

MINUTES OF THE MEETING
of the
STATE BOARD OF AGRICULTURE
May 19, 1949

Present: Mr. Brody (Chairman); Messrs. Akers, Armstrong, More, Mueller; Miss Jones; President Hannah; Treasurer May; Secretary McDonel.

Absent: Dr. Thurston

The meeting was called to order at 10:15 a.m.

The minutes of the previous regular meeting and the special meeting were approved.

PRESIDENT'S REPORT

Resignations

Resignations

1. Resignation of Laura E. Heminger as temporary Instructor in English, effective March 31, 1949.
2. Resignation of Shou Shan Pu as Assistant Professor of Economics, effective March 31, 1949. Mr. Pu was unable to make satisfactory arrangements with the United States immigration office.
3. Resignation of Donald P. Wallach as Assistant (Research) in Physiology and Pharmacology, effective March 31, 1949. Mr. Wallach will continue his studies at another school.

Leaves

Leaves

1. Leave of absence without pay for Harry H. Scales, Assistant Professor in Counseling, from April 1 to June 15, 1949. Mr. Scales will complete his preliminary examination for his Doctor's degree.

Appointments

Appointments

1. Appointment of Mrs. Ruth Barrett as temporary Instructor in Written and Spoken English at a salary of \$66.66 per month, effective from April 25 to June 15, 1949, to replace Albert Cordray who has been transferred.

Travel

Travel

1. Full expenses for C. E. Millar to go to Canajoharie, New York, on April 24-27 to consult with representatives of the Beech-nut Company concerning research projects; paid from Experiment Station funds.
2. Full expenses for Charles McCaffree to attend the national YMCA meetings in Cleveland, Ohio, on April 29 to May 1.
3. Full expenses for C. E. Prentice to go to Denver, Colorado, on May 5-7 to attend a conference of cooperative bean growers; paid from Extension funds.
4. Railway coach fare for J. K. Richards and Lawrence Frymire to attend the Institute for Education by Radio in Columbus, Ohio, on May 6-8.

Agreement
King Ranch

Miscellaneous

1. Approval of a memorandum of agreement with King Ranch of Kingsville, Texas, covering a grant of \$4500 to be used in the Botany Department for a continuation of a project which concerns the relationship of the nutritional environment of pasture grasses and their composition with a specialized emphasis on the effect of the nutritional environment on the value of the grass as pasture.
2. Approval four burglar screens on windows in Demonstration Hall, the cost to be charged to Alterations and Improvements 1948-49.
3. Approval of additional screens for the Home Economics Building at a cost of \$295, to be charged to Alterations and Improvements, 1948-49.
4. Authorized the awarding of the contract for the poultry research house to W. H. Beasley and Son, the low bidder, at \$8,043. The following bids were received:

Screens app.
Dem. Hall

Screens app.
Home Ec.
Bldg.

Contract for
poultry res.
house let
to W.H.
Beasley

W. H. Beasley and Son	\$8,043.00
Foster, Schermerhorn, Foster, Inc.	8,145.00
Vandenburg Construction Co.	8,177.77
The Kutchins Company	8,462.00
Francis J. Corr, Inc.	8,600.00

NEW BUSINESSResignations

Resignations

1. Resignation of Lawrence P. Blum as Assistant Professor in Counseling, effective August 31, 1949, to accept a position at the University of Wisconsin.
2. Resignation of Frances Schoch as Nurse at the Health Service, effective May 31, 1949, to be married.
3. Resignation of Frank W. Peikert as Professor of Agricultural Engineering, effective July 31, 1949, to accept a position as Head of the Department of Agricultural Engineering at the University of Maine.
4. Resignation of Stanley R. Anderson as Field Agent for the Michigan Crop Improvement Association, effective June 30, 1949. Mr. Anderson will receive his Master's degree in June.
5. Resignation of Walter E. Beardslee as Instructor in Effective Living, effective August 31, 1949, to work for the doctorate at the University of North Carolina.
6. Resignation of Harold L. Dahnke as Instructor in Effective Living, effective August 31, 1949, to complete work for the doctorate at Western Reserve University.
7. Resignation of Arthur Katona as Assistant Professor of Effective Living, effective August 31, 1949, to accept a position at Colorado State College.
8. Resignation of Diether Thimme as Assistant Professor of Literature and Fine Arts, effective August 31, 1949, to accept a position at Wellesley College, Massachusetts.
9. Resignation of Yu Chi Lin as Assistant in Civil Engineering, effective June 15, 1949. He Lin was employed on a temporary basis.
10. Resignation of Robert N. Olsen as Instructor in Civil Engineering, effective August 31, 1949, to accept another position.
11. Resignation of Henry L. Hunker as Instructor in Geology and Geography, effective August 31, 1949.
12. Resignation of Mary E. True Dooley as Instructor in Geology and Geography, effective August 31, 1949.
13. Resignation of Edward C. Long as Instructor in Mathematics, effective August 31, 1949. This is the end of Mr. Long's second probationary appointment.
14. Resignation of Charles H. Kraft as temporary Instructor in Mathematics, effective August 31, 1949.
15. Resignation of Barbara G. Houston as Assistant in Mathematics, effective May 31, 1949.
16. Resignation of Ethel C. Morgan as temporary Instructor in Physics and Astronomy, effective June 30, 1949.
17. Resignation of George F. McGregor as Instructor in Economics, effective August 31, 1949, to study for the doctorate.
18. Resignation of George E. Braunschneider as Instructor in Anatomy, effective August 31, 1949, to study for his M. D. Degree.

Leaves

Leaves

1. Leave of absence without pay for Basel B. VanSchuyver, Instructor on the Counseling staff, from May 1 to July 31, 1949, for health reasons.
2. Leave of absence without pay for M. D. Pirnie, Professor in the Conservation Institute and in Zoology, from June 20 to July 29, 1949 to enable him to handle some special conservation courses at Ohio State University.
3. Leave of absence with pay for C. G. Card, Professor and Head of Poultry Husbandry, from May 9 to June 30, 1949, for health reasons.
4. Leave of absence with pay for Carl H. Knopf, Muskegon County Agricultural Agent, from June 20 to July 3, 1949, to attend the Extension Summer School at Fort Collins, Colorado.
5. Leave of absence with pay for Anna B. Brown, Home Demonstration Agent in Washtenaw County, from June 20 to July 3, 1949, to attend the Extension Summer School at Fort Collins, Colorado.
6. Leave of absence with pay for Morris K. McGregor, Jackson County 4-H Club Agent, from May 1 to June 30, 1949, for health reasons.
7. Leave of absence without pay for Walter E. Montague, Instructor in Hotel Administration, for one year beginning September 1, 1949, to work with Horwath and Horwath to obtain further experience in hotel management.
8. Leave of absence with half pay for Bernard J. Knittel, Assistant Professor of Speech, Dramatics and Radio Education, for one year beginning September 1, 1949, to study toward his doctorate. Mr. Knittel has been a member of the staff since July 1, 1943.

NEW BUSINESS, continuedLeaves, continued

9. Leave of absence without pay for Laura Jean Burnett, Instructor in Mathematics, from June 1 to August 31, 1949, to travel in Europe.
10. Leave of absence without pay for Edward C. Long, Instructor in Mathematics, from June 16 to July 31, 1949, to complete the work for his Master's degree.
11. Leave of absence without pay for Richard M. Dorson, Associate Professor of History and Political Science and of History of Civilization, for one year beginning September 1, 1949, in order that he may carry on a program of study of English folklore under a Guggenheim Fellowship.

Appointments

1. Appointment of Doris Elizabeth Van Fossen as Assistant in the Library at a salary of \$2900 per year, effective July 1, 1949, to replace L. P. Nadeau.
2. Transfer of Begel Salisbury from Clerk II to Assistant in the Library and a salary increase from \$2280 to \$2960 per year, effective August 15, 1949, to replace Patricia Murray.
3. Transfer of Ruth Wood from Clerk-Typist to Assistant in the Library and a salary increase from \$2100 to \$2300 per year, effective September 1, 1949, to replace Nancy E. Milne.
4. Appointment of Michael William Radke as Hillsdale County 4-H Club Agent at a salary of \$3000 per year, effective June 10, 1949 to replace D. B. Gordon.
5. Appointment of William Pitkin Kirkpatrick as Midland County 4-H Club Agent at a salary of \$3000 per year, effective June 6, 1949 to replace Thomas J. Woods.
6. Appointment of Jack Calvin Ferver as 4-H Club Agent at Large at a salary of \$3300 per year, effective June 1, 1949. This is a new position.
7. Appointment of John Kendell Trocke as Oakland County 4-H Club Agent at a salary of \$3200 per year, effective June 1, 1949, to replace R. L. Lewis.
8. Transfer of Edgar Charles Kidd from 4-H Club Agent in Mason and Manistee Counties to Cheboygan County Agricultural Agent and a salary increase from \$3400 to \$3600 per year, effective June 16, 1949, to replace Edmond Alchin.
9. Appointment of Arthur J. Steeby as Barry County Agricultural Agent at a salary of \$4000 per year, effective July 1, 1949 to replace L. S. Armbruster.
10. Reappointment of Elizabeth Launstein as temporary Instructor in Business Administration at a salary of \$1000 for the period from March 28 to June 15, 1949.
11. Appointment of Carl Frederick Frost as Assistant Professor of Psychology at a salary of \$5500 per year, effective September 1, 1949, to replace S. C. McIntyre.

Travel

Travel

1. First-class railway fare for G. W. Prescott to go to Cincinnati, Ohio, on May 5-8 to consult in Lloyd Library for the preparation of a book and papers on algae; paid from All-College Research funds.
2. Full expenses for E. J. Wheeler to go to Washington, D. C., on May 15-21 to attend conferences on Recent Experiences Around the World in the Developments and Adaptation of Extension Methods and Techniques; paid from Extension funds.
3. Full expenses for C. P. Loomis to go to New York City on May 21-25 to confer with officials of the American Jewish Committee, to present a paper at the American Sociometric Society, and to meet with the Executive Committee of the Society for Applied Anthropology.
4. Mileage on two cars and maintenance expenses for R. E. Decker and H. R. Pettigrove to take a class in the National Grain Company plant and the Anderson Grain Company, in Toledo, Ohio, on May 24.
5. Full expenses for H. E. Larzelere to go to Chicago on May 26 and 27 to meet with the Editing Committee for the North Central Regional Poultry Marketing Project; paid from Experiment Station funds.
6. Full expenses for C. P. Loomis to go to Cambridge, Massachusetts, and New York City to preside over a roundtable discussion and present a paper at the annual meeting of the Society for Applied Anthropology; and to visit with Carnegie, Social Science Research Council, the American Jewish Committee, and the Anti-Defamation League officials in New York City.
7. Travel allowances as follows for members of the staff to attend meetings being held in connection with the Western Conference Meeting in Chicago:
 - a. Full expenses for Dean Crowe to attend a meeting of the Deans of Students on May 27-29.
 - b. Full expenses for L. D. Faunce to attend a meeting of the Deans of Students May 27-30.
 - c. Full expenses for R. H. Young, L. L. Frimodig, C. L. Munn, and Charles McCaffree to attend the spring meetings of the Western Conference on May 17-22.
8. Railway coach fare for E. A. McIntyre to attend the annual convention and exposition of the Advertising Federation of America in Houston, Texas, on May 28 to June 2.

NEW BUSINESS, continuedTravel, continued

Travel

9. Full expenses for W. H. Combs to attend a meeting of the Board of Directors of the Midwest Inter-Library Corporation in Chicago on June 3 and 4.
10. Railway coach fare for E. J. Miller to attend the National Colloid Symposium at the University of Minnesota on June 5-9.
11. Full expenses for A. E. Oliver to attend the National Feed Industry Show and Central Retail Feed Conference in Milwaukee, Wisconsin, on June 6-8.
12. Full expenses for H. B. Tukey, J. E. Moulton, and D. P. Watson to visit the Argonne Laboratories in Chicago on June 9; paid from Experiment Station funds.
13. First-class railway fare for G. W. Hobbs to attend a technical meeting of the Society of Automotive Engineers in French Lick, Indiana, on June 6-10.
14. Mileage on one car and maintenance expenses for Margaret Ohlson, Lois Jackson, and Dena Cederquist to attend a meeting of a committee studying the nutritional status of population groups in Lincoln, Nebraska, on June 9-17; paid from Experiment Station funds.
15. First-class railway fare for C. H. Pesterfield to go to Minneapolis, Minnesota, on June 10-22 to present a paper at the meeting of the American Society of Heating and Ventilating Engineers.
16. Full expenses for L. P. Brown to attend the annual meeting of the National Collegiate Track Coaches Association in Los Angeles, California, on June 11-21. Mr. Brown is Secretary-Treasurer of the organization.
17. Full expenses for E. B. Harper to attend the meeting of the National Association of Schools of Social Work in Cleveland, Ohio, on June 12-17. Mr. Harper is a member of the Executive Committee, and he will present a paper at one of the sessions.
18. Travel allowances as follows for members of the staff to attend meetings of the Corn Belt Section of the American Society of Agronomy in Urbana, Illinois:
 - a. Mileage on two cars for the Farm Crops Department to attend the meetings on June 13-15.
 - b. Mileage on one car for P. J. Rood and other members of the Soil Science Department to attend on June 14-18; paid from Extension funds.
 - c. Mileage on one car for C. E. Millar to attend on June 14-18; paid from Experiment Station funds.
19. Full expenses for J. O. Veatch to attend a committee meeting of the Middle West Soil Survey Committee in Urbana, Illinois, on June 12-15; paid from Experiment Station funds.
20. First-class railway fare for J. M. Apple to attend the Great Lakes Material Handling Conference in Toledo, Ohio, on June 13-15.
21. Mileage on one car for R. H. Noble and other members of the Physics Department to attend a Symposium on Molecular Structure and Spectroscopy in Columbus, Ohio, on June 13-18.
22. Full expenses for R. F. Turner and William Bennett to go to Cambridge, Massachusetts, and New Haven, Connecticut, on June 13-20, to pick up an instrument for the research project in chemical tests for intoxication; paid from the National Safety Council Research Grant.
23. Maintenance expenses for A. G. Kettunen, Ruth DeRosa, and P. G. Lundin to attend the National 4-H Club Camp in Washington, D. C., on June 13-24; paid from Extension funds.
24. Full expenses for L. J. Bratzler and E. D. Farwell to attend the annual Reciprocal Meat Conference in Chicago on June 15 and 16.
25. Full expenses for A. J. Panshin to participate in the National Research Council symposium in wood for national defense in Washington, D. C., on June 15-18; paid from Experiment Station funds.
26. First-class railway fare for G. W. Prescott to go to Montreal, Canada, on June 15-20 to work in the herbarium of the Montreal Botanical Institute in connection with his research project; paid from All-College Research funds.
27. Full expenses for B. D. Kuhn to attend a meeting on pre-service training for prospective extension workers in Columbia, Missouri, on June 16-18; paid from Extension funds.
28. First-class railway fare for W. T. Payne to go to Cambridge, Massachusetts, on June 16-18, to attend the meetings of the American Physical Society, and to gather information on what should be done in Biophysics at Michigan State College.
29. First-class railway fare for Dorothy J. Hitchcock to go to Roanoke, Virginia, on June 17-20 to display an exhibit and present a paper at the national meeting of the American Society of Medical Technologists.
30. First-class railway fare for B. K. Osborn to attend the meeting of the American Institute of Electrical Engineers in Swampscott, Massachusetts, on June 19.

NEW BUSINESS, continued

Travel

Travel, continued

31. Full expenses for R. J. Waalkes to attend the National Warm Air Heating and Air Conditioning Association meetings in Chicago on June 19-22.
32. Mileage on one car for P. A. Hawkins and W. D. Lindquist to attend the meeting of the Midwestern Society of Parasitologists in Madison, Wisconsin, on June 19-22. Mr. Hawkins will present a paper.
33. Railway coach fare for Harold Hart, R. L. Guile, R. M. Herbst, R.D. Schuetz, J. C. Speck, G. L. Goerner, and K. B. McCall to attend the Organic Chemistry Symposium at Madison, Wisconsin, on June 20-22.
34. Mileage on one car for L. G. Miller to attend the meetings for the American Society for Engineering Education in Troy, New York on June 20-24.
35. Travel allowances as follows for members of the staff to attend the meetings of the American Dairy Science Association in Minneapolis, Minnesota:
 - a. Full expenses for R. E. Horwood to attend on June 21-23; paid from Extension funds.
 - b. Mileage on one car for J. G. Hays and other members of the Dairy Department to attend on June 20-24; paid from Extension funds.
 - c. Mileage on one car for K. M. Dunn and other members of the Dairy Department to attend on June 20-24; paid from Experiment Station funds.
 - d. Mileage on one car for G. M. Trout and other members of the Dairy Department to attend on June 20-24.
 - e. Mileage on one car for C. W. Duncan, C. F. Huffman, and J. R. Brunner to attend on June 19-25; paid from Experiment Station funds.
 - f. Mileage on one car for Joseph Meites and other members of the Physiology and Pharmacology Department to attend on June 19-22.
36. Full expenses for D. E. Wiant to attend the meetings of the American Society for Engineering Education in Troy, New York, June 23-25. A special session is being held to discuss plans for improving the quality of teaching in agricultural engineering departments.
37. Railway coach fare for K. G. Stone to attend the symposium on organic reagents of the American Chemical Society, Analytical Section, at Wesleyan University, Middletown, Connecticut, on June 23 and 24.

\$600 rec'd
LaVerne
Noyes Est.
\$10 from
Esther Anson

\$5.00 from
Am. Gold Star
Mothers-Midl.

\$150 from
Wildlife Mgt.
Inst.

Cont. agree-
ment Cerophyl
Labs.

Cont. agree-
ment Res. Corp.

Cont. agree-
ment Horse
Association

Approval agree-
ment Beechnut
Packing Co.

Approval agree-
ment Farmers
& Mfgs. Beet
Sugar Co.

Memo agreement
Nat. Assoc.
Ice Indus.

Cont. agree-
ment Nat.
Dairy Council

Miscellaneous

1. Receipt of \$600 from the Estate of LaVerne Noyes to be used for LaVerne Noyes scholarships.
2. Receipt of a check for \$10 from Esther Anson to be used in the Spartan Nursery School.
3. Receipt of a check for \$5 from the American Gold Star Mothers Chapter 16 of Midland, Michigan, to be used for a scholarship to the Spartan Nursery School.
4. Acceptance of a grant of \$150 from the Wildlife Management Institute of Washington, D. C., to be used by Dr. Pirnie in the Conservation Institute and Zoology Department in his work collecting duck eggs and young.
5. Continuation of the memorandum of agreement with the Cerophyl Laboratories, Inc. of Kansas City, Missouri, covering a grant of \$1900 to be used by Dr. Wynd in the Botany Department in an investigation of the relationship of environmental factors on the growth and composition of grass and other forage plants.
6. Continuation of the memorandum of agreement with the Research Corporation of New York City covering a grant of \$2500 to be used by Dr. Osgood in the Physics Department on the project entitled "The Ionization Produced in Gases by Electrons of Energies Less than 2000 Electron Volts". The agreement provides for a graduate fellowship.
7. Continuation of the memorandum of agreement with the Horse Association of America of Chicago, Illinois, covering a grant of \$3500 to be used by the Short Courses and Farm and Horse Departments in the project to train farriers.
8. Approval of a memorandum of agreement with the Beechnut Packing Company of Canajoharie, New York, covering a grant of \$500 to be used by Dr. Grigsby in the Botany Department on a project to discover methods for the control of weeds in mint.
9. Approval of a memorandum of agreement with the Farmers and Manufacturers Beet Sugar Association covering a grant of \$1200 to be used by Mr. Farrall in the Agricultural Engineering Department in a continuation of the cooperative project on the mechanization of sugar beet production. The agreement provides for a graduate fellowship.
10. Approval of a memorandum of agreement with the National Association of Ice Industries, Inc., of Washington, D. C., covering a grant of \$750 to be used by Dr. Mallmann in Bacteriology in a study of crushed ice as a cooling medium for carbonated beverages.
11. Continuation of the memorandum of agreement with the National Dairy Council on behalf of the American Dairy Association of Chicago covering a grant of \$5000 to be used by Dr. Ohlson in Foods and Nutrition on the project concerned with the balance of nitrogen, calcium and phosphorous of ageing women.

NEW BUSINESS, continued

Miscellaneous, continued

Inc. salary
J. Q. Lynd

12. Increase in salary for J. Q. Lynd, Assistant Professor of Soil Science, from \$4000 to \$4600 per year, effective June 1, 1949.

13. Approval of granting the appropriate degrees to those students who according to the records of the Registrar have completed the requirements for graduation at the end of the spring term 1949. (List is on file in the Registrar's Office and in the Secretary's Office).

Degrees
granted stu-
dents end
spring term
Sec-Dept. I
pos. app.
Agric-Econ.
Report of
M.S.C. Scholar-
ship Awards

14. Request for a new Secretary-Departmental I position in Agricultural Economics.

15. The following seniors were granted MSC Scholarship awards at the Swingout program on May 5:

Marilyn E. Pierson	Home Economics	2.87	East Lansing High School
John Henry Brown	Forestry	2.98	Vicksburg High School
Jack Alden Clarks	Social Science	2.96	Bay City Central High School
Roy Armas Paananen	Engineering	2.95	Graveraet High School, Marquette

16. The following amounts were paid salaried employees since the last Board meeting:

Additional
amounts paid
salaried
employees

<u>Auditorium</u>		<u>Adult Education</u>		<u>Miscellaneous</u>	
Charles Branz	\$27	C. L. Allen	\$68.20	Lois Harris	\$10.00
J. H. Emery	24	Russell Daubert	14.30	H. G. Hendrickson	60.00
Helen Greene	45	Charles Hill	12.40	James Huston	5.00
James Huston	21	W. L. Mallmann	117.00	Michael Kolivosky	73.00
Floyd Macklem	27	Earl McIntyre	19.50	Madison Kuhn	241.00
Elmer Peterson	12	Malvern Obrecht	26.60	Elizabeth Parker	6.00
Laurence Searl	27	Charles Pedrey	56.40	C. C. Pollock	100.00
Wayne VanRiper	36	William Pitkin	12.40	Robert Troxell	3.00
Neal Whitehead	27	G. C. Blomquist	200.00	Wayne VanRiper	10.00
Ray Yerkie	6	Leo Nothstine	169.20	Ethel Crummer	2.00
L. E. Chapman	24	Harold Sponberg	22.00	Caroline Gray	17.88
Helen Evans	30	J. B. Tintera	12.40	Helen Greene	5.00
Lois Harris	15	<u>Miscellaneous</u>		Rachel Ludlow	2.00
Mildred Jeffers	27	Isabella Beattie	12.00	Elmer Peterson	6.00
Noel Miller	27	G.E. Braunschneider	49.00	Alan Scott	30.00
G. F. Ryder	18	Lorraine Demorest	9.00	Jean VanAken	2.00
Robert Troxell	24	M. K. Farmer	54.00		
Clella Weissinger	27	Lawrence Frymire	30.00		
Loren Wight	6				

17. Recommendation that the Campus Police be made responsible for inspection and enforcement of the various rules and regulations for prevention of fires.

Campus police
responsible
for fire in-
spection and
enforcement
of rules for
prevention of
fires.
Lease on stor-
age Bldg ext.

18. Recommendation that the lease on the storage building on Kalamazoo Street in Lansing be extended for two months, May 20 to July 19, at a cost of \$500 per month, or a total cost of \$1000.

19. The following bids have been received for the site work at the Physics Building:

The Kutchins Company	\$15,075
McNamara Construction Company	15,230
Foster, Schermerhorn, Foster, Inc.	21,218
The Christman Company	23,034
Reniger Construction Company	27,800
Clark Construction Company	28,940

Approval of
letting con-
tract for
site work at
Physics Bldg.
to Kutchins
Co.

It is recommended that the Kutchins Company be given the contract.

On motion of Miss Jones, seconded by Mr. Armstrong, it was voted to approve the President's Report and all New Business.

ADDITIONAL ITEMS

Resignations

Resignations

1. Resignation of Thomas N. Devlin as Assistant Auditor in the Comptroller's Office, effective June 2, 1949, to accept a position with the U. S. Post Office.
2. Resignation of David Perry Stewart as Instructor in Physical Science, effective August 31, 1949, to accept a position at Marshall College.
3. Resignation of Edward F. Eldridge as Professor (Research) in the Engineering Experiment Station, effective June 30, 1949. Mr. Eldridge has been on leave without pay since July 1, 1948.
4. Resignation of Joseph J. Rony as Instructor in Journalism, effective August 31, 1949, to work toward the doctorage at the University of Illinois.
5. Resignation of Edward W. Buttgen as Assistant Professor of Journalism, effective August 31, 1949, to go into the field of practical advertising.
6. Resignation of John Shirley as Associate Professor of English, effective August 31, 1949, to become a Dean in North Carolina State College.

ADDITIONAL ITEMS, continuedLeaves

Leaves

1. Leave of absence with pay for Florence G. Rann, Assistant Professor (Extension), of Textiles, Clothing and Related Arts, from August 15-27 to attend the annual seminar in Production, Distribution and Consumption Relationships in Clothing and Textiles at Syracuse University.
2. Leave of absence with pay for Marion Roberts, Home Demonstration Agent in Dickinson County, from June 27 to July 10, 1949, to attend the Extension Summer School at the University of Wisconsin.
3. Leave of absence without pay for Dorothy Greey, Assistant Professor of Home Management and Child Development, for one year beginning September 1, 1949. Miss Greey has been on leave with half pay during the past year. She will continue work toward the doctorate at the University of Chicago.

Appointments

Appointments

1. Appointment of Ermond Hartmans as part-time temporary Instructor (Research) in Agricultural Economics at a salary of \$150 per month, effective from May 1 to June 30, 1949; paid from Experiment Station funds.
2. Appointment of William B. Love as Assistant Professor (Extension) of Forestry at a salary of \$3900 per year, effective June 1, 1949. This is a new position paid from Extension funds.
3. Appointment of William Albert Aho as Assistant Professor (Extension) of Poultry Husbandry at a salary of \$4200 per year, effective June 1, 1949, to replace Charles Reed and paid from Extension funds.
4. Appointment of Stephania Eleanore Bayor as Instructor in Textiles, Clothing, and Related Arts at a salary of \$3500 per year, effective September 1, 1949, to replace Julia Tear.
5. Appointment of Gene Mann as Instructor in Textiles, Clothing, and Related Arts at a salary of \$3300 per year, effective September 1, 1949, to replace Ruth Clayton.
6. Appointment of Leland G. Merrill, Jr. as Assistant Professor of Entomology at a salary of \$4400 per year, effective July 1, 1949, to replace Eugenia McDaniel, and paid one-half from College and one-half from Experiment Station funds.
7. Appointment of Julius Romanoff Hoffman as Assistant Professor (Research) of Entomology at a salary of \$4400 per year, effective May 16, 1949, to replace Calvin E. Pederson and paid from Experiment Station funds.
8. Appointment of David G. Steinicke as Assistant Professor (Extension) of Sociology and Anthropology at a salary of \$4400 per year, effective June 16, 1949. This is a new position paid from Extension funds.
9. Appointment of Rolland T. Hinkle as Professor of Mechanical Engineering at a salary of \$6000 per year, effective September 1, 1949. This is a replacement for L. G. Miller who is now Dean of Engineering.
10. Appointment of Charles Overton Harris as Professor in the School of Engineering at a salary of \$7200 per year, effective September 1, 1949, to replace C. L. Allen.
11. Reappointment of Virginia Atkinson as Assistant in Home Management and Child Development at a salary of \$2600 per year, effective July 1, 1949 for an indefinite period.
12. Reappointment of Betty Herrington Foulton as Assistant in Home Management and Child Development at a salary of \$2800 per year, effective July 1, 1949, for an indefinite period.
13. Appointment of Milton J. Hagelberg as Instructor in Education at a salary of \$4400 per year, effective July 1, 1949. This is a new position. Mr. Hagelberg will be the teacher trainer at Charlotte, and his salary is to be paid by the Charlotte School District reimbursed 12½ per cent by Michigan State College (\$550 plus reimbursable travel).
14. Appointment of Clyde B. Ray as part-time Instructor in Education at a salary of \$2250 per year, effective July 1, 1949. His salary is to be paid by the Charlotte School District reimbursed 12½ per cent by Michigan State College (\$281.25).
15. Appointment of Herbert Rubenstein as Instructor in Foreign Languages at a salary of \$3800 per year, effective September 1, 1949, to replace A. M. Chabe.
16. Appointment of Robert K. Wolfer as Instructor in Anatomy at a salary of \$3000 per year, effective September 1, 1949 to replace Shirley N. Butterfield.

Travel

Travel

1. Full expenses (\$76.50) for Ching-U Ip and three students to attend the annual student conference of the American Society of Mechanical Engineers in Columbus, Ohio, on April 24-26.
2. Full expenses for Fred Stabley to attend the annual meetings of the Western Conference in Chicago on May 18-21.

ADDITIONAL ITEMS, continued

Travel, continued

3. Railway coach fare for H. H. Hoppe to attend the annual meeting of the Bibliographical Society of America in Princeton, New Jersey, on June 3-5.
4. Full expenses for Donald Cation to go to California, Oregon, and Washington on June 5-29 to study western stone fruit viruses; paid from Hope-Flannagan funds furnished by the State Department of Agriculture.
5. Full expenses for J. H. Denison to attend the meeting of the Big Ten Public Relations directors in Chicago on June 16 and 17.
6. Travel allowances as follows for members of the staff to attend the meeting of the American Society for Engineering Education in Troy, New York:
 - a. First-class railway fare for J. N. Winburne to appear on the program on June 21-22.
 - b. \$25 each for L. A. Smith, L. V. Nothstine, and F. R. Theroux in Civil Engineering, on June 19-25.
 - c. \$25 for I. B. Baccus in Electrical Engineering, on June 19-25.
 - d. \$25 each for H. P. Skamser, G. H. Tsuda, R. O. Ringoen, S. S. Radford, C. L. Brattin, O. W. Fairbanks, E. H. Stewart, J. E. Robertson, and D. M. Fullmer in Engineering Drawing, on June 19-25.
 - e. \$25 for C. C. DeWitt in the Engineering Experiment Station, on June 19-25.
 - f. \$25 each for Berzh, Price, Kyburz, Sigerfoos, Apple, Flory, A.J. Smith June 19-25 (Mech. Eng)
7. First-class railway fare for H. F. Moxley to attend the Regional Conference of Extension Workers at Jackson's Mill, West Virginia, on June 21-24; paid from Extension funds.

Travel

Miscellaneous

1. Report that contributions to the Michigan State College Memorial Center Fund total \$10,413.50 for the period from March 1 to April 30, 1949, making a total amount in this fund of \$135,983.07.
2. Approval of a memorandum of agreement with the U. S. Department of the Interior covering a grant of \$500 to be used in the Sociology Department in a study of the adjustment of Michigan Indians.
3. Approval of a memorandum of agreement with the N.A.M.A. Cup Vending Division of Chicago, Illinois covering a grant of \$2400 to be used by Dr. Mallmann in the Bacteriology Department to study possible sources of contamination in various manufacturers' cup vending machines dispensing carbonated beverages, coffee and fruit juices.
4. Approval of a memorandum of agreement with the Standard Oil Company of Chicago covering a grant of \$2500 to be used by Dr. Grigsby in the Botany Department in a project covering the development and evaluation of selective petroleum weed-killers based upon formulations and ingredients mutually agreed upon. Provision is made for a graduate fellowship.
5. The Retirement Committee recommends a leave of absence with full pay for Julia Tear, Associate Professor of Textiles, Clothing, and Related Arts, effective from July 1, 1949, to December 31, 1949, and retirement at a salary of \$1259 per year, effective January 1, 1950.
6. Change in title for Professor Combs from Administrative Assistant to the President on Academic Matters to Dean of the All-College Division and Administrative Assistant to the President on Academic Matters, effective immediately. The following activities are made responsible to Dean Combs: Library, Museum, Continuing Education, Institute of Counseling, Testing and Guidance and the Faculty Committee on Scholarships. The following activities now in the All-College Division will continue to report direct to the President: Director of Alumni Relations and Placement Service, Campus Police, Health Service, Department of Military Science and Tactics.
7. It is recommended that Assistant Professor M. S. Lostutter be hired by the Michigan State College Press for the period from June 15 to August 31 to act as an editor for certain manuscripts being prepared for fall publication. Mr. Lostutter is to be paid \$750 for the period, to be paid \$150 at the end of June, \$300 at the end of July, and \$300 at the end of August.
8. Change in title of George B. Wilson from Assistant Professor to Associate Professor of Botany and Plant Pathology, effective July 1, 1949.
9. Change in title of Grant S. Bennett from Instructor to Assistant Professor of Physics and Astronomy, effective July 1, 1949.
10. Change in status of Gladys L. Anderson from a salary of \$125 per month paid by the College to Associate Professor of Psychology without salary from the College, effective June 15, 1949.
11. Statement from Ballard, Jennings, Bishop and Ellsworth for services from January 4 to March 30, 1949, amounting to \$1944.95.
12. Recommendation for the reclassification of a half-time Clerk-Stenographer I position in Economics to a full-time Clerk-Stenographer II position.
13. Approval of a memorandum of agreement with the Gerber Products Company of Fremont, Michigan, covering a grant of \$15,000 to be used by C. C. DeWitt in the Engineering Experiment Station in a project concerning the development of waste recovery process.

Report of contributions to M.S.C. Memorial Center fund.
 Memo agreement U.S. Dept. of Interior.
 Memo agreement N.A.M.A. Cup Vending Division of Chi.
 Memo agreement Standard Oil Co. Chicago
 Leave full pay Julia Tear and retirement effec. Jan. 1. 1950.
 Change in title Dr. Combs To Dean All-College Div and Adm. Asst. to Pres. on Acad. Affairs.
 M.S. Lostutter to be hired by M.S.C. Press during summer 1949
 Ch. title for Geo. Wilson to Assoc. Prof
 Also Grant S. Bennett to Asst. Prof.
 Ch. status Gladys Anderson, without pay
 Statement Ball. J. B. & E approved.
 Ch. Cl-St. I to full-time Cl-Sten II Econ
 Approval agreement Gerber Products Co.

2738 ADDITIONAL ITEMS, continued

Miscellaneous, continued

2 rooms in Berkey Hall to be converted for Cen. Sten. Office & Bd. Exams
Add. salary for staff who teach summer school approved.

14. Recommendation for the conversion of two rooms in the basement of Berkey Hall for the Board of Examiners and Testers and the Central Stenographic Office at an estimated cost of \$17,330.
15. It is recommended that the additional salary for staff members who teach a full schedule in either of the six-week summer sessions be set at the following amounts:

Instructor	\$400
Assistant Professor	500
Associate Professor	600
Professor	700
No additional salary for Heads of Departments	

A full teaching schedule will consist of a minimum of six credits for each session. The six credits is the equivalent of twelve lecture hours or twenty laboratory hours. A minimum enrollment of ten students will be required for all 100 and 200 courses, and an enrollment of seven for the courses numbered about 200.

On motion of Mr. Brody, seconded by Mr. More, it was voted to approve the foregoing Additional Items.

Discussion controversy developed with men's coop. houses re: house-mothers.

16. Discussion of the controversy that has developed with the men's cooperatives as a result of the college rule that all fraternities and cooperative houses must have a housemother living in the house at the opening of school fall term 1949. This decision was made four years ago, and the houses have had four years to accomodate themselves to it.

Discussion of development in Mich legislature

17. Discussion of the developments in the Michigan legislature of interest to Michigan State College:
- a. Appropriation for maintenance and operation
 - b. Appropriation for the veterinary building
 - c. The Hittle Bill
 - d. House Bill #489

SPECIAL MISCELLANEOUS ITEMS

Contract for widening women's gym bridge let to Walter Toebe for \$12,500

1. The following bids have been received for widening the Women's Gymnasium bridge to provide a 12-foot pedestrian walkway:

Walter Toebe Company	\$12,500
Fry and Kain	18,000
The Christman Company	19,878
L. A. Davidson Company	22,376
Reniger Construction Company	23,269
Bass Engineering & Construction Co.	29,764

It is recommended that the contract be let to the low bidder, Walter Toebe Company at \$12,500.

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

Agreement with college and Joint Council on Economic Edu approved provided there is a second summer session this year.

2. Approval of an agreement between Michigan State College and the Joint Council on Economic Education covering a proposed workshop to be held here August 1 to 19, with the following budget appropriated by the College:

Staff salaries	\$2,150
Consultants' fees and expenses	1,450
Living expenses of staff and consultants	700
Clerical Service	1,000
Follow-up service, salary	2,500
Travel expense	700
Materials, supplies, audio-visual aids, mimeo-graphing and other miscellaneous expenses	600
Printing of reports	600
	<u>\$9,700</u>

On motion of Mr. Brody, seconded by Mr. More, it was voted to approve the above mentioned agreement provided there is a second summer session this year.

Add. \$2000 approved for U.P. Station
\$250 app. for Agric. Engr. Dept.

3. Request from Dean Anthony and Mr. May for an additional appropriation at the Upper Peninsula Station of \$2000 for the balance of the fiscal year.
4. Appropriation of \$250 for the Department of Agricultural Engineering to cover part of the cost of entertaining the National Association of Agricultural Engineers who are holding their annual meeting on the campus in June.

Renewal agreement Ann Arbor Trust Co. servicing of trust funds.
Option of purchas \$1800 worth new conv. deb. A.T.T. to be exercised.

5. Renewal of the agreement with the Ann Arbor Trust Company covering the servicing of trust funds from July 1, 1949, through June 30, 1950 at the same annual fee of \$1225.
6. Mr. May recommends that we exercise our option to purchase \$1800 worth of new Convertible Debentures of the American Telephone and Telegraph Company. These rights to subscribe are the result of the stock owned in the Jenison estate account, and investment could be with Jenison estate funds.
7. Authority is requested for the President and Comptroller to make adjustments in the budgets of departments where necessary to permit them to complete the current fiscal year, these minor appropriations to be made from the fund set up for that purpose and in budget for this year.

On motion of Mr. Brody, seconded by Mr. Akers, it was voted to approve items 3, 4, 5, 6 and 7.

Compt. to make adj. in budgets.

SPECIAL MISCELLANEOUS ITEMS, continued

8. Some decision should be reached at this Board meeting as to whether or not we are to proceed with the reconstruction of the President's House.

Reconstruction of President's house app.

Mr. Mueller moved and Miss Jones seconded the following motion:

In August 1941 this Board authorized the conversion of the house formerly lived in by Secretary Halladay as a home for the President and voted certain temporary alterations. At the same time \$25,000 of funds from the Jenison estate were set aside to provide for a more complete remodeling at some future date. In the fall of 1948 Architect Calder was authorized to prepare plans for refitting this house to serve adequately as an institutional center in the manner usual to presidents' houses on comparable college campuses. The plans as prepared seem to fill the need. It is therefore voted to proceed with the alterations and remodeling as contemplated, hiring The Christman Company to do the construction work starting about June 15th to be completed as expeditiously as possible. The total cost of the construction and refurnishing to be paid for from funds from the Jenison estate.

Mr. Brody, Chairman of the Board, put the motion and the Board voted unanimously in favor of it.

9. Determination of policies to be followed in the preparation of the budget.

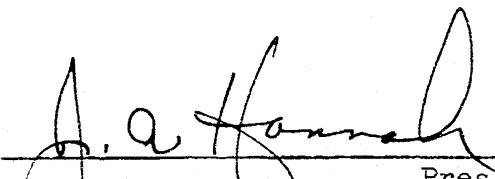
Approval of policies to be followed in preparation of budget.

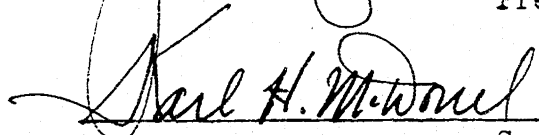
On motion of Mr. Mueller, seconded by Mr. More, the following action was voted:

The President, Comptroller and Secretary are instructed to pursue the following policy in preparing the budget for the 1949-50 fiscal year:

- a. Reduce the number of labor and clerical employees wherever possible and emphasize in every way greater efficiency for all employees. Wherever possible eliminate Saturday morning work. Continue workers on a 44-hour week at present rate of pay but wherever possible spread over five full days rather than $5\frac{1}{2}$ days.
- b. Eliminate all student field trips at college expense.
- c. Establish as a standard the suggested allocations of teaching positions for every teaching department based on studies made by Professor Combs, and imposing an arbitrary average teaching load for each department, including number of teaching hours per week and student credit hours per instructor. No vacancies are to be filled until the number of filled positions in each department is below the number of positions authorized. The President is authorized to revise the suggested schedule as seems desirable after conferences with the Deans before it becomes effective.
- d. Curtail out-of-state travel at college expense.
- e. Reduce departmental budgets for equipment purchases up to 50%.
- f. Reduce departmental budgets for maintenance and labor by an average of 10%.
- g. If the legislative appropriation is less than the figure recommended by the Governor and the State Budget Office, the basic fee is hereby increased from \$47 to \$50 per term for all students, effective with the fall term 1949; and the second six weeks of summer school is hereby eliminated and all college on-campus educational programs will be discontinued from July 29 through Labor Day, September 6.
- h. Adjust the salaries of our able staff people by bringing them as nearly in line as possible with the average salaries paid to persons of equal scholarship and responsibilities in comparable midwestern public universities.

The Board adjourned at 3:50 p.m. to meet on the regular day, Thursday, June 16th.


 J. A. Hannal
 President


 Karl H. M. Doul
 Secretary