

Minutes of the
Meeting of the State Board of Agriculture
September 19, 1935

Present: Messrs. C. L. Brody, Chairman; Berkey, Daane, Downing, Halstead, Mrs. Wilson; Superintendent Voelker; President Shaw; Secretary Hannah.

Absent: No one.

The meeting was called to order at 10:20 A.M.

The minutes of the previous meeting were approved having been forwarded to the Board members.

Resignations
Appointments
Leaves

RESIGNATIONS, APPOINTMENTS AND LEAVES

1. Resignation of Mr. R. P. Link, Instructor in Physiology and Pharmacology, effective August 31, 1935.
2. Resignation of Mr. Cecil W. Frutchey, half-time assistant in the Department of Botany, effective September 10, 1935. No successor has yet been recommended.
3. Resignation of Mr. Glenn S. Ricks, Extension Specialist and Research Assistant, Department of Horticulture, effective August 31, 1935.
4. Resignation of Mr. L. R. Farish, who has been on a temporary appointment as Assistant in Research in the Department of Horticulture during W. C. Dutton's leave of absence, effective October 1st.
5. Appointment of Mr. B. V. Alfredson as Instructor in Physiology and Pharmacology, effective September 1, 1935, replacing Mr. Link at a salary of \$2100 per year.
6. Appointment of Mr. Thais A. Merrill as Extension Specialist and Research Assistant in Horticulture, replacing Mr. Ricks at a salary of \$2000 per year (three-fourths Extension, one-fourth Experiment Station funds), effective September 16th.
7. Appointment of Mr. William Smith as Assistant in Research in the Department of Horticulture, replacing Mr. Farish (resigned) for the months of October and November at the same salary, \$125.00 per month.
8. Temporary appointment of Dr. George F. Gray as Research Assistant and Instructor, replacing Dr. R. E. Marshall (now on leave) for the period September 16th to December 31st at the rate of \$2000.00 per year.
9. Temporary appointment of Mr. Archie Leonard as Research Assistant in Farm Management, replacing Mr. P. F. Aylesworth (now on leave) for the period October 1st to September 1, 1936 at the rate of \$2275.00 per year.
10. Temporary appointment of Mr. F. W. Holbrook as Short Course Instructor in Agricultural Engineering for the six month period beginning October 1st, at the rate of \$150.00 per month. Salary is to be paid from departmental funds.
11. Appointment of Miss E. Louise Smith as Secretary to the Dean of Women for the period September 1st to December 31st, at the rate of \$1100 per year (salary approved by the Board at its last meeting).
12. Appointment of Mrs. Ledah Thompson as hostess and matron for the Union Building on an eleven months' basis, effective September 15th at the salary of \$1200.00 per year, plus maintenance.
13. Appointment of Mr. E. B. Brauner as Instructor in Art for 1935-36, effective September 1st at a salary of \$1800 per year. Position has been authorized by the Board at \$1600.00, but adequate help at that salary could not be found.
14. Recommendation for an indefinite leave of absence with pay for Professor A. H. Nelson, head of the Department of Publications and Journalism.
15. Recommendation for leave of absence October 1, 1935 to September 1, 1936 without pay for Dr. F. M. Thrun, Associate Professor and Research Associate in Economics (now on part-time College basis only), effective October 1st. Mr. Thrun has been asked to accept a position with the Land Utilization Division, Resettlement Administration.
16. Request that J. C. Davis, Instructor in Economics, be placed on a part-time basis at a salary of \$100.00 per month (full salary \$168.00 per month) effective October 1st, so that he may accept a temporary appointment with the NYA. Further, that Mr. H. E. Rice be appointed part-time instructor in Economics at a salary of \$75.00 per month, effective October 1st, replacing Mr. Davis for the period of his federal appointment. The terms of this leave are not to extend beyond this college year, September 1, 1936.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the resignations, appointments and leaves.

TRAVEL

Travel

1. Request that Dr. W. L. Mallmann be reimbursed for expenses incurred (\$16.05) on a trip

TRAVEL, continued

Travel

1. (Continued)
to Indianapolis July 10th to 12th for inspection of new-type swimming pools.
2. Recommendation of Dean Giltner that automobile mileage to Milwaukee and return be allowed, so that five members of the staff may attend meetings of the American Public Health Association October 7th to 10th.
3. Request of Professor P. A. Herbert for railroad and pullman fare to Oklahoma City and return, so that he may attend - at the request of the Governor - the National Tax Association conference October 14th to 18th.
4. Request of Professor Herbert for automobile mileage on one car, so that members of the staff may attend meetings of the Society of American Foresters, to be held October 11th and 12th in southern Ohio.
5. Request for maintenance expenses for Mr. Nevels Pearson to St. Louis, Missouri; Mr. Pearson will accompany the Michigan Boys' 4-H Dairy Judging and Demonstration Teams to the National Dairy Show, October 12th to 18th. Expenses will be charged to Extension funds.
6. Request that Mr. G. E. Taylor be allowed mileage expense and maintenance expenses for trips to Waterloo, Iowa for the Dairy Cattle Congress September 24th to October 2nd, and to St. Louis, Missouri, for the National Dairy Show October 11th to 18th. Mr. Taylor will take the members of the Dairy Cattle Judging Team with him.
7. Request from Dean Anthony that \$20.00 be paid to each of the four members of the Dairy Cattle Judging Team to help defray their expenses to the above contests at Waterloo, Iowa and St. Louis, Missouri. Further, that \$10.00 be paid to each of the four members of the Dairy Products Judging Team towards their expenses in attending the National Dairy Show at St. Louis, Missouri.
8. Request for mileage expense and maintenance costs for Mr. P. S. Lucas who will take the members of the Dairy Products Judging Team to the National Dairy Show at St. Louis, Missouri, October 11th to 18th.
9. Request of Dean Anthony that the following expenses, covering trips of the Live Stock Judging Team to the American Royal and International Livestock Expositions and to an inter-state meet at Ohio State or the University of Illinois, be allowed:

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| Two cars to transport instructor and team to Kansas City, and expenses of instructor | \$220.00 |
| Expenses of instructor and partial expenses of team to International at Chicago | 155.00 |
| Mileage on two cars and maintenance expenses of instruc- tor to inter-state contest | 85.00 |
| | \$460.00 |

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to approve the above travel requests.

10. Request of Dr. Bessey that travel allowance be granted Dr. Ray Nelson to several points in California to try to locate an area where the Mosaic disease in celery is absent.

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted to approve, subject to approval of Director Gardner, Dr. Nelson's travel to California - expenses to be paid from the revolving celery disease fund.

11. Request of Dean Dirks that Professor Sefing be allowed railroad fare and pullman to Chicago to present a paper at the American Society for Metals held September 30th.

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

PRESIDENT'S REPORTSAction on the following resignations:

Resignations

1. Acceptance of the resignation of Miss Zoe Wertman, Instructor in Institution Administration and Supervisor of Food Service, Mary Mayo Hall, effective September 1st.
2. Acceptance of the resignation of Dr. C. C. Morrill, laboratory assistant in the Department of Animal Pathology, effective August 1st.
3. Acceptance of the resignation of Miss Frances Pearl, Instructor in Music, as of August 31st.
4. Acceptance of the resignation of Mrs. Amy Newberg, Assistant Professor of Foods and Nutrition, as of September 1st.
5. Acceptance of the resignation of Mr. Edward H. Wylie, half-time research clerk in the Department of Economics, effective July 31st.

PRESIDENT'S REPORTS, continued

6. Acceptance of the resignation of Miss Alice Rasmussen, Periodical Librarian, effective October 1, 1935.
7. Acceptance of the resignation of Mr. Durward L. Allen, graduate fellow at the W. K. Kellogg Bird Sanctuary, effective August 31st.
8. Acceptance of the resignation of Mr. George T. Bauer, quarter-time graduate assistant in Chemistry, effective September 1st (appointed by the Board July 12th).
9. Acceptance of the resignation of Mr. N. K. Ellis, Research Assistant in Soils, effective September 7th.

On motion of Mr. Halstead, seconded by Mr. Downing, it was voted to approve the president's report on the above resignations.

Appointments Action on the following appointments:

10. Approval of the appointment of Miss Mildred Jones as Instructor in Institution Administration and Supervisor of Food Service, Mary Mayo Hall, replacing Miss Wertman. Appointment is to be on an eleven months' basis, effective September 1st, at a salary of \$1400.00 per year plus maintenance.
 11. Approval of the temporary appointment of Dr. W. T. S. Thorp, replacing Dr. Morrill as laboratory assistant in Animal Pathology on a three-quarter time basis during the month of August. Salary was set at the same figure, \$90.00 and charged to abortion test funds.
 12. Approval of the appointment of Mr. William Kimmell as Instructor in Music, effective September 1st at a salary of \$1700.00 per year. Mr. Kimmell replaces both Miss Pearl (resigned as above) and Mr. Robert Miller, whose one-year appointment ended on that date.
 13. Approval of the appointment of Miss Alberta Young as Instructor in Foods and Nutrition, replacing Mrs. Newberg (resigned as above) at a salary of \$2000.00 per year. Appointment was made on a nine months' basis, effective September 1st.
 14. Approval of the following adjustments in the library staff, made necessary by Miss Rasmussen's resignation (above):
 - a. Transfer of Miss Lois Bower from the position of Assistant in charge of the Assigned Reading Room to that of Periodical Librarian, replacing Miss Rasmussen at the same salary, \$1570.00. Appointment will become effective October 1st.
 - b. Appointment of Miss Inez Spofford as Assistant in charge of the Assigned Reading Room on a part-time basis at a monthly salary of \$60.00 (\$720.00 per year), effective October 1st.
 - c. Appointment of Mr. Glen Fitch as Evening Reference Librarian on a part-time basis at a salary of \$60.00 per month (\$720.00 per year), effective October 1st.

(Miss Spofford's and Mr. Fitch's salaries total Miss Bower's former salary, \$1460.00. There is no increase in the Library salary budget.)
 15. Approval of the appointment of Mr. William C. Gower as graduate fellow at the W. K. Kellogg Bird Sanctuary during 1935-36, replacing Mr. Allen, at a salary of \$600.00 for the period.
 16. Approval of the appointment of Mr. Fred Davis as Assistant in Research in Soils replacing Mr. Ellis (resigned as above) at the same rate of salary, \$1700.00 per year. Appointment became effective September 9th.
 17. Approval of the appointment of Mr. D. R. Coburn as one-third time assistant in the Department of Animal Pathology, permanently replacing Dr. C. C. Morrill (resigned) at the same salary, \$900.00 per year. Appointment became effective September 1st.
- Acceptance of the resignation of Dr. D. R. Coburn, appointed as above, effective October 1st. Dr. Coburn left to accept a position with the Conservation Department.
18. Approval of the appointment of Dr. C. B. Line to succeed Dr. Coburn as one-third time assistant in Animal Pathology, effective October 1st at a salary of \$300.00 per year. This amount will be charged to abortion test funds.
 19. Approval of the continuation of Mr. Cecil Langham as Instructor in Chemistry for the year 1935-36 at a salary of \$1500.00, effective September 1st. Mr. Langham was employed on a term-by-term basis during 1934-35.
 20. Approval of the appointment of Dr. Duncan Stewart as Instructor in Geology, effective September 1st at a salary of \$1500.00 per year. This appointment fills the additional instructorship at this salary authorized by the Board on July 12th.
 21. Approval of the appointment of Miss Merie J. Pauli as Instructor in Physical Education (for Women) for 1935-36, effective September 1st at a salary of \$1200.00 for the year. Miss Pauli replaces Miss Dorothy Parker, who is on a one-year leave; leave and replacement have been authorized by the Board.

PRESIDENT'S REPORTS, continued

- Appointments
22. Approval of the appointment of Dr. Kenneth Warren as part-time Instructor in Mathematics for 1935-36, effective September 1st at a salary of \$700.00 for the year. (Position authorized at the July 12th Board meeting).
 23. Approval of the appointment of Miss Mary E. Daane as part-time library assistant in charge of the Graduate Study for 1935-36; appointment becomes effective September 19th on a ten months' basis at a salary of \$600.00 for the period. Further, authorization of the transfer of necessary funds to the Library salary budget.
 24. Approval of the employment of Dr. C. N. McCarty as Instructor in Chemistry, effective September 1st at a salary of \$1500.00 for the year. This appointment fills the additional instructorship at this salary authorized by the Board on July 12th.
 25. Approval of the appointment of Miss Blanche Barnhart as secretary to the Dean of Men, effective September 16th at a salary of \$100.00 per month. The sum of \$1080.00 for this position was authorized by the Board; at Dr. Mitchell's request and since appointment is late, a monthly salary of \$100.00 (\$950.00 for the balance of the year) for the rest of the year only.
 26. Approval of the appointment of Mr. George Alderton to handle athletic publicity during the fall quarter, September 1st to January 1, 1936. Mr. Alderton's salary is set at \$500.00 for the period and an additional \$400.00 has been added to the Publications Department budget for purchase of necessary illustrations, all to be taken from the \$3000.00 allotted in the budget for the services of a publicity man.
 27. Approval of the employment of Mr. John Zimmer as part-time Instructor in Mathematics for 1935-36, effective September 1st at a salary of \$1200.00 for the year. (Position authorized at July 12th Board meeting).
 28. Approval of the appointment of Staff Sergeant James H. Atchison as Armorer, replacing Sergeant Jeremiah Meskill (retiring), effective September 1st at the rate of \$1160.00 per year.
 29. Approval of the appointment of Mr. Robert Terlaak as an assistant football coach during 1935-36, effective September 1st at a salary of \$600.00 for the year. Mr. Terlaak is also on the labor payroll of the Accounting Office at the rate of \$1000.00 per year (twelve months' basis). These arrangements replace Mr. Terlaak's appointment by the Board as an assistant football coach for the fall period at \$150.00 (March Board meeting).
 30. Approval of continuation of the appointment of Miss Katherine Hume as Instructor in English for 1935-36, effective September 1st at a salary of \$1700.00. Miss Hume was on a term-by-term basis during 1934-35; this recommendation through error was not included in the tentative budget.
 31. Approval of the appointment of Mr. E. W. Kiebler in the Department of Education for the fall term only, at a salary of \$250.00 for the period. Appointment is necessary because of transfer of Dr. Mitchell's duties.
 32. Approval of the appointment of Mrs. Myrtle Munger as laboratory technician on Rackham Fund No. 2 at a salary of \$85.00 per month for July, August and September. Subsequent approval of Dean Giltner's recommendation for an increase to \$100.00 per month, effective October 1st, so that her services might be retained.
 33. Approval of the appointment of Mr. George W. Radimersky as Instructor in Modern Languages for 1935-36, effective September 1st at a salary of \$1600.00 for the year. This position was authorized by the Board at its last meeting.
 34. Approval of the appointment of Dr. W. R. Fee as Assistant Professor of History for 1935-36, effective September 1st at a salary of \$2100.00 for the year. Dr. Fee replaces Miss Ruth Johnston, who died on July 5th.
 35. Approval of continuation of the appointment of Miss Laura Heminger as Instructor in English for 1935-36, effective September 1st at a salary of \$1500.00 for the year. Miss Heminger was on a term-by-term basis during 1934-35; through error this recommendation was not included in the tentative budget.
 36. Approval of the appointment of Mr. Orin Ensfield as clerk in the Department of Music, replacing Mrs. Frederick Dittman (Elsie Marquardt), who has resigned. Appointment became effective September 1st at the rate of \$1080.00 per year.
 37. Approval of the appointment of Mr. E. L. Balachey as Instructor in Psychology and Philosophy for 1935-36, effective September 1st at a salary of \$1800.00 per year. Mr. Balachey replaces Mr. C. L. Shurtle, whose one-year appointment ended August 31st.
 38. Approval of the appointment of Mr. Sidney H. Newman as Instructor in Psychology and Philosophy for 1935-36, effective September 1st at a salary of \$1800.00 per year. This appointment fills an additional instructorship authorized by the Board.
 39. Approval of the appointment of Mr. Paul Dressel as Instructor in Mathematics for the year 1935-36, effective September 1st at a salary of \$1485.00 (position authorized by the Board on July 12th).

PRESIDENT'S REPORTS, continuedAction on the following appointments, continued

Appointments

40. Appointment of Mr. Lloyd H. Geil as Instructor and Assistant in the Department of Publications and Journalism, effective September 15th at a yearly salary of \$2200.00 (on twelve months' basis). Through error this position was not included in the tentative budget set-up.
41. Approval of the transfer of Miss Ethel Trump, Instructor in Institution Administration, to the position of Manager of the Food Service, Union Building, with an increase in salary from \$1765.00 to \$2100.00 per year plus meals. Appointment became effective September 1st and is to be an eleven months' basis.
42. Approval of the transfer of Miss Katherine Hart, Director of the Food Service in the Women's Building, to the position of Assistant Manager of the Food Service, in the Union Building, with an increase in salary from \$1265.00 per year plus full maintenance to \$1700.00 per year with board only, effective September 1st. Of the increase, \$300.00 is allowed for housing and \$135.00 for the increase in rank.
43. Approval of the appointment of Miss Ruth L. Godfrey as Instructor in Institution Administration, replacing Miss Trump, at a salary of \$1400.00 per year (of which \$200.00 is to be charged to Women's Commons fund.) The appointment became effective September 1st and will be on an eleven months' basis.
44. Approval of the appointment of Miss Louise Clemens as Manager of the Food Service Women's Building, and Instructor in the Department of Institution Administration for the year 1935-36. Appointment became effective September 1st and is to be on an eleven months' basis at \$1800 per year plus meals.
45. Appointment of Miss Gladys Franks, Alumni Recorder, to the staff of the Registrar at a salary of \$1320.00 per year, effective July 1st (referred with power at the July 12th Board meeting).
46. Temporary appointment of Mr. George Culp, clerk in the Alumni Office, for the three months beginning July 1st at a salary of \$100.00 per month.
47. Action on the following Graduate Council recommendations (replacements or continuations - no new positions):
 1. Chemistry - Continuation of Charles G. Noble as half-time graduate assistant in Quantitative Chemistry for 1935-36.
 2. Chemistry - Substitution of one additional half-time graduate assistantship in Quantitative Chemistry with continuation of (1) above for a \$1500 instructorship requested by the Department. Appointment of Lynn W. Coffey to the position for 1935-36.
 3. Chemistry - Appointment of William H. Stahl as half-time graduate assistant for 1935-36, replacing Edwin Donehue.
 4. Chemistry - Appointment of Robert J. Westfall as half-time graduate assistant in Biological Chemistry, filling the position authorized by the Board July 12th. Appointment is for 1935-36 only.
 5. Chemistry - Combination of the quarter-time graduate assistantship held by George Bauer (resigned) with that already held by E. A. Rominsky, placing him on a half-time basis for 1935-36.
 6. Chemistry - Appointment of James E. Anderson as quarter-time graduate assistant. Mr. Anderson and Ralph L. Guile, also on a quarter-time basis, replace Arthur Neeley, half-time graduate assistant, for 1935-36.
 7. Chemistry - Appointment of Glenn W. Hedrick as quarter-time graduate assistant for 1935-36, replacing Richard Macomber.
 8. Chemistry - Continuation of Harvey B. Ohmer as quarter-time graduate assistant on hydroquinone funds for 1935-36.
 9. Dairy Husbandry - Appointment of William K. Fox as half-time graduate assistant for 1935-36, replacing Chloron Conley.
 10. Home Economics - Appointment of Miss Elizabeth Tracy as half-time graduate assistant for 1935-36 in the Department of Home Management and Child Development. This fills the new position authorized by the Board at its last meeting.
 11. Home Economics - Appointment of Miss Mary Goodman as quarter-time graduate assistant in nutrition for 1935-36 (Purnell funds), replacing Miss Lillian Entz.
 12. Bacteriology - Change of one part-time assistantship (quarter-time basis) to a quarter-time graduate assistantship, and of the appointment of Mr. Wilford V. Kennedy to the position for 1935-36, replacing Robert Habermann.

PRESIDENT'S REPORTS, continuedAction on the following appointments, continued

Appointments

47. Graduate Council recommendations (continued):

12. Bacteriology - Change of one part-time assistantship (quarter-time basis) to a quarter-time graduate assistantship, and of the appointment of Mr. Wilford V. Kennedy to the position for 1935-36, replacing Robert Habermann.
13. Bacteriology - Appointment of Henry Bukoski as part-time assistant in Bacteriology (quarter-time basis) for 1935-36, replacing Adolph Sypien.
14. Medicine, Surgery and Clinic - Appointment of Woodrow A. Deppa as half-time graduate assistant for 1935-36, filling the new position authorized by the Board.
15. Zoology - Combination of the new quarter-time graduate assistantship (authorized July 12th) with that already held by James T. Wilkinson, placing him on a half-time graduate assistant basis for 1935-36.
16. Botany - Appointment of Keith K. Kreag as half-time graduate assistant for 1935-36, filling the new position authorized by the Board July 12th.
17. Mathematics - Appointment of Samuel W. Stewart as half-time graduate assistant for 1935-36, filling the additional position authorized by the Board.
18. Soils - Appointment of Allen Nick as half-time graduate assistant for 1935-36, filling the new position authorized by the Board.
19. Soils - Acceptance of the resignation of Fred Davis, appointed half-time graduate assistant for 1935-36, and appointment of Albert L. Trowbridge to replace him for the year (salary from Purnell funds).
20. Animal Husbandry - George J. Propp as half-time graduate assistant for 1935-36, filling the additional assistantship authorized by the Board.
21. Forestry - Appointment of B. M. Kirk as half-time graduate assistant for 1935-36, filling the new position authorized by the Board July 12th.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the president's reports on the above appointments.

Action on the following travel requests:

Travel

48. Approval of railroad and pullman fare to Toronto, Ontario, and return for Mr. M. F. Surls, Research Assistant in Engineering, so that he might attend meetings of the American Foundrymen's Association August 19th to 23rd. Expenses are to be charged to Engineering Experiment Station funds.
49. Delegation of Director V. R. Gardner, Director R. J. Baldwin, and Professor E. B. Hill to represent M. S. C. at a regional conference of land-grant colleges called in Ames, Iowa, August 22nd to 24th by the Secretary of Agriculture. All expenses were allowed, to be charged to the respective budgets.
50. Approval of railroad, pullman, and maintenance expenses to Ithaca, New York for Mr. A. J. Patch, so that he might attend the annual meeting of the Agricultural College Editors Association August 20th to 22nd. Expenses are to be charged to Extension funds.
51. Approval of railroad and pullman expense to Philadelphia and return for Mr. Karl Dressel, Assistant Professor of Forestry, so that he might attend the National Shade Tree Conference held there at the end of August.
52. Approval of all expenses to Chicago and return for Director V. R. Gardner, so that he might appear on the Land-Grant College radio hour September 18th. Expenses are to be charged to Station Director's Office funds.
53. Approval of maintenance expenses only to Bloomington, Illinois, for Messrs. H. C. Rather and R. V. Gunn, so that they might attend a special conference on the AAA wheat program called for August 30th and 31st. Expenses are to be charged to Extension funds.
54. Approval of all expenses to Chicago and return for Dean R. C. Huston, who was requested to attend a conference on patent action called for September 9th by representatives of Squibb, Parke-Davis, Abbot Laboratories and the Council of Chemistry and Pharmacy.
55. Allowance of railroad and pullman fare to Ithaca, New York, and return for Dr. G. J. Bouyoucos, so that he might confer with the Cornell research staff on phases of the research program here. Expenses are to be paid from Experiment Station funds allotted to the Soils Section.

PRESIDENT'S REPORTS, continued

Travel

Action on the following travel requests, continued:

56. Approval of all expenses to Washington, D. C. and return for Director Baldwin, R. J. Coleman, and N. E. Grover, so that they might appear before the Federal Communications Commission in its hearing on the license of Station WKAR.
57. Approval of mileage expense to Cleveland and return for Dean H. E. Dirks, so that he and three members of the staff might attend meetings of the Machine Tool Association during the first part of September.
58. Approval of expenses of G. O. Stewart to Toledo, Ohio, so that he might attend a meeting of the MSC alumni club of Toledo.

On motion of Mr. Brody, seconded by Mrs. Wilson, it was voted to accept the President's reports on the travel requests.

Action on the following requests for leave:

Leaves

59. Grant of two months' leave of absence without pay to Mr. Walter Morofsky, effective September 1, so that he may complete research work for the MECWA.
60. Approval of Dean Emmons' request that W. J. Muilenburg, Assistant Professor of English, be granted leave for the spring term for study, with salary set at \$2000 for the year (full salary \$2690.00).
61. Grant of leave of absence without pay to Miss Irene Patterson, Supervising Teacher of Home Economics, for the fall term. Miss Patterson's work will be carried by other members of the staff.
62. Grant of one year's leave of absence, beginning September 1st, to J. W. Sheedy, Instructor in Mathematics, at a salary of \$810.00 for the year. Mr. Sheedy will study for an advanced degree. (Item included in budget set-up).
63. Grant of one year's leave of absence to Dr. H. L. Olson, Assistant Professor of Mathematics effective September 1st at a salary of \$1200.00 for the year (Item included in budget set-up).
64. Approval of Dean Dye's recommendation that Miss Elizabeth Whittaker, Assistant Professor of Nutrition, be granted a one-year extension of her leave without pay, effective September 1st. (Leave granted last year and continued now because of illness).
Approval of the appointment of Miss Dorothy Moore as Assistant Professor in the Foods and Nutrition Department, replacing Miss Whittaker for the year at a salary of \$2100.00. Miss Moore's appointment will be on a nine-month basis, effective September 1st.
65. Grant of nine months' leave of absence without pay to Dr. R. E. Marshall, Professor of Pomology and Research Associate in Horticulture, effective September 1st. Dr. Marshall has been asked to serve as Acting Head of the Department of Horticulture, Washington State College, for that period.
66. Grant of one year's leave of absence without pay to Philip P. Aylesworth, Research Assistant in Farm Management, effective September 1st. During the period Mr. Aylesworth will accept a temporary appointment as Farm Management Specialist with the Resettlement Administration.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the president's reports on the requests for leave.

Action on the following miscellaneous matters:

Union plan approved.

67. Report on outlined plan for the conduct of Union Matters, arrived at with Mr. Hannah and Mr. Riggs and placed in effect as of August 1st:
- 1) That all matters pertaining to food service be turned over to the Home Economics Division, to be directed by Dean Dye and Mrs. Ehlers.
 - 2) That janitor service be turned over to the Buildings and Grounds Department, which will also take care of maintenance, repair and upkeep.
 - 3) That the College continue to furnish service by way of heat, light, water, etc., as in the past.
 - 4) That all accounting matters be under the supervision of Mr. Wilkins.
 - 5) That the remaining responsibilities be grouped under the position to be designated as that of Host, to which Mr. Riggs was appointed as of September 1st at a salary of \$2500.00 per year. Appointment was made with the understanding that it was subject to any future adjustments which might be made.

Status of Mr. Riggs

On motion of Mr. Deane, seconded by Mr. Brody, it was voted to approve item 67.

Complete audit of Mary Mayo Hall approved.

68. Authorization of the Comptroller to have a complete audit of Mary Mayo Hall finances made by William G. Roost at an approximate estimated cost of \$400.00; this audit was requested by the Detroit Trust Company before it would negotiate further as to dormitory financing.

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PRESIDENT'S REPORTS (continued)Action on the following miscellaneous matters continued:

69. Approval of the transfer of \$15,000 from the Women's Commons revolving fund to a Union Commons fund, to be used in the purchase of equipment for and repairs in the kitchens and dining rooms of the Union Building.
70. Authorization of the transfer of \$500.00 from rehabilitation funds to the account for Wells Hall repair, covering expenditures necessary to put it in shape for school opening and not included in appropriations made at the July 12th Board meeting (expense underestimated when presented).
71. Authorization of necessary expenditure of \$175.00 (estimated) for the repairs to kitchens of Wells Hall, to prepare them for opening of boarding club. This item was presented at the July 12th Board meeting and deferred at that time.
72. Approval of the recommendations of the Labor Pay Roll Committee for 1935-36, per copy on file (identical with last year's).
73. Authorization of the granting of two additional scholarships in music (one in brass wind, one in wood wind instruments) in addition to those now offered in piano, voice, and stringed instruments.
74. Approval of Dean Dye's request that Miss Marian Neidert's salary be increased from \$1220.00 per year plus full maintenance to \$1520.00 per year with board only, effective September 1st. The \$300.00 increase is allowed for housing since Miss Neidert's room will be used by students.
75. Approval of the recommendation of the Committee on Scholarships for the establishment of ten freshman scholarships for 1935-36, to be distributed to one candidate from each of the freshman colleges under Michigan State College supervision. Grants are to be made with the understanding that they are for one year only and are to be distributed only if candidates who are properly qualified (both as to scholarship and desirability as students) are available.
76. At the July 12th Board meeting Messrs. Freeman, Davidson, Magee, Bradford, Hill, Taylor, and Grantham were loaned to the U. S. Bureau of Agricultural Economics on a part-time basis (three-fourths bureau, one-fourth College) for the months of July and August, and the following temporary appointments made for the same period to take care of departmental work: D. J. Hankinson, Wilbur Dexter, Dorothy Stevenson, Walter Hertzler, Aldin Wells, W. B. Andrews, H. T. Rogers, Val W. Silkett, James Watkins, Carl Gilmore, Eldon Pfahler, Lloyd Joley and Morris Hughes.

Because of the exhaustion of Bureau funds and on the recommendation of Director Gardner, the six regular staff members were restored to the college payroll on a full-time basis as of August 15th and the temporary appointments of their replacements were discontinued as of the same date.

77. By Board action July 12th Mrs. Ethel Rathke was appointed part-time Instructor in Modern Languages for 1935-36 at the salary of \$800.00 for the year. By Dean Emmons' further request, Mrs. Rathke was removed from the salary payroll and \$800.00 made available to pay for her services as substitute teacher when necessary, with the unused balance to revert to general funds.
78. Report on the donation to the College Library by W. K. Kellogg of six volumes of "Birds and Trees of North America", by Rex Brasher. This completes the set given by Mr. Kellogg and in the College's possession (valued at approximately \$2500.00).

On motion of Mrs. Wkison, seconded by Mr. Daane, it was voted to approve the president's action on miscellaneous matters.

MISCELLANEOUS

1. Request of Dr. Giltner for the transfer of \$511.55 from Experiment Station funds to the Rackham Fund No. 1, which was drawn on in that amount for payrolls in May and June. This is recommended by Dean Anthony only with the understanding that this will reduce Experiment Station funds for that section in that amount, and that no further allotments will be requested or made.

2. Accident and first aid report on Elmer Colby, Buildings and Grounds employee who was injured in a fall in the power house. Total time lost, 46 hours @ 35¢ - \$16.10.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve items 1 and 2.

3. Presentation by Dean Anthony, Director Baldwin and Mr. Ballard of budgets for expenditure of Bankhead-Jones appropriations in the amount of \$186,786.59.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to approve the tentative budgets for the expenditure of Bankhead-Jones appropriations with the understanding that specific items are to be presented to the Board for future approval.

4. Transfer of following people from AAA to Bankhead-Jones funds, effective September 1st:

\$15,000 transferred from W. Commons fund to Union Commons fund.

\$500 trans. from Rehab. to Wells Hall repair.

Repairs to kitchens of W.H. app.

1935-36 labor payroll rec. approved.

2 additional scholarships in music app.

Miss Neidert's salary inc.

Authorization of 10 fresh. scholarships to 1 candi. from each fr. college.

Loans of staff members made to U.S. Bur. of Ag. Econ. returned to staff - and temp. appts. discontinued.

Mrs. Rathke part time inst. Modern Languages.

Donation of 6 volumes of "Birds and Trees of N.A." to college by W.K. Kellogg

Trans. of \$511.55 from Exp. Station to Rackham Fund No. 1.

Accident rep. Elmer Colby

Tentative budgets for Bankhead funds approved.

MISCELLANEOUS, continued

4. (continued)

| | | |
|---|------------------|--------|
| Transfer of several staff members from AAA to Bankhead Jones funds. | R. J. Baldwin | \$1800 |
| | Mary Woodward | 900 |
| | D. H. LeVoi | 1200 |
| | C. V. Ballard | 1200 |
| | E. D. Longnecker | 3200 |
| | " " (Travel) | 1500 |
| | Roscoe Smith | 1800 |
| | Carl Hemstreet | 1300 |
| | S. B. Thomas | 1200 |
| | James F. Thar | 1800 |
| | E. R. Hancock | 1800 |
| | J. P. Hoekzema | 1800 |
| | J. G. Hays | 1200 |
| | R. E. Decker | 1200 |
| | Ralph Morrish | 1200 |
| | H. A. Berg | 2000 |
| H. D. Hootman | 1200 | |
| A. J. Patch | 1200 | |
| Thomas Devlin | 1210 | |
| C. P. Milham | 1800 | |

\$30410

On motion of Mr. Deane, seconded by Mr. Brody, it was voted to approve the transfer of \$30410 from AAA to Bankhead-Jones funds to take care of the salaries or portions of salaries as listed above.

Trans. of Mrs Mary Thompson from H.F. Agt to Ext. Spec. Clothing.

5. Transfer of Mrs. Mary Thompson from the position of Home Demonstration Agent in Kent and Ottawa Counties to the position of Extension Specialist in Clothing, effective October 1st at the same salary rate (\$2100.00).

Appt. Helen Strow. H.E. Ext. Spec.

6. Appointment of Miss Helen Strow as Home Economics Extension Specialist at a salary of \$1800 per year, effective September 15th.

7. Appointment of the following people as Home Demonstration Agents, effective October 1st:

Appointment of Home Demonstration Agents.

| | |
|-----------------------|-----------------|
| Mrs. Bertine Benedict | \$1800 per year |
| Miss Estelle Nelson | 1600 " " |
| Miss Norma Barr | 1600 " " |
| Miss Jean Kinney | 1600 " " |
| Miss Margaret Gould | 1600 " " |

On motion of Mrs. Wilson, seconded by Mr. Brody, it was voted to approve items 5, 6, and 7.

Committee appointed to make study of costs of administering Ext. program

8. Appointment of committee consisting of President Shaw, Secretary Hannah, Comptroller Wilkins, Dean Anthony and Director Gardner to make a study of costs of administering the extension program with the idea of recommending ample charges for administration costs, - report to be made back to the Board.

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

Loan of \$700 to W.H. Board. Club approved to pay old debts.

9. Loan of enough money (approximately \$700) to be made to the boarding club at Wells Hall in order that the old debts (except the creamery debt) may be paid.

On motion of Mr. Deane, seconded by Mr. Brody, it was voted that an amount of approximately \$700 be loaned to the boarding club at Wells Hall and that Secretary Hannah, Dean Emmons and Dean Mitchell be appointed to act in an advisory capacity in the operation of the Wells Hall boarding club.

Mrs. Wilson offered \$800 to College for purchase of camera.

10. Mrs. Wilson offered \$800 for the purchase of a moving picture camera for the use of the College.

On motion of Mr. Deane, seconded by Mr. Berkey, it was voted to offer a vote of thanks to Mrs. Wilson for her generosity in presenting the College with a camera.

Vote of thanks offered administrative officers.

11. Vote of thanks offered administrative officers.

On motion of Mr. Halstead, seconded by Mr. Deane, it was voted to commend the administrative officers for excellent service rendered in connection with arranging adequate housing facilities for our large enrollment this fall.

Secretary authorized to amend appli. for grants from Fed. Gov.

12. Secretary authorized to amend the applications for grants from the Federal Government, as outlined by the Federal Government.

On motion of Mr. Deane, seconded by Mr. Brody, it was voted to authorize the Secretary to amend the applications as outlined by the Federal Government.

MISCELLANEOUS, continued

13. Following is the list of degrees granted at the close of the six weeks summer session July 26, 1935 and the summer session closing September 6, 1935, as per Board action on July 12, 1935:

Degrees granted at close of six weeks summer session - July 26, 1935

Students finishing first Summer Session, July 26, 1935

DIVISION OF AGRICULTURE

Degree: Bachelor of Science
a, Agriculture; l, Landscape Architecture

Crosby, Isadore Lewis, a Cook, Jesse Josiah, a
Davis, Ivan, a Thurow, Walter August, a
Stoker, Milton Kemper, l

DIVISION OF ENGINEERING

Degree: Bachelor of Science
m, Mechanical; c, Civil; e, Electrical; ch, Chemical

Colby, Elmer Wilford, m

DIVISION OF HOME ECONOMICS

Degree: Bachelor of Science

Bardwell, Helene Genevieve Moore, Enid May
Benton, Lottie Scudder, Fay Eleanor
Cheney, Jennie M. Smitton, Marjorie
Ellis, Helen Meta Taylor, Ruth Katherine
Tucker, Boneita Ethel

DIVISION OF APPLIED SCIENCE

Applied Science
Degree: Bachelor of Science

Murphy, Garnet Lister
Oswalt, Barbara Ellen
Silverman, Irving Esee

Physical Education
Degree: Bachelor of Science

Bos, Clarence

DIVISION OF LIBERAL ARTS

Degree: Bachelor of Arts

*Anderson, Grace Leslie Kulsee, William Casimir
Arver, Kathleen Clark Quello, James Henry
Rose, Mildred Irene

Public School Music
Degree: Bachelor of Arts

Nelson, Lorraine Margaret

DIVISION OF VETERINARY SCIENCE

Veterinary Medicine

Degree: Doctor of Veterinary Medicine

Schwabland, John Charles

Medical Biology
Degree: Bachelor of Science

Severens, James Madison

ADVANCED DEGREES

Master of Arts Master of Science
Magill, Arthur Napier. . . . Economics Brown, William C. Horticulture
McKay, Louis. Education Van Petten, William Henry. . . . Soils

Master of Science
Leuzun, Virginia Defresne, June 10, 1935, as of June 11, 1934

13. (Continued)

Students finishing second Summer Session, Sept. 6, 1935

Degrees
granted to
students
finishing
second
summer sess.
Sept. 6,
1935

DIVISION OF ENGINEERING

Degree: Bachelor of Science

m, Mechanical, c, Civil; e, Electrical; ch, Chemical

Nixon, Roy Arthur, m

DIVISION OF APPLIED SCIENCE

Applied Science

Degree: Bachelor of Science

**Fuller, William Paul
Henry, Cordia John

Physical Education

Degree: Bachelor of Science

Boeskool, Randall David, September 6, 1935, as of June 12, 1935

DIVISION OF LIBERAL ARTS

Liberal Arts

Degree: Bachelor of Arts

Nihart, Mrs. Pesh Lenore Swift
Holmes, Eunice Lavanche

DIVISION OF VETERINARY SCIENCE

Medical Biology

Degree: Bachelor of Science

Ehrlich, Joseph Michel

Degree: Doctor of Veterinary Medicine

Kemp, Lawrence Benjamin, October 5, 1935

ADVANCED DEGREES

Master of Science

Macomber, Richard Allen. Chemistry
Walker, Lawrence Carwood. Chemistry

Doctor of Philosophy

Wegee, Clive R. Soils
Monsma, Edwin Ype. Botany
Mealey, Arthur House. ChemistrySECRETARY'S ITEMS AND BUILDING COMMITTEE ITEMS

\$175 set
aside for
purchase of
materials to
be used for
campus signs.
\$500 set
aside for
paints for
stores, music
etc.

1. Recommendation that \$175.00 be set aside for the purchase of materials to be used in the construction of signs for campus buildings, - student NYA labor to be used to do the work. This item is to include the construction and installation of new signs on the college farm facing the Grand Trunk and Pere Marquette Railroads.

2. Recommendation that \$500 be set aside for the purchase of paints and other necessary equipment to cover the painting of the stores, music building and other miscellaneous areas. Student NYA labor is to be used to do this work.

On motion of Mr. Berkey, seconded by Mrs. Wilson, it was voted to approve items 1 and 2.

Fire alarm
system in-
stalled in
Womens Bldg.

3. The new hotel law requires the installation of an automatic fire alarm system or automatic sprinkler system in Wells Hall. Bids from various manufacturers are on file. The best of the fire alarm systems is the American District Telegraph system similar to the one recently installed in the Women's Building. This system will cost \$106 per month and we are required to pay this charge for five years even though we may request to have the system removed before that time. The total payment under this scheme is \$6360. The Viking Automatic Sprinkler Company will install an approved type of automatic sprinkler for \$6250. This can be paid for upon the completion of the job or can be paid for in monthly payments over a five-year period at 6% interest on the unpaid balance.

SECRETARY'S ITEMS AND BUILDING COMMITTEE ITEMS, continued

3. (Continued)

On motion of Mr. Daane, seconded by Mr. Downing, it was voted to approve the installation of the Viking Automatic Sprinkler system on a satisfactory basis arranged by the Secretary.

Sprinkler system installed in Wells Hall

4. Request from Entomology Department to have concrete floor put in and alterations made on the small storage building. Estimate \$150.00.

Alterations approved for Ent. storage bldg.

On motion of Mrs. Wilson, seconded by Mr. Daane, it was voted to approve the above request provided the money will be drawn from the departmental budget.

5. Request from Music Department to have window cut through wall in Abbott Hall and to have one wall removed. Estimate \$50.00.

Window to be cut thru wall in Abbott Hall

On motion of Mrs. Wilson, seconded by Mr. Daane, it was voted to approve the above request provided the money will be drawn from the departmental budget.

6. Request from Botany Department for additional amount of \$145 to complete alterations in the Botany Building. \$400 was allowed by previous board action.

Additional \$145 approved for alteration in Botany.

On motion of Mrs. Wilson, seconded by Mr. Halstead, it was voted to approve the above item charging the additional amount to the budget of the Botany Department.

7. The State Board of Agriculture authorized the expenditure of \$400 for the painting and floor finishing in Mary Mayo Hall. Because of the condition of the surfaces to be painted the total job will cost \$525.00. Authorization is requested for expenditure of additional \$125.00.

Additional \$125 approved for floor finishing in Mary Mayo Hall

On motion of Mrs. Wilson, seconded by Mr. Daane, it was voted to approve the expenditure of an additional \$125 for the above mentioned job to be charged to the Mary Mayo Hall depreciation fund.

8. Request from Dr. Hallman of the Animal Pathology Department that a laboratory be provided in the attic of the Anatomy and Pathology Building to be used by the Department of Conservation for their Animal Pathologist, - the Conservation Department to defray the cost of building and equipping the laboratory; the only expense to this institution will be that of heat, gas, light and water.

Laboratory to be provided in attic of Anat. Bldg. for Conservation Dept

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted that the above request be granted with the understanding that if and when the space should be needed by the College the Department of Conservation will be asked to vacate.

9. Request from Colonel Smith that screens and brick walls be installed in rooms #6, 8 and the basement of Demonstration Hall, also brick partitions in basement and iron bar gratings for two small windows in first floor storeroom closets. This is for the purpose of protecting the property of the Military Department from theft. Estimate \$825.00.

Screens and brick walls to be installed in rooms 6, 8 and basement of Demon. Hall

On motion of Mrs. Wilson, seconded by Mr. Berkey, it was voted to approve the above request - the amount of \$825 to be taken from the Rehabilitation Fund.

10. The Secretary received a petition from Mr. S. L. Hicks addressed to the State Board of Agriculture asking for a right of way across the college property west of Harrison Road.

Petition from Mr. Hicks re: right of way across college property.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to refer the above matter to the Buildings and Grounds Committee.

SECRETARY'S REPORTS1. W. P. A. Projects

Report on WPA projects.

1. Improving dam. Federal- \$2,537.00 College- \$2,767.50 Total- \$5,304.50
This project is 10% complete. The original appropriation was for \$2,717.50 or \$50.00 less than the final approval.
2. Grading athletic fields. Federal- \$20,800.00. College \$5,380.00. Total \$26,180.
This project is 25% complete. The original appropriation was for \$5,050.00. This increase of \$350 was made in the W.P.A. office when submitted to them for approval and not credited when typed.
3. Forestry irrigation lines. Federal- \$3,585.00. College- \$774.00. Total \$4,359.00.
This project is about 50% completed.
4. Union Building. Federal- \$87,361.13. College- \$25,000. Total- \$112,361.13. As a WPA project this work is nicely started. However, approximately \$6000 of the \$25,000 has been spent for labor and materials in the areas not covered in the WPA project. The increased enrollment made it necessary to provide additional housing facilities for women students. Less than a month ago work was started in the Union Building with the idea of providing housing for 70 girls. The building will be practically completed under the W.P.A. project and it is likely that it will be approximately one year before the building can be completed since it is necessary to use it during the school year at the same time that construction is in progress.

SECRETARY'S REPORTS, continued

Report on
WPA projects

5. Dairy Barn \$ 5,521.75 (Not as yet approved)
 Horse Breeding Barn (2,541.25
 Hog Feeding Floor (Federal- \$13,400 College- \$10,865.00
 Sidewalks 3,000.00 Total \$24,265.00

(The Horse Breeding Barn and Feeding Floor for \$2,541.25 is that part of \$4,798.75 which the Board approved in May for new buildings. The balance of \$2,457.50 will be found in the next project.) \$5,521.75 is to be set aside from Creamery Revolving Fund.

6. Paper Storage (move) (Not as yet approved)
 Oil Storage (new) (\$2,457.50 Federal - \$2,080.00
 Ag. War. Barn (comp.) (College - 5,457.50
 Roofing several buildings 3,000.00 Total - 14,587.50
 Log Cabin (comp.) Labor only

7. Tennis Courts. Federal - \$18,960.00 College-\$5,500 Total \$22,460.00
 (Not as yet approved)

8. New Farm Crops Barn. Federal \$24,744.70 College - None (Not as yet approved).

9. To extend and improve the forest conservation facilities of the Forestry Dept. of Michigan State College. Federal \$21,514.00. College- \$1,500. Total \$23,014.00
 (Not as yet approved).
 The \$1500 contribution is actually no contribution at all since this includes part of the salary of persons already employed by the Forestry Department.

10. Addition to Blacksmith Shop & Tool Barn for Stables. (Not as yet approved).
 Federal \$10,633.00. College - None. Total \$10,633.00.

11. Short Course Dormitory. Federal- \$46,869.00 (Not as yet approved).
 Total- \$46,869.00

12. To obtain data for the management under a sustained yield plan of land not now in agriculture. To prepare a Management Plan for the guidance of land owners and the consumers of products from such land not now in agricultural use. To install and maintain the Management Plan by agreements with the land owners and the users. (Not as yet approved).

Federal- \$10,868.50 College- \$1,845.00 Total- \$12,713.50.
 The \$1845 contribution is actually no contribution at all since this includes part of the salary of persons already employed by the Forestry Department.

13. Due to the uncertainty of P. W. A. construction, a W. P. A. project has been filed on the Addition to the Chemical Engineering Laboratory. This application calls for a contribution of \$33,701.20 from the College and for a government allotment of \$27,574.20,- the same figures as were included in the original P. W. A. request. (Not as yet approved).

Report on
PWA projects

II. P. W. A. Projects

P. W. A. projects have been filed according to the Board's instructions covering the following projects:

| Project | College Contribution | Federal Grant | Total |
|----------------------------|----------------------|---------------|--------------|
| Women's Dormitory | \$275,680.00 | \$223,920.00 | \$497,600.00 |
| Men's Dormitory | 247,500.00 | 202,500.00 | 450,000.00 |
| Hospital | 93,000.00 | 81,000.00 | 180,000.00 |
| Auditorium | 271,590.00 | 222,210.00 | 493,800.00 |
| Livestock Judging Pavilion | 51,480.00 | 41,120.00 | 93,600.00 |

The entire P. W. A. program is very uncertain. The Chemical Engineering Addition has been filed as a W. P. A. project. On Saturday, September 14th, letters were addressed to the President of the United States, Secretary of the Interior Ickes, and Harry Hopkins urging upon them our great need for additional dormitories. Mr. Hopkins replied by wire that the P. W. A. program was entirely in the hands of Mr. Ickes.

III. Financing Dormitories

Report re:
financing
dormitories.

The First of Michigan Corporation is making progress slowly but has indicated that in the event no funds are received from P.W.A., it may be possible that their concern will be able to arrange for the financing of a women's dormitory.

The most serious problem facing the State Board of Agriculture is the one of providing more adequate and more satisfactory housing facilities for both men and women students. It is a matter that should be called to the attention of the state administrative officers and all other possible sources of relief.

New hotel
law

IV. Hotel Law

The new hotel law, made effective by the last legislature, requires that all dormitories be made to comply with these provisions. An automatic fire alarm system has been installed in the Women's Building by the American District Telegraph Company at a monthly cost of \$20.00. This system is to be demonstrated for the State Fire Marshal Friday afternoon, September 20 at 2 o'clock.

SECRETARY'S REPORTS, continuedV. Emergency Repairs

It has been necessary to make many emergency repairs. One of the most costly of these was the removal and re-setting of the terrazzo tile in the swimming pool in the gymnasium. The tile was buckling and the tank leaking. These repairs cost approximately \$600 and will be taken care of out of the regular B. & C. budget. It has been necessary to re-plaster several of the rooms in the Physics Building due to the falling of the plaster from the ceilings. The gun carriage on the cannon across from the gymnasium has been replaced due to the danger from children playing about this carriage and the possibility of its falling upon them. Plastering and painting jobs in many other buildings have been necessary.

Report of
Emergency
repairs.VI. Drives and Roads

The State Highway Department has filed a W.P.A. project covering the construction of black-topped roads on Farm Lane, the extension of Kalamazoo Street and the farm service lane, - the Highway Department furnishing the money required for this project. The new bridge on the Red Cedar River has not been included in this project.

Roads and
drives.VII. Progress Reports

- a. The new radio equipment authorized by the State Board several months ago has been completely installed.
- b. The Cavalry Barn is completed except for a clay floor which will be built within the next few weeks and some water connections for fire which will be completed before winter.
- c. Wells Hall has been completely redecorated and is now in the best shape that it has been since its original construction. The furniture has been placed in satisfactory condition and with the replacement of portions of it each year can be kept that way.
- d. Changes in the Botany Building authorized by the Board have been completed.
- e. The changes in the Foundry office authorized by the Board have been completed.
- f. The fence separating the athletic field from the campus has been built and is complete except for necessary grading and landscaping. The advantageous purchase of this fence will make it possible to landscape the area from the original appropriation.
- g. A fire place has been removed from the Womans Building to make another room available.
- h. The boiler changes included in this year's budget are about 50% complete.
- i. The redecorating of the halls and other areas in Mary Mayo has been completed at a cost in excess of the estimate, due to the type of plaster which required more paint than was anticipated. The smoking rooms in Mary Mayo are practically completed.
- j. The panic bars in Mary Mayo are in the process of installation.
- k. The many alterations necessary in the Womans Building to make it possible to accommodate 5% additional girls have been completed at a total cost of approximately \$850.00.

Radio equip-
ment installedCav. Barn
completed.Wells Hall
redecorated.Changes in
Botany com.Foundry offic
completed.Fence sep.
athletic
field from
campus built.Boiler changes
50% complete.Mary Mayo re-
decorating
completed.Panic bars to
be installed
in Mayo.Alterations in
Womans Bldg.
\$850.00.Radio wave
length change.VIII. Radio Wave Length Change

A hearing before the Federal Radio Commission in Washington on our petition for a change in wave length for WKAR from 1040 to 850 was held on Monday September 9th. It seems likely that this request will be granted.

IX. Hartig Farm

Mr. Hartig has withdrawn his offer to sell his property on Harrison Road for \$7500 and is now asking \$9500 for the 19 acres.

Hartig with-
draws offer
to sell
property for
\$7500.X. Mary Mayo Audit

The audit of Mary Mayo Hall required by the First of Michigan Corporation has been completed. Copies have been placed in the hands of the Finance Committee.

Mary Mayo
Audit com-
pleted.XI. Labor Situation

The Buildings and Grounds Department is having such trouble due to the fact that labor wage rates are higher in Lansing than those paid by the College and while several increases were made in the labor payroll in July, it seems desirable at this time to allow further increases of 5 cents an hour to a list of 15 men submitted by Mr. Davenport. These additions will not entail budget increases, according to Mr. Davenport.

Report on
Labor situ-
ation.XII. Neon Signs

Mr. Miller of the Physics Department has prepared estimates of the cost of placing Neon Signs on the campus buildings. Total estimated cost for 19 signs - \$1140.

Neon signs.

The meeting adjourned at 4:15 P.M.

P. S. Shaw

President

John A. Hannah

Secretary