

Minutes of the  
Meeting of the State Board of Agriculture  
February 15, 1934

Present: Messrs. Brody, Chairman, Berkey, Downing, Halstead; Superintendent Voelker; President Shaw and Secretary Halladay.

Absent: Mrs. Wilson, Mr. Daane.

The meeting was called to order at 1:45, the Board members having convened for luncheon in the Womans Building at 12:00 noon.

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

RESIGNATIONS

Resignations

1. Resignation of Mrs. Dorothy H. Holahan, Home Demonstration Agent in Jackson County, effective February 28th, 1934.
2. Resignation of Miss Leslie Hoyt, stenographer in the Department of Landscape Architecture, effective February 1, 1934.
3. Resignation of Miss Dorothy Johnson, stenographer in the Department of Animal Husbandry (salary \$1340 per year), effective March 1, 1934.
4. Resignation of Mr. R. G. Smith as County Club Agent for Saginaw County, effective February 1, 1934.

APPOINTMENTS

Appointments

1. Transfer of Miss Elizabeth Weld, Home Demonstration Agent in Oakland County, to the position of Home Demonstration Agent in Jackson County, replacing Mrs. Holahan, appointment to become effective March 1, 1934.
2. Appointment of Miss Alice Rowley as stenographer in the Department of Landscape Architecture, replacing Miss Hoyt at the same salary, \$965.00 per year, appointment to become effective February 1, 1934.
3. Appointment of Miss Jean Fisher as stenographer in the Department of Animal Husbandry, replacing Miss Johnson, at a salary of \$80.00 per month; effective March 1, 1934.
4. Appointment of Mr. R. G. Carr, who has been on sick leave since April 1932, as assistant to the State Leader of County Agricultural Agents at a salary of \$2400 per year. Appointment to become effective February 1, 1934, and continue for the balance of the fiscal year.
5. Appointment of Mr. R. G. Smith as County Agricultural Agent in Clinton County, effective February 1, 1934, at the rate of \$47.50 a month from State Offset funds, \$25.00 from county funds, and \$127.50 from Agricultural Adjustment Administration funds, totalling \$2400 per year. This division of funds to be effective until June 30th.
6. Transfer of Mr. Milburne H. Avery from the position of County Club Agent in Oakland County to the same position in Saginaw County, replacing Mr. Smith, at a salary of \$2200 per year. Appointment effective February 1, 1934.
7. Appointment of Mr. Leo Arnold as County Agricultural Agent in Ottawa County, effective February 19, 1934, at a salary of \$2100 per year, to be paid from Extension funds. Mr. Arnold replaces C. P. Milham, transferred to Lenawee County.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to accept the four resignations and to approve the seven appointments.

TRAVEL

Travel

1. Miss Elisabeth Conrad, Dean of Women, to the meeting of the National Association of Deans of Women in Cleveland, February 21st to 24th, all expenses.
2. N. E. Grover, Radio Operator to Washington to appear before the Federal Radio Commission February 14th in the hearing involving another application for the use of the College station's wave length. All expenses.
3. C. R. Oviatt, Extension Specialist in Farm Crops, to Washington for a Beet Sugar Conference February 9th to 12th; expenses to be borne by the Farmers' and Manufacturers' Beet Sugar Association.
4. Ray Hutson, Associate Professor of Entomology, to a meeting of the North Central States Entomologists at Purdue University February 27th. Mileage, to be paid from Experiment Station funds.
5. F. T. Mitchell, Associate Professor of Education, to the meeting of the National Society of College Teachers of Education at Cleveland, February 24th to 28th. Transportation expenses.

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

## MISCELLANEOUS

## 1. Recommendation of the Committee on Scholarships:

- (1) That the alumni undergraduate scholarships be extended to the Junior and Senior years for those students holding such scholarships whose scholastic attainments have been of high grade.

On motion of Mr. Downing, seconded by Mr. Berkey, it was voted to approve the above recommendation from the Committee on Scholarships. This action means waiving the tuition fees for these students during their Junior and Senior years.

- (2) That if the finances of the College warrant it, a small additional number of scholarships be offered for entering freshmen.

Action deferred.

## 2. Recommendation of Director Baldwin that the following readjustment of extension salaries be made because of the transfer of similar amounts to Federal Agricultural Adjustment Administration funds:

R. J. Baldwin, C. V. Ballard, and A. J. Patch -- reduction of \$85.00 per month from salary, effective February 1 to June 30.

E. R. Hancock, reduction of \$127.50 per month from salary, effective February 1st to June 30th.

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

## 3. Recommendation of Director Baldwin that \$200.00 be transferred from the surplus in State Offset-Administration - Fund to Extension State - Administration - Fund, which shows a balance of only \$42.25.

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

## 4. Recommendation of R. W. Tenny, Director of Short Courses, that the Short Course fee of \$5.00 be refunded to Mr. Earl Haun, who was forced to withdraw on account of illness.

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

## 5. Petition of Emil A. Runkel for refund of student fees, referred by Committee on Refunds.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the granting of the refund of the student fees for the winter term to Mr. Emil A. Runkel.

## 6. Recommendation of E. L. Anthony that a special revolving fund similar to the Special Dairy Cattle Fund be set up for the purchase of new breeding stock from the proceeds of horse sales.

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

## 7. Recommendation of a committee consisting of Messrs. Dirks, Davenport, and Emmons, that the service charge (steam, water, and electricity) against the Wells Hall Boarding Club be at the rate of \$50.00 per month during the school year. Further, that \$150.00, the exact cost to the College, be charged for each of the two terms of 1932-1933.

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

## 8. Report of the agreement between Mr. Harry L. Jewell of Detroit and the Home Economics Division for vitamin testing of a food to be done by that Division.

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted to approve the above agreement between Mr. Jewell and the Home Economics Division.

## 9. Recommendation of the Committee on Publicity to High Schools, that the sum of \$2,000 be transferred from the Contingent Fund and set aside for administration of their program.

## 10. Request of L. C. Emmons that \$100.00 be transferred from the current Convocation Fund (balance of \$344.52) to the budget of Institutional Administration to meet expenses of administration of Federal Employment Relief Aid for Students.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve items 9 and 10.

## 11. Request from Richard C. Pendell, student who was injured playing football in the fall of 1932, that the College pay for medical attention he received in Saginaw in the amount of \$37.50.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to refer the above matter to the President with power to act.

## 12. Recommendation of Mr. Wilkins that Miss Nellie Campbell, clerk in the Treasurer's Office, be replaced by Mr. R. H. Whiting who is now on the payroll in the Accounting Office, effective March 1, 1934, - Miss Campbell to be transferred for the remainder of the year to the Home Economics Department.

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

Alumni  
scholarships  
extended to  
Jr. & Sr. yrs

Action def.  
on request  
that addition-  
al number of  
scholarships  
be offered.

Adjustment in  
ext. salaries  
approved -  
Baldwin  
Ballard  
Patch &  
Hancock

Transfer in  
Extension  
funds app.

Refund of \$5.  
approved for  
Earl Haun

Refund of  
student fees  
to Emil Runkel  
approved.

Special Re-  
volving fund  
to be set up  
for purchase  
of new breed-  
ing stock.

Recommendation  
of Committee  
re: service  
charge  
against Wells  
Hall.

Agreement be-  
tween Harry  
Jewell and  
H.E. for test-  
ing of a food  
approved.

\$2000 trans.  
from Cont.  
for publicity  
to H. S.  
\$100.00 trans  
from Convo.  
fund to Inst.  
Adm. for  
F.E.R.A.

Request of  
Pendell re:  
injuries rec.  
from football

Nellie Camp-  
bell trans.  
to H.E.  
R.H. Whiting  
to replace  
Miss Campbell

MISCELLANEOUS, cont.

13. Request from the Alumni at Washington, D. C. that the college send a representative, specifically Dean Anthony, to attend the alumni banquet in Washington the evening of February 21st.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted that Dean Anthony or such other person as the President may wish to send, be delegated to go to Washington to attend this alumni meeting, with all expenses.

14. Dr. Paul Voelker presented to the Board a plan for Institutional Co-Ordination in Education in Michigan.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted that the plan presented by Dr. Voelker for Institutional Co-Ordination in Education in Michigan be given the sympathy of this Board in its principles and plan, as presented.

PRESIDENT'S REPORTS

1. Authorization of several days' leave for Mr. Arthur Howland to attend a Federal Land Bank conference in St. Paul, with expenses borne by the Federal Land Bank.
2. Authorization of the transfer of Mr. C. P. Milham, County Agricultural Agent of Ottawa County, to the same position in Lenawee County, on the basis of \$47.50 per month from State Offset funds and \$150.00 per month from Agricultural Adjustment Administration funds. Appointment became effective February 10th.
3. Authorization of expenses for Mr. Brent Munro and Mr. A. G. Kettunen to appear on the National 4-H Radio Program in Chicago February 3rd.
4. Authorization of travel of Director V. R. Gardner to Washington February 5th for a cherry price conference called by Agricultural Adjustment Administration officials; expenses paid from Director's Office funds.
5. Delegation of Dean Marie Dye, with expenses to attend the dedication of Martha VanRensselaer Hall, College of Home Economics at Cornell University, February 13 to 15.

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

SECRETARY'S REPORTS

1. Accident report on Mr. Chester Noble, employee of the Buildings and Grounds Department who was sent to the College Hospital on January 29th with an infected hand. Time lost - 154 hours at 35 cents, totalling \$53.90.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above accident report and pay the amount of \$53.90 to Mr. Noble.

2. Lease of 160 acres of land at the Potato Station at Lake City, Township of Reeder, County of Missaukee, State of Michigan, for five years at \$250. per year. Lease between Mary E. Smith of Cadillac, Michigan, Florence G. Doherty of Detroit, Michigan and Mary G. Cornwell of Chicago, Illinois, parties of the first part and the State Board of Agriculture, party of the second part.

On motion of Mr. Downing, seconded by Mr. Berkey, it was voted that the Secretary be authorized to lease the 160 acres of land at the Potato Station at Lake City.

3. Report on renewal of the insurance policies on Kellogg Farm, Kellogg Bird Sanctuary and Potato Station at Lake City, as presented by the Secretary.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to renew the insurance policies on the Kellogg Farm, Kellogg Bird Sanctuary and Potato Station at Lake City, - the matter of renewal to be left to the Comptroller.

4. Report on Civil Works Projects.

Report placed on file.

5. Certain C.W.A. projects requested for certain buildings at the Potato Station at Lake City.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted that projects 1, 2, 3, and 4, proposed by the Dean of Agriculture for certain buildings at the Potato Station at Lake City be referred to the Committee on C.W.A. with power to act.

The meeting adjourned at 4:00 o'clock.

R. E. Shaw  
President

Norman H. Walcott  
Secretary

College to send representative to alumni banquet in Washington.

Dr. Voelker presented plan for Institutional Co-Ordination in Education in Michigan

Several days leave for Arthur Howland to attend conference in St. Paul.

Transfer of Milham to Lenawee Co.

Exp. approved for Munro & Kettunen to Chicago.

Travel of Gardner app. to Washington

Miss Dye to attend dedication of Martha VanRensselaer at Cornell

Accident report on Chester Noble.

Lease of 160 acres at Lake City for Potato Station.

Report on renewal of insurance policies.

Report on Civil Works Projects.

Request for certain C.W.A. work at Potato Station