

MINUTES OF THE MEETING
of the
FINANCE COMMITTEE
December 16, 1960

The Finance Committee convened at Kellogg Center at 7:00 a.m. for breakfast.

The following members were present:

Messrs. Harlan, Huff, Merriman, Smith, Stevens, Vanderploeg; President Hannah, Treasurer May and Secretary Miller

Absent: Dr. Bartlett

1. Scudder, Stevens and Clark and Mr. Cress recommend the following:

Consolidated Investment Fund

<u>Shares</u>	<u>Security</u>		<u>Approx. Price</u>	<u>Principal</u>	<u>Income</u>	<u>Yield</u>	<u>Investment recommenda- tions</u>
As a substitute for November recommendations for purchasing:							
200	Deere	\$2.00	47	\$ 9,400	\$400	4.2%	
100	Radio Corp. of America	1.20	53	5,300	120	2.3%	
				\$ 14,700	\$520		
Recommend purchasing							
up to							
500	Columbia Broadcasting System	\$1.40	35	\$ 17,500	\$700	4.0%	

Pension and Retirement Fund

For fourth or December purchase in the 6-month stock purchase program of \$50,000 per month, recommend purchasing:

2,000	Transamerica	\$.80	25	\$ 50,000	\$1,600	3.2%	
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Jenison Fund

Recommend selling:

\$3,000	U.S. Treasury 4s-5/15/63		100	\$ 3,000	\$ 120	4.0%	
100 shs.	Chrysler	\$ 1.00	38	3,800	100	2.6%	
				\$ 6,800	\$ 220		

Recommend purchasing:

150 shs	Atlantic Coast Line Railroad	\$ 2.00	44	\$ 6,600	\$ 300	4.5%	
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On motion by Mr. Huff, seconded by Mr. Merriman, it was voted to approve item 1.

\$10,500 approp
For. Lang

2. Appropriation of \$10,500 for the Foreign Languages Department to provide for five graduate teaching assistants.

\$3,000 approp.
Television &
Radio

3. Appropriation of \$3,000 to make it possible to employ an assistant for the balance of this fiscal year for Robert Shackleton in Television and Radio Broadcasting.

\$450 approp.
Counseling
Center

4. Appropriation of \$450 for the Counseling Center labor budget.

On motion by Mr. Merriman, seconded by Dr. Smith, it was voted to approve Items 2, 3 and 4.

5. Authorization to sell 336 shares of Air Way Industries, Inc., stock which was received as a gift from George F. Conway, Class of 1911. The stock has a value of approximately \$2,400 and the proceeds from the sale are to be credited to the Class of 1911 project.

336 shares All
Way Industries
to be sold

6. Authorization to sell 20 shares of American Telephone and Telegraph Company stock received from T & T to be sold Harry L. Conrad.

20 shares Am.
sold

On motion by Mr. Merriman, seconded by Mr. Huff, it was voted to approve Items 5 and 6.

7. Acceptance of the gift of their home from Mr. and Mrs. Harry L. Conrad subject to their life interest. The gift will be given over a several year period, but the deeds have all been made and signed and are held in escrow by the Michigan National Bank. This home is appraised at \$60,000.

Acceptance of
gift of home
from Harry
Conrad

On motion by Mr. Huff, seconded by Mr. Vanderploeg, it was voted to accept the above gift from Mr. Conrad.

8. During the past year the Michigan State University Development Fund has received gifts of stock from several different donors. At the present market prices, the University could realize approximately the value of the stock at the date received. Approval is requested for the sale of the following stocks at market:

Approval of
sale of several
stocks in
MSU Fund

11 shares of American Can Company
40 Shares of General Electric Company

continued:

Finance Committee Meeting Minutes, continued :

8. Sale of stocks from Alumni Development Fund, continued:

200 shares of International Harvester
25 shares of Whirlpool Corporation
100 shares of Food Machinery

On motion by Mr. Merriman, seconded by Mr. Huff, it was voted to approve Item 8.

9. Communication from James P. McCormick, Secretary of the Board of Governors of Wayne State University:

The Board of Governors of Wayne State University would very much like to invite you, your Vice Presidents, and the Trustees of Michigan State University to an informal dinner in Detroit. They would appreciate the privilege of showing you the Wayne Campus, but most of all they would like to meet your members so that they could talk as Boards and as individuals about our common interests. If this seems appropriate to the Trustees, I will consult with Mr. James Miller or anyone you designate to arrange the most convenient day.

After discussion, it was decided that due to Secretary Miller's departure, the President be authorized to contact Mr. McCormick with the suggestion that the Trustees meet at Wayne on the afternoon of January 19.

10. President Hannah indicated that the Manufacturers National Bank of Detroit had inquired as to his availability for election to membership on the Board of Directors of that bank and requested the advice of the Board as to what his attitude should be.

On motion by Mr. Stevens, seconded by Mr. Harlan, it was unanimously agreed that it would be advantageous for the University if the President were to accept this opportunity if it is offered to him.

Adjourned.

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES
December 16, 1960

Present: Dr. Smith, Chairman; Messrs. Harlan, Huff, Merriman, Stevens, Vanderploeg; President Hannah, Treasurer May and Secretary Miller

Absent: Dr. Bartlett

The meeting was called to order at 10:20 .m.

The minutes of the previous meeting were approved.

SPECIAL MISCELLANEOUS

1. Approval of the Finance Committee Items on the previous pages.

On motion by Mr. Vanderploeg, seconded by Mr. Harlan, it was voted to approve the Finance Committee Items.

2. Provost Miller reported on the work of the special Committee studying the possible role of Michigan State University in the field of medical education. This complete report will be filed with the minutes of this meeting. The report included the following recommendations:

1. That a detailed planning study be undertaken immediately to develop and implement for Michigan State University a unique program in biology and medicine along the general lines outlined in the body of this report.
2. That the Commonwealth grant of \$167,000 be used to finance this planning study.
3. That Dr. Richard U. Byerrum, Assistant Provost and Professor of Biochemistry, be designated as director of the study.
4. That outstanding educators, both from our own faculty and from off campus, and appropriate clerical help be assembled to carry out the details of planning.
5. That the following serve as an advisory committee to the director of the study:

Vice President M. E. Muelder
Dean T. K. Cowden
Dean L. C. Ferguson
Dean W. W. Armistead
Provost P. A. Miller, ex officio

6. That regular reports be submitted by the planning group through the Provost's office to the President and the Board of Trustees.

SPECIAL MISCELLANEOUS, continued

7. That the present committee be discharged and the new one formed by President Hannah.

On motion by Mr. Stevens, seconded by Mr. Merriman, it was voted to accept the report of the Committee and to approve the recommendations.

3. Secretary Miller presented a proposed plan to extend the present Classified Salary System to include all non-academic employees up to the level of the principal administrative officers. This group will be designated as the Clerical, Administrative and Professional Staff.

Classified
Salary System
to be extended

On motion by Mr. Vanderploeg, seconded by Mr. Harlan, it was voted to approve this recommendation with the understanding that the new program would become effective July 1, 1961 and with the understanding that at a later date there would be reported to the Board for its approval the details covering the individuals being transferred under this system.

4. Mr. Merriman moved, seconded by Mr. Huff, that the Board express to Secretary James W. Miller its sincere appreciation for the splendid services rendered by him to Michigan State University over the years, particularly during the months that he has served as Secretary of the Board of Trustees; and further that Board wishes for him success and happiness in his new undertaking as President of Western Michigan University.

Expression of
appreciation
to Secretary
James Miller

Mr. Miller expressed his appreciation to the Board for this kind expression and expressed his pleasure at having had the opportunity to be a part of Michigan State University for so many years.

Unanimously carried.

NEW BUSINESSResignations and Terminations

1. Robert H. Wilkinson, Instructor in Agricultural Engineering December 31, 1960 to accept an assistantship in the department.
2. Roger F. Coup, Instructor in Business and Public Service, November 30, 1960. The research project has been completed.
3. Ralph D. Wilson, Associate Professor of Hotel, Restaurant and Institutional Management December 31, 1960 to accept a position at Denver University.
4. J. Leon Newcomer, Associate Professor of Hotel, Restaurant and Institutional Management, December 31, 1960 to establish a private consulting engineering practice.
5. Archibald W. Singham, Instructor in Political Science, December 31, 1960, to accept a position with the United Nations Project in Jamaica.
6. B. Elaine Rutherford, Associate Professor of Foods and Nutrition, January 15, 1961 to be married.
7. John B. Barron, Assistant Professor of Air Science, December 31, 1960. He is retiring from the U. S. Air Force.
8. Kathryn Gardner, Manager Snyder-Phillips Hall, January 31, 1961. Her husband has taken a position at Tulane University.
9. James W. Miller, Secretary, Board of Trustees, December 31, 1960 to become President of Western Michigan University.

Resignations

Leaves--Sabbatical

1. Irma Saven Johnson, Home Economics Agent, Dickinson County with full pay from January 1, 1961 to June 30, 1961 to study at M.S.U.
2. Florence G. Rann, District Supervisor, Extension Service with full pay from October 1, 1961 to March 31, 1962 for study and travel in Europe and Hawaii.
3. John T. Dorsey, Jr., Associate Professor of Political Science with half pay from September 1, 1961 to August 31, 1962 for research on public administration in Brazil.
4. Wesley R. Fishel, Professor of Political Science with half pay from September 1, 1961 to August 31, 1962 for research in Vietnam and Japan.
5. George L. Brandon, Associate Professor of Education with full pay from July 1, 1961 to December 31, 1961 for study and travel in the U.S.A. and Europe.
6. Myril B. Reed, Professor of Electrical Engineering with full pay from April 1, 1962 to June 30, 1962 to write two books in Boulder, Colorado.
7. C. Howard Church, Professor and Head of the Art Department, with full pay from January 1, 1961 to August 31, 1961 for study and creative work.
8. Alma M. Goetsch, Associate Professor of Art with half pay from September 1, 1961 to August 31, 1962 for study and travel in the Southwest.

Leaves

NEW BUSINESS, continuedLeaves--Sabbatical, continued

Leaves

9. Allan Leepa, Associate Professor of Art with half pay from September 1, 1961 to August 31, 1962 for study and travel in Paris and Europe.
10. Leo Katz, Professor and Head of Statistics with half pay from September 1, 1961 to August 31, 1962 for study at the University of North Carolina and Stanford University.

Leaves--Health

1. Clarence C. Mullet, District Agent, Grand Traverse with full pay from December 1, 1960 to January 31, 1961.
2. Arthur D. Angel, Associate Professor of Social Science with full pay from January 1, 1961 to March 24, 1961.

Leaves--Other

1. Ivan M. Lappin, 4-H Agent, Macomb County, with full pay from February 13, 1961 to March 31, 1961 to attend the Extension School at the University of Georgia.
2. Robert H. Horwitz, Associate Professor of Political Science without pay from January 1, 1961 to August 31, 1961 to continue research in Honolulu.
3. Twyla Shear, Instructor in Education without pay from September 1, 1961 to August 31, 1962 to study for the doctorate at M.S.U.
4. Rolland T. Hinkle, Professor of Mechanical Engineering without pay from March 21, 1961 to March 30, 1962 to study at M.S.U.

Appointments

Appointments

1. George Thomas Stachwich, Specialist, Cooperative Extension Service at a salary of \$10,200 per year on a 12-month basis effective January 1, 1961.
2. Carl K. Eicher, Assistant Professor (Ext.) of Agricultural Economics at a salary of \$8,000 per year on a 12-month basis effective February 15, 1961.
3. James Warren Throop, Instructor (Res.) in Agricultural Engineering at a salary of \$6800 per year effective January 1, 1961 to March 31, 1961.
4. Carleton W. Washburne, District Professor of Education at a salary of \$3600 for the period January 1, 1961 to June 30, 1961
5. William S. Cariens, Instructor in Mechanical Engineering at a salary of \$6400 per year on a 10-month basis effective January 1, 1961.
6. Mary Ellen Zabik, Instructor (Res.) in Foods and Nutrition and Institution Administration at a salary of \$5800 per year on a 12-month basis effective January 1, 1961 to December 31, 1961.
7. Temporary appointment of Albert E. Heustis, as Consultant in Microbiology and Public Health without pay from January 1, 1961.
8. Norman Prady, Publications Editor, Michigan State University Oakland, at a salary of \$7000 per year on a 12-month basis effective November 14, 1960.
9. William Hanna, Instructor in Political Science and African Center at a salary of \$6000 per year on a 10-month basis effective January 1, 1961 to December 31, 1962.
10. Douglas Bransby Knowlton, Specialist in the Audio-Visual Center, at a salary of \$6500 per year on a 12-month basis effective January 1, 1961.
11. Donald Robert Geiss, Specialist in the Audio-Visual Center at a salary of \$6500 per year on a 12-month basis effective January 1, 1961.
12. Sara Sommers Anshel, Librarian, Library, at a salary of \$5000 per year on a 12-month basis effective January 1, 1961.
13. Edward A. Goodwin, Director of Food Services at MSU-0 at a salary of \$6000 per year on a 12-month basis effective December 1, 1960.

Transfers

Transfers

1. John B. Hodge from Extension Director Emmet County to District Agent, Cooperative Extension Service at a salary of \$8300 per year on a 12-month basis, effective January 1, 1961 to December 31, 1962.
2. Betty L. Sargent, Home Economics Agent from Mason County to Home Economics Agent, Missaukee County at a salary of \$5200 per year on a 12-month basis effective January 1, 1961.

NEW BUSINESS, continuedTransfers, continued

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|---|-------------------------|
| 3. William M. Temple, from 4-H Agent Huron County to 4-H Agent Houghton-Keweenaw Counties at a salary of \$7100 per year on a 12-month basis effective January 1, 1961. | Transfers
Wm. Temple |
| 4. Joe T. Waterson from 4-H Agent, St. Clair County to Program Specialist, 4-H Clubs, at a salary of \$9000 per year on a 12-month basis effective January 1, 1961. | J.T. Waterson |
| 5. Charles A. McKee, from Instructor in Improvement Services to Instructor in Continuing Education at a salary of \$6500 per year on a 12-month basis effective January 1, 1961 to August 31, 1964. | Chas. A. McKee |

Salary Changes

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| 1. Salary increase for Harvey E. Kappahan, Assistant Professor of Agricultural Engineering to \$7400 per year on a 12-month basis effective July 1, 1960. | Salary inc.
H. E. Kappahan |
| 2. Increase in salary for Indra P. Singh, Associate (Res.) in Agricultural Chemistry to \$4500 per year effective October 1, 1960. | Indra P. Singh |
| 3. Increase in salary for Harold R. Henry, Assistant Professor of Civil Engineering to \$8600 per year on a 10-month basis effective January 1, 1961. | H.R. Henry |
| 4. Increase in salary for Emmett M. Laursen, Associate Professor of Civil Engineering and Engineering Research to \$13,200 effective January 1, 1961. | E.M. Laursen |
| 5. Increase in salary for Shosei Serata, Assistant Professor of Civil Engineering to \$8000 per year on a 10-month basis effective January 1, 1961. | Shosei Serata |
| 6. Salary increase for Robert K. L. Wen, Assistant Professor of Civil Engineering to \$10,800 per year on a 12-month basis effective January 1, 1961. | Robt. K.L. Wen |
| 7. Salary increase for Tien-Hsing Wu, Professor of Civil Engineering to \$10,500 per year on a 10-month basis effective January 1, 1961. | Tien Hsing Wu |
| 8. Salary increase for Herman E. Koenig, Professor of Electrical Engineering and Engineering Research to \$11,800 per year on a 10-month basis effective January 1, 1961. | Herman E.
Koenig |
| 9. Salary increase for Myril B. Reed, Professor of Electrical Engineering to \$13,600 per year on a 10-month basis effective January 1, 1961. | Myril B. Reed |
| 10. Salary increase for Richard J. Reid, Assistant Professor of Electrical Engineering and Computer Laboratory to \$11,400 per year on a 12-month basis effective January 1, 1961. | Richard J.
Reid |
| 11. Salary increase for Gerard P. Weeg, Associate Professor of Electrical Engineering and Mathematics to \$12,800 on a 12-month basis effective January 1, 1961. | Gerard P.
Weeg |
| 12. Salary increase for William E. Taylor, Professor of Metallurgical Engineering to \$13,500 per year on a 12-month basis effective January 1, 1961. | Wm. E. Taylor |

On motion by Mr. Vanderploeg, seconded by Mr. Huff, it was voted to approve Resignations, Leaves, Appointments, Transfers and Salary Changes.

Miscellaneous

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| 1. The following actions are recommended by Chancellor Varner of Michigan State University-Oakland in accordance with the tenure rules: | Tenure recom-
mendations
from MSU-O |
| a. Associate Professors who have served their probationary terms and acquire tenure with this reappointment, effective September 1, 1961: | |
| James H. McKay Mathematics | |
| Francis P. Tafoya Foreign Languages | |
| b. Second probationary appointment as Instructor for a period of two years from September 1, 1961: | |
| Nadine Popluiko Foreign Languages | |
| Helen Kovach Foreign Languages | |
| c. The following individual is not recommended for reappointment and thereby will terminate employment on August 31, 1961. | |
| Orrin E. Taulbee Mathematics | Appt. L.R.
Dugan effec.
Jan. 1, 1961 |
| 2. Effective date of appointment of Leroy R. Dugan, Jr., Associate Professor (Research) of Food Science, is to be January 1, 1961. | |
| 3. Designation of John M. Fohr, Assistant Professor of Business Services, as Acting Assistant Dean of Business and Public Service with a salary increase from \$7,100 per year on a 10-month basis to \$10,000 per year on a 12-month basis, effective December 1, 1960. Dr. Fohr will replace Dr. Traywick during his leave of absence. | John Fohr
designated
Act. Dean
Bus. & P.S. |
| 4. Designation of Gardner M. Jones, Associate Professor of Accounting and Financial Administration, as Acting Head of the Department at an additional \$100 per month, effective from January 1 to June 30, 1961. | Gardner Jones
designated
Act. Hd Acct. &
Finan Adm. |

NEW BUSINESS, continuedMiscellaneous, continued:

Abba Lerner
lve dates
changed

John Dorsey
Act. Head Pol.
Sci.

Donald Wells
named Dir. Nat.
Proj. Agric.
Comm.

Deletion Assoc.
Dir. Nat. Proj.
Agric. Comm.

Ch. Jack Bain
to Asst. Dean
Comm. Arts
& Assoc.Prof.
Speech.

Burton Wayne
promoted to
Asst. Prof.
Elec. Engr.

Prof. Church
to be Prof.
Art

Chas. Meyer
to be Act. Hd.
Art Dept.

Donald Aschom
reassigned to
Vietnam Proj.

Reinstatement
Jerome H.
Hemmye

Ch. salary
source H.D.
Higbee

Ch. title
Chas. Ruffing
to TV Coord.

Reinstatement
Paul Bagwell
Apr. 1, 1961

Reinstatement
employees from
military lve.

Report of
death Chas. E.
Wright.

Approval sever-
al recommenda-
tions from
Dir. Personnel

5. Change in the effective dates of leave of absence without pay for Abba P. Lerner, Professor of Economics, to September 1 to December 31, 1960, and from April 1 to July 31, 1961.
6. Designation of John T. Dorsey, Jr., Associate Professor of Political Science, as Acting Head of the Department at an additional \$100 per month, effective January 1 to March 31, 1961.
7. Designation of Donald E. Wells, Assistant Instructor in General Communication Arts, as Director of the National Project in Agricultural Communications with a salary increase from \$7000 per year to a salary of \$8500 per year on a 12-month basis, effective from January 1, 1961 to December 31, 1961. His salary is to be paid \$1500 from 11-4471 and \$7000 from 31-3903.
8. Deletion of Associate Director of the National Project in Agricultural Communications in the title of David K. Berlo, effective December 31, 1960. His title will be Associate Professor and Head of General Communication Arts, effective January 1, 1961, with no change in salary or salary distribution.
9. Change Jack M. Bain from Assistant Dean of Communication Arts and Assistant Professor of General Communication Arts to Assistant Dean of Communication Arts and Associate Professor of Speech, effective January 1, 1961.
10. Promotion of Burton H. Wayne from Instructor to Assistant Professor of Electrical Engineering with a salary increase from \$6800 to \$7900 per year, effective January 1, 1961, paid \$6800 from the Department budget and \$1100 from Dean of Engineering budget.
11. Recommendation that Professor C. Howard Church be relieved of the headship of the Art Department, effective December 31, 1960 with a change in salary from \$13,200 per year on a 12-month basis to \$11,000 per year on a 10-month basis. This recommendation is made at the request of Professor Church.
12. Designation of Charles E. Meyer, Assistant Professor of Art, as Acting Head of the Department at an additional salary of \$100 per month, effective from January 1 to June 30, 1961.
13. Reassignment of Donald F. Aschom, Instructor in the Highway Traffic Safety Center, to the Vietnam Project at the same salary of \$10,700 per year, effective February 1, 1961 and paid from account 71-2020.
14. Reinstatement of Jerome H. Hemmye as Instructor in Mechanical Engineering at a salary of \$6600 per year on a 10-month basis, effective December 1, 1960. Mr. Hemmye has been assigned to the Vietnam Project since October 13, 1958.
15. Change in salary source for Homer D. Higbee, Assistant Dean of International Programs, from account 71-2601, National Association of Foreign Student Advisers Study, to account 11-4081 Dean of International Programs, effective as of September 1, 1960.
16. Change in title of Charles S. Ruffing from Program Associate to Television Coordinator in Television Broadcasting with a change in salary from \$7,000 per year to \$8,000 per year, effective January 1, 1961, and paid from account 31-1171, the Association for Institutional TV in South Central Michigan.
17. Reinstatement of Paul D. Bagwell as Director of Scholarships, effective April 1, 1961. Mr. Bagwell has been on leave without pay since May 1, 1960.
18. Reinstatement of the following employees who have been on military leave:
 - Donald L. Whitaker, Agricultural Technician in Farm Crops, effective Oct. 26, 1960
 - Wesley W. Smith, Labor I (Ag) in Animal Husbandry, effective November 21, 1960
 - Lynwood I. Cotton, Labor I in Campus Planning, effective December 5, 1960
 - David E. Cowgill, Herdsman in Animal Husbandry, effective November 17, 1960.
19. Report of the death of Charles E. Wright, Fireman I in Buildings and Utilities, on November 13, 1960. Mr. Wright was born on May 16, 1905 and was first employed by the University on August 25, 1953.
20. Recommendations as follows from the Director of Personnel:
 - a. Reclassification of a Clerk-Typist to a Clerk-Stenographer I position in Food Science
 - b. Establishment of a Typist-Dictaphone Operator position at Michigan State-University-Oakland, paid from 91-9681
 - c. Establishment of a Clerk I position in the Business Office at Michigan State University-Oakland, paid from 91-9681
 - d. Establishment of an Instrument Maker IVB position in the Academic Division at Michigan State University-Oakland, paid from 91-9621.
 - e. Establishment of a Clerk-Stenographer II position in the Office of the Dean of International Programs, paid from account 71-2040
 - f. Establishment of an Account Clerk I position in the University Business Office, paid from account 11-2531
 - g. Establishment of a Designer and Decorator V position in Dormitories and Food Services, paid from account 21-2851.
 - h. Establishment of a Clerk-Typist position in Purchasing, paid from account 11-2551.
 - i. Reclassification of a Clerk IV to a Purchasing Assistant IV position in Purchasing.

NEW BUSINESS, continued

Miscellaneous, continued

20. Recommendations from Director of Personnel, continued:

- j. Reclassification of a Secretary-Departmental II to a Secretary Executive position in the office of the Vice President for Special Projects, paid from account 11-2061

21. Recommendations from the Retirement Committee for the retirement of the following staff members, effective July 1, 1961:

- Marietta Anderson, Health Service, at a retirement salary of \$1,244 per year. She was born on June 19, 1893 and was first employed by the University on October 23, 1940.
- William D. Baten, Professor of Mathematics, at a retirement salary of \$3,000 per year. He was born July 23, 1892 and was first employed on October 1, 1938.
- George Branaman, Professor of Animal Husbandry, at a retirement salary of \$3,000 per year. He was born on April 26, 1893, and was first employed on September 1, 1923.
- Marjorie Eastman, Associate Professor (Extension) in Textiles, Clothing and Related Arts, at a retirement salary of \$3,000 per year. She was born December 13, 1895, and was first employed on June 1, 1936.
- Thomas Foster, Buildings and Utilities, at a salary of \$1,882 per year. He was born on September 25, 1895, and was first employed on September 12, 1941.
- Ernest Gorton, Music Department at a retirement salary of \$595 per year. He was born March 26, 1896, and was first employed on September 10, 1945.
- C. R. Hoffer, Professor of Sociology and Anthropology, at a retirement salary of \$3,000 per year. He was born on October 17, 1892, and was first employed on June 23, 1925.
- C. F. Huffman, Professor (Research) of Dairy, at a retirement salary of \$3,000 per year. He was born January 15, 1893, and was first employed on July 1, 1922.
- W. A. Kelly, Professor of Geology at a retirement salary of \$3,000 per year. He was born on February 19, 1896, and was first employed on January 1, 1926.
- Mary Lewis, Associate Professor of Foods and Nutrition, at a retirement salary of \$3,000 per year. She was born on March 5, 1896 and was first employed on September 1, 1931.
- John MacAllan, University Farms, at a retirement salary of \$3,000 per year. He was born November 3, 1895, and was first employed on July 12, 1922.
- Jessie Marion, Assistant Professor (Extension) of Textiles, Clothing, and Related Arts, at a retirement salary of \$2,635 per year. She was born on January 18, 1896 and was first employed on October 1, 1938.
- Abraham Rattner, Professor of Art, at his TIAA salary. He was born on July 8, 1895, and was first employed on September 1, 1957.
- C. E. Russell, Associate Professor of Horticulture, at a retirement salary of \$3,000 per year. He was born on May 6, 1896 and was first employed on September 1, 1937.
- B. F. VanAlstyne, Professor of Health, Physical Education, and Recreation, at a retirement salary of \$3,000 per year. He was born May 11, 1893 and was first employed on September 1, 1926.
- Leslie Wilcox, Laboratory Technician in Agricultural Chemistry at a retirement salary of \$1,175. He was born on May 29, 1896 and was first employed April 3, 1942.
- Evelyn Zwemer, Associate Professor of Home Management and Child Development, at a retirement salary of \$2,161. She was born on April 10, 1896 and was first employed on September 1, 1939.

Approval of retirement recommendations

22. The Retirement Committee recommends terminal leave for one year with full pay from July 1, 1961, to June 30, 1962, with retirement effective July 1, 1962; as follows:

- Louise Carpenter, Assistant in Continuing Education, at a retirement salary of \$1,451 per year. Mrs. Carpenter was born September 21, 1895, and was first employed on October 25, 1945.
- W. E. Libby, Coordinator in the College of Engineering, at a retirement salary of \$2,866 per year. He was born October 9, 1895, and was first employed on December 1, 1941.
- Karl A. Stiles, Professor and Head of Zoology, at a retirement salary of \$3,000 per year. He was born on November 19, 1896, and was first employed on July 1, 1945.
- Roy Underwood, Professor of Music, at a retirement salary of \$3,000 per year. He was born on April 3, 1896, and was first employed on August 15, 1940.

23. The Retirement Committee recommends retirement furlough for Dean Tom King, Dean of Students, for one year with full pay from July 1, 1961, to June 30, 1962. He will return for two years in some other assignment until he reaches the age of 68. Dean King was born October 7, 1895, and has been employed by the University since April 1, 1933. His retirement salary will be \$3,000 per year.

On motion by Mr. Huff, seconded by Mr. Merriman, it was voted to approve items 21, 22 and 23.

24. Communication from the widow of Professor Ernst Wolff expressing appreciation to the Board of Trustees for the action taken after his death.

25. Discussion of the selection of an engineering firm to make a study of the utility needs of Michigan State University-Oakland. Mr. Varner has recommended the appointment of Hyde and Bobbio, Inc., for the study.

26. Recommendation from the Office of the Provost that Mr. James Burnett, Assistant Professor of Mechanical Engineering be reappointed with tenure, effective September 1, 1961.

27. Approval of granting the appropriate degrees to those students who, according to the records of the Registrar, completed the requirements for graduation at the end of the fall term 1960.

Hyde and Bobbio to study utility needs MSU-O
Jas. Burnett appt. with tenure
Degrees granted

NEW BUSINESS, continuedMiscellaneous, continuedReport of death
me McGurk

28. Report of the death of Miss Anne McGurk, Assistant Professor of Communication Skills, on December 13, 1960. Miss McGurk was born October 27, 1898 and has been employed by the University since September 1, 1945.
The leave with full pay from January 1, 1961 to March 31, 1961 which was approved at the November Board meeting for Miss McGurk is hereby cancelled.

On motion by Dr. Smith, seconded by Mr. Stevens, it was voted to approve the Miscellaneous Items on which action does not already appear.

Special Items

1. On November 28 bids were taken for the new dormitory, as follows:

General Construction

Christman Company	\$2,800,000
A. Z. Shmina & Sons	2,843,300
Spence Brothers	2,887,000
J. A. Utley Company	2,957,000

Heating, Ventilating, Plumbing, Mechanical Equipment

R. L. Spitzley Heating	557,300
Davis Brothers	608,500
Shaw-Winkler	627,627
Phoenix Sprinkler Company	649,220
John E. Green Plumbing & Heating	669,000
Dard, Inc.	691,670
Allen Briggs Company	711,000

Electrical Work

Hall Electric	273,981
Central Electric	289,426
Hatzel & Buehler	291,616
Barker-Fowler	318,490

Elevator Work

Independent Elevator Co.	127,700
Westinghouse Elevator Co.	136,002
Acme Elevator Co.	139,430
Houghton Elevator Co.	139,650
Otis Elevator Co.	144,980
Montgomery Elevator	149,814

It is recommended that contracts be awarded to the Christman Company, R. L. Spitzley Heating, and Hall Electric, which firms submitted low bids.

Specifications for the elevator bids provided that bidders must be in a position to furnish prompt and efficient local service. The Independent Elevator Company, in the opinion of Mr. Ross and Mr. Simon, has not furnished satisfactory service on elevators in the Office Building on South Harrison and in the Intramural Building. It is therefore recommended that the contract be awarded to the Westinghouse Elevator Company on the basis of its ability to provide the required service.

It is recommended that the following budget be established:

General Construction	\$3,752,283
Architect	203,500
Site	118,000
Utilities	290,000
Contingencies	86,217
Furnishings and Equipment	500,000

It should be understood that about \$5,100,000 will be required for the project. The over-run is in part due to the decision to secure part of the financing from the federal government. It will now be necessary to bond the project, cover the government's inspection fee of \$7,500 and interest during construction.

The dormitory will house 1,056 against a budget established initially for 1,000. Housing for 56 students would cost about \$280,000.

On motion by Dr. Smith, seconded by Mr. Huff, it was voted to approve awarding the contracts to the low bidders in each case except for the elevator where the bid is awarded to the second low bidder, Westinghouse Elevator Company for \$136,002, and to approve the budget for this dormitory. The low bidder on the elevator work was Independent Elevator Company but they failed to comply with the specifications outlined.

2. On December 7, the following bids were received for construction of a sprinkler irrigation system and new water supply to the Horticultural Garden pool area:

John A. Brooks, Inc.	\$5,414.39	A. J. Miller	\$6,739.00
Smith Tree and Landscape Service	6,382.00	Turf-Sprinkler Co.	9,184.00

On motion by Mr. Huff, seconded by Mr. Harlan, it was voted to award the contract to the low bidder, John A. Brooks, Inc. at \$5,414.39.

Contracts
awarded on
new dorm.Contracts
awarded
irrigation
system Hort.
Garden pool
area

NEW BUSINESS, continuedGifts and GrantsGifts and
Grants

1. Gift of a harvester frame with plow beam, lifter shoe assembly, main gear box and drive parts, topping knife and drive parts, lifter shoe, and steering and plow beam levers, valued at \$1,500 from The Scott Viner Company of Columbus, Ohio, to be used under the direction of B. A. Stout in Agricultural Engineering.
2. Gift of electronic parts and equipment valued at \$75 from G. W. E. Nickelsburg, Sr. of East Lansing to be used under the direction of F. H. Buelow in Agricultural Engineering.
3. Gift of a Johnson Double Package Maker Over-Wrapping Machine valued at \$8,900 from the Post Cereal Division of General Foods Corporation of Battle Creek to be used in the School of Packaging.
4. Gift of a lathe with accessories valued at \$230 from James W. Goff, a members of the staff, to be used in the Packaging Laboratory.
5. Grants to be used for scholarship purposes, as follows:
 - a. To establish new scholarships:
 - 1) \$1,100 from The Paramount Coffee Company of Lansing to establish a \$250, a \$350, and a \$500 scholarship in Hotel, Restaurant, and Institutional Management. The scholarships are to be known as the Paramount Coffee Company Customers' Scholarships.
 - 2) \$558 from the J. W. Knapp Company of Lansing to provide 2 scholarships for senior students in Home Economics.
 - b. To be deposited in the Honors College Fund:
 - 1) \$5 from Ann B. Patton of Yonkers, New York, earmarked for a Music student.
 - 2) \$100 from the Lincoln School Parent-Teachers Association of St. Joseph.
 - c. To continue previously established scholarships:
 - 1) \$600 from the General Motors Metallurgical Scholarship Fund of Warren.
 - 2) \$1,000 from Harry L. Conrad, The Christman Company, of Lansing.
 - 3) For the Michigan Bankers Scholarship:
 - a) \$100 from the Bank of Stephenson
 - b) \$100 from the Almont Savings Bank
 - 4) \$100 from the Caledonia Farmers Elevator of Caledonia for the Elevator and Farm Supply Scholarships
 - 5) \$85 from Massey-Ferguson Modern Tractor Service of Burr Oak for the Farm Equipment Scholarship Fund.
 - d. To aid specified students:
 - 1) \$186 from Tom A. Johnson of East Lansing.
 - 2) \$200 from Prince Hall Masonic Lodge of Philadelphia, Pennsylvania.
 - 3) \$100 from the Blue Water Subsection of the Detroit Section of the American Chemical Society of Port Huron
 - 4) \$300 from the Board of Christian Education of Richmond, Virginia
 - 5) \$500 from the Betty C rocker Search Scholarship of the National Association of Secondary School Principals of Washington, D.C.
 - 6) \$83.34 from the Elks Scholarship of Memphis, Tennessee
 - 7) \$500 from the Corson Scholarship Fund of Pittsburgh, Pennsylvania
 - e. For Michigan State University-Oakland Scholarship Fund:
 - 1) \$300 from Mrs. Donald Curry of Royal Oak
 - 2) \$479 from The Rotary Club of Southfield
6. Grant of \$1,000 from Jessie Smith Noyes Foundation, Inc., of New York for the Jessie Smith Noyes Foundation loan funds.
7. Grant of \$1,000 from Rhodia, Inc., of New-York City to be used under the direction of J. A. Hoefer in Animal Husbandry to continue a study of biological and biochemical functions of certain nutritional factors in swine feeding.
8. Grant of \$4,000 from The Upjohn Company of Kalamazoo to be used under the direction of John Nellor in Animal Husbandry for a study of the practical control of breeding time by hormones or estrus control in swine.
9. Renewal of a memorandum of agreement with the American Cyanamid Company of New York City covering a grant of \$2,000 to be used under the direction of C. A. Lassiter in Dairy in a study of the use of urea to increase the protein content of high moisture corn for dairy cattle.
10. Renewal of a memorandum of agreement with the Holstein-Friesian Association of American of Brattleboro, Vermont, covering a grant of \$2000 to be used under the direction of L. D. McGilliard in Dairy to study the genetic and environmental factors affecting the composition of milk produced by Holstein-Friesian cattle in Michigan.
11. Grant of \$500 from Stephen DuBrul of Detroit to be used under the direction of M. D. Pirnie in Fisheries and Wildlife for the study and publication of materials on waterfowl plumage.
12. Approval of a memorandum of agreement with International Minerals and Chemical Corporation of Skokie, Illinois, covering a grant of \$200 to be used under the direction of A. L. Kenworthy in Horticulture for a study of the influence of various sources of potassium upon absorption of potassium and other elements by peach trees.
13. Grant of \$5,000 from T. Thacher Robinson of Urbana, Illinois, to be used under the direction of Andrew G. Frank in Economics as a Post-Doctoral Fellowship.

NEW BUSINESS ,continuedGifts and Grants, continuedGifts and
Grants

14. Grant of \$25,000 from the Department of Health, Education, and Welfare of Washington, D.C. to be used under the direction of A. L. Seelye in the Graduate School of Business Administration to defray costs attributable to expanded graduate programs in business administration.
15. Grant of \$600 from the Harding-Williams Corporation of Chicago to be used under the direction of J. W. Thompson in Hotel, Restaurant, and Institutional Management to purchase classroom materials and for other assistance in the academic and public relations programs of the school.
16. Renewal of a memorandum of agreement with the Automotive Safety Foundation of Washington, D.C., covering a grant of \$2,000 to be used under the direction of G. M. Schultz in Police Administration and Public Safety for the continuation of their fellowship.
17. Grant of \$60 from the faculty of the College of Communication Arts to be used under the direction of Dean Siebert to provide assistance to students of that College when need arises.
18. Renewal of a memorandum of agreement with the Inland Daily Press Association of Chicago covering a grant of \$600 to be used under the direction of P. J. Deutschmann in the Communications Research Center to continue investigation of factors affecting newspaper costs and revenues.
19. Renewal of a memorandum of agreement with Scripps-Howard Newspapers of Cincinnati, Ohio, covering a grant of \$3,000 to be used under the direction of P. J. Deutschmann in the Communications Research Center for research on the diffusion of knowledge and attitude change in a variety of communication situations, including political campaigns and advertising campaigns.
20. Grant of \$2,000 from the Michigan Association of Secondary School Principals of Ann Arbor to be used under the direction of W. H. Roe in the College of Education to finance editing and publications.
21. Grant of \$1,000 from JETS, Incorporated of East Lansing to be used under the direction of R. T. Fallon in Engineering to carry out the divorcement of JETS, Inc. from any University tie.
2. Grant of \$250 from the National Institutes of Health of Bethesda, Maryland, to be used under the direction of J. R. Shaver in Zoology for an immunological study of interaction of Frog Cametes.
23. Grant of \$8,133 from the National Institutes of Health to be used under the direction of J. R. Shaver in Zoology for a continuation of the immunological and biochemical studies of mechanisms of cell division and of tumor initiation.
24. Grant of \$38,500 from the National Science Foundation of Washington, D.C., to be used under the direction of T. Wayne Porter in Zoology for support of a summer institute in biology for high school teachers of biology to be held at the Gull Lake Biological Station.
25. Grant of \$19,875 from the Atomic Energy Commission of Argonne, Illinois, to be used under the direction of J. L. Dye in Chemistry for research on electrochemistry and spectra of metal-ammonia and metal-amine solutions. Provision is made for special graduate research assistants.
26. Grant of \$2,400 from the Research Corporation of New York City to be used under the direction of Richard A. Schwendeman in Chemistry to continue the Frederick Gardner Cottrell grant for a fellowship.
27. Renewal of a memorandum of agreement with the Office of Naval Research of Washington, D.C., covering a grant of \$44,957 to be used under the direction of E. A. Hiedemann in Physics and Astronomy for research on optical methods for the measurement of sound pressure in liquids. Provision is made for special graduate research assistants.
28. Grant of \$2,300 from the National Institutes of Health of Bethesda, Maryland, to be used under the direction of M. Ray Denny and Paul Bakan in Psychology for research on the clarification of a relatively unexplored facet of anxiety and its short-term incubation effects. Provision is made for a special graduate research assistant.
29. Renewal of a memorandum of agreement with a donor who wishes to remain anonymous covering a grant of \$37,001 to be used under the direction of H. H. Anderson in Psychology to complete the cross-national study of children's problem-solving in situations of conflict and tension, develop criteria for identifying creativity in children, and methods for assessing environmental and cultural impact on the process of creativity. Provision is made for special graduate research assistants.
30. Grant of \$94,700 from the National Science Foundation of Washington, D.C., to be used under the direction of Wayne Taylor in the Science and Mathematics Teaching Center, for support of a summer institute in physical science and mathematics for high school and college teachers of science and mathematics.
31. Renewal of a memorandum of agreement with the National Institutes of Health of Bethesda, Maryland, covering a grant of \$5,750 to be used under the direction of P. O. Fromm in Physiology and Pharmacology for an investigation of the toxic action of hexavalent chromium on freshwater fish. Provision is made for a special graduate research assistant.

NEW BUSINESS, continuedGifts and Grants, continuedGifts and
Grants

32. Approval of a memorandum of agreement with the Jensen-Salsbery Laboratories, Inc., of Kansas City, Missouri, covering a grant of \$1,200 to be used under the direction of A. R. Drury in Surgery and Medicine for Research on mastitis.
33. Grant of \$4,440 from the Lansing Public Schools on behalf of the Association for Educational Television in South Central Michigan to be used under the direction of Patrick J. Callihan in Television Broadcasting to pay for the salary of a coordinator for the Classroom 10 instructional television project.
34. Grant of \$200 from the Union Carbide Educational Fund of New York City to be credited to the Discretionary Gift Fund and used as an allowance of \$100 per student for a faculty adviser in connection with one Union Carbide International Scholarship and one Union Carbide Corporation Scholarship for 1960-61.
35. Grant of \$1,500 from the Agricultural Research Service of the United States Department of Agriculture of Washington, D.C., to be used under the direction of Charles Press and W. E. Freeman in the Institute for Community Development and Services to study the problems of urbanization as they affect the residents of rural areas around rapidly growing cities.
36. Grants as follows to be used under the direction of L. A. Doyle in Continuing Education to support the Christmas Adventure in World Understanding Program:

\$138 from H. J. Stoddard of Lansing
 115 from the Michigan Farm Bureau of Lansing
 50 from the United Church Women of Flint
 250 from the Chrysler Corporation of Detroit
 75 from Harry W. Taylor Company of Detroit
 25 from Stannard L. Baker of East Lansing
 25 from Mrs. Murl Dennis of Stanton
 1000 from The Upjohn Company of Kalamazoo
 400 from the Michigan Bell Telephone Company of Detroit
 75 from Altrusa Club of Greater Lansing
 25 from the Flint Lions Club Auxiliary of Flint

37. Stock and cash with a total value of \$2,500 from George F. Conway of Lansing to be credited to the Michigan State University Development Fund to be earmarked for the Class of 1911 project.
38. Grant of \$500 from Frederick H. Mueller, Secretary of Commerce and former member of the Board of Trustees, to be credited to the Michigan State University Development Fund.
39. Communication from Dr. Emory Morris, President of the Kellogg Foundation, advising the University of the approval by the Board of Trustees of the Kellogg Foundation of a grant in the amount of \$433,750 to be used for the purpose of providing new facilities at the W. K. Kellogg Bird Sanctuary.

Reports for Board MembersAlteration and
Improvement
Items

1. The following alteration and improvement items have been approved since the meeting of the Board of Trustees on November 18:
- | | |
|---|---------|
| a. Improve lighting rooms 2 and 5, Demonstration Hall | \$ 480 |
| b. Alterations to Television Broadcasting Studio | 890 |
| c. Alterations to room in Kresge Art Center to provide security for valuable art pieces | 1,110 |
| d. Construct separating partition in the west half of Quonset 83, and addition of partition in an office of Quonset 104 for Protective Services | 1,740 |
| | \$4,220 |
2. Additional payments to salaried employees since the November Board meeting as per list on file.

On motion by Dr. Smith, seconded by Mr. Stevens, it was voted to approve all Miscellaneous Items not already acted upon.

The next meeting will be held at Michigan State University-Oakland on January 18, 1961.

John A. Funder

 President

James W. Miller

 Secretary