

Title

Item "b"
amended.

E. A. Bowd
College
Architect

Plans for
College
Hall.

On motion adjourned.

.....
A. M. Brown.....
 Secretary.

C C C C O O C C O O O O C C C C C

President's Office

December 17, 1913..... 1:30 P.M.

The minutes of the previous meeting were read and approved.

Old dairy
building.

Chandler
drain.

Degree of
M.S.

On motion of Mr. Doherty, Prof.. Bissell, Dean of the Engineering Division,

Clock and gong system

Teachers
or short
courses.

Additional
instructors

in case it is not found feasible to transfer certain work in that department.

On motion of Mr. Woodman, the following report of the Committee on Employees, President Snyder, Mr. Graham and Mr. Beaumont, was approved:

"To the Committee on Employees was referred at our last meeting the question of granting Comfort A. Tyler, Field Agent for the Department of Forestry, a leave of absence during two months next summer without pay. The Committee wishes to report that it has granted Mr. Tyler's request."

On motion of Mr. Graham, Mr. Meyers was granted leave of absence with pay in order to attend lectures at Yale University during the spring term.

On motion of Mr. Beaumont, the following report of the Committee on Agricultural Division, was adopted:

"Your committee, to whom was referred the complaint of Wm. Smith of East Lansing to the effect that the Dairy Department of the College was operating a milk route in the city of East Lansing, reports upon the matter as follows:

"There is, of course, no question as to the fact, and we believe that the Dairy Department is fully justified in doing so. One of the important subjects taught in that department is the production, preparation and handling of market milk, that is, milk intended for family use. Following the only practicable method of teaching such subjects and the one adopted throughout the institution, as note the departments of Forestry, Animal Husbandry, Poultry and Horticulture, the Dairy Department conducts a large dairy, produces milk for this special purpose, prepares it for sale, having a special room and equipment in the new dairy building for this purpose, and then delivers it to customers in the usual way, just as the products of the other departments cited are sold. The milk being produced with greater care and more elaborately prepared for market, the price charged is in excess of that charged by local milk dealers. Your committee believes that this is a perfectly legitimate function of the institution and necessary to the proper conduct of the Dairy Department, and it cites the precedent of numerous other State institutions where the same practice prevails in their dairy departments, viz: Wisconsin University, University of Illinois, etc.

"We see no reason to recommend that the practice of selling milk, as it is now done, be discontinued."

R. D. Graham

I. R. Waterbury

Committee on Agricultural Division.

On motion of Mr. Waterbury, the communication from Dr. Bessey, in reference to certain special apparatus and supplies for the bean investigator, was referred to the Director of Experiment Station.

The Secretary presented the bonds of Trier Brothers, covering their contract for the erection of the Veterinary Building, which, on motion of Mr. Waterbury, were approved.

Chairman Graham presented the following report of the State Accountant in reference to examination of the accounts of A. M. Brown, Secretary, at the close of business December 11, 1913.

Hon' Robert D. Graham,
President State Board of Agriculture,
Grand Rapids, Michigan.

Dear sir:-

Enclosed find statement covering examination of the accounts of Mr. A. M. Brown, as Secretary of the Michigan Agricultural College. This examination takes up the accounts as they appear at the close of business November 11, 1913.

Page 1 is a condensed statement showing the condition of the accounts of Mr. Brown as secretary. Pages 2 to 6 inclusive are auxiliary statements summarized upon page 1.

You will notice by page 1 that the cash in the City National Bank to the credit of the secretary and the demands of institution accounts exactly agree.

Very respectfully,
Oramel B. Fuller,
Auditor General.

Dictated by
Fred Z. Hamilton,
General Accountant.

(A)
State of Michigan
AUDITOR GENERAL'S DEPARTMENT.
General Accountant's Division.

East Lansing, Michigan, November 12, 1913.

Financial statement in connection with the examination of A. M. Brown, Secretary, Michigan Agricultural College.

Balance on hand as shown by last account current on file in this department for the month ending September 30, 1913,	\$53,220.44
Add receipts since as per sheet "B" - - - - -	37,286.97
Amount available to date - - - - -	\$90,507.41
Deduct disbursements as per sheet "C" - - - - -	55,127.75
Balance on hand at close of day November 11, 1913,	
as per Institution accounts - - - - -	\$35,379.66

Report of
State Ac-
countant.

Cash in hands of A. M. Brown, Secretary,	
as per sheet "D" night of November 11, 1913, - - -	\$6,202.05
Bank balance of Secretary as per sheet	
"E" at close of business Nov. 11, 1913,	\$30,608.87
Deduct outstanding checks as per sheet	
"G" night of November 11, 1913,	1,431.26 - 29,177.61

Cash in Secretary's hand and in bank	
at close of day November 11, 1913, - - - - -	\$35,379.66

Very respectfully,
Fred Z. Hamilton,
General Accountant.

(B)
Statement of receipts at the Michigan Agricultural College since September 30, 1913, to November 11, 1913, inclusive, as shown by triplicate receipts furnished by the institution.

Date.	Name.	Amount.
Nos. 7667 to 7689 inc., October,	A. M. Brown, Sec., et al,	\$13,834.92
November	" " "	23,452.05
		\$37,286.97

(C)
Statement of disbursements at the Michigan Agricultural College since September 30, 1913, to November 11, 1913, inclusive, as shown by vouchers furnished by the

institution.

Date.	Name.	Amount.
Nov. 11, 96844 to 97130,	P. M. Ry. Co., et al (Oct.. a/c)	\$44,676.21
" " 97131 to 97173,	Agnes Hunt, et al, (Nov. a/c)	<u>10,451.54</u>
		\$55,127.75

(D)

Cash in hands of A. M. Brown, Secretary M. A. C., at the close of business November 11, 1913, as follows:

Currency	
Specie	
Nickels, Pennies, etc.	
Cash items (Deposit in Transit as below)	- - - - - \$6,202.05
Total	- - - - - \$6,202.05

CLASSIFICATION.

Report of
State Ac-
countant.

Currency.	Specie.	Nickels, Pennies, etc.
\$100 bills	Gold,	
	\$20 pieces	5 cent.
50 "	10 "	3 "
20 "	5 "	2 "
10 "	2.50 "	1 "
5 "		Footings
3 "	Silver	
2 "	\$1.00 "	
1 "	50 "	
"	25 "	
"	20 "	
"	10 "	
"	5 "	
"	3 "	
Footings	Footings	

Cash items:

Deposit to City National Bank, Lansing, in transit	\$6,202.05
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(E)

State of Michigan.
AUDITOR GENERAL'S DEPARTMENT.
General Accountant's Division.

Lansing, Mich., November 12, 1913.

Cashier City National Bank,
Lansing, Michigan.

Dear Sir:

Please fill blank below; balance his account at date indicated and return bank book and canceled checks to Mr. A. M. Brown, Secretary. But if it is not convenient to balance book and return canceled checks as requested, kindly give list of checks paid by you and not previously returned. Make up this list on form "F" herewith, and give number, date, name and amount of each check, and greatly oblige

Yours truly,
Fred Z. Hamilton,
General Accountant.

The condition of the above named officer's account, as shown by the books of this bank at the close of business November 11, 1913, was as follows:

Balance due him	- - - - - \$30608.87
Amount overdrawn by him	- - - - - \$ 0
The checks paid by this bank and not delivered amount as per sheet "F" to	\$ 0

Very respectfully,
F. J. Hopkins,
Cashier.

(G)

List of checks outstanding at close of bank hours November 11, 1913.
No. 97173 Date Nov. 11, 1913, Name A. C. Anderson, Amount \$31.58, of last
check drawn prior to date of examination. Also list of vouchers paid thereby.

List of checks outstanding.

List of vouchers paid thereby.

No.	Date.	Name.	Amount.
	1912		
91842	Mar. 26,	Earl Allen	\$36.07
91846	Oct. 31	Chas. Dodt	5.50
	1913		
96360	Aug. 7,	Margaret Cahill	1.50
96895	Oct. 17,	Johanna Mitchell	13.25
96984	Oct. 27,	Sec.Am.Bacteriologist	1.14
97053	Oct. 17	Bell Tel. Co.	4.55
97095	Oct. 29,	Am.Tamworth Swine Record Assn.	3.00
97125	Oct. 31,	J. F. Zimmer	42.10
97126	Oct. 31,	Roswell Carr	57.42
97136	Nov. 6,	F. J. Groat	8.53
97138	Nov. 6,	The Gleaner	22.40
97139	Nov. 6,	Ethel Gilman	2.40
97140	Nov. 6,	V. C. Scott	21.00
97141	Nov. 6,	C. A. Tyler	99.22
97142	Nov. 6,	" "	30.12
97143	Nov. 6,	Northrup King & Co.	28.40
97144	Nov. 6	Postal Tel. Co.	.96
97147	Nov. 6	Cleveland Ice Mach. Mfg. Co.	575.00
97149	Nov. 6	F. A. Wilkin	22.60
97152	Nov. 7	Remington Typ.Co.	20.00
97157	Nov. 10	C. E. Newlander	19.39
97159	"	P. M. Ry. Co.	159.66
97160	"	A. Williams	39.17
97161	"	C. A. Wilson	42.77
97162	"	A. E. Chase	6.78
97163	"	Fred Howery	4.50
97164	"	E. T. Marzke	11.34
97165	"	H. S. Albin	20.34
97166	"	J. C. Ranney	18.78
97167	"	Jake Devos	3.00
97168	"	V. M. Shoesmith	5.50
97169	"	H. E. Dennison	18.35
97170	"	American Laundry	53.41
97171	Nov. 11	" "	.37
97172	"	R. S. Hudson	1.16
97173	"	A. C. Anderson	31.58
			\$1,431.26

No.	Date.	Name.	Amount.
	1912		
Mar.26	Earl Allen	\$36.07	
Oct. 31	Chas. Dodt	5.50	
	1913		
Aug. 7,	Margaret Cahill	1.50	
Oct. 17	Johanna Mitchell	13.25	
Oct. 27	Sec.Am.Bacteriologist,	1.14	
Oct. 17	Bell Tel. Co.	4.55	
Oct. 29	Am.Tamworth Swine Record Assn.	3.00	
Oct. 31	J. F. Zimmer	42.10	
Oct. 31	Roswell Carr	57.42	
Nov. 6	F. J. Groat	8.53	
Nov. 6	The Gleaner	22.40	
Nov. 6	Ethel Gilman	2.40	
Nov. 6	V. C. Scott	21.00	
Nov. 6	C. A. Tyler	99.22	
Nov. 6	" "	30.12	
Nov. 6	Northrup King & Co.	28.40	
Nov. 6	Postal Tel. Co.	.96	
Nov. 6	Cleveland Ice Mach. Mfg. Co.	575.00	
Nov. 6	F. A. Wilkin	22.60	
Nov. 7	Remington Typ. Co.	20.00	
Nov. 10	C. E. Newlander	19.39	
"	P. M. Ry. Co.	159.66	
"	A. Williams	39.17	
"	C. A. Wilson	42.77	
"	A. E. Chase	6.78	
"	Fred Howrey	4.50	
"	E. T. Marzke	11.34	
"	H. S. Albin	20.34	
"	J. C. Ranney	18.78	
"	Jake Devos	3.00	
"	V. M. Shoesmith	5.50	
"	H. E. Dennison	18.35	
"	American Laundry	53.41	
Nov. 11	" "	.37	
"	R. S. Hudson	1.16	
"	A. C. Anderson	31.58	
		\$1,431.26	

Report of
State Ac-
countant,
cont.

On motion of Mr. Doherty, the proposition of giving the customary dinner
to the members of the Live Stock Breeders and Feeders Association, was approved.
On motion of Mr. Beaumont, the following apportionment for the period
ending June 30, 1914, was approved.

To give
dinner.

Advertising	1500.00
Agricultural Education	1070.00
Animal Husbandry	1850.00
Athletics	-----
Bacteriology	-----
Botany	2000.00
Chemistry	2000.00
Civil Engineering	500.00
Cleaning	1200.00
College Extension	3980.00
Contingent Building	-----
Crops	575.00
Dairy Husbandry	1975.00
Dean's Office	1039.00
Drawing	135.00

Apportionment.

Electric Lighting	\$1500.00
English	311.00
Entomology	641.00
Farm & Horses	729.00
Farm Management	2200.00
Farm Mechanics	695.00
Forestry	1600.00
Freight & Cartage	1500.00
Heating	15000.00
History	130.00
Home Economics	1690.00
Horticulture	3824.00
Hospitals	300.00
Library	1915.00
Mathematics	305.00
Mechanical Engineering	3500.00
Meteorology	-----
Military Science	784.00
Miscellaneous	-----
Office, President's	400.00
Office, Secretary's	885.00
Physics & Electrical Engineering	1500.00
Poultry	1575.00
Registrar	1425.00
Salaries	105000.00
Soils	400.00
Special Courses	800.00
Telephones	500.00
Veterinary Science	2000.00
Zoological	500.00
Seed Analysis	-----
Upper Peninsula Experiment Station	3000.00

Dairy Dept.
\$300 for moving.

On motion of Mr. Woodman, \$300.00 was added to the apportionment of the Dairy Department for the present period to cover some extra expenses in connection with moving into the new building.

On motion of Mr. Doherty, the following persons were appointed deputy seed inspectors for the purpose of collecting samples for examination:

Appointment
of Deputy
Seed In-
spectors.

Dr. Eben Mumford, East Lansing,
H. F. Williams, " "
C. P. Reed, " "
J. F. Zimmer, Manistee
C. B. Cook Allegan, (Office, Court House)
L. V. Crandall, Port Huron
R. G. Hoopingarner, Crystal Falls
J. H. Skinner, Grand Rapids
H. G. Smith, Alpena
Jason Woodman, Kalamazoo
Julius W. Chapin, Coldwater
Ward H. Parker, Flint
H. B. Blandford, Fremont,
Leo M. Geismar, Houghton
Chas. N. Frey, South Haven
Dr. E. A. Bessey, East Lansing
Miss Hollister, " "

Fair Ex-
hibits.

On motion of Mr. Doherty, it was recommended that the College make fair exhibits along the same lines as was done last year.

Expense
accounts
allowed.

On motion of Mr. Graham, the expense accounts of Mr. Sanford in attending the Conservation Congress at Washington, and of Mr. Sheffield in attending the annual meeting of the Association of Alumni Secretaries at Chicago, and of Dr. Giltner in attending the United States Live Stock Sanitary Association at Chicago, were allowed.

On motion of Mr. Doherty, it was decided to publish 3000 copies of Dr. Beal's History of the College.

On motion of Mr. Doherty, the expense accounts of the Board members were allowed.

On motion adjourned.

All Brown
Secretary