

Minutes of the
Meeting of the State Board of Agriculture
March 17, 1938

Present: Messrs. Berkey, Brody, Downing, Halstead, Jakway; Mrs. Masselink; Dr. Elliott; President Shaw, Comptroller Wilkins and Secretary Hannah.

Absent: No one.

The meeting was called to order at 10:30 A.M. after the Board had convened for executive session to elect a Chairman.

Mr. B. H. Halstead of Petoskey was elected Chairman succeeding Mr. Brody.

Recommendation that the minutes of the Board meeting of February 17th be approved in entirety by the Board in session, since there was not a quorum present at the last Board meeting.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the minutes of the meeting of February 17, 1938.

RESIGNATIONS, APPOINTMENTS AND LEAVES

RESIGNATIONS

1. Resignation of Mr. Robert T. Terlaak, Assistant Football Coach and Instructor in Physical Education, effective March 12, 1938 (but with salary to be continued to March 31st). This resignation nullified a salary increase approved by the President for the Board for July 1, 1938, and reported in Item 2, President's Reports.
2. Resignation of Mr. H. F. Spencer, Instructor in Botany and Research Assistant in Cytogenetics effective June 30, 1938. Mr. Spencer has been offered the acting headship of the Department of Biology at Whittier College.
3. Resignation of Mr. Elmer Breining, half-time graduate assistant in Chemistry, effective March 31, 1938.
4. Resignation of Mr. William Barton, half-time graduate assistant in Animal Husbandry, effective April 1, 1938. The position will not be filled for the balance of the fiscal year.
5. Appointment of Mr. Francis A. Hughes as half-time graduate assistant in Chemistry, replacing Mr. Breining (resigned above) for the months of April, May and June at a salary of \$60.00 per month.
6. Temporary appointment of Mr. Carl Dietz as Extension Specialist in Horticulture for the period April 1st to May 31, 1938, at a salary of \$125.00 per month. Provision for this assistance with gardening development in the Upper Peninsula was made in the 1937-38 budget. Appointment
7. Recommendation that Mr. H. B. Taylor, Research Assistant in Farm Management be allowed to devote full time to cooperative work with the federal Bureau of Agricultural Economics for the period March 10th to May 31, 1938, with three-fourths of his salary for this period to be paid by the Bureau and one-fourth by the College. Leave
8. Temporary appointment of Mr. Arnold Bartlett as Assistant in Research in Botany, the appointment to be on a half-time basis for the period April 1st to June 30, 1938 at the rate of \$50.00 per month, and on a full time basis from July 1st to September 22, 1938 at \$100.00 per month. Mr. Bartlett will carry the work of Mr. Ralph Lewis, who was transferred from Experiment Station to Instructional work on February 1, 1938. Appointments
9. Reemployment of Mr. Hans Lange to carry Mr. Press' work during the spring term on the same basis as during the fall and winter terms; i.e., for conducting the orchestra, \$500.00 (from the Music Revolving Fund); for instruction of students, \$75.00 for each week that he comes to the campus (from regular instructional funds).
10. Appointment of Miss Eleanor Beebe as stenographer in the Department of Horticulture, effective as of March 1, 1938 at a salary of \$80.00 per month. Miss Beebe replaces Miss Georgia Robb, transferred.
11. Appointment of Mr. William V. Golding as half-time graduate assistant in the Department of Poultry Husbandry for the months of April, May and June. Mr. Golding replaces Mr. Carl Gilmore, whose resignation became effective on January 20, 1938.
12. Appointment of Mr. Ralph May as half-time graduate assistant in Animal Husbandry for the year 1938-39, filling the position held this year by Mr. William Barton. This early appointment is necessary, as Mr. May has received other similar offers.
13. Appointment of Mr. Robert L. Rowe as half-time graduate assistant in Physics for the period April 1st to June 30, 1938, replacing Mr. Carl V. Holmberg (who resigned January 31, 1938).

RESIGNATIONS, APPOINTMENTS AND LEAVES, continued

- Extension of leave. 14. Recommendation that Mr. E. E. Down, Associate Professor and Research Associate in Farm Crops, be granted an extension of his leave of absence from April 1st to May 15, 1938 without pay, so that he may complete his graduate work at Cornell. Mr. Down was given leave on full pay from October 1, 1937 to April 1, 1938, at the September meeting of the Board.
- Lv. for Miss Yakeley 15. Request of Miss Elida Yakeley, Registrar, for leave of absence with pay for the six month period beginning October 15, 1938.
- Lv. Karl Wright 16. Recommendation that Mr. Karl T. Wright, Research Assistant in Farm Management, be granted leave of absence on half pay for the period August 1, 1938 to July 31, 1939. Mr. Wright plans to complete his doctorate degree at Cornell University.
- Lv. John C. Davis. 17. Recommendation that Mr. John C. Davis, Assistant Professor of Economics and Assistant to the Dean of Liberal Arts, be granted leave of absence on half pay for a ten month period beginning September 1, 1938. Mr. Davis intends to study toward his doctorate at the London School of Economics.

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

Travel

TRAVEL

1. Full expenses to St. Paul for Dr. B. J. Killham, so that he may represent the College at a north central state conference on Bang's Disease Control, to be held March 28th and 29th.
 2. Mileage allowance on one car so that Mr. K. J. McCristal, of the Department of Physical Education for Men, may attend meetings of the Midwest Physical Education Association in Chicago, April 6th to 9th.
 3. Full expenses to Chicago for Mr. E. F. VanAlstyne, so that he may attend meetings of the National Association of Basketball Coaches to be held April 3rd to 5th. Expenses will be paid from Athletic Association funds.
 4. First class railroad fare to Baltimore for Dr. J. F. Sykes, so that he may attend meetings of the Federated Societies of Experimental Biology, to be held March 30th to April 2nd.
 5. Railroad and pullman fare to Baltimore so that Dr. P. J. Schaible may attend meetings of the American Society of Biological Chemists and the American Institute of Nutrition, to be held March 30th to April 2nd.
 6. Railroad fare (\$39.00) to Baltimore for Dr. C. F. Huffman, so that he may attend meetings of the Federated Societies of Experimental Biology, March 31st to April 2nd.
 7. Out-of-state travel authorization to Baltimore for Mr. L. A. Moore, so that he may attend meetings of the Federated Societies of Experimental Biology, to be held March 31st to April 2. The trip will be made at no expense to the College.
- It is recommended that an allowance of mileage on one car be made to include requests in items 4, 5, 6, 7.
8. Mileage allowance on one car and maintenance expenses for Dr. Ray Nelson and Professor C. E. Wildon, so that they may take a group of students to Chicago April 7th to 9th to study greenhouse crop diseases. Expenses will be divided between the budgets of the departments of Horticulture and Botany.
 9. Full expenses to Chicago for Director V. R. Gardner, so that he may attend a meeting of Experiment Station directors called for March 19th.
 10. Full expenses to Madison for the following Extension employees: A. C. Baltzer, E. C. Scheidenhelm, J. G. Hays, A.R. Schubert, Jewell Jensen, Alice Hutchinson, and Edna Smith. They will attend a special conference called by the Federal office of Extension work for April 28th to 30th.
 11. Mileage on one car and maintenance expenses for Dean Mitchell, Mr. Ronald Heath, and Mr. Curtis Beachum, so that they may study men's dormitory administration at Purdue, Iowa State, University of Iowa and Indiana University during spring vacation.
 12. First class railroad mileage only to Kansas City, Missouri, for Mr. Jackson E. Towne, so that he may attend a reorganization meeting of the College and Reference Section, American Association (Library), to be held June 13th to 18th. Mr. Towne has been asked to serve as acting secretary for the meeting.
 13. Full expenses to New Orleans, Louisiana, so that Mr. Robert Linton, Assistant Registrar, may attend meetings of the American Association of Collegiate Registrars to be held April 19th to 21.
 14. Out-of-state travel authorization to Chicago for Mr. E. E. Swingle, who has been asked to attend a conference of extension editors March 12th and 13th. Expenses will be paid by the federal office of the Agricultural Adjustment Administration.

TRAVEL, continued

- 15. Full expenses (from Michigan Crop Improvement Association funds) for Professor H. C. Moore, so that he may attend a conference at Baton Rouge, Louisiana, and make disease readings on certified seed potato trials at Wharton, Texas, April 5th to 15th. This trip is similar to those approved in previous years.
- 16. Full expenses to Chicago for Dean H. B. Dirks, so that he may attend the Midwest Power Conference to be held April 13th and 14th.
- 17. Full expenses (from Concert Fund) to New York City for Professor Lewis Richards, so that he may engage artists for next year's concert course during spring vacation.
- 18. Out-of-state travel authorization for Dr. M. D. Pirnie, who has been asked to speak on April 7 in Winnipeg at meetings of the Manitoba Fish and Game Association and the Natural History Society of Manitoba. The trip will be made at no expense to the College.

Travel

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted to approve all Travel items, except 4, 5, 6 and 7, which allows mileage on one car for all four requests.

MISCELLANEOUS

Memo of agreement - Niagara Sprayer.

- 1. Presentation for approval of a memorandum of agreement between the Plant Pathology Section of the Experiment Station and the Niagara Sprayer and Chemical Company of Middleport, New York, covering the payment of \$1000.00 to the College for certain research work in peach canker. This is for the 1938 season only, but may be extended another year as an industrial fellowship at the option of the company.

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

Memo of agreement - Farmers' & Manufacturers' Beet Sugar Assoc.

- 2. Presentation for approval (subject to Graduate Council approval) of a memorandum of agreement between the Farm Crops Department and the Farmers' and Manufacturers' Beet Sugar Association, covering the payment of \$2000.00 for each of two years by the Association to set up two industrial fellowships (at \$900.00 per year each) and take care of other necessary expenses. The fellowships may be continued in succeeding years at the will of the Association.

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

- 3. Recommendation of Dean Emmons that Bay County be allowed to contribute \$1000.00 per year to the Rural School Music Extension work, in return for which they will be allowed six days a month instead of three (but with exercise of the same amount of control by the College). Other counties may prove interested in the same plan in the future.

Bay County to contribute \$1000 for Rural Music Extension.

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

- 4. Recommendation that the Board request the Director of the Civilian Conservation Corps, through the Commanding General, Sixth Corps Area, for the use of Camp Vanderbilt with its equipment intact as soon as it is discontinued as a CCC Camp.

Board to request use of Camp Vanderbilt.

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

- 5. Presentation of a labor payroll totalling \$53.00 covering payment (from Athletic Association funds) to eight salaried staff members for their services at athletic events during the winter term.

Approval of athletic labor payroll.

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

- 6. Request for payment to Michigan Surety Company of annual premiums totalling \$1,162.00 due on bonds of: C. C. Wilkins, Rodney Whiting, W. N. Sweeney, J.G.H. Stewart, O.L. Everett, Marie Mercier, Walter Beamer, G. H. Monroe, J.G. Wells, Jr., Stanley Johnston, Walter Toenjes, Ashley M. Berridge, C. M. McCrary and Jacob Schepers. (The name of Margaret J. Smith, resigned, appearing formerly in this list has been substituted by the name of Walter Beamer).

Payment of annual premiums for several to Mich. Surety Company.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve payment of the premiums due on the above-mentioned bonds.

- 7. Recommendation of Dean Anthony for the allotment of a portion of the \$7700.00 in Bankhead-Jones research funds (now carried in the Director's Office budget) to the following projects:

Transfer of funds in Exp. Station.

Section of Botany	\$1000.00
Section of Agricultural Chemistry	1500.00
Section of Dairy Husbandry	500.00
Section of Farm Crops	500.00
Section of Soils	500.00

Mr. Hewetson's salary charged to Bankhead-Jones.

Further, that effective April 1, 1938 the entire salary of Mr. Frank N. Hewetson be charged to Bankhead-Jones funds instead of American Cyanamid Company research funds, so that he may devote full time to a Bankhead-Jones research project.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to approve item 7.

- 8. Request for an addition of \$5000.00 to the Power Plant, Heating budget to cover necessary expenditures for the balance of the fiscal year. The Secretary reported that it would take approximately \$20,000 for this department to finish the year.

Power Plant budget to over-run until next Bd. meeting.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to authorize the Comptroller to allow the Power Plant to operate in the red pending action to be taken at the next Board meeting.

MISCELLANEOUS, continued

- Transfer of \$2000 from Sp. Dairy Cattle Rev. Fund to budget of Dept of Dairy Hush. 9. Recommendation of Dean Anthony for the transfer of \$2000.00 from the Special Dairy Cattle Revolving Fund to the budget of the Department of Dairy Husbandry, with an additional allowance of an overdraft of \$1000.00 before the end of the fiscal year if necessary.
On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the above recommendation.
- Request for increase in deposits in E.L. Finance Comm. 10. Request of the East Lansing State Bank for an increase in the College deposit (now limited to \$75,000) because of the volume of checks cleared by them.
On motion of Mr. Brody, seconded by Mr. Downing, it was voted to refer the above item to the Finance Committee for report at the next meeting of the Board.
- Comptroller authorized to buy \$5,000 worth of Dorm bonds. Also \$7000 worth of City of Dearborn or City of Detroit bonds. 11. Request of the Comptroller for the opinion of the Board as to the investment of \$12,000.00 in Rackham funds. \$5000.00 worth of dormitory bonds are available and a list of municipal issues has been presented for consideration.
On motion of Mr. Downing, seconded by Mr. Berkey, it was voted to authorize the Comptroller to purchase \$5,000.00 worth of dormitory bonds at \$100.75.
On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to authorize the Comptroller to purchase \$7,000 worth of either City of Dearborn municipal bonds or City of Detroit municipal bonds.
- Approval of distribution of federal funds during 1937. 12. Request of the Comptroller for Board approval of the distribution made of \$616,416.03 in in federal funds received during the calendar year ended December 31, 1937.
On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above request from the Comptroller.
- Approval of journal entries re: refinancing of new dorm. 13. Presentation for Board approval of the schedule of journal entries necessary to record the refinancing of the new dormitories and closing of the books of Mary Mayo Hall.
On motion of Mr. Halstead, seconded by Mr. Downing, it was voted to approve the above recommendation.
- Football budget increased by \$4500. 14. Recommendation of the Athletic Council that the football budget be increased by \$4500.00 to cover expenditures for the remainder of the fiscal year.
On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the transfer of \$4500.00 from football receipts to the football budget.
- Dr. Olin instructed to meet with Un. Hospital authorities. 15. Dr. Olin appeared before the Board to discuss the matter of charges made on certain cases referred to the University Hospital by the College Health Service.
Dr. Olin was instructed to meet with the University Hospital authorities and work out the most satisfactory settlement possible and future policy. Dr. Olin presented the case of Ben F. Riggs, student athlete, who had been injured in athletic competition.
On motion of Mrs. Masselink, seconded by Mr. Downing, it was voted to refer the above matter to Dr. Olin with power to act.
- Retirement of Peter Kent. 16. Recommendations of the Retirement Committee as follows:
1. That the date of the retirement of Mr. Peter Kent, voted July 1, 1938 at the last meeting of the Board, be advanced to March 1, 1938 because of ill health.
On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the above recommendation.
- Retirement of Charles Klotz 2. That Mr. Charles Klotz be retired at an annual service pension of \$552.00 effective July 1, 1938.
On motion of Mr. Downing, seconded by Mr. Brody, it was voted to approve the above recommendation.
- Retirement of Mr. Sweeney 3. That Mr. W. N. Sweeney be retired on July 1, 1938 at an annual service pension of \$612.
Further, recommendation of Mr. Wilkins that Mr. Sweeney retain part-time employment in his office so that his total salary will stand at \$1200.00 per year (\$612.00 to be charged to Retirement, \$588.00 to Purchasing Office).
On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the above recommendation.
- Mr. Sweeney to be retained part-time. 4. That Professor E. H. Ryder be retired at an annual service pension of \$1500.00 per year, effective September 1, 1938.
On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to defer action on the above recommendation until the next meeting of the Board.
- Prof. Ryder's retirement deferred to next meeting.

MISCELLANEOUS, continued

16. Recommendations of the Retirement Committee as follows (continued):

5. That Mr. Michael Press be retired at an annual service pension of \$480.00 per year, effective September 1, 1938.

Further, recommendation of Dean Emmons that Mr. Press be retained on a part-time basis for one year (effective September 1st) for the purpose of giving not less than six concerts, for which service he is to be paid an additional \$720.00 if willing to accept this arrangement.

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

6. That Louise I. Clemens be retired on a disability pension of \$720.00 per year, effective April 1, 1938. (Miss Clemens is now on a six months' leave with full pay (ending April 1st) because of serious illness).

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

SECRETARY'S ITEMS

1. Recommendation that auditors for the fiscal year 1937-38 be engaged immediately, so that they may begin work.

On motion of Mr. Downing, seconded by Mr. Berkey, it was voted to employ Mr. Wm. G. Roost for the 1937-38 audit under the same terms as he was engaged to do the work last year.

Building changes requested:

2. Professor Hayworth of the Speech Department requests the construction of a partition in Room 1, Wood Shop, to furnish necessary facilities for certain Speech classes. The partition and room must be acoustically treated, - total estimated cost is \$800.00.

Deferred.

3. Professor Applegate of the Publications Department requests the installation of a light-proof partition in the Photographic Laboratory. The estimated cost is \$100.00, payment of which Professor Applegate approves from the Photographic Revolving Fund.

Recommended.

4. Dean Anthony requests certain partitions and other changes in Room 400, Agricultural Hall, to make the space available for Agricultural Chemistry. Estimates have not yet been obtained. Dean Anthony approved payment for the changes from the Agricultural Chemistry budget.

Recommended.

5. Request of Colonel Griffith for numerous changes in Demonstration Hall, including the construction of a major addition to the building.

Deferred.

6. Request from Professor Miller and Dean Anthony for the construction of a Soils barn and storage building on the farm.

Deferred.

7. Request from Dr. Bessey for covering of the ceiling in Room 13, Botany Building, at an estimated total cost of \$250.00.

Deferred.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to defer action on items 2, 5, 6 and 7 and to approve items 3 and 4.

Proposed WPA projects:

8. The following WPA projects, if approved by the Board, will result in substantial savings in next year's budget.

- a. Project to cover the razing of the buildings on the Wilcox farm, the buildings on the Huber farm deeded to the Federal Government for the Poultry Laboratory, the old blacksmith shop, a long Farm Crops Shed south of the Veterinary Clinic, and the old concrete building used as a bee-house in the vicinity of the new dormitory.

SECRETARY'S ITEMS, continuedProposed WPA Projects, continued:

- b. Project for the construction of a Storage Barn for equipment of the Buildings and Grounds Department. At the present time lawn mowers, snow removal machinery, etc., are scattered all over the campus.
- c. Project covering grading in the vicinity of the new dormitory and the construction of the necessary roads, drives and parking areas in the space between Farm Lane and Bogue Street north of the Red Cedar River. This includes the drive south of the Chemistry Building west of Farm Lane and the curbing of the driveway west of the Chemistry Building, between the Chemistry Building and the Power Plant.
- d. Project covering miscellaneous grading and filling about the campus, the planting of certain shrubs, and the grading of the new military drill field between Demonstration Hall and the State Police Post.
- e. Project covering the immediate construction of six additional concrete tennis courts. The total cost of these has been estimated at \$9000.00, which the Athletic Council has voted to pay from Athletic Association funds.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to refer items a, b, c, d and e to the President, Secretary and Comptroller with power to act; it was further voted to approve a sponsor's contribution of not to exceed \$9,000 to be drawn from Athletic Association funds for these projects.

9. Report on correspondence with the Governor and contacts with the Budget Director relative to assistance from the State Emergency Fund for the construction of a Student Hospital and an addition to the Surgery and Clinic Building.
10. Request for WPA project to cover the construction of a major addition to the Veterinary Surgery and Clinic building with the understanding that the State Administrative Board be asked to furnish a sponsor's contribution for this project in accordance with the suggestion of the Budget Director.

On motion of Mr. Halstead, seconded by Mrs. Wasselink, it was voted to authorize the Secretary to prepare a WPA project covering a major addition to the Surgery and Clinic Building and it is voted to request the State Administrative Board to provide an emergency appropriation of sufficient funds to take care of the sponsor's contribution required by the WPA.

11. Request for an addition of \$2000.00 to the Grounds budget for the balance of the present fiscal year, since the money on hand will permit only necessary routine work. A considerable quantity of shrubs in the nursery should be planted on the main campus, and much should be done in the way of seeding, fertilizing, etc., this spring.

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

12. Report of progress on the Chatham buildings. The WPA is interested only in certain minor grading work about the proposed buildings. A conference of legislators and other interested persons is to be held in Marquette on March 23rd. Board authorization should be granted for advertising for bids covering the construction of these buildings, such bids to be submitted at the next Board meeting.

On motion of Mr. Downing, seconded by Mr. Berkey, it was voted to authorize the Secretary to advertise for bids on the Chatham buildings and to submit same to the Board at its next meeting.

13. Report on the bids submitted covering furnishings for Mason Hall, with special reference to the bids of the Michigan State Industries.

On motion of Mr. Berkey, seconded by Mr. Jakway, it was voted to authorize the Dormitory Committee to purchase the furniture for Mason Hall where it can be bought to best advantage.

14. Requests from various architects for consideration in preparing plans for college buildings.

No action.

PRESIDENT'S REPORTS

1. Approval of the appointment of Mr. Gordon Reavely as night police officer, effective March 1, 1938 at a service payroll salary of \$125.00 per month. Mr. Reavely replaces Mr. Frank Burke, labor payroll employee now transferred to Buildings and Grounds. Mr. Reavely's salary for the balance of this fiscal year is to be taken from the Police budget, so that no additional appropriation will be necessary.
2. Approval of an Athletic Council recommendation that the salary of Mr. Robert Terlaak be increased from \$2200.00 to \$2500.00 per year, effective July 1, 1938. This is made void by Mr. Terlaak's resignation on March 12th (Item 1, Resignations).

PRESIDENT'S REPORTS, continued

3. Report of the President and Secretary on the lease drawn and signed for the Redman property (as authorized at the last Board meeting), covering the leasing of the property for a period of six years at an annual rental of \$800.00 (with purchase option at any time during the period at \$25,000.00). A galvanized roof is to be put on the barn during the summer of 1938, with the cost to be divided equally between the Redmans and the College, and the Redmans are permitted to retain the house and have the use of one-quarter acre of land until such time as the option is exercised.
4. Approval on December 1st of certain readjustments in Experiment Station funds, all of which were reported to the Board with the exception of the transfer of \$950.00 in Purnell funds from the Director's Office to the Home Economics Section. This is now reported as a matter of record.
5. Approval of the payment of the following scholarship awards, made at the annual Honors Convocation on March 10th, from institutional funds:

M.S.C. Scholarship Award (given Albert G. Sims)	\$100.00
M.S.C. Scholarship award (given Marvita Kreak)	100.00
Anna E. Bayha Award (given Martha Lee)	25.00
6. Approval of payment of the \$10.00 premium on the hold up policy for L. L. Frimodig, covering the one year period beginning November 11, 1937.
7. Authorization of first class railroad fare to Toronto for Dr. W. A. Kelly, so that he might attend meetings of the Canadian Institute of Mining Engineers, March 14th to 16th.
8. Approval of first class railroad fare to Chicago (\$13.30) each for Miss Ethel G. Webb and Miss Margaret Partlow, who attended on November 18th a meeting sponsored by the Section of Home Economics Women in Business. Through oversight this request for travel was not presented in the usual manner.
9. Approval of second class railroad fare to Chicago (\$8.90) each for Mrs. Mabelle Ehlers and Miss Mildred Jones, so that they might attend the Midwest Hotel Show held February 23th to March 5th.
10. Approval of full expenses to Chicago for Professor F. R. Theroux, so that he may accompany senior Civil Engineering students on their annual inspection trip the week of April 11th.
11. Approval of full expenses to Chicago for Dean Marie Dye, so that she might attend a regional Vocational Home Economics conference held March 7th to 11th.
12. Approval of travel and maintenance expenses to Atlantic City for Professor J. W. Stack, chairman of advisers, so that he might attend meetings of the American Council of Guidance and Personnel Associations held February 23rd to 26th. Expenses were charged to the President's Office.
13. Approval of full expenses to Chicago for Dean Emmons and Professor Harper, who attended a special conference called to consider the relation of Michigan State College to other schools offering social work programs. The conference was held on March 12th.

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

ADDITIONAL MISCELLANEOUS

1. Recommendation that diplomas be granted to those candidates for graduation and for advanced degrees who shall have completed the requirements at the end of the winter term, according to the Registrar's records, as follows:

DIVISION OF AGRICULTURE

Degree: Bachelor of Science

Francis William Brokaw
Earl DuttonPaul Arnold Holden
William Henry Krehl

Cyril Edwin Tremblay

FORESTRY

Degree: Bachelor of Science

*Harmon Woodrow Cantrell
**William Edward Pitts
Edward A. VanDyneRobert Gerrit Ward
William Joseph Wiedenhoft

DIVISION OF ENGINEERING

Degree: Bachelor of Science

Walter Oren Backus
John Sanborn Bingham
Leonard John Czarniecki**Keith W. Gibbs
Donald Melvin Harmer
Kurt Herman KuhneWayne Luther Nielsen
William Ralph Rose
Henry John Tykocki

ADDITIONAL MISCELLANEOUS, continued

1. Degrees granted end of winter term, 1938, continued:

DIVISION OF HOME ECONOMICS
Degree: Bachelor of Science

Susan Margaret Cough	Lorothy Jackson
V. Lois Cross	Louise Luxmore Lentz
Ruth Louise Halladay	Mrs. Naomi Lucille Westerman
Marion Elizabeth Whelan	
Clarinda Elizabeth Winegar	

DIVISION OF APPLIED SCIENCE
Degree: Bachelor of Science

Applied Science

Gerard Hubert Boss	William Elgin Laycock
Gerard James Lemling	Harry Paul Love
Robert S. Felberg	Frank Thomas Parmelee
Lewis Laverne Ruesink	

Physical Education

George Richard Hill

DIVISION OF LIBERAL ARTS
Degree: Bachelor of Arts

Jane Albee	* Alice E. Korstange
William Wilkshire Barber	George Sam Patterson
Nellie Louise Brown	Robert Richard Peterson
* Louis Benjamin Hanna	Joseph Neal Watson

Business Administration

William James Connor	Arthur Charles Hinz	Leonard Jay Osterlink
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Hotel Administration

Charles Bartholomew Pearson

DIVISION OF VETERINARY SCIENCE

Medical Biology
Degree: Bachelor of Science

Eloise Rothenberger	Charlotte Mary Thatcher
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ADVANCED DEGREE

Master of Science

E. Robert Ereining Chemistry

* With Honor
**With high honor

The meeting adjourned at 3:30 P.M.

Robert S. Shaw
President

John A. Hannah
Secretary