

Minutes of the Meeting
of the
State Board of Agriculture
November 22, 1941

Present: Mr. Berkey (Chairman); Messrs. Brody, McPherson; President Hannah; Treasurer Wilkins and Secretary McDonel

Absent: Messrs. Akers, Jakway; Mrs. Masselink; Dr. Elliott

The meeting was called to order at 9:40 A.M.

The minutes of the previous meeting were approved.

PRESIDENT'S REPORT

1. Report that Lawrence N. Field, Professor of Machine Design, died on October 24, 1941.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to authorize and empower the Secretary to prepare a suitable resolution to be spread on the permanent records and a copy be sent to the widow. The resolution follows:

RESOLUTION OF THE STATE BOARD OF AGRICULTURE
ON THE DEATH OF LAWRENCE NORTH
FIELD, PROFESSOR OF MACHINE DESIGN, ON
OCTOBER 24, 1941

WHEREAS, Almighty God has seen fit to remove from this life, Lawrence North Field, Professor of Machine Design at Michigan State College, on October 24, 1941; and

WHEREAS, Professor Field has rendered long, efficient and worth while service to Michigan State College; and

WHEREAS, Professor Field's influence as a teacher and scholar will be greatly missed by the students in his classes, and others; and

WHEREAS, the untimely passing of Professor Field is a great loss to Michigan State College that is felt by members of the State Board of Agriculture, members of the Division of Engineering, the administrative officials of the College, the Faculty, students and alumni;

NOW, THEREFORE, BE IT RESOLVED by the State Board of Agriculture at its meeting on November 22nd to hereby express its sincere sympathy to the bereaved widow and son, and this resolution is ordered to be spread upon the permanent records of the State Board of Agriculture and it is ordered that a copy be forwarded to the family.

2. Report that Eulalia Toms, who was appointed on June 14 as half-time graduate assistant in Home Management and Child Development to replace Dorothy Hopson, did not accept the appointment.
3. In accordance with the action of the Board at its last meeting, the following authorizations for travel for the period of the Livestock Show in Chicago were made:

To drive college car and maintenance expenses for three days for Andrew Quirrie and Jack MacAllan:

Travel and maintenance expenses for necessary period for E. L. Benton, H. F. Moxley, and Charles Walker and Robert Sherwood.

Travel and maintenance expenses for two days for George Brown, V. A. Freeman, C. L. Cole, and G. A. Branaman.

Travel expenses only for B. H. Good and L. H. Blakeslee.

Full expenses for Dean Anthony.

Mileage on one car to provide transportation for Joseph Sykes, C. W. Duncan and C.F. Huffman.

Mileage on one car for members of the Department of Animal Pathology.

First-class railroad fare only for J. K. Davis to attend the Animal Production meetings.

First-class railroad fare only for H. H. Musselman and George Amundson to attend the meetings of the American Society of Agricultural Engineers.

First-class railroad fare and maintenance expenses for F. N. Barrett who will have charge of the Poultry Judging Team.

Death of Professor Lawrence Field.

Reports

PRESIDENT'S REPORT, continued

3. (Continued)

Travel

First-class railroad fare and maintenance expenses for Olga Bird, M. H. Avery, and A. G. Kettunen who will have charge of the 4-H Club participation.

First class railroad fare and maintenance expenses for A. A. Johnson to be paid from Michigan Crop Improvement Association funds.

4. Report that Dean R. C. Huston and Dean H. B. Dirks were appointed to serve on the Athletic Council for the two-year period from July 1, 1941 to June 30, 1943.

5. Authorization for the payment of \$124.15 to Frank Burke as compensation for time lost because of an injury he received while working. Mr. Burke is in charge of the custodians in the Field House.

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

RESIGNATIONS

Resignations

1. Resignation of C. W. Hangosky, Instructor in Mechanical Engineering, effective November 22, 1941. Mr. Hangosky has accepted a position with the Nash-Kelvinator Corporation in Lansing.

2. Resignation of Mrs. Annabelle Leet as Stenographer in the Engineering Division, effective October 31, 1941. Mrs. Leet has resigned voluntarily.

3. Resignation of Miss Janet Dean as stenographer in Physical Education for Men, effective November 8, 1941. Miss Dean and her mother are moving to Cleveland.

4. Resignation of Miss Jeanne Rooker as stenographer in the Conservation Institute, effective October 31, 1941. Miss Rooker has accepted a position with the Federal Bureau of Agricultural Economics in East Lansing.

5. Termination of the employment of Robert Gibson, Instructor in Electrical Engineering, effective January 31, 1942, because of poor health. Mr. Gibson's services were terminated October 31, 1941.

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

LEAVES

Leaves

1. Leave of absence without pay for two months beginning January 1, 1942, for Mrs. Jean Hawks Hewetson, Associate Professor and Research Associate in Foods and Nutrition.

2. Leave of absence without pay for one year for Eugene Elmo Olney, as laborer in the Forestry Nursery, effective November 1, 1941. Mr. Olney has been called for military service.

3. Leave of absence without pay for one year for Robert H. Tripp, an employee in the Electrical Division, effective October 27, 1941. Mr. Tripp has been called for military service.

On motion of Mr. Brody, seconded by Mr. McPherson, it was voted to approve the Leaves.

APPOINTMENTS

Appointments

1. Appointment of Miss Betty Fox as stenographer in the Conservation Institute at a salary of \$1200 per year on a permanent 12-month basis, effective November 16, 1941. Miss Fox is being transferred from the Central Stenographic Office and will replace Jeanne Rooker (salary \$1200) who has resigned.

2. Appointment of Orval C. Himebaugh as draftsman in the Agricultural Engineering Department at a salary of \$1800 per year, effective November 1, 1941. Mr. Himebaugh will replace H. J. Olver (salary \$1800) who resigned last July.

3. Appointment of Andrew L. Olson as District 4-H Club Agent in Alpena, Otsego, Montmorency and Presque Isle Counties at a salary of \$2000 per year on a temporary basis from November 1, 1941 to October 31, 1942. Mr. Olson will replace Howard C. Zindel (salary \$2100) who has been called for military service.

4. Reappointment of Perry Bowser as Extension Specialist in Vegetable Gardening at a salary of \$2000 per year, effective for six months beginning January 1, 1942 and payable from Extension funds. During 1941 Mr. Bowser was employed in a similar capacity at \$125 per month for four months.

5. Appointment of Dr. David G. Ryans as special instructor in Education at a salary of \$500 for the six weeks summer session from June 24 to July 30, 1942. Dr. Ryans is employed by the American Council of Education.

6. Appointment of Miss Henrietta L. Keyes as stenographer in Physical Education for Men at a salary of \$1200 per year on a permanent 12-month basis, effective November 3, 1941. Miss Keyes is being transferred from Central Stenographic and will replace Janet Dean (salary \$1200) who has resigned.

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APPOINTMENTS, continued

Appointments

7. Appointment of Miss Virginia Pung as stenographer in the Engineering Division at a salary of \$1200 per year, effective November 1, 1941. Miss Pung will replace Mrs. Annabelle Leet (salary \$1200) who has resigned.
8. Appointment of Mrs. G. Wendell Smith as half-time stenographer in Hotel Administration at a salary of \$600 per year, effective November 17, 1941. This is a new position authorized at the last Board meeting.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve the Appointments.

Travel

TRAVEL

1. Full expenses for H. R. Pettigrove to take the Farm Crops Judging Team to the Intercollegiate Crops Contest at Kansas City, Missouri, and the International Grain and Hay Show in Chicago from November 21 to December 3.
2. First-class railway fare only for G. R. Heath to attend the National Interfraternity Conference in New York City on November 28 and 29.
3. Full expenses for George Amundson to attend a called conference of Agricultural Engineers in connection with the defense program, and to attend the annual meeting of the American Society of Agricultural Engineers in Chicago during the week of December 1. First-class railway fare was previously authorized.
4. First-class railway fare only for one member of the staff of the Department of Chemical Engineering to attend the Chemical Industries Exposition in New York City on December 1-6.
5. Authorization for Dr. G. P. Deyoe to go to Washington, D. C., on December 2-3 to serve as chairman of a committee on evaluation for the U. S. Office of Education, to visit Teachers College of Columbia University on December 7, and to attend the American Vocational Association meeting in Boston on December 9-13. The fare to Washington and maintenance expenses in Washington will be paid by the U. S. Office of Education. The remainder (approximately \$96) is requested from the College. (This authorization is subject to the approval of Mr. George Fern.)
6. Full expenses for C. E. Millar to attend a meeting of agronomists of the Central western states in Chicago about December 4.
7. First-class railway fare only for W. A. Davenport to attend a meeting of building superintendents of the Big Ten Colleges in Chicago on December 5.
8. Full expenses for R. H. Young, L. L. Primodig, C. W. Bachman, John Kobs, B. F. VanAlstyne, Karl Schlademan, F. A. Collins, Charles McCaffree, and either Joe Holsinger or A. P. Kawal to attend the annual athletic meetings in Chicago on December 4-6.
9. Mileage on one car for L. D. Barnhart and Donald Hayworth to attend a conference on radio broadcasting in Chicago on December 5 and 6.
10. Full expenses for Mrs. Merle Byers and Dr. H. M. Byram to attend the annual meeting of the American Vocational Association in Boston on December 9-14. The College will be reimbursed in full for expenses of this trip by the State Board of Control for Vocational Education.
11. First-class railway fare only for E. B. Harper to attend the meeting of the American Public Welfare Association in Washington, D. C., on December 12-14.
12. Full expenses for Donald Cation to attend a committee meeting of Plant Pathologists in St. Catharines, Ontario, sometime between the first of December and the First of February.
13. Full expenses for Dean Dye or her representative to take part in a special research meeting to consider certain phases of the vitamin content of foods in Chicago during the last of December or the first of January, expenses to be paid from Experiment Station funds.
14. Out-of-state authorization without expense to the College for G. M. Trout to present a series of lectures at the Dairy Manufacturers' Conference at Corvallis, Oregon; Pullman, Washington; and Logan, Utah, on February 16-27.

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

Acceptance
agreement
Babson Bros.
and \$1500.

MISCELLANEOUS

1. Acceptance of \$1500 and approval of an agreement with the Babson Brothers of Chicago providing for the preparation of a 16 m.m. Kodachrome moving picture with sound on the production of good milk. A copy or copies of this film will be on file and distributed through the film service of the Extension Service. Also, a copy will be made available for Babson Brothers and a copy for the Lansing Department of Health.
2. Acceptance of \$250 and approval of an agreement with the Parke, Davis and Company of Detroit providing for the testing of Nema capsules, a new product which is being placed on the market.

Acceptance
\$250 and agree-
ment with
Parke, Davis
Co.

MISCELLANEOUS, continued

3. Recommendation that the tuition scholarships authorized at the last Board meeting be known as the "Gunson Scholarships".
4. Recommendation that J. W. Stack be given the title of "Director of Museums" in addition to his title of Associate Professor of Zoology.
5. Presentation of the Varsity Football Schedule for 1942 for Board approval.

On motion of Mr. Brody, seconded by Mr. McPherson, it was voted to approve the 1942 Varsity Football schedule which is on file in the Secretary's Office.

6. Mrs. Shirley Johns, an employee of the Union Cafeteria, was injured while working and certain bills have been received (totaling \$142.25) for hospitalization and medical care. Authorization is requested for their payment.
7. Authorization for an operation to correct a hernia developed by Mr. George Kerr, a student in Engineering.
8. Authorization for Mr. Proulx and Mr. Chipman to make a study of the effect of increased cost upon travel by business groups. This study has been requested by the Michigan Hotel Association, and they will reimburse the College for all expenses involved.
9. Recommendation that the Board pass a resolution asking the City of East Lansing to make the speed limit between Beal and Haslett Streets 25 miles per hour, and to request either or both safety lights and stop lights sufficient to control the speed through East Lansing to a point where it is safe for the students to cross.

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

10. Request for an appropriation of \$150 to correct difficulties with the sewage system including the septic tank at the poultry egg laying contest building. If the WPA will do the work, as much of the appropriation as possible will be saved.
11. Request for an appropriation of \$600 to finance the broadcasting of Kampus Kapers each Saturday beginning in December and continuing through March.
12. Request for an appropriation of \$1,438.68 for additional furniture for the College Hospital.
13. Since the division of the Photographic Department from the Publications Department, there is a need for an additional appropriation in the Publications Department. It is recommended that \$1800 be set aside for the use of Photographic work in the Publications Department for this year.

On motion of Mr. Brody, seconded by Mr. McPherson, it was voted to approve items 1, 2, 3, 4, 6, 7, 8, 10, 11, 12 and 13.

14. Recommendation that the deposits formerly carried in the Lansing National Bank be continued with the Michigan National Bank.
15. Recommendation that an account be opened at the Bank of Lansing to be known as the State Board of Agriculture Student Deposit Account to cover money which the College is now carrying in the student bank account.

On motion of Mr. Brody, seconded by Mr. McPherson, it was voted to approve items 14 and 15.

16. Recommendation from Dean Dirks that a change in title be approved for Mr. H. L. Womochel, Research Assistant in the Engineering Experiment Station, to Research Assistant and Instructor in Mechanical Engineering and that his salary be increased from \$2400 to \$2600 effective November 24, 1941.

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

17. The President reported the receipt of a communication from the Hacker Realty Company indicating that they had an inquiry from a Cleveland investor interested in purchasing the fee to the Jenison property under lease to the W. T. Grant Company. (The income from the property would provide a net income after provision for taxes of approximately 5½% on a purchase price of \$151,700.)
18. The President reported the receipt of a copy of the water supply record for October 1941, a month of the typical college year. This report indicates that the College used 22,191,000 gallons as against 24,021,000 consumed by the City of East Lansing.
19. Presentation by Mr. William Roost of the audit of the general accounts of the College for the fiscal year ending June 30, 1941. Copies of the audit were distributed to the Board members. Mr. Roost discussed verbally certain parts of the audit and answered questions relative to it.

On motion of Mr. Brody, seconded by Mr. McPherson, it was voted to receive the audit and place it on file.

Tuition scholarships known as Gunson Scholarships Stack given title Director of Museums.

Approval 1942 Varsity Football schedule

Approval bills for injury Shirley Johns

Approval operation George Kerr.

Mr. Proulx & Mr. Chipman to make study for Mich. Hotel Assoc.

City of E.L. requested to control traffic in E.L.

Approp. \$150 to correct difficulties sewage Egg Laying Contest

\$600 for broadcasting Kampus Kapers.

\$1,438.68 for furn. C.Hosp.

\$1800 approp. for Publica. Dept.

Deposits to be continued with Mich. Nat'l Bank

Student Deposit Acct. opened at Bank of Lansing.

Change in title approved & increase in salary for H.L. Womochel

Communication from Hacker Realty Co. re: investor interested in purchasing fee to Jenison property.

Receipt of water supply record for E.L.

Presentation of Audit

MISCELLANEOUS, continued

Ann Arbor
Trust Company
to handle
investment
portfolio for
college.

20. The President invited Mr. Earl Cress of the Ann Arbor Trust Company to appear before the Board to discuss the possibility of having the Ann Arbor Trust Company handle the college investment portfolio.

On motion of Mr. Brody, seconded by Mr. McPherson, it was voted to approve an agreement with the Ann Arbor Trust Company covering the purchase of their advice and services in the handling of college investments, - the fee of \$2000 for the first year to be deducted from the refinancing fee already agreed upon.

Committee
appointed to
work with
Mr. Cress of
Ann Arbor
Trust Co. on
investments.

- On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to appoint a committee consisting of Mr. Akers, Mr. McPherson, President Hannah and Mr. Wilkins to work with the Ann Arbor Trust Company during the coming year on the college investments. This committee is given power to buy and sell and develop policies pertaining to investments with the understanding that full and complete report of each transaction be reported to each Board meeting.

On motion of Mr. Brody, seconded by Mr. McPherson, it was voted to authorize the Ann Arbor Trust Company to Purchase immediately \$50,000.00 worth of United States Defense Bonds Series G.

Resolution
from Mich.

SECRETARY'S ITEMS

Certified Seed
Potato Growers
Assoc.

1. Resolution from the Michigan Certified Seed Potato Growers Association requesting the State Board of Agriculture to consider the possibility of assigning additional personnel in the Extension Service to help them with their problems.

\$50 approp.
Fairchild Th.
Christmas
Carol Sing.
\$50 approp.
for Grange
Group.

2. An appropriation of \$50 is requested for the use of Fairchild Theater on Sunday, December 14, for the All-College Christmas Carol Sing.
3. An appropriation of \$50 is requested for the use of Fairchild Theater on July 12, 1941, by the Grange Youth Group.

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

The meeting adjourned at 11:45 A.M.

John A. Hannah
President

Karl H. McDonald
Secretary