

MINUTES OF THE
MEETING OF THE FINANCE COMMITTEE
March 20, 1958

The meeting of the Finance Committee was held at 10 a.m. in the Board Room.

The following members were present:

Messrs. Harlan, Rouse, Smith, Stevens, Vanderploeg; Dr. Bartlett, President Hannah, Treasurer May and Secretary McDonel

Absent: Mr. Brody

1. Scudder, Stevens & Clark recommend that the Board authorize the purchase for the Pension and Retirement Fund of:

Shares	Security		Approx, Price	Principal	Income	Yield
1500	Deere & Company	\$1.50 + 25¢	30	\$45,000	\$2,625	5.8%
200	First National City Bank, New York (600 shs. held)	3.00	64	<u>12,800</u> \$57,800	<u>600</u> \$4,225	4.7%

Finance Com-
mittee
investment
recommendation

On motion of Mr. Harlan, seconded by Mr. Rouse, it was voted to approve Item 1.

2. The President presented to the Board the following letter from Vice President May outlining the current financial situation:

Communication
Mr. May re:
financing of
800-unit
married
housing

"I have been advised by Mr. Cress that the National Bank of Detroit is prepared to make a construction loan for our 800-unit married housing project in the amount of \$4,500,000. This would mean that the University would have to finance up to \$3,000,000 of construction and furnishing cost out of current cash balances until permanent financing is completed.

Terms of the National Bank of Detroit offer are as follows:

- a. Total commitment of \$4,500,000 to be drawn as follows:

April 15, 1958	\$2,000,000
June 15, 1958	1,000,000
August 15, 1958	1,000,000
October 15, 1958	500,000

- b. The loan will be due on January 15, 1959, which should allow sufficient time to close the sale of bonds to the Housing and Home Finance Agency and the public.
- c. The construction loan will carry a 3% interest rate through January 15, 1959. If an extension for a few months is necessary, a suitable interest rate would be negotiated. If, however, permanent financing were delayed for a considerable length of time, the loan would carry a 4½% rate.
- d. The Board will pledge as security for the loan net income from the 800 units.

If the Board concurs in the construction loan outlined above, authority is requested to have the Ann Arbor Trust Company draw a suitable trust agreement and, after approval by Mr. Carr, to insert the same in the records. The Board should also authorize officials to sign the agreement."

On motion of Dr. Smith, seconded by Mr. Harlan, it was voted to approve Item 2.

Communication
Mr. May re:
financial
condition of
University

3. The following communication from Vice President May is presented for the information of the Board:

A review of the condition of the University General Fund has been completed, and the following facts are presented for your information.

INCOME

- a. Student fee income was estimated in the budget at \$6,190,900 for 20,500 students. On a per capita basis this amounted to an average of \$302 per student. In making the estimate we were aware of the fact that estimates were on the high side because of an increasing number of part time students and the recent inclusion of resident center students in the enrollment count (375 in the fall of 1956 and 862 this year).

After a careful analysis we believe that fee income will be below estimates by about \$735,000. A summary of factors causing the differences are:

(1) Overestimate on average fee (\$302 - \$285 = \$17 x 20,500)	\$348,500
(2) Increase in resident center students (862 - 375 = 487 x \$265)	129,855
(3) Actual decrease in out-of-state students (250 x \$300)	75,000
(4) Lower than expected enrollment (20,5000 - 19,785 = 715 x \$285)	<u>203,775</u>
	<u>\$757,130</u>

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Minutes of the meeting of the Finance Committee, continued:

3. Communication from Vice President May continued:

INCOME, CONTINUED:

- b. Department income was estimated at \$500,000 for the year. We believe actual revenue will be nearer \$575,000--or an increase of \$75,000
- c. Utility charges were expected to recover \$350,000. Because of reduced occupancy in the dormitories the \$10 per term charge will not produce expected income. While we could charge dormitories the full \$350,000 regardless of occupancy, I would prefer to stay with the \$10 per term charge. This loss of income is estimated at \$50,000.
- d. Revenue from sources other than those discussed above will be in line with budget estimates.
- e. Summary
- | | |
|----------------------------------|-----------|
| Decline in fee income | \$735,000 |
| Decline in utility revenue | 50,000 |
| Increase in departmental revenue | 75,000 |
| Net decrease in revenue | \$710,000 |

EXPENDITURES

Based on past experiences we cannot expect much in reversions from labor, supply and equipment budgets. Therefore, the decline in revenues must be recovered from the salary budgets. Attached is a copy of the salary budget report as of November 30, 1957. The "Unencumbered Balance" column is, of course, the important one. You will note that as of November 30, there was \$1,095,817 of unencumbered salary funds. By the end of January of 1958 the unencumbered balance had shrunk to about \$900,000.

During this fiscal year supplemental appropriations have amounted to only \$15,151.12 through January as compared to \$57,045 in the corresponding period last year.

While there will be some additional appointments which will require dollars this year, I think it is safe to predict a balanced budget for the year, provided the usual year-end appropriations are eliminated.

4. Vice President May reported the results of the study of our retirement program in detail as per the following outline:

Retirement Program

Current Plan

A. History

1. Established in 1937 as a non-contributory plan with maximum benefits of \$1500.
2. Eligibility for the retirement plan entitled employees to participate in a \$1000 group life insurance plan at a cost of \$1.25 per month. The insurance program has since been modified to provide death benefits of \$10,000 to age 44, \$7,500 from age 45 to 65, and \$1,000 after age 65. For the insurance program the employee now contributes \$3.00 per month.
3. To support the retirement program the University transfers 5% of its personnel budget to a retirement trust fund. This trust fund will have a balance of approximately \$6,600,000 by June 30, 1958.
4. Pension cost for retired employees now amount to about \$325,000 annually.

B. Benefits

1. Current benefits are based on length of service and average salary for five years of highest earnings.
2. Employee receives 1% credit for each of the first ten years of service and 2% for each year of service thereafter. For example, a man with 20 years of service would receive 30% of his average salary for the 5 years of highest earnings.
3. The maximum pension a person may receive is \$3,000.
4. Benefits are in addition to social security.
5. Employees may retire at age 65 and must retire at age 68. After 25 years of service employees can retire before age 65 but may lose part of their pensions.
6. At age 60 employees may select retirement benefit options guaranteeing spouse life benefits.

C. Disadvantages of Present Plan

1. Employee has no vested interest.

continued - -

Report of
studies of
Retirement
Program

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Minutes of the meeting of the Finance Committee, continued:

4. M.S.U. Retirement Program, continued:

Report of study of Retirement Program

C. Disadvantages of Present Plan, continued:

2. Employee must live and remain at Michigan State to receive any benefits.
3. Makes it difficult to recruit staff who do not like the idea of non-vesting of pension rights.
4. Maximum of \$3,000 is far too low for men earning professorial pay.
5. Plan is not actuarially sound.

Proposed New Retirement Plan

A. Teachers Insurance and Annuity Association Program

1. After much discussion it is our belief that any new program should be placed with TIAA which was established many years ago with grants from the Carnegie Foundation. It is now the leading insurance carrier for teacher pension plans.
2. The company will establish a program to fit Michigan State University's needs without large payments for past service.
3. There will be complete vesting of pension contributions.

B. Goals and Costs

1. It is hoped that the plan will provide retirement benefits of approximately 50% of final salary.
2. Since all contributions are credited to the individual, disability and death benefits may be substantial.
3. This is to be a contributory plan with each employee paying 5% and the University 7½%. It is estimated the plan will cost the University about \$350,000 more annually than the current contribution to our own pension trust.

C. Examples of Benefits for Employees Enrolled in TIAA Plan at Age 35

If Retirement Occurs At	Retirement Income			
	Salary Range (\$5300-\$6500)	Salary Range (\$6000-\$8500)	Salary Range (\$6,000-\$12,000)	Salary Range (\$8,000-\$17,000)
Age 65	\$ 3,653	\$4,346	\$5,073	\$6,926
Age 68	4,791	5,728	6,761	9,253

Accumulation at Various Intervals

Years of Participation in the Plan	Salary Range (\$5300-\$6500)	Salary Range (\$6000-\$8500)	Salary Range (\$6,000-\$12,000)	Salary Range (\$8,000-\$17,000)
5 years	3,519	3,985	3,985	5,312
15 years	13,695	15,848	16,916	22,504
25 years	29,842	35,113	39,910	54,169
30 years	40,890	48,675	56,859	77,644

D. Problems of Installing New System

1. How to finance the additional cost.
2. Past service benefits -- We believe that it is highly desirable that as many members of the faculty as possible participate in the plan. To that end it is proposed that out of funds now in the pension trust account we guarantee accumulated benefits under current rules. For example, if an employee has been with the University for 10 years, he has accumulated pension credits of 10% of highest average salary. If the employee stays with the University to age 65 and is earning a salary of \$8,000 prior to retirement, he would receive \$800 annually from the present pension trust plus any benefits from the new plan. If the same employee in our example left University employment, or died, no benefits would be paid from our present trust.
3. After an exhaustive study we believe it is possible to pay past service benefits as outlined above.

E. Coverage

1. All employees with academic rank and Board appointees would be eligible.
2. Cooperative Extension employees would be eligible but probably will not wish to join.
3. Classified and labor employees would continue under the present system.

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4. Continued:

F. Implementation of the Plan

1. If the Board approves the plan in principle, it will be presented to the faculty for its consideration.
2. Assuming faculty approval and if funds are available, plan would become effective July 1, 1958.

Insurance Program

A. Problem

Last November the Board requested that we study means of increasing insurance coverage for families of employees. We believe that married male employees make up the group in greatest need of additional coverage. There are about 2,100 employees in the group.

B. Possible Solution of Problem

1. \$10,000 or additional insurance for all male employees under age 50 at a cost of \$4.00 per month.
2. \$10,000 of additional insurance for all male employees age 50 to 65 at a cost of \$6.00 per month.
3. The University would carry any costs not covered by employee contributions. Based on past experience this cost should not exceed \$20,000 per year.

On motion of Mr. Stevens, seconded by Mr. Vanderploeg, it was voted to approve this plan in principle and to authorize its presentation to the Faculty for their consideration. It is understood that if this plan is desired by the Faculty, the date it can become effective is dependent upon the availability of funds. If funds are available, the Board will favor its implementation within the next year. If funds are not available, its effective date may have to be delayed until July 1, 1959.

Approval of
purchase of
Lucille
Fleming pro-
perty

5. Lucille M. Fleming owns a basement house and a lot 80 x 554 feet adjacent to the Golf Course in the area that we have been trying to acquire. She recently offered to sell this property for \$6500. We countered with an offer of \$5,000 which she has now accepted. It is recommended that the Board authorize the purchase of this property at \$5,000.

Approval
License Agree-
ment Grand
Trunk re:
guy wires &
anchors

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

6. Secretary McDonel and Attorney Carr present for approval a license agreement with the Grand Trunk Railroad Company covering guy wires and anchors at Trowbridge site.

On motion of Mr. Rouse, seconded by Mr. Harlan, it was voted to approve the above agreement.

MINUTES OF THE MEETING
of the
STATE BOARD OF AGRICULTURE
March 20, 1958

Present: Dr. Smith, Chairman; Messrs. Harlan, Rouse, Stevens, Vanderploeg; President Hannah, Treasurer May and Secretary McDonel

Absent: Mr. Brody; Dr. Bartlett

The meeting was called to order at 2:00 p.m.

The minutes of the previous meeting were approved.

SPECIAL MISCELLANEOUS

1. Approval of the Finance Committee items on the preceding pages.

On motion of Dr. Smith, seconded by Mr. Rouse, it was voted to approve the Finance Committee items.

2. Mr. James Denison and Dr. Armand Hunter appeared before the Board to discuss progress of our case before the Federal Communications Commission with reference to our petition for TV Channel 10.
 3. Vice President Varner was called upon to discuss developments in the Michigan legislature pertaining to appropriations for operations and for operations and for buildings.
- (a) On motion of Mr. Rouse, seconded by Mr. Vanderploeg, it was voted to authorize the President to instruct the Registrar, that pending final determination of the level of legislative appropriations for the next fiscal year, to suspend issuing final admissions to new students. It is understood that the University will continue to receive applications for admission but that no additional definite assured admissions will be granted until the appropriation picture is clarified.

Actions re:
legislative
requests

SPECIAL MISCELLANEOUS, continued

3. Developments in Michigan legislature pertaining to appropriations for operations, continued:
- (b) On motion of Dr. Smith, seconded by Mr. Stevens, it was voted to request the legislature to provide separate line item appropriations for the operation of the University, Agricultural Extension, Agricultural Research, Highway Traffic Safety Center and Labor and Industrial Relations Center.
- (c) On motion of Mr. Vanderploeg, seconded by Mr. Rouse, it was voted to instruct the President to request the Appropriations Committee of the State Senate for an opportunity to be heard and present the budget needs of the University.
- (d) On motion of Mr. Stevens, seconded by Dr. Smith, it was voted to urge upon the legislature the great need for more adequate buildings to house the educational research facilities of Michigan State University and to particularly urge the legislature at this session to approve some kind of a bonding system that will permit the immediate construction of the Buildings that have already been authorized by the legislature or recommended by the Governor to be paid for over a period of years. It is urged that this program be authorized immediately because of the urgency of the needs, the favorable prices at which buildings can now be built, and because of the need for jobs to relieve unemployment.

NEW BUSINESSResignations and Terminations

1. Marvin W. Boss, 4-H Club Agent, Washtenaw County, March 31, 1958 to accept a position at the University of Massachusetts.
2. W. Maxine Harris Sayre, 4-H Club Agent, Macomb County 4-H, April 19, 1958 to become a full-time homemaker.
3. Golda V. Ross, Instructor in Social Science, April 30, 1958 to join her husband in Pakistan.
4. Emily Farnum, Instructor in Speech, August 31, 1958. (Tenure).
5. Mary Lou Harkness, Instructor in Mathematics, March 31, 1958 to teach statistics spring term.

Resignations

Leaves--Sabbatical

1. Leslie W. Gysel, Associate Professor of Fisheries and Wildlife with full pay from June 23, 1958 to September 23, 1958 and from June 22, 1959 to September 22, 1959 to study in selected forest areas.
2. Harry W. Sundwall, Associate Professor of Foundations of Education with full pay from September 1, 1958 to December 31, 1958 to complete a study.
3. Carl H. Brubaker, Jr. Assistant Professor of Chemistry with full pay from July 1, 1958 to December 31, 1958 to do research in Chile.

Leaves

Leaves--Health

1. Marjorie Jackson, Secretary, International Programs, with full pay from March 15, 1958 to April 14, 1958.

Leaves--Military

1. Larry Kay Dahlke, Custodian I, Brody Hall without pay from March 7, 1958 to June 30, 1958.

Leaves--Other

1. John N. Ferris, Instructor (Ext.) in Agricultural Economics without pay from April 1, 1958 to June 15, 1958 to study on his Ph.D. at M.S.U.
2. Robert H. Horwitz, Assistant Professor, Governmental Research Bureau, without pay from September 1, 1958 to August 31, 1959 to study on a Rockefeller grant.
3. Charles H. Proctor, Assistant Professor of Statistics, without pay from April 1, 1958 to July 31, 1958 to study UNESCO programs in Patzcuaro, Mexico.
4. Eugene H. Jacobson, Associate Professor of Psychology without pay from September 1, 1958 to August 31, 1959 to work for UNESCO in Paris, France.
5. Ralph C. Belding, Assistant Professor of Microbiology and Public Health without pay from July 1, 1958 to December 31, 1958 to complete his Ph.D. at Ohio State University.

Appointments

1. Mary Louise Walquist, County Extension Agent, Macomb County at a salary of \$4500 per year on a 12-month basis, effective April 1, 1958.
2. Hugh E. Henderson, Associate Professor (Ext.) Animal Husbandry at a salary of \$9600 per year on a 12-month basis effective July 1, 1958.
3. John Charles Barnes, Instructor (Res.) in Dairy at a salary of \$6000 per year on a 12-month basis effective March 15, 1958 to March 14, 1959.

Appointments

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NEW BUSINESS, continued

Appointments

Appointments

4. David Lee Rice, Assistant Professor of Short Courses at a salary of \$6500 per year on a 12-month basis effective July 1, 1958.
5. Eleanor E. Morrissey, Instructor in Humanities at a salary of \$1200 for the period April 1, 1958 to June 30, 1958.
6. James R. Stamm, Instructor in Humanities at a salary of \$5700 per year on a 10-month basis effective September 1, 1958.
7. Edward R. Baylor, Assistant Professor of Natural Science at a salary of \$7500 per year on a 10-month basis effective September 1, 1958.
8. Vergil D. Reed, Professor of Marketing and Transportation at a salary of \$10,000 per year on a 10-month basis effective September 1, 1958. Mr. Reed was born in 1896 but is to be included in the Retirement and Insurance Program.
9. Erwin P. Bettinghaus, Jr. Instructor in Speech, at a salary of \$5700 per year on a 10-month basis effective September 1, 1958.
10. William G. Monahan, Instructor in Administrative and Educational Services at a salary of \$2500 per year on a 10-month basis effective September 1, 1958 to August 31, 1959.
11. Herbert Randall Hengst, Instructor in Administrative and Educational Services, at a salary of \$2500 per year on a 10-month basis effective September 1, 1958 to August 31, 1959.
12. John Kimball, Instructor in Administrative and Educational Services at a salary of \$2500 per year on a 10-month basis effective September 1, 1958 to August 31, 1959.
13. Adelbert C. Plummer, Instructor in Administrative and Educational Services at a salary of \$600 for the period April 1, 1958 to June 30, 1958.
14. Earl Maurice Pernert, Instructor in Administrative and Educational Services at a salary of \$600 for the period April 1, 1958 to June 30, 1958.
15. Ronald Gene Rex, Instructor in Teacher Education at a salary of \$3500 per year on a 12-month basis effective July 1, 1958 to June 30, 1959.
16. G. D. S. MacLellan, Distinguished Visiting Professor of Applied Mechanics at a salary of \$1500 for the period June 24, 1958 to August 22, 1958. An additional \$1500 is approved for expenses.
17. Allan F. Moore, Instructor in Civil Engineering, at a salary of \$5600 per year on a 12-month basis effective April 1, 1958.
18. Hinrich Robert Martens, Instructor in Mechanical Engineering at a salary of \$5600 per year on a 10-month basis effective September 1, 1958.
19. Donald Alfred Yates, Instructor in Foreign Languages, at a salary of \$6000 per year on a 10-month basis effective September 1, 1958 to August 31, 1959.
20. Frank James Kosier, Instructor in Mathematics, at a salary of \$2600 for the period October 1, 1958 to June 30, 1959.
21. Evelyn W. Brayton, Instructor in Mathematics at a salary of \$1000 for the period April 1, 1958 to June 30, 1958.
22. Don Raymond Lick, Instructor in Mathematics at a salary of \$2600 for the period October 1, 1958 to June 30, 1959.
23. Dorothy S. Bedford, Instructor in Mathematics, at a salary of \$1000 for the period April 1, 1958 to June 30, 1958.
24. Mary Lou Harkness, Instructor in Statistics, at a salary of \$1300 for the period April 1, 1958 to June 30, 1958.
25. Roslyn H. Vinnik, Instructor in Statistics, at a salary of \$500 for the period April 1, 1958 to June 30, 1958.
26. Don E. Wells, Instructor in Information Services and Communication Arts, at a salary of \$5000 per year on a 12-month basis effective July 1, 1958 to June 30, 1959.
27. Appointment of the following persons in Administrative and Educational Services for the summer school period at the salaries indicated:
 - Lawrence Derthick, Professor - \$500 from July 28, 1958 to July 30, 1958
 - Fred P. Barnes, Professor - \$75 August 6, 1958 to August 8, 1958
 - Hazel M. Brown, Instructor - \$900, June 24, 1958 to August 1, 1958
 - Patrick Fordell, Instructor, - \$170, August 11, 1958 to August 15, 1958
 - Fred E. Harris, Professor, \$80 - August 5, 1958 to August 7, 1958
 - Wilbur A. Yauch, Professor - \$75 from August 4, 1958 to August 6, 1958
28. Appointment of the following persons in Health, Physical Education and Recreation for the

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NEW BUSINESS, continued

Appointments, continued

Appointments

- 28. Continued:
summer school period June 24, 1958 to August 1, 1958:

Clair V. Langton, Professor \$1100 for the period
Charles H. McCloy, Professor, \$1200 for the period
- 29. Appointment of the following persons in Teacher Education for the summer school period at the salaries indicated:

Denise S. VanAken, Instructor in Teacher Education at a salary of \$700, June 24, 1958 to August 1, 1958
William Ward Sinclair, Asst. Prof. - \$850 - June 24, 1958 to August 1, 1958
Lucile Karner, Instructor - \$700 from June 24, 1958 to August 1, 1958
Richard J. Guenther, Instructor - \$700 from June 24, 1958 to August 1, 1958
Kathleen McRae, Consultant - \$125 from August 11, 1958 to August 15, 1958
Berneth McKercher, Consultant - \$125 from August 11, 1958 to August 15, 1958
E. Harold Harper, Consultant - \$125 from August 11, 1958 to August 15, 1958
- 30. Clarence Irving Lewis, Professor of Philosophy at a salary of \$2000 for the summer school period June 24, 1958 to July 31, 1958.
- 31. Robert Louis Gasser, Assistant Professor of Sociology and Anthropology at a salary of \$1200 for the summer school period June 24, 1958 to August 22, 1958.

Transfers

Transfers

- 1. Carlos Teran, from Associate Professor of Foreign Studies to Associate Professor of Foreign Languages at the same salary of \$7650 effective July 1, 1958.
- 2. Bill Leroy Kell, Associate Professor in the Counseling Center, to Associate Professor in the Counseling Center and Psychology at the same salary of \$8800 per year on a 12-month basis effective April 1, 1958 paid entirely from the Counseling Center.

Salary changes

Salary Changes

- 1. Stanley Andrews, Executive Director of the National Project for Agricultural Communications to \$16,000 effective March 1, 1958.
- 2. Francis C. Byrnes, Associate Director, National Project for Agricultural Communications to \$12,000 effective March 1, 1958.
- 3. John M. Parsey, Research Adviser, National Project for Agricultural Communications to \$9750 per year effective March 1, 1958.
- 4. Mary Holtman, Instructor in the National Project for Agricultural Communications to \$8500 per year, effective March 1, 1958.
- 5. James L. Bailey, Instructor in Mathematics to \$600 per month from April 1, 1958 to June 30, 1958.

S. Andrews
F.C. Byrnes
J. M. Parsey
Mary Holtman
Jas. L. Bailey

MISCELLANEOUS

Ch. status
L.C. Belknap

- 1. Change in status of Loren C. Belknap, Assistant Professor of Social Work, from a temporary basis to a regular appointment subject to tenure rules, effective as of September 1, 1957.
- 2. Appointment of Lawrence W. Von Tersch as Head of the Department of Electrical Engineering, effective April 1, 1958.
- 3. Payment of the salary of Frank J. Blatt, Assistant Professor of Physics and Astronomy, 75% from University General and 25% from Army Ordnance account 71-2361, effective from March 1, 1958 to January 31, 1959.
- 4. Change in title of C. P. Loomis from Professor to Professor (Research) of Sociology and Anthropology, effective April 1, 1958.
- 5. Correction in salary for Frederick B. Bell, Jr., Assistant Professor of Psychology, from \$450 per month to \$450 for the period from January 6 to March 31, 1958.
- 6. Appointment of R. G. Schirmer as Director of the Small Animal Clinic, effective April 1, 1958.
- 7. Appointment of Frederic Wickert as Assistant Director of the Institute of Research on Overseas Programs, effective March 1, 1958.
- 8. Recommendations of the Retirement Committee as follows:
 - a. Retirement of Lola Belle Green, Assistant Professor (Extension) of Textiles, Clothing and Related Arts, at a retirement salary of \$3000 per year, effective July 1, 1958. Miss Green was born January 12, 1897 and has been employed by the University since July 1, 1927.
 - b. Retirement of Harry F. Moxley, Assistant Professor (Ext.) of Animal Husbandry at a retirement salary of \$3000 per year effective July 1, 1958. Mr. Moxley was born May 9, 1894, and has been employed by the University since October 1, 1928.

Appt. L. W. Von Tersch
Head Elec. Engr.

Ch. source
pay F.J. Blatt

Title C.P.
Loomis - Prof.

Correc. sal.
F.B. Bell, Jr.

R.G. Schirmer
Dir. Small An. Clinic

F. Wickert
Asst. Dir. Inst. Res. Overseas Programs.

Approval
several
Retirements

NEW BUSINESS, continuedMiscellaneous, continued

Report of
death Chas. A.
Miller
also
Jesse J.
Garrison

9. Report of the death of Charles A. Miller, Associate Professor Emeritus of Applied Mechanics, on February 26, 1958. Mr. Miller was born on January 2, 1882 and has been employed by the University from September 1, 1923 until his retirement on July 1, 1947.
10. Report of the death of Jesse J. Garrison, Associate Professor of Art, on March 12, 1958. Mr. Garrison was born January 5, 1901, and was first employed by the University on September 1, 1939.
It is recommended that the widow of Professor Garrison receive his salary for a period of six months beyond the date of his death.

Approval
several
recommenda-
tions from
Director of
Personnel

11. Recommendations from the Director of Personnel, as follows:
- Transfer of a secretarial position on Board appointment to a classified Secretary Executive position in the President's Office.
 - Establishment of a Clerk-Stenographer II position in the Office of the Dean of International Programs, paid from Ford Foundation Grant, account 71-2240,
 - Establishment of a Personnel Technician IV position in the Personnel Office.
 - Reclassification of a Clerk-Stenographer I to a Secretary-Departmental I position in Insurance, Law, and Real Estate Administration, account 11-3221
 - Reclassification of a Clerk-Stenographer I to a Secretary-Departmental I position in Marketing and Transportation Administration, account 11-3241
 - Reclassification of a Clerk-Stenographer II to a Secretary-Departmental I position in Personnel and Production Administration, account 11-3321.

Recommenda-
tions Nursing
Education
students.

13. Recommendation that effective September 1, 1958:
- Nursing Education students entering intern-type training in hospitals pay the regular course and tuition fees.
 - The University pay the \$25 fee now paid by each student personally to the public health nursing field agencies.

House and
garage at site
3422 College
Rd. sold to
Harry Allen

14. Bids were recently taken to remove the house and garage from the site at 3422 College Road, as follows:

	<u>House</u>	<u>Garage</u>
Harry Allen, Mason	\$1027.50	\$51
L. Z. Copeland, Lansing		26

It is recommended that the house and garage be sold to the high bidder, Harry Allen.

Gifts and
Grants

Gifts and Grants

1. Grants as follows to be used for scholarship purposes:
- To continue previously established scholarships:
 - \$1500 from the Borden Company Foundation, Inc., of New York City
 - \$1500 from the Foundry Educational Foundation of Cleveland, Ohio
 - To aid specified students:
 - \$430 from World University Service of New York City
 - \$425 from Asher Student Foundation of Detroit
 - \$170 from Rapanos of Midland
 - \$500 from Homelite Company of Port Chester, New York, to provide two awards in the Department of Forest Products.
 - \$1500 from Universal Oil Products Company of Des Plaines, Illinois, of which \$1000 is to be used to continue scholarships for upper classmen in chemical engineering and \$500 as an addition to the general funds of the Chemical Engineering Department.
2. Grant of \$500 from the Washtenaw County 4-H Clubs of Ann Arbor to be used under the direction of R. G. Mawby in 4-H Clubs for expenses for the 1958 International Farm Youth Delegate.
3. Grant of \$775 from the Michigan Sugar Company of Saginaw to be used under the direction of R. G. Mawby in 4-H Clubs for expenses for a trip of 4-H and Future Farmers Premier Sugar Beet Growers to London, Ontario, and Detroit.
4. Grant of \$9000 from The 4-H Club Foundation of Michigan of East Lansing to be used under the direction of R. G. Mawby in 4-H Clubs as follows:
\$6500 for the 1958 4-H Leadermete program and \$2500 for the 1958 I.F.Y.E. program.
5. Grant of \$500 from the Mecosta County Cooperative Extension Service of Big Rapids to be used under the direction of R. G. Mawby in 4-H Clubs for expenses for Ray Howard, 1958 I.F.Y.E.
6. Grant of \$346.25 from the National Committee on Boys and Girls Club Work of Chicago to be used under the direction of R. G. Mawby in 4-H Clubs for expenses of tractor operators and tractor plowing contest and 4-H Demonstrations in connection with the 1957 State 4-H Show.
7. Grant of \$260 from the National Committee on Boys and Girls Club Work of Chicago to be used under the direction of R. G. Mawby in 4-H Clubs to pay expenses of a 4-H delegate and leader to attend the National 4-H Club Week in Washington, D. C., and Detroit.

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NEW BUSINESS, continuedGifts and Grants, continued

8. Grant of \$250 from the Michigan Independent Telephone Association of Lansing to be used under the direction of R. G. Mawby in 4-H Clubs to assist with expenses of the 1958 4-H Conservation Camp.
9. Renewal of a memorandum of agreement with the Board of Supervisors of Manistee County covering a grant of \$2500 to be used under the direction of P. A. Miller in the Cooperative Extension Service as a contribution toward the salary of an assistant county agricultural agent assigned to Manistee County.
10. Approval of a memorandum of agreement with the Pure-Pak Division of the Ex-Cell-O Corporation of Detroit covering a grant of \$8,050 to be used under the direction of T. I. Hedrick and Forest Products to investigate plastic-coated milk cartons for commercial use.
11. Grant of \$500 from the Lake States Forest Experiment Station of St. Paul, Minnesota to be used under the direction of L. M. James in Forestry to complete and analyze data on Christmas tree marketing.
12. Renewal of a memorandum of agreement with Chas. Pfizer and Company of Brooklyn, New York, covering a grant of \$5,000 to be used under the direction of S. H. Wittwer and H. B. Tukey in Horticulture for evaluation of gibberellin in plant growth, flowering, and crop production. The agreement provides for a special graduate research assistant.
13. Approval of a memorandum of agreement with the Smith, Kline and French Laboratories of Philadelphia covering a grant of \$2,000 to be used under the direction of R. K. Ringer in Poultry Husbandry and Stanley Ratner in Psychology to screen several tranquilizers for their activity when administered to birds.
14. Grant of \$2,500 from Consumers Power Company of Jackson to be used under the direction of Eli P. Cox, Jr., in the Bureau of Business and Economic Research for the purchase of equipment for the Bureau.
15. Renewal of a memorandum of agreement with The Maurice and Laura Falk Foundation of Pittsburgh covering a grant of \$53,200 to be used under the direction of R. M. Goldman in Political Science for training of Ph.D. students for the more effective college-level teaching of practical politics. The agreement provides for special graduate research assistants.
16. Grant of \$26,745 from the United States Office of Education of Washington, D.C., to be used under the direction of P. L. Dressel in the Office of Evaluation Services to study the effects of higher education on the developments of critical thinking attitudes and values.
17. Approval of a memorandum of agreement with Household Economics Research Service of the United States Department of Agriculture covering a grant of \$6,000 to be used under the direction of Irma H. Gross in Home Management and Child Development to expand research in household economics with particular reference to the summarization and analysis of farm home account records collected by University personnel.
18. Renewal of a memorandum of agreement with the Tennessee Corporation of College Park, Georgia, covering a grant of \$400 to be used under the direction of M. C. Strong in Botany and Plant Pathology to evaluate certain products in the control of several tomato diseases in the field.
19. Renewal of a memorandum of agreement with the Velsicol Chemical Corporation of Chicago covering a grant of \$1200 to be used under the direction of Gordon Guyer in Entomology for forage insect investigations concerned with vetch bruchid, Clover root borer, and extending length of clover stands; and for vegetable studies on asparagus and cucumber insect control with soil treatment.
20. Renewal of a memorandum of agreement with the Department of Health, Education, and Welfare of Washington, D.C., covering a grant of \$14,662 to be used under the direction of A. O. Haller in Sociology and Anthropology to determine the relationship of occupational aspiration to educational, social, and psychological factors among high school students. The agreement provides for special graduate research assistants.

Gifts and
GrantsReport to Board members

1. Report of the approval of the following alteration and improvement projects since the February Board meeting:

a. Alterations 2nd floor Basic College for Philosophy Offices	\$600
b. Electric lock, Auditorium Door (to control traffic)	353
c. Alterations Room 408, Natural Science	370
d. Alterations Room 209, Personnel Building	1,150
e. Install two handrails Auditorium steps	500
f. Improve ventilation Room 109, Physics-Mathematics	1,500
2. Payment of additional amounts to salaried employees since the February Board meeting, as per list on file.

On motion of Mr. Harlan, seconded by Mr. Rouse, it was voted to approve all New Business.

ADDITIONAL ITEMS

Resignations

Resignations and Terminations

1. Michael S. Batts, Visiting Lecturer in Communication Skills September 1, 1958. This is a cancellation.
2. Ralph K. Birdwhistell, Associate Professor of Chemistry, August 31, 1958 to accept a position at Butler University.
3. Eugene E. Wiechec, Instructor in Continuing Education, April 15, 1958 to accept another position.
4. Gilmore L. Edson, Instructor in Continuing Education, July 31, 1958, to study for his Ph.D.
5. Pei-Hsing Wu, Instructor (Res.) in Chemistry, February 28, 1958.

Leaves

Leaves

1. Paul D. Bagwell, Professor and Head of Communication Skills, without pay from April 7, 1958 to August 8, 1958 to participate in partisan politics.
2. Bert C. Cross, Assistant Professor of Communication Arts, without pay from September 1, 1958 to August 31, 1959 to study for his doctorate.

Appointments

Appointments

1. Kullervo Louhi, Associate Dean of Business and Public Service, at a salary of \$16,500 per year on a 12-month basis effective June 16, 1958.
2. Charles J. Gaa, Professor of Accounting and Financial Administration at a salary of \$12,500 per year on a 10-month basis effective September 1, 1958.
3. Arthur Weld, Jr., Associate Professor of Speech, at a salary of \$9500 per year on a 10-month basis effective September 1, 1958.
4. Vito J. Sarli, Instructor in Chemical Engineering at a salary of \$1000 for the period April 1, 1958 to June 30, 1958.
5. Woon S. Kim, Instructor (Res.) in Botany and Plant Pathology at a salary of \$475 per month from April 1, 1958 to October 31, 1959.
6. Nikolai P. Poltoratzky, Assistant Professor of Foreign Languages at a salary of \$7000 per year on a 10-month basis effective September 1, 1958.
7. John Homer DeHardt, Assistant Professor of Statistics at a salary of \$6000 per year on a 10-month basis effective September 1, 1958.
8. Elaine V. Cowen, Instructor in Statistics at a salary of \$1000 for the period April 1, 1958 to June 30, 1958.
9. John E. Griffin, Specialist, Viet-Nam Project, at a salary of \$12,750 per year on a 12-month basis effective March 31 1958 to May 31, 1960.
10. John F. Gallagher, Managing Editor, MSU Press, at a salary of \$10,000 per year on a 12-month basis effective March 1, 1958.
11. Temporary appointment of Henry G. Walter, Executive Director Packaging Foundation, at a salary of \$12,000 per year on a 12-month basis effective April 1, 1958.
12. Keith Taylor, Instructor in Political Science at a salary of \$5,000 per year effective April 1, 1958 to June 30, 1958.

Ch. status

Miscellaneous

Robert Sharer

1. Change Robert Sharer, Associate Professor of Continuing Education, to Assistant Director of the Liberal Education for Adults Program in the College of Science and Arts and Associate Professor of Continuing Education at the same salary of \$9600 per year on a 12-month basis, effective April 1, 1958, paid half from the Ford Foundation grant, account 71-2233, and half from Continuing Education.

Ch. Status

Wayne Robertson

2. Change in status of Wayne M. Robertson, Instructor in Metallurgical Engineering, from part time to full time at a salary of \$1733 for the period from April 1 to June 30, 1958.

Change salary source staff members Surg. & Med.

3. Change in salary source for staff members in Surgery and Medicine, effective April 1, 1958, as follows:
 - a. W. O. Brinker, from 75% General and 25% Experiment Station to 100% General.
 - b. A. R. Drury, from 100% Experiment Station to 75% Experiment Station and 25% General.
 - c. G. H. Conner, from 100% General to 75% General and 25% Experiment Station.

Appt. Ralph Smuckler Chief Adviser Viet-Nam project

4. Appointment of Ralph Smuckler, Assistant Dean of International Programs, as Chief Adviser of the Viet-Nam Project at a salary of \$14,400 per year, effective from March 31, 1958 to March 30, 1960. Mr. Smuckler is to retain his academic title.

Retirements of C. C. DeWitt Geo. Amundson and Ralph Coulter approved

5. Recommendations from the Retirement Committee as follows:
 - a. Retirement furlough for Clyde C. DeWitt, Professor (Research) of Chemical Engineering, from July 1, 1958 to June 30, 1959 and retirement effective July 1, 1959 at a retirement salary of \$2487 per year.
 - b. Retirement of George Amundson, Assistant Professor (Extension) of Agricultural

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ADDITIONAL ITEMS, continued

Miscellaneous, continued

5. Retirement recommendations continued:

- b. Engineering, at a retirement salary of \$3000 per year, effective July 1, 1958. Mr. Amundson was born July 5, 1894, and has been employed by the University since March 1, 1922.
- c. Retirement of Ralph B. Coulter, Ogemaw County Agricultural Agent, at a retirement salary of \$2796 per year, effective August 1, 1958. Mr. Coulter was born on July 24, 1898, and has been employed by the University since March 1, 1927.

6. Report of the death of Robert L. Sweet, Professor of Metallurgical Engineering on March 17, 1958. Mr. Sweet was born on October 4, 1912, and had been employed by the University since January 1, 1937.

It is recommended that the widow of Professor Sweet receive his salary for a period of one year from date of his death.

7. Recommendation that the University join with 28 other Midwestern universities to organize and incorporate the Associated Midwestern Universities. Professor Quill, Head of the Department of Chemistry, has been representing Michigan State University in these meetings and negotiations.

8. Bids have been taken for a new Animal Disease Barn for Veterinary Medicine as follows:

General

Ferron Construction	\$36,260
Nordstrom-Myers	36,851
Reniger Construction	38,000
Hanel-Vance Construction	39,648
Granger Brothers	40,307
Vandenburg Construction	50,813

Electrical

Hayes Electric Company	3,644
Central Electric	3,662
Lansing Electric Motors	3,950
Barker-Fowler Electric	4,180
East Lansing Electric	4,490
Hall Electric Company	4,556
Hatzel-Buehler	4,900

Mechanical

Cole & Lowrey, Inc	10,900
Farrington Company	10,970
United Piping Company	11,830
R. L. Spitzley Heating Company	12,102
Dard, Inc.	12,500
Branz, Diehl, Lohman	13,000

It is recommended that the low bids be accepted, as follows:

Perron Construction	General	36,260
Cole & Lowrey, Inc	Mechanical	10,900
Hayes Electric Company	Electrical	3,644
		<u>\$50,804</u>

Certain items will be reduced so that the total cost will be within the budget of \$47,000 provided for this purpose.

9. Mr. May points out that in the past it has been customary to appoint auditors at the March meeting of the Board. He suggests that the Board reappoint Ernst & Ernst for the 1957-58 fiscal year.

On motion of Dr. Smith, seconded by Mr. Rouse, it was voted to approve the employment of Ernst and Ernst to conduct the audit for the 1957-58 fiscal year.

10. Approval of granting the appropriate degrees to those students who according to the records of the Registrar have completed the requirements for graduation. As per list on file.

11. Recommendation that the salary of Edward Weidner, Director of the Institute on Overseas Programs be adjusted by 10% - From \$13,600 to \$14,960 for the period that he is out of the country.

12. Communication from Vice President Hamilton as follows:

As a result of our program of trying to interest superior students in Michigan State, we have approximately 120 students who rank in the top 10 per cent of their class and have expressed a definite interest in Michigan State University. All of these have established financial need in excess of simply a tuition scholarship. This 120 is over and above the approximately 17 new students that we can take care of through the Alumni Distinguished Scholarship Award, General Motors, etc.

Report of death of Robert L. Sweet

Univ. to join with 28 other Midwestern univ. to org. & incorporate Assoc. Midw. Univ.

Report of bids taken on Animal Dis. Barn.

Ernst and Ernst appt. to audit Univ. books for 1957-58.

Approval degrees granted winter term 1958

Sal. inc. Edw. Weidner to \$14,960

Report of VP Hamilton on Honors College

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ADDITIONAL ITEMS, continuedMiscellaneous, continued

12. Communication from Vice President Hamilton, continued:

We are trying to solve some of these students' problems by getting them jobs and finding places for them to live. However, it is apparent now that we are not going to come close to solving the problem. There is, of course, very little money under the cognizance of the Scholarship Office which could be used for this purpose. Therefore, what I would like to suggest is that if we have received any gifts which were undesignated in nature to be used at the discretion of the University, here is an area in which the money might be well spent. I recognize that the sum will not be great, but anything we can muster to help on this program will be advantageous.

13. Report from the Executive Director of the 4-H Club Foundation of Michigan showing their balance sheet as of December 31, 1957, as follows:

ASSETS		
Current Assets		
*Cash--East Lansing State Bank		\$52,622.30
MSU (operating account)		1,143.64
U. S. Treasury Bills (4-H Center)		75,000.00
		\$128,765.94
Fixed Assets		
4-H Center--land		22,500.00
Office furniture--nominal value		1.00
		\$ 22,501.00
Total Assets		\$151,266.94
LIABILITIES AND EQUITIES		
4-H Center Building Fund		75,000.00
*Budgeted for 1958 Projects		
Urban 4-H Program	\$24,000	
Leadermete	6,500	
IFYE program	2,500	
4-H Center (Preliminary Plan)	1,500	34,500.00
Program and operating reserves		19,265.94
Investment in fixed assets		22,501.00
Total Liabilities and Equities		\$151,266.94

*Of the \$52,622.30 cash balance on hand December 31, approximately \$22,000 will be committed to projects during January and February 1958.

Gifts and Grants

1. Grants as follows to be used for scholarship purposes:

- a. To continue established scholarships:
 - (1) \$500 from the Continental Oil Company of Ponca City, Oklahoma
 - (2) \$750 from Douglas Aircraft Company, Inc., of Santa Monica, California
 - (3) \$1,000 from the Sandy Brand Scholarship of Detroit.
 - b. To aid specified students:
 - (1) \$170 from Rapanos of Midland
 - (2) \$200 from the Civitan Club of Detroit
2. Renewal of a memorandum of agreement with Stran-Steel Corporation of Detroit covering a grant of \$2,200 to be used under the direction of A. W. Farrall in Agricultural Engineering in a study of ventilation in uninsulated structures as affecting layer drying of beans and corn.
 3. Grant of \$1,000 from John H. Hoagland of East Lansing to be used in Personnel and Production Administration to help finance research in the area of business.
 4. Approval of a memorandum of agreement with the Niagara Chemical Division of Middleport, New York, covering a grant of \$1,400 to be used under the direction of P. G. Haynes, G. E. Guyer, and J. R. Hoffman in Entomology for an evaluation of Tedion, Nialate, Thiordan, and Phostex on fruit insects, vegetable and forage insects, and greenhouse crops insects.
 5. Approval of a memorandum of agreement with Chas. Pfizer Company of Maywood, New Jersey, covering a grant of \$1,200 to be used under the direction of David T. Clark in Microbiology and Public Health to determine the efficacy of a numbered compound prepared with four different coatings as an anthelmintic in swine.
 6. Approval of a research contract with the Michigan State Highway Department providing \$411,265 for work to be performed over a 3-year period ending September 15, 1960. This work is to be done by the Highway Traffic Safety Center.
 7. Renewal of a memorandum of agreement with the California Spray Chemical Corporation of Moorestown, New Jersey, covering a grant of \$500 to be used under the direction of M. C. Strong in Botany in studies on the control of tomato leaf blights and anthracnose.

Report from
Executive Dir.
4-H Club
Found.

Gifts and
Grants

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ADDITIONAL ITEMS, continued

Gifts and Grants, continued

- 8. Approval of a memorandum of agreement with the Marathon Corporation of Menasha, Wisconsin, covering a grant of \$3300 to be used under the direction of C. K. Smith in Microbiology to determine the effect of Maracarb on rumen fermentation and the efficacy of Maracarb in the treatment of ketosis. Gifts and Grants

RESOLUTION OF THE STATE BOARD OF AGRICULTURE RELATIVE TO BORROWING OF \$4,500,000.00 WITH WHICH TO PAY THE COST OF CONSTRUCTION OF 72 APARTMENT BUILDINGS AT EAST LANSING, MICHIGAN Resolution re: borrowing of \$4,500,000.00

WHEREAS, The State Board of Agriculture of the State of Michigan, in the exercise of its constitutional duties has entered into a contract, or contracts, for the construction, furnishing and equipping of seventy-two (72) apartment buildings on the campus of Michigan State University of Agriculture and Applied Science at East Lansing, Michigan, and fronting on Harrison Road, which apartment buildings are now in the process of erection; and with which to pay cost of construction of 72 apartment buildings

WHEREAS, this Board has expended approximately Three Million Dollars (\$3,000,000.00) of its available funds in progress payments under said contracts; and

WHEREAS, This Board intends to issue and sell its Revenue Bonds to cover the cost of construction; and

WHEREAS, this Board deems it necessary to borrow prior to the issuance and sale of such bonds the sum of Four Million Five Hundred Thousand Dollars (\$4,500,000.00) to be used in part to reimburse itself for funds so advanced and to pay the cost of such construction until such time as it may be required to again advance its own funds to complete such construction; and

WHEREAS, National Bank Of Detroit has agreed to make a loan to this Board in the sum of Four Million Five Hundred Thousand Dollars (\$4,500,000.00) on April 15, 1958 on this Board's promissory note in that amount and dated April 15, 1958, payable January 15, 1959 and bearing interest at the rate of three per cent (3%) per annum until maturity and thereafter at the rate of four and one-half per cent (4 1/2%) per annum, which loan will be subject to certain other terms and conditions set forth in a proposed form of promissory note this day submitted to this Board for approval.

NOW, THEREFORE, BE IT RESOLVED, that this Board borrow from National Bank of Detroit the sum of Four Million Five Hundred Thousand Dollars (\$4,500,000.00) on the terms and conditions stated in the form of promissory note so submitted; and

BE IT FURTHER RESOLVED, that a copy of said note so submitted be made a part of the records of this meeting; and

BE IT FURTHER RESOLVED, that Philip J. May, Vice President for Business and Finance of Michigan State University of Agriculture and Applied Science be and he hereby is authorized, empowered and directed for and in the name of The State Board of Agriculture and as its corporate act and deed, to sign and deliver to said National Bank of Detroit this Board's promissory note in the amount of Four Million Five Hundred Thousand Dollars (\$4,500,000.00) and in the form submitted as aforesaid and made a part of the records of this meeting.

On motion of Dr. Smith, seconded by Mr. Harlan, it was voted to approve the above resolution.

Reports for Board Members

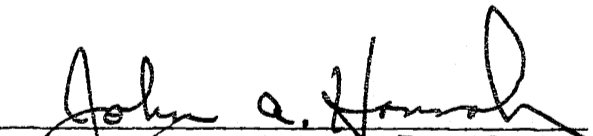
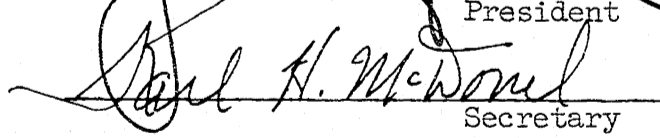
- 1. Additional payments to salaried employees as per list on file.

On motion of Mr. Harlan, seconded by Mr. Rouse, it was voted to approve the additional Items on which action does not already appear.

The meeting adjourned at 3:40 p.m.

The next meeting will be held on Thursday, April 17, 1958.

Additional payments to salaried employees


 President

 Secretary

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