

MINUTES OF THE MEETING OF THE
FINANCE COMMITTEE
December 18, 1958

The Finance Committee convened at Kellogg Center at 7:00 a.m. for breakfast. Following breakfast, the meeting took place.

The following members were present:

Messrs. Brody, Harlan, Rouse, Smith, Stevens, Vanderploeg; President Hannah; Treasurer May and Secretary McDonel

Absent: Dr. Bartlett

1. Recommendation from Scudder, Stevens & Clarke that 1,500 shares of Union Tank Car be purchased for the Pension & Retirement Fund at approximately \$36 per share.

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

MINUTES OF THE MEETING
of the
STATE BOARD OF AGRICULTURE
December 18, 1958

Present: Dr. Smith, Chairman; Messrs. Brody, Harlan, Rouse, Stevens, Vanderploeg; President Hannah, Treasurer May and Secretary McDonel

Absent: Dr. Bartlett

The meeting was called to order at 10:05 a.m.

The minutes of the previous meeting were approved.

SPECIAL MISCELLANEOUS

1. Approval of the Finance Committee Item above.

On motion of Dr. Smith, seconded by Mr. Rouse, it was voted to approve the Report of the Finance Committee.

NEW BUSINESS

Resignations and Terminations

1. Benjamin C. French, Associate Professor (Res.) of Agricultural Economics, December 31, 1958 to accept a position in Davis, California.
2. Robert E. Rust, Assistant Professor (Ext.) of Animal Husbandry, January 31, 1959 to accept a position at Iowa State College.
3. Agnes David, Instructor in Speech, August 31, 1959.
4. Mary Jane Watkins, Instructor in Speech, August 31, 1959.
5. William H. Carter, Instructor in Administrative and Educational Services, December 31, 1958 to accept a position as Superintendent of Buildings and Grounds with Waukegan, Illinois Township High School District.
6. Samuel Mercer, Jr. Associate Professor of Applied Mechanics, August 31, 1959 to accept a position as Professor and Head of Mechanical Engineering at Drexel Institute.
7. Fritz B. Harris, Assistant Professor of Mechanical Engineering, February 15, 1959 to accept a position to San Jose State College in California.
8. William J. Mathey, Jr., Associate Professor (Ext.)(Res.) of Veterinary Pathology December 18, 1958. (Not being recommended for reappointment in accordance with tenure rules.)
9. Jack M. White, Assistant Editor of the M.S.U. Magazine, December 31, 1958 to accept a position with the Michigan Education Association.
10. John W. Henderson, Assistant to the Dean of Students, December 31, 1958 to accept a position as Dean of Student Affairs at Western Illinois University, Macomb, Illinois.

Leaves--Sabbatical

1. Donald L. Eppelheimer, Township Extension Agent, Ionia County, with full pay from January 5, 1959 to March 24, 1959 to complete his M.S. at M.S.U.
2. William B. Lloyd, Associate Professor of Forest Products, with full pay from July 1, 1959 to December 31, 1959 for study and writing a text.

Finance
Committee
Report

Resignations

Leaves

NEW BUSINESS, continued

Leaves

Leaves--Sabbatical

3. Harry D. Berg, Professor of Evaluation Services with full pay from April 1, 1959 to June 15, 1959 for study and travel in Europe.
4. Leland E. Traywick, Assistant Dean, Business and Public Service, with full pay from June 1, 1959 to August 31, 1959 to travel in Europe.
5. Richard A. Fennell, Professor of Zoology with half pay from September 1, 1959 to August 31, 1960 for study and travel on a NSF Fellowship in England.

Leaves--Other

1. Winston Oberg, Associate Professor of Personnel and Production Administration and Continuing Education without pay from January 1, 1959 to August 31, 1959 to be Visiting Lecturer at the University in Leeds, England.
2. Harold R. Henry, Assistant Professor of Civil Engineering, without pay from January 1, 1959 to August 31, 1959 to complete his Ph.D. at Columbia University.
3. Richard James Reid, Instructor in the Computer Laboratory and Electrical Engineering without pay from January 1, 1959 to August 31, 1959 to accept an NSF fellowship to complete his Ph.D.
4. Coral K. Morris, Assistant Professor (Ext.) of Home Management and Child Development without pay from January 1, 1959 to March 31, 1959 to study at M.S.U.
5. Robert S. Bandurski, Professor of Botany and Plant Pathology without pay from February 1, 1959 to March 31, 1959 to be Visiting Professor of California Technology Institute.
6. John G. Heppinstall, Instructor and Trainer, Intercollegiate Athletics, with full pay January 1, 1959 to June 30, 1959.

Appointments

Appointments

1. Doris Evelyn Wetters, County Extension Agent, Consumer Marketing, Ingham County, at a salary of \$6200 per year on a 12-month basis effective January 1, 1959.
2. Mary L. Kay, Home Economics Agent, Bay County, at a salary of \$5300 per year on a 12-month basis effective January 1, 1959.
3. John G. Haygreen, Instructor in Forest Products at a salary of \$5500 per year on a 10-month basis effective April 1, 1959.
4. James A. Leavengood, Assistant Instructor in Insurance, Law and Real Estate at a salary of \$634 for the period January 1, 1959 to March 31, 1959.
5. Earl E. McDonald, Lecturer in Insurance, Law and Real Estate at a salary of \$170 per month, from January 1, 1959 to March 31, 1959.
6. Alvin J. Bytwork, Assistant Instructor in Marketing and Transportation at a salary of \$1250 for the period January 1, 1959 to June 30, 1959.
7. Norman H. Martin, Professor of Personnel and Production Management, at a salary of \$11,000 per year on a 10-month basis effective January 1, 1959.
8. Joseph R. Fiszman, Assistant Instructor in Political Science at a salary of \$1600 for the period January 1, 1959 to June 30, 1959.
9. Simon Perry, Assistant Instructor in Political Science at a salary of \$1600 for the period January 1, 1959 to June 30, 1959.
10. John E. Dietrich, Professor of Speech and Head of Department of Speech, at a salary of \$16,500 per year on a 12-month basis effective July 1, 1959.
11. Tamma V. K. Rao, Assistant Instructor (Res.) in Engineering Research at a salary of \$1267 for the period January 1, 1959 to June 30, 1959.
12. Santilal C. Patel, Instructor in Civil Engineering at a salary of \$3600 for the period January 1, 1959 to June 30, 1959.
13. Mary C. Miller, Assistant Professor of Textiles, Clothing and Related Arts at a salary of \$3867 for the period January 1, 1959 to June 30, 1959.
14. Mario Castelnuovo-Tedesco, Distinguished Visiting Professor of Music, at a salary of \$4000 for the period October 1, 1959 to December 31, 1959.
15. James L. Corbin, Assistant in Chemistry at a salary of \$400 for the period August 16, 1958 to September 15, 1958.
16. James Hall Stapleton, Assistant Professor of Statistics at a salary of \$6800 per year on a 10-month basis effective September 1, 1959.

NEW BUSINESS, continuedAppointments, continued

17. John G. Harrison, Lecturer in Religion without pay from September 1, 1958 to August 31, 1959.
18. Eldon R. Nonnamaker, Assistant Director, Men's Division Student Affairs, at a salary of \$7000 per year on a 12-month basis effective January 1, 1959.
19. Archie N. Jones, Professor of Music, at a salary of \$1500 for the summer school period June 24, 1959 to July 30, 1959.
20. Henry Parkus, Visiting Professor of Mathematics and Applied Mechanics at a salary of \$3500 for the summer school period June 24, 1959 to September 4, 1959.
21. Donald Bouma, Professor of Sociology and Anthropology, at a salary of \$1200 for the summer school period June 24, 1959 to July 30, 1959.
22. Everett Rogers, Assistant Professor of Sociology and Anthropology at a salary of \$1100 for the summer school period June 24, 1959 to July 30, 1959.

Appointments

Transfers

Transfers

1. Friedrich J. Henningsen, from County Extension Agent in Residence, to 4-H Club Work in Van Buren County at a salary of \$5400 per year on a 12-month basis effective January 1, 1959.
2. Richard Earl Chapin from Associate Librarian to Librarian in the Library at a salary of \$12,000 per year on a 12-month basis effective July 1, 1959.

Salary ChangesSalary
Changes

1. Increase in salary for Ralph E. Kirch, 4-H Club Work Kent County, to \$8500 per year on a 12-month basis effective January 1, 1959.
2. Increase in salary for Charles L. Beer, Assistant Professor (Ext.) of Agricultural Economics to \$9000 per year on a 12-month basis effective December 1, 1958.
3. Increase in salary for W. Paul Strassmann, Assistant Professor of Economics to \$6200 per year on a 10-month basis effective January 1, 1959.
4. Increase in salary for Douglas C. Keister, Instructor in Hotel, Restaurant and Institutional Management to \$7000 per year on a 10-month basis effective January 1, 1959.
5. Change in salary for Edward W. Weidner, Professor and Director of the Institute for Overseas Research from \$13,600 per year on a 12-month basis to \$13,000 per year on a 10-month basis effective January 1, 1959.
6. Change in salary for Frank B. Cliffe, Assistant Professor of Political Science, from \$8000 per year on a 12-month basis to \$6700 per year on a 10-month basis effective November 1, 1958.
7. Increase in salary for George E. Mase, Assistant Professor of Applied Mechanics, to \$7700 per year on a 10-month basis effective January 1, 1959.
8. Increase in salary for Edward M. Schall, Instructor in Applied Mechanics, from a salary of \$1467 for the period January 1, 1959 to June 30, 1959 to a salary of \$1800 for the same period.
9. Increase in salary for Pei-Hsing Wu, Instructor (Res.) in Chemistry, from \$225 per month from December 1, 1958 to June 30, 1959 to a salary of \$240 per month for the same period.
10. Increase in salary for Archie O. Haller, Associate Professor of Sociology and Anthropology to \$10,000 per year on a 12-month basis effective July 1, 1959.
11. Increase in salary for Clifford C. Beck, Instructor (Res.) in Surgery and Medicine to \$8000 per year effective January 1, 1959.

On motion of Mr. Harlan, seconded by Mr. Rouse, it was voted to approve all New Business on which action does not already appear.

Ch. status
Frank BorsenikMiscellaneousCh. salary
payment W.I.
SchmidtSalary Wm.A.
Blackwell pd
100% Univ.
Gen. fundsR.L. Ditsworth
promoted to
Asst. Prof.

1. Change in status of Frank Borsenik, Instructor in Hotel, Restaurant, and Institutional Management, from full to half time with his salary reduced by 50% effective from January 1 to March 31, 1959.
2. Payment of the salary of Wesley I. Schmidt, Director of the American Hotel Institute and Instructor in Hotel, Restaurant, and Institutional Management, 50% from University General account 11-3301 and 50% from American Hotel Institute account 71-2212. This is to correct an error that was made in preparing the budget.
3. Payment of the salary of William A. Blackwell, Assistant Professor of Electrical Engineering, 100% from University General funds, effective September 1, 1958.
4. Promotion of Richard L. Ditsworth from Instructor to Assistant Professor of Mechanical Engineering with a salary increase from \$5900 to \$6600 per year, effective January 1, 1959.

NEW BUSINESS, continued

Miscellaneous, continued

- Ch. status
Carol O'Brien
- W. J. Callaghan Act. Hd.
Philosophy
- Byron Casey
changed to
 $\frac{1}{2}$ time
- Payment \$975
Wayne Gaskins
- Cont. Law.
Witt to June
30, 1959
- Correction sal.
Dale Rose.
- Assignment
Milton C.
Taylor-Viet.
to Aug. 1960
- Donald Aschom
to Vietnam
Proj. to
Jan. 31'61
- Retirements
approved
5. Change in status of Carol B. O'Brien, Instructor in Home Management and Child Development, from full time to three-fourths time with a salary change from \$5800 to \$4350 per year, effective from January 1 to August 31, 1959 and paid \$2900 from Experiment Station and \$1450 from University General.
 6. Designation of William J. Callaghan, Assistant Professor as Acting Head of the Department of Philosophy on a 12-month basis and paid an additional \$1500 for the period from September 1, 1959 to August 31, 1960.
 7. Change in status of Byron Casey, Psychiatrist at the Health Service, from full to half time with a salary change from \$15,500 to \$7,000 per year, effective from January 1 to June 30, 1959.
 8. Payment of \$975 to Wayne W. Gaskins, Assistant Professor of Forestry who has been assigned to the Colombia project, to compensate for accumulated annual leave and to be paid on December 29, 1958. Mr. Gaskins' appointment expires on December 31, 1958.
 9. Continuation of Lawrence W. Witt as Professor of Agricultural Economics and Director of Studies in the Office of the Dean of International Programs at the same salary of \$12,300 per year, effective from January 1 to June 30, 1959, paid 100% from account 71-2240.
 10. Correction in the salary of Dale L. Rose, Police Specialist in the Vietnam Project, from \$9510 to \$9800 per year, effective from December 18, 1958, to May 15, 1959.
 11. Assignment of Milton C. Taylor, Associate Professor of Economics, to the Vietnam Project at a salary of \$13,500 per year, effective from January 1, 1959 to August 31, 1960 and paid from account 71-2229.
 12. Assignment of Donald F. Aschom, Instructor in the Highway Traffic Safety Center, to the Vietnam Project at a salary of \$9000 per year, effective from February 1, 1959 to January 31, 1961, and paid from account 71-2229.
 13. Recommendation from the Retirement Committee for the retirement of the following employees on July 1, 1959:
 - a. Ernest M. Banzet, Associate Professor of Social Science, at a retirement salary of \$3000 per year. He was born on February 7, 1891, and has been a member of the staff since September 1, 1929.
 - b. Ralph Bremer, Buildings and Utilities, at a retirement salary of \$3000 per year. He was born November 10, 1893 and was first employed on August 1, 1924.
 - c. Ada May Every, Telephone Office, at a retirement salary of \$715 per year. She was born April 28, 1894 and was first employed on July 17, 1943.
 - d. Charles G. Fulkerson, Associate Professor of Communication Skills, at a salary of \$3000 per year. He was born on May 30, 1895, and was first employed on September 1, 1926.
 - e. John Heppinstall, Trainer in Intercollegiate Athletics, at a retirement salary of \$3000 per year. He was born on May 11, 1891 and was first employed on November 16, 1914.
 - f. H. D. Hootman, Associate Professor (Extension) of Horticulture, at a retirement salary of \$3000 per year. He was born on August 12, 1893, and was first employed on March 12, 1917.
 - g. LaDore Irland, Assistant Professor of History, at a retirement salary of \$2600 per year. She was born on January 1, 1894, and was first employed on September 1, 1932.
 - h. Rudolph Jensen, Grounds, at a retirement salary of \$1982 per year. He was born on May 23, 1894, and was first employed on September 10, 1937.
 - i. Paul S. Lucas, Associate Professor of Dairy, at a retirement salary of \$3000 per year. He was born on November 21, 1890 and was first employed on July 1, 1922.
 - j. Ruth Mack, Instructor in Music, at a retirement salary of \$2672 per year. She was born on July 10, 1894 and was first employed on January 1, 1926.
 - k. Nina May, Secretary-Departmental I in Home Economics, at a retirement salary of \$1674 per year. She was born on November 24, 1892 and was first employed on June 1, 1928.
 - i. Albert C. Osborne, Buildings and Utilities, at a retirement salary of \$1474 per year. He was born May 9, 1894 and was first employed on July 10, 1939.
 - m. Daniel F. Sheehan, Assistant Professor of Communication Skills, at a retirement salary of \$1854 per year. He was born on October 4, 1890 and was first employed on July 1, 1938.
 - n. Henrik J. Stafseth, Professor of Microbiology and Public Health, at a retirement salary of \$3000 per year. He was born on November 8, 1890 and was first employed on September 1, 1917.
 - o. Edmund Tostevin, Buildings and Utilities, at a retirement salary of \$1449 per year. He was born on January 26, 1891 and was first employed on January 10, 1936.
 - p. Floyd Trumpower, Buildings and Utilities, at a retirement salary of \$2682 per year. He was born on April 30, 1894, and was first employed on February 2, 1932.
 - q. O. W. Wilson, Assistant Professor of Foreign Languages, at a retirement salary of \$3000 per year. He was born on December 2, 1890 and was first employed on September 1, 1926.
 14. Retirement of Margaret Harris, Associate Professor (Extension) in Cooperative Extension Administration, at a retirement salary of \$3000 per year, effective January 1, 1959. Miss Harris was born September 3, 1893, and has been employed by the University since April 1, 1926.
 15. Retirement of Mrs. Leona MacLeod, State Home Demonstration Leader, at a retirement salary of \$2633 per year, effective February 1, 1959. Mrs. MacLeod was born January 27, 1901, and has been employed by the University since April 25, 1934.

NEW BUSINESS, continuedMiscellaneous, continued

16. Retirement of Mrs. Carrie Deitzen, Dormitories and Food Services, at a retirement salary of \$466 per year, effective January 1, 1959. Mrs. Deitzen was born December 23, 1896, and has been employed by the University since September 18, 1946. She has been on leave for health reasons since February 1, 1958.
17. Retirement furloughs for one year beginning July 1, 1959, are recommended for the following department heads with retirement effective July 1, 1960 at the retirement salaries indicated:
 - a. Shao Chang Lee, Foreign Studies; born July 24, 1891; original appointment September 1, 1943; retirement salary \$2652.
 - b. Robert S. Linton, University Services; born October 24, 1893; original appointment September 1, 1924; retirement salary \$3000.
 - c. Leonard C. Price, Mechanical Engineering; born January 18, 1895; original appointment February 1, 1942; retirement salary \$3000.
 - d. Ralph W. Tenny, Short Courses; born June 1, 1894; original appointment June 1, 1920; retirement salary \$3000.
18. Retirement furloughs for one year beginning July 1, 1959 are recommended for the following department heads with retirement effective July 1, 1962, at the retirement salaries indicated:
 - a. Ernest B. Harper, Social Work; born December 6, 1893; original appointment September 1, 1936; retirement salary \$3000.
 - b. Jackson E. Towne, Librarian; born June 21, 1894; original appointment April 1, 1932; retirement salary \$3000.

Disability
retirement
Carrie Deit-
zen approved

Retirement
furloughs for
S.C. Lee

R. S. Linton

L. C. Price

R. W. Tenny

E. B. Harper

Jackson Towne

On motion of Mr. Brody, seconded by Mr. Vanderploeg, it was voted to approve items 13, 14, 15, 16, 17 and 18.

J.T. Towne
given title
of Prof. of
Bibliography

19. Recommendation that Jackson E. Towne be given the title of Professor of Bibliography effective January 1, 1959.
20. Report of the death of Veronica P. Foote, Secretary-Departmental II in Surgery and Medicine, on November 8, 1958. Mrs. Foote was born on March 27, 1909, and was first employed by the University on February 21, 1949.
21. Recommendation that the widow of George C. Kimball, Police Specialist for the Vietnam Project, received his salary for one month beyond the date of his death or through December 8, 1958.
22. Recommendations from the Director of Personnel as follows:
 - a. Establishment of a IBM Operator I position in Tabulating, paid from account 21-2851
 - b. Establishment of a Clerk III position for the Vietnam Project, paid from account 71-2229.
23. Request from the Consumers Power Company for an easement across the Jenison Forest located west of Lansing on U. S. 16 for a 24 inch gas line.
24. The following resolution was unanimously approved by the delegates attending the annual meeting of the Michigan Farm Bureau in November 1958:

Report of
death Veronica
Foote

Widow G.C.
Kimball to
receive sal.
1 month

Approval rec.
Director of
Personnel

Approval Con.
Power Co
easement
across
Jenison Forest

The State Board of Agriculture is the governing board of Michigan State University. Michigan farmers have traditionally depended upon the Michigan State institution at East Lansing for educational and research services.

Report of
Resolution
received from
Farm Bureau

Michigan State for more than a century has trained young people from the farms of Michigan in the fundamental and scientific aspects of agriculture. Its 4-year and short courses have pointed multitudes of farm boys and girls to greater lifetime opportunities. Agricultural research is more important than ever before.

Two of the six members of the State Board of Agriculture are elected for six-year terms at each biennial April election. We call the attention of Michigan farmers to the fact that agricultural representatives are fast being eliminated from the Board of control of Michigan State University--only one farm--oriented member remains.

Farmers should seek to restore their representation on the State Board of Agriculture at the coming Spring Election.

We need to exert our influence at County and State conventions of both political parties next February, serve as delegates whenever possible and vote our preference next April 6.

Reports for Board members

1. Alteration and Improvement items approved since the November Board meeting

Improve lighting, Room 20 Morrill Hall	\$600
Alterations, Quonset 42 (Highway Traffic Safety Center	350
Install time control clocks on ventilating fans in 7 buildings.	1000
	<u>\$1950</u>

2. Additional pay to salaried employees, as per list on file.

NEW BUSINESS, continuedGifts and Grants

Gift of Power
(sprayer to
(Botany

Gifts and
Grants

1. Gift of a 30-gallon power sprayer valued at \$250 from the E-Z-Flo Chemical Company of Lansing to be used in Botany and Plant Pathology for experimental work in vegetable and ornamental disease control.
2. Grants as follows to be used for scholarship purposes:
 - a. To establish new scholarships:
 - (1) \$250 from an anonymous donor for a scholarship to be awarded upon the recommendation of Dr. Winburne in the Basic College.
 - (2) \$1000 from the Union Carbide Educational Fund to provide \$100 for each of 10 Union Carbide Engineering scholars during 1957-1959.
 - (3) \$350 from Hewitt Associates of Lansing to establish a scholarship for a deserving student majoring in Mechanical or Electrical Engineering with preference given to students from the Lansing area.
 - b. To continue previously established scholarships:
 - (1) \$1500 from the H. J. Heinz Company of Pittsburgh to be added to the Grocery Manufacturers' Scholarship; \$1000 for the scholarship fund and \$500 for the National Association of Food Chains account.
 - (2) \$500 from the American Society for Metals of Montreal, Canada. to continue the metallurgy scholarship program for 1959-60.
 - (3) \$185 from Tom Johnson of East Lansing to continue the Tom Johnson Scholarship for veterans.
 - (4) \$13,550 from General Motors Corporation of Detroit to continue the General Motors Scholarships for 1958-59.
 - (5) \$500 from the Ohio Association of Retail Lumber Dealers of Zenia, Ohio to continue the Theodore-Laist Findley M. Torrence Scholarship.
 - (6) \$810 from Bendix Aviation Corporation of Detroit to continue the Bendix Aviation Corporation Honor Scholarship program for 1958-59.
 - c. To provide grants for specified students:
 - (1) \$300 from the Automatic Poultry Feeder Company of Zeeland.
 - (2) \$1000 from the Bernard L. Maas Foundation of Detroit.
 - (3) \$900 from The Chicago Community Trust of Chicago
 - (4) \$250 from Food Fair Stores, Inc., of Philadelphia
3. Grant of \$25 from L. C. Price, H. L. Womochel, R. M. Rotty, J. T. Anderson, and P. J. Thorson of the Mechanical Engineering Department to set up a Pi Tau Sigma award in honor of Dean L. G. Miller to be presented annually to the sophomore mechanical engineering student selected as outstanding.
4. Approval of a memorandum of agreement with the Board of Supervisors of St. Joseph County covering a grant of \$1,500 to be used under the direction of P. A. Miller in the Cooperative Extension Service as a contribution toward the salary of an additional county extension agent in agriculture in St. Joseph County from July 1 to December 31, 1958.
5. Renewal of a memorandum of agreement with the Denmark Township Agricultural Extension Association in Tuscola County covering a grant of \$1,083.99 to be used under the direction of P. A. Miller in the cooperative Extension Service to continue assistance with the cost of an intensive agricultural extension program in Denmark Township.
6. Renewal of a memorandum of agreement with The 4-H Foundation of Michigan covering a grant of \$8,000 to be used under the direction of P. A. Miller of the Cooperative Extension Service to pay the salaries of 4 urban Club agents from July 1 to December 31, 1958.
7. Renewal of a memorandum of agreement with Marathon, a Division of the American Can Company of Menasha, Wisconsin, covering a grant of \$6,600 to be used under the direction of R. S. Emery in Dairy for studies of the control of ketosis in dairy cattle.
8. Renewal of a memorandum of agreement with the National Apple Institute of Washington, D.C., covering a grant of \$1,000 to be used under the direction of A. L. Kenworthy in Horticulture to continue the project to determine the chemical composition of fresh apples from samples of prominent varieties grown in different parts of the United States.
9. Approval of a memorandum of agreement with the National Pickle Packers Association of Oak Park, Illinois, covering a grant of \$3,500 to be used under the direction of S. K. Ries in Horticulture in a study of the effect of plant nutrients and cultural practice on yield and quality of pickling cucumbers. The agreement provides for a special graduate research assistant.
10. Renewal of a memorandum of agreement with Pan American Seeds, Inc., of Paonia, Colorado, covering a grant of \$5,200 to be used under the direction of P. R. Krone in Horticulture to continue study of color inheritance of petunias, identification of genotype in commercial varieties and inbreds, and breed tester lines for use in testing genotype of individual varieties.
11. Approval of a contract with the Tennessee Valley Authority of Knoxville, Tennessee, covering a grant of \$6,000 to be used under the direction of J. F. Davis, Kirk Lawton, and K. M. Pretty in Soil Science to study diffusion, migration, and leaching of potassium in Soils and Crop response to potassium fertilizers varying in water solubility. Provision is made for a special graduate research assistant.
12. Grant of \$1,000 from the National Association of Purchasing Agents of New York City to be used under the direction of J. H. Hoagland in Personnel and Production Administration to help finance research on purchasing business surveys.

NEW BUSINESS, continuedGifts and Grants, continued

13. Renewal of a memorandum of agreement with the Inland Daily Press Association of Chicago covering a grant of \$250 to be used under the direction of Paul J. Deutschmann in the Communications Research Center to continue investigation of factors affecting newspaper costs and revenues.
14. Grant of \$6,000 from the Mott Foundation of Flint to be used under the direction of R. N. Hatch in the College of Education to provide graduate fellowships for work in the Mott Community School Program.
15. Renewal of a memorandum of agreement with the Office of Vocational Rehabilitation of the Department of Health, Education, and Welfare of Washington, D.C., covering a grant of \$553 to be used under the direction of Gregory A. Miller in Administrative and Educational Services to continue training rehabilitation counselors.
16. Grant of \$75 from the Michigan Chapters of the American Foundrymen's Society to be used under the direction of D. G. Triponi in Metallurgical Engineering to finance the Career Carnival expenses of the MSU student chapter of this Society.
17. Grant of \$935 from the Velsicol Chemical Corporation of Chicago to be used under the direction of Gordon Guyer in Entomology for experimental forage insect work.
18. Grant of \$19,682.87 from the Air Force Office of Scientific Research of Washington, D. C., to be used under the direction of H. E. Campbell in Mathematics to investigate the structure of non-associative algebras and to train graduate students in this special field of algebras and to train graduate students in this special field of algebra. Provision is made for special graduate research assistants.
19. Renewal of a memorandum of agreement with the Office of Ordnance Research of the United States Army of Durham, North Carolina, covering a grant of \$11,672 to be used under the direction of Ingram Olkin in Statistics for basic research in multivariate analysis. Provision is made for a special graduate research assistant.
20. Grant of \$3,240 from the National Institutes of Health of Bethesda, Maryland, to be used under the direction of J. R. Shaver in Zoology for cancer research. Provision is made for a special graduate research assistant.
21. Grant of \$1,500 from the National Science Foundation of Washington, D.C., to be used under the direction of F. B. Dutton in the Science and Mathematics Teaching Center to encourage in-service teachers to take subject matter course offerings during the school year, evenings, or Saturdays.
22. Renewal of a memorandum of agreement with the Upjohn Company of Kalamazoo covering a grant of \$1,000 to be used under the direction of A. R. Drury in Surgery and Medicine to examine new drugs for possible use in Mastitis and carry out related projects.
23. Grant of \$25 from Mrs. Ellen M. Baker of Fremont to be used under the direction of W. O. Brinker in Surgery and Medicine for the purchase of equipment for the small animal clinic and small animal research.
24. Grant of \$50 from Mr. and Mrs. Paul Randoll of Toledo, Ohio, to be used under the direction of W. O. Brinker in Surgery and Medicine for the purchase of equipment for the small animal clinic and small animal research.
25. Grant of \$4,000 from the Woodrow Wilson National Fellowship Foundation of Princeton, New Jersey, to be used under the direction of the Dean of the School for Advanced Graduate Studies. This grant is made in recognition of the fact that two Woodrow Wilson Fellows are at Michigan State University this year, and is for assisting beyond their first year of graduate work any students genuinely interested in a teaching career, whether or not they earlier received Woodrow Wilson Fellowships. Of this amount \$3,000 is to be used for fellowships and \$1,000 is available to the institution for strengthening its graduate program.
26. Renewal of an agreement with the Michigan Agricultural Conference of Lansing covering a grant of \$4580 to be used under the direction of L. T. Frymire at WKAR-Radio to pay line and travel costs for out-of-town athletic events broadcast by WKAR.

Grants as follows to be used under the direction of H.R. Neville in Continuing Education to support the Christmas Adventure in World Understanding Program;

Mr. and Mrs. S.L. Baker, E.L.	\$25.	Rotary Club of Lansing	\$ 50
Seth Bidwell, Lansing	50	Mrs. & Mrs. Howard Sober, Lansing	115
Mr. and Mrs. L.E. Marshall, E.L.	20	Mr. and Mrs. Mervin F. Cotes, Lansing	115
A.B.C. Club, Grand Ledge	25	Albert G. Redmond, East Lansing	25
Lions Club Auxiliary, Flint	75	Great Lakes Steel Corp, Detroit	250
Mr. and Mrs. L.M. Swift, E.L.	50	Chrysler Corporation, Detroit	250
Abrams Instrument Corp. Lansing	115	Jane B Hart, Lansing	25
James R. Tranter, Lansing	50	Kiwanis Club of Lansing	50
Mrs. Christine Nugent, Lansing	10		

On motion of Dr. Smith, seconded by Mr. Stevens, it was voted to approve all new business.

Gifts and
Grants

ADDITIONAL ITEMS

Resignations

Resignations and Terminations

1. John B. Mausteller, Instructor in Forestry, December 31, 1958 to accept a position with Schaberg-Dietrich in Lansing.
2. Joseph W. T. Gabriel, Instructor (Res.) in Chemical Engineering, December 31, 1958 to return to industry.

Appointments

Appointments

1. Richard A. Keppeler, Instructor (Res.) in Agricultural Engineering at a salary of \$7500 per year on a 12-month basis effective December 16, 1958 to December 15, 1959.
2. Harold Hafs, Assistant Professor (Res.) of Dairy at a salary of \$7000 per year on a 12-month basis effective January 1, 1959.

Transfers

Transfers

1. Hans H. Haugard, District Agent, Marketing, Gratiot, Saginaw and Shiawassee Counties to County Extension Agent, Community Service, Livingston County, at the same salary effective January 1, 1959.
2. Jean E. Gillies from Extension Agent, Consumer Marketing, Ingham County, to Home Economics Information Specialist, Information Services, at a salary of \$6500 per year on a 12-month basis effective January 1, 1959.
3. Gordon J. Aldridge from Professor of Social Work to Professor and Director of the School of Social Work at the same salary effective July 1, 1959.
4. Herbert N. Stoutenberg, from Assistant to Registrar to Registrar at MSU-O at a salary of \$8700 per year effective January 1, 1959.

Appt. date
R.G. Gustafson
changed to
Jan. 1, '59

Miscellaneous

1. Change in the appointment date of Robert Gustafson, Associate Professor (Research) of Agricultural Economics, from December 1, 1958 to January 1, 1959.
2. Cancellation of leave of absence with pay for Mary Alice Burmester, Assistant Professor of Natural Science, from April 1 to June 30, 1959.
3. The retirement rules under the old system provided that once an employee reached the age of 65 his wife would not lose pension benefits in the event of employment to age 68. Professor Eugene Down, in accordance with the rules, selected a plan which would provide a retirement income for his wife. However, instead of retiring at age 65, he elected to continue employment to age 68. As a result of his continued employment, no retirement action has officially been recorded for him. Professor Down was entitled to the maximum pension of \$3,000. However, under the plan he selected, his wife is entitled to an annual payment of \$2,220 per year.

It is recommended that the Board officially approve payment of the pension to Mrs. Down, effective December 3, 1958.

4. Request from Dean Muelder for an additional appropriation of \$1800 for the Foreign Language Department to cover hiring of additional personnel for the winter term 1959.
5. Recommend the following changes in part-time (less than 12 credits per term) course and tuition fees to be effective summer 1959:

Number Credits	Course Fees	Out-of-State Fees	Total Fees for Out-of-State Students
1-3	\$20	\$25	\$45
4-6	35	40	75
7-9	50	60	110
10-11	70	85	155

For the 8-week summer session at the W. K. Kellogg Biological Station at Gull Lake, establish a fee of \$72 for 12 credits (\$85 out-of-state tuition). Students are limited to 12 credits in the 8-week session.

6. Recommendation from Dean Cowden and Secretary McDonel for approval of the construction of an isolation barn by the Michigan Artificial Breeders Association on the property which they occupy on Forest Road. The barn is 24' x 74" and will cost approximately \$25,000. This building will be paid for by the Michigan Artificial Breeders Association.
7. Discussion of the problem created by the statement by Mr. Miller, State Controller, to the effect that Michigan State University will not receive any additional allotments of the appropriation made by the last legislature prior to March 1. This means that we will have to rely upon student receipts, miscellaneous income, and borrowings for the next 90 days or more. The Board at its last meeting authorized the borrowing of \$900,000 for November and \$2,555,000 for December. The November borrowing was not necessary since we received one additional month's allocation from the State Treasurer. Unless otherwise instructed, we will proceed to borrow immediately the amount authorized to be borrowed for December. We can decide with reference to borrowing for January, February, and later months at the next meeting.

It might be desirable to specifically authorize the borrowing of \$2,555,000 from the Michigan National Bank at an interest rate of 3%. This will take care of our December needs.

Cancellation
of leave Mary
Burmester

Mrs. E. E.
Down to
receive
retirement
pay in accord-
ance with plan
2

\$1800 approp
For. Lang.

Approval
changes in
fees for
part-time
courses for
summer

Approval con-
struction
barn at Mich.
Art. Breeders

Report of
statement of
Controller
Miller of
State of Mich
re: finances

ADDITIONAL ITEMS, continued

Miscellaneous, continued

8. On December 9 bids were received for the Grounds Maintenance Building previously authorized by the Board. A tabulation of the bids is as follows:

General Construction	Base Bid	Alternate Mez. Bay	Concrete Floor Sq. Ft.	Alternate Office	Alternate Brick	Approval awarding bids on Grounds Maintenance Building
Hanel-Vance Co.	\$49,964	\$1,554	\$.74	\$ 830	\$4,420	
Bud Reniger Co.	53,350	1,630	.65	890	3,670	
Reniger Construction Co.	53,989	1,593	.70	880	3,250	
Summit Construction Co.	54,700	2,100	.78	1,000	3,800	
Banta-Brooks	54,990	1,590	.80	930	3,640	
Haussman Construction Co.	55,372	1,121	.68	1,056	2,899	
Campbell Construction Co.	54,478	1,671	.70	944	5,363	
Vandenburg Construction Co.	57,901	1,532	.90	843	3,670	
Christman Co.	58,557	1,649	.76	1,115	4,065	
Roth-Wadkins	62,600	1,660	.65	930	3,375	
<u>Electrical</u>						
East Lansing Electric Co.	5,316	84				
Central Electric Co.	5,389					
Root Electric Co.	5,670	53				
Lansing Electric Motors	5,909	87				
Barker-Fowler Co.	6,262	92				
Hayes-Electric Co.	6,384					
<u>Mechanical</u>						
Farrington Co.	9,965		Per Drain \$47.00	Per Foot \$3.00		
Great Lakes Plumbing	10,293		40.00	3.25		
Dard, Inc.	12,245					
Shaw-Winkler	13,495		40.25	4.50		
Branz-Diehl-Lohman	16,200		50.00	5.00		

Since the bids received were very favorable, it will be possible to add an additional bay and still stay within the original budget. The square foot cost of the additional bay will be only \$4 per square foot which is a very good price.

It is also our intention to include in the bid the alternates for the mezzanine bay, office partitions, and to brick all of the exterior of the building.

It is recommended that the contracts be awarded to the low bidders.

On motion of Dr. Smith, seconded by Mr. Stevens, it was voted to award the contracts to the low bidders on the Grounds Maintenance Building.

Approval
degrees
granted fall
term 1958

9. Approval of granting the appropriate degrees to those students who according to the records of the Registrar have completed the requirements for graduation at the end of the fall term 1958. (As per list on file in the Registrar's Office).
10. Discussion of the continuing problem due to attractive salary offers by other universities to valuable members of our staff and the prospect that other universities will have funds for substantial salary adjustments for the next college year.
11. Now that the MSU-O seminars have been completed, it would seem appropriate for the Board to authorize an appropriately worded resolution of appreciation to the committee in charge of them, and particularly to Mr. James C. Zeder, the chairman of this group.

Authorization
of prepara-
tion of reso-
lution of
appreciation
James C. Zeder

Vice President Hamilton reported to the Board on the overall content of these seminars.

On motion of Dr. Smith, seconded by Mr. Stevens, it was voted to authorize the preparation of an appropriately worded resolution expressing the appreciation of the Board to Mr. Zeder and the members of his Committee for the effective and efficient manner in which they planned for and conducted the MSU-O seminars.

13. Communication from Mrs. Elwin Willett expressing great appreciation to the Board for the action taken at the last meeting authorizing payment of the salary of her late husband for one year subsequent to his death.
14. The 1959 annual meeting of the Association of Governing Boards will be held at Oklahoma State University at Stillwater, Oklahoma, from October 14 to 17.
15. On December 16, the following bids were received for the Student Center at Michigan State University-Oakland:

<u>General Contract</u>	
J. A. Fredman, Inc.	\$334,242
Lockwood-McCutcheon, Inc.	344,000
R.E. Dailey & Co.	348,900
Walbridge, Aldinger Co.	355,900
Smith & Andrews Construction	369,519
A. Z. Shmina & Sons Co.	382,900
Perron Construction Co.	385,000

continued - -

ADDITIONAL ITEMS, continuedMiscellaneous, continued

15, Bids Student Center MSU-0, continued:

Mechanical

Farrington To.	\$122,998
J. A. Dart Co.	131,500
Shaw-Winkler, Inc.	131,654
Eames & Brown, Inc.	139,567
J. P. Davis Co.	137,777
James W. Partlan Co.	139,714
Davis Bros., Inc.	139,800
Major Plumbing and Heating Co.	140,000
Lloyd S. Thornton Co.	140,000
J. E. Green Plumbing and Heating Co.	144,800
James Plumbing and Heating Co.	145,000

Electrical

Hydon-Brand Co.	78,332
Schultz Electric Service	83,600
Fred W. Moote Electric Co.	86,405
Blackburn Electric Co.	88,300
Reed Electric Co.	90,850
Yauch Electric Co.	96,900
J. P. Miller Electric Co.	97,295
Hall Engineering Co.	99,990
Colonial Electric Co.	103,081

Kitchen

Great Lakes Hotel	69,802
Gold-Star Co.	70,977
Austin-Blue Co.	73,430
John Van Range Co.	74,980

The awarding of a contract to the low bidders will require a budget of \$700,000 for this project covering the following:

General Construction	\$605,374
Architect	29,626
Furnishings	30,000
Site Work	10,000
Sewage Disposal	15,000
Water Supply	10,000

Mr. Cress has been conducting negotiations for the financing of this facility, and it now appears that the Detroit Bank and Trust Company will provide the funds under a 10-year loan schedule at 3-3/4% interest. The annual debt service requirements during the first 5 years will not exceed \$70,000 per year. Our commitments from Oakland County plus earnings and a reasonable allocation of student fees will amply cover the debt service.

It is recommended that the Board authorize the awarding of the contracts to the low bidders subject to the final bank approval of the loan, as follows:

General Contract:	J. A. Fredman, Inc.	\$334,242
Mechanical:	Farrington Co.	122,998
Electrical:	Hydon-Brand Co.	78,332
Kitchen:	Great Lakes Hotel	69,802

On motion of Mr. Brody, seconded by Mr. Vanderploeg, it was voted to award the contracts on the construction of the Student Center at MSU-0 to the low bidders as outlined above.

Gifts and
GrantsGifts and Grants

1. Gift of a Buick Chasis 1958 valued at \$2000 from the Cadillac Motor Car Division of Detroit to be used in the automotive laboratory.
2. Gift of 351 paintings in water color, 12 landscapes in water color, one pencil drawing, 4 paintings of snakes, 2 water color paintings of snakes, 6 sketches of reptiles, and 78 miscellaneous photographs, chiefly of reptiles, valued at \$9,825 from W. Boulton Kelly and Howard A. Kelly of Baltimore, Maryland, for display and educational use in the Museum.
3. Scholarship grants as follows:
 - a. To continue established scholarships:
 - 1) \$100 from the Newaygo County Bankers Association for the Michigan Bankers' Association Short Course Scholarship Fund.
 - 2) \$600 from the General Motors Corporation Research Staff of Detroit for the General Motors Research Scholarship for 1958-59

continued --

ADDITIONAL ITEMS, continuedGifts and Grants, continuedGifts and
Grants

3. Scholarship grants as follows, continued:

b. To aid specified students:

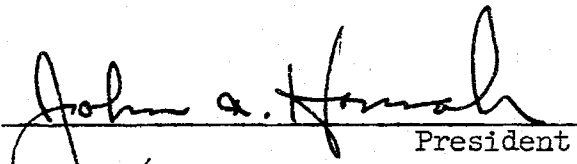
- 1) \$200 from the Asher Student Foundation of Detroit
- 2) \$100 from BPO Elks of Missoula, Montana
- 3) \$100 from the United Church Women of East Lansing

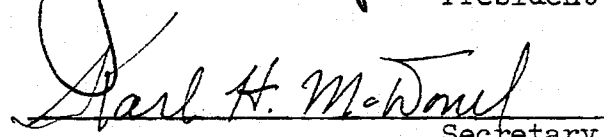
4. Renewal of a memorandum of agreement with The National Turkey Federation of Mt. Morris, Illinois covering a grant of \$1,500 to be used under the direction of L. E. Dawson in Poultry Science in turkey marketing studies.
5. Approval of a memorandum of agreement with The National Turkey Federation of Mt. Morris, Illinois, covering a grant of \$1,000 to be used under the direction of R. K. Ringer in Poultry Science in turkey physiology studies.
6. Renewal of a memorandum of agreement with the National Institutes of Health of Bethesda, Maryland, covering a grant of \$1,150 to be used under the direction of J. E. Luke and H. O. Goodman in Zoology in a study of heritability and effects on dental caries of some components of saliva.
7. Approval of a memorandum of agreement with The Upjohn Company of Kalamazoo covering a grant of \$1,000 to be used under the direction of J. E. Nellor in Physiology and Pharmacology in a study of the use of orally effective normones to synchronize estrus and ovulation in swine.

On motion of Mr. Brody, seconded by Mr. Rouse, it was voted to approve the Additional Items on which action does not already appear.

The meeting adjourned at 11:45 a.m.

The next meeting will be held Thursday, January 15, 1959.


President


Secretary