

Minutes of the
Meeting of the State Board of Agriculture
December 19, 1935

Present: Messrs. Brody (Chairman) Berkey, Daane, Downing, Halstead, Mrs. Wilson; Mr. Elliott, superintendent of public instruction; President Shaw and Secretary Wanneh.

Absent: No one.

The meeting was called to order at 9:45 A.M.

The minutes of the previous meeting were approved, having been forwarded to the Board members.

Resignations

RESIGNATIONS

1. Resignation of Mr. M. M. Golden, Instructor in English, effective December 31, 1935. (The English Department is authorized to employ a substitute for the balance of the year at a salary of not to exceed \$1200.00).
2. Resignation of Mr. R. H. Westveld, Associate Professor and Research Associate in Forestry, effective January 1, 1936.
3. Resignation of Mr. W. A. Murray, Associate Professor of Electrical Engineering, effective January 1, 1936.
4. Resignation of Mr. M. G. Farleman, Instructor in Entomology, effective December 31, 1935.
5. Resignation of Mr. Ralph H. Morrish, Extension Specialist in Farm Crops, effective December 31, 1935.
6. Resignation of Mr. A. J. Patch, Assistant Extension Editor, effective January 1, 1936.
7. Resignation of Miss Sylve Wixson, Assistant State Club Leader, effective December 31, 1935.
8. Resignation of Mr. James M. Watkins, half-time graduate assistant in Farm Crops, effective as of December 15, 1935.
9. Resignation of Mrs. Eunice Pardee, quarter-time graduate assistant in Home Management (Purnell funds), effective December 31, 1935. Dean Dye recommends that the balance of Mrs. Pardee's salary for the year be added to Purnell maintenance budgets.
10. Resignation of Mrs. Olga Ravens Severens, College Health Service nurse, effective December 31, 1935.
11. Resignation of Miss Janette Trachsel, stenographer in the Department of Horticulture, effective December 1, 1935.
12. Resignation of Mrs. Ford LaNoble (Esther Sleight), Information Clerk in the Registrar's Office, effective January 15, 1936.
13. Resignation of Mrs. H. R. Taylor, stenographer in the Department of Animal Pathology, effective December 1, 1935.

On motion of Mr. Halstead, seconded by Mr. Daane, it was voted to accept the above resignations.

Leaves

LEAVES

1. Recommendation that Mr. Theodore Roethke, Instructor in English, be granted leave without pay for the period December 1, 1935 to September 1, 1936. Further recommendation that a substitute be employed for the balance of the present school year at a salary not to exceed \$1200.00 for the period.
2. Request of Dr. Irma Gross, Associate Professor and Research Assistant in Home Management, for grant of leave without pay from January 1, 1936 to June 30, 1936.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to approve the two leaves of absence.

Appointments

APPOINTMENTS

1. Appointment of Mr. William J. Baker as Associate Professor of Forestry, replacing partially Messrs. Newins and Westveld (both resigned) at a salary of \$3000.00 per year, effective January 1, 1936. The appointment is to be on a twelve months' basis, with additional remuneration for summer school service when necessary.
2. Appointment of Mr. Walter A. Hedrich as Instructor in Electrical Engineering replacing Mr. W. A. Murray (resigned) at a salary of \$2000 per year, effective January 1, 1936.
3. Transfer of Mr. George Werner from the position of Extension Specialist and Research Assistant to that of Extension Specialist in Farm Crops, replacing Mr. Morrish (resigned) at a salary of \$2500.00 per year, effective January 1, 1936.

APPOINTMENTS, continued

Appointments

4. Appointment of Dr. Carter M. Harrison as Research Associate and Extension Specialist in Farm Crops, replacing Mr. Wenner (transferred above) at a salary of \$2700.00 per year, effective January 1, 1936.
5. Transfer of Miss Olga Bird from the position of Assistant State Club Leader at Marquette to the same position with headquarters at the College, replacing Miss Wixson (resigned). Appointment is to be effective January 1st with an increase in salary from \$2180.00 to \$2600.00 per year; Miss Wixson's salary has been \$2700.00.
6. Transfer of Miss Beatrice Boyle from the position of County Club Agent for Chippewa County to that of Assistant State Club Leader at Marquette, replacing Miss Bird (transferred above) at a salary of \$2500.00 per year, effective January 1, 1936.
7. Appointment of Mr. Carlton S. Garrison as half-time graduate assistant in Farm Crops, replacing Mr. Watkins (resigned) for the balance of the present year, effective December 16, 1935.
8. Appointment of Mrs. Ardath Knapp as Health Service night nurse, replacing Mrs. Severens (resigned), effective January 1, 1936. Appointment is to be at the same salary, \$1240.00 per year plus board and laundry.
9. Temporary appointment of Miss Margaret Bohn as stenographer in the Department of Horticulture for the month of December only, replacing Miss Trachsel (resigned) at the rate of \$90.00 per month.
10. Appointment of Miss Ella Thomas as Information Clerk, Registrar's Office, replacing Mrs. LaKoble (resigned) at a salary of \$1140.00 per year, effective January 1, 1936.
11. Transfer of Mrs. Winifred Ware from the position of Clerk, Registrar's Office, to that of Assistant Recorder, effective January 1, 1936, with an increase in salary from that of \$1080.00 to \$1200.00 per year.
12. Appointment of Miss Wilma Leet as Clerk, Registrar's Office, at a salary of \$840.00 per year, effective January 1, 1936. This is an additional position made necessary by increased enrollment work.
13. Appointment of Miss Marian McLean as stenographer in the Department of Animal Pathology, replacing Mrs. Taylor (resigned) on the same salary basis: one-half (\$40.00 per month) to be paid from Abortion Test funds, and one-half by the State Department of Agriculture, - appointment to be effective as of December 1, 1935.
14. Appointment of Miss Ruth Lindquist as Assistant Professor of Home Management and Child Development at a salary of \$1600.00 plus room for the period January 1st to June 30th. Miss Lindquist replaces Dr. Gross (leave recommended above).
15. Transfer of Mr. M. H. Avery from the position of County Club Agent, Saginaw County, to that of Assistant State Club Leader, replacing Mr. G. A. Thorpe (resigned) at a salary of \$2600.00 per year, effective January 1st.
16. Appointment of Mr. E. C. Scheidenhelm as Instructor and Extension Specialist in Dairy Husbandry effective January 1, 1936 at a salary of \$2700.00 per year (equal division of salary between college and Bankhead-Jones). Mr. Scheidenhelm replaces in part Mr. L. W. Lamb, Instructor in Dairy Husbandry, who resigned November 1st.
17. Appointment of Mr. H. M. Classen as special Instructor in Economics for the winter and spring terms at a salary of \$350.00 per term (to be paid in six equal installments, beginning January 31, 1935). Mr. Classen will take the class as taught by Dr. Thrun, who is now on leave.
18. Continuance of the appointment of Mr. George Alderton to handle athletic publicity for the period January 1st to September 1, 1936 at a salary of \$700.00. This carries with it recommendation for the allocation of \$300.00 to cover purchases of necessary materials.
19. Appointment of Mr. E. S. Weisner as Extension Specialist in Poultry Husbandry (Poultry Disease), effective as of December 16, on a two-thirds time basis, with one-third of his time free for work on his D.V.M. degree. Mr. Weisner's salary on this basis will be \$2000.00 per year.
20. Appointment of Dr. G. F. Gray as Research Assistant in Horticulture, replacing Dr. N. L. Partridge (now on leave) for the period January 1st to November 15, 1936 at the salary rate of \$2000.00 per year.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve the appointments.

Additions to staff requested because of increased enrollments:

Additions to staff.

21. Temporary appointment of Miss Ruth Smith as full-time Instructor in Textiles, Clothing and Related Arts for the period January 1st to June 30, 1936, at a salary of \$1200.00 for the six months. This item was referred to the President, Secretary and Comptroller at the November 9th Board meeting: It is now recommended.
22. Change in the status of Mr. Buford Grigsby, half-time graduate assistant in Botany, to that of full-time Instructor for the period January 1, 1936 to June 30, 1936, at a salary of \$135.00 per month.

APPOINTMENTS, continued

Additions to
staff.

Additions to staff requested because of increased enrollments:

23. Appointment of Dr. H. C. Abbott as half-time Instructor in Botany for the period January 1, 1936 to March 31, 1936, at the rate of \$60.00 per month. Dr. Abbott has been employed during the fall term on a part-time basis at \$30.00 per month.
24. Appointment of Mr. Herbert Ohmen as half-time assistant in Chemistry (quantitative analysis) for the winter term, at the rate of \$60.00 per month. Mr. Ohmen was on a quarter-time basis at \$30.00 per month during the fall term.
25. Appointment of Mr. Keith Crane as quarter-time assistant in Chemistry (Biological) for the winter term, at the rate of \$30.00 per month.
26. Change in the status of Mr. W. E. Rice, part-time Instructor in Economics, to full time for the period January 1, 1936 to June 30, 1936, with an increase in salary from \$75.00 to \$135.00 per month.
27. Appointment of a part-time laboratory assistant in accounting, Department of Economics, for the period January 1, 1936 to April 1, 1936, at the rate of \$60.00 per month.
28. Appointment of an additional Instructor in Speech for the winter and spring terms at a salary of \$1200.00 for the period.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to approve the additions to staff because of increased enrollments.

Extension
appointments
under Bank-
head-Jones.

Extension Service appointments under Bankhead-Jones funds:

29. Mr. William F. Johnston as State Discussion Group Leader for the period January 1, 1936 to June 30, 1936, at a salary rate of \$3000.00 per year. Mr. Johnston has held the position of Agricultural Agent for VanBuren County.

On motion of Mr. Berkey, seconded by Mrs. Wilson, it was voted to approve the appointment of Mr. Johnston for a six months period.

30. Miss Grace Mitchell as District Home Demonstration Agent for Midland and Saginaw Counties, with appointment effective January 1, 1936 at a salary of \$2000 per year.
31. Mrs. Grace A. VanderKolk as Home Demonstration Agent for Ottawa County, effective January 1, 1936 at the salary of \$1800 per year.
32. Mrs. Bertelle Russell as Home Demonstration Agent for Washtenaw County, effective January 1, 1936 at \$1800.00 per year.
33. Miss Eleanor Densmore as District Home Demonstration Agent for Cass, VanBuren, Berrien and St. Joseph counties at a salary of \$2000.00 per year, effective December 15, 1935.
34. Miss Agnes McKinley as Home Demonstration Agent in either Genesee or Kent counties, effective January 1, 1936, at the salary of \$2000.00 per year.
35. Miss Catherine Hallock as Home Demonstration Agent for Calhoun County, effective January 1, 1936 at \$1800 per year.
36. Miss Marion Moore as District Home Demonstration Agent for Benzie, Manistee, Leelanau and Grand Traverse counties, effective January 1st at a salary of \$1800.00 per year.
37. Miss Alice Hertzler as District Home Demonstration Agent for Otsego, Montmorency, Crawford, Oscoda and Presque Isle counties, effective January 1st at a salary of \$1800.00 per year.
38. Miss Ruth Fritsche as District Home Demonstration Agent for Tuscola, Bay, and Huron counties, effective January 1st at a salary of \$1600.00 per year.
39. Temporary appointment of Mr. Ralph E. Loomis as Extension Specialist in Farm Management for the period December 20, 1935 to June 30, 1936, at the rate of \$150.00 per month.
40. Transfer of Miss Alice Bates from the position of County Club Agent of Calhoun County to that of Assistant State Club Leader, effective January 1st at a salary of \$2400.00 per year.
41. Mr. Llewellyn B. Karr as District Club Agent, effective January 1st at a salary of \$2000.00 per year.
42. Mr. Orville F. Falker as District Club Agent, effective January 1st at a salary of \$1800.00 per year.
43. Mr. Clarence E. Prentice as District Club Agent, effective January 1st at a salary of \$2100 per year.
44. Mr. Victor C. Beal as District Club Agent, effective January 1st at a salary of \$2100 per year.
45. Miss Harriet Kilborn as stenographer in the State Club Office, effective January 1st at a salary of \$1080.00 per year.

APPOINTMENTS, continuedExtension Service appointments under Bankhead-Jones funds, continued.

46. Mr. Olin L. Lepard as District Club Agent for Midland, Gratiot and Isabella Counties, effective January 1st at a salary of \$1900.00 per year.
47. Mr. Wilton L. Finley as County Agricultural Agent for Iosco County, effective January 1st at a salary of \$2200.00 per year.

On motion of Mr. Deane, seconded by Mr. Berkey, it was voted to approve the Extension Service appointments under Bankhead-Jones funds.

Travel

TRAVEL

1. Mileage on one car to Cincinnati and return, so that members of the Department of Modern Languages may attend Modern Language Association meetings during the Christmas holidays. (\$30.00 allowed).
2. Mileage on one car to St. Louis, Missouri, and return for members of the Physics Department staff attending meetings of the American Physical Society, December 31st to January 2nd. (\$50.00 allowed).
3. Mileage on one car to St. Louis and return for Farm Crops Department members who wish to attend meetings of the American Association for the Advancement of Science during the holidays. (\$50.00 allowed).
4. Mileage on one car to St. Louis and return for Botany Department staff members who wish to attend American Association for the Advancement of Science meetings. Mileage is requested if three or more members of the staff go; if only one is able to, railroad and pullman fare (approximately \$35.00) is asked. (\$50.00 allowed).
5. Mileage on one car to St. Louis, so that members of the Entomology Department may attend American Association of Economic Entomologists meetings, December 30th to January 2nd. One-half of expense is to be charged to departmental funds, one-half to extension funds. (\$50.00 allowed).
6. Mileage on two cars to St. Louis and return so that members of the Sections of Botany and Horticulture, Experiment Station, may attend meetings of the American Association for the Advancement of Science. Expenses are to be charged to the respective budgets. (\$50.00 allowed).
7. Railroad and pullman fare to New York City and return for Professor E. B. Hill, so that he may attend meetings of the American Farm Economics Association, December 27th to 30th. (Mileage only allowed).
8. Full expenses to New York City and return, so that the following people may attend meetings of the National Collegiate Athletic Association, American Football Coaches' Association, etc., during the Christmas holidays:

Dr. R. C. Huston
C. W. Bachman
R. H. Young
9. Railroad and pullman fare to St. Louis and return for Dr. H. R. Hunt, so that he may attend American Association for the Advancement of Science meetings during the Christmas holidays. (Mileage only allowed).
10. Railroad and pullman fare to New York City and return for Mr. S. G. Bergquist, so that he may attend meetings of the Geological Society of America December 26th to 28th. (Mileage only allowed).
11. Full expenses to New York City and return for Dean L. C. Emmons, who is to speak on the Association of American Colleges program January 16th.
12. See below.
13. Railroad fare to Chicago and return for one member of the Speech Department, so that he may attend holiday meetings of the National Association of Teachers of Speech. (Mileage only allowed).
14. Railroad fare to St. Louis, Missouri, and return for one member of the Mathematics Department, so that he may attend holiday meetings of the American Mathematical Society.
15. Railroad fare to Chattanooga, Tennessee and return for one member of the History Department, so that he may attend meetings of the American Association of Teachers of History during the holidays.
16. Railroad fare to New York City and return so that one member of the Sociology Department may attend holiday meetings of the American Sociological Society.
17. Railroad fare to New York City and return so that one member of the Economics Department may attend holiday meetings of the American Economic Society.
18. Railroad fare only to Cleveland and return for Professor E. A. Finney, so that he may attend American Road Builders Association meetings January 21st.
12. Railroad fare to Cincinnati and return for two members of the English Department, so that they may attend meetings of the Modern Language Association during the Christmas holidays. (Mileage for only one allowed.)

December 19, 1935

Travel

TRAVEL, continued

19. Full expenses to Chicago and return for Professor L. G. Miller, so that he may attend a meeting of the Commission on the Use of Michigan Coal, of which he is a College-appointed member.
20. Full expenses to Philadelphia and return for Professor Richards, so that he may attend meetings of the National Association of Schools of Music December 30th and 31st.
21. Recommendation of Director Gardner for the allowance of one day's maintenance expenses for Messrs. Pather, Meggie, Millar, Grantham, Brown and Freeman, who stayed over in Chicago from other meetings to attend a Department of Agriculture conference called on December 6th. Expenses are to be charged to the respective Experiment Station sections.
22. Full expenses to Chicago and return for Professor E. B. Hill, who was asked to attend the conference mentioned in item 22.
23. Recommendation for an allowance of \$30.00 toward the expenses of Dr. M. D. Pirnie, who attended the North Central States Game Conference at Urbana, Illinois, December 5th and 6th.
24. Recommendation for an allowance of automobile mileage and maintenance expenses to Chicago and return for Dr. H. S. Patton and Dr. R. V. Gunn, who attended a meeting of the American Institute of Cooperation on December 6th. Expenses are to be charged to Extension funds.
25. Request for an allowance of automobile mileage (\$27.30) to Indianapolis for Dr. W. L. Mallmann, who attended a conference of bacteriologists, pathologists, and allied workers on November 15th.
26. Railroad and pullman fare to New York City and return for Dr. F.W. Fabian, so that he may attend holiday meetings of the Society of American Bacteriologists. Expenses are to be charged to Grasselli funds.

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

Changes in
fiscal setup
of Exp. Sta.
for balance
of year.

MISCELLANEOUS

2. Recommendation of Director Gardner for the following changes in the fiscal setup of the Experiment Station for the balance of the year, made necessary by the acquisition of \$16,437.50 in Bankhead-Jones funds:

- a. Transfer of the following portions of salaries:

<u>Name</u>	<u>Amount</u>	<u>Transfer From</u>	<u>Transfer to</u>
L. M. Turk (Soils)	\$ 800	State	Bankhead-Jones
C. F. Clark (An. Path.)	100	"	"
L. B. Sholl " "	200	"	"
E. T. Hallman " "	600	"	"
Opel Gilpin	50	"	"
S. T. Dexter (Farm Crops)	2100	"	"
C. F. Huffman (Dairy)	1200	"	"
P. S. Lucas "	1200	"	"
G. Taylor "	500	"	"
B. Beebe	500	"	"
E. J. Miller (Agr. Chem.)	450	"	"
O. B. Winter "	400	"	"
L. Butler "	400	"	"
V. Blankenburg "	150	"	"
J. H. Muncie (Botany)	200	"	"
R. P. Hibbard "	150	"	"
G. KenKnight "	200	"	"
F. C. Bradford (Hort)	1000	Hatch	"
C. H. Mahoney "	1000	State	Hatch
C. H. Spurway (Soils)	700	Purnell	Bankhead-Jones

- b. Pay \$500 of the salary of J. F. Davis (Soils) and \$600.00 of that of A. L. Trowbridge (Soils) from Purnell funds.
- c. Re-allot the \$10,200.00 State funds released in (a) above to the operating budgets of the several sections and substations of the Experiment Station as follows:

Agricultural Engineering	\$400.00
Animal Husbandry	1000.00
Animal Pathology	500.00
Bacteriology	1000.00
Entomology	300.00
Home Economics	500.00
Horticulture	500.00
Plant Physiology	250.00
Plant Pathology	250.00

(continued)

MISCELLANEOUS, continued

1. Changes in fiscal set-up of Experiment Station (continued):

- c. Re-allotment of State funds released to operating budgets of sections and substations as follows (continued):

Soils	\$ 500.00
Graham Station	500.00
Lake City Station	500.00
Director's Office	4000.00
	<u>\$10200.00</u>

- d. Allot Bankhead-Jones funds to the operating budgets of the following sections of the Station:

Farm Crops	\$1000.00
Horticulture	500.00
Soils	500.00

Changes in
fiscal setup
of Exp. Sta.
approved.On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve a, b, c and d under 1.

2. Recommendation of Director Gardner for the acceptance of fund \$1200.00 from the Grasselli Chemical Company of Cleveland in exchange for specific research work by the Bacteriology Section of the Experiment Station, as stipulated in agreement on file.

Defer accep-
tance of
Grasselli
fund.On motion of Mr. Downing, seconded by Mr. Daane, it was voted to defer the above item for further investigation and report at the January meeting.

3. Recommendation of Director Gardner for the acceptance of a fund of \$ 400.00 from the Upjohn Company of Kalamazoo, Michigan, for research work on bacteriophage by the Bacteriology Section. This is accepted without obligation on the part of the College.

Acceptance of
\$400 fund
from UpjohnOn motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the above item.

4. Recommendation of Dean Anthony for an increase in the salary of Mr. Gifford Patch Extension Specialist in Economics, from \$3185.00 to \$3500.00 per year, effective as of December 1st. A commensurate increase for Mr. R. V. Gunn, Extension Specialist in Economics, is also recommended, from \$3170 to \$3500 per year, effective as of December 1st.

Salary inc.
for Gifford
Patch - also
R. V. GunnOn motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve the above item.

5. Recommendation that diplomas be granted to those candidates for graduation and for advanced degrees who shall have completed requirements at the end of the fall term, according to the Registrar's records, as follows:

Degrees
granted at
close of
fall term.Division of Agriculture
Degree: Bachelor of Science

Frank J. Vaydik

Division of Applied Science
Degree: Bachelor of ScienceMary Margaret Dunks
Anita Leavitt
*Walter Henry ObenaufDivision of Applied Science
Degree: Bachelor of ScienceAlbert H. Baker
Daniel LaVern PrendergastDivision of Home Economics
Degree: Bachelor of ScienceThelma Hoke
Eleanor Mary Koning
Virginia Lillian WebbDivision of Veterinary Science
Degree: Doctor of Veterinary MedicineWoodrow A. Deppa
Warren D. Murdock

*With honor

Division of Engineering
Bachelor of Science
m, Mechanical c, ChemicalMerlin Crane, m
Frederick W. Kerr, chDivision of Liberal Arts

Degree: Bachelor of Arts

Lawrence Howard Beck
Ernest Archie Haskin
George Allen PrescottBusiness Administration
Degree: Bachelor of ArtsRoger William Kenyon
Jesse Wilson SmithPublic School Music
Degree: Bachelor of Music

Audrey Marie Olmstead

Advanced Degrees
Master of ArtsEmanuel Leonard King
Howard Franklin ShoutMaster of ScienceCorcoran Frederick Clarke
Walter Jones RowsonEducation
EnglishPhysics
Dairy Husbandry

School equip- MISCELLANEOUS, continued
sold to

Haslett School

6. Recommendation of Dr. Austin that school equipment now at the Haslett school and inventoried (1918) at \$431.38, be turned over to the Haslett Board of Education for a consideration of \$100.00. Equipment was in use in Haslett before teacher training work was transferred to Okemos some years ago.

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

\$100 added to
Zoology Dept.
budget.

7. Request of Dean Huston for the addition of \$100.00 to the Zoology Department maintenance budget, to pay for extra student help needed because of greater enrollment.

\$450 added to
Physiology
Dept. budget.

Further, request of Dean Huston for addition of \$450.00 to the Physiology Department maintenance budget, to pay for additional help needed. These two items were referred to the President, Secretary, and Comptroller at the November 9th Board meeting; they are now recommended.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve item 7.

Allotment of
\$510 for
Graham Station
budget.

8. Request of Director Gardner for the allotment of \$510.00 to the Graham Station budget, to take care of commercial storage costs for fruit. Four to five hundred dollars above the usual income plus this expense will be realized from its sale when market conditions are favorable.

On motion of Mr. Downing, seconded by Mrs. Wilson, it was voted to approve the above item.

Accident re-
port William
Morgan.

9. Accident and first aid report on William W. Morgan, Buildings and Grounds employee who was injured while at work:

Operation and anesthetic (Dr. Randall)	\$80.00
Sparrow Hospital	27.50
College Hospital	23.50
	<u>\$116.00</u>

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the above item, funds to be drawn from the B. & G. budget.

Press Associ-
ation invited
to banquet at
College.

10. Recommendation that the Board extend its usual invitation to the Michigan Press Association to hold its annual meeting on the campus and to attend a dinner given at college expense.

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

1936 football
schedule
approved.

11. Presentation of 1936 football schedule for Board approval.

On motion of Mr. Deane, seconded by Mr. Brody, it was voted to approve the 1936 football schedule.

Resolutions re:
naming of
Manistee na-
tional forest
after Mr.
Chas. Garfield

12. Communication from C. Fred Schneider relative to the proposal fostered by the Alumni Association in naming the new national forest in western Michigan after Charles W. Garfield, deceased.

On motion of Mr. Deane, seconded by Mr. Berkey, it was voted unanimously that the State Board of Agriculture upon Senator Vandenberg and other members of the Michigan delegation in Congress the desirability of naming the Manistee National Forest in honor of Charles W. Garfield, distinguished alumnus of Michigan State College. Mr. Deane was asked to prepare the necessary resolutions and present them to the Congressional delegation. (Resolutions on file).

Sec. Hannah's
salary in-
creased.

13. The President recommended that an amount of \$500.00 per year be added to the salary of Secretary John Hannah, effective January 1, 1936.

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

Coach Bach-
man's salary
increased.

14. Recommendation that an increase of \$500.00 be made to the salary of Coach Charles W. Bachman, effective January 1, 1936.

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

Mrs. Nutting's
salary in-
creased.

15. Recommendation that the salary of Mrs. Margaret Nutting, Secretary to the Dean of Applied Science, be increased \$60.00 per year, effective January 1, 1936.

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

Inst. policy
approved re:
testing &
other services

16. The President recommended an institutional policy to the effect that all testing and other services conducted for private concerns be made a matter of record with the president subject to the approval of the State Board of Agriculture and that all funds for such projects be handled through the College Accounting Office.

Indemnity
agreement with
Bankers Trust
approved.

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

17. Request from the Comptroller that an indemnity agreement with the Bankers Trust Company, involving \$48.00, be signed.

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

MISCELLANEOUS, continued

18. Dean R. C. Huston makes the following recommendations in regard to work done under the Vitamin Assay project:

Recommendations on Vitamin Assay Project.

1. That it be handled as a department project with copies of all invoices going to the Accounting Office and all checks being received and disbursed from that office.
2. That Dr. C. A. Hoppert be given an increase in salary from \$3165.00 to \$3465.00, effective January 1, 1936. (This recommendation is based upon the fact that Dr. Hoppert is one of the key men deserving of an increase in salary at the first opportunity and in recognition of the added burden of supervising the laboratory of the Vitamin Assay project.)

On motion of Mr. Deane, seconded by Mr. Berkey, it was voted to leave the above matter to the President, after discussion with the Administrative Group.

PRESIDENT'S REPORTS

President's Reports.

1. Approval of the appointment of Dr. Alexis J. Panshin as Assistant Professor of Forestry, effective December 15th at a salary of \$2400 per year. Appointment is to be on a twelve months' basis, with additional reimbursement for any summer school work required. Dr. Panshin replaces partially Messrs. Newins and Westveld (resigned). Appointments
2. Approval of the appointment of Dr. R. D. Anthony as Professor of Pomology and Research Associate in Horticulture for the period beginning January 1, 1936 and ending March 31, 1936, at a salary of \$350.00 per month. Dr. Anthony replaces Dr. R. E. Marshall, who is now on leave.
3. Appointment of Professor A. A. Applegate as Professor of Journalism and Head of the Department of Publications and Journalism, effective January 1, 1936 at a salary of \$3750 per year. Professor Applegate replaces Professor A. H. Nelson, who died this fall.
4. Acceptance of the resignation of Mr. R. F. Kroodsma, Extension Forester, effective November 30, 1935. Resignation
5. Delegation of Professor C. W. Chamberlain to represent the College at the inauguration of President H. G. James at Ohio University, Athens. Travel
6. Authorization of complete expenses from Washington, D. C., to New York and return to East Lansing for Dean Marie Dye, who will interview candidates for positions in New York following meetings in Washington which she is attending at her own expense.
7. Allowance of full expenses to Chicago and return for Mr. George Amundson, who attended meetings of the American Society of Agricultural Engineers December 4th and 6th. Expenses were charged to Extension funds.
8. Allowance of full expenses to Chicago and return for Mr. Walter Southworth, who was in charge of the College colt exhibit at the International; expenses are to be charged to the Farmers' Week Exhibits budget.
9. Allowance of full expenses to Chicago and return for Mr. Ray Heydrick, who was in charge of Short Course students attending the International; expenses are to be charged to Short Course funds.
10. Approval of an allowance of approximately \$26.00 on expenses to New York City and return for Mr. G. O. Stewart, so that he might attend meetings of the American Alumni Council, December 8 and 9.
11. Travel authorization to Washington and return was granted Mr. H. A. Berg, in company with others, at the November Board meeting. An additional allowance of mileage to Detroit and return and of railroad and pullman fare from Detroit to Washington was necessary and was allowed, since he was called for an earlier Extension conference.
12. Approval of Athletic Association labor payrolls totalling \$450.10 and covering services of thirty-one staff members at athletic events during the fall term. Ath. Assoc. labor pay-rolls app.

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

MISCELLANEOUS REPORTS

Report of Comm. on petition from Dairy farmers approved.

1. Report of the committee (Secretary Hannah and Dean Anthony) appointed at the November Board meeting to investigate a request received from dairy farmers that the College pay the cost of milk production plus cartage to the Creamery. (Report on file in Secretary's Office).

Report accepted.

2. Report of the committee (President Shaw, Secretary Hannah, Comptroller Wilkins, Dean Anthony and Director Gardner) appointed at the September Board meeting to make a study of costs of administering the extension program with the idea of making charges for administration costs. The report indicates that approximately \$12,000 per year in items charged to the college budget are now charged to the Extension Division and being paid for out of Bankhead-Jones funds. Com. report on cost of administering Extension program approved.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to accept the report of the committee.

BUILDING COMMITTEE ITEMS

Furniture & simple drapes to be purchased for social room Wells Hall

1. Dean Mitchell recommends and the Dormitory Committee approves the recommendation that between \$375.00 and \$400.00 be spent in purchasing furniture and simple drapes for the social room in Wells Hall.

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

\$8,000 to be made available for WPA project on Union

2. The WPA project on the Union Building does not include the hotel rooms on the second and third floors or any work on the fourth floor. The work of Buildings and Grounds employees and all of the material used in these areas was purchased against the original WPA job order. Approximately \$10,000 was charged against the job order that was not contemplated in the original WPA project. The WPA people request that we make full contribution as pledged in the original application. This requires the setting over of an additional amount to this project. It is suggested that \$8,000 be made available for this project and in order to do this that the \$27,574.20 originally set up for the Chemical Engineering Building be returned to the Rehabilitation Fund and the \$8,000 necessary for the Union job be taken from the replenished Rehabilitation fund.

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

Overdraft on #5-28 to be charged to W.H. job and B.&G. Maint.

3. The completed WPA Project #5-28 had set aside for its completion \$774.00. When completed the total cost was \$930.00. Enough six-inch cast iron pipe was salvaged to run the water main to Wells Hall for the Sprinkler System. It is recommended that \$130.00 of the overdraft be charged against the Wells Hall job and the remaining \$28.00 be charged against plumbing and maintenance, #1089-1.

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

Overdraft on dam of \$525 to be charged to B.&G. Maintenance.

4. The WPA Dam Project #5-4, our number 880 is completed. The original project called for our contribution of \$2717.50. There is an overdraft of \$525.00. Mr. Davenport asks for an appropriation to cover this. It is recommended that the overdraft be charged to Buildings and Grounds Maintenance, #1079-7, with the understanding that if at the end of the year it becomes necessary to supplement this budget, the matter be reconsidered.

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

No action on changes in transformers, etc.

5. The addition to the Dairy Research Barn and the addition to the Blacksmith Shop and the overloaded electrical lines already running to the farm buildings require many changes in transformers, lines, etc. Mr. Davenport estimates the cost of these electrical changes at \$2075.00.

On motion of Mrs. Wilson, seconded by Mr. Deane, it was voted to defer action on the above item.

Change in wave length approved.

6. The Federal Radio Commission has approved a change in wave length from 1040 to 850, effective January 14th. Mr. Baldwin, chairman of the Radio Committee, recommends the purchase of the necessary equipment for the change - total cost, \$1150.00. It is recommended that this be taken from the general fund.

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

Increase in Mr. Grover's salary.

7. Mr. Baldwin also suggests that due to the increased period in which the station will operate (6 hours a day instead of 2 hours a day) that Mr. Grover should have his salary increased \$10.00 per month effective January 1st. His present salary is \$1880.00 per year.

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

No action on electrical service to Forestry Cabin.

8. The Forestry Cabin has been completed with WPA help except for electrical service. Mr. Davenport estimates the cost of electrical service to this building at \$400.00. \$300.00 is recommended.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to defer action on the above item.

College to contribute \$3,000 to \$6,000 to Short Course Dormitory

9. Dr. Haber has indicated the willingness of the WPA to build the Short Course Dormitory, if the College will contribute from \$3000 to \$6000. Plans have been prepared. If approved the necessary contribution should be taken from the Rehabilitation Fund. Total cost estimated at \$47,000.00.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above item, with the understanding that the president is authorized to authorize for the Board the contribution of from \$3000 to \$6000 for the completion of this project.

Ballroom lobby to be furnished.

10. The Dormitory Committee recommends the furnishing of the ballroom lobby in the Union Building so as to make this area available for winter term student parties.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the above item, money to come from the Union Commons fund.

The meeting adjourned at 3:30 P.M.

P. S. Shaw
President

John A. Hannah
Secretary