

MISCELLANEOUS REPORTS

Salary of
Lewis Rich-
ards set.

1. Report of the special committee appointed by the Board on November 12th (Mr. Brody and Mr. Shaw) to adjust the salary of Professor Lewis Richards for the fiscal year beginning July 1, 1937. Mr. Richards' basic salary has been set at \$4900.00 per year with a possible supplementary income of \$600.00 in addition based on a minimum of ten teaching hours and a maximum of fourteen, retroactive to July 1, 1937.

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

The meeting adjourned at 3:00 P.M.

Robert S. Shaw
President
John A. Hannah
Secretary

Minutes of the
Meeting of the State Board of Agriculture
February 17, 1938

Present: Messrs. Berkey, Downing, Halstead; President Shaw, Comptroller Wilkins, and Secretary Hannah.

Absent: Mr. Brody (Chairman), Mrs. Masselink, Mr. Jakway, Dr. Elliott.

The meeting was called to order at 10:15 A.M. There was not a quorum present but it was decided to proceed with the Board meeting and present the actions of those present to a fourth member of the Board for approval, - all of the actions taken to be subject to the approval of the fourth member of the Board before becoming effective.

The following proceedings were reviewed by Mrs. Masselink and Mr. Brody on February 21st and approved by them. The minutes of this meeting will be presented to the next regular Board meeting for ratification.

The minutes of the previous meeting were approved.

RESIGNATIONS, APPOINTMENTS AND LEAVES

Resignations

1. Resignation of Mr. James Thar, County Agricultural Agent in Oceana County, effective February 28, 1938.

Appointments

2. Appointment of Mr. Lyle E. Tompkins as County Agricultural Agent in Oceana County, replacing Mr. Thar at a salary rate of \$2200.00 per year, effective March 1, 1938.
3. Temporary appointment of Mrs. Edna Brown Braamse to assist with 4-H Club exhibits and achievement days during the period March 14th to May 7th, at the salary rate of \$150.00 per month. This extra assistance is needed because of the leave of absence granted Miss Lois Corbett.
4. Appointment of Dr. S. G. Hanson as special Instructor in Political Science and Economics for the 1938 Summer Session, at a salary of \$400.00 for the six weeks' period.

Leaves

5. Recommendation of Dean Emmons that Mr. C. S. Logsdon, Assistant Professor of Economics, be granted leave of absence on half pay for the school year 1938-39. Professor Logsdon intends to complete work on his doctorate degree at Ohio State University.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the Resignations, Appointments and Leaves.

Travel

TRAVEL

1. Request of the Alumni Secretary for full expense allowance on the following out-of-state travel in the interests of alumni activities:
 - A. G. O. Stewart to the annual meeting of the American Alumni Council at Columbus, Ohio, March 30 to April 2.
 - B. G. O. Stewart, C. W. Bachman to the annual meeting of Chicago alumni on April 2.

TRAVEL, continued

Travel

1. (Continued)

- C. G. O. Stewart to show M.S.C. movies at high school basketball banquet in Arcadia, Indiana, on April 8th, and to a statewide meeting of Indiana alumni at Indianapolis, on April 9.
- D. G. O. Stewart to visit high schools and alumni clubs in western New York, Rochester, Niagara Falls, Buffalo, Cleveland and Akron April 13 to 24.

- 2. Full expenses to Chicago for Dean L. C. Emmons and Professor B. R. Proulx, who will accompany a group of twenty students to the annual Hotel Show February 28th to March 4.
- 3. Mileage allowance on one car and full maintenance expenses (to be reimbursed from state and federal funds) for Mrs. Byers and the Misses Williamson, Vossbrink, Vollmer, and Lewis, so that they may attend the Central Regional Conference for Vocational Home Economics Leaders in Chicago the week of March 7th.
- 4. Mileage allowance on one car and full maintenance expenses (to be reimbursed from state and federal funds) for the Messrs. Austin, Byram, DeYoe, and Smith, so that they may attend the Regional Conference for Directors and Teacher Trainers in Vocational Agriculture to be held in Chicago March 28th to 30th.

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

MISCELLANEOUS

Increase in salary for M. Casteel

- 1. Recommendation of the Athletic Council that the salary of Miles Casteel be increased \$250.00 per year, effective March 1, 1938. Present salary is \$4250.00.

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

Increase for Miss Helen Strow

- 2. Recommendation of Dean Anthony that Miss Helen Strow, Assistant State Leader of Home Economics in charge of the Upper Peninsula, be granted a salary increase from \$2600.00 to \$2800.00 per year, effective June 1, 1938. Miss Strow has been offered a similar position at Ohio State University at \$2850.00.
- 3. Recommendation of the Athletic Council that the Oldsmobile Company be permitted to broadcast all of the 1938 varsity football games, under arrangements similar to those this last year, for \$1800.00.

Oldsmobile to broadcast football games.

On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to approve items 2 and 3.

- 4. Presentation for payment by the University Hospital of an additional bill covering services to Thomas Cox, freshman student injured in football last fall. This bill covers the period December 21st to January 28th and totals \$415.50 (bills totalling \$1629.15 have already been authorized by the Board).

Payment of additional bill for T. Cox, - at Univ. Hosp.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve payment of the above-mentioned bill.

- 5. Presentation for approval by the Athletic Association of a labor payroll totalling \$202.00, to be paid to fourteen staff members for their services in ticket selling and taking during the season's basketball games.

Payment of labor payroll of \$202 for ticket selling & taking.

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

- 6. Recommendation of the Director of Short Courses that a special laboratory fee of \$4.00 (in addition to the regular course fee of \$1.00) be authorized for a special School for Egg Candler and Graders to be held during March.

Approval of \$4.00 lab fee for School for Egg Candler.

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

- 7. Recommendation of Dean Dirks for an addition of \$500.00 to the \$1500.00 budget of his office to cover expenses for the balance of the year.

Addition of \$500 to Dean of Engr. budget.

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

- 8. Recommendation of the Comptroller for the payment of the following insurance premiums for the current year:

Payment of insurance premiums for current year.

1. Annual State Mutual Assessment for Insurance on Farm Property	\$1371.16
2. Dyer-Jenison-Barry Power Plant Insurance	811.25
3. Wind Storm Insurance	489.00
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	\$2671.41

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the payment of the above-mentioned insurance premiums for the current year.

MISCELLANEOUS, continued

System of recall notices in Library approved

9. Recommendation of the Administrative Group that certain changes (as shown in copy on file) be made in the system of Library recall notices approved by the Board and Faculty in June, 1932.

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

College to take membership in American Council on Education.

10. Recommendation that the College take out institutional membership (at \$50.00 per year) in the American Council on Education. The Council is an organization of colleges and educational associations formed for the study of common educational problems.

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

Approval of lease of 160 acres adjacent to Lake City

11. The College has leased with purchase option (from Mary E. Smith of Cadillac, Florence G. Doherty of Detroit, and Mary G. Cornwell of Chicago) 160 acres of land adjacent to the Lake City Station, on the north side of the road. The lease is in its last year and final rental payment is due March 1st. If the property is purchased before this date (on purchase option at \$5000.00), it will mean a saving of \$250.00 in rent.

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted to defer action on the above item with the understanding that the matter be taken up during the next fiscal year and before expiration of the lease for further consideration.

Pres. & Sec. to negotiate with Frank Redman re: lease of farm of 80 acres on Mt. Hope & Harrison.

12. The U. S. Department of Agriculture, if it establishes a poultry research laboratory on the corner of Mt. Hope and Harrison Road, will take up 50 acres of land now being used by the College farm. Frank Redman has offered a lease of land with purchase option on 80 acres adjacent to the College property (within the section block which the Board has committed itself to acquire as fast as it is able). If we do not lease this property, Mr. Redman indicates that he expects to offer it in one-acre pieces as a small farm subdivision. Rental is \$10.00 per acre per year with six-year purchase option at \$28,000.

On motion of Mr. Downing, seconded by Mr. Berkey, it was voted to take a six year lease on the Redman farm and to leave negotiations regarding lease, purchase price and option to the President and Secretary.

Accident and first aid report on Nelson Potvin.

13. Accident and first aid report on Nelson Potvin, Buildings and Grounds employee who was injured at work. It is recommended that he be paid for time lost, 89 hours @ 60¢ per hour - \$53.40.

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

Comptroller to set up \$49,000 for 4-H club bldgs.

14. Comptroller authorized to set up fund of \$49,000 (less the percentage reduction made by the Governor) to build 4-H Club buildings at Chatham.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to authorize the Comptroller to set aside a fund of \$49,000 (less the 8% reduction made by the Governor in the entire appropriation or a net fund of \$45,000) to be used for the construction of certain buildings at Chatham in accordance with the ruling of the Attorney General of February 10, 1938 indicating that these buildings must be built from the appropriation for the present fiscal year.

Comptroller authorized to purchase dormitory bonds when opportunity presents itself.

15. Comptroller authorized to purchase dormitory bonds (with money he has available for investment) whenever the opportunity presents itself.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to give the Comptroller authorization to buy dormitory bonds at par or less whenever they are available for purchase and when he has funds to invest.

Dr. Olin, Dean Giltner & Dir Young present needs before Board.

16. Dr. Olin of the Health Service, Dean Anthony, Dean Giltner and Director Young appeared before the Board and outlined their needs for more room and additional equipment in order that their departments may function properly, in order to give proper instruction to students and conduct research, etc.

Committee of Ed. to appear before Adm. Bd.

On motion of Mr. Halstead, seconded by Mr. Downing, it was voted to authorize the Secretary to make arrangements with the State Administrative Board for a hearing before it by a committee of the State Board of Agriculture and Dr. Olin and Dean Giltner to request the assistance of the State Administrative Board in providing immediate relief at the Health Service and for the Veterinary Division.

Resignation C. Vernon Holmberg.

PRESIDENT'S REPORTS

1. Acceptance of the resignation of Mr. C. Vernon Holmberg, half-time graduate assistant in the Physics Department, effective January 27, 1938, but with salary continued to the end of the month.

2. Continuance of Miss Georgia Robb as stenographer in the Department of Horticulture for the months of January and February, at her previous salary rate of \$100.00 per month.

Further, permanent appointment of Miss Robb as stenographer in the department, effective March 1, 1938 at a salary rate of \$1320.00 per year. Miss Robb will replace Mrs. Ronald Hess, whose resignation becomes effective on that date.

Georgia Robb continued in Hort. Dept. Miss Robb to replace Mrs. Bess at an increase in salary.

PRESIDENT'S REPORTS, continued

3. Approval of the transfer of \$429.98 from the Photographic Revolving Fund to the Publicity budget, to cover expenditures for the balance of the year.
4. At the January Board meeting the employment of Mr. Albert Mancini of Detroit was approved for an unspecified time at a salary of \$25.00 per week (to be drawn from the Music Revolving Fund). For Board record, Mr. Mancini's appointment is for the winter and spring terms only (to take care of the work of Mr. Falcone, who is on leave) and will entail the payment of approximately \$500.00.
5. Approval of full expenses on the following out-of-state trips in the interests of alumni activities:
 - a. G. O. Stewart to Milwaukee on February 19th for a meeting of Wisconsin alumni following the Marquette Basketball game.
 - b. C. W. Bachman to Washington, D. C. on February 21st for the annual meeting of the Washington alumni club.
6. Approval of the following out-of-state trips without expense to the College:
 - a. H. D. Hootman to Washington, D. C., February 10th and 11th at the request of the Federal Surplus Commodities Corporation.
 - b. A. J. Bell to accompany a group from Lenawee County to DeKalb, Illinois, at the request of the Farm Security Administration.
 - c. Gifford Patch to Chicago January 22nd and 23rd and to Cincinnati January 24th to 26th, at the request of the Michigan State Farm Bureau.
 - d. Earl Weaver to St. Paul on March 3rd and 13th in connection with the granting of his doctor's degree by the University of Minnesota.

Transfer of \$429.98 from Photo. Rev. Fund to Pub. Dept.
Mr. Mancini appointed for winter & spring.

Travel

Travel without expense.

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

MISCELLANEOUS REPORTS

1. Report on action of the Athletic Council in voting at its January meeting to complete the stadium payment in full. \$10,000 of the \$20,000 total is carried in the regular budget for this purpose, and the remainder is to be paid from the reserve of the Association.
2. Report from the Comptroller on the purchase of \$9000.58 worth of Dormitory bonds from the following available funds:

Payment in full of stadium.

Report of Comptroller on dormitory bonds.

LaVerne Noyes	\$2340.22
Anna Bayha	778.80
William R. Johnson Post	880.98
Horace H. Rackham	5000.58
	<u>\$9000.58</u>

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

3. Report of the Dormitory Committee on the new service charges and arrangements (as per copy on file) to be made for the conferences and short courses to be held on campus during the summer.
4. Report and recommendations of the Retirement Committee as follows:

Report of Dorm. Com. on service charges & arrangements for conferences

- (1) Recommendation that it be a general policy that all employees who are paid part-time by the College and are receiving the balance of their salaries from the state or federal governments be regarded as eligible and included for benefits under the Retirement Program. Further recommendation that, in these cases, the service pensions be calculated on the basis of the percentage of the total salary paid from college funds, - the minimum pension of \$480.00 to be subject to the percentage reduction.
- (2) Recommendation that Mr. W. E. Laycock, College photographer, be retired as of July 1, 1938 at an annual service pension of \$759.00 per year (in exact accordance with the provisions of the Retirement Program). At the January meeting of the Board Mr. Laycock was granted leave of absence on full pay to the end of the present fiscal year.
- (3) Recommendation to the Board for the retirement of the following employees at the end of the present year, July 1, 1938 (in accordance with the provisions of the program), except in the cases of Messrs. Grover, Hedrick and Mumford, whose retirements are recommended effective September 1, 1938.

College employees paid part time by state or fed. to receive benefits or retirement program.

W.E. Laycock to be retired at \$759.00

Retirement of several folks at end of fiscal year.

Name	Department	Age	Yrs. of Service	Base Salary	Service Pension
Myra V. Bogue	Exp. Sta.	76	27	\$1350	\$ 480.00
G. L. Chapman	Physics	67	10	1500	480.00
A. Crawford	Chemistry	82	9	1200	480.00

MISCELLANEOUS REPORTS, continued

4. (Continued)

(3) (Continued)

Retirement
of several
folks at end
of fiscal yr.

Name	Department	Age	Yrs. of Service	Base Salary	Service Pension
F.G. Eyestone	Dormitory	66	19	\$1200	\$ 480.00
Simon M. Groat	Bldgs. & Gds.	75	25	1200	480.00
E. L. Grover	Education	66	24	3600	864.00
Sibley O. Hazen	Farm & Horse	68	16	1200	480.00
Ralph Hammond	Agr. Engr.	70	16	1700	480.00
W. O. Hedrick	Economics	69	46	4650	1500.00
A. C. Jensen	Bldgs. & Gds.	71	34	2320	788.00
W. F. Johnston	Extension	67	20	3000	600.00
Peter M. Kent	Bldgs. & Gds.	67	9	1100	480.00
Wm. T. Klever	Bacteriology	65	24	1500	480.00
Eben Mumford	Sociology	66	25	4200	1050.00
Henry R. Rather	Athl. Assoc.	76	8	1500	480.00
Frank N. Wilcox	Bldgs. & Gds.	70	19	1200	480.00

- (4) Report of the Committee that the cases of the following employees, coming within the provisions of the Program, are to be taken up individually with the Deans involved. Definite recommendations will be made to the Board at the March meeting.

Retirement
of several
persons un-
der consider-
ation.

Name	Department	Age	Yrs. of Service	Base Salary	Service Pension
C. W. Chamberlain	Physics	67	10	\$3840	\$ 480.00
Arthur Farwell	Music	65	10	4000	480.00
Chace A. Newman	D. & D.	66	45	3300	1485.00
L. C. Plant	Mathematics	67	24	5000	1200.00
Michael Press	Music	65	9	3700	480.00
E. H. Ryder	History	66	32	6000	1500.00
W. N. Sweeney	Purchasing	71	18	3400	812.00

Report on
death of
Lewey Fuller

- (5) Report on the death of Mr. Lewey E. Fuller, who had been employed by the Buildings and Grounds Department since August 1, 1904, on February 1, 1938. Mr. Fuller was 65 years of age and would have been eligible for retirement at the end of the present year on a pension of \$693.00. The \$1000.00 life insurance policy was paid by the Lincoln Life Insurance Company within 24 hours.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the recommendations of the Retirement Committee.

The meeting adjourned at 4 P.M.

Robert S. Shaw
President
John A. Hamah
Secretary