

Minutes of the Meeting
of the
State Board of Agriculture
May 16, 1941

Present: Mr. Berkey (Chairman); Messrs. Akers, Brody, McPherson; Mrs. Masselink; President Shaw; Treasurer Wilkins; Secretary Hannah

Absent: Mr. Jakway, Dr. Elliott

The meeting was called to order at 1:45 P.M.

The minutes of the previous meeting were approved.

RESIGNATIONS

Resignations

1. Resignation of W. Wayne Miller as half-time graduate assistant in Animal Pathology, effective May 15, 1941. Mr. Miller has accepted a position with the U. S. Department of Agriculture.
2. Resignation of Flora Hanning as Research Fellow in Home Economics, effective August 31, 1941.
3. Resignation of Mary Frances Granger as clerk in Horticulture Extension, effective May 15, 1941. Miss Granger has accepted a position in Lansing.
4. Resignation of Mrs. Margaret M. Reed as Home Demonstration Agent in Jackson County, effective June 15, 1941. Mrs. Reed plans to be married.
5. Resignation of J. R. Lewis as Research Assistant in Agricultural Chemistry, effective May 22, 1941. Mr. Lewis has accepted a position with Frederick Stearns and Company of Detroit.
6. Resignation of Francis Aranyi as Associate Professor of Music, effective August 31, 1941.
7. Report that Etheldreda Jones, Reta Maybury, and Lucille Garrison are planning to be married and will not be reappointed for 1941-42. All were employed on a one-year basis.
8. Resignation of Monica Everest as general duty nurse at the Health Service, effective May 31, 1941. Miss Everest has accepted another position.

On motion of Mr. Akers, seconded by Mr. Brody, it was voted to approve the Resignations.

LEAVES

Leaves

1. Leave of absence for one year without pay for Miss Kathleen Cutlar, Assistant to the Manager of the Union Food Service, effective September 1, 1941. Miss Cutlar plans to study for an advanced degree at Cornell University. She has been at the College since May 1937.
2. Leave of absence with full pay from June 10 to July 10, 1941, for Hans Kardel, Harold Foster, Ralph L. Helm, Gordon Schlubatis, and Blair Woodman to attend the summer school for Extension Workers at the Colorado College of Agriculture at Fort Collins, Colorado. The W.K. Kellogg Foundation will pay the expenses of these men.
3. Leave of absence for one year without pay for Laurence Robert Pulver, employee in the Buildings and Grounds Department, effective May 1, 1941. Mr. Pulver has been called for military service.
4. Leave of absence for one year without pay for Vincent I. Vanderburg, Engineer in charge of WPA work on the campus and other miscellaneous construction projects, effective June 1, 1941. Mr. Vanderburg has been called for military service.

On motion of Mr. Berkey, seconded by Mr. Akers, it was voted to approve the Leaves.

APPOINTMENTS

Appointments

1. Appointment of Roy E. Decker as Assistant Director of Extension Work at a salary of \$4200 per year, effective July 1, 1941. Mr. Decker will replace Karl McDonel. He is now Assistant County Agent Leader at a salary of \$4000 per year.
2. Appointment of C. H. Nickle as Recreation Specialist in the 4-H Club Program at a salary of \$200 per month for the period from August 1 to September 15, 1941. This arrangement is similar to that of other years.
3. Appointment of Cyril Lewis Comar as Research Assistant in Agricultural Chemistry at a salary of \$2700 per year, effective July 1, 1941. Dr. Comar will replace H. E. Petering (Salary \$2600) whose resignation has been accepted.
4. Recommendation from Dean Anthony that the four-county district of the Upper Peninsula which involves Luce, Mackinac, Alger, and Schoolcraft Counties be divided into two districts and that the following appointment be made. These appointments will fill the vacancy caused by the transfer of William Cargo.

APPOINTMENTS, continued

Appointments

4. (Continued)
 - a. Joseph Heirman as County Agricultural Agent in Schoolcraft and Alger Counties at a salary of \$2100 per year, effective June 1, 1941. Headquarters will be at Manistique.
 - b. Lyle Abel as County Agricultural Agent in Mackinac and Luce Counties at a salary of \$2100 per year, effective June 10, 1941. Headquarters will be at St. Ignace.
5. Appointment of Miss Margaret Fill as clerk in Horticulture Extension at a salary of \$540 per year for half-time work, effective May 15, 1941. Miss Fill will replace Mary Frances Granger whose salary was \$540. Miss Fill has been working in the Central Stenographic Office at a salary of \$80 per month.
6. Appointment of Miss Betty Dehn as Home Demonstration Agent in the district of Grand Traverse, Leelanau, Manistee, and Benzie counties at a salary of \$1800 per year, effective July 1, 1941. Miss Dehn will replace Miss Lawain Churchill (salary \$1800) whose resignation has been accepted.
7. Appointment of Miss Dorothy Scott as Home Demonstration Agent in the district of Alcona, Alpena, Iosco, and Oscoda Counties at a salary of \$1800 per year, effective July 1, 1941. Miss Scott will replace Alice Hertzler (salary \$2100) whose resignation has been accepted.
8. Appointment of Miss Elizabeth Munter as general duty nurse at the Health Service at a salary of \$1080 per year plus meals and laundering of uniforms, effective June 1, 1941. Miss Munter will replace Monica Everest (salary \$1080) who has resigned.
9. Reappointment of Mrs. Nell Bartlett as House Mother for the Farm House for the year 1941-42 at a salary of \$100 from College funds.
10. Recommendation from Ralph Young that Edmund F. Pogor be employed for the spring term as part time assistant football coach at a salary of \$66.67 for the period. Mr. Pogor will replace Merton L. Vandermeer who has been called for military service.
11. Reappointment on a permanent basis of Mary Eleanor Holme as Instructor in Foods and Nutrition at the same salary of \$1800 per year, on a 9-months basis, effective September 1, 1941.
12. Reappointment for one year only of Miss Mary Heitsch as Assistant Professor in Textiles, Clothing, and related Arts at the same salary of \$2300 per year, on a 9-month basis, effective September 1, 1941.
13. Recommendation from Dean Dye that Miss Evelyn Bergstrand be given the title of Assistant Professor in Home Management and Child Development and that her salary be increased from \$2100 to \$2500 per year, effective September 1, 1941. Miss Bergstrand has been on leave without pay for two years studying at the University of Minnesota.
14. Reappointment for one year only of Miss Ruth Wyman as Instructor in Institution Administration at the same salary of \$1500 per year, effective September 1, 1941.
15. Reappointment for one year only of Miss Alice Towson as Instructor in Foods and Nutrition at a salary of \$1700 per year, effective September 1, 1941. Miss Towson was appointed temporarily during winter and spring terms 1941 at a salary of \$1100.
16. The following graduate assistantship appointments are recommended for 1941-42 (no new positions):

Animal Husbandry	- Reappointment of Harold A. Henneman and William A. Ljungdahl as half-time graduate assistants.
Dairy Husbandry	- Appointment of Alfred L. Bortree as half-time graduate assistant on Bankhead-Jones to replace Howard F. Nelson.
Economics	- Appointment of E. Grant Cowan as half-time graduate assistant to replace Kenneth Turnblom.
	- Appointment of Lorne Sonley as half-time graduate assistant to replace two quarter-time assistantships (Lorne Sonley and Harris K. Miller).
Farm Crops	- Reappointment of Earl S. Horner and Irven T. Larsen as half-time graduate assistants.
Farm Management	- Reappointment of Wilbur J. Lohr as half-time graduate assistant.
Forestry	- Appointment of Willard E. Strom as half-time graduate assistant to replace Fred E. Dickinson.
Home Economics	- Appointment of Marian Grace Cushing as half-time graduate assistant in Home Management and Child Development to replace Dorothy L. Hopson.
	- Appointment of Doretta Schlaphoff as half-time graduate assistant in Foods and Nutrition to replace Marion Wharton.
	- Appointment of Alice Briant as half-time graduate assistant in the Home Economics Section of the Experiment Station (Purnell funds) to replace Grace Roberts.
Sociology	- Appointment of Marguerita A. Wilks as quarter-time graduate assistant to replace Evelyn Perry.
	- Appointment of Edwin Christ as quarter-time graduate assistant as half replacement for Paul M. Houser.
Soils	- Appointment of Lynn S. Robertson, Jr., as half-time graduate assistant to replace Benjamin J. Birdsall.
17. Recommendation that the quarter-time graduate assistantship in Agricultural Economics financed from Purnell funds be increased to a half-time graduate assistantship, and that Glenn M. Johnson be continued for 1941-42 as half-time graduate assistant rather than quarter-time.

APPOINTMENTS, continued

18. Appointment of Sophie H. Tomasik as graduate fellow in Sociology for the year 1941-42 at a salary of \$400 to be paid from funds of the Michigan Tuberculosis Association. This fellowship was accepted by the Board at its meeting in April.
19. Appointment of Jett O. Sunderland as graduate fellow in Sociology for the year 1941-42 at a salary of \$400 to be paid from funds of the Lansing Community Chest. This fellowship was accepted by the Board at its meeting in April.
20. Reappointment of Perc A. Reeve as graduate fellow in Farm Crops for the year 1941-42 at a salary of \$600 to be paid from funds of the Farmers' and Manufacturers' Beet Sugar Association.
21. Appointment of Elmer C. Rossman as graduate fellow in Farm Crops for the year 1941-42 on Michigan Crop Improvement Association funds. Mr. Rossman will replace Maurice G. Frakes.
22. Appointment of George Knez to a graduate scholarship in Economics for 1941-42. This is one of the graduate scholarships approved by the Board at its meeting on January 23, 1941.

Appointments

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

TRAVEL

1. Mileage on one car amounting to \$11.04 for members of the Dairy Department to attend the funeral of the father of Ed Smiley at Goshen, Indiana, on April 24.
- No action.
2. Out-of-state travel authorization for Nevels Pearson to attend a National Committee meeting of the 4-H Division of the 1941 Dairy Show at Memphis, Tennessee, on May 14-17. The expenses for this trip will be paid by the National Dairy Show.
 3. Full expenses for R. V. Gunn to attend a Grain Conference being called by the U. S. Department of Agriculture in Chicago on May 21.
 4. Mileage on two cars and out-of-state authorization for H. R. Pettigrove to take his class in Farm Crops to Toledo, Ohio, on May 22 to visit the Board of Trade, the Federal Grain Inspection Service and large feed mills at Toledo.
 5. Railway coach fare only for Dr. H. S. Patton to present a paper at the annual meeting of the Canadian Political Science Association at Kingston, Ontario, on May 23.
 6. Full expenses for Dean Marie Dye to attend a Nutrition Conference for Defense in Washington, D. C., on May 26-28.
 7. Full expenses for Roberta E. Hershey to attend a Nutrition Conference for Defense in Washington D. C., on May 26-28.
 8. Full expenses for R. J. Baldwin and James A. Porter to attend the National AAA Conference to consider the 1942 program in Washington, D. C., on June 10-13. One expense account is to be paid from College funds and the other from Federal AAA funds.
 9. Out-of-state authorization for Arthur Howland to spend the second week in June in St. Paul, Minnesota, in connection with conferences dealing with the St. Paul Bank for Cooperatives. Mr. Howland's expenses will be paid by the St. Paul Bank.
 10. Full expenses for C. G. Card to attend a conference of officials of Egg Laying Contests being held in Chicago on June 16 and 17 under the direction of the National Poultry Improvement Association. Expenses are to be paid from the Egg Laying Contest funds.
 11. Maintenance expenses only for A. G. Kettunen and Mrs. Ruth Schubert to chaperon the 4-H Club delegation to the National 4-H Club Camp in Washington, D. C., on June 16-27. Transportation will be furnished by the Michigan State Fair Association.
 12. Mileage on one car for members of the Farm Crops Department to attend the summer meeting of the Corn Belt Section of the American Society of Agronomy at Purdue University on June 17 and 18.
 13. Mileage on one car for members of the Soils Department to attend the summer meeting of the Corn Belt Section of the American Society of Agronomy at Purdue University on June 19-21.
 14. First-class railway fare only for Jackson E. Towne to appear on the program at the Annual Conference of the American Library Association at Boston, Massachusetts, on June 19-25.
 15. Full expenses for Jack Carter to attend the Percheron judge's and breeders' conference at Frederick, Maryland, on July 21 and 22; payable from the special horse revolving fund.

Travel

No action.

On motion of Mrs. Masselink, seconded by Mr. Brody, it was voted to approve the travel items except items 1 and 15.

MISCELLANEOUS

- Hon. degrees to - Babcock, Hannah Yuncker.
- Approval of Concert series for 1941-42
- Approval setup for Voc. Tchrs. Train.
- Nose operation Jos. Cestowski
- Payment of \$33.33 to M. Vandermeer
- Correction in salaries of Cordier and Shea.
- Employees on leave prior to July 1 will have life ins. policies kept in effect Investment of Richards Memorial fund.
- \$7000 added to Health Service budget. \$150 Psychol.
- H.S. Publicity acct. to run in red. \$740 added to Mech. Eng. budget.
- \$539 to budget of Dean of Women.
- Approval budget adjustment Exp. Sta.
- Comptroller authorized to purchase M.S.C. bonds.
- Col. Zerbee appeared before Board re: possible housing of army officers during summer.
1. Approval of granting degrees to those students who will have completed the requirements for graduation according to the Registrar's records at the close of the spring term of 1941. (See list June minutes - page
 2. Recommendation from the Committee on Honorary Degrees that at Commencement on June 14th the honorary degree of Doctor of Agriculture be granted to Howard E. Babcock, Sr., and John A. Hannah, and the honorary degree of Doctor of Science be granted to Dr. Truman G. Yuncker.
 3. Approval of the following numbers which have been arranged for the 1941-42 Concert Series:

Vronsky and Babbin, two-piano team	\$750
Stradivarius Quartet (two-day visit)	400
Zino Francescatti, violinist	800
Robert Weede, baritone	650
American Ballad Singers	500
Cincinnati Symphony Orchestra (two concerts)	2000
Hilda Burke, Soprano	500
	\$5600
 4. Approval of the proposed new setup for Vocational Teachers' Training. This plan provides for the payment of three-quarters of teachers' salaries by the State Board of Control for Vocational Education and the remaining one-quarter to be split equally between the local communities and the College.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve item 4.
 5. Nose operation at an estimated cost of \$275 for Joseph Cestowski, a varsity boxer who has received severe deforming injuries to his nose.
 6. Authorization to pay \$33.33 to Merton L. Vandermeer for his coaching work during the first two weeks of spring term. Mr. Vandermeer left April 10 for military service.
 7. At the meeting of the Board in April Hubert Cordier and William Shea were appointed as Instructors in Speech at a salary of \$120 per month each for three months. This should be corrected to a salary of \$400 each for the period from April 1 to June 30, 1941.
 8. Recommendation that all employees of the College given leave of absence for military service prior to July 1, 1941, have their \$1000 life insurance policies kept in effect by the College during the period of their leave. This will mean that the \$1.25 per month deduction that is ordinarily made from the wage or salary checks will be paid by the College during the period of military leave.
 9. Consideration of the investment of the Lewis Richards Memorial Fund of \$465 in the East Lansing Building and Loan Association, income to be used for music scholarships.

On motion of Mr. McPherson, seconded by Mrs. Masselink, it was voted to approve the Miscellaneous Items.
 10. Health Service requests an additional \$7000 for their 1941-41 budget.
 11. The Department of Psychology and Philosophy requests an additional \$150 for their 1940-41 budget.
 12. Recommendation from Mr. Hannah that the High School Publicity account be allowed to run in the red for the balance of the fiscal year.
 13. Mechanical Engineering Department requests an additional \$750 for their 1940-41 budget. A car load of pig iron, one of foundry coke, and one of blacksmith coal have been purchased this year and will decrease expenses next year.
 14. The office of the Dean of Women requests an additional \$539 for their 1940-41 budget.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to authorize the Comptroller to allow the departments listed in items 10, 11, 12, 13 and 14 to operate in the red for the balance of this fiscal year, keeping all expenditures to a minimum and in no case to exceed the amount mentioned in the specific items.
 15. Budget adjustment for the Experiment Station.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to authorize the Comptroller to adjust the Experiment Station budgets to conform with Federal regulations and within the original amount of the appropriations.
 16. Report from Mr. Wilkins that he has some Rackham funds to invest and that he has an opportunity to purchase Michigan State College bonds.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to authorize the Comptroller to purchase ten Michigan State College bonds.
 17. Colonel Zerbee appeared before the Board and reported a survey being made by the United States Army of facilities for housing and teaching prospective army officers on the college campuses during the summer vacation period. The Dormitory Committee had indicated its ability to accommodate up to 1,000 men in dormitories providing board, room and medical treatment for \$10.00 per week per man.

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to authorize an agreement between the College and the army on the above basis if the army desires it with the understanding that the

MISCELLANEOUS, continued

17. (Continued)

training period is to be arranged so as not to interfere with the use of the dormitories for the regular students.

18. Richard Groening, President of the Student Council, appeared before the Board to present a proposed Coat of Arms designed by students and approved by the Student Council.

Dick Groening presents proposed coat of arms.

It was understood without formal action that the Board did not object to the use of the proposed Coat of Arms until further action is taken.

19. Harold Haun, who has been Chief of East Lansing Police and in charge of the College Police Department, has resigned to accept a position as Chief of Police for the City of Battle Creek effective May 19, 1941. The City of East Lansing has offered to Mr. Richard W. Rogers, who has been in charge of the College Police Department, the position of Chief of Police to be effective May 19, 1941. Under the existing arrangement with the City of East Lansing the College pays \$1,000.00 per year to the City of East Lansing toward the salary of the Chief of Police of both departments.

Resignation Harold Haun
Appointment Richard W. Rogers.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the release of Mr. Rogers from his College position and his appointment to the new position as of May 19, 1941.

20. Appointment of Oscar Warbach as Instructor in Zoology at a salary of \$89.17 per month for the period from September 1 to December 31, 1941 (replacing B. T. Ostenson during his leave.)

Appt. Oscar Warbach - Inst. Zool.

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

PRESIDENT'S REPORT

Resignations and Appointments

1. Resignation of Mrs. Leona Steinfatt as stenographer in Foreign Languages, effective April 30, 1941.
2. Resignation of Cloyd D. Beerup as Instructor in Civil Engineering, effective May 31, 1941. Mr. Beerup has accepted a position with the Tennessee Valley Authority.
3. Resignation of G. R. Muhr from the fellowship in Soils supported by the Boron Research Funds, effective April 30, 1941. Mr. Muhr has accepted a position with the Minnesota Canning Company.
4. Termination of the employment of Miss Clara Knoll, hostess at Rochdale House, effective May 10, 1941; and payment to her of \$75 (\$45 from salary payroll and \$30 from Rochdale House funds).
5. Appointment of Miss Mary Evatt as stenographer in Foreign Languages at a salary of \$60 per month for three-quarters time, effective May 1, 1941. Miss Evatt replaces Mrs. Steinfatt.
6. Approval of the contract providing for the employment of Rollin T. White on the itinerant training program for tourist service and information at a salary of \$375 per month for two months. This contract was signed with the understanding that the College will be reimbursed for three-fourths of the salary by the State Board of Control for Vocational Education and one-fourth by the Western Michigan Tourist and Resort Association.
7. Appointment of David J. Hall as Instructor in Civil Engineering at a salary of \$1800 per year, effective for the period from May 12, 1941 to August 31, 1942. Mr. Hall will replace C. D. Beerup who has resigned.

Resignations

Appointments

Travel

1. First-class railway fare only for James Husted to attend a meeting of the Midwest College Outing Association at McCormick Creek State Park, Indiana, on May 10 and 11.
2. Maintenance expenses of \$11.50 for Dr. S. H. Newman to attend a social studies conference in Chicago on May 15-18; expenses to be paid from Cooperative Study funds.
3. Mileage on one car for Dr. C. D. DeWitt and Dr. M. G. Larian and two students to attend the annual meeting of the American Institute of Chemical Engineers in Chicago on May 19-21.
4. Full expenses for R. C. Huston to represent the College at the Inauguration of Virgil Melvin Hancher as President of the University of Iowa at Iowa City on May 24.
5. Mileage on one car and maintenance expenses for C. W. Barr to accompany senior students in the Department of Landscape to Cleveland and vicinity during the week of June 9.
6. Full expenses for H. B. Dirks to represent the College at the 49th annual meeting of the Society for the Promotion of Engineering Education to be held at the University of Michigan on June 23-27.

Travel

PRESIDENT'S REPORT, continuedMiscellaneous

Sayer prize won by Rex Morrill

1. Report that the Sayer Prize in Bacteriology in the amount of \$25 was won this year by Donald Rex Morrill, a senior Veterinary student.

Supply of corks purcha.

2. Approval of the purchase of a supply of corks for \$900. This received Board approval at a previous meeting.

Dr. A. L. Williams permitted to accept position at North Carolina S.S.

3. Approval of Dean Emmons' recommendation that Dr. A. L. Williams be given permission to accept a summer school teaching position at the University of North Carolina from July 21 to August 27, 1941.

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

SECRETARY'S ITEMS

Algonac student loan fund returned to Algonac.

1. Communication from the Algonac Student Memorial Fund requesting the return of \$50.00 now deposited with the College for student loan purposes. This request is made so that the Algonac group may be able to invest the amount in the revolving student fund, that they are building up in their own community.

Approval use Auditorium

2. The College Auditorium was used for the M. S. C. Chorus and Orchestra Concert on April 25th for which no admission was charged. An appropriation of \$150.00 by the Board to cover the use of the Auditorium is requested. Also \$150 is requested for the use of the auditorium on May 27th for the M.S.C. Symphony Concert.

3. The Band Concert on May 14th was moved into the Auditorium because of rain. An appropriation of \$150.00 is required for the use of the Auditorium. In the event of rain on May 21st or May 28th, similar appropriations will be required. If the weather is favorable the concert will be held in the Band Shell.

Receipt of \$570.84 from Vet faculty for annual prize awarded 2nd yr. vet. student, etc.

4. Communication from the family of Eugene Davenport thanking the College for its kindnesses at the time of Dr. Davenport's death.
5. The Veterinary faculty has accumulated a fund now invested in the East Lansing Building and Loan stock certificates with a current value of \$570.84. The income from this investment is pledged in the amount of \$25.00 as an annual prize awarded at the opening of the fall term to the second year Veterinary student who has during his first year made the best scholastic record of the class. These certificates are now held in the name of Dr. Giltner. He requests that the State Board accept them and administer this fund relieving him of this responsibility. Dr. Giltner states that it is expected that this fund will be increased from time to time so that there will be no question but that the investment will yield the \$25.00 required annually for the prize.

On motion of Mr. Brody, seconded by Mr. McPherson, it was voted to approve the first five of the Secretary's Items.

Payment of \$45.00 toward retention provision in city charter prohibiting sale of liq.

6. Communication from Mr. H. S. Lucas, Cashier of the East Lansing State Bank, relative to certain costs involved in the retention of the provisions in the East Lansing City charter prohibiting the sale of intoxicating beverages within the city limits. The business men of East Lansing have contributed \$55.00 of the cost and request the College to pay the balance of \$45.00.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the payment of \$45.00 from funds other than those received from Federal or State appropriations.

President appoints committee to review plans for remodeling of house to become president's house.

7. Blueprints for alterations and additions to the house to become the president's residence are submitted by the architects.

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to authorize President Shaw to appoint a committee to confer with the architects and approve the plans and specifications for the house on the campus that is to be used for the President's residence.

The President appointed Mr. Brody, Mr. Akers and Mrs. Masselink to make up the committee.

Mr. Roost engaged to audit college books.

8. The auditors to conduct the annual audit for the fiscal year ending June 30th should be engaged so that work can be started. Mr. William Roost of Lansing has conducted the annual audit for the past three years and due to his knowledge of our problems and college business affairs can probably conduct this audit at less cost than competing concerns.

On motion of Mr. Brody, seconded by Mr. Akers, it was voted to approve engaging Mr. Roost to conduct the college audit for the fiscal year ending June 30, 1941.

Approval of blanket insurance covering employees of college driving station wagons or other small conveyances.

9. Employees of the College driving station wagons or other small conveyances carrying students in connection with college activities have again raised the question as to the protection that they should be given while driving these college-owned carriers. It is recommended that Mr. Wilkins be authorized to negotiate for proper blanket insurance to protect such employees who drive college-owned equipment carrying students or employees in connection with college work.

SECRETARY'S ITEMS, continued

9. (Continued)

Mr. Wilkins presented orally the result of his survey and recommended the purchase of blanket coverage insuring not only college owned vehicles but vehicles owned by college employees when driven on official business. This protection is to include public liability up to \$50,000.00 and various other provisions included in the discussion.

On motion of Mr. Brody, seconded by Mrs. Masselink, it was voted to approve Mr. Wilkins' recommendations.

10. Recommendation from Dean Conrad that the College rent an additional cooperative house for girls (making a total of eight).

On motion of Mr. Brody, seconded by Mrs. Masselink, it was voted to authorize the renting of the Ewing House at 307 Abbot Road for a three-year term at \$75.00 per month.

11. Mr. Hannah discussed at length with the Board the various matters before the legislature pertaining to the College and particularly those pertaining to college appropriations.

The meeting adjourned at 4:00 P.M.

Additional cooperative house for girls approved.

Robert S. Shaw

 President

John A. Hannah

 Secretary