

Minutes of the  
Meeting of the State Board of Agriculture  
April 20, 1939

Present: Mr. B. H. Halstead, Chairman; Messrs. Downing, Jakway, Mrs. Masselink; President Shaw; Treasurer Wilkins; Secretary Hannah.

Absent: Messrs. Berkey, Brody; Dr. Elliott.

The meeting was called to order at 10:15 A.M.

The minutes of the previous meeting were approved.

RESIGNATIONS, APPOINTMENTS, AND LEAVES

Resignations

1. Resignation of Miss Estelle Nelson as Home Demonstration Agent of Branch County, effective May 1, 1939.
2. Resignation of Eldon E. Whiteman as half-time graduate assistant in the Zoology Department, effective March 31, 1939. Mr. Whiteman will be working at the W. K. Kellogg Bird Sanctuary.
3. Resignation of Dr. R. B. Pennell as Research Assistant in Bacteriology, effective May 1, 1939.
4. Resignation of Miss Helen M. Robinson, Assistant in Research in Agricultural Chemistry, to accept a position with the Bureau of Home Economics; resignation to be effective April 15, 1939.
5. Resignation of Dr. L. Ellinwood as instructor in Music, effective September 1, 1939.
6. Resignation of G. R. Muhr as graduate assistant in Soils, effective June 1, 1939.

Appointments

7. Reappointment for 1939-40 of Francis Aranyi as assistant professor of Music on the same basis as he was employed during 1938-39 (salary \$2000 for two days each week). His salary is to be paid in 10 equal installments, the first on September 30, 1939.
8. Reappointment of Dr. Paul Honingsheim as Associate Professor and Research Associate in Sociology for one year only at the same salary he received during 1938-39, \$3600 per year, effective September 1, 1939.
9. Temporary appointment of C. H. Nickle as Recreation Specialist for the period from June 26 to September 15, 1939, at a salary of \$200 per month. Mr. Nickle's services are used especially in connection with several different 4-H Club Camps during this period.
10. Appointment of Miss Marjorie Kenyon as instructor in Chemistry during the months of April, May, and June at a salary of \$135 per month. Miss Kenyon will carry the work of H. C. Gutekunst who is ill.
11. Appointment of Dr. Victor Noll as Acting Head of the Department of Education with a salary increase from \$3300 to \$3600, effective April 1, 1939. Dr. Noll replaces Dr. E. L. Austin.
12. Appointment of John R. Lewis as Research Assistant in Agricultural Chemistry to replace Helen M. Robinson at the same salary of \$1400 per year, effective April 24, 1939. This appointment will terminate Mr. Lewis' graduate fellowship appointment.
13. Appointment of Miss Loraine Rauls as half-time graduate assistant in Chemistry for the months of April, May, and June at a salary of \$60 per month. This appointment is necessary because of the illness of Chester Hardt who has undulant fever.
14. Appointment of Robert J. Matthews as half-time graduate assistant in the Zoology Department for the months of April, May, and June, Mr. Matthews replaces E. E. Whiteman.
15. Appointment of Dr. Hale Cowling as research assistant in Agricultural Chemistry at a salary of \$2500 per year, effective June 1, 1939. This will fill the vacancy left by the death of Mr. Winters and temporarily filled by Dr. L. H. Greathouse at a salary of \$3250.
16. Appointment of Harry Wilt as Project Director and Assistant to the Director of the Short Courses at a salary of \$2800 per year, effective June 15, 1939. This is an additional position authorized by the Board at the January meeting. Seventy-five percent of Mr. Wilt's salary will be reimbursed by the State Vocational Board.
17. Request from Dean Anthony for authority to make the following arrangements in order to place the Land Use Planning program into operation in five selected counties (no additional expense to the College is involved):
  - a. That the salary of H. A. Berg be transferred from full time extension funds to \$2800 Federal Bureau of Agricultural Economics and \$1000 extension funds, effective April 15, 1939 to June 30, 1939.
  - b. That Mr. Elmer Leroy Lee be appointed as Assistant County Agricultural Agent for Cass County at a salary of \$1350 from Federal B.A.E. and \$450 from Extension funds, effective from May 1 to June 30, 1939.

RESIGNATIONS, APPOINTMENTS, AND LEAVES, continued

## 17. (Continued)

Appointments

- c. That Mr. Calvin Matier Meredith be appointed as Assistant County Agricultural Agent for Midland County at a salary of \$1350 from Federal B.A.E. funds and \$450 from Extension funds, effective May 1 to June 30, 1939.
- d. That the Extension Administrative authorities be authorized to employ three additional Assistant County Agricultural Agents until July 1, 1939, for Mason, Otsego and Menominee Counties. The salary for each will not exceed \$150 per month; three-fourths to be paid from federal funds.

On motion of Mrs. Masselink, seconded by Mr. Downing, it was voted to approve item 17.

- 18. Appointment of Dr. Newton Chute as Assistant Professor of Geology at \$2100 per year, effective September 1, 1939. Dr. Chute will replace Dr. Duncan Stewart who is resigning (Salary \$2100).
- 19. Appointment of Dr. V. G. Grove as Acting Dean of the Graduate School during the absence of Dr. Bessey from September 1, 1939 to August 31, 1940, at an additional salary of \$200 for the year. (Salary now \$3900).
- 20. Appointment of Mr. Jesse J. Garrison as associate professor of Art at \$3000 per year, effective September 1, 1939. Mr. Garrison replaces Phillip Brody who was employed for one year only at \$1900.
- 21. Appointment of Dr. Marshall Knappen as professor and head of the Department of History and Political Science at \$4500 per year, effective September 1, 1939.
- 22. Appointment of Mr. Owen Reed as instructor in Music at a salary of \$2200 per year, effective September 1, 1939. Mr. Reed will replace Dr. Ellinwood who has been receiving \$2200.
- 23. Graduate assistantship appointments for 1939-40:

- |                   |  |
|-------------------|--|
| Bacteriology      | - Reappointment of Dan Richardson as quarter-time graduate assistant.  |
|                   | - Reappointment of Guy Vitagliano as half-time graduate assistant.   |
|                   | - Appointment of Robert J. Patrick as quarter-time graduate assistant to succeed Wells Shulls.                                       |
| Botany            | - Reappointment of Miss Elizabeth Van Maren as half-time graduate assistant.   |
|                   | - Appointment of J. P. Cole as half-time graduate assistant to replace John B. Routien.  |
|                   | - Appointment of Richard A. Giles as half-time graduate assistant to replace John Merkle.  |
| Poultry Husbandry | - Reappointment of William V. Golding as half-time graduate assistant.   |
| Sociology         | - Appointment of Paul M. Houser as half-time graduate assistant to succeed J. Roger McConnel.  |
|                   | - Appointment of Evelyn C. Perry as quarter-time graduate assistant to succeed Louise Barrows.                                       |
| Soils             | - Reappointment of B. J. Birdsall as half-time graduate assistant.   |
|                   | - Reappointment of G. D. Sherman as half-time graduate assistant.  |
|                   | - Reappointment of T. H. Thornburn to the fellowship on Rackham funds at \$800 per year.   |
|                   | - Appointment of G. R. Muhr as half-time graduate assistant on the fellowship created by the Borax Industry, effective June 1, 1939. |
|                   | - Appointment of Curtis E. Hutton as half-time graduate assistant on Purnell funds to succeed G. M. Welles.                          |

- 24. Leave of absence of half-pay for Dr. W. D. Baten from September 1, 1939 to March 1, 1940 for the purpose of study in England with Professors Pearson, Fisher, and Yates and to visit the the various experimental plants in English agriculture research programs.

Leaves

On motion of Mrs. Masselink, seconded by Mr. Downing, it was voted to approve item 24.

- 25. Leave of absence on half pay for Miss Beatrice Boyle from September 15, 1939 to June 15, 1940, so that she may study at George Washington University in Washington, D. C.
- 26. Request for the extension of leave of absence on half pay for Miss Emma DuBord for one month. Her entire leave will then extend from October 1, 1938 to July 31, 1939.
- 27. Leave of absence on half pay from September 1, 1939 to August 31, 1940 for Mr. R. M. Hill, instructor in English, who wishes to do additional graduate work at Boston University. He will terminate his connection with the College at the end of his leave of absence.

On motion of Mr. Halstead, seconded by Mr. Downing, it was voted to grant a leave of absence to Mr. R. M. Hill on full pay up to January 1, 1940.

- 28. Appointment of Wade O. Brinker as half-time graduate assistant in Surgery and Medicine and also to the Kellogg Dog Food Fellowship, making a total salary of \$1200 per year, effective September 1, 1939. Dr. Josephine Lowry held both positions during 1938-39.

RESIGNATIONS, APPOINTMENTS, AND LEAVES, continued

## Appointments

29. Appointment of Charles W. Darby as instructor in Bacteriology on a full time basis at \$1500 per year, effective September 1, 1939. Mr. Darby was formerly half-time assistant in Bacteriology at \$600 per year.
30. Appointment of Alan C. Corbett as assistant in Bacteriology at \$1200 per year, effective July 1, 1939. Mr. Corbett will carry the routine work formerly carried by H. J. Stafseth (see Miscellaneous, item 7). He was a quarter-time assistant in Bacteriology during 1938-39.
31. Recommendation for the following assistantship appointments in Bacteriology for 1939-40, effective September 1, 1939:
  - a. Appointment of Philip A. Hawkins as half-time assistant to succeed Elmer Matthews and Alan C. Corbett who were quarter-time assistants.
  - b. Appointment of Dean M. Fluharty as quarter-time assistant to succeed L. M. Greene.
  - c. Reappointment of Donald F. Grover as quarter-time assistant.

On motion of Mr. Halstead, seconded by Mr. Jakway, it was voted to approve the Resignations, Appointments and Leaves, except items 17, 24 and 27 on which action appears.

## Travel

TRAVEL

1. Expenses of \$15.47 for a trip made by G. P. Deyoe to attend a conference of teacher trainers and supervisors for vocational agriculture held in Chicago March 26-29; expenses to be paid from vocational teacher training funds.
2. Mileage on one car for three members of the History Department and a group of students to attend the meeting of the International Relations group at Evanston, Illinois, on April 21-22.
3. Full expenses for Dr. E. J. Miller to attend a conference of collaborators on soybean research which is being called at Urbana, Illinois, on April 22; expenses to be paid from Station Director's Office funds.
4. Full expenses for R. S. Linton to attend the annual meeting of the American Association of Collegiate Registrars to be held in New York City on April 25-28.
5. Mileage on one car for members of the Home Economics Department staff (Dean Dye, Eunice Kelly, Flora Hanning, and Gladys Everson) to attend the meetings of the Institute of Nutrition in Toronto, April 26-29.
6. Full expenses for Dr. Roy E. Marshall to contact the laboratories of the American Can Company in Chicago during the latter part of April in connection with some research projects now under way; expenses to be paid from the regular experiment station allotment of the Horticulture Department.
7. Mileage on one car and maintenance for C. E. Wildon and Ray Nelson who will accompany a group of students on an inspection and study trip to the greenhouses in the vicinity of Chicago during the week of April 27-30; expenses to be paid equally from Botany and Horticulture Department current expense funds.
8. First class railway mileage for either Mr. Applegate or Mr. Coleman to attend the Radio in Education Institute in Columbus, Ohio, on May 1-3.
9. First class railway mileage for J. M. DeHaan to attend the meeting of the Midwest Psychological Association in Lincoln, Nebraska, on May 5-6.
10. One first class railway mileage for two men from the History Department to attend a regional meeting of the American Political Science Association at Turkey Run, Indiana, on May 5-6.
11. Delegation of Dean L. C. Emmons to attend the meeting of the American Council on Education in Washington, D. C., on May 5 and 6.
12. Mileage on one car for C. C. Sigerfoos and H. L. Womochel to attend the annual meeting of the American Foundrymen's Association to be held May 15-18 in Cincinnati, Ohio; expenses to be paid from Engineering Experiment Station funds.
13. Out-of-state travel authorization without expense to the College for Dr. M.D. Pirnie to lecture before the Bird Club of St. Louis, Missouri, on May 16.
14. Mileage on one car for Dr. Larian and Mr. Gower to attend the spring meeting of the American Institute of Chemical Engineers to Akron, Ohio, on May 16-17. Dr. Larian is to present a paper.
15. Full expenses for V. R. Gardner to appear on the program of the National Farm Chemurgic Council to be held in Columbus, Ohio, May 19-20; expenses to be paid from the experiment station allotment to the Director's Office.
16. Maximum of \$25 toward the expenses of G. W. Hobbs who desires to attend the meeting of the Society of Automotive Engineers in New York City, May 22-26.

TRAVEL continued

17. Mileage on one car for four members of the Sections of Dairy Husbandry, Agricultural Chemistry, and Physiology to attend the annual meetings of the Biological Societies to be held at Toronto April 25-28; one-third of the mileage costs to be borne by each of the three sections of the Experiment Station.
18. Railroad coach mileage (approximately \$75) for J. E. Towne to attend the annual conference of the American Library Association in San Francisco, California, June 18-24. Mr. Towne has been asked to be chairman of one of their committees.
19. Appointment of a delegate to attend the biennial convention of the American Association of University Women in Denver, Colorado, June 18-23.

On motion of Mr. Downing, seconded by Mr. Jakway, it was voted to approve the Travel items.

MISCELLANEOUS

1. Material relating to the functions and relationships of the Ingham County Teachers Association.
2. Renewal of the fellowship between Michigan State College and Parke, Davis and Company under the terms of the original agreement of April 1928 which provides for investigations concerning the application for physical chemical measurements and involves the payment of \$100 per month for 10 months by Parke, Davis and Company.
3. Memorandum of understanding with the Farmers and Manufacturers Beet Sugar Association whereby the Association agrees to establish at Michigan State College a fund of \$250 to assist in defraying of expenses of producing seed of the sugar beet selection found to be especially well adapted for growth on muck soil and to continue the study of sugar beet production on muck land. Dr. P. M. Harmer of the Soils Department will conduct the studies.
4. Acceptance of a grant of \$500 from the Standard Chemical Company of Hoboken, New Jersey, to be used in defraying labor and travel expenses incurred in determining the value of certain insecticidal products furnished by the Company. The research work will be conducted by the Entomology Department.
5. Acceptance of a grant of \$300 from the McConnon Company of Winona, Minnesota, to be used in defraying labor and travel expenses incurred in adapting certain insecticidal products furnished by the company. The research work will be conducted by the Entomology Department.
6. Acceptance of a check for \$50 from the Athena Club of Algonac to be disbursed by the College as a gift to needy and deserving students from Algonac.

On motion of Mrs. Masselink, seconded by Mr. Halstead, it was voted to approve items 2 to 6, the proper letter of thanks to be written in the case of each item.

7. Recommendation from Dean Anthony that a cooperative arrangement be set up with the U. S. Regional Poultry Research Laboratory so that P. J. Schaible and H. J. Stafseth of the Agricultural Chemistry and Bacteriology Departments may be placed on the payroll of the Research Laboratory to the extent of \$1200 each per year, effective July 1, 1939. Assistants will be hired at \$1200 each per year to carry the routine work of these two men. It is understood that this arrangement will not involve any additional expenditures from college funds.
8. Recommendation from Dean Anthony that the \$300 in the salary budget of the Farm Management Department to pay for an outside lecturer in Farm Management 303 be added to the current expense budget of the Department to provide for additional clerical assistance on the labor payroll. Mr. F. M. Atchley, Research Assistant in Farm Management, will teach this course during the spring term.

On motion of Mr. Jakway, seconded by Mr. Downing, it was voted to approve items 7 and 8.

9. Request from Mr. Wilkins for authorization to make adjustments in the Extension budget according to the recommendations from Director Baldwin and in the Experiment Station Accounts according to recommendations from Director Gardner.
10. Resolution from the Michigan Park and Forestry Association asking that Michigan State College provide an extension specialist in Forestry to cooperate with the towns, villages, cities, and other governmental units in work with shade trees, ornamental plantings, etc.

No action.

11. Request from Dean Emmons for an additional worker in the Rural School Music Field.

No action.

12. Statement of \$498.75 from Shields, Ballard, Jennings & Taber for services rendered the College from January 10, 1939 to February 17, 1939.
13. Bill of \$6.30 to Andy Chlebo, Buildings and Grounds employee, who lost 14 hours of work due to a foot injury received while he was working.
14. Bill of \$25 to Dr. Randall and \$16.50 to the Sparrow Hospital for services rendered Maxwell Hammer, Buildings and Grounds employee, who injured his hand while on duty.

Travel

Ing. County  
Tchrs. Assoc.

Renewal fellow  
ship Parke,  
Davis Co.

Approval agree-  
ment Farm. &  
Mrs. Beet  
Sugar Assoc.

Acceptance  
grant Stan.  
Chem. Co.

Acceptance of  
grant McConnon  
Co.

\$50 from Ath-  
ena Club.

Cooperative  
arrangement  
app. with Fed.  
Res. Lab.  
Schaible &  
Stafseth.

\$300 of sal.  
bud. Farm Mgt.  
to be used  
for clerical  
assistance.

Mr. Wilkins  
to make ad-  
justments Ext.  
budget & Exp.  
Sta. budget.

Mich. Park &  
For. Assoc.  
request ext.  
spec. For.

No action on  
request for  
additional  
music worker

Approval state-  
ment. Shields.  
etc.

\$6.30 Andy  
Chlebo bldgs.  
& Gds.

Injury to Max-  
well Hammer

MISCELLANEOUS, continued

Payment of  
\$7,437 to  
Ann Arbor  
Trust Co.

15. Approval of the payment of \$7,437.50 to the Ann Arbor Trust Company for interest due on April 1. This covers the interest during construction on the new auditorium and has been paid.

Add. \$10,000  
to health  
service.

16. Request from Dr. Holland for an additional appropriation of \$10,000 for the Health Service budget. This is necessary because of the undulant fever and influenza epidemics.

On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to approve items 9, 12, 13, 14, 15 and 16.

\$3000 add.  
appropriated  
for equipment  
Health Ser.

17. Request from Dr. Holland for an additional appropriation of \$6,000 to purchase necessary equipment for the new hospital which cannot be obtained through the PWA building fund.

On motion of Mr. Downing, seconded by Mr. Jakway, it was voted to authorize an appropriation of an additional \$3,000 for the purchase of necessary equipment for the new hospital; purchases to be made by the President, Secretary, and Treasurer.

\$700 added  
to Zoology  
budget.

18. Request from Dean Huston for an additional appropriation of \$700 for the budget of the Zoology Department necessary because of expenses incident to increased enrollment in all classes.

Trans. of  
\$20,000 to  
cont. fund.

19. Request from Mr. Wilkins for the transfer of \$20,000 to the special contingency fund used by the Board in special orders.

\$1,000 trans.  
dynamometer  
to Farm. Week

20. Recommendation from Mr. Wilkins that \$1,000 be transferred from the receipts of the dynamometer to the Farmers' Week and Exhibits budget.

No action on  
proposal re:  
handling  
Rackham money

21. Consideration of Mr. Wilkins' proposal relating to the future handling of money from the Rackham fund available for investment.

Action deferred.

Bonds on  
Wilkins, Han-  
nah, Whiting  
approved.

22. Approval of bonds for C. O. Wilkins (premium \$1000), John A. Hannah (\$40), Rodney C. Whiting (\$27.50), and schedule bond for employees (\$230.99).

App. reorg.  
Trinity Bldg.  
Corp. of N.Y.

23. Approval of the reorganization plan of the Trinity Building Corporation of New York. We hold two bonds of this company and have been receiving  $5\frac{1}{2}\%$  interest. The new plan will be at the rate of 5%;  $2\frac{1}{2}\%$  a fixed payable charge and  $2\frac{1}{2}\%$  to be payable from available net earnings.

Luce Mfg. Co.  
proxy signed

24. Report of Mr. Wilkins that he signed a proxy of the Luce Manufacturing Company and returned it to them for a meeting which was held on March 28.

Am. Dairy Sci.  
Meet to be  
held 1942

25. Recommendation from Dean Anthony that an invitation be extended to the American Dairy Science Association to hold its annual meeting at Michigan State College, preferably in June 1942.

\$820 added to  
budget Regis.  
Office.

26. Recommendation from Mr. Wilkins that \$820 be added to the budget of the Registrar's Office.

Retirements  
approved as  
follows:

27. Recommendation from the Retirement Committee as follows:

Persons to be retired as of September 1, 1939 at the salaries indicated:

Name	Department	Year Born	Year Employed	Present Salary	Service Pension
L.C. Plant	Mathematics	1870	1913	\$4600	\$1300
C. Newman	Draw. & Design	1871	1897	3300	1500
J.R. Duncan	Farm Crops	1873	1917	2400	568
Arthur Farwell	Music	1872	1927	4000	1000
C.W. Chamberlain	Physics	1870	1927	3840	1000 (plus (\$500 per year for rental of personally owned equipment used by Physics Dept.)

To be retired as of July 1, 1939:

Mabel Rosekrans	Cook, Mary Mayo	1874	1931	480
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\*The matter of the service pension for Mr. Duncan is to be given further consideration and final recommendation made at the next meeting of the Board.

On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to approve items 18, 19, 20, 22, 23, 24, 25, 26 and 27 with recommendation as noted in the case of Mr. Duncan.

PRESIDENT REPORTSAppointments, Resignations, and Leaves

Resignation

1. Resignation of Miss Beatrice Harris, Secretary to the Comptroller, effective February 23, 1939.

Appointments

2. Reappointment of Harold Ross as part-time instructor in Sociology at \$200 to be paid in three equal installments at the end of April, May, and June.



PRESIDENT REPORTS, continuedAppointments, Resignations, and Leaves, continued

Appointments

3. Continuation of the employment of F. S. Kipp as instructor in English for the spring term at a salary of \$150 per month for the months of April, May, and June.
4. Appointment of Mrs. Elina Beck as County Club Agent for Houghton County for the period April 1 to September 30, 1939, at a salary of \$100 per month. Mrs. Beck will replace Mr. Moilanen who was transferred to Ontonagon County.
5. Appointment of N. A. Kessler as special instructor for the dynamite course which is given during the spring vacation at a salary of \$75.00 for the week.
6. Appointment of L.D. Barnhart as instructor in Speech at a salary of \$200 per month for the months of April, May, and June 1939.
7. Appointment of M. J. Williams as instructor in Education at \$150 per month for April, May, and June. Mr. Williams will assist with the work of the Education Department in the absence of Dr. E. L. Austin.
8. Appointment of Miss Agnes Coulson as an additional stenographer in the Horticulture Department at a salary of \$1080 per year, effective April 1, 1939. Miss Coulson has been working in the Central Stenographic Office at the same salary. (Referred to the President with power at March Board Meeting.)
9. Authorization of the following changes in the Farm Crops Department to take care of the vacancy left by the promotion of R. E. Decker; these changes to be effective April 1, 1939 (referred to the President with power at the March Board Meeting):
  - a. Promotion of H. C. Moore to the position of Project Leader in Farm Crops with his salary increased from \$3600 to \$3800 per year.
  - b. Addition of the responsibilities of the Crop Improvement Association to the duties of G. F. Wenner and his salary increased from \$2800 to \$3200 per year.
  - c. Transfer of Alvin A. Johnson to the position of Extension Specialist in Farm Crops and his salary increased from \$1800 to \$2250 per year. This arrangement is made with the understanding that Mr. Johnson will be allowed to carry a limited amount of graduate work.
10. Leave of absence on full pay for Dr. E. L. Austin from April 1 to August 31, 1939, at which time his employment by the College will be terminated (referred to the President with power to act at the March Board meeting.)

Travel

Travel

1. Maintenance expenses of \$14.55 for Mary S. Handlin, \$14.70 for Hester Clark, and \$15.37 for Merle D. Byers to attend the Regional Conference called by the U. S. Department of Education in Indianapolis, Indiana, on March 8-11; expenses to be paid from vocational teacher training funds.
2. Mileage on one car and maintenance expenses for G. A. Brown, R. V. Gunn, and D. Stark to attend a meeting of experiment station and extension workers of the north central states held in Indianapolis on March 18; expenses to be paid from experimental funds of the Animal Husbandry and Economics Departments.
3. Full expenses for Director R. J. Baldwin to attend a called meeting of extension Directors in Chicago on March 23, 24, and 25.
4. Out-of-state travel authorization for Miss Edna Smith to attend a called meeting of extension directors in Chicago on March 23, 24, and 25, without expense to the College.
5. Expenses of \$13.80 for a trip made by H. L. R. Chapman to Toledo, Ohio, on March 26 to obtain material for the Deal Botanic Garden. Mr. Chapman did not make the trip to Toronto which was authorized at the last Board meeting.
6. Approval of \$15.64 expenses for Forrest A. Smith to attend the Smith-Hughes regional meeting in Chicago on March 26-29; expenses to be paid from vocational teacher training funds.
7. Maintenance expenses of \$16.15 for H. M. Byram to attend a conference of teacher trainers and supervisors of vocational agriculture of the North Central Region called by the U. S. Office of Education in Chicago on March 26-29; expenses to be paid from vocational teacher training funds.
8. Full expenses for Dean L. C. Emmons to attend the meeting of the North Central Association of Colleges and Universities in Chicago on March 28-31.
9. Full expenses for W. L. Mallmann to make two trips to Chicago for the purpose of setting up experiments on mold control of eggs in cold storage plans, one for March 31 and the second for April 7 and 8; all expenses to be paid from the Poultry Research Revolving Fund.
10. Out-of-state authorization for L. R. Schoenmann to attend a meeting of the Tennessee Valley Authority on March 27 to April 2, without expense to the College.

PRESIDENT'S REPORTS, continuedTravel, continued

Travel

11. Mileage on one car for King J. McCristal and Francis C. Dittrich to attend the American Physical Education Association Convention at Indianapolis on March 29 to April 1.
12. Car mileage and maintenance for L. L. Primodig to represent the College at the dedication ceremonies of the new gymnasium at Rapid River, Michigan, on April 1.
13. Full expenses for H. C. Moore to go to Texas during the week of April 3 to inspect the experimental work on potatoes now under way for the Michigan Crop Improvement Association; all expenses to be paid from the Crop Improvement Association Funds.
14. Mileage on one car and meals for Mr. and Mrs. Curtis Peachum, Mr. G. R. Heath, Mr. and Mrs. L. J. Luker, and Mr. and Mrs. L. H. Geil to attend a housing conference at Purdue University on April 3 and 4; total cost \$55.20.
15. Full expenses for Dean H. B. Dirks to attend the Midwest Power Conference in Chicago on April 5-7, 1939.
16. Full expenses for V. R. Gardner to attend a called meeting of Experiment Station Directors in Chicago on April 10.
17. Out-of-state authorization without expense to the College for E. S. Weisner to speak before veterinarians at Lima, Ohio, on April 13 and 14.
18. Full expenses for G. C. Stewart to attend the annual meeting of the Michigan State College Alumni Club in Indianapolis on April 15.
19. Full expenses for V. R. Gardner to attend a hearing of the Bankhead Jones appropriation in Washington, D. C., on April 17.
20. Railroad coach mileage for C. W. Rix to accompany four Mechanical Engineering seniors to a student meeting in Chicago on April 17 and 18.

Miscellaneous\$40 added to  
Museum project\$440 added to  
Physiology  
budget.Payment for  
services  
rendered dur-  
ing winter  
sport season  
to several.

1. Authorization for \$40 to be added to the original grant of \$100 so that the WPA museum project may be continued until the 1st of July.
2. Authorization for \$440 to be added to the budget of the Physiology Department to enable them to place orders at once for various kinds of equipment which will be needed in the new laboratory.
3. Approval of payment for services rendered during the winter sports season (including basketball, track, swimming, boxing, wrestling) as follows:

James Tyson	\$34	G. F. Wenner	\$18	L. A. Moore	\$24
R. J. Davis	34	K. C. Randall	20	P. M. Warren	30
Hooney Whiting	45	C. N. McCarty	2	R. L. Cook	28
C.A. Rosenbrook	25	J. E. Jepson	22		

On motion of Mr. Halstead, seconded by Mr. Jakway, it was voted to approve the President's Reports.

SECRETARY'S ITEMSOpinion Att.  
Gen. re:  
liability on  
part of  
college for  
various in-  
juries to  
students.\$1400 approp.  
for purchase  
of trees &  
shrubs.\$5,000 approp.  
for Grounds  
Dept.

1. Report of a communication from the Attorney General in response to our request for a ruling indicates no liability on the part of the College in the following instances:
  1. Injuries suffered by students in classrooms or laboratories.
  2. Injuries suffered by students on field trips where such field trips are a necessary part of the educational program. These trips often involve trips by auto or bus to points distant from the campus.
  3. Injuries suffered by students when engaged in athletic contests, etc., representing Michigan State College.
  4. Liability from contagious diseases that may be contracted when engaged in laboratory work. The recent epidemic of undulant fever is cited.
2. A request from T. G. Phillips for an appropriation of \$1400.00 for the purchase of certain trees and shrubs for planting on the campus and for planting in the Grounds Department Nursery for future planting on the campus.
3. Mr. Clark of the Grounds Department requests an additional appropriation to cover the work of the Grounds Department for the balance of the present year. It will require an appropriation of approximately \$5,000.00 plus the appropriation for trees and shrubs requested above by Mr. Phillips.

On motion of Mrs. Masselink, seconded by Mr. Downing, it was voted to approve items 2 and 3.

SECRETARY'S ITEMS, continued

4. Request from the City of East Lansing for payment of the \$20,000.00 college share of the cost of the sewage disposal plant prior to May 1.

On motion of Mr. Halstead, seconded by Mr. Jakway, it was voted to approve item 4.

5. A communication from Arthur L. Allen, representing Ernest Hartwick, Inc., Architects and Engineers, requesting that they be given consideration when the College has additional architectural work to be done.

On motion of Mr. Halstead, seconded by Mr. Jakway, it was voted to receive the communication from Ernest Hartwick and place it on file.

6. Request from Professor Roseboom and Dean Huston for laboratory equipment for the physiology section of the addition to the Veterinary Clinic. Professor Roseboom requests \$14,615. (The Board recommends an amount not to exceed \$10,000).

7. Request from Dr. Giltner for the purchase of necessary equipment for the Veterinary Clinic for the use of Veterinary and Bacteriology Departments housed in that building. Dr. Giltner's estimates are as follows:

Veterinary Clinic	\$2,580.92
Clinical Pathology	587.93
Basement	5,415.00
	<u>\$8,583.85</u>

(The Board recommends an amount not to exceed \$6,000).

On motion of Mr. Jakway, seconded by Mr. Halstead, it was voted to approve items 6 and 7, - the amount in the case of item 6 is set at \$10,000 and purchases to be made by the Dean of the Division and Head of the Department, - and the amount in the case of item 7 is set at \$6,000 and purchases to be made by the Dean of the Division and Heads of the Departments.

8. In connection with the WPA farm drainage project, it was necessary to secure an easement over lands owned by Leon E. Holloway and Lena L. Holloway and another easement over lands owned by Alex Hude and Anna S. Hude and Albert A. Krueger and Phyllis A. Krueger to permit the extension of the drain tile between our property and the county drain. These easements have been prepared by Mr. Ballard and signed by the necessary parties at no cost to the College.
9. Communication from the State College Club requests additional room for the State College Club in the Union Building when that building is no longer used for girls' dormitory purposes.
10. The Ann Arbor Trust Company requests the passage of a resolution explaining the delay in letting the contract for the super-structure for the men's Gymnasium and Field House to the bondholders.

On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to approve the following resolution:

WHEREAS, The State Board of Agriculture, a Constitutional Corporation, has borrowed the sum of Four Hundred Fifty Thousand Dollars (\$450,000.00) through the issuance and sale of Michigan State College of Agriculture and Applied Science Gymnasium and Field House Bonds, to be used together with funds available from a Federal Emergency Administration of Public Works grant to pay all costs incidental to the construction, furnishing and equipping of a gymnasium and field house on the campus of Michigan State College of Agriculture and Applied Science; and

WHEREAS, said bonds have been sold; and

WHEREAS, the actual letting of contracts for the construction of said gymnasium and field house has been delayed longer than was anticipated at the time said bonds were issued and sold; and

WHEREAS, the Board desires to assure the purchasers of said bonds that if for any reason said gymnasium and field house shall not be constructed as contemplated, there will be funds available to call and redeem the Gymnasium and Field House Bonds issued as hereinbefore set forth;

NOW, THEREFORE, BE IT RESOLVED that The State Board of Agriculture will, should it develop that for any reason the gymnasium and field house hereinbefore mentioned shall not be constructed, supplement any funds which shall remain in the possession of the Ann Arbor Trust Company, as Trustee under the Trust Agreement providing for the issuance of said Gymnasium and Field House Bonds, out of funds which may be legally used for that purpose, a sufficient sum to provide adequate funds to call and redeem said bonds in accordance with the terms of said Trust Agreement on October 15, 1939.

BE IT FURTHER RESOLVED that this resolution shall supersede and supplement a similar resolution passed by this Board on October 21, 1938; and shall become operative if circumstances shall arise which shall make the completion of the project, to-wit: the construction, furnishing and equipping of said gymnasium and field house, impossible.

11. Report on Jenison estate.

12. Recommendation that the new Gymnasium and Field House now under construction on the campus be named for Mr. Fred C. Jenison, building to be known as "Fred C. Jenison Gymnasium and Field House".

On motion of Mrs. Masselink, seconded by Mr. Jakway, it was voted to approve the above recommendation.

\$20,000 to be paid City of E. Lansing Sewage Disposal.

Communication Arthur Allen architects.

\$10,000 allowed for physiology lab equipment

\$6000 allowed for Vet and Bacty - housed in new addition.

Easement over lands near Kellogg prop.

Request for additional room for State College Club

Resolution explaining delay in letting contract for men's gym & field house.

Report on Jenison Estate.

New field house named for Mr. Jenison



PWA ITEMS

Acceptance of additional grant for auditorium.

1. Acceptance of the additional grant of the Public Works Administration for an additional \$123,500.00 for the auditorium PWA Docket, Michigan 1200-F, as per resolution on file.

On motion of Mrs. Masselink, seconded by Mr. Downing, it was voted to approve the acceptance of the additional grant on the Auditorium.

Completion date extended to Jan. 1, 1940 on Gym.

2. It is necessary to request the PWA to extend the completion date of the Men's Gymnasium and Field House from October 22, 1939 to January 1, 1940.

On motion of Mr. Halstead, seconded by Mrs. Masselink, it was voted to approve the above item.

On motion of Mr. Downing, seconded by Mrs. Masselink, it was voted to approve the above item.

Contracts awarded to low bidder in each - Kitchen equip. Refrigerator rooms & boxes Refrigeration for men's dorm.

3. Bids on kitchen equipment and refrigeration for Campbell Hall were taken on March 21st, as follows:

<u>Kitchen Equipment</u>	
The Stearnes Company	\$12,569.00
Reichle Sons Co.	13,117.00
John VanRange Co.	13,308.37
Albert Pick Company	13,550.00
S. Blickman, Inc.	14,268.00

<u>Refrigerator Rooms and Boxes</u>	
Chrysler & Koppin	3,130.00
Mundett Cork Co.	3,273.00

<u>Refrigeration</u>	
Barker-Fowler Company	1,542.00
L. C. Pemberton	1,752.00
Westerlin & Campbell	2,250.00
Detroit Ice Machine Co.	2,444.00
Nash-Kelvinator	2,550.00

Contracts to the low bidders have been submitted by the President and Secretary in accordance with previous Board action. Resolution approving this action is desirable approving the contracts to the Stearnes Company at \$12,569. The Chrysler & Koppin at \$3,130 and to Barker-Fowler Company at \$1,542.

On motion of Mr. Halstead, seconded by Mr. Jakway, it was voted to approve letting the contracts to the low bidders. (Copies of awards of contracts are on file.)

Certain changes app. for Soils Dam

4. Certain changes in the specifications of the Soils Research Barn are necessary and desirable and are within the amount of money available for this project.

On motion of Mr. Downing, seconded by Mrs. Masselink, it was voted to approve the above item.

approval of necessary piling gym.

5. The PWA has approved the addition of the necessary piles around the Field House exterior wall and certain additional piling under the Gymnasium portion of the building to the first contract for foundations and excavations to the Jerome Utley Company of Detroit, - the Utley Company to be paid at the same unit prices as included in the original bid at a total estimated additional cost of \$39,244.00 as per resolution on file.

On motion of Mrs. Masselink, seconded by Mr. Downing, it was voted to approve the above item.

PWA petitioned for additional grant of \$10,000 for Music Bldg.

6. The Music Building is exceeding the original estimate by approximately \$25,000. \$15,000 of additional funds received from the bond issue have been deposited in the construction account to make possible the approval of the construction contract by the PWA. A resolution requesting an additional PWA grant of \$10,000 on this docket to be matched with our \$15,000 already deposited in the construction account is necessary.

On motion of Mr. Halstead, seconded by Mr. Downing, it was voted to approve the above item as per resolution on file.

Improved type of x-ray mach. requested.

7. When the bids for the X-Ray equipment for the hospital were taken and the contracts drawn, the low bidder was the Westinghouse Company of Long Island, New York. This company has now available a much improved type of equipment that is available at an additional cost of approximately \$1,000. The new price will be lower than the second low bidder and the PWA has indicated that they will approve a contract change so that we may receive the improved equipment. There are sufficient funds in the PWA construction account to cover this item. Dr. Holland is very anxious for its approval. (See item 6, page 1525 for further resolution)

On motion of Mr. Jakway, seconded by Mr. Downing, it was voted to approve the above item.

Changes in spec. hospital - \$2000.70 approved.

8. A considerable number of minor changes in the specifications of the hospital have become necessary and desirable. The total cost of these changes will be within the amount of money available in the construction account, and is estimated to be \$2000.70.

On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to approve the above item as per resolution on file.

PWA ITEMS, continued

9. Bids were taken on the furniture requirement for the student rooms and dining hall in Campbell Hall on April 4th as follows:

<u>Oak Furniture in Dining Room</u>	
Newton-Hoit Furniture Co.	\$2,317.00
Gd. Rapids Bookcase & Chair Co.	2,321.00
Gd. Ledge Chair Co.	2,656.00
James L. Angle Co.	2,748.00
J. L. Hudson Co.	2,786.70
Berkey & Gay Company	3,208.50
<u>Oak Furniture in Student Room</u>	
Grand Rapids Bookcase & Chair Co.	5,966.00
Berkey & Gay Co.	6,288.20
Newton & Hoit Furn. Co.	6,745.76
Marshall-Field Co.	7,000.74
Sturges-Aulsbrook-Jones Corp.	7,064.20
James L. Angle Company	7,113.60
J. L. Hudson Company	7,845.43
<u>Maple Furniture in Student Room</u>	
Western Michigan Furniture Company	5,745.60
James L. Angle Company	6,133.20
Berkey & Gay Company	6,228.20
Newton-Hoit Furniture Company	6,246.44
Marshall-Field Company	6,686.10
Sturges-Aulsbrook-Jones Company	6,999.40
Robert W. Irwin Company	6,550.00
J. L. Hudson Company	7,170.60
<u>Easy Chairs made in Oak and Maple</u>	
Grand Ledge Chair Company	1,774.60
Robert W. Irwin Company	1,962.00
Newton-Hoit Furniture Company	2,118.88
James L. Angle Company	2,166.00
J. L. Hudson Company	2,302.36
Stickley Brothers Company	2,422.00
Marshall-Field Company	2,561.81
Berkey & Gay Company	2,622.00
Mueller Furniture Company	18.75 each
<u>Bed Springs and Mattresses</u>	
Progress Bedding Company	3,648.00
Grand Rapids Bedding Company	3,845.60
Newton-Hoit Furniture Company	3,915.52
J. L. Hudson Company	3,945.92
Marshall-Field Company	4,030.89
Berkey & Gay Company	5,441.60

It is recommended that the contracts be authorized to the low bidders, except in No. 1, (oak furniture in dining room) where it is recommended that the contract be let to the second low bidder. (This action was later changed to award the contract for dining room furniture to Newton-Hoit Company, May 2, 1939)

On motion of Mrs. Masselink, seconded by Mr. Halstead, it was voted to approve item 9.

10. Certain changes in the specifications for Abbot Hall are necessary and desirable at an increased cost of \$1645.49. These changes include the installation of certain doors in the corridors, ventilators in the janitor's closet, change of the office arrangement on the ground floor and the omission of a partition behind the present cafeteria counter in Mason Hall, as per resolution on file.
11. Dean Mitchell and Mr. Beachum desire certain changes in the arrangements of the telephone setup and of the house director's living quarters in Abbot Hall, at an estimated total cost of \$1152.19, as per resolution on file.
12. The two changes in Abbot Hall require an additional deposit in the construction account to cover these items. A resolution requesting an additional grant covering these items and the kitchen equipment are estimated to cost an additional \$23,684.88. The request for the amendatory grant is for 45% or \$10,638.96.

On motion of Mr. Downing, seconded by Mr. Jakway, it was voted to approve items 10, 11 and 12.

13. The PWA completion date on the hospital is September 9, 1939. The completion date included in our contract with the Utley Company is May 15, 1939. The building cannot be completed before July 15, 1939 and the Utley Company request an extension of the completion date to July 15, 1939.

On motion of Mr. Jakway, seconded by Mr. Downing, it was voted to approve item 13.

Bids for furniture for girls' dormitory let to low bidder in each case.

Certain changes Abbot Hall approved - \$1645.49

Also changes in telephone setup and director's living quarters.

PWA requested for additional \$10,638.96 for men's dorm.

Completion date for hospital July 15.

Cost of stone to be cut in Michigan - \$237.50 for Music Bldg.

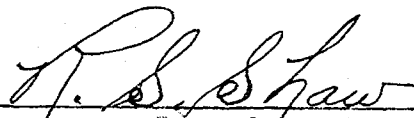
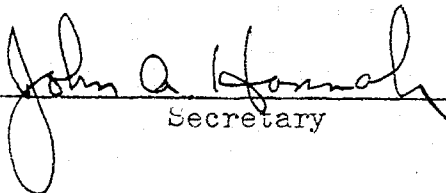
PWA ITEMS, continued

14. In purchasing the stone for the Music Building, in order to have the stone cut in Michigan, an agreement was reached with the Utley Company that they would stand half of the extra cost and the College would stand half of the extra cost; half of the cost is now determined to be \$237.50.

On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to approve item 14.

15. Report of a communication from D. A. Kennicott, Regional Director of PWA, relative to PWA corner plates on building.

The meeting adjourned at 3:00 P.M.

  
 President  
  
 Secretary

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Minutes of the Special  
 Meeting of the State Board of Agriculture  
 May 2, 1939

Present: Mr. B. H. Halstead (Chairman); Messrs. Brody, Downing, Jakway; Mrs. Masselink; President Shaw, Treasurer Wilkins and Secretary Hannah.

Absent: Mr. Berkey, Dr. Elliott

The meeting was called to order at 5:00 o'clock P.M. immediately following the R.O.T.C. Military Review which was held in honor of the State Board of Agriculture.

MISCELLANEOUS

1. Request for an additional \$200 in the Home Economics Division budget to take care of the cost of the Marriage Lecture Course.
2. Approval of the payment of \$2,187.50 to the Ann Arbor Trust Company from the School of Music Revolving Fund for interest due during construction on the Music Building.
3. Report on time lost by Maxwell Hammer, Buildings and Grounds employee, who was injured - 203 hours at a total of \$121.60.

On motion of Mrs. Masselink, seconded by Mr. Brody, it was voted to approve the above item.

SECRETARY'S ITEMS

At the invitation of Secretary Hannah, Mr. Byron Ballard, the college attorney, and Mr. Earl Cress from the Ann Arbor Trust Company appeared before the Board.

1. Report on the destruction of the horticulture storage shed by fire.
2. Communication from Mr. Arthur Farwell thanking the Board for the retirement pension voted at the last meeting.
3. Report on the notification of the death of Frederick C. Miller and the availability of \$20,058.14 in accordance with the contract approved by the Board November 23, 1931. This fund is to be used as a student loan fund for upper class students.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to accept the fund of \$20,058.14 from the estate of Frederick C. Miller.

4. Recommendation from the Secretary as executor of the Jenison estate, that the Probate Court be petitioned to approve the sale of one of the Chesterfield lots for \$1250.00.

On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to approve the above recommendation authorizing a petition to the Probate Court waiving notice of hearing and consenting to the sale of the lots in Chesterfield.

\$200 added to Home Econ. budget.

\$2,187.50 pd. to Ann Arbor Trust Co.

Injury to Max. Hammer

Hort shed destroyed by fire.

Comm. read from Mr. Farwell.

\$20,058.14 willed to College for loan fund.

Approval of sale of one of Chesterfield Jenison lots.