

MINUTES OF THE MEETING  
of the  
STATE BOARD OF AGRICULTURE  
May 20, 1943

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

Absent: Dr. Elliott

The meeting was called to order at 10:25 A.M.

Minutes of the previous meeting were approved.

PRESIDENT'S REPORT

1. Resignation of John M. Roberts as half-time graduate assistant in Botany, effective April 15, 1943. Mr. Roberts has accepted a position in the Biological Products Laboratory of the Army. Resignations
2. Resignation of Alice Allen as stenographer in the Art Department, effective April 17, 1943.
3. Resignation of Betty Ginter as stenographer at the Health Service, effective April 9, 1943.
4. Appointment of Mrs. Martha Knickerbocker as military stenographer at the Health Service at a salary of \$1320 per year, effective April 9, 1943. Mrs. Knickerbocker replaces Mrs. Ginter. Appointments
5. Appointment of Helen Marie Morehouse as stenographer in Forestry at a salary of \$1320 per year, effective April 16, 1943. Her salary is to be paid one-half from Extension funds, one-quarter from Experiment Station funds, and one-quarter from College funds. She replaces Mabel Kinzley who has resigned.
6. Full expenses for A. B. Love, C. V. Ballard, C. B. Dibble, Margaret Harris, and R. J. Baldwin to attend a Farm Labor Conference in Chicago on April 22 and 23. Travel
7. Authorization that Mrs. Kathryn Nye and Mrs. Melba Babington be paid an additional \$75 for extra teaching in English. Mrs. Nye will be paid \$112.50 per month for the months of May and June, and Mrs. Babington will be paid \$162.50 per month for the months of May and June.
8. Correction in the status of George T. McCullough to half-time student instructor in Drawing and Design at a salary of \$60 per month for three months beginning April 1, 1943.
9. Increase in salary for Mrs. Miriam C. Strong, Research Assistant in Plant Pathology, from \$2000 to \$2120, effective May 1, 1943.
10. Approval of an operation for Harry M. Gay, including a nose operation and hospital expenses. It is understood that these expenses are to be kept to a minimum and in no event are to exceed \$300.

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

RESIGNATIONS

1. Resignation of Mrs. Edith S. Webb as clerk in the Registrar's Office, effective April 30, 1943. Mrs. Webb lives in Williamston and it is difficult for her to get to work. Resignations
2. Resignation of Joy Andersen as clerk in the Registrar's Office, effective May 21, 1943. Miss Andersen has accepted a position at The Principia in St. Louis, Missouri.
3. Resignation of Helen Anderson as clerk in the Home Economics Division, effective May 15, 1943. Miss Anderson has accepted a position in a doctor's office in Lansing.
4. Resignation of Mary Isbell as stenographer in Horticulture Extension, effective April 17, 1943. Miss Isbell was married recently.
5. Resignation of Joan Werner as stenographer in Conservation Institute, effective April 30, 1943.
6. Resignation of Mrs. Eleanor Lyon as general duty nurse at the Health Service, effective May 31, 1943. Mrs. Lyon will join her husband who is a naval officer.
7. Resignation of Edna Baur as general duty nurse at the Health Service, effective April 30, 1943. Miss Baur has enlisted in the Navy Nurses' Corps.
8. Resignation of Susanne Gage as half-time librarian in the Chemistry Library and as half-time stenographer in Journalism, effective May 15, 1943. Miss Gage has accepted a position with the Dow Chemical Company.

RESIGNATIONS, continued

## Resignations

9. Resignation of Josephine Sachtjen as First Assistant Cataloger at the Library, effective June 30, 1943. Miss Sachtjen has accepted a position at Indiana University.
10. Resignation of Isabelle Goodwin as Hostess in Abbot Hall, effective March 31, 1943.
11. Resignation of Mr. and Mrs. Paul Geisenhof as Resident Adviser and Social Hostess in Mason Hall, effective March 31, 1943.
12. Resignation of H. Ross Baldwin as Research Assistant in Agricultural Chemistry, effective April 30, 1943. Mr. Baldwin has accepted a position with the General Foods Corporation.
13. Resignation of Rosalie Beltz as Assistant in Research in Foods and Nutrition, effective May 31, 1943. Miss Beltz is to be married.
14. Resignation of Ives Stafford as Research Assistant in Muck Soils, effective May 31, 1943.
15. Resignation of John W. Crist as Associate Professor and Research Associate in Horticulture. The President recommends leave of absence with full pay for three months, effective as of today, and his resignation to become effective August 31.

On motion of Mr. Berkey, seconded by Mr. Akers, it was voted to accept the resignation of Dr. Crist, effective August 31, 1943.

16. Resignation of Edward C. Pagel as District Club Agent in Wexford, Lake, Mason and Osceola Counties, effective May 15, 1943. Mr. Pagel is resigning because of ill health.
17. Resignation of Mrs. Marian Johnson (appointed as Miss Erwin) as District Home Demonstration Agent for Isabella, Montcalm, and Gratiot Counties, effective May 20, 1943. Mrs. Johnson is resigning to work on the farm.
18. Resignation of Gordon Chipman as Instructor in Hotel Administration, effective August 31, 1943.
19. Resignation of Bonnie M. Stewart as Assistant Professor of Mathematics, effective August 31, 1943. Mr. Stewart has accepted a position in the Meteorology School at Dennison University.
20. Resignation of Merlin D. Eggleston as Instructor in Anatomy, effective May 15, 1943.
21. Resignation of William J. Abraham as half-time graduate assistant in Chemistry, effective as of March 31, 1943.
22. Resignation of Kirk Lawton as half-time graduate assistant in Soils, effective June 30, 1943. Mr. Lawton has accepted a position at Washington State College.
23. Report that Claire C. Patterson did not accept the position as half-time graduate assistant in Chemistry for 1943-44.

On motion of Mr. Akers, seconded by Mr. McPherson, it was voted to approve the Resignations except item 15.

LEAVES

## Leaves

1. Leave without pay for A. J. Panshin, Professor of Forestry, from June 12, 1943, to June 30, 1944. Professor Panshin will accept a position with the Mengel Company of Louisville, Kentucky, in connection with their work in plywood construction on Curtiss-Wright Cargo Airplanes.
2. Leave without pay through August 31, 1943, for Carl P. Swanson, Assistant Professor of Botany and Research Assistant in Cytogenetics, effective June 1, 1943. Dr. Swanson has been commissioned a Lieutenant (j.g.) in the Navy in lieu of being drafted.
3. Leave without pay through August 31, 1943, for Paul Dressel, Assistant Professor of Mathematics, effective May 17, 1943. Dr. Dressel will accept an appointment to the Advisory Board for the S.T.A.R. program at the College.

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

APPOINTMENTS

## Appointments

1. Appointment of Dorothy Jean Terry as stenographer in Home Economics at a salary of \$1320 per year, effective April 15, 1943. Miss Terry replaces Mary Etta Willems (salary \$1200) who has resigned.
2. Appointment of Mrs. Gloria Warnholtz as stenographer in Education at a salary of \$660 per year on a half-time basis, effective May 1, 1943. Mrs. Warnholtz will work full time, half to be paid from the labor payroll. She replaces Mrs. Jane Skinner (salary \$600).
3. Appointment of Ruth Boyd as clerk in the Registrar's Office at a salary of \$1260 per year, effective June 1, 1943. She replaces Mrs. Edith Webb (salary \$1320) who has resigned.
4. Appointment of Ruth Gregory as clerk in the Registrar's Office at a salary of \$1420 per year, effective June 1, 1943. Miss Gregory replaces Joy Andersen (salary \$1440) who has resigned.
5. Appointment of Mrs. Mary Gebhard as half-time stenographer in Journalism at a salary at \$660 per year, effective May 24, 1943. Mrs. Gebhard replaces Susanne E. Gage (salary \$600) who has resigned.

## APPOINTMENTS, continued

Appointments

6. Appointment of Mrs. Betty Jean Vogel as stenographer in the Conservation Institute at a salary of \$1260 per year, effective April 30, 1943. She replaces Joan Werner (salary \$1320) who has resigned. The salary is paid from Extension funds.
  7. Appointment of Mrs. Marie Obermark as stenographer in Horticulture Extension at a salary of \$660 per year on half-time basis, effective May 1, 1943, and paid from Extension funds. She will also receive \$660 from the Michigan State Horticultural Society for half-time work. Mrs. Obermark replaces Mary Isbell (salary \$660) who has resigned.
  8. Appointment of Mrs. Estelle Mandenberg as general duty nurse at the Health Service at a salary of \$1800 per year plus meals and uniforms laundered, effective May 1, 1943. This is a new position.
  9. Appointment of Elizabeth Chambers as Assistant Cataloger at the Library at a salary of \$1920 per year, effective July 1, 1943. Miss Chambers replaces Josephine Sachtjen (salary \$1920) who has resigned.
  10. Appointment of Carl Dalrymple as visiting instructor in Education at a salary of \$250 for the six-week summer session ending July 30, 1943.
  11. Appointment of Marian Miller as Assistant in Research in Chemistry Experiment Station at a salary of \$1800 per year on a permanent 12-month basis, effective June 15, 1943. Miss Miller will replace H. R. Baldwin (salary \$2000) who has resigned.
  12. Appointment of Richard C. Johnson as Research Assistant and Assistant Professor of Forestry at a salary of \$2700 per year on a permanent 12-month basis, effective May 15, 1943. Mr. Johnson replaces F. H. Vogel (salary \$2800) who has resigned. His salary is to be paid 1/2 from College funds, 1/4 from Experiment Station funds, and 1/4 by the Lake States Regional Forestry Substation.
  13. Appointment of Mrs. R. A. Rasmussen as Research Assistant in Chemistry Experiment Station at a salary of \$200 per month for three months beginning May 1, 1943. This is a temporary replacement for H. R. Baldwin.
  14. Appointment of Laura Pettice Davis as Extension Assistant in Home Management at a salary of \$2500 per year on a permanent 12-month basis, effective July 1, 1943. Miss Davis replaces Helen Noyes who has been transferred.
  15. Appointment of Leora Smith as District Home Demonstration Agent in Isabella, Montcalm, and Gratiot Counties at a salary of \$1900 per year on a permanent 12-month basis, effective July 1, 1943. Miss Smith replaces Mrs. Marian Johnson (salary \$1800) who has resigned.
  16. Appointment of Beatrice C. Franquist as Home Demonstration Agent at Large at a salary of \$1900 per year on a permanent 12-month basis, effective July 1, 1943. Miss Franquist replaces Alfreda Hanson (salary \$2000) who has been transferred.
  17. Appointment of Maurice L. Hill as District Club Agent in Ingham and Clinton Counties at a salary of \$2000 per year on a permanent 12-month basis, effective June 21, 1943. Mr. Hill replaces John Converse (salary \$2200) who has resigned.
  18. Transfer of Harold P. Gaston to the position of District Assistant Supervisor of Emergency Farm Labor in southwestern Michigan for a period of six months at a salary of \$3800 per year, effective May 1, 1943. This salary will be paid from the Emergency Farm Labor fund being deposited with the College. Mr. Gaston is now a Research Assistant in Horticulture stationed at the South Haven Experiment Station at a salary of \$3000.
  19. Transfer of Ruth J. Peck to the position of Assistant State Supervisor of Emergency Farm Labor in charge of the Women's Land Army for a period of eight months, at a salary of \$3000 per year, effective May 1, 1943. The salary will be paid from the Emergency Farm Labor funds. Miss Peck is now Extension Assistant in Home Furnishings at a salary of \$3000.00.
- On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve items 18 and 19.
20. Appointment of Starr H. Keesler as Short Course Instructor at a salary of \$2700 per year on a permanent 12-month basis, effective July 1, 1943. The College will be reimbursed in full for Mr. Keesler's salary and travel expense--75 per cent by the State Board of Control for Vocational Education and the remainder by the W. K. Kellogg Foundation. He is to be paid entirely from Kellogg funds until October 15, 1943.
  21. Appointment of Dr. Karel Hujer as Instructor in Physics at a salary of \$2300 per year on a permanent 10-month basis, effective September 1, 1943. This is a new position. Dr. Hujer will teach during the summer session for which he will receive the regular summer session pay.
  22. Appointment of Mrs. Robert J. Smith as Instructor in Geology at a salary of \$2000 per year on a permanent 12-month basis, effective July 1, 1943. Mrs. Smith replaces L. L. Ray (salary \$2600) who has resigned. She is to be paid for 11 months' work and no extra pay for summer school.
  23. Appointment of Gertrude G. Mueller as Instructor in Institution Administration at a salary of \$2100 per year for one year only, effective September 1, 1943. Miss Mueller replaces Ruth Wyman who died at the beginning of winter term.

APPOINTMENTS, continued

## Appointments

24. Appointment of Mrs. John B. Harrison as Instructor in English at a salary of \$150 per month for part-time work for one month beginning May 18, 1943.
25. Change in status of John McCallum from quarter-time to half-time graduate assistant in Chemistry, effective April 1, 1943.
26. Appointment of Gilbert J. Thornton as graduate fellow in Horticulture for 1943-44 at a salary of \$700 per year, payable from Experiment Station funds. This position was not filled during 1942-43.
27. Appointment of Clarence K. Wadsworth as graduate fellow in Bacteriology at a salary of \$150 per month for ten months, effective May 1, 1943, and payable from the Diamond Crystal Salt Company Fund #387.
28. The following graduate assistantships are recommended for 1943-44:
 

Botany	- Reappointment of Bernard Ellison, half-time
Chemistry	- Appointment of Donald L. Bailey, half-time to replace W. J. Abraham.
	- Appointment of Roger L. Saur, half-time to replace Peter Pawlyk.
	- Reappointment of the following half-time graduate assistants:
	Edwin L. Baker                      John McCallum
	Charles O. Bostwick                Donald Metcalf
	Lorraine Guile                      Kenneth J. Olson
	Lawrence V. Hanks
29. Appointment of Dr. Russell Runnells as Professor of Anatomy and Head of the Department of Anatomy effective September 1, 1943, at a salary of \$4620.00 per year, succeeding Dr. F. W. Chamberlain who will be retiring.

On motion of Mr. Akers, seconded by Mr. McPherson, it was voted to approve the Appointments except items 18 and 19.

## Travel

TRAVEL

1. Full expenses for L. R. Schoenmann to attend a meeting of the Northern Lake States Regional Committee in Chicago on May 7.
2. Full expenses for W. A. Davenport to attend a conference of the Buildings and Grounds Superintendents of the Big Ten Schools in Chicago on May 9 and 10.
3. Full expenses for D. B. Apple to attend a dehydration conference at the University of Maryland on May 12-14, payable from Experiment Station funds.
4. Full expenses for R. H. Young and C. W. Bachman to attend the spring term meetings of the Big Ten in Evanston, Illinois, on May 13-15.
5. First-class railway fare, pullman, and hotel room for Dean Marie Dye, Miss Merle Ford, Miss Catherine Miller, and Miss Beatrice Grant to attend a meeting called by the U. S. Office of Education in Chicago on May 14-17.
6. Full expenses for Dean H. C. Huston to attend the meeting of the American Institute of Chemists in Chicago on May 15 and 16.
7. Full expenses for a member of the Research staff to go to Manhattan, Kansas, early in June to supervise the application of certain sprays to be used on experimental trees in a cooperative project of the Kansas Station with this Station. Expenses are to be paid from Rackham funds.
8. First-class railway fare only for a member of the staff of Mechanical Engineering to attend the annual meeting of the American Society of Heating and Ventilating Engineers in Pittsburgh on June 6-8.
9. First-class railway fare only for one member of the staff of the Division of Engineering to attend the annual meeting of the Society for the Promotion of Engineering Education in Chicago on June 18-20.
10. First-class railway fare only for one member of the staff of the Department of Electrical Engineering to attend the annual meeting of the American Institute of Electrical Engineers in Cleveland on June 21-25.
11. Mileage on one car for members of the staff of the Agricultural Engineering Department to attend the annual meeting of the American Society of Agricultural Engineers at Lafayette, Indiana, on June 21-24.
12. First-class railway only for Joseph Sykes to attend the American Dairy Science Association meeting at Columbia, Missouri, on June 21-24, payable from Experiment Station funds.
13. First-class railway fare only for C. W. Duncan to attend the meeting of the American Dairy Science Association in Columbia, Missouri, on June 22-24, payable from Experiment Station funds.
14. Mileage on one car to VanWert, Ohio, so that members of the Chemistry Department may attend the funeral of Howard Eck, Instructor in Chemistry, on Monday, May 16th.

On motion of Mr. Berkey, seconded by Mr. Jakway, it was voted to approve the Travel items.

MISCELLANEOUS

1. Approval of granting degrees to those students who according to the records of the Registrar will have completed the requirements for graduation at the end of the Spring quarter, 1943. (See list beginning page 1922).

Degrees granted spring '43

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve the list as presented.

M.S.C. Scholarships awarded

2. Approval of granting Michigan State College scholarships to Miss Jean Miller Legg, Liberal Arts junior, and to William Arthur Bradley, Engineering junior.
3. Memorandum of understanding with the Michigan Department of Conservation covering a cooperative project in connection with a land type and farm-forest inventory in Houghton County. The College will pay the expenses of the men involved and the Department of Conservation will pay his salary.
4. memorandum of understanding with the American Potash Institute covering research work in Soils, and acceptance of a grant of \$1200. This is a continuing agreement, having been in effect since January 1, 1939.
5. Approval of an operation for Fay E. Remus, Buildings and Grounds employee who was injured while working.
6. Report of the death of Howard W. Eck, Instructor in Chemistry, on May 15, 1943.
7. Report of the death of Edwin Morrison, Assistant Professor of Physics, on July 15, 1939.
8. Report of the Death of Rev. Fr. C. M. Winters, Instructor in Religious Education on May 13, 1943.
9. The Retirement Committee recommends that Owen Smith, Buildings and Grounds employee, be retired June 1, 1943, at an annual pension of \$480. Mr. Smith was born May 18, 1880, and has been employed by the College since May 1, 1917.

Agreement Conserv. Dept. re: farm forest inventory Houghton Co.

Memo of Understanding Am. Potash

Approval operation Fay Remus

Report death Howard Eck also Edwin Morrison Also C.M. Winters

Owen Smith to be retired June 1, '43

On motion of Mrs. Masslink, seconded by Mr. Berkey, it was voted to approve Miscellaneous Items 2 through 9.

Leave and resignation Josephine Kackley approved.

10. Recommendation that Miss Josephine Kackley, Professor of Public School Music, be granted a leave of absence with full pay for six months, effective September 1, 1943. Also the Retirement Committee recommends that Miss Kackley be retired Mar. 1, 1944, at an annual pension of \$480. Miss Kackley was born March 10, 1890, and has been employed by the College since September 1, 1930.

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to approve the above recommendations in item 10.

11. The following recommendations are made to conserve travel and time:

Transfer of Dorothy Scott and Lemuel Rhodes

- a. Transfer of Miss Dorothy Scott as Home Demonstration Agent in Alcona, Alpena, Iosco, and Oscoda Counties to Alcona, Alpena, and Oscoda Counties.
- b. Transfer of Lemuel H. Rhodes as District Club Agent in Alcona, Iosco, Arenac, and Agemaw Counties to Iosco, Arenac, and Ogemaw Counties.

Reinstatement Albert Christ-Janer

12. Reinstatement of Albert Christ-Janer as Professor and Head of the Department of Art, effective May 15, 1943. Mr. Christ-Janer has been released from the Army.

Change in status Maude Zindel.

13. Change in status of Mrs. Maude Zindel, Clinic Nurse at the Health Service, to full time at a salary of \$1900 per year, for the period from June 16 to September 15, 1943.

Appointment Jas. Frame to be effective Aug. '43

14. At the March meeting of the Board James S. Frame was appointed as Professor and Head of the Department of Mathematics, effective September 1, 1943. Dean Emmons recommends that the appointment become effective August 1, 1943.

Hewetson - Res. Asst. & Asst. Prof.

15. Clarification of the title of F. W. Hewetson. His title should be Research Assistant and Assistant Professor in Horticulture.

E.S. Weisner listed in Bacty

16. Clarification of the status of E. S. Weisner. He should be listed in the Bacteriology Department rather than in the Poultry Department in Accordance with the Action taken by the Board in December 1940.

Change in title Orbeck

17. Change in title for Dr. Anders Orbeck from Associate Professor and Assistant to the Dean of Liberal Arts to Associate Professor of English, effective May 1, 1943.

Change in title Brauner

18. Change in title for E. B. Brauner from Associate Professor and Acting Head of the Department of Art to Associate Professor of Art, effective May 15, 1943.

Increase in salary J.F. Davis

19. Increase in salary for J. F. Davis, Research Assistant in Soils Science, from \$2800 to \$2900 per year, effective May 1, 1943.

## MISCELLANEOUS, continued

Salary in-  
creases dormi-  
tory house-  
mothers  
approved.

20. The following salary increases for dormitory housemothers are recommended to be included in the budget for 1943-44:

	Present Salary	Proposed Salary
Miss Grace Richards	\$1200	\$1320
Mrs. Edna Muir	1200	1320
Mrs. Mabel Coburn	1200	1320
Mrs. Charlotte Vary	1080	1200
Mrs. Ledah Thompson	1200	1320
Mrs. Edith Gilhooley	1200	1320
Miss Mabel Nelson	800	850
Mrs. Cora McCauley	850	950
Mrs. Esther Pryor	500	550
Mrs. Ethelyn Munshaw	350	450
Mrs. Leila Lane	350	400
Mrs. Anna Tanner	350	400
Mrs. Trixie Lindhout	350	450
Mrs. Muriel Montelius	350	450
Mrs. Alice Culbert	350	400

J.M. Moore  
to be paid  
additional  
\$100.

21. Recommendation that J. M. Moore, half-time graduate assistant in Botany, be paid an additional \$100 for his work in teaching Mathematics in the Air Forces program.

Dallal Safadi  
paid \$150 for  
teaching Arabic

22. Recommendation that Miss Dallal Safadi be paid \$150 for teaching a course in Arabic during the spring term, this sum to be paid on June 1, 1943.

Use. Aud.  
Youth Orch.  
Concert

23. Request for an appropriation of \$150 for the use of the Auditorium for a Youth Orchestra Concert to be held on Sunday, May 30.

Add. \$1000 for  
Phys. Ed. for  
Men.

24. Request for an additional appropriation of \$1000 for the budget of Physical Education for Men, made necessary by Army Training Program.

Certain bud-  
gets allowed  
to run in red.

25. Request from Director Young that the Board approve permitting certain budgets to run in the red for the balance of the year with the understanding that the over-all budgets for athletic accounts be not overdrawn and all expenditures are to be held to a minimum.

Budgets within  
divisions  
allowed to run  
in red.

26. Recommendation that the Board approve permitting budgets of departments within divisions run in the red for the balance of the year with the understanding that no single division run in the red and all expenditures are to be held to a minimum.

On motion of Mr. Brody, seconded by Mr. Jakway, it was voted to approve items 11 through 26.

\$160,000  
allotted for  
Emergency Farm  
labor program.

27. Presentation of a recommended budget for the expenditure of the funds allocated by the Federal Government to the Extension Service for handling the emergency farm labor program in Michigan. The first grant amounts to \$160,000.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve item 27.

Accept. \$43,200  
for scholar-  
ships for rural  
youth from  
Kellogg Found.  
State Police  
requests perm-  
to const.  
radio tower  
on river farm.

28. Acceptance of an enlarged grant for scholarship for rural youth from the Kellogg Foundation for the next college year on the basis of 360 youths at \$120 each or a total of \$43,200.

29. A tentative request has been made by the State Police for permission to construct a radio tower for frequency modulation the river farm near Okemos. This requires a space 600 feet square, or approximately  $6\frac{1}{2}$  acres. If permission is granted, it should be understood that the tower is to be located on a site satisfactory to the College.

On motion of Mr. Brody, seconded by Mr. Jakway, it was voted to approve items 28 and 29.

Report re:  
visit with  
Biebesheimer  
re: property  
on Hagadorn  
Road.

30. At the last meeting of the Board, the Board authorized the opening of negotiations with the Biebesheimer family leading toward the ultimate purchase of 14 acres of land on Hagadorn Road within the plot which is desired to be owned by the College. Dean Anthony and Mr. McDonel conferred with members of the Biebesheimer family and have been assured that upon the death of Mr. Biebesheimer, Sr., the heirs will be willing to sell the property to the College. The elder Biebesheimer is in poor health, and it is requested that he not be disturbed during his life time. No agreement has been reached as to the purchase price.

City of E.L.  
requests per-  
mission to  
use college  
sw. pool -  
denied.

31. Request from the City of East Lansing that the City be permitted to rent the pool in the Women's Gymnasium for one or two hours per day during the summer and hire college staff members to teach men, women, and children how to swim, lifesaving, etc.

After some discussion it was moved by Mr. Berkey, seconded by Mr. Brody, that in view of the increased summer school teaching load, it was not thought desirable to enter into this contract at this time. The Secretary was instructed to so notify the individuals who presented the request. Motion carried.

Report of for-  
mal completion  
of contract  
re: training  
1500 Air Force  
Cadets.

32. Report of the formal completion of the contract with the U. S. Army covering the continuous training of 1500 Air Force Cadets.

33. It is suggested that consideration be given to the hiring of auditors to conduct the annual audit.

Mr. Roost to  
conduct audit  
for yr. end-  
ing June 30,  
1943.

On motion of Mr. Brody, it was voted to employ the firm of Mr. Wm. Roost to conduct the college audit for the fiscal year ending June 30, 1943.

MISCELLANEOUS, continued

- 34. Report on "Friends of the Library" organization at Michigan State College. The constitution of this organization was presented to the Board.
- 35. Recommendation from the Faculty that the report of the Committees on Pan American Institute and Oriental Institute be approved. (The report follows:

Report on "Friends of Library" organization.

Approval of report of Committees on Pan American Institute and Oriental Institute

It is recommended:

1. That we would establish some educational setup for teaching and learning about the other American nations and the Orient.
2. That we should get under way on this program by September 1943 rather than after the war is over.
3. That the program should involve a teaching program, a research program and an extension program and also the building up of a reference library on Pan American affairs and on Oriental affairs.
4. That the program should involve a study of the languages of the various countries, the social and economic life of the inhabitants, political and governmental problems, religion, race, culture, history and literature, geography, agriculture, national resources and trade of the various countries.
5. That the purpose of the Institute should be to help our students generally, as well as those who may elect to study the special curriculum, to understand the problems of the various areas; to aid adults in acquiring a more adequate conception of Latin American and Oriental peoples; to train young Americans to deal with representatives of other nations on an understanding basis and to contribute effectively to better relations among the nations.
6. That special area courses be introduced and be open to the students of any Division of the College as elective courses.
7. That we endeavor to attract foreign students both graduate and undergraduate to this College and to arrange for and encourage our students to study in foreign universities.
8. That we organize a School of Foreign Studies on the campus with special emphasis upon Latin America and the Orient under a curriculum and operational procedure essentially as follows:

Curriculum

Especially emphasizing Latin America and the Orient

Freshman year      Half time on Language and analytical course regarding one country or area. The analytical course will encompass the historical background, political institutions, geography, customs, economic and social conditions of the chosen country or area.

Half time on English, Science, American History, Mathematics, etc.

Sophomore year    Half time on Language and analytical course as above.

Half time on courses related to social work, agriculture, public health, economics, science, engineering, business administration food administration. Home Economics, education, engineering, medical biology.

Junior and Senior year

Continue Language Study and specialization such as social work, agriculture, public health, economics, science, business administration, food administration, home economics, education engineering, medical biology and elect as many broad general education (cultural) courses) as time will permit.

Operation of the Program

1. Appoint a Director of Foreign Area Studies who is well versed in one large foreign field such as Latin America or China or Southwest Pacific and who will be expected to confer with non-college people who know foreign problems, supervise the whole program, as well as teach the analytical course for his special area.
2. Attach to our Department of Languages, where necessary, specialists (try to have these exchange students) in several foreign languages such as Malayan, Chinese, Japanese, Portuguese, Spanish, who will work with our regular language teachers in developing the spoken language. In the first term or even the first year have language in at least two-hour periods.
3. Use our own staff, supplemented by special lecturers as they are available, in the historical, economic, political, social, geographic and other parts of the program.
4. Use our own staff in the fields of specialization.

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MISCELLANEOUS, continued

35. Report of Committees on Pan American Institute, etc., continued:

- 5. Provide extensive visual and auditory material through slides, films, charts, records, etc.
- 6. Grant bachelors degrees in existing divisions of the College according to specialization and modify present graduation requirements to permit the curriculum to operate. In addition grant a certificate of completion of the Foreign Studies curriculum.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the above report with the understanding that the details of the plan are to be reported to the Board.

Reaffirmation of policy re: employees of College accepting remuneration from outside sources

36. Presentation for consideration by the Board of a situation which has arisen in connection with the acceptance of remuneration by employees of the College from outside sources as it relates particularly to county agricultural agents.

On motion of Mr. Brody, seconded by Mr. Akers, it was voted to reaffirm the following policy:

"All full-time employees of Michigan State College are expected to devote their full energies and efforts to the prosecution of their respective assignments or responsibilities.

"Employees are not to receive remuneration from any other source for work in their principal fields of endeavor or in allied or related lines of work or activity without the written permission of the President of the College, who in turn shall at regular intervals report all such arrangements to this Board for their information.

"Extension workers permanently assigned to specific areas are not to receive additional salaries from counties or other governmental units or from private sources. All existing arrangements are to be immediately reviewed, wherever possible readjusted and eliminated, and reported to this Board at an early date."

Budget for 1943-44 approved.

37. Presentation of the budget for the next fiscal year.

On motion of Mr. Akers, seconded by Mr. Berkey, it was voted to approve the budget as presented for the next fiscal year, 1943-44.

Communication C. A. Serrine Presentation 1943 football schedule.

38. Communication from Mr. C. A. Serrine, Acting State Administrator of the WPA, thanking the College for the cooperation extended to them throughout their existence.

39. Presentation of the 1943 football schedule.

Smith-Hughes teacher trainer Olivet retained.

40. The President reported that it would be necessary to continue to pay 12½% of the salary of the Smith-Hughes teacher trainer in the Olivet School for the coming year even though there may be no students to train throughout the year due to the decreased enrollment.

Board scholarships to be available for summer quarter

41. The Board verbally approved a recommendation from the President that all Board scholarships be available for the summer quarter on the same basis as other quarters with the understanding that scholarships offered for a college year will be available for any three continuous terms.

Report death of Lewis H. Richardson

42. Report that Captain Lewis H. Richardson, member of the class of 1938 in Engineering, was reported missing in action on March 28, 1943, and his death was reported on May 19, 1943.

Certificate to be sent to families of former students killed in war.

43. The President presented a proposed certificate to be forwarded to the families of former students killed in the war. The Board indicated its choice as to form.

Jenison and Rackham funds to be invested in 2% Government bonds.

44. Recommendation of the Finance Committee that approximately \$42,000 of Jenison and Rackham funds be invested in 2% Government bonds. (Mr. Akers and Mr. Brody acted for the Finance Committee)

It was decided to hold the next meeting of the State Board of Agriculture on Friday evening, June 11th (the evening before Commencement) convening for dinner at the Hunt Food Shop at 6 o'clock E.W.T. The meeting adjourned at 3:00 P.M.

Mr. Berkey, Chairman of the Board, called the Board for executive session.

It was recommended that the salary of the President be increased to \$12,000.00 effective July 1, 1943.

Salary of President increased to \$12,000 effective July 1, 1943.

On motion of Mr. Akers, seconded by Mr. Brody, it was voted to approve an increase in the President's salary to \$12,000 effective July 1, 1943. All voted "yes".

The executive session adjourned at 3:15 P.M.

*John A. Hannah*  
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President

*Karl H. McDonel*  
\_\_\_\_\_  
Secretary