

Minutes of the
Meeting of the State Board of Agriculture
May 22, 1936

Present: Messrs. Brody (Chairman), Berkey, Daane, Halstead, Mrs. Wilson; President Shaw, Comptroller Wilkins and Secretary Hannah.

Absent: Mr. Downing, Superintendent Elliott.

The meeting was called to order at 10:15 A.M.

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

RESIGNATIONS, APPOINTMENTS AND LEAVES

Resignations
Appointments
Leaves

1. Resignation of Mr. Albert L. Trowbridge, half-time graduate assistant in Soils, effective May 17, 1936.
2. Appointment of Mr. Donald B. Ebinger as Extension Specialist and Instructor in Agricultural Engineering, effective June 1, 1936 at a salary of \$2700.00 per year (one-half, Smith-Lever; one-half, College funds). Mr. Ebinger replaces Mr. H. J. Gallagher (resigned).
3. Appointment of Mr. Ernest B. Harper as Professor and Head of the Department of Sociology, effective September 1, 1936 at a salary of \$4200.00 per year.
4. Appointment of Dr. Roy J. Burrows as Assistant Professor and Research Assistant in Economics, effective September 1, 1936 at a salary of \$2400 per year (one-third, Purnell; two-thirds, College funds).
5. Request for authorization to employ an additional Instructor in Accounting and General Economics, with appointment to be effective September 1, 1936 at a salary of \$1800.00 per year.
6. The Graduate Council recommends the following replacement appointments for 1936-37:
 1. Botany - Continuation of Harold L. Barnett as half-time graduate assistant for 1936-37.
 2. " - Continuation of Keith K. Kreag as half-time graduate assistant for 1936-37.
 3. " - Appointment of John B. Routien as half-time graduate assistant for 1936-37, replacing Buford H. Grigsby.
 4. " - Appointment of Colin W. Robertson as half-time graduate assistant for 1936-37, replacing Ralph W. Lewis.
 5. Entomology - Appointment of Herbert E. Milliorn as half-time graduate assistant for 1936-37, replacing James M. Merritt.
 6. Home Economics - Continuation of Miss Elizabeth Tracy as half-time graduate assistant in Home Management and Child Development for 1936-37.
 7. Soils - Continuation of Allan Mick as half-time graduate assistant for 1936-37.
 8. Zoology - Continuation of James T. Wilkinson as half-time graduate assistant during 1936-37.
 9. " - Appointment of Clare P. Pocklington as half-time graduate assistant for 1936-37, replacing Walter E. Heston.
7. Recommendation that leave without pay be granted Miss Opal Gilpin, stenographer in the Department of Animal Pathology, for a period not to exceed six weeks, beginning May 8, 1936.

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

TRAVEL

Travel

1. Request for an allowance of railroad mileage only to Urbana, Illinois, and return, so that Dr. G. N. Motts may attend the American Institute of Cooperation, to be held June 15th to 19th.
2. Request for mileage expenses on one car to Urbana, Illinois and return, so that members of the Farm Management staff may attend American Institute of Cooperation meetings June 18th to 20th.
3. Request for mileage expenses on one car to Urbana, Illinois, and return, so that members of the Economics Extension staff may attend American Institute of Cooperation meetings June 15th to 18th.
4. Request for out-of-state travel to Chicago and return for Mr. J. M. Moore and Mr. O. E. Shear, so that they may attend a meeting called by the Bureau of Animal Industry during the week of May 25th. Expenses will be paid by the U. S. Department of Agriculture and the Michigan Poultry Improvement Association, respectively.
5. Request for all expenses to Washington and return for Miss Margaret Harris, so that she may supervise a Child Care and Development exhibit at the conference of the Associated Country Women of the World, May 29th to June 8th. Expenses are to be charged to Federal Smith-Lever funds.

Travel

TRAVEL, continued

6. Request for full expenses to Washington and return for Director Baldwin and Professor Musselman, so that they may confer with Rural Electrification Administration officials.
7. Request for leaves for five Home Economics Extension workers (Misses Hershey, McKinney, Reis, Noyes, and Strow) so that they may attend meetings of the Associated Country Women of the World at Washington, D. C. Expenses will be borne by the individuals.
8. Request for maintenance expenses for Miss Beatrice Boyle and Mr. A. O. Kettunen, who will be in charge of Michigan delegates to the National 4-H Club Camps at Washington, June 15th to 28th. Transportation will be paid from Michigan State Fair funds.
9. Request for full expenses to Washington and return for Director Baldwin, so that he may attend a special Land Grant College Association committee meeting June 18th to 22nd.
10. Request for mileage allowance on one automobile to State College, Pennsylvania, and return, so that members of the Dairy Department staff may attend meetings of the American Dairy Science Association, June 16th to 29th.
11. Request for an allowance on the expenses of Dr. I. F. Huddleson, who has been invited to speak before the Second International Congress of Microbiology to be held in London, England, July 25th to August 1st. Transportation expense only is estimated at \$235.00; maintenance and necessary incidentals will bring the cost of the trip to between \$400.00 and \$500.00.
12. Request for railroad fare at convention rates to White Sulphur Spring and return, so that Professor G. W. Hobbs may attend the annual meeting of the Society of Automotive Engineers, May 31st to June 5th.
13. Request for allowance of the expenses (\$91.41) incurred by Coach Wendley Collins and Walter Jacobs in attending the U. S. Olympic Wrestling Try-outs at Bethlehem, Pennsylvania, April 14th to 19th.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve the travel requests except those in items 1 and 11.

Pres. authorized to make appointments of additional inst. & grad. assistants

MISCELLANEOUS

1. Request of the President for Board authorization to make such appointments of additional graduate assistants and of new instructors for 1936-37 as it may be necessary to make before the June meeting of the Board.

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

Fee of \$5.00 imposed on students admitted after Sept. 10th.

2. Request for Board approval of the following Faculty action:

"For the coming year fall term admissions to college shall close for undergraduate students, without special fee, on September 10th. After that time all new undergraduate students, including transfers from other institutions, are to be charged an additional fee of \$5.00 by the Registrar's office, the fee not to be subject to a reviewing board and to be waived only by the Registrar when she is satisfied that the delay was not the fault of the applicant".

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

App. of diplomas to be granted candidates for graduation, etc.
App. of Hon. Degrees.

3. Recommendation that diplomas be granted to those candidates for graduation and for advanced degrees who shall have completed the requirements at the end of the spring term, according to the Registrar's records.
4. Recommendation for approval of the granting of such honorary degrees as may have the approval of the Administrative Group and the Faculty.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve items 3 and 4.

Approval of 1937 football schedule as far as completed.

5. Presentation for Board approval of the 1937 football schedule, so far as completed.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve the 1937 football schedule, so far as completed.

Mr. Young & Coach Bachman authorized to arrange for football games for 1938 season with Notre Dame, Ohio State, or any other named.

6. Recommendation from Director Young that he be authorized to arrange for football games in East Lansing during the 1938 football season with any of the following teams at the guarantees specified:

| | <u>Guarantee</u> |
|--|------------------|
| Notre Dame University. | \$20,000 |
| Ohio State, Minnesota, Illinois or Northwestern. | \$15,000 |
| Wisconsin, Iowa or Purdue. | 10,000 |
| Indiana or Chicago. | 8,000 |

On motion of Mr. Daane, seconded by Mr. Brody, it was voted that Coach Young be authorized to close the deal with any of the teams named above on the best possible basis not to exceed the amounts of guarantees scheduled, preferably with any of the first two groups named.

MISCELLANEOUS, continued

LaVerne Noyes
scholarships
approved.

7. Report on information from the Estate of LaVerne Noyes that the sum of \$1000.00 is again to be made available for LaVerne Noyes scholarships (available to the children of World War veterans) during 1936-37.

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

Compt. author.
to trans. at
least 50% of
any bal. left
after opera.
charges have
been made to
rehab. fund.

8. Request of the Comptroller for authorization to transfer at least 50% of any balance left after operation charges for the present year have been made to a rehabilitation fund (not provided for in tentative budget).

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

Wells Hall
Boarding Club
debt of \$3000
pd. by college

9. Recommendation that debts owed by the Wells Hall Boarding Club amounting to approximately \$3000.00, incurred in previous years, be paid by the College.

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

Grant of \$350
by Tobacco
By-Products
accepted.

10. Presentation of grant of \$350.00 by the Tobacco By-Products and Chemical Corporation of Louisville for experimental work to be carried on by the Entomology Section, Experiment Station (per understanding on file).

Grant of \$325
by Am. Cyana-
mid accepted.

11. Presentation of grant of \$325.00 by the American Cyanamid and Chemical Corporation of New York for special research work by the Entomology Section, Experiment Station (per agreement on file).

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve items 10 and 11.

Compt. author.
to obtain
\$1135.25 of
Union funds
in E.L. St.
Bank.

12. Request of the Comptroller for authorization to obtain a total of \$1135.25 deposited in the East Lansing State Bank to the credit of the Union Memorial Building and not turned over when the College took control of the Building.

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

Salary of Mrs.
Thompson ad-
vanced \$10.00
per month.

13. Recommendation of the Dormitory Committee that the salary of Mrs. Ledah Thompson, Union Dormitory chaperon, be increased by \$10.00 per month, effective May 1st and continuing until the close of the summer session. Mrs. Thompson has taken on added responsibility with the termination of Mr. Riggs' connection with the Union.

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

\$1000 added
to Comptroller
budget.

14. Request of the Comptroller for an addition of \$1000.00 to his office budget, covering expenditures for the balance of the present year.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above request, funds to be drawn from the reserve fund.

\$750 added to
budget of
Dept. of Phys.
Ed. for Men
\$3000 trans.
from Purnell
salaries to
Purnell Sta.
Dir. Office.
\$250 to Farm-
er's Week.
Trans. from
budgets for
St. Inter.
Swim & Track

15. Request for an addition of \$750.00 to the budget of the Department of Physical Education for Men to cover expenses for the rest of the current year. (Funds to be taken from the reserve fund).

16. Request for the transfer of an unexpended amount of Purnell salaries of approximately \$3000 to the Purnell Station Director's Office budget.

17. Request for the transfer of \$250.00 from the Short Course budget to the budget for Farmers' Week and Exhibits (needed because of unusual expenses during the 1936 Farmers' Week).

18. Request for the transfer of the following amounts from the budgets for State Interscholastic Swimming and State Interscholastic Track, which have unexpended balances of \$107.60 and \$425.00 respectively:

| | |
|------------------------|---------|
| Tractor (Athl. Assoc.) | \$50.00 |
| Office " | 400.00 |

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve items 15, 16, 17 and 18.

Dues of A.W.S.
restored to
20¢ per woman
student per
term.

19. Request of the Associated Women Students for the restoration of A.W.S. dues to twenty cents per woman student per term. (Dues are ten cents per term now).

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

Compt. to get
bids on band
uniforms.

20. Purchase of new uniforms for Band.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to authorize the Comptroller to get bids on band uniforms and submit same at the next Board meeting.

Policy rela-
tive to leaves
of absence.

21. Policy relative to leaves of absence.

1. Staff members who have given several years of satisfactory service to the college may apply to the President and the State Board of Agriculture, through their department heads and deans, for leaves of absence for study or other self-improvement.

MISCELLANEOUS (continued)

Policy relative to leaves of absence approved.

21. Policy relative to leaves of absence, continued.

2. In case of requests for one year's leave, properly recommended, the Board will consider leave with remuneration of half the annual salary.
3. In case of request for recommended leave of half a year or less, the Board will consider leave with full salary continued.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the above policy relative to leaves of absence which has been followed for the past several years.

Attendance Office to be attached to Registrar's Office.

PRESIDENT'S REPORTS

1. Report for Board record (letter to Professor J. W. Steward on file) that in future the Attendance Office is to be attached to the Office of the Registrar, in whom final responsibility for attendance supervision work is to rest.

Prof. Steward to continue on half time as Sup. of Attendance.

Further, request for Board action on setting of salary for Professor Steward, who on May 1st discontinued his work in the Department of Drawing and Design and is continuing on half-time only as Supervisor of Attendance.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted that Professor Steward be placed on retirement salary at \$1500 per year, effective July 1, 1936.

Trans. of \$75 from St. Interschol. Track to Fr. Track budget.

2. Approval of the transfer of \$75.00 from the State Interscholastic Track budget to the Freshmen Track budget, to cover expenses of holding the Saginaw High School Meet in Saginaw rather than in East Lansing as planned.

Employ. of Mrs. Rathke Spring term.

3. Authorization of the employment of Mrs. Ethel Rathke as Instructor in Modern Languages during the spring term, at the rate of \$500.00 for the term (labor payroll basis).

Emmons to attend North Central Assoc. Meeting. C. W. Chamberlain travel to Washington

4. Delegation of Dean L. C. Emmons to attend with expenses paid, the North Central Association annual meeting in Chicago, April 23rd to 25th.
5. Authorization of railroad and pullman fare to Washington, D. C. and return (\$42.58) for Professor C. W. Chamberlain, who was asked to speak before the American Physical Society and American Optical Society Meetings April 30th to May 2nd.

$\frac{1}{2}$ auto mileage approved for Dean of Women's bud. Granville, O. Dr. Austin New York City

6. Approval of payment of one-half automobile mileage expense from East Lansing to Granville, Ohio, and return from the Dean of Women's budget, since Miss Peterson of that office chaperoned student representatives who attended the annual meeting of the Women's Student Governing Groups, April 15th to 18th.

7. Approval of railroad and pullman fare to New York City and return for Dr. Austin, so that he might attend the annual meeting of the American Association of Adult Education, held May 19th to 21st.

Mrs. Lynde to Chicago.

8. Approval of out-of-state travel to Chicago for Mrs. Lydia Ann Lynde, so that she might attend a conference on Child Care and Parent Education called for May 14th and 15th. Expenses were defrayed by the National Council of Parent Education.

Dir. Young & Coach Bachman to Columbus, O.

9. Approval of travel with full expenses to Columbus, Ohio, and return for Director Young and Coach Bachman, so that they may attend the annual football schedule meeting of the Western meeting of the Western Conference to be held May 22nd and 23rd.

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

BUILDING COMMITTEE ITEMS

Purchasing Agent authorized to make coal contracts for 1936-37.

1. It is recommended that the Purchasing Agent be advised to make coal contracts for the year 1936-37 as follows:

5000 tons with a differential of 10% more or less of 1 $\frac{1}{2}$ " x 2" Logan-Chilton nut from mine #3 - Amherst Fuel Company at \$1.60 per ton. (Shipments - 10 cars the 1st week of each month starting August 3rd).

5000 tons with a differential of 10% more or less of 2" N.P.S. Blue Diamond - Sunnybrook Coal Company at \$1.50 per ton. (Shipments - 20 cars the 2nd week of each month starting August 10).

5000 tons with a differential of 10% more or less of 2" N.P.S. Blue Jacket - Hatfield Campbell Creek Coal Company at \$1.60 per ton. (Shipments - 20 cars the 3rd week of each month starting August 17).

On motion of Mrs. Wilson, seconded by Mr. Daane, it was voted to approve the purchase of coal as recommended in item 1.

Screens for doors & windows to be purchased for Wells Hall.

2. The Dormitory Committee recommends the immediate purchase of screens for doors and windows in Wells Hall.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above recommendation, funds to come from the reserve fund.

BUILDING COMMITTEE ITEMS, continued

3. The Dormitory Committee recommends the purchase of 69 mattresses, 50 single beds, repairing of 15 double beds, purchase of six chairs, 12 dressers, six tables and the repairing of other furniture in Wells Hall.

Beds, mattresses, dressers, etc. to be purchased for Wells Hall.

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

4. Mr. Friedland owns 1-1/10 acres of land bounded on two sides by college property, on the west by Harrison Road, on the north by the Pere Marquette Railroad. Mr. Friedland contemplates building a junk yard on this property. Mr. Hudson and Dean Anthony recommend its immediate purchase. Mr. Friedland is not anxious to sell. There is no assurance that he will accept \$1600, the price mentioned in discussion between Mr. Friedland and Mr. Hudson.

Purchase of 1-1/10 acres of land owned by Mr. Friedland authorized.

On motion of Mr. Daane, seconded by Mr. Halstead, it was voted to authorize the purchase of this strip of land up to an amount of \$1600.

5. Williamston Homecoming Association is requesting the Board for the loan of bleacher seats for the Williamston Home Coming on August 6, 7, and 8. They agree to take care of transportation and repairs.

No action on request of Williamston Homecoming for use of bleacher seats.

No action.

6. The skilled labor situation in the Union WPA project. Skilled labor crews on this project have been reduced to almost nothing. There are practically no skilled laborers on relief in this district. WPA are unable to furnish the necessary skilled labor for completing the parts of the building requiring it but have agreed to furnish the carpenters if we will provide the brick masons and tile masons. The present crew will do as much as they can. If they were to do nothing the total labor cost for all brick mason work might amount to \$7625. It is probable that this crew will be able to complete 1/3 or more of this work which will require an expenditure that may reach \$5000.

Pres. Sec. & Compt. authorized to hire skilled labor to complete WPA project in Union.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to authorize the President, Secretary and Comptroller to hire the skilled labor required to complete the WPA project at a cost not to exceed \$5000, money to be drawn from the reserve fund.

7. In order to expedite the completion of the Union Building it is recommended that the Union Building be closed on June 27th for the summer period to be reopened after September 1st. This includes the closing of the food service and the dormitory.

Union Bldg. to be closed from June 27 on all summer.

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

8. The necessary structural changes on the fourth floor of the Engineering Building to accommodate Chemical Engineering will cost approximately \$5300. The necessary additional equipment will cost an additional \$4000. It is desirable that work be started so that facilities will be completed before the beginning of the next school year.

Structural changes on 4th floor of Engineer. Bldg. approved.

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

9. The Secretary requests authorization to clean up and redecorate, patch plaster, and repair staircase in the hall of the administration building to be paid for from Secretary's Office funds.

Hall of Administration Bldg. to be cleaned redecorated, etc.

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

10. It is recommended that an insurance premium amounting to \$15.44 on boilers be authorized. This is necessary due to boiler changes.

Insurance premium of \$15.44 on boilers authorized.

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

11. It is recommended that additional fire insurance covering the new farm buildings be authorized amounting to \$7500 on the Dairy Experimental Barn \$7500 on Blacksmith and Sales Barn and \$1000 on the Horse Breeding Barn.

Additional fire insurance on new farm bldgs authorized.

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

The meeting adjourned at 3:00 P.M.

R. S. Shaw
President

John A. Hannah
Secretary