

Minutes of the  
Meeting of the State Board of Agriculture  
May 19, 1932

997

Present: Messrs. Berkey, Brody, McColl, McPherson, Daane, Superintendent Pearce, President Shaw and Secretary Halladay.

Absent: Mrs. Wilson.

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

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

APPOINTMENTS

Appointments

1. Appointment of the following graduate assistantships. Action deferred on items #1 to #11 at the April meeting of the Board.
  1. S. A. Lauzun as  $\frac{1}{2}$  time graduate assistant in M.E. for year 1932-33.
  2. J. A. Merritt as  $\frac{1}{2}$  time graduate assistant in Entomology for 1932-33.
  3. Dorothy M. Anderson as  $\frac{1}{2}$  time graduate assistant in Zoology for 1932-33.
  4. H. H. Morse )
  5. R. E. Pasco )  $\frac{1}{2}$  time graduate assistants in soils for year 1932-33.
  6. L. S. Carter )
  7. C. W. Lauritzen as graduate assistant under the Purnell Act at \$800, Soils.
  8. W. S. Ligon as graduate assistant in Soils under the N. Y. Potash Export, My. Fellowship at \$1200.
  9. Grover Brown as half time graduate assistant in Farm Crops, half time beginning September 1st, at \$800 per year, succeeding Mr. James Tyer who will leave in June.  
(Mr. Brown is now holding the National Milling assistantship which will be discontinued)  
Mr. Dunton is now holding a quarter time assistantship.
  10. Mr. H. L. Dunton, Graduate Assistant in Farm Crops, half-time beginning September 1st, at \$800 per year, succeeding Mr. A. W. Glidden who is completing his work in June.
  11. Mr. Ardie Gustafson, one-half time Graduate Assistantship in Farm Crops at \$800 per year, beginning September 1st. Succeed himself in second year.
  12. Mr. C. B. Line, graduate (one-half time) assistant in Department of Animal Pathology. Mr. Line graduates from the Veterinary Division in the coming Commencement.
  13. Mr. John Downes, one-half time graduate assistant in the Department of Economics, a reappointment.
  14. Mr. Cheloron L. Conley, graduate assistant in Department of Dairy Husbandry, replacing Mr. Charles P. Halloran.
  15. Reappointment of Mr. Ira Gould, Mr. Joseph R. Fahl and Mr. H.E. Bechtel, graduate assistants Department of Dairy Husbandry, one-half time.
  16. Miss Helen Pearl Talbott, half-time assistantship in the Nursery School, Home Economics Department, replacing Miss Patricia Nordholm.
  17. Mr. E.C. Ogden, graduate assistant in Botany to replace Mr. E.Y. Monsma.  
Mr. C.A. Apostolides, Mr. J.L. Forsberg, Mr. O.B. Howell, Mr. W.E. Mocar, and Mr. H.J. Newell, reappointments, one-half time assistantships.
  18. Miss Margaret Barry, quarter-time assistantship in Nutrition to replace Miss Anne Kilpatrick.
  19. Mrs. Linnea Dennett, quarter-time assistantship in Nutrition Dept. of Home Economics, replacing Miss Veda Hiller.
  20. Miss Julia Pond, quarter-time assistantship in Home Management to replace Miss Edna Blemaster.

On motion of Mr. Brody, it was voted to refer the above 20 requests for the appointments of graduate assistants to the Advisory Committee which in turn will refer them to the Graduate Council with the request that they indicate insofar as possible which ones of these positions do not need to be refilled.

21. Appointment of Mr. Alexander Kisselburgh, to take over Mr. Graveure's classes in Voice, Music Department, from May 2nd to June 6th, a period of six weeks, for the sum of \$600.00 plus his expenses from New York.
22. Report on the rate of compensation for Miss Cecile Pollock for her services in teaching classes of Mrs. Bouyoucos in Theory, during the Winter and Spring Terms, set at \$100.00 per month. Mrs. Bouyoucos' name was removed from the payroll for the Spring Term.

Mrs. Bouyoucos  
off payroll.

On motion of Mr. Brody, it was voted to approve items 21 and 22.

LEAVE

Leave for  
R. L. Cook

1. Request for leave of absence for Mr. R. L. Cook, Instructor in the Soils Department from October 1, 1932 to July 1, 1933, in order to continue his study for the doctor's degree at the University of Wisconsin. Mr. Cook's present salary is \$1900. His work will be so divided among present staff members that there will be no request for replacement during his absence. (Referred to President with power to act) Leave requested on half pay.

Action deferred.

TRAVEL

1. Request for one automobile to Atlanta, Georgia, to carry three members of the Home Economics Division to attend annual meeting of the American Home Economics Association June 20th to 24th.
2. Mileage on one car for the purpose of conveying department members to the meeting of the American Society of Agricultural Engineers at Columbus, Ohio, June 16th to 23rd. One or two extension men and one or two departmental staff men.
3. Mileage for one automobile for Department of Dairy Husbandry in trip to American Dairy Science Association meeting, Lexington, Ky., June 26th to 29th.
4. Request from Director R. J. Baldwin that he be authorized to attend the meeting of Agricultural Engineers, Columbus, Ohio on June 14th, with all expenses. Director Baldwin to deliver an address before the Association. Expenses from Extension travel budget.
5. Allowance of \$100 covering \$25.00 for each 4-H Club delegate (four) to Washington to attend Encampment June 15th to 21st. Pennsylvania funds have been withdrawn. Trip has been announced and winning contestants chosen.
6. M. M. Golden, English Department, Transportation expenses to attend meeting of the English section of the Society for the Promotion of Engineering Education. Meeting at Columbus, Ohio, July 11 to 28th. Funds from English Dept. budget.
7. Dean H. B. Dirks, to attend Fortieth Annual meeting of the Society for the Promotion of Engineering Education at Corvallis, Oregon, June 29th to July 1st. Travelling expenses.
8. Report on authorization for \$20.00 each to Miss Katherine McCutcheon and Miss Dorothy McDonald, students participating in Olympic matches- fencing, toward travelling expenses, from April 10 to April 17.

On motion of Mr. McPherson, it was voted to approve all travel requests.

\$300 trans. from Cont. fund to finance printing of Sanct. pamphlet.

DEFERRED ITEMS

1. Request for use of \$300 of Sanctuary money turned over to Treasury on April 5th, 1932, for the purpose of financing and printing of the Sanctuary pamphlet. (Tabled April meeting).

On motion of Mr. McPherson, it was voted to transfer from the Contingent Fund an amount of \$300.00 for the purpose of financing the printing of the Sanctuary pamphlets.

Request for purchase of tractor for U.P. ref. to Pres. & Sec.

2. Request for V. R. 466 Caterpillar 15 Standard Tractor - \$845, which has been loaned to U.P. Exp. Station for one year with option of purchase. Company has thoroughly reconditioned tractor in every way. (Action deferred for one month).

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

Rep. of Pres. on placing shelves in Library.

3. Report of President on matter of placing shelves in the New Library. Authorized to come from the reserve fund,- approximately \$600.

Request for \$5000 approp. for Cent. of Progress to be dropped.

4. Report from committee consisting of Mr. McPherson, Mr. Halladay and Mr. Brody to request State Administrative Board for \$5,000 from the appropriation for advertising Michigan, to be used by this college in preparation of exhibit at the Century of Progress Exposition at Chicago, in 1933.

On motion of Mr. Brody, it was voted that the above matter be dropped from further consideration.

Rec. re: addition to Dairy Bldg. deferred to June meeting.

5. Further recommendation from Dairy Department regarding addition to Dairy Building. Tabled for one month at meeting of April 21, 1932.

Deferred until June meeting.

MISCELLANEOUS ITEMS

Rental chges. to student org. for events held in campus bldg.

1. Matter of rental charges to student organizations for events held in campus buildings. Little Theatre \$15.00. Old Armory \$5.00, Demonstration Hall \$35.00. Colonel Rodney recommends that the fee for rental of Demonstration Hall be set back to \$15.00.

On motion of Mr. McColl, it was voted that the fee for rental of Demonstration Hall be set at \$20.00 instead of at \$15.00.

Loan fund est. by E.L. Womens Club.

2. Expression of gratitude to the East Lansing Womens Club through its President, Mrs. Jessie Granum, for the establishment of a loan fund for students who are taking Applied Music.

Request that College act as host to returning alumni

3. Request that the College consider the matter of acting as host for all returning alumni at the Sunset Supper this year. Feeling that this is a year when every inducement should be offered to bring back a representative number of alumni for the Seventy-fifth Anniversary program, something very unusual must be offered them. The cost of this meal would be approximately 70¢ per person. Estimated attendance 600 people,- tickets to be given out at the time of registration of guests.

On motion of Mr. Brody, it was voted that on account of the reduction in the budget, a complimentary dinner to the Alumni cannot be financed by the College this year.

- 4. History of Union Memorial Building, with suggestion on handling the present bonded indebtedness, from G. O. Stewart, Alumni Secretary.

History of Union Mem. Bldg. with suggestion on handling indebtedness.

Copies sent to each board member for consideration.

- 5. Request for construction of dry kiln in the basement of the Forestry Building, cost of necessary plumbing, installation, etc., to cost approximately \$400.00, Mr. Davenport of the Buildings and Grounds Department requests that the size needed by the Forestry Department for instructional and experimental purposes be enlarged to permit the treatment of commercial sizes of lumber by his department. Added cost of increased size (\$300 approximately) to be borne by Buildings and Grounds Department budget.

Request for const. of dry kiln in basement of For. Bldg.

Action deferred until September meeting.

- 6. Adoption of measures past at the May 17th meeting of the Faculty.
  - 1. Approval of the proposed "Rules and Regulations, and Information concerning Rooming Houses for Men Students", with the understanding that the matter pertaining to rules and regulations and that pertaining to information be separately grouped. (Copies given to each board member and copy on file in Secretary's Office.)

Approval of "Rules and Regulations" concerning Rooming houses for men.

On motion of Mr. Daane, it was voted to approve the above item.

- 2. Approval of the recommendation of the Graduate Council that the term "Graduate Assistant" be reserved for candidates for graduate degrees, namely: "M.A., M.S., and Ph.D." and that assistants not taking graduate work be named Part-time Assistants.

Term "Grad. Asst." to be reserved for candidates for grad. degrees.

It was expressly emphasized in the Graduate Council that they did not wish this action to be used to reduce the number of assistants appointed in the Department of Bacteriology, nor did the Graduate Council object to the practice that has long been maintained in that department, of having assistants who were candidates for the D.V.M. degree. The intent of the motion is to reserve the designation of graduate assistant only for those who are taking work leading to these three graduate degrees, making it necessary to apply some other designation to those assistants who are working for the D.V.M. degree.

On motion of Mr. Brody, it was voted to approve item #2.

- 3. Recommendation of the Faculty that Wells Hall be used as a Freshman Dormitory.

Wells Hall to be used as Freshman Dorm.

On motion of Mr. Brody, it was voted that Wells Hall be used as a Freshman Dormitory.

- 7. Report that the price of the remaining copies of Barrows', "Michigan Bird Life" which have been bound with cloth binding was set at \$2.00 per copy plus the price of postage.

The price of Barrows', Michigan Bird Life to be \$2.00

FINANCIAL MATTERS

- 1. Additional appropriation of \$350.00 for Buildings and Grounds budget to permit of the purchase of additional mowing machine.

\$350. approp. for purchase of mowing machine.

On motion of Mr. Daane, it was voted to appropriate from the Reserve Fund an amount of \$350.00 for the Buildings and Grounds budget for the purpose of purchasing a mowing machine.

- 2. Additional appropriation of \$350.00 for Buildings and Grounds budget to permit of the rental of a steam shovel and necessary trucks to do the work of covering the present college dumping grounds at the rear of the Poultry Plant.

\$350. approp. for rental of steam shovel.

On motion of Mr. Daane, it was voted to appropriate from the Reserve Fund an amount of \$350.00 for the rental of a steam shovel, etc.

- 3. Transfer of \$300.00 from Director's Office funds, Experiment Station to the Library fund to take care of binding bill.
- 4. Transfer of Extension budget funds from one project to another, as follows: Recommendation that the following items be transferred from the maintenance budget to the state offset salary fund.

Trans. of \$300 from Dir. Office Exp. Sta. to Library fund.

Transfer of Extension budget funds.

Extension Administration	\$700.00
Agricultural Engineering	600.00
County Agricultural Agents	1000.00
Boys and Girls Clubs	1000.00
Dairy Husbandry	800.00
Farm Crops	700.00
Soils	500.00
	<u>\$5300.00</u>

On motion of Mr. McPherson, it was voted to approve items 3 and 4.

- 5. Transfer of \$400 from Dunbar Substation account to the Forestry Allotment.

Transfer of \$400 to be made from Dunbar to Forestry allotment.

On motion of Mr. McPherson, it was voted that the motion making the apportionment to the Dunbar Station last month be rescinded, and that the transfer of \$400 from the Dunbar Station to the Forestry Station be made.

Transfer of \$300 from Director's Office to H.E.  
 Transfer of \$1600 from reserve to For. Dept. maintenance.

6. Request for transfer of \$300.00 from Director's Office, Experiment Station to Home Economics Section of the Station.

On motion of Mr. McPherson, it was voted to approve item 6.

7. Request for additional \$1600 allotment to Forestry Department maintenance fund to complete the present fiscal year, same to be transferred from excess receipts taken in by the department through sale of trees. Funds requested will be used in meeting the labor payroll necessary to put the nurseries in proper working condition.

On motion of Mr. Daane, it was voted to transfer from the Reserve Fund an amount of \$1600 to the Forestry Department maintenance fund.

ADDITIONAL MISCELLANEOUS ITEMS

1. Budget for 1932-33 to be balanced in view of cut given College by the special session of the Legislature.

Budget for 1932-33 to be balanced in view of cut, as follows:

On motion of Mr. Daane, it was voted that, in order to meet the reduction of \$285,000. a year in income (the fifteen percent cut made by the recent special session of the Legislature) and to balance the institution's budget for the year 1932-33, the State Board of Agriculture adopt the following program:

Reduction of approxi. \$200,000 in payroll  
 Reduction in maintenance for Depts.

- a. Reduction of approximately \$200,000, in the total payroll of the Institution for 1932-33, as compared with 1931-32. (This is to include all classes of employees - teaching staff, experimental and extension staffs, and the general labor payroll).
- b. Reduction in the maintenance allowance for the various departments of the College to balance the general budget.

Exact details of the above-mentioned program are to be worked out by the State Board and College officials in the near future.

Term course fees pd. by students from \$35. to \$32.50

2. Term Course Fees paid by students to be reduced from \$35.00 per term to \$32.50 per term.

Advisory Com. given power to act for Bd. in all details re: to budget adjustment.

On motion of Mr. Daane, it was voted to reduce the term course fee paid by students from \$35.00 per term to \$32.50 per term.

3. Advisory Committee to be given power to act for Board in all details relating to the budget adjustment that are beyond the jurisdiction of the college officials.

Salaries of Grad. Assts. to be reduced to \$700.  
 $\frac{1}{4}$  time assts. to rec. \$350.

On motion of Mr. Berkey, it was voted that the Advisory Committee be given authority to act for the Board in all details relating to the budget adjustments that are beyond the jurisdiction of the college officials.

4. Salaries of Graduate Assistants to be reduced as follows:

One-half time Graduate Assistants now paid \$800 per year to be paid \$700.00 per year.

One-quarter time Graduate Assistants now paid \$400 per year to be paid \$350 per year.

On motion of Mr. McPherson, it was voted to approve the above item.

Rec. regard. employment of relatives on Campus.

5. Recommendations regarding the employment of relatives on the Campus:

1. As a general policy the Board is opposed to the employment of related persons, but recognizes exceptions may be necessary.
2. Unalterably opposed to the employment of relatives within the same department or division.
3. Requests the administrative officials, deans and department heads, of the college to materially reduce the number of related persons on the payroll, as speedily as this can be done without inflicting too great hardships on those concerned.
4. Hereafter related persons cannot be added to the college payrolls without the knowledge and consent of the President.

On motion of Mr. Brody, it was voted to approve the above recommendations.

It was voted to hold the next meeting of the Board June 13, at 3 o'clock.

The meeting adjourned at 12:45 P.M.

*R. S. Shaw*  
 President  
*Herman Halladay*  
 Secretary