

Minutes of the
Meeting of the State Board of Agriculture
January 16, 1936

Present: Messrs. Brody (Chairman), Berkey, Downing, Halstead, Mrs. Wilson; Superintendent Elliott; President Shaw; Secretary Hannah.

Absent: Mr. Daane.

The meeting was called to order at 1:40 P.M.

The minutes of the previous meeting were approved with the following correction:

By action of the Board on December 19th Miss Beatrice Boyle was transferred from the position of County Club Agent, Chippewa County, to that of Assistant State Club Leader at Marquette, replacing Miss Olga Bird at a salary of \$2500.00 per year, effective January 1st. The Extension Service intended to recommend her appointment as Assistant State Club Leader at East Lansing under Bankhead-Jones funds; salary and the date on which appointment was effective are the same.

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

RESIGNATIONS, APPOINTMENTS AND LEAVES

Resignations
Appointments
Leaves

1. Resignation of Mr. J. L. VanCamp, Superintendent of the Forest Nursery, effective February 1, 1936.
2. Resignation of Mr. H. J. Gallagher, Assistant Professor and Research Assistant in Agricultural Engineering, effective March 1, 1936.
3. Appointment of Dr. Maurice Larian as Assistant Professor of Chemical Engineering at \$2600.00 per year, effective February 1, 1936. Dr. Larian replaces Professor Publow, whose advancement is recommended in Item 8, Miscellaneous.
4. Appointment of Mrs. Terese Tordt as part-time Instructor in Foods and Nutrition for the winter term only, at a salary of \$300.00 for the period. This additional teaching help has been asked because of increased enrollments.
5. Appointment of Mr. James A. McMonagle as Instructor in Speech at the yearly rate of \$1800.00. The appointment is for the period January 1st to June 30th and fills the additional instructorship in this Department authorized by the Board at its last meeting. Salary is to be paid in six monthly installments of \$200.00 each, the first on January 31st.
6. Appointment of Dr. W. Lawrence Blair as Instructor in English for the period January 1st to June 30th, at the yearly salary rate of \$1800.00. Dr. Blair replaces Mr. Theodore Roethke, who was granted leave of absence without pay (December 1, 1935 to September 1, 1936) at the last Board meeting. Dean Emmons recommends salary payment as in (5) above.
7. Appointment of Dr. A.J.M. Smith as Instructor in English for the period February 1st to June 30th, at the annual rate of \$1800.00 or \$1050.00 for the remaining seven months. Dr. Smith replaces Mr. M. M. Golden, who resigned December 31st. Salary is to be paid in five installments of \$210.00, with the first on February 29th.
8. Appointment of Mr. Everett B. Swingle as Assistant Extension Editor, Department of Publications, effective January 27th at a salary of \$2500.00 per year. This position is provided for in the Bankhead-Jones budget already approved, and is to be effective until June 30th on these terms, at which time adjustments may be made.
9. Recommendation for the appointments of Victor Duch and Eugene Baker (Senior students) as part-time laboratory assistants, Department of Economics, at the rate of \$25.00 per month each during the period January 1st to April 1st. This recommendation replaces the part-time laboratory assistantship at \$60.00 per month for the same period which was authorized at the last Board meeting.
10. Appointment of Miss Marcella M. Meyer as Assistant State Club Leader at Marquette effective February 1st at a salary of \$2200.00 per year. Miss Meyer replaces Miss Olga Bird, recently transferred to a similar position with headquarters at East Lansing.
11. Transfer of Miss Mary Richmond, County Club Agent for Gogebic County, to the same position in Chippewa County, replacing Miss Beatrice Boyle. The transfer is to be effective February 1st at no change in salary.
12. Request of Mr. Kettunen for authorization to employ a County Club Agent for Gogebic County, replacing Miss Richmond. Salary is not to exceed \$1800.00 per year and appointment is to be effective February 1st or as soon thereafter as selection may be made.
13. Continuance of the appointment of Miss E. Louise Smith, secretary to the Dean of Women, for the period January 1st to June 30th. Salary is to be at the same rate as prior appointment, \$1100 per year.

RESIGNATIONS, APPOINTMENTS AND LEAVES, continued

14. Recommendation for the appointment of Miss Margaret Bohn as stenographer in the Department of Horticulture, effective January 1st at an increase from \$1080.00 to \$1200.00 per year.
15. Recommendation of Dean Emmons that Mr. O. W. Wilson, Instructor in Modern Languages, be granted leave of absence with pay for the spring term, 1936. Mr. Wilson will study abroad during the spring and summer.
16. Request of Mr. C. W. Bachman for leave of absence with pay from January 20th to February 15.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the resignations, appointments and leaves.

Travel

TRAVEL

1. Recommendation of Dean Huston that Dr. M.D. Pirnie be allowed expenses not to exceed \$55.00 to attend American Wildlife Association meetings at Washington, D. C. February 3rd to 7th. Costs will be charged to Sanctuary funds.
2. Recommendation for all expenses to Chicago and return for Dr. C. H. Mahoney, so that he may attend meetings of the National Cannery Association to be held during the week of January 20th. Expenses will be paid from Horticultural Section funds.
3. Recommendation for the allowance of railroad and pullman fare to St. Louis and return for Dr. E. L. Austin, so that he may attend meetings of the National Association for College teachers of Education, February 22nd to 26th.
4. Request of Mr. G. O. Stewart for all expenses to Chicago and return, so that he may attend a sectional meeting of alumni secretaries on January 17th and a Michigan State College alumni dinner on January 18th.

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

Sec. to make application to War Dept. for motorized field artillery

MISCELLANEOUS

1. Recommendation of Colonel Smith and the Administrative Group that the War Department be asked by the Board through the President to establish a motorized R.O.T.C. Field Artillery Unit at Michigan State College. Estimated Expense to the College for necessary alteration of stables to provide storage space - \$745.00.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to authorize the Secretary to make application to the government for the establishment of a motorized R.O.T.C. Field Artillery Unit at M. S. C. Mr. Downing wished to be recorded as voting "No" on this question.

Grant of \$3600 from Rackham fund accepted.

2. Presentation for Board acceptance of a grant of \$3600.00 by the Horace H. and Mary A. Rackham Fund, given for continuation of the brucellosis study now being carried on by the Bacteriology Section. This is to be set up as Rackham Fund No. 3.

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

Equipment borrowed from outside concerns to have Secretary's approval.

3. Request of the Secretary for Board ruling to the effect that all borrowing of equipment or machinery from outside concerns by departments of the College be subject to the Secretary's approval, and that all agreements with the owners be filed in his office.

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

Allotment of Bankhead-Jones funds approved.

4. Recommendation of Director Gardner for the allotment of the following Bankhead-Jones research funds (supplementary to December 19th recommendations to the Board):

Dairy Husbandry Section	\$800.00
Agricultural Chemistry Section	700.00

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

Employment of Mrs. Rathke for winter term.

5. Recommendation of Dean Emmons for the employment of Mrs. Ethel Rathke as Instructor in Modern Languages for the winter term, at the rate of \$500.00 (labor payroll basis) for the period. This necessitates the addition of \$200.00 to the maintenance budget of the Department, since of the \$800.00 set up for this purpose in the fall, \$500.00 has been used for her fall term employment.

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

Mr. Applegate given title of Professor of Journalism & Extension Editor.

6. Recommendation of Dean Anthony that Professor A. A. Applegate be given the title of Professor of Journalism and Extension Editor and that one-half of his salary (\$3750.00) be paid from Extension funds, effective as of January 1st.

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

MISCELLANEOUS, continued

7. Recommendation for the payment of the bill submitted by Jerome and Harris, Certified Public Accountants, for the audit of 1934-35 finances of the College and for report dated December 17, 1935 - \$3,341.50. Estimated cost was \$1,400.00.

On motion of Mr. Berkey, seconded by Mrs. Wilson, it was voted to refer the above item to the President, Secretary and Comptroller.

8. Recommendation of Dean Dirks that Associate Professor H. E. Publow be made Professor of Chemical Engineering and Head of the Department, with an increase in salary from \$3080.00 to \$3500.00 per year, effective February 1st. This will fill the vacancy left by the death of Professor H.S. Reed, Head of the Department, on December 13, 1935.
9. Recommendation of Dean Dirks that the salary of Professor L. G. Miller, recently made Professor and Head of the Department of Mechanical Engineering, be increased from \$3080.00 to \$3500.00 per year, effective February 1, 1936.
10. Recommendation that the salary of Mr. W. A. Davenport, Superintendent of Buildings and Grounds, be increased from \$3555.00 to \$3800.00 per year, effective as of January 1st. Mr. Davenport has received a \$4000 offer from Iowa State College.
11. Recommendation that the salary of Miss Beatrice Brody, teaching assistant in the Department of Music on a part-time basis, be increased from \$600.00 to \$1200.00 per year, since her teaching load has increased to three-quarter time. Dean Emmons recommends that this be effective until June 30th and be made retroactive to September 1, 1935.

On motion of Mr. Berkey, seconded by Mrs. Wilson, it was voted to approve items 8, 9, 10 and 11.

12. Recommendation of Dean Dirks that Mr. H. T. Walworth, Instructor in Chemical Engineering, be granted an increase in salary rate from \$1600.00 to \$1700.00 per year, effective February 1st.
13. Recommendation of Mr. Wilkins that the salary of Miss Margaret Smith, secretary in his office, be changed from \$1200.00 to \$1320.00 per year, effective as of January 1st.

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

14. Presentation of recommended increases from Bankhead-Jones funds of the salaries of listed members of the Extension staff, effective as of January 1st, 1936. (List on file in Secretary's Office).

On motion of Mr. Berkey, seconded by Mrs. Wilson, it was voted to approve the recommended increases from Bankhead-Jones funds of the salaries of listed members of the Extension staff.

15. Communication from David Cleary, editor of the State News, requesting that the words "of Agriculture and Applied Science" be omitted from the name of the College.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted that the above request be not granted.

16. Appointment of Director of Summer Session.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to refer the matter of appointing a Director of the Summer Session to replace Professor Nelson, deceased, to the President with power to act.

17. President, Secretary and Comptroller authorized to make application to the Augmented Administrative Board for an additional appropriation of \$75,000.00.

On motion of Mr. Berkey, seconded by Mrs. Wilson, it was voted to authorize the President, Secretary and Comptroller to make application to the Augmented Administrative Board for an additional emergency appropriation of \$75,000.00.

18. Communication from Mr. James Shepherd, Deputy Attorney General, inquiring as to the suit started by the firm of attorneys, Mason, Alexander, McCaslin and Cholette, of Grand Rapids, for the State Board of Agriculture against the Michigan Surety Company.

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

PRESIDENT'S REPORTS

1. Report on approval of Dean Huston's recommendations (on file) as to the handling of monies involved in the Vitamin Assay project now conducted by the Department of Chemistry. These recommendations were presented at the last Board meeting and referred to the President with power, after discussion with the Administrative Group.

2. Approval of the appointment of Mr. John H. Breyfogle as County Agricultural Agent, Isabella County, effective January 1st at a salary of \$2600.00 per year. Mr. Woodman replaces Mr. W. F. Johnston, who has been transferred to a position under Bankhead-Jones.

3. Approval of the appointment of Mr. John C. Woodman as County Agricultural Agent, VanBuren County, effective January 1st at a salary of \$2400.00 per year. Mr. Woodman replaces Mr. W. F. Johnston, who has been transferred to a position under Bank-head-Jones funds.

Bill from Jerome & Harris referred to Pres. Sec. & Compt.

Mr. Publow made Prof. of Chemical Engineering and Head of the Dept.

L. G. Miller's salary increased.

W. A. Davenport's salary increased.

B. Brody to be on 3/4 time basis at \$1200.

H.T. Walworth's salary increased.

M. Smith's salary increased.

Increases for Extension staff on Bankhead-Jones funds app.

Communication from D. Cleary re: name of College

Appointment of Director of Summer Session left to President with power to act.

Pres. Sec. & Compt. to make application to Aug. Adm. Board for add. appropriation.

Letter from Dept. Att. Gen re: suit against the Surety Company.

Recommendation from Dean Huston re: Vitamin Assay project

Appt. John Breyfogle Co. Ag. Agt.

Appt. John G. Woodman Co. Ag. Agt.

PRESIDENT'S REPORTS

Sports writers of daily papers to be entertained at dinner.

Mr. Daane & Mr. Frimodig to represent college at Macklin Testimonial dinner.

J.A. Hannah to attend alumni meet Chicago.

Mr. Bachman to attend Notre Dame football banquet.

Expenses of Mrs. Doris Puffenberger from Eaton Rapids to Chi.

4. Approval of the Athletic Council recommendation that the sports writers of the daily papers of the state be entertained as usual at dinner and at one of the home basketball games (Marquette, January 17th). Expenses are to be charged to Athletic Association funds.
5. Delegation of Mr. Daane to represent the Board and College at the Macklin Testimonial Dinner, to be given in Philadelphia on the evening of January 16th.
6. Delegation of Mr. Frimodig to represent the Athletic Association at the Macklin Testimonial Dinner in Philadelphia, January 18th, with expenses paid.
7. Delegation of Mr. Hannah to attend the Michigan State College alumni meeting in Chicago on the evening of January 18th, with all expenses paid.
8. Approval of the Athletic Council recommendation that Mr. Bachman attend the annual Notre Dame football banquet on Monday, January 13th, with all expenses charged to Athletic Association funds.
9. Authorization of full expenses from Eaton Rapids to Chicago and return for Mrs. Doris Puffenberger, who was asked to appear on the National Farm and Home Hour on January 8th. Expenses are to be charged to Extension funds.

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

MISCELLANEOUS REPORT

Grasselli acceptance at Feb. meeting.

1. At the December Board meeting action was deferred on the acceptance of a grant of \$1200.00 from the Grasselli Chemical Company until the memorandum of agreement could be considered by the Patent Committee. The Committee reports that that portion relating to the assignment of patents is being changed, and that final report will be presented at the February meeting.

Alterations & light changes in Publication Office.

BUILDING COMMITTEE ITEMS

1. Professor Applegate recommends alterations and light changes in the publications offices. Estimated cost - \$200.00. Appropriation - general fund.

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

40 new table tops and 120 wooden horses to be const.

2. Mr. Davenport recommends the construction of 40 new table tops 3 x 14 feet and 120 wooden horses for exhibits to be available by Farmers' Week. Estimated cost - \$250.00.

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

Materials at \$150 purchased from Ag. Eng. budget for concrete floor

3. Dean Anthony recommends the approval of the purchase of materials totalling \$150.00 from the Agricultural Engineering budget to be used in the installation of a concrete floor in the farm machinery laboratory. Labor will be furnished by WPA.

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

Reject offer of lease of Edith L. Seeley farm.

4. Dean Anthony recommends the approval of a lease of the Edith L. Seeley farm of forty acres on Hagadorn Road to be used for the expansion of the College Forest Nursery and by the Farm Crops Department. Mrs. Seeley offers the entire farm with the residence at \$500.00 per year or the farm land including the barn and silo at the rate of \$300.00 per year. It is recommended that the farm and barn only be leased for a three-year period at \$300.00 per year.

On motion of Mrs. Wilson, seconded by Mr. Berkey, it was voted to reject above recommendation.

Re-lease of Hartig farm.

5. The lease on the Hartig farm expires March 1st. Dean Anthony recommends the purchase of this farm at \$7500.00. Hartig is willing to sell at this figure or will renew the lease for one year at \$500.00. The option to purchase is good only until September 1st.

On motion of Mrs. Wilson, seconded by Mr. Berkey, it was voted to approve a release on the Hartig Farm.

WPA Project on Short Course dormitory approved. College contribution to be borrowed from Creamery

6. The WPA project covering the Short Course Dormitory has been approved by the Federal Government and an agreement worked out providing that the WPA will purchase all of the materials for the construction of this building, furnish all unskilled and semi-skilled labor. The College is to hire the skilled labor only as its contribution. It is estimated that this skilled labor will cost \$5839. The December meeting approved of a contribution ranging from \$3000 to \$6000 at the discretion of the President. The WPA contribution will be \$50,000.00. This does not provide for the furnishing of the building.

On motion of Mr. Brody, seconded by Mrs. Wilson, it was voted to approve the above WPA project covering the Short Course Dormitory with the understanding that the money be borrowed from the Creamery Revolving Fund and that the Building be administered so that it will liquidate the loan.

Approval of Stadium project

7. The Federal Government has approved the Stadium project, with a Federal contribution of \$115,507.15. The Athletic Council recommends the project with a contribution coming from the Athletic Reserve. Contribution called for is \$1500.00. The WPA engineers give assurance that the project will be completed satisfactorily. No provision has been made for payment of the architect's fees. Upon inquiry Munson suggests he be paid \$1,000 for this project. The charge is not unreasonable, but should cover this and the Short Course Dormitory project and be charged to the Athletic Reserve.

BUILDING COMMITTEE ITEMS, continued

7. (Continued)

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to approve the above project with the understanding that the cost come from the Athletic Reserve,- this to include architect's fees - also with the understanding that the project be finished by July 1st, 1936.

8. Bids for the Dormitory Addition to the Union Memorial Building were opened on Tuesday, January 14th. The bids were as follows:

<u>General Contractors</u>		<u>Plumbing & Heating</u>		<u>Electric Wiring</u>	
Reniger	\$67,552	Freyne	\$12,721	F. D. Hayes	\$6075
Christman	70,500	Distel	14,990	Barker-Fowler	7180
Spence Bros.	70,400	Gibbons	12,875	E. Lansing Elec.	7387
Trier Con. Co.	71,500				

Bids opened
on Dormitory
addition to
Union.

On motion of Mrs. Wilson, seconded by Mr. Brody, it was voted to notify the bidders that no definite action was taken at this time and to return the certified checks.

The meeting adjourned at 5 P.M.

P. S. Shaw President
John A. Hannah Secretary

Minutes of the
Meeting of the State Board of Agriculture
February 6, 1936

Present: Messrs. Berkey, Daane, Downing, Mrs. Wilson; President Shaw, Secretary Hannah.

Absent: Mr. Brody, Mr. Halstead, Superintendent Elliott

The meeting was called to order at 1:30 P.M. after the Board members had convened for luncheon in the Woman's Building where Governor and Mrs. Fitzgerald were honored guests.

The minutes of the previous meeting were approved with the addition of the following words to item 5, President's Reports: "with all expenses".

RESIGNATIONS AND APPOINTMENTS

Resignations
and
Appointments

1. Resignation of Miss Naomi Carrier, clerk in the Department of Bacteriology, effective as of February 29, 1936.
2. Appointment of Mr. J. G. Duncan as Assistant Bulletin Editor, Department of Publications and Journalism, at a salary of \$2500.00 per year, effective February 15, 1936. Mr. Duncan's salary is to be divided equally between Extension and Experiment Station funds.

On motion of Mr. Berkey, seconded by Mrs. Wilson, it was voted to approve items 1 and 2.

3. Appointment of Mr. Stanley E. Crowe, Associate Professor of Mathematics, as director of the Summer Session at a salary of \$500.00 for the first six weeks period and an additional \$150.00 for the second period.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to approve the appointment of Mr. Crowe as director of the Summer Session.

TRAVEL

Travel

1. Recommendation for the allowance of full expenses to Lafayette, Indiana, and return for Miss Edna V. Smith and Messrs. C. V. Ballard, J. M. Moore, and Karl McDonel of the Extension staff, so that they may attend a conference of Extension workers called by the federal office for March 19th to 21st. Expenses will be charged to Extension funds.
2. Recommendation for the allowance of travelling expenses to Dearborn, Michigan, and return for Mr. C. S. Bryan, who has been asked to speak before the Association of Bacteriologists, Pathologists, and Allied Workers of Michigan, Indiana, and Ohio. The meeting is to be held on February 7th.
3. Recommendation for the allowance of a sum not to exceed \$75.00 on the railroad and pullman expenses of Professor P. A. Herbert to the annual meeting of the Society of American Foresters at Atlanta, Georgia, January 27th to 29th. It was originally intended that this sum should be applied on automobile expense for five members of the department, but driving conditions made the trip impossible.