

MINUTES OF THE MEETING
OF THE
STATE BOARD OF AGRICULTURE
November 21, 1946

Present: Mr. Berkey (Chairman); Messrs. Akers, Brody, Mueller; Miss Jones; President Hannah; Assistant Comptroller Pierson; Secretary McDonel.

Absent: Mr. Armstrong; Dr. Elliott.

The meeting was called to order at 10:30 a.m.

The minutes of the previous meeting were approved.

PRESIDENT'S REPORT

Resignations

1. Resignation of Marshall B. Goodwin as Clerk in the Comptroller's Office, effective as of June 30, 1946. Mr. Goodwin has been on military leave since February 1, 1943.
2. Resignation of Charles Hellmayer as Technician in the Art Department, effective October 21, 1946.
3. Resignation of Margaret Hoppe as Instructor in English, effective September 30, 1946.
4. Resignation of Walter Firey as Assistant Professor of Sociology and Anthropology and of Effective Living, effective as of September 30, 1946, to accept a position at the University of Texas.

Resignations

Leaves

1. Leave of absence without pay for Lisa Neu, Technician in Bacteriology, for three months beginning November 1, 1946.

Leaves

Appointments

1. Appointment of Phyllis L. Spring as Assistant Dietitian at the Quonset Cafeteria at a salary of \$1980 per year, effective October 21, 1946. This is a new position.
2. Appointment of Mrs. Florence G. Allen as hostess at the Lambda Chi Alpha fraternity at a salary of \$90 per month, effective from September 1, 1946.
3. Appointment of Carroll A. Stringham as patrolman on the Campus Police Force at a salary of \$2400 per year, effective October 26, 1946. This is a new position.
4. Appointment of Helen S. Martin as Clinic Nurse at the Health Service at a salary of \$1900 per year, effective October 1, 1946.
5. Appointment of Susan G. Averill as Instructor in Written and Spoken English at a salary of \$150 per month for part-time work, effective October 1, 1946. This is a new position.
6. Appointment of De Vere W. Ryckman as Instructor in Civil Engineering at a salary of \$3000 per year, effective November 1, 1946. This is a new position.
7. Reappointment of Elspeth Delderfield as Instructor (Research) in Botany and Plant Pathology at a salary of \$2000 per year, effective October 1, 1946, for an indefinite period and subject to tenure rules and regulations.
8. Appointment of Ralph Van Hoesen as Assistant Professor of Education at a salary of \$350 per month, effective from October 21 to December 31, 1946, to replace Malcolm Williams.
9. Appointment of Adrian Jaffe as Instructor in English at a salary of \$225 per month, effective October 21, 1946, for as long as necessary. This is a new position.
10. Reappointment of William D. Gordon as graduate fellow in Chemistry at a salary of \$100 per month, effective for one year beginning September 1, 1946, and paid from American Electroplaters funds.
11. Appointment of Edward Eugene Butler as quarter-time graduate assistant in Botany and Plant Pathology at a salary of \$44.44 per month, effective from October 15, 1946 to June 15, 1947.

Appointments

Travel

1. Full expenses of \$40.22 for a trip made by E. A. Schuler to attend the annual meeting of the Michigan Librarians Association on September 13-16.
2. Full expenses for F. B. Martin to go to Chicago on October 26 in connection with the work of the Tabulating Department.

Travel

PRESIDENT'S REPORT, continuedTravel, continued

Travel

3. Use of college owned car for George R. Bennett to go to Washington, Indiana, on October 28, to 31, to vaccinate and bleed a dairy herd which is incorporated in the experimental vaccination project.
4. Full expenses for R. H. Young to return from Lexington, Kentucky, by way of Chicago to attend the quarterback meeting in Chicago on November 4.
5. Full expenses for Donald Stark to attend a meeting of the Technical Committee of the Regional Livestock Marketing Research Project in Chicago on November 8; expenses to be paid from Experiment Station funds.
6. Full expenses for C. M. Hardin to attend a meeting of the Inter-regional Dairy Marketing Research Project Committee in Columbus, Ohio, on November 11-13; expenses to be paid from Experiment Station funds.
7. Full expenses for Paul DeKoning to attend the convention of the American Public Health Association in Cleveland, Ohio, on November 11-15; expenses to be paid from National Sanitation Foundation funds.
8. Partial travel expenses and Maintenance expenses for November 15 and 16 for E.A. Schuler to attend the National Methodist Convocation on the Church in the Town and Country in Des Moines, Iowa, on November 12-14; to consult with staff members of the Statistical Laboratory at Iowa State College on November 15; and to consult with staff of the Des Moines Register on November 16.
9. Full expenses for R. T. Delp to attend the tomato plant growing meeting of the National Cannery Association in Indianapolis, Indiana, on November 20 and 21; expenses to be paid from Extension funds.

Mabel Fertig's
appt. date
postponed.

Miscellaneous

1. Postponed the effective date of the appointment of Mabel I. Fertig as Assistant State Club Leader for an indefinite time.
2. Change in the effective date of the appointment of George M. Brown, Assistant Professor of Mathematics, from September 1 to October 1, 1946.
3. Correction in the date of the appointment of Russell W. Maatman as halftine graduate assistant in Chemistry to June 15 to August 31, 1946, at a salary of \$80 per month. Mr. Maatman was originally appointed for July and August 1946.
4. Additional position in the Tabulating Department in the Clerk I classification.
5. Additional position in the Mimeograph Department classified as a Multilith-Multigraph Operator at \$2350 per year.
6. Additional position in the School of Home Economics in the Secretary-Departmental I classification.
7. Additional position in the Chemistry Department in the Clerk-Stenographer I classification.
8. Additional position in the Department of Mathematics in the Clerk-Typist classification.
9. Authorization for the Comptroller to set up an account to permit paying the cost of moving and installation of the additional trailers that are in the process of being moved into the trailer camp. This authorization may eventually include 100 trailers although there are at the present time only 62 on the site. The estimated cost of this may reach \$75,000.
10. Acceptance of the proposal of Foster, Schermerhorn and Foster for the construction of 6020 square feet of sidewalks for the steel dormitories on Harrison Avenue at a total estimated cost of \$2550, including a fixed fee of \$250.
11. Acceptance of the proposal of VanOrden and VanEss for the sewer relocation at the new Electrical Engineering Building for a lump sum of \$5,620.
12. Acceptance of the proposal of Hatzel and Buehler for electrical conduit and cable to the new Physics Building. The estimated cost is \$12,700 which includes a fixed fee of \$1,050.

RESIGNATIONS

Resignations

1. Resignation of Hazel Hatcher as Associate Professor on the Board of Examiners, effective December 31, 1946, to accept a position at Pennsylvania State College. Miss Hatcher has been on leave since January 1, 1946, to serve as consultant to the Chilean education survey.
2. Resignation of Irene Schreiber as Instructor on the Board of Counseling and Examinations, effective November 9, 1946. Miss Schreiber has been unable to find satisfactory living accommodations.
3. Resignation of Mrs. Dorothy C. McWilliams as housemother at the Alpha Xi Delta Sorority, effective October 31, 1946, because of the illness of her daughter.

RESIGNATIONS

Resignations

4. Resignation of Mary Patricia Simonton as general duty nurse at the Health Service effective November 30, 1946. Miss Simonton plans to be married.
5. Resignation of Robert A. Tice as Assistant County Agricultural Agent in Gratiot County, effective October 31, 1946, to accept a position with the Detroit Creamery Company.
6. Resignation of Philip J. Schaible as Professor (Research) in Agricultural Chemistry, effective November 30, 1946, to accept the Directorship of Research on Byproducts for the Distillers' Feed Products Council.
7. Resignation of Malcolm J. Williams as Assistant Professor of Education, effective October 31, 1946, to accept a position as Research Psychologist for the War Department.
8. Resignation of Joseph A. Foster as Assistant Professor of English, effective August 31, 1946, to accept a position with the Scripps Colleges.
9. Resignation of Helen Deborah Morgan as Assistant in Chemistry, effective December 31, 1946, to accept another position.
10. Resignation of James A. Bivins as Instructor in Bacteriology and Public Health, effective November 30, 1946, to return to Rutgers University.

LEAVES

Leaves

1. Leave of absence without pay for Mrs. Eileen de Beaubien, hostess in West Mary Mayo, effective December 1, 1946, because of ill health.
2. Leave of absence without pay for Cathryn Keating, staff nurse at the Health Service for the period from November 11 through November 30, 1946, because of a recent death in the family.
3. Leave of absence with pay for Mrs. Bertine Benedict, Home Demonstration Agent in Ingham County, from November 21, 1946, to February 21, 1947, because of ill health. Mrs. Benedict has been a member of the staff since October 1935.
4. Leave of absence without pay for Mrs. Lowena L. Murphy, Home Demonstration Agent in Grand Traverse, Benzie, and Leelanau Counties, from November 1-21, 1946, because of the illness of her mother.
5. Leave of absence without pay for Catherine Potter, Home Demonstration Agent in Dickinson County, effective from December 10, 1946, to January 31, 1947, to assist with some of her family problems.
6. Continuation of leave without pay for Macha L. Rosenthal, Instructor in English, through August 31, 1947 to permit him to complete his work for the Doctors degree.
7. Leave of absence without pay for Charles P. Loomis, Professor and Head of the Department of Sociology and Anthropology, from November 23 to December 31, 1946. Dr. Loomis has been requested by the Intergovernmental Committee on refugees to go to Bolivia and other South American Countries to study the possibilities for relocation of European refugees in these countries.

APPOINTMENTS

Appointments

1. Transfer of Mrs. Grace Pilcher from night hostess to day hostess at West Mary Mayo, and a salary increase from \$85 to \$120 per month, effective October 26, 1946.
2. Temporary appointment of Mrs. Helen Harger as night hostess at Mary Mayo at a salary of \$85 per month, effective November 1, 1946.
3. Appointment of Mrs. Margaret Smith as hostess at the Alpha Xi Delta Sorority at a salary of \$90 per month, effective November 1, 1946 to replace Mrs. McWilliams.
4. Appointment of Donald Cudworth as Assistant Director of Student Housing at a salary of \$2600 per year, effective December 15, 1946. This is a new position.
5. Appointment of Mrs. Hariett K. Beck as Counselor with the rank of Instructor at a salary of \$3000 per year, effective January 1, 1947. This is a new position.
6. Appointment of Curtis F. Filter as Mechanical Engineer in Buildings and Utilities at a salary of \$3400 per year, effective December 1, 1946.
7. Appointment of Alice Gebhardt Beckwith as staff nurse at a Health Service at a salary of \$1800 per year, effective December 1, 1946, to replace Mary Patricia Simonton who has resigned.
8. Transfer of Daniel W. Anderson from 4-H Club Agent in Osceola, Lake, and Mason Counties to 4-H Club Agent in Kent County, and a salary increase from \$2800 to \$3000 per year, effective December 15, 1946.
9. Transfer of Gleason D. Rohlf's from 4-H Club Agent in St. Clair, Sanilac, and Lapeer Counties to 4-H Club Agent in Huron County, and a salary increase from \$2700 to \$2800 per year, effective December 1, 1946.

APPOINTMENTS, continued

Appointments

10. Transfer of Raymond M. McMullen from 4-H Club Agent in Huron County to County Agricultural Agent in Otsego and Montmorency Counties, and a salary increase from \$2700 to \$2900 per year, effective December 1, 1946.
11. Reappointment on a permanent basis of Irving R. Wyeth as 4-H Club Agent in Lenawee County, and a salary increase from \$2600 to \$2700 per year, effective November 6, 1946.
12. Appointment of Eric Engman as Assistant Agricultural Agent in Delta and Menominee Counties, at a salary of \$2800 per year, effective December 1, 1946. This is a new position.
13. Appointment of Ray Louis Shirley as Assistant Professor (Research) of Agricultural Chemistry at a salary of \$4000 per year, effective January 1, 1947, to replace Gloria D. Manalo who has resigned.
14. Appointment of Edward V. Perkins as Instructor in Biological Science at a salary of \$2800 per year, effective February 1, 1947. This is a new position.
15. Appointment of Morton L. Livingston as Instructor in Biological Science on a part-time basis at a salary of \$56.25 per month, effective January 2, 1947, for as long as necessary.
16. Appointment of James M. Elliott as Instructor in Biological Science at a salary of \$2800 per year, effective January 1, 1947. This is a new position.
17. Appointment of Mary Edwards as Instructor in Literature and Fine Arts at a salary of \$200 per month, effective January 1, 1947, for as long as necessary.
18. Appointment of Howard P. Spangenberg as Instructor in Social Science at a salary of \$225 per month, effective November 1, 1946, for as long as necessary.
19. Appointment of Reginald V. Holland as Instructor in Written and Spoken English at a salary of \$2900 per year, effective November 1, 1946. This is a new position.
20. Appointment of Frederick R. Howe as Instructor in Written and Spoken English at a salary of \$225 per month, effective November 18, 1946, for as long as necessary.
21. Appointment of George F. Batka as Instructor in Written and Spoken English at a salary of \$3000 per year, effective November 11, 1946. This is a new position.
22. Appointment of Harold W. Glassen as part-time lecturer in Business Administration at a salary of \$750 for the winter term 1947. Mr. Glassen will teach two sections of Business Law.
23. Appointment of R. C. Hutchinson as Instructor in Mechanical Engineering at a salary of \$2800 per year, effective December 1, 1946. This is a new position.
24. Appointment of Olevia C. Meyer as Assistant Professor (Extension) of Home Management and Child Development at a salary of \$3400 per year, effective January 1, 1947, to replace Julia Pond who has resigned.
25. Appointment of Jack C. Elliott as Instructor in Botany and Plant Pathology at a salary of \$3500 per year, effective November 4, 1946. This is a new position.
26. Reappointment of Pauline Austin as Instructor in Music at a salary of \$75 per month on a part-time basis, effective January 1, 1947, for as long as necessary.
27. Reappointment of John C. Speck as Instructor (Research) in Chemistry and an increase in salary from \$3600 to \$3800 per year, effective January 1, 1947.
28. Appointment of Cornelius Groenewoud as Instructor in Mathematics at a salary of \$2800 per year, effective January 1, 1947. This is a new position.
29. Appointment of Lawrence Witt as Associate Professor of Economics at a salary of \$5000 per year, effective January 15, 1947, paid one fourth College and three fourths Experiment Station. This is a new position.
30. Appointment of the following graduate assistants, effective for the period from January 1 to June 15, 1947:

Farm Crops - Carl John Hanson, half-time at \$88.88 per month
 Economics - Herbert Dane Hoover, half-time at \$88.88 per month

TRAVEL

Travel

1. Full expenses for H. J. Stafseth to represent the College at the inauguration of Dr. Longwell as President of the North Dakota Agricultural College at Fargo, North Dakota, on November 6.
2. Full expenses for R. C. Huston to represent the College at the inauguration of Fred T. Mitchell as President of Mississippi State College at State College, Mississippi, on November 16.
3. Full expenses for Henry E. Larzelere to visit the Regional Agricultural Advisor for the Cleveland OPA Region in Cleveland, Ohio, on November 13-17; expenses to be paid from Experiment Station funds.
4. Full expenses for Henry E. Larzelere to attend a meeting of research men working with farmers cooperatives in Chicago during the first part of December, expenses to be paid from Experiment Station funds.
5. First-class railway fare for L. C. Price to attend the annual meeting of the Society of Mechanical Engineers in New York City on December 2-6.

TRAVEL, continued

Travel

6. First-class railway fare for J. M. Campbell to attend the annual meeting of the Society of Mechanical Engineers in New York City on December 2-6.
7. Full expenses for Robert Krause to attend a conference of Emergency Farm Labor Supervisors at College Station, Texas, on December 5 and 6; expenses to be paid from Emergency Farm Labor funds.
8. Authorization for the following staff members to attend the annual meeting of the American Vocational Association in St. Louis, Missouri, the College to be reimbursed by the State Board of Control for Vocational Education.
 - a. Full expenses for H. M. Byram and G. P. Deyoe to attend on December 3-8.
 - b. Full expenses for Mrs. Merle Byers and Meta Vossbrink to attend on December 4-7.
9. Maintenance expenses for Merle Byers to attend a meeting called by the U. S. Office of Education on Supervisors and Teacher Trainers in St. Louis, Missouri, on December 8 and 9. The College will be reimbursed for these expenses by the State Board of Control for Vocational Education.
10. Maintenance expenses for Kenneth Ousterhout to accompany the 4-H Vegetable Judging and Demonstration Teams to the annual meeting of the National Junior Vegetable Growers Association in Boston, Massachusetts, on December 3-9.
11. Full expenses for John W. Rose to attend the meeting of the National Garden Conference in Washington, D. C., on December 4-6; expenses to be paid from Extension funds.
12. Mileage on one car for G. O. Stewart, J. K. Goundie, and Gladys Franks to attend the District 5 meeting of the American Alumni Council at the University of Illinois on December 5 and 6.
13. Full expenses for Roberta Hershey to attend a meeting on the home canning of food at Kansas City, Missouri, on December 5-7; expenses to be paid from Extension funds.
14. Authorization for the following staff members to attend the Midwest Wildlife Conference in Columbia, Missouri, on December 5-7:
 - a. First-class railway fare for A. O. Haugen; expenses to be paid from Extension funds.
 - b. An allotment of \$40 for M.D. Pirnie.
15. Full expenses for James Tyson to attend a meeting of the Highway Research Board in Washington, D. C., on December 5-7; expenses to be paid from Experiment Station funds.
16. Full expenses for W. L. Treaster to attend the annual meeting of District 6 of American College Public Relations Association in Cincinnati, Ohio, on December 6 and 7.
17. Full expenses for H. C. Zindel to attend a Sectional Conference of State Representatives for the National Poultry Improvement Plan in Marshall, Indiana on December 8-10; expenses to be paid from Extension funds.
18. Mileage on one car for Ray Hutson and members of the Entomology Department to attend the meeting of the American Association of Economic Entomologists in Pittsburgh, Pennsylvania, on December 9-12; one-half expenses to be paid from College funds and one-half from Experiment Station funds.
19. Full expenses for B. H. Grigsby to attend weed control conferences at Mason City, and Des Moines, Iowa, on December 11-13; expenses to be paid from Standard Oil Company funds.
20. Mileage on one car for C. M. Harrison, Richard Bell and Leyton Nelson to attend the annual meeting of the International Crop Improvement Association in Omaha, Nebraska, on November 18-23.
21. Full expenses for R. L. Carolus to attend the tomato plant growing meeting of the National Cannery Association in Indianapolis, Indiana, on November 20 and 21; expenses to be paid from Experiment Station funds.
22. Full expenses for W. E. Libby to attend a conference in Columbus, Ohio, on November 22 and 23; to discuss and explain how schools may obtain War Department and Navy Department surplus aeronautical equipment.
23. Mileage on one car and maintenance expenses for J. M. Jensen to attend a meeting of the American Butter Institute in Chicago on November 25 and 26; expenses to be paid from Swift Dairy Research fund. Earl Weaver, D. L. Murray and J. R. Brunner will accompany Mr. Jensen.
24. Full expenses for T. H. Osgood to attend the meeting of the American Physical Society in Minneapolis, Minnesota, on November 29 and 30.
25. First-class railway fare for J.S. Frame to attend the meeting of the American Mathematical Society in Ames, Iowa, on November 29 and 30.
26. Full expenses for T. H. King to attend the meetings of the National Interfraternity Conference in New York City on November 29 and 30.
27. Full expenses for C. M. Campbell to attend the National Institutional Teacher Placement Association meeting in Chicago on November 29 and 30.

TRAVEL, continued

Travel

28. Authorization for the following staff members to attend meetings in connection with the International Livestock Exposition in Chicago:
- a. Mileage on one car and maintenance expenses for W. L. Treaster and Earl Richardson to attend the Agricultural Editor's Conference, on December 2-4, paid from Extension funds.
 - b. Full expenses for Orion Ulrey to attend the annual meeting of the Association of Rural Editors on December 2; expenses to be paid from Extension funds.
 - c. Full expenses for R. J. Baldwin to attend the 4-H Club Congress on December 1-5; expenses paid from Extension funds.
 - d. Full expenses for P. G. Lundin to chaperon the Michigan delegation at the club Congress on November 30 to December 6; expenses to be paid from Extension funds.
 - e. Full expenses for A. G. Kettunen to attend a meeting of a sub-committee of the Land-Grant College Association, and to attend the 4-H Club Congress on November 29 to December 6; expenses to be paid from Extension funds.
 - f. Full expenses for E. L. Benton, H.F. Moxley, G. L. Blank to help set up swine, cattle, sheep, and horse exhibits, on November 28 to December 6; expenses to be paid from Extension funds.
 - g. Full expenses for H. C. Moore to attend the potato improvement meeting on December 2-5; expenses to be paid from Michigan Crop Improvement Association funds.
 - h. Mileage on one car for E. B. Hill, L. H. Brown, J. C. Doneth, G. E. Johnson, R. L. Berry, and E. M. Elwood to attend the annual meeting of the American Society of Farm Managers and Rural Appraisers.
 - i. Full expenses for C. M. McCrary to attend the annual meeting of the American Society of Farm Managers and Rural Appraisers on December 2 and 3.
 - j. Full expenses for J. H. Muncie and F. L. Wynd to attend meetings on December 2-4; expenses to be paid from Tennessee Copper Fund 359-R.
 - k. First-class railway fare for L. Carl Knorr to attend meetings of the International Seed Improvement Association on December 2-4; expenses to be paid from Extension funds.
 - l. First-class railway fare for W.F. Morofsky to attend meetings of the International Crop Improvement Association on December 2-4; expenses to be paid from Experiment Station funds.
 - m. First-class railway fare for R. A. Runnells to attend the conference of Research Workers in Animal Diseases and to visit the Anatomy Department of the University of Chicago on December 3-4.
 - n. First-class railway fare for E. P. Reineke to present papers on swine research on November 28 to December 1; expenses to be paid from Experiment Station funds.
29. Full expenses for the following staff members to attend the annual meeting of the Land-Grant College Association in Chicago on December 16-18, and preliminary meetings on December 13-15; J.A. Hannah, E. L. Anthony, C. R. Megee, R. J. Baldwin, V. R. Gardner, C. V. Ballard, H. B. Dirks, R. C. Huston, Marie Dye, Rachel Markwell, R.W. Tenny, L.C. Emmons and H. C. Rather.
30. Full expenses for T. H. King to attend the meeting of Placement Directors of Colleges and Personnel Directors in Business and Industry in New York City on December 16-18.
31. First-class railway fare for Richard Dorson to attend the annual meeting of the American Folklore Society in Chicago on December 26-28.
32. Full expenses not to exceed \$50 for T. L. Stearns to attend the meeting of the Rural Sociology Society in Chicago on December 28-30.
33. Mileage on one car for Wilbur Brookover, O. C. Smucker, and Hugo Engelmann to attend the meeting of the American Sociology Society in Chicago on December 28-30.
34. Mileage on one car for S. G. Bergquist, W. A. Kelly, and B. T. Sandefur to attend the annual meetings of the Geology Society of America in Chicago on December 26-28.
35. Mileage on one car for Justin Zinn and John C. Bayless to attend the meetings of the Geological Society of America in Chicago on December 26-28.
36. Authorization for the following staff members to attend the annual convention of the National Association of the Teachers of Speech and the Speech Association of America in Chicago on December 30 and 31 and January 1:
- a. Mileage on two cars for 12 to 15 members of the staff of the Department of Speech, Dramatics, and Radio Education.
 - b. Mileage on one car for members of the staff of Written and Spoken English.
37. Authorization for the following staff members to attend the national meeting of the American Political Science Association in Cleveland, Ohio, on December 28-30:
- a. Mileage on one car for J. O. Hall, Robert Seltzer, and Slavko Cerick of the Department of Social Science.
 - b. Mileage on one car for Carrol Hawkins, L. C. Ferguson, and James Miller of the Department of History and Political Science.
38. Mileage on one car for E. C. Prophet to attend the annual meetings of the Association of American Geographers in Columbus, Ohio, on December 27-30. Other staff members will accompany Mr. Prophet.
39. Mileage on one car for E. B. Hill, K. T. Wright, N. L. Smith, F. M. Atchley, to attend the annual meeting of the American Farm Economics Association in Philadelphia, Pennsylvania, on December 27-29.

TRAVEL, continued

40. Authorization for the following staff members to attend the annual meeting of the American Mathematical Society in Swarthmore, Pennsylvania, on December 26 to 29:
 - A. First-class railway fare for J. S. Frame
 - B. Mileage on one car for members of the staff of the Mathematics Department.
41. Two first-class railway fare for Madison Kuhn, John Harrison, Marjorie Gesner, and LaDore Irland to attend the national meeting of the American Historical Association in New York City on December 27-30.
42. Authorization for the following staff members to attend the meetings of the American Association for the Advancement of Science in Boston, Massachusetts, on December 27-31:
 - a. First-class railway fare for L. L. Quill of the Chemistry Department.
 - b. First-class railway fare for W. D. Baten of the Mathematics Department.
 - c. First-class railway fare for R. A. Fennell of the Zoology Department.
 - d. First-class railway fare for P.A. Hawkins of the Bacteriology Department.
43. Maintenance expenses for E. E. Down to attend the meeting of the International Crop Improvement Association in Omaha, Nebraska, on November 18-23; expenses to be paid from Michigan Crop Improvement Association funds.

MISCELLANEOUS

1. Renewal of a memorandum of understanding with the Kellogg Company covering a grant of \$5,500 to be used for research work in dog rations.
2. Acceptance of a gift of approximately 700 bound volumes of the Detroit Free Press from the Detroit Free Press, to be available in the College Library and valued at approximately \$1200.
3. Change in the effective date of the appointment of Elaine Hudson as Home Demonstration Agent at Large from October 21 to December 1, 1946.
4. Designation of C. R. Hoffer as Acting Head of the Department of Sociology and Anthropology from November 23 to December 31, 1946, while Dr. Loomis is on leave. It is recommended that Dr. Hoffer be paid an additional salary of \$50 for the month of December.
5. Increase in salary for Charles Becker, Patrolman, from \$2400 to \$2500 per year, effective October 15, 1946.
6. Increase in salary for Paul Rumpsa, Chief Accountant, from \$3400 to \$3700 effective November 1, 1946.
7. Increase in salary for Raymond Yerkie, Bookkeeper, from \$2100 to \$2400 per year, effective November 1, 1946.
8. Increase in salary for Corrine White, Assistant State Club Leader, from \$3000 to \$3600 per year, effective January 1, 1947.
9. Increase in salary for Catherine Potter, Home Demonstration Agent in Dickinson County, from \$2500 to \$2800 per year, effective February 1, 1947.
10. Report of the payment of the following amounts to salaried employees for additional services:

<u>Auditorium</u>		<u>Auditorium</u>		<u>Miscellaneous</u>	
Charles Branz	\$19	Morris McElmurry	\$ 5	Edna Ching	\$16.50
Warren Burt	54	George Sawdy	22	Helen Greene	3.00
Leon Buysse	37	Lawrence Searl	49	Betty Hendricks	3.00
L. E. Chapman	37	Robert Troxell	43	Neal Whitehead	16.00
Helen Evans	43	Wayne VanRiper	46	Elmer Peterson	16.00
John Emery	37	Clella Weissinger	27	Morris McElmurry	16.00
Orville Everett	31	Neal Whitehead	43	Gerard Bush	8.00
Helen Greene	40	Ray Yerkie	19	Charles Branz	24.00
Betty Hendricks	9	Louise Fountain	12	David J. Hall	57.75
Mildred Jeffers	29	Noel Miller	10	Vaughn Hildebrand	2.40
Floyd Macklem	43	Paul Rumpsa	51	L. J. Robert	57.75

11. Recommendation that the 4-H Club District now composed of Oceana, Mecosta and Newaygo Counties be changed to Mecosta, Osceola, and the east half of Lake Counties. William C. Butts is 4-H Club Agent in this District.
12. Request from Dean Anthony for an additional instructor in Poultry Husbandry, effective January 1, 1947.
13. Request from Dean Emmons for a new position of Curator of the Department of Chemistry at a salary of approximately \$3000 per year.
14. Recommendation for a new position in the Central Stenographic Office in the Clerk-Typist classification.
15. Recommendation that a half-time Clerk I position in the Comptroller's Office be increased to a full-time Clerk I position.

Renewal contract with Kellogg Co.

Accept. 700 volumes from Det. Free Press Appt. E. Hudson Dec. 1'46

C.R. Hoffer Act. Hd. Soc.

Inc. salary Charles Becker Also Paul Rumpsa

Also Raymond Yerkie Also Corrine White

Also Catherine Potter

Additional amounts paid salaried employees

Change in 4-H Club District

Additional instructor in Poultry Husb. Position Curator Dept. Chem. app. Clerk-Typ. pos. Cent. Off. Clerk I position Compt. Office.

2365 MISCELLANEOUS, continued

Botany budget increased.

16. Recommendation from Dean Emmons that the operating budget of the Botany Department be increased by \$2500.

Math budget increased.

17. Recommendation from Dean Emmons that the operating budget of the Mathematics Department be increased from \$1500 to \$4000.

10 microscopes for Botany

18. Recommendation from Dean Emmons for the purchase of 10 microscopes at \$200 each for the Botany Department.

Approval financial adjustments Soc. & Anth.

19. It is recommended that the following financial adjustments be made for the Department of Sociology and Anthropology:
- Transfer \$1500 from the accumulated reserves in the salary fund of the Agricultural Experiment Station to the maintenance funds for research in the Department of Sociology.
 - Approve the use of \$500 from Extension funds.
 - Approve \$1000 by Board appropriation to the Department of Sociology.

This arrangement will make possible the organization of a social research service within the Department of Sociology and Anthropology. This program has long been under study and is desired by the Agricultural Extension Service and the Agricultural Experiment Station.

Transfer of funds in Botany Dept. approved.

20. Recommendation for the transfer of \$1600 from the personnel budget of the Botany Department (Experiment Station) to the Botany Experiment Station Operating Miscellaneous Fund to provide funds for the Botany research program.

\$1500 added to budget of M.S.C. Record

21. Recommendation from the Alumni Director and the Director of Public Relations that \$1500 be added to the budget of the MSC Record for the balance of the present year. It is planned to issue the Record 7 times each year instead of four times as in the past and to reduce the size from 20 to 16 pages, and to substitute a black and white cover for the present two-color cover.

Payment statement Shields, B. J. & T. Also Ann Arbor Trust Company

22. Quarterly account of Shields, Ballard, Jennings and Taber in the amount of \$841.
23. Itemized statement from the Ann Arbor Trust Company for their services from February 15, 1946, to August 15, 1946, in the total amount of \$2260.80.

Employment of Short Course Instructors:

24. In the past it has been customary to pay all the instructors involved in the Short Course program on the labor payroll. It is now understood that these people will be paid on the regular salary payroll in the same manner as all other staff members. The following recommendations are made as indicated with the understanding that budget transfers will be made so that these salaries for this year are charged to the maintenance budget:

Mrs. Lickfeldt
Mrs. Foerch
Mrs. Wright
Bruce Kelly

- Mrs. Laura Lickfeldt as Instructor at a salary of \$1400 for the period from October 28, 1946, to April 25, 1947.
- Mrs. Leila Foerch as Instructor at a salary of \$720 for the period from October 28, 1946, to April 25, 1947.
- Mrs. Marguerite Wright as Instructor at a salary of \$550 for the period from January 2 to April 25, 1947.
- Bruce Kelley as Instructor at a salary of \$175 for the period from January 2 to February 27, 1947.

\$50,000 set up for purchase of Fed. Wks Agt. equipment.

25. Application has been made to the Federal Works Agency for large quantities of equipments to be used by the College in connection with the educational program with the understanding that we pay 5 per cent of the fair value plus transportation and crating. The first of these items are now being made available, and it is desirable that a special fund be authorized in the amount of \$50,000 against which such charges can be made.

Change in deposit fees.

26. The following recommendation has the approval of the Administrative Group and the Faculty:
- All breakage, locker, key, and material deposits be discontinued.
 - Transportation charges for required field trips be borne by the departmental budget.
 - A flat miscellaneous fee of \$2 per quarter be charged in lieu of State News, breakage, matriculation, and other special deposits. Students carrying 1 to 5 credits are to be charged a \$1 fee which will not include the State News.

No action on relocation of work of Farm & Horse

27. Request from Dean Anthony and Professor Hudson that some consideration be given to a permanent relocation of the work of the Farm and Horse Department.

No action.

Approval Resolution re: Manufacturer's National Bank of Det.

28. Maintaining sufficient available cash to meet the payroll and other expenses has made it necessary to withdraw the bank accounts that have been maintained in Michigan banks for a number of years. It may be necessary to convert the time deposits with the Manufacturers' National Bank before the end of the current month. The following Resolution is approved:

BE IT RESOLVED, that THE MANUFACTURERS NATIONAL BANK OF DETROIT, be, and it is hereby designated a depository of the State Board of Agriculture for its savings accounts.

BE IT FURTHER RESOLVED that any one or more of the persons authorized hereby to withdraw funds deposited hereunder be and they hereby are authorized to enter into, in behalf of this corporation, with said bank, the contract set forth in the specimen signature cards and pass book provided by said bank for use with respect to any account or accounts of this corporation provided for hereunder.

MISCELLANEOUS, continued

28. (Continued)

BE IT FURTHER RESOLVED that funds of this corporation deposited in said bank may be withdrawn upon checks, drafts, notes, orders and receipts of this corporation when executed as follows:

Signed	and	Signed
by any one of the following:		by any one of the following:
M. R. Pierson, Assistant Comptroller		Karl H. McDonel, Secretary
Karl H. McDonel, Secretary		John A. Hannah, President

whose signatures shall be duly certified to said bank, that no check, draft, note or other orders drawn on said bank shall be valid unless so executed, and that no person shall sign and countersign the same instrument.

BE IT FURTHER RESOLVED, that said THE MANUFACTURERS NATIONAL BANK OF DETROIT is hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any person signing or countersigning said checks, drafts, notes or orders, or any of such persons in their individual capacities or not, and whether such checks, drafts, notes or orders are deposited to the individual credit of the person so signing or countersigning said checks, drafts, notes or orders, or to the individual credit of any of the other persons or not. These resolutions shall continue in force and said Bank may consider the facts concerning the holders of said offices, respectively, and their signatures to be and continue as set forth in the certificate, contained in said specimen signature cards delivered to said bank for use with respect to any account or accounts provided for hereunder or in any similar certificate subsequently executed, until written notice to the contrary is duly served on said bank.

29. The following items are now invested with the Ann Arbor Trust Company:

- a. Swift and Company - \$15,000. A portion of the original gift was set up as an operating account and the remainder invested. The operating account was entirely depleted and is now considerably overdrawn.
- b. Wallace and Tiernan - The situation is the same as "a".
- c. Classroom Building - \$700,000. This money will have to be recalled and used before the College is considered eligible to apply to the State Budget Director for additional building funds.

The accounts are active and the money is necessary to meet expenditures being made against them. Authorization is therefore required to convert these items into cash and transfer them to the Comptroller's Office from the Ann Arbor Trust Company.

30. Recommendation from the Ann Arbor Trust Company that the \$5,812,000 of dormitory and union funds invested in U. S. Treasury $1\frac{1}{2}$ per cent notes due December 15 be reinvested in the best available governmental securities, taking into consideration the items at which these funds will be required for building payments.

31. Recommendation from the Ann Arbor Trust Company that the \$3000 available for investment on November 1, and \$25,000 available on December 15 in Rackham funds be invested in U. S. Savings Bonds Series "G".

32. It is necessary to have storage space to store equipments coming in for the new buildings and other items. It is recommended that 12,000 square feet of storage space located in the Ideal Power Lawn Mower Plant on Kalamazoo Street be leased at a rate of \$6000 for one year, effective at once.

33. Report that the contract with the Reniger Construction Company for the Food Storage Building is at a fixed fee of \$23,350 and an estimated cost, including fee of \$490,667.

34. Recommendation that the proposal of Foster, Schermerhorn, Foster be accepted for the erection and completion of the five Quonset houses size 20' x 48' which the FPHA has recently given the College. The total estimated cost is \$10,000 including a fixed fee of \$1,000.

35. Discussion of the situation with reference to the continuance of the annual 4-H Club Exhibit and Show at Michigan State College rather than at the State Fair in Detroit.

The Board vigorously expressed itself as endorsing the maintenance of the annual 4-H Club Exhibit and Show on the campus of Michigan State College.

36. Report that classroom space will not be available to the College in the Masonic Temple in East Lansing as has previously been indicated.

37. Recommendation that the following changes in title be approved, effective December 1, 1946:
 John W. Rose, from Instructor (Extension) to Assistant Professor (Extension) of Horticulture
 S. H. Nulle, Assistant Professor of History of Civilization to Associate Professor
 N. F. Kinzie, Assistant Professor of Effective Living to Associate Professor.
 C. R. Meloy, Instructor in Physical Science to Assistant Professor
 John Zimmer, Asst. Prof. of Physical Science and of Mathematics to Associate Professor
 Charles E. Irvin, Instructor in Written and Spoken English and in Speech to Assistant Professor.
 Fritz Herzog, Assistant Professor of Mathematics to Associate Professor
 Ralph Lewis, Assistant Professor of Biological Science to Associate Professor

On motion of Miss Jones, seconded by Mr. Berkey, it was voted to approve all the foregoing items under President's Report, Resignations, Appointments, Leaves, Travel and Miscellaneous.

Report re:
funds in-
vested with
Ann Arbor
Trust Co.

Approval re-
investment
of certain
funds.

Also Rackham
funds.

Storage space
rented at
Ideal Power
Lawn Mower Co.

Approval con-
tract for
Food Storage
Foster, Scherm
Foster to
erect 5 Quon-
set huts.

4-H Club Ex-
hibit and
Show to re-
main on cam-
pus.

Classroom space
not available
at Masonic
Temple.

Approval of
several
changes in
title

November 21, 1946

Requests of
the coming
session of
legislature

38. The President raised for discussion the matter of the request to be made of the coming session of the legislature for funds for deficiency, maintenance and building purposes. There was considerable discussion of the desirability for adjusting the work week of labor employees, of working toward a five-day week for clerical employees as soon as possible, and for making some adjustment in the salaries of academic and administrative employees living in East Lansing. The recent action of the University of Michigan and other colleges and universities competing with us for staff members was cited.

Labor em-
ployees to go
on 40-hour
work week
working 44hrs.
and time and
a half for
overtime.

On motion of Mr. Mueller, seconded by Mr. Berkey, it was voted to approve, effective December 1, 1946, a basic 40-hour work week for all labor employees with the understanding that a 44-hour work week be established for the present and that for the 44 hours, including the 40 hours of basic and four hours of overtime at time and a half, a wage adjustment be made so that employees will receive approximately the same for working 44 hours as they are now receiving for working 50 hours; and that in adopting the 40-hour work week, the College agrees to the principle of time and a half for overtime, worked over 40 hours in any one work week.

On motion of Mr. Mueller, seconded by Mr. Akers, it was voted to increase the salaries of all academic and administrative employees living in East Lansing effective December 1, 1946, according to the following formula:

Increases in
salaries app.
for Academic
and Adminis-
trative em-
ployees.

10% for the first \$3,000.00, plus 5% for the next \$2,000.00 adjusting to the nearest \$50.00 with a maximum of \$400.00, and authorizing the President to use his discretion in determining the amounts to be given to those persons who have had salaries adjusted since July 1, 1946, and permitting adjustments in excess of the \$400.00 minimum where it is necessary to meet competition or to recognize unusual merit, - these exceptions to be reported to the Board.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to instruct the President and Secretary to request funds from the state legislature through the State Budget Director for the following amounts:

Funds to be
requested of
State Legis-
lature.

1. Appropriation for the present fiscal year 1946-47 - \$2,526,291.
2. For 1947-48 - \$7,016,038, and the same sum for 1948-49, pointing out to the Budget Director the necessity for having the legislature provide additional funds as required by the Hope Flanagan Federal law in the amount of \$267,668 and \$535,336 for 1948-49.
3. To complete the building program now under way in addition to the sum of \$3,806,000 and an additional amount of \$6,233,248 which includes \$3,194,000 to complete the original appropriation and a supplementary appropriation of \$3,039,248 to complete the program.
4. An additional appropriation for capital improvements beyond the program now under way in the amount of \$14,525,450 as follows:

1) Purchase of land now under option	\$ 70,450
2) New general library	2,000,000
3) Animal Industries Building	1,100,000
4) School and Education Building	700,000
5) Literature and Fine Arts	500,000
6) Chemical Engineering Building	800,000
7) Civil Engineering Building	850,000
8) General Research Building	1,200,000
9) Forestry and Conservation Building	1,000,000
10) Addition to Home Economics Building	500,000
11) Addition to Chemistry Building	900,000
12) Bacteriology and Disease Building	750,000
13) General services, Stores, and Garage	300,000
14) Addition to Student Health Service and Hospital	200,000
15) School Business and Public Service	1,500,000
16) College Museum	1,000,000
17) Farm and Horse Center Service Building	50,000
18) Sewage Disposal Plant	105,000
19) Basic College Building	1,000,000
20) Power Plant and Service Lines	1,000,000
	\$14,525,000

ADDITIONAL ITEMS

Resignations Resignations

1. Resignation of Mary Jane Hoag as Dietitian as Mason-Abbot Hall, effective November 27, 1946.

Leaves

1. Leave of absence for six months with pay for Stanley Johnston, Professor (Research) of Horticulture, and Superintendent of the South Haven Station, effective September 1, 1947. Mr. Johnston will study horticultural operations in British Columbia, Washington, Oregon, California, Arizona, Texas, Florida, and the Atlantic seaboard, and will visit experiment stations and universities enroute. He has been on the staff of the College since 1920.
2. Leave of absence without pay for Isobel Blyth, Instructor in Mathematics, from January 1 to June 15, 1947, to study at the University of Michigan.

Appointments

1. Appointment of Burt D. Ferris as Assistant Manager of the Book Store at a salary of \$2500 per year, effective December 1, 1946.
2. Appointment of Herman Klewicki as Assistant Physician at the Health Service at a salary of \$5000 per year, effective November 18, 1946.
3. Transfer of Mary Lou Cuthbertson from Assistant Home Demonstration Agent at Large to Home Demonstration Agent in Montcalm County and a salary increase from \$2200 to \$2400 per year, effective December 1, 1946.
4. Appointment of Randolph W. Webster as Professor of Physical Education, Health, and Recreation for Men at a salary of \$5000 per year, effective December 1, 1946. This is a new position.
5. Appointment of H. D. Eaton as Assistant Professor of Mechanical Engineering at a salary of \$3600 per year, effective December 14, 1946. This is a new position.
6. Appointment of Fred L. Spalding as Instructor in Engineering Drawing at a salary of \$3000 per year, effective January 1, 1947. This is a new position.
7. Appointment of Ella Cowles as Assistant in Foreign Languages at a salary of \$70 per month, effective January 1, 1947, for as long as necessary.
8. Appointment of Mrs. Jacob Hieble as Instructor in Foreign Languages at a salary of \$200 per month effective January 1, 1947, for as long as necessary.
9. Appointment of Mrs. Mark H. Doty as Assistant in Foreign Languages at a salary of \$120 per month on a part-time basis, effective January 1, 1947, for as long as necessary.
10. Appointment of Mrs. Evelyn Lyons as Assistant in Chemistry at a salary of \$175 per month, effective January 1, 1947, to replace Helen Deborah Morgan.
11. Appointment of John B. Brattin as Lecturer in Psychology at a salary of \$450 for the winter term 1947, to be paid \$150 per month for the months of January, February and March.
12. Appointment of Lawrence L. Boger as quarter-time graduate assistant in Economics from January 1, 1947 to June 15, 1947 at the rate of \$44.44 per month to be paid from Experiment Station funds.

Appointments

Travel

1. First-class railway fare for S. D. Gralak to attend the meetings of the Society of Experimental Stress Analysis in New York City on December 9-11.
2. Full expenses for C. W. Bachman, Fendley A. Collins, L. L. Frimodig, J. H. Kobs, K. A. Schladerman, Charles Schmitter, B. F. Van Alstyne, R. H. Young, and Charles McCaffree to attend the meetings of the Midwest Conferences in Chicago on December 12-14.
3. Full expenses for R. H. Young to attend the annual meeting of the Eastern Intercollegiate Conference in New York City on December 16-18.
4. Mileage on one car for Austin Moore, James Seaver, and Robert Quimby to attend the annual meeting of the American Historical Association in New York City on December 27-30.
5. Full expenses for I. F. Huddleson to Chicago in connection with his work, the latter part of November or first week in December.
6. Full expenses for H. H. Kimber to attend the meeting of the American Historical Association in New York City on December 27-30.
7. Full expenses for Ralph Young to attend a meeting to be held at University of Notre Dame relative to future athletic schedules November 21 and 22, 1946.
8. Full expenses for Louis F. Zarza to attend the East Chicago High School Civic football banquet at East Chicago, Illinois, December 4, 1946.

Travel

Miscellaneous

1. Increase in salary for Alfonso Jimenez, Assistant in Foreign Languages, from \$115 to \$130 per month, effective October 1, 1946.
2. Request for a new position in Poultry Husbandry in the Clerk-Typist classification to be paid one-half from Extension funds and one-half by the Michigan State Poultry Improvement Association.
3. Request for a new position in the Account Clerk II classification in the Comptroller's Office.
4. Request from Dean Dirks for an appropriation of \$3000 to purchase drafting room tables with drawers for boards and equipment for the Department of Engineering Drawing.

Inc. salary
Alfonso
Jimenez
New position
Clerk-Typist
Poultry Husb.
Acct. ClerkII
Compt's Off.
\$3000 approp.
for drafting
room tables.

ADDITIONAL ITEMS, continued

Miscellaneous, continued

Approp. of \$407.58 to cover discrepancy in St. Bank Acct.

5. Discrepancies have been carried since 1941 in the Student Bank Account, and in order to put this account in good order an appropriation of \$407.58 is required charged against Reserve and deposited in the Bank of Lansing Student Deposit Account as recommended by Ernst and Ernst.

Resolution re: subscription of 112 shares of A. T. & T. stock

6. The Ann Arbor Trust Company advises that in the Jenison Estate there are 112 shares of A.T. & T. which are being issued 112 rites entitling the holders to subscribe to \$100 par value of new 2 3/4 per cent 15-year Convertible Debentures at par, one bond for each 6 shares of common stock held. It is recommended that \$1900 available for investment in the Jenison estate fund be invested in this manner. The following resolution is required:

"It was moved and supported that 112 rites of American Telephone and Telegraph Company belonging to the Michigan State Board of Agriculture, be sold at the market and that the President, J. A. Hannah, be authorized to execute an assignment of the certificates for said rites in behalf of the Michigan State Board of Agriculture and deliver the same to the purchaser."

Letter from teaching staff in Bacteriology

7. A communication signed by all of the teachers in Bacteriology pointing out the risks involved in teaching bacteriology with the present equipment.

App. state-ment Malcomson, Calder & Hammond

8. Statement from Malcomson, Calder and Hammond, Inc. for professional services for Landon Dormitory amounting to \$4,543.88.

Contract Hatzel & Buehler for elec. cable \$2500 for purchase of surveying equipment

9. Approval of contract with Hatzel and Buehler Company for electric conduit and cable to the New Classroom Building and the Agricultural Engineering Building at a cost of \$9,820.00 which figure includes the fixed fee of \$850.00.

College to abide by recomm. of Highway Dept re: parking regulations.

10. Request from Dean Dirks for an appropriation of \$2500 to purchase surveying instruments for the Department of Civil Engineering.

11. Request from the Mayor of East Lansing requesting the College to advise the East Lansing Traffic Commission as to whether or not the State Board of Agriculture objects to the recommendation of the State Highway Department that parking on the south side of Grand River Boulevard be prohibited from Harrison Avenue to Bogue Street.

The Board instructed the Secretary to advise the Mayor that the College will abide by the recommendations of the State Highway Department.

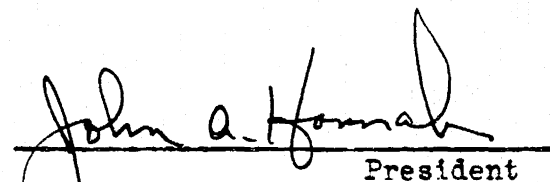
On motion of Mr. Brody, seconded by Mr. Akers, it was voted to approve all the Additional Items.

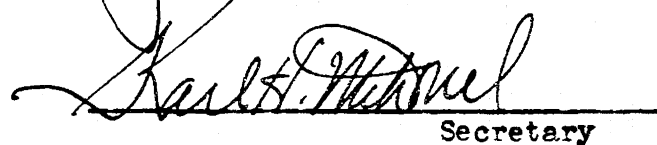
Approval of 1945-46 audit

12. Mr. McEacheron and Mr. Wilder of the firm of Ernst and Ernst appeared before the Board and presented the 1945-46 audit, which was recently completed, and answered questions relative to the audit.

On motion of Miss Jones, seconded by Mr. Akers, it was voted to accept the audit as presented from Ernst and Ernst and authorized its publication with such modifications as seem to be desirable, - the same to constitute the formal annual financial statement as required by law.

The meeting adjourned at 2:45 p.m.


President


Secretary