

During the period I have been architect for your College, the amount of work has increased very materially as has also the cost of labor and materials, and I feel that by making this arrangement the cost of the working drawings will be taken care of when the work exceeds \$100,000.00

I assure you I appreciate our Business relations and I make this proposition as I have great interest in the College, and appreciate the distinction of being connected with it.

Very Respectfully,
(signed) E. A. Bowd,
Architect.

Mr. Doherty
to initial
June vouchers

On motion of Mr. Wallace, Mr. Doherty was authorized to initial the June vouchers.

Alfred Brown
Secretary

MEETING OF THE STATE BOARD OF AGRICULTURE.

Chatham Experiment Station.

August 12, 1919.

9:30 o'clock A.M.

Present, President Kedzie, Messrs. Wallace, Graham, Woodman, and Doherty.

The minutes of the previous meeting were approved without reading.

On motion of Mr. Doherty, the following apportionment for the fiscal year ending June 30, 1920 was adopted:

President	\$1200.00
Secretary	4000.00
Registrar	2160.00
Alumni Recorder	2000.00
Commencement Expenses	500.00
Convocations	1200.00
General Lectures	500.00
Hospitals	10000.00
Freight & Cartage	1500.00
Advertising	2400.00
Bacteriology	6000.00
Botany	2000.00
Chemistry	2000.00
Economics	50.00
English	
Entomology	1840.00
History	150.00
Library	3265.00
Mathematics	250.00
Meteorology	25.00
Physics	4000.00
Physical Training	6500.00
Zoology	500.00
Agricultural Education	
Animal Husbandry	5000.00
Dairy Husbandry	4000.00
Dean of Agriculture	
Farm Crops	2000.00
Farm & Horses	9300.00
Farm Mechanics	2000.00
Forestry	1500.00
Horticulture	11000.00
Poultry	4000.00
Soils	2800.00
Special Courses	8000.00
Dean of Engineering	1100.00
Civil Engineering	
Electrical Engineering	3000.00
Mechanical Engineering	10000.00
Drawing & Design	725.00
Anatomy	
Pathology	
Veterinary Science	1000.00
Surgery & Clinic	2500.00
Dean of Home Economics	6500.00
Domestic Art	1200.00
Domestic Science	1500.00
Military	1500.00
Summer School	750.00
Salaries	320,000.00

Apportionment for the fiscal year ending June 30, 1920.

Experiment Station, Hatch		\$15,000.00
" " Adams		15,000.00
" " State		98,725.00
So. Haven Exp. Sta.	\$2500.00)	
U. P. Exp. Sta.	12500.00)	
Bulletins	14000.00)	
General Budget	69725.00)	
Extension Lever		
" " State		Federal Appropriation
" " State		State
General		10,000.00
Cleaning		15,000.00
Maintenance & Repairs of Buildings		
Maintenance of Grounds		10,000.00
Telephones		1,500.00
Electric Lights		15,000.00
Heating		40,000.00
Purchase of Land		
New Buildings & Additions		41,000.00
Land Improvements other than Buildings		1,000.00
Total		<u>713,640.00</u>

Where apportionments are not shown the balance carried over, and the estimated receipts are sufficient.

On motion of Mr. Wallace, the following budget as recommended by Director Shaw, for the Experiment Station was approved.

The following statement contains the estimated budget items of the various sections of the Experiment Station Division for the fiscal year beginning July 1st, 1919 viz:

Exp. Sta.
budget rec-
ommended by
Director
Shaw.

Farm Crops	\$5,000.00
Chemistry	4,800.00
Soils	4,050.00
Bacteriology	5,150.00
Botany	3,750.00
Farm Mechanics	3,000.00
Horticulture	2,000.00
Entomology	600.00
Forestry	750.00
Dairy Husbandry	3,700.00
Director's Office	800.00
Library	200.00
Poultry	300.00
Animal Husbandry	1,000.00
Total	<u>35,100.00</u>

Both the Adams and Hatch funds have been completely apportioned on salaries in addition to \$45,625 from State funds. The total increase in salaries on Experiment pay roll charged to State funds is \$16,350.00 for the year.

The following statement includes the present status of the Experiment Station with the State funds including budgets which are being submitted for your consideration.

State funds apportioned to Station salaries	\$45,625.00
Overdraft as explained in accompanying letter	14,000.00
Operating expenses of sections of divisions	35,100.00
Total	<u>94,725.00</u>
Estimated receipts for the year	<u>25,000.00</u>
Total apportionment asked from State funds	69,725.00

In the apportionment of funds to salaries, a very equitable division was made in order to give the institutional funds full credit on Station account. This makes the total amount of \$69,725 asked for from State appear to contain a much larger increase over last year than is really the case, as current College funds have borne more than their just share of Station workers salary time in the past. I sincerely hope these requests may be granted. They have been considered over and over again and have been reduced to the lowest possible point consistent with the work we are being called upon to do. I am submitting herewith, statements from most of the sections, describing the projects and the detailed plans for the use of the funds sought.

I have in my hands, recommendations from several departments relating to the appointment of additional men, but am not asking action in these matters now. The recommendations are included in the accompanying budgets being submitted.

Yours very truly,
(Signed) R. S. Shaw,
Dean and Director.

Budget for Vocational Teacher Training recommended by Prof. French

On motion of Mr. Woodman, the following budget for Vocational Teacher Training as recommended by Prof. French, was approved.

Pursuant to your request in regard to the annual budget, I submit the following:

Salaries	
Director of Teacher Training	\$3,000.00
Instructor, Miss Edmonds	1,000.00
Critic	
Teachers for Home Economics, Miss Fraser	2,000.00
Assistant to Miss Fraser	1,800.00
Mr. Grover	2,300.00
Maintenance	
Traveling expenses	600.00
Printing	500.00
Communication	100.00
Clerical Services	500.00
Supplies	400.00

This takes the place of the former Division "E" or Miscellaneous, according to the new regulation of the Federal Board.

It will be necessary to secure a second Critic Teacher in Home Economics and I have no idea one can be secured for less than \$1800.00. I talked this over with Miss Edmonds sometime ago and I think I submitted the estimate in regard to salaries to the President.

I enclose copy therefor of the estimated budget for action of the Board.

Sincerely yours,

(Signed) W. H. French

Uniforms for R.O.T.C referred to Pres. & Sec.

On motion of Mr. Wallace, the matter of uniforms for the members of the R.O.T.C. was referred to the President and Secretary with power to act.

Board resolution.

To meet the requirements of the War Department, the following resolution revising the action of the Board taken at a meeting held on May 21, 1919 was on motion of Mr. Doherty unanimously adopted by aye and no votes as follows:

Mr. Wallace, Aye; Mr. Graham, Aye; Mr. Doherty, Aye. Mr. Woodman, Aye;

RESOLVED, "That the Secretary of the State Board of Agriculture, A. M. Brown, is hereby authorized to issue a bond to the United States of America with the State Board of Agriculture as principal in the penal sum of \$18,500.00 to cover stores received and possible future issues."

Conference with Cleveland Cliffs Co. regarding electricity at Chatham.

On motion of Mr. Doherty, Director Shaw and Mr. McMillan were authorized to confer with the Cleveland Cliffs Company in regard to securing electric power at the Chatham Experiment Station with authority to install it if the rate is satisfactory, the same not to exceed twelve cents per K.W. for lights and five cents for power.

Plans for future development of the Graham Hort. Exp. Sta.

On motion of Mr. Wallace, a committee consisting of Director Shaw, Mr. Waterbury and Professor Halligan was appointed to confer with Mr. Graham and lay out plans for the future development of the Graham Horticultural Experiment Station and look after their execution.

Prof. Halligan to visit Chatham Exp. Sta.

On motion of Mr. Woodman, Professor Halliagn was requested to visit the Chatham Experiemtn Station at his convenience and advise as to the ornamental planting around the buildings at that place.

B.F. Latter appointed Field Accountant in Dairying

On motion of Mr. Wallace, the recommendation of Proffessor Anderson that Mr. Byron F. Latter be appointed Field accountant in Dairying, at a salary of \$1,350.00 per annum, Beginning September 1st, to succeed Mr. Lloyd C. atkins, whose term of employment will end during the month of Sept.

was approved.

On motion of Mr. Doherty, Mr. R. E. Decker was appointed County Agent for Eaton County, at a salary of \$2,000.00. \$1200.00 to be paid from Lever funds and \$800.00 to be paid by the county. The appointment to date from August 20.

R. E. Decker appointed County Agt. for Eaton Co.

On motion of Mr. Woodman, Marion Rogers was appointed Home Demonstration Agent in Wayne County, at a salary of \$1,200.00. \$1,000.00 to be paid by the College and \$200.00 by the County. The appointment to date from September 1st.

Marion Rogers appointed Home Demonstration Agent in Wayne Co.

On motion of Mr. Wallace, the following resignations were accepted, effective at the dates named, and the Secretary was requested to express to the several persons, the appreciation of the Board for their services.

List of resignations accepted.

- John H. Carmody, Extension Specialist in Horticulture, July 31st.
- Anna B. Cowles, State Leader Girls' Clubs, August 31st
- Elizabeth L. Parker, Extension Specialist in Health, 16th
- May Person, State Leader of Home Economics Extension, September 30th
- Mabel Rogers, Home Demonstration Agent, Wayne Co., July 1st.
- Howard V. Kittle, County Agent, Macomb Co., August 31st

On motion of Mr. Doherty, the request of Professor Barrows for the reinstatement of Stanard Bergquist, Instructor in Zoology, was approved, the salary to be adjusted by the President and Secretary.

Reinstatement of Stanard Bergquist.

On motion of Mr. Doherty, Miss Ruby Stutsman was placed upon the regular salary pay roll as stenographer for the Bacteriological Department, at a salary to be arranged by the President and Secretary.

Ruby Stutsman appointed Steno. in Bact. Dept.

On motion of Mr. Doherty, the Committed on Liberal Acts was authorized to set aside, from the funds in their hands, a reasonable sum for the use of the M.A.C. Union.

Funds set aside for M.A.C. Union.

On motion of Mr. Graham, the resignation of Mr. Homer M. Ward, Instructor in Civil Engineering, was accepted, he having been in military service on leave of absence since May, 1917.

Resignation of Homer M. Ward accepted.

On motion of Mr. Doherty, the request of Mr. H. W. Norton for authority to prepare an exhibit of the various crops of the State to be shown at the Live Stock Exhibition in Chicago and an appropriation to cover the expense was approved, and \$300.00 allowed.

H. W. Norton authorized to prepare exhibit for Live Stock Exhibition in Chicago.

On motion of Mr. Graham, the request of the Orphic Literary Society for society rooms in Wells Hall was referred to the President and Secretary with power to act.

On motion of Mr. Doherty, the appointment of Dr. O. A. Taylor to succeed Dr. J. W. Benner, resigned, was approved at a salary of \$1900.00.

Dr. O. A. Taylor appointed.

On motion of Mr. Woodman, Miss Ossie Hughes was appointed Assistant Professor of Domestic Science, at a salary of \$1600.00 per annum, beginning September 1st, and Miss Helen Gillett was appointed half-time Graduate Assistant in Home Economics at a salary of \$500 per annum, beginning September 1st.

Ossie Hughes appointed Asst. Prof. of Dom. Sci. Helen Gillett 1/2 Time Grad. Asst. Home Econ.

On motion of Mr. Doherty, the resignations of Miss Zella Bigelow, Assistant Professor in Domestic Art, and Miss Edna Garvin, Associate Professor in Domestic Science, were accepted, the latter to take effect September 1st.

Resignation accepted.

Resignation
C.A. Melick
accepted.

O. T. Goodwin
his successor.

Thelma Ainsley
appointed
clerk in
Dairy Dept.

Resignation
of Clara Waber
accepted.

Bertha Beebe
her successor

Sec'y. to ask
State Con-
stabulary to
vacate Col-
lege land

Mr. Graham
to initial
vouchers.

On motion of Mr. Graham, the resignation of Mr. C. A. Melick, Associate Professor of Civil Engineering, was accepted to take effect September 1st.

On motion of Mr. Doherty, the resignation of Mr. Newhall, Associate Professor in Dairy Husbandry, was accepted, effective September 1st, and Mr. O. T. Goodwin was appointed to succeed him at a salary of \$2,700.00 per annum, beginning September 1st.

On motion of Mr. Doherty, Miss Thelma Ainsley was appointed Junior Clerk and stenographer in the Dairy Department at a salary of \$800.00 per annum.

On motion of Mr. Doherty, the resignation of Miss Clara Waber, Senior Clerk and Stenographer in the Dairy Department, was accepted and Miss Bertha Beebe was appointed to succeed her at a salary of \$1050.00 a year, beginning September 1st.

On motion of Mr. Graham, the Secretary was instructed to request the State Constabulary to vacate land leased by the College for the duration of the war, by November 1, 1919.

On motion of Mr. Woodman, expense accounts of the Board members were approved.

On motion of Mr. Doherty, Mr. Graham was authorized to initial the vouchers.

On motion adjourned.

AM Brown

Secretary