Historical Research, as of December 31, 1938.

4. Resignation of Miss Margaret Partlow, Instructor in Textiles, Clothing and Related Arts and Assistant to the Dean of Home Economics, effective September 1, 1939. Miss Partlow is resigning to be married.

5. Resignation of James Gorsline as County Agricultural Agent in Arenac County, effective July 31, 1939.

6. Resignation of Russell Lauson, part-time stenographer in the Department of Speech and Dramatics, effective April 19, 1939, to accept another position.


8. Reappointment of Mrs. Alice Culbert as hostess of Rochdale House at the same salary of $50 a month plus maintenance from September 1, 1939, to June 30, 1940.

9. Reappointment of Mrs. Ruth F. Dunham as hostess of Benson House at the same salary of $50 a month plus maintenance from September 1, 1939, to June 30, 1940.

10. Reappointment of Mrs. Hollie Cole as hostess of Concord House at the same salary of $55 a month ($45 from cooperative house fund, $10 from chaperon fund, and $5 from Dean of Women’s budget) for the period from September 1, 1939 to June 30, 1940.

11. Reappointment of Mrs. Zanetta Hunter as assistant hostess of Robinson House at the same salary of $50 a month plus maintenance $20 from house funds and $10 from chaperon funds for the period from September 1, 1939 to December 31, 1939.

12. Reappointment of Mrs. Cora McCauley as night hostess at Mary Mayo Hall at the same salary of $75 a month ($750 a year) for the period from September 1, 1939 to June 30, 1940 (no maintenance).

13. Reappointment of Mrs. Eve Gullik as night hostess and supervisor in Williams Hall at a salary of $150 plus maintenance for the period from September 1, 1939 to June 30, 1940.

14. Transfer of Miss Stella McDaniel from hostess at the Union Dormitory to Head Hostess in Campbell Hall at a salary of $1200 per year plus maintenance for ten months’ service (no increase), effective September 1, 1939.

15. Appointment of Mrs. Joan Van Dyke Nux as Assistant Hostess in Campbell Hall for 1939-40 at a salary of $1000 per year plus maintenance for ten months’ service, effective September 1, 1939.

16. Recommendation for the employment of Mr. Mabel Coburn as hostess for the Summer Session in West Mary Mayo at a salary of $150 per month plus meals at the Union, effective for the 1939 Summer Session.

17. Reappointment of John C. Clark on a permanent basis as instructor in Physics with a salary increase as recommended ($250 to $300) effective July 1, 1939.

18. Recommendation that Justin Zinn be advanced in rank to Assistant Professor of Geology and Geography and his salary increased from $1500 to $2000 per year, effective July 1, 1939. Mr. Zinn will replace Duncan Stewart whose resignation has been accepted.

19. Reappointment on a permanent basis of Miss Mina Reilly as Instructor in Textiles, Clothing, and Related Arts with a salary increase as recommended ($1500-1900), effective July 1, 1939.
RESIGNATIONS, APPOINTMENTS and LEAVES, continued

20. Reappointment on a permanent basis of the following staff members in the Home Economics Division with no change in salary or status:

- Mrs. Margaret Hearn, Instructor in Textiles, Clothing, and Related Arts
- Miss Bertha Hoffman, Instructor in Textiles, Clothing, and Related Arts
- Miss Evelyn Hanrath, Instructor in Textiles, Clothing, and Related Arts
- Miss Maxine McHale, Assistant in Institution Administration and Resident Dietitian in Mary Mayo Hall
- Miss Ruth Wagner, Assistant in Home Management and Child Development
- Miss Evelyn Zwemer, Instructor and Research Assistant in Home Management and Child Development

21. Reappointment on a permanent basis of Miss Augusta Holmes as Assistant in Institution Administration and Resident Dietitian in Williams Hall with a salary increase as recommended ($400-$450), effective July 1, 1939.

22. Reappointment of Miss Frances Starin as Assistant Professor of Foods and Nutrition at the same salary of $2300 for 1939-40 only.

23. Reappointment of Everett Hagen as instructor in Economics at the same salary of $2000 per year, effective September 1, 1939.

24. Reappointment of W. J. Williams as instructor in Education at $2200 per year to replace E. L. Austin, effective September 1, 1939. Mr. Williams was employed for the spring term at $150 per month.

25. Reappointment on a permanent basis of the following staff members in the Liberal Arts Division with no change in salary or status, effective July 1, 1939:

- Daniel Sheahan, Instructor in English
- G. B. VanSchaack, Instructor in Mathematics
- Jacob Haeble, Instructor in Foreign Languages
- Donald Buell, Instructor in Speech
- Mrs. R. C. Bennett, part-time field supervisor in Sociology

26. Appointment of E. W. Western as instructor in Mathematics for the fall and winter terms of 1939-40 at a salary of $1000 to be paid in seven monthly installments, the first on September 30, 1939. Mr. Western has been graduate assistant in Mathematics for the past two years and will replace Dr. Sellon for the two terms while he is on leave.

27. Reappointment of L. D. Barnhart as Assistant Professor of Speech and Radio Assistant at an annual salary of $3000 with $500 of his salary paid from Extension funds, effective September 1, 1939. Mr. Barnhart has been an instructor in Speech during the spring term and summer session.

28. Recommendation that G. M. Pratt be advanced in rank from Instructor to Assistant Professor of Drawing and Design with a salary increase as recommended ($2200-$2400), effective July 1, 1939.

29. Appointment of Robert L. Champion as instructor in Drawing and Design at a salary of $2200 per year, effective September 1, 1939. Mr. Champion will replace Chase Newman, retired.

30. Appointment on a permanent basis of Miss Jeanette Lee as instructor in Foods and Nutrition and assistant to the Dean of Home Economics at a salary of $2400 per year, effective September 1, 1939. Miss Lee will replace Miss Patlow whose resignation has been presented. This appointment is made on a 12 months' basis.

31. Appointment of Sarah Ann Grimes as instructor in the Department of Institution Administration and resident dietitian for Louise H. Campbell Hall at a salary of $1200 per year plus board and room for nine months' service, effective September 1, 1939. This is an additional position.

32. Transfer of Miss Mary Eicher, Stenographer in the Sociology Department, to the Central Stenographic Office at the same salary of $1320 per year, effective July 1, 1939.

33. Appointment of Miss Mildred DePree as Stenographer in the Sociology Department at a salary of $1320 per year, effective July 1, 1939. Miss DePree replaces Miss Eicher.

34. Appointment of Miss Virginia Grill as part-time stenographer in the Speech Department at a salary of $45 per month, effective as of May 1, 1939, replacing Russell Fauson.

35. The following recommendation is made to fill the position left vacant by the resignation of Dr. E. B. Pennell, payable from Bankhead-Jones Research funds and effective September 1, 1939:
   a. Appointment of A. F. Saller as half-time fellow in Bacteriology on a twelve months' basis at a salary of $750 per year.
   b. Appointment of Charles L. San Clemente as a half-time fellow in Bacteriology on a twelve months' basis at a salary of $600 per year.
   c. Authority to appoint a third fellow on the same basis as C. L. San Clemente.

36. Recommendation that William Stahl be given temporary employment in the section of Bacteriology on a part-time basis from June 10 to September 1, 1939, at a salary rate of $50 per month, payable from Bankhead funds.

July 6, 1939

Transfer Miss Eicher to Cent. office
Transfer of B. R. Churchill, Research Assistant in Farm Crops stationed at Chatham, to duties at the College with a change in rank from Research Assistant to Assistant Professor and Research Assistant at a salary of £3100 per year (2/5 College and 3/5 Experiment Station funds), effective September 1, 1939. Mr. Churchill has been receiving £2900 per year plus house rental. He replaces J. E. Duncan, retired.

Appointment of Everett VanderMeulen as Assistant in Farm Crops at a salary of $1800 per year plus house rental, effective September 1, 1939. Mr. VanderMeulen will replace Mr. Churchill at Chatham, and it is understood that he will be allowed the three months of the winter term for full-time graduate study at the College.

Appointment of Axel Andersen as assistant in research in Botany for the period July 1, 1939 to June 30, 1940 at a salary of £135.53 per month for the months of July, August, and September, and at the rate of £66.67 per month for the remainder of the year. This is a continuation of Mr. Andersen's appointment which he held last year. (Purnell funds.)

Appointment of Gerald Winter as stenographer for the Chemistry Experiment Station at a salary rate of £350 per year for a four to six months period beginning June 15, 1939. Mr. Winter will replace Mrs. Vera Blankenburg who is asking for leave without pay.

Appointment of Miss Marjorie Fulton as assistant in research in Bacteriology for one year only at a salary of £1200 per year, effective August 1, 1939 and payable from Beckham Fund No. 6. (New position.)

Appointment of Miss Helen Jimerson as assistant in research in Home Economics at a salary of $1600 per year, effective September 1, 1939. Miss Jimerson will replace Miss Gladys Everson resigned, whose salary was £1700.

Continuation of the cooperative plan with the Bureau of Agricultural Economics, U. S. Department of Agriculture, concerning the payment of H. A. Berg's salary and the employment of the following assistant county agents until June 30, 1940, at the present rate of salary and travel (Mr. Berg's salary arrangement effective until December 31, 1939):

<table>
<thead>
<tr>
<th>Name</th>
<th>County</th>
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<tbody>
<tr>
<td>C. N. Kerelith</td>
<td>Midland County</td>
</tr>
<tr>
<td>P. R. Johnson</td>
<td>Mason County</td>
</tr>
<tr>
<td>George D. Harrel</td>
<td>Menominee County</td>
</tr>
<tr>
<td>W. B. Harrison</td>
<td>Otsego County</td>
</tr>
<tr>
<td>Elmer L. Dee</td>
<td>Cass County</td>
</tr>
</tbody>
</table>

Transfer of Miss Norma Streeter from her position as 4-H Club Agent in Gogebic County to the position of Home Demonstration Agent in Branch County at her present salary of $1900 per year, effective September 1, 1939. Miss Streeter will replace Miss Nelson whose resignation has been accepted.

Appointment of Miss Edith Dorothy Johnson as 4-H Club Agent in Gogebic County at a salary of $1800 per year, effective September 1, 1939. Miss Johnson will replace Miss Streeter who has been transferred.

Continuation of Miss Margaret Cole in her present position as Home Demonstration Agent in Wayne County until July 31, 1939, when she is to be transferred to a similar position in Menominee County at no change in salary. Miss Cole will replace Miss Marion Moore, transferred to Gogebic County.

Appointment of C. H. Pesterfield for July and August 1939 for work in measurements, etc. in connection with the additional facilities being planned for the Power Plant at on a diurnal salary of $800 per month for this work. Mr. Pesterfield is an instructor in Mechanical Engineering at the College.

Appointment of Dr. C. F. Holland as Director of the Health Service with a salary increase as recommended ($4000 to $5000), effective July 1, 1939.

Appointment of Miss Monica Everest as nurse for general duty at the hospital at a salary of $1050 per year plus board and laundering of uniforms, effective September 1, 1939. Miss Everest has been employed on a 10-months' basis on the labor payroll for the last two years.

Recommendation that Kermit H. Smith be given the title of Assistant Registrar with a salary increase as recommended ($1800 to $2000), effective July 1, 1939.

Appointment of Lyle Reisinger as Assistant Recorder in the Registrar's Office at a salary of $1200 per year to replace Miss Evelyn Palmatier who has been receiving $1500, effective July 1, 1939.

Appointment of Donald Blough as assistant in the Registrar's Office at a salary of $1200 per year, effective July 1, 1939.

Appointment of Miss Virginia Kiendorf as stenographer in the Summer School Office at a salary of $1200 per year, effective July 1, 1939. This is an additional position.

Resignation of Josephine Garvin Pennell, Assistant Professor in Physical Education for Women, effective August 31, 1939.
July 6, 1939

RESIGNATIONS, APPOINTMENTS AND LEAVES, continued

55. Leave of absence on half pay for S. H. Dwight, Assistant Professor of Physics, from September 1, 1939 to August 31, 1940. Mr. Dwight will continue his studies at the University of Chicago.

56. Leave of absence without pay for Miss Evelyn Zwemer for the months of July and August, 1939, so that she may attend to personal matters.

57. Leave of absence on full pay for six months for Dr. H. Nygardén, Professor of Economics, to continue his studies in Geneva, Switzerland, effective January 1, 1940.

58. Leave of absence without pay for Mrs. Vera Blankenburg for four to six months because of illness, effective June 26, 1939.

59. Recommendation that the following graduate assistantship appointments be made for 1939-40 (no new positions):

**Chemistry**
- Reappointment of H. J. Weisner as half-time graduate assistant.
- Reappointment of F. S. Tomkins as half-time graduate assistant.
- Reappointment of G. V. Kingasley as half-time graduate assistant.
- Reappointment of S. S. Krentel as half-time graduate assistant.
- Reappointment of L. C. King as half-time graduate assistant.
- Reappointment of C. P. Hardt as half-time graduate assistant.
- Reappointment of F. A. Hughes as half-time graduate assistant.
- Appointment of Miss Lorraine Pauls as half-time graduate assistant to replace E. M. Pringle.
- Appointment of Clark Griffin as half-time graduate assistant to replace J. L. Orbon.
- Appointment of E. L. Shirley as half-time graduate assistant to replace C. L. San Clemente.
- Appointment of W. H. Surine as half-time graduate assistant to replace Harold Fairbanks.
- Reappointment of R. I. Jackson as quarter-time graduate assistant.
- Reappointment of G. H. Wells as quarter-time graduate assistant.
- Appointment of J. C. Vander Heele as quarter-time graduate assistant to replace Keith Landon.
- Appointment of Lewis Minor as quarter-time graduate assistant to replace J. D. Bartelson.
- Appointment of G. J. Atchison as quarter-time graduate assistant to replace George Armstrong.

**Economics**
- Reappointment of W. B. Dickerson as half-time graduate assistant.
- Reappointment of Dana K. Law as half-time graduate assistant in Agricultural Economics (one-half salary from Purnell funds).

**Engineering Experiment Station**
- Appointment of William A. Beck as half-time graduate assistant (coal analysis work) to replace D. E. Lake.

**Farm Crops**
- Reappointment of W. N. Crawford to the Michigan Crop Improvement Association Fellowship.
- Reappointment of S. R. Bird to the Farmers' and Manufacturers' Beet Sugar Association Fellowship.
- Reappointment of Grant Nichol to the Farmers' and Manufacturers' Beet Sugar Fellowship.
- Reappointment of H. G. Frakes as half-time graduate assistant.
- Reappointment of T. H. Wilson as half-time graduate assistant.
- Appointment of Graham Henry as half-time graduate assistant to replace Richard Bell.

**Home Economics**
- Appointment of Dorothy L. Hopson as half-time graduate assistant to replace Miss Louise Hawk (Home Management and Child Development).

**Library**
- Appointment of John A. Yunok as half-time graduate assistant.

**Mechanical Engr.**
- Reappointment of Donald McSorley as half-time graduate assistant.

**Physics**
- Reappointment of Albert Burris as half-time graduate assistant.
- Reappointments of Robert L. Howe as half-time graduate assistant.
- Reappointment of Howard B. Kelly as half-time graduate assistant.
- Appointment of Paul G. Jacobs as half-time graduate assistant to replace J. Guy Woodard.
- Appointment of Grant Bennett as half-time graduate assistant to replace Eugene N. Pettit.

60. Appointment of Lambertus Scholten as half-time graduate fellow under the W. H. Kellogg Chemistry No. 1 (Dog Rations) at a salary of $50 per month, effective September 15, 1939. This fellowship is paid monthly during the whole year.
Appointments

61. Appointment of Fred E. Dickinson as half-time graduate assistant in Forestry to replace D. J. Morris, effective for the year 1939-40.

62. Appointment of W. H. Noll as Professor and Head of the Department of Education at a salary of $4100 per year, effective July 1, 1939. Mr. Noll has been serving as acting head of the Department of Education at a salary of $3600 per year since April 1, 1939.

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

Travel

1. Maintenance expenses and one-third of the mileage on a car for Donald Cation to accompany one representative of the State Department of Agriculture and one member of the State Nurserymen's Association on an inspection trip concerning mosaic disease in peach tree stock in the states of New York, New England, Kentucky, and Tennessee sometime during the month of July.

2. Full expenses for Director Baldwin to attend a meeting called by Dr. Warburton at Washington, D. C., July 10, 11, and 12, in connection with the National AAA conference; expense payable from Extension funds.

3. First class railroad mileage for W. A. Davenport to attend a meeting of the Institute of Administrative Officers at the University of Chicago on July 12, 13, and 14.

4. First class railroad mileage and pullman for Dr. D. T. Wing to attend the Sixth Spectroscopy Conference at the Massachusetts Institute of Technology in Boston from July 17-19; expenses to be paid from the Parke-Davis and Company Fellowship funds.

5. First class railroad mileage for Arthur Howland to attend the sectional marketing meetings to be held in connection with the World's Poultry Congress at Cleveland from August 1-5.

6. First class railroad mileage for Dr. R. J. Staafesth to attend the World’s Poultry Congress at Cleveland from July 30 to August 4. Dr. Staafesth has been asked to participate in the program on poultry diseases.

7. Full expenses for one of the district club leaders to be in charge of the 4-H Club members attending the World's Poultry Congress at Cleveland, Ohio, from July 27 to August 3; expenses to be paid from Extension funds.

8. First class railroad mileage and pullman for Karl Dressel to attend the annual meeting of the National Shade Tree Conference in New York City from August 21-23; expenses payable from forestry current expense funds.


10. Car Mileage only for Dean Giltner and Dr. Euddleson to attend the annual meeting of the American Veterinary Medical Association at Memphis, Tennessee, from August 28 to September 1; and the Third International Congress of Microbiology at New York City from September 2-9. Both men have reports and papers to read at the meetings.

On motion of Mrs. Masselink, seconded by Mr. Downing, it was voted to approve the above ten travel items.

11. Full expenses for Mr. Forrest A. Smith in order that he may attend a conference on teacher training in Vocational Agricultural Education, North Central Region, Minneapolis, Minnesota, August 7-11 inclusive (expenses to be paid from Vocational funds).

12. Full expenses for Mr. C. W. Bachman and Mr. Joseph Holsinger to travel to Chicago to interview prospective students. They plan to make the trip by automobile around July 10.

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

Miscellaneous

1. Recommendation from Dean Huston that the items of the W. K. Kellogg gift money set aside for dynamiting the channel and swale ($50) and construction of new paths ($200) be transferred to the Operating Budget of the Sanctuary.

2. Request from Owen Smith, Buildings and Grounds employee, for $10.50 as compensation for time lost because of an injury which he received while working.


On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to approve the Miscellaneous items, with the exception of item No. 4.
PRESIDENT'S REPORTS

July 6, 1939

1. Appointment of Dr. Louise Schnute as assistant physician in the Health Service for one year only at a salary of $3000 per year, effective September 1, 1939. This is an additional position.

2. Appointment of J. H. Settlidge as instructor in Psychology at a salary of $2100 per year, effective September 1, 1939. This is an additional position.

3. Appointment of Dr. J. Murray Barbour at a salary of $2500 per year, with the rank of assistant professor of Music, effective September 1, 1939. Dr. Barbour replaces Mr. Farrell, retired.

4. Appointment of Miss Bertha Stockard as instructor in Home Management and Child Development for one year only at a salary of $1700 per year plus room, effective September 1, 1939. Miss Stockard will replace Evelyn Bergstrand who has been granted leave of absence for the year.

5. Appointment of Miss Elizabeth Walbert as instructor in Home Management and Child Development for one year only at a salary of $1700 plus room, effective September 1, 1939. This is an additional position.

6. Leave of absence without pay from September 1, 1939 to August 31, 1940 for Miss Evelyn Bergstrand so that she may study for her Doctor's degree at the University of Minnesota.

7. Full expenses for R. V. Guin to attend an emergency meeting being called in Chicago on June 19 to discuss the program and background on the proposed marketing agreements regulating the handling of milk in the Chicago area; expenses to be paid from Extension funds.

8. First class railway mileage for Dr. W. A. Kelly to present a paper before one of the groups of the American Association for the Advancement of Science which meets in Milwaukee from June 19-24; expenses to be paid from the budget of the Department of Geology and Geography.

9. Out-of-state travel authorization and expenses for W. J. Baker to make three field trips with students in the Forestry summer camp at Menominee to Marinette, Wisconsin, to visit wood-using industries.

10. Report that because registrations were closed C. N. Rix did not attend the Summer Management Course at the University of Iowa from June 12-30. Request for tuition and fees and partial expenses were presented at the June 1 Board meeting and referred to the President with power.

11. The following travel items were submitted to the Board at its meeting on June 12 and referred to the President, Secretary, and the Dean of the Division concerned with power to act:

   a. Two and one-half cents per mile on one car for a trip which four members of the Speech Department made to Minneapolis on April 14 and 15 to attend the Central States' Speech Association meeting. All were on the program during a session devoted to the discussion of the research project in operation on this campus. No action.

   b. Appointment of a delegate to attend the biennial convention of the American Association of University Women in Denver, Colorado, June 19-22. Since Miss Dye was attending with expenses paid by the American Association of University Women, no action was taken.

   The following items were approved:

   a. Full expenses for Dr. W. L. Neillman to attend the annual meeting of the American Water Works Association in Atlantic City from June 11-15. Besides this meeting he wishes to contract various people to assist him in continuing our studies on standard methods of water analysis.

   b. Mileage on one car for Dr. H. J. Killham and Dr. C. F. Clark to attend the veterinary conference to be held at Ohio State University from June 14-16.

   c. First class railway mileage and pullman for L. R. Schoenmann to attend meetings of the American Association for the Advancement of Science at Milwaukee, Wisconsin, June 19-24; expenses to be paid from Institute of Conservation Funds.

   d. Full expenses for Miss Meta Vossbrink to attend the meeting of the American Home Economics Association in San Antonio, Texas, June 20-23. This has been approved for reimbursement from Vocational Teacher Training Funds by Mr. Fern.

   e. First class railway mileage for Dr. J. F. Thaden to present a paper before the population section of the American Association for the Advancement of Science on June 22, in Milwaukee.

   f. First class railway mileage for Dr. Denzel Cline to present a paper at the National Conference of Social Work in Buffalo on June 24 and 25; expenses to be paid from Economics Department funds.

   g. Full expenses for Miss Ethel Lewis and Miss Mary Lee Hurt to attend a conference on Education at the University of Chicago on June 25-27. This has been approved for reimbursement from Vocational Teacher Training funds by Mr. Fern.
Travel

b. Mileage on one car for members of the Horticulture Department to attend a regional three day conference of Horticulturists at Wooster and Columbus, Ohio, June 26-28; expenses to be paid from the Experiment Station Funds of the Horticulture Department.

c. Full expenses for J. W. Moore and Ray Heydick who will be in charge of the Michigan exhibit at the Poultry Congress at Cleveland, Ohio, July 25 to August 8; expenses to be paid from Extension Funds of the Poultry Department.

d. First class railway mileage for Otis E. Shear and Dr. E. S. Weisner to attend the World's Poultry Congress in Cleveland, Ohio, July 25 to August 8; expenses to be paid from Extension Funds of the Poultry Department.

e. Car mileage for A. J. Clark to make a trip to Chicago and Minneapolis to interview applicants for positions in the Department of Chemistry.

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

Approval of advances in salaries and changes in titles.

1. Approval of advances in salaries and changes in title effective July 1, 1939 (as per list on file in the Secretary's Office).

2. Approval of the 1939-40 budget as presented with the exception of the provision for the repayment of one-half the cost of the Livestock Judging Pavilion as removed from the budget in line with the action taken in the following motion:

3. Board authorized to borrow from Revolving Funds the sum of $97,000, plus accrued interest, to be used in paying the bank obligation incurred in the erection of the Livestock Judging Pavilion.

4. The Administrative Group recommended to the Board that Medical Biology students completing their fourth year of work on the campus for which they receive 50 credits and are required to spend one full year in hospital residence be charged their tuition fees for three regular terms only and be exempt from payment of summer school fees,- this action to apply to the present summer session only pending the report of the committee studying this and other matters relating to fees.

5. Recommendation that fees for visitors to the Summer Session be limited to a maximum of $15.00.

6. Mrs. M. J. Spalding appeared before the Board asking assistance in the payment of hospital, doctor bills, etc. due to an injury suffered by her son, John, in Demonstration Hall during spring vacation.

7. In appreciation of the services Mr. Del Vandervoort rendered to the College over a long period of years, the obligation of $300 held against him is hereby cancelled.

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

Medical Biology students comp. 4th yr. not to be charged s.s. fees, etc.

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

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

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted not to grant the request made by Mrs. Spalding.

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

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

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

On motion of Mr. Berkey, seconded by Mr. Berkey, it was voted not to grant the request made by Mrs. Spalding.

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

SECRETARY'S ITEMS

1. Mr. Munson, Dean Dirks, Mr. Erickson and Mr. Davenport submitted a report showing the cost of the proposed power plant changes and additions as follows:

   "This project is divided in two portions, the first portion to contain the construction of new quarters for Buildings and Grounds and New Telephone Switch Board, also to include a new Power Switch Board and rearrangement of the front portion of present building to receive same.

   The estimated cost of this first portion is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Construction work</td>
<td>$45,000.00</td>
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<tr>
<td>Power Switch Board</td>
<td>9,000.00</td>
</tr>
<tr>
<td>Architects and Engineers fees</td>
<td>$135,000.00</td>
</tr>
<tr>
<td></td>
<td>$141,000.00</td>
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SECRETARY'S ITEMS, continued

1. (Continued)

The second portion of the project to include the list of equipment and construction work, the cost of which is estimated as follows:

New Electric Generator $110,000.00
Super-heaters for present boilers 13,000.00
Change present 4400V distribution system to 4160V 10,000.00
Biping and Auxiliaries 30,000.00
Feed water conditioning system 10,000.00
Circulating water supply 15,000.00
Ash handling equipment 10,000.00
Water softener 10,000.00
New boiler 95,000.00
Coal handling equipment 80,000.00
New chimney 10,000.00
Foundations for generator and changes in generator room floor framing 360,000.00
Architects and Engineers fees 10,600.00

Total $376,200.00

The total cost of both portions of this project would, therefore be $517,200.00.

On motion of Mr. Halstead, seconded by Mr. Downing, it was voted to authorize the President, Secretary and Chairman of the Board to proceed to construct the Power Plant as outlined and that the necessary application be made for Government assistance through PWA or other governmental agencies and to make arrangements for the proper financing of the project at an amount not to exceed $400,000 without government aid; otherwise an amount of $525,000.

REPORT OF THE RETIREMENT COMMITTEE

1. The Retirement Committee has not changed its recommendations on the retirement of Mr. J. R. Duncan, Farm Crops Department. This was recommended to the Board on April 20, retirement to be effective September 1, 1939 at a rate of $568.00. (Dean Anthony requested that the amount be increased and it was referred to the President who re-referred it to the Retirement Committee.) The Retirement Committee recommends to the Board that Mr. Duncan be retired September 1, 1939.

2. The Retirement Committee recommends to the Board the continuation of the leave of absence on half pay for Professor W. W. Johnston with full retirement effective September 1, 1940 at the retirement pension to which he should be entitled as of that date - $1400 per year. (Employed Sept. 1, 1912, retired September 1, 1940 - 28 years of service - five years average highest salary $5000 - retirement rate $1400 per year).

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

3. Report on the death of Professor E. H. Ryder on June 21st. Professor Ryder's retirement was effective September 1, 1938.

PWA ITEMS

1. Bids were opened on June 23 for Special Lighting Fixtures in the Girls' Dormitory, Mich. Project, 1581-F as follows:

Barker-Fowler $2,797.00
Detroit Mantel & Tile Company 2,860.00
American Lighting and Tile Company 3,000.00

Contracts were approved by the President and Secretary to the low bidder.

2. Certain changes in specifications in the Veterinary Clinic have been necessary and desirable, changing the contract price by reducing the amount $115.89.

3. Certain changes in specifications for the livestock judging pavilion have become necessary and desirable, increasing the contract price by a total of $192.4. There are sufficient funds in the Construction Account to cover this added cost.

4. Certain changes in the specifications for the under-water lights in the swimming pool in the Field House have become necessary and desirable resulting in a change in the contract price, reducing the amount by $200.

5. The contract for the auditorium with the Reniger Construction Company included the piling under the small auditorium and was based on a unit price with a certain allowance for an over-run. The work has been completed and the amount of piling required exceeded the estimate by 966 feet. This additional piling increases the amount of the contract by $2032.80. All of the money in the Construction Account has been obligated and this requires an additional appropriation of this amount with an authorization for the Treasurer to deposit it in the Construction Account covering this project.
On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve items 1, 2, 3, 4 and 5.

6. The following PWA docket are completed or nearing completion and should be accepted prior to the next Board meeting:

- Soils Research Barn, Mich. PWA Docket 1814-F
- Vet. Clinic Addition, Mich. PWA Docket 1612-F
- Hospital, Mich. PWA Docket 1002-F
- Abbot Hall, Mich. PWA Docket 1009-F

There should be an appropriate resolution authorizing a Committee to act for the Board in the interim prior to the next meeting empowering the Committee to accept these buildings and authorize final settlement for them; the Committee also to be empowered to approve all necessary change orders and other matters that may arise pertaining to all of the PWA docket.

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

7. It is expected that the Jerome A. Utley Company, general contractor on the hospital and health center will ask for an extension of time on the completion of the building from July 15 to September 1, 1939 and a waiver of the liquidated damage provision of $50.00 per day for this period. A resolution should be approved for this extension.

On motion of Mr. Downing, seconded by Mr. Jakway, it was voted to approve the resolution consenting to the extension of time on the hospital and health center from July 15 to September 15, 1939.

8. Resolution of the State Board of Agriculture authorizing certain changes in specifications for the Men's Dormitory, Mich. 1003-P, at an addition to the contract price of $577.35.

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

9. Resolution of the State Board of Agriculture authorizing certain changes in the specifications for the auditorium at no change in the contract price.

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

10. Resolution of the State Board of Agriculture authorizing final payment to the Jerome A. Utley Company for the excavations and foundations for the Men's Gymnasium and Field House (Approval of change order for $6436.05, the amount in excess of the original estimate).

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

The meeting adjourned at 2:30 P.M.

Robert J. Shaw
President

John A. Leonard
Secretary

There was no meeting of the State Board of Agriculture during the month of August 1939.