

SECRETARY'S ITEMS, continued

City of E.L. expecting college to pay 40% of cost of operating Sewage plant. Change in elec. work Pavilion - \$111.00.

Approval of extension of completion date for Soils Research Barn.

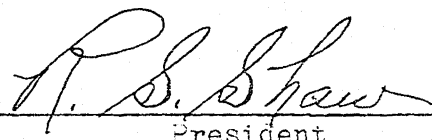
9. The City of East Lansing calls our attention to the fact that the sewage disposal plant operation will be materially more during the next year than it has been, and that in accordance with the tentative agreement made when the addition to the plant was undertaken, the city is expecting the College to pay 40% of the operating cost.
10. Resolution authorizing certain changes in electrical work in the livestock pavilion at a reduction in the contract price of \$111.00.

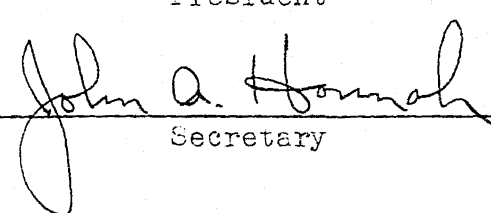
On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the above item.

11. Resolution authorizing extension of completion date for the Soils Research Barn, to July 1, 1939.

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

The meeting adjourned at 3:30 P.M.

  
President

  
Secretary

Minutes of the  
Meeting of the State Board of Agriculture  
June 12, 1939

Present: Mr. Halstead, Chairman; Messrs. Berkey, Brody; Mrs. Masselink; President Shaw; Treasurer Wilkins; Secretary Hannah

Absent: Messrs. Downing, Jakway; Dr. Elliott.

The meeting was called to order at 3:00 P.M.

The minutes of the previous meeting were approved.

RESIGNATIONS, APPOINTMENTS, AND LEAVES

## Resignations

1. Resignation of Duncan Stewart, assistant professor in Geology, effective August 31, 1939. Mr. Stewart has accepted a position at Carleton College.
2. Resignation of Helen Simmonds, instructor in Textiles, Clothing and Related Arts, effective August 31, 1939. Miss Simmonds has been on leave without pay during 1938-39.
3. Resignation of Mr. F. M. Hill, instructor in English, who was previously granted a leave of absence on pay during the fall term 1939, effective December 31, 1939.

## Appointments

4. Continuation of the employment of Kenneth Ousterhout as assistant extension specialist and research assistant in farm management until January 1, 1940, at the present salary rate of \$2600 per year. Mr. Ousterhout is handling part of E. B. Hill's duties during his leave.
5. Appointment of Benjamin H. Pringle as assistant in research in Chemistry at a salary of \$1200 per year, effective July 1, 1939. Mr. Pringle will fill that portion of the position opened by the transfer of \$1200 of Dr. Schaible's time and work to the Regional Poultry Research Laboratory.
6. Appointment of Miss Helen Ludwig as instructor in the Department of Textiles, Clothing and Related Arts at a salary of \$2200 per year, effective September 1, 1939. Miss Ludwig will replace Miss Helen Simmonds whose resignation has been presented (salary \$2000).
7. Transfer of Miss Marian Moore as Home Demonstration Agent from Menominee to Genesee County effective August 1, 1939. Miss Moore will replace Miss Agnes McKinley whose resignation has been accepted.
8. The following appointments for the Summer Session are recommended as replacements for staff members in the Home Economics Division; (reduction of \$50 in total salary).
  - a. Miss Betty Prall replacing Miss Ruth Wagner in the nursery course at a salary of \$100.
  - b. Miss Amy Rextrow replacing Miss Evalyn Zwemer in the home management course at a salary of \$125.
9. Appointment of Miss Dorothy Leith to teach physical education during the Summer Session at a salary of \$250 for the six weeks.

RESIGNATIONS, APPOINTMENTS, AND LEAVES, continued

Appointments

8. The following appointments for the Summer Session are recommended as replacements for staff members in the Home Economics Division: (reduction of \$50 in total salary)
  - a. Miss Betty Prall replacing Miss Ruth Wagner in the nursery course at a salary of \$100.
  - b. Miss Amy Rextrow replacing Miss Evalyn Zwemer in the home management course at a salary of \$125.
9. Appointment of Miss Dorothy Leith to teach physical education during the Summer Session at a salary of \$250 for the six weeks.
10. The following graduate assistantship replacements and reappointments are recommended for 1939-40:
 

Farm Crops	- Appointment of Leyton Nelson to the Michigan Crop Improvement Association Fellowship to replace Leroy Miller.
Home Economics	- Appointment of Miss Hui-Yan Yeh as quarter-time graduate assistant in Foods and Nutrition on Purnell Funds to replace Miss Christine Carlson.
Horticulture	- Reappointment of Lyle M. Murphy as half-time graduate assistant in Horticulture (teaching fellow in Pomology)
	- Reappointment of W. D. Holley as half-time graduate assistant in Horticulture (teaching fellow in Floriculture).
	- Reappointment of Ben H. Stuckey as half-time graduate assistant on Rackham Research Foundation funds.
	- Reappointment of Oliver M. Neal as half-time graduate assistant on Rackham Research Foundation funds.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the Appointments, Resignations and Leaves.

TRAVEL

Travel

1. Two and one-half cents per mile on one car for a trip which four members of the Speech Department made to Minneapolis on April 14 and 15 to attend the Central States' Speech Association meeting. All were on the program during the session devoted to the discussion of the research project in operation on this campus.
2. Full expenses for Dr. W. L. Mallman to attend the annual meeting of the American Water Works Association in Atlantic City from June 11-15. Besides this meeting he wishes to contact various people to assist him in continuing our studies on standard methods of water analysis.
3. Mileage on one car for Dr. B. J. Killham and Dr. C. F. Clark to attend the veterinary conference to be held at Ohio State University from June 14-16.
4. Appointment of a delegate to attend the biennial convention of the American Association of University Women in Denver, Colorado, June 19-23.
5. First class railway fare and pullman for L. R. Schoenmann to attend meetings of the American Association for the Advancement of Science at Milwaukee, Wisconsin, June 19-24; expenses to be paid from Institute of Conservation funds.
6. Full expenses for Miss Meta Vossbrink to attend the meeting of the American Home Economics Association in San Antonio, Texas, June 20-23. This has been approved for reimbursement from Vocational Teacher Training funds by Mr. Fern.
7. First class railway mileage for Dr. J. F. Thaden to present a paper before the Population Section of the American Association for the Advancement of Science on June 22, in Milwaukee.
8. First class railway mileage for Dr. Denzel Cline to present a paper at the National Conference of Social work in Buffalo on June 24 and 25; expenses to be paid from Economics Department funds.
9. Full expenses for Miss Ethel Lewis and Miss Mary Lee Hurt to attend a conference on Education at the University of Chicago on June 25-27. This has been approved for reimbursement from Vocational Teacher Training funds by Mr. Fern.
10. Mileage on one car for members of the Horticulture Department to attend a regional three day conference of horticulturists at Wooster and Columbus, Ohio, June 26, 27 and 28; expenses to be paid from the Experiment Station funds of the Horticulture Department.
11. Full expenses for J. M. Moore and Ray Heydrick who will be in charge of the Michigan exhibit at the Poultry Congress at Cleveland, Ohio, July 25 to August 8; expenses to be paid from Extension funds of the Poultry Department.
12. First class railway mileage for Otis E. Shear and Dr. E. S. Weisner to attend the World's Poultry Congress in Cleveland, Ohio, July 25 to August 8; expenses to be paid from Extension funds of the Poultry Department.

TRAVEL, continued

13. Full expenses for A. J. Clark to make a trip to Chicago and Minneapolis to interview applicants for positions in the Department of Chemistry.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to refer the Travel items to the President, Secretary and the Dean of the Division concerned in each case with power to act.

PRESIDENT'S REPORT

Reinstate-  
ment Marianna  
Auer

Payment \$25  
to J.L.Saver  
winner Lawson  
Essay contest

Approval of  
payroll for  
services of  
staff members  
at athletic  
meets.

1. Report on the reinstatement of Miss Marianna Auer as Instructor in Chemistry at her regular salary of \$1600 per year, effective June 1, 1939. Also the report on the discontinuance of the employment of Floyd Cessna as of the same date.
2. Authorization of the payment of \$25 to Joseph L. Saver who was judged the winner of the 1939 Lawson Essay Contest.
3. Report on the payment of the following amounts to employees whose services were used for baseball games and track meets:

Rodney Whiting	\$32.50	R. L. Cook	\$8.00
R. J. Davis	20.00	J. E. Jepson	8.00
Ron Warren	22.00	G. F. Wenner	2.00
James Tyson	12.00		

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the President's Report.

MISCELLANEOUS

Approval of  
time lost  
for M.E. Tay-  
lor.

1. Request from M. E. Taylor for compensation amounting to \$113.40 for time lost because of illness.

Request of  
F. Niffenegger  
for assistance  
in payment  
of hosp. bill  
ref. Pres.&  
Sec.

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

2. Request from Miss Florence Niffenegger, senior student, for assistance in financing hospital costs due to an injury suffered in a riding class taken for credit.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to refer the request to the President and Secretary with power to act.

Auto mileage  
cut to 4¢

3. Recommendation that automobile mileage paid for travel to staff members be reduced from 5 cents per mile to 4 cents per mile effective July 1, 1939.

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

\$19,147.95  
appropriated  
for purchase  
of sand, gravel  
for WPA

4. Request for appropriation of \$19,147.95 for the purchase of sand, gravel, cement, etc. in connection with the WPA project now in progress.

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted to approve the above request.

5. Presentation for Board approval of the tentative budget for 1939-40.

Budget for  
1939-40 ten-  
tatively  
approved.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted not to include the entire item of \$97,000 for the livestock pavilion in next year's budget. The tentative budget as presented by the Comptroller was approved tentatively with the understanding that the complete budget is to be presented for final approval at the next meeting of the Board on July 6th.

SECRETARY'S ITEMS

Mrs. Olin  
presents Dr.  
Olin's medi-  
cal library  
to new hosp.

1. Communication from Mrs. N. J. Olin, widow of Dr. R. M. Olin, offering to present to the college Dr. Olin's medical library now at the College Hospital, to be kept in the Olin Memorial Health Center.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to accept with thanks the medical books offered the College by Mrs. Olin.

No new PWA  
until addi-  
tional finan-  
cing by Con-  
gress.

2. Communication from the Regional PWA Office indicating that they are unable to accept applications for PWA grants until additional financing is made by the Congress.

Approval of  
loan of bl-  
eachers to  
Sen. Howell.

3. Request from Senator Howell that the community of Chesaning be permitted to rent several sections of college bleachers from July 10th to July 20th.

On motion of Mrs. Masselink, seconded by Mr. Halstead, it was voted to approve the above request from Senator Howell.

3 ft. to be  
deeded off so.  
side lot 362  
Chest. No. 3,  
etc.

4. Approval is requested of an agreement to deed three feet off the south side of lot 362 Chesterfield No. 3 in accordance with preliminary arrangements made by Mr. Jenison prior to his death. It is contemplated not to complete this deed until the estate is formally turned over to the College.

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

SECRETARY'S ITEMS, continued

5. Report for record of the receipt of a check of \$20,217.70 from the Penn Mutual Life Insurance Company from the Estate of Frederick C. Miller to be used in accordance with a contract entered into by the State Board of Agriculture on November 21, 1931. In accordance with the terms of this agreement:

Receipt of check of \$20,217.70 from F.C. Miller Rev. Fund.

"This fund shall be loaned from time to time to students above the junior year showing a reasonable scholastic record. Such loans to be recommended by the Dean of the Division and approved by the President or Secretary. They must be upon promissory notes signed by the student to whom loaned. The maximum sum loaned shall be \$300 to one student and not to exceed \$150 in any one year. Loans are to bear 5% interest. Upon repayment of the loan in full, the student shall receive an honorary membership in said Frederick C. Miller Revolving Fund evidenced by certificate."

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to approve for Board record the terms of the agreement regarding the Frederick C. Miller Loan Fund.

6. An estimate has been received on the cost of the construction of the dog kennels for the Veterinary Clinic Addition at \$5900, and the laboratory tables for Dr. Hallman's laboratory at \$2095.00. These had not previously been provided for.

No action on request for construction of dog kennels for Dr. Hallman

No action.

PWA ITEMS

1. The date of the formal offer on the additional grant for the gymnasium and field house is June 8th. The tentative offer was accepted by the Board at the June 1st meeting. It is now necessary to ratify this acceptance. \$123,750.

Additional grant field house accepted.

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

2. Approval of the formal awarding of the contract for the construction of the Men's Gymnasium and Field House to the H.G. Christman-Lansing Company at \$871,000.

Christman awarded contract on construction Field House.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to approve awarding the contract on the Men's Gymnasium and Field House to the Christman Company.

3. The date of the formal offer on the additional grant on the Music Building is June 5th. The tentative offer was accepted by the Board at the June 1st meeting. It is now necessary to ratify this acceptance. \$12,273.

Additional grant Music Building accepted.

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

4. Certain changes in the specifications for the construction of Campbell Hall increasing the cost of the building not to exceed \$2629.97 as recommended by the architect are recommended.

Approval of change order Campbell Hall approved

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

5. Certain changes in the Music Building are necessary and desirable and included in the supplementary grant which has been approved and accepted at a total cost of \$3511.87.

Approval changes Music Building.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the above mentioned changes in the Music Building at a cost not to exceed \$3511.87.

6. Resolution of the State Board of Agriculture approving a change in specifications for the X-Ray Machine for the Hospital. Change order to be issued to the Westinghouse X-Ray Machine Company, Long Island, New York, for and additional \$738.50 instead of \$1,000 as approved by the Board at its meeting April 20, 1939.

Approval of change specifications X-Ray Machine

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted to approve the above resolution.

7. Resolution approving fund transfer for the Soils Research Building, Mich. 1814-F

Approval fund transfer Soils Barn.

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

The meeting adjourned at 4:30 P.M. to meet July 6 at 10:00 A.M.

R. D. Shaw  
President

John A. Fouch  
Secretary