

MINUTES OF THE MEETING
of the
STATE BOARD OF AGRICULTURE
December 18, 1953

Present: Mr. Brody (Chairman); Messrs. Akers, Mueller, Smith; President Hannah, Treasurer May and Secretary McDonel.

Absent: Miss Jones; Mr. Armstrong; Dr. Taylor.

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

The minutes of the previous meeting were approved.

NEW BUSINESS

Resignations

Resignations and Terminations

1. Arthur L. Isbet as Assistant Professor (Research, Extension) of Horticulture, effective November 30, 1953, to accept a position with the U. S. Department of Agriculture in the Virgin Islands.
2. Thomas A. Barton as Instructor in Landscape Architecture and Urban Planning, effective December 31, 1953, to accept another position.
3. Howard O. Brown as Assistant Professor of Art, effective June 30, 1954. It is also recommended that Professor Brown be granted a leave of absence with full pay from December 1, 1953, to June 30, 1954.
4. Harold F. Niven as Instructor in Speech, Dramatics, and Radio Education, and in Television Development, effective August 31, 1954, to work full time on his doctorate.
5. Robert E. Troxell as Auditor in the Comptroller's Office, effective November 30, 1953.

Leaves

Leaves

1. Leave of absence with full pay for Henry A. Stoehr, Assistant Professor of Forestry, from January 1 to March 31, 1954, to study for his doctorate at the University of Michigan. Mr. Stoehr has been a member of the staff since September 1946 and has had one leave with pay for three months previously.
2. Leave of absence with full pay for Denio A. Caul, Van Buren County Agricultural Agent, from January 1 to June 30, 1954, to study for his Master's degree at Michigan State College. Mr. Caul has been a member of the staff since September 1945.
3. Leave of absence with full pay for Arthur D. Angel, Associate Professor of Social Science, from April 1 to August 31, 1954, for study of and writing on the Great Lakes-St. Lawrence Seaway. Dr. Angel has been a member of the staff since September 1946.
4. Leave of absence with half pay for Victor E. Smith, Professor of Economics, for one year beginning September 1, 1954, for study at the University of Reading or Cambridge University in England. Dr. Smith has been a member of the staff since September 1948.
5. Leave of absence with full pay for John A. Friedrich, Instructor in Physical Education, Health and Recreation for Men, from April 1 to August 31, 1954, to complete requirements for his doctorate, at Michigan State College. Mr. Friedrich has been a member of the staff since October 1947.
6. Leave of absence with half pay for Edgar L. Kirk, Instructor in Music, for one year beginning September 1, 1954, to study for his doctorate at the Eastman School of Music. Mr. Kirk has been a member of the staff since September 1948.
7. Extension of leave of absence without pay for Donald G. Curry, County Agricultural Agent, from February 1 to June 30, 1954, to continue to work with the Point Four program in India. Mr. Curry has been on leave since February 1, 1952.
8. Extension of leave of absence without pay for Gordon R. Schlubatis, County Agricultural Agent, to January 31, 1954, to complete his assignment with the Point Four program in India.
9. Leave of absence with full pay for E. M. Banzet, Associate Professor of Social Science and Board of Examiners, for the month of January 1954 for health reasons.
10. Extension of leave of absence without pay for Doris Williams Carlson, Instructor in the Counseling Center, to December 31, 1953, for health reasons. Mrs. Carlson was employed September 1, 1953, and was granted sick leave for the month of November.

Appointments

Appointments

1. Appointment of Clinton E. Peterson as Associate Professor (Research) of Horticulture at a salary of \$8500 per year on a 12-month basis, effective February 8, 1954, to replace S.K. Ries, transferred. His salary will be paid from Experiment Station funds.
2. Transfer of Douglas S. Turini from 4-H Club Agent in Marquette and Baraga Counties to Marquette County 4-H Club Agent at the same salary of \$4300 per year, effective January 1, 1954.

NEW BUSINESS, continued

Appointments

Appointments, continued

3. Appointment of Delbert Lewis Bierlein as Sanilac County 4-H Club Agent at a salary of \$4300 per year on a 12-month basis, effective December 21, 1953, to replace K. C. Sowerby, transferred. His salary is to be paid one-half from Bankhead-Flannagan and one-half from State Offset funds.
4. Appointment of Hans H. Haugard as Oakland County Assistant Agricultural Agent at a salary of \$5500 per year on a 12-month basis, effective December 21, 1953, to replace R. E. Poynor, resigned. His salary is to be paid one-half from Bank-Flannagan and one-half from State Offset funds.
5. Appointment of Alden Ermon Orr as Sanilac County Agricultural Agent at a salary of \$6200 per year on a 12-month basis, effective December 1, 1953, to replace A. T. Hall, transferred. His salary is to be paid one-half from Smith-Lever and one-half from State Offset funds.
6. Appointment of Clayton Clarence Ingerson as Lenawee County Assistant Agricultural Agent at a salary of \$5200 per year on a 12-month basis, effective January 11, 1954, to replace V. E. Cronk resigned. His salary is to be paid one-half from Bankhead-Flannagan and One-half from State Offset funds.
7. Appointment of Elizabeth Wilson Jukes as Sanilac County Home Demonstration Agent at a salary of \$4900 per year on a 12-month basis, effective January 1, 1954, to replace Mary B. VanAllsburg, transferred. Her salary is to be paid one-half from Bankhead-Flannagan and one-half from State Offset funds.
8. Appointment of George Kantrowitz as Instructor in Political Science at a salary of \$233.33 per month, effective from January 1 to March 31, 1954.
9. Appointment of Howard Ralph Neville as Instructor in General Business at a salary of \$233.33 per month, effective from January 1 to June 30, 1954.
10. Appointment of Jack W. Warren as Lecturer in General Business at a salary of \$133.33 per month, effective from January 1 to March 31, 1954.
11. Appointment of Carl L. Reagh as Lecturer in General Business at a salary of \$100 per month, effective from January 1 to March 31, 1954.
12. Reappointment of Allan A. Spitz as Research Assistant in Political Science at the same salary of \$153.33 per month, effective from December 16, 1953, to March 15, 1954, and paid from the Governmental Research Bureau Operations Research Office account.
13. Appointment of Kwang Mou Tai as Assistant Professor (Research) in the Engineering Experiment Station at a salary of \$6000 per year, effective for one year only beginning December 16, 1953. This is a new position.
14. Reappointment of Lawrence S. White as Assistant (Research) in Bacteriology and Public Health at a salary of \$300 per month, effective from January 1 to March 31, 1954, and paid from Tomato Research Foundation funds.
15. Reappointment of Mary Mason Leichty as Instructor in the Counseling Center at a salary of \$325 for the month of December 1953, to replace Doris W. Carlson, on leave.

Miscellaneous

1. Change in status of Stanley K. Ries from full time Experiment Station to Assistant Professor (Research, Extension) of Horticulture at the same salary of \$5250 per year, paid one-half from Experiment Station and one-half from Extension funds, effective December 1, 1953. Dr. Ries replaces A. L. Isbit, resigned.
2. Change in status of L. S. Robertson from three-fourths Experiment Station and one-fourth Extension to full time Experiment Station, effective December 1, 1953.
3. Correction in the status of Lawrence Borosage, Associate Professor of Vocational Education, from a 10-month to a 12-month basis, effective January 1, 1954.
4. Increase in salary for Pearl Jackson Aldrich, Assistant Professor of Institution Administration and Dormitories and Food Services, from \$7325 to \$7925 per year, effective January 1, 1954, and paid one-third from College, one-third from Experiment Station, and one-third from Food Service funds.
5. Increase in salary for Mary Gephart, Assistant Professor of Textiles, Clothing, and Related Arts, from \$4980 to \$6000 per year, effective January 1, 1954. Miss Gephart has been on leave since September 1, 1951, to complete the requirements for her doctorate.
6. Additional amounts paid salaried employees for work during the fall football season, as follows:

Dale Albin	\$20.00	L. H. Blakeslee	\$24.00	Clarence Bruch	\$30.00
F. G. Alexander	20.00	E. P. Blankenship	12.00	Leon Burhans	20.00
Albert Amis	40.00	J. S. Boyd	20.00	James Burnett	30.00
Robert Angell	30.00	Charles Branz	20.00	Milton Hagelberg	30.00
H. H. Bailey	20.00	Jack Breslin	30.00	C. C. Hamilton	20.00
Julius Barbour	25.00	T. J. Brevik	20.00	Harold Hart	20.00

Change status Stanley K. Ries

Change status L.S. Robertson

Lawrence Borosage to be 12-mo basis

Inc. salary Pearl Aldrich-\$7925

Inc. salary Mary Gephart to \$6000

Additional amounts paid salaried employees.

NEW BUSINESS, continued

Miscellaneous, continued

Additional amounts paid salaried employees.

7. Additional amounts paid salaried employees, continued:

R. C. Heydrick	\$37.50	Louis Cormief	\$16.00	R. E. Lucas	\$20.00
J. D. Hill	25.00	Harold Darcy	20.00	Robert Lumianski	20.00
S.E. Howell	25.00	D. G. Daus	20.00	Wade McCall	20.00
Matthew Huber	25.00	Harold Davidson	20.00	A.D. McGilliard	20.00
Wilbert Eutton	20.00	R. J. Davis	5.00	Joseph Meiser	20.00
Emerson Jacob	25.00	A. D. Day	20.00	A. F. Miller	20.00
Russell Jenkins	20.00	Paul Dekoning	20.00	Myron Miller	20.00
J. M. Jensen	37.50	B. J. DeMott	20.00	C. H. Noller	20.00
E. B. Jones	25.00	Fred Dowling	20.00	Ralph Paul	20.00
M. M. Jones	25.00	Morton Dunham	20.00	F. R. Peabody	20.00
Georges Joyaux	16.00	J. H. Emery	30.00	A. D. Perejda	20.00
Leo Katz	15.00	Helen Evans	12.00	E. O. Peterson	50.00
Homer Scott	20.00	Francis Evans	20.00	E. C. Prophet	30.00
R. H. Scott	20.00	Curtis Filter	14.00	Richard Pruett	20.00
Virgil Scott	20.00	Floyd Fladseth	20.00	George Radimersky	20.00
William Seaman	25.00	D. M/ Fullmer	20.00	John Ramsey	45.00
L. H. Searl	52.50	Stuart Gallacher	40.00	K. C. Randall	20.00
Gordon Sheehe	20.00	James Gallagher	20.00	W. R. Reed	20.00
B. J. Shell	20.00	Raymond Garner	20.00	Lynn Robertson	16.00
Ernest Shelly	5.00	J. A. Garrison	20.00	Ramon Rolf	20.00
J. Sparling	12.00	Emerson Garver	20.00	Johannes Sachse	20.00
Jack Stockton	20.00	Carl Gerlach	30.00	C. L. SanClemente	16.00
Herman Struck	20.00	G. L. Goerner	20.00	Delbert Schoenhard	20.00
Robert Swanson	39.00	P. G. Gray	25.00	G. E. Timmons	20.00
Richard Swenson	20.00	John Guttay	20.00	Joseph Tobin	20.00
Bannen Swope	20.00	W. D. Keller	20.00	Norman Tufford	20.00
Glen Thommes	20.00	T. R. Kennedy	20.00	Ralph Turner	40.00
L. E. Chapman	30.00	Gerald Knapp	35.00	C. VanHall	20.00
James Cockrell	10.00	B. J. Knittle	20.00	Wayne VanRiper	45.00
R. L. Cook	37.50	Kirk Lawton	24.00	Karl Vary	20.00
Calvin Cooper	20.00	George Levitt	20.00	C. Weissinger	12.00
Stanfield Wells	30.00	N. A. Willits	20.00	K. R. Wilson	20.00
		Howard Winters	20.00	John Yunck	20.00

Duplex pump consigned to Chem. Engr.

8. Consignment of a Duplex pump by the Dearborn Chemical Company of Chicago and the Milton Roy Company of Philadelphia to be used by Professor Obrecht in Chemical Engineering in conducting experimental work on high pressure boilers. The pump is valued at \$700.

Gift of Impact o-Graph to For. Products also 400 lb package tester.

9. Gift of an Impact-o-Graph from the Impack-o-Graph Corporation of Cleveland, Ohio, to be used for testing in the packaging laboratory in the Department of Forest Products. The Impact-o-Graph is valued at \$150.

Gift \$500 from Simonsen for scholarships

10. Gift of 400-lb package tester with 3' x 3.5' table top and other attachments for use in the Department of Forest Products for testing the durability of packages of various types.

11. Gift of \$500 from Fred A. Simonsen of Detroit to be used for the continuation of the Fred A. Simonsen scholarships to be awarded by the Restaurant Management Department and the Scholarship Office.

\$50 from M.G. Larians

12. Gift of \$50 from Mr. and Mrs. M. G. Larian of East Lansing to be credited to the Ryukyus Loan Fund.

\$500 From Whipp Farm Agency

13. Check for \$500 from Donald V. Whipp of the Whipp Farm Agency of Lansing to be used towards the purchase of a fraternity home for the benefit of the Gamma Tau Chapter of Alpha Phi Fraternity. The money is to be placed in a trust fund to be used during the years of 1953 or 1954; if the fraternity fails to acquire a local fraternity house during that period, the money will revert on January 1, 1955, to the Whipp Farm Agency.

\$2500 from Almont Agric. Extension

14. Approval of a memorandum of agreement with the Almont Agricultural Extension Association of Almont, Michigan, covering a grant of \$2500 to be used by the Cooperative Extension Service to assist in the cost of an intensive agricultural extension program with the farmers of Almont Township of Lapeer County.

\$7000 from Kellogg Co.

15. Renewal of a memorandum of agreement with the Kellogg Company of Battle Creek covering a grant of \$7000 to be used under the direction of C. M. McCrary at the Kellogg Farm to do some remodeling work on the runs at the dog kennels.

\$3000 from Res. Div. Armour & Co.

16. Approval of a memorandum of agreement with the Research Division of Armour and Company of Chicago covering a grant of \$3000 to be used under the direction of R. W. Luecke in Agricultural Chemistry in a study of the growth promoting effects of various surface active compounds.

\$2500 from Dow Chem. Co.

17. Renewal of a memorandum of agreement with The Dow Chemical Company of Midland covering a grant of \$2500 to be used under the direction of H. M. Sell in Agricultural Chemistry to study the effect of various chlorinated phenoxyacetic acids upon the composition of certain plants. The agreement provides for a special graduate research assistant.

\$500 from A. Assoc. Gen. Contractors

18. Grant of \$500 from the Michigan Chapter Associated General Contractors of America, Inc., of Lansing, to be used under the direction of the Head of the Head of the Civil Engineering Department to contribute to, foster, and promote education and instruction with respect to the contracting and construction industry.

\$400 from Growth

19. Grant of \$400 from Growth, Inc., of New York City, to be used under the direction of the Head of the Civil Engineering, to provide a special graduate research assistant in the composting project.

NEW BUSINESS, continuedMiscellaneous, continued

21. Food Technician IA position in Dormitories and Food Services with a salary range from \$3000 to \$3540 per year, effective January 1, 1954. This person will work with Pearl Aldrich in the Test Kitchen Laboratory.

22. Establishment of a Watchman classification at a wage rate of \$1.15 to \$1.30 per hour.

23. Additional Clerk-Typist position in the Food Stores to be paid from Food Stores funds.

24. A committee of the Administrative Group recommends the following late registration fees for part-time students:

Students enrolled for 1-5 credits	- \$5
students enrolled for 6-10 credits	- \$10

25. Supplemental appropriation of \$100 for the Chatham Experiment Station to purchase a milk cooler which has been on loan from the International Harvester Company. The Company has offered to sell the cooler for \$350 and the Chatham Station has only \$250 uncommitted in its equipment budget.

26. Appropriation of \$1000 for the purchase of new equipment for the Test Kitchen Laboratories, one-half to be provided from College and one-half from Experiment Station funds.

27. Appropriation of \$750 for the following uses of the Auditorium and Fairchild Theater during the winter term 1954:

Farmers Weeks

Main Auditorium - February 2, 3, 4 @ \$100 \$300

Fairchild Theater - February 1, 2, 3, 4, 5, @ \$50 250

Orchestra Concert

Main Auditorium - January 24 @ \$100 100

Band Concert

Main Auditorium - March 7 @ \$100 100

28. The following work to be done and charged to Alterations and Improvements 1953-54:

a. Improve the lighting in the Office of Veterans Affairs in the Administration Building at an estimated cost of \$130.

b. Replacement of glides on 800 chairs and 70 tables in Mead Buildings A-5 and A-6 at an estimated cost of \$400.

c. Enclose the office of Mr. Breslin in Placement at an estimated cost of \$200.

29. Recommendation that the contract for the sewers to the new library building be awarded to Brown Brothers, the low bidder, at a complete cost of \$3,515. The following bids were received:

Clark Construction Co.	\$ 8,200.00
A. Nearing	4,211.25
Angell Construction Co.	3,966.25
M. J. Vermeersch	3,784.85
Brown Brothers	3,191.00

On motion of Mr. Brody, seconded by Mr. Mueller, it was voted to approve the New Business.

ADDITIONAL ITEMSResignations and Terminations

1. Esther Ann Richmond as Van Buren County Home Demonstration Agent, effective December 31, 1953, to devote full time to her home.

Leaves

1. Leave of absence with half pay for S. C. Hildebrand, Assistant Professor (Extension) of Farm Crops, from January 1 to June 30, 1954, to work toward his doctorate at Ohio State University. Mr. Hildebrand may request a second similar period in the near future. He has been a member of the staff since January 1, 1946.

2. Leave of absence with full pay from July 1 to December 31, 1954, and without pay for the month of January 1955 for Ralph F. Turner, Associate Professor of Police Administration, to work on an advanced degree at the University of Southern California. Mr. Turner has been a member of the staff since September 1, 1947.

3. Leave of absence without pay for Bert E. O'Beirne, Assistant Professor of Economics, for one year beginning September 1, 1954, for health reasons and to travel in southern United States, California and Mexico.

4. Leave of absence with full pay for S. C. Lee, Professor and Head of the Department of Foreign Studies, for the month of July 1954. Professor Lee will teach in the summer session at the University of Hawaii and will do some research in the University library.

Add. Food
Tech IA pos.
approved for
Test Kit. Lab.

Estab. Watch-
men approved.
Add. Cl-Typ
Food Stores

Approval late
registration
fees for
part-time
students.

\$100 approp.
Chatham Exp.
Sta.

\$1000 approp.
equipment Test
Kitchen

Appropriation
\$750 for use
of Aud. and

Several altera-
tion and im-
provement
items approved

Brown Brothers
awarded con-
tract for
sewers for
new library.

Resignations

Leaves

ADDITIONAL ITEMS, continued

Appointments

Appointments

1. Reappointment of Richard A. Behan as Instructor in Psychology at a salary of \$500 for the winter term 1954.
2. Appointment of Mrs. Ruth Holm Wells as Instructor in Psychology at a salary of \$500 for the winter term 1954, as a partial replacement for Esta Thomas.

Ch. status

Miscellaneous

T.L. Rebstock

1. Change in status of Theodore L. Rebstock, Instructor (Research) in Agricultural Chemistry, from full time to one-fourth time at one-fourth salary, effective from January 1 to March 31, 1954, to expedite his work for the doctorate.

Inc. salary

Michael Dmochowski-\$7500

2. Increase in salary for Michael Dmochowski, Manager of the Union Building, from \$7070 to \$7500 per year, effective January 1, 1954.

Inc. salary

Robert A. Telder-\$6880

3. Increase in salary for Robert A. Telder, Technical Assistant in Men's Residence Halls, from \$6450 to \$6880, effective January 1, 1954.

Additional amt approved for

salaried employees.

4. Payment of the following additional amounts to salaried employees since the last Board meeting:

Auditorium

Dale Albin	\$47
Beatrice Apsey	50
E. P. Blankenship	50
Charles Branz	39
L. D. Burhans	40
Betty Carlson	44
L. E. Chapman	50
Lorraine Demorest	14
Helen Evans	50
Floyd Fladseth	51
Helen Greene	55
James Huston	51
Mary Morehouse	37
Elmer Peterson	51
Annette Pennington	6
Gail Ryder	47
Laurence Searl	38
Jeraldean Sparling	50
Robert Troxell	4
Wayne VanRiper	73
Clella Weissinger	54
Ray Yerkie	35

Continuing Education

Roy Alexander	29.10
W. K. Christian	204.00
Charles Cunningham	22.50
Hugo David	24.00
Joseph Del Porto	279.00
Clyde Dow	235.00
Ralph Guile	310.00
Russell Jenkins	43.20
W. F. Johnson	30.00
H. D. King	194.70
Arthur Mauch	592.40
Joe D. Mills	55.00
Walter Morofsky	194.70
L. L. otto	29.30
A. C. Posz	24.00
David Potter	153.60
Louise Sause	24.00
Harry Scales	322.00
Joseph Strelzoff	157.60

Continuing Education

C. H. Pesterfield	\$48.75
Edward Pfau	400.00*
Leonard Rall	52.50
Gordon Sheehe	65.40
Rollin Simonds	52.50
O. C. Smucker	272.00
Phillip Thorson	52.50
Byron Van Roekel	96.40

Engineering

J. T. Anderson	136.08
P. J. DeKoning	37.80
J. W. Donnell	351.00
C. O. Harris	224.64
R. T. Hinkle	12.29
George Hobbs	230.76
R. J. Jeffries	142.73
R. W. Luidt	133.38
L. L. Otto	14.14
E. F. Vidro	93.60

Parking Fund

G. J. Bush	100.00
Victor Menley	75.00
Leo Stephens	16.50
Loren Wight	75.00
Ray Yerkie	75.00

Miscellaneous

John Blakeslee	52.00
Charles Branz	14.00
Leon Burhans	6.00

Continuing Education

L. W. Witt	310.00
Wilbur Brookover	322.90
C. H. Brubaker	310.00
C. H. Clark	15.00
W. D. Collings	22.50
F. B. Dutton	310.00
Fritz Harris	52.50
Elmer Knowles	22.50
W. H. Mack	22.50
Joseph Meites	22.50

Miscellaneous

Elizabeth K. Golden	\$ 17.25
Bettie Wood	9.50
Ray Yerkie	8.00
Harriett Ansley	200.00*
George Axinn	25.00
Richard Behan	25.00
Parul Chatterjee	17.40
J. D. Davis	25.00
Carl Dollhopf	16.00
Stuart Gallacher	10.00
Giovanna Giannoni	38.25
J. A. Dunlevy	6.00
W. J. Finucan	40.00
Mabel Flanders	18.90
Robert Frew	32.40
R. W. Gang	250.00
Norma Goer	48.00
Howard Hass	10.00
J. T. Huston	25.00
Joyce Jeffers	18.90
Robert Kuhn	45.00
Donna Litherland	18.90
Samuel Mercer, Jr.	50.00
Mary Morehouse	10.00
Margaret Nutting	48.00
Kenneth Richards	140.00
Gail Ryder	23.00
Laurence Searl	8.00
Florence Smoke	18.90
William Tomlinson	25.00
Robert Troxell	12.00
Dennis Turpin	20.00
Wayne VanRiper	12.00
Mary C. Manning	24.75
Francis B. Martin	312.50*
John N. Moore	45.00
Robert A. Norton	10.00
Charles Pedrey	25.00
John S. Perry	9.00
John F. Regan	56.00
Charles Can Clemente	4.00
Max E. Smith	200.00*
James Tintera	25.00

*Teaching classes during fall term.

\$5000 from

Mrs. Ellen E. Fox to be added to

Brown Scholar. \$15.02 to be added Ryukyus

\$4000 Bd. Sup. Delta Co.

\$4000 Bd. Sup. Midland Co.

\$4000 Bd. Sup. Marquette Co.

5. Grant of \$5000 from Mrs. Ellen E. Fox of Deerfield Beach, Florida, to be added to the W. R. Brown Scholarship fund.
6. Grant of \$15.02 from the Lions Club of Inrosa, Michigan, to be added to the Ryukyus Foundation Loan Fund.
7. Grant of \$4000 from the Board of Supervisors of Delta County to be used by the Cooperative Extension Service for the employment of a Home Demonstration Agent in Delta County.
8. Grant of \$4000 from the Board of Supervisors of Midland County to be used by the Cooperative Extension Service for the employment of a 4-H Club Agent in Midland County.
9. Grant of \$4000 from the Board of Supervisors of Marquette County to be used by the Cooperative Extension Service for the employment of a 4-H Club Agent in Marquette County.

ADDITIONAL ITEMS, continuedMiscellaneous, continued

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| <p>10. Grant of \$4000 from the Board of Supervisors of Genesee County to be used by the Cooperative Extension Service for the employment of a County Agricultural Agent in Genesee County.</p> | <p>\$4000 rec'd from Genesee Co.</p> |
| <p>11. Renewal of a memorandum of agreement with Libbey-Owens-Ford Glass Company of Toledo, Ohio, covering a grant of \$4250 to be used under the direction of A. W. Farrall in Agricultural Engineering for the study of the value of insulating glass used in winter housing of swine. The agreement provides for a special graduate research assistant if needed.</p> | <p>\$4250 from Libbey-Owens Ford.</p> |
| <p>12. Approval of a memorandum of agreement with Bowman Feed Products, Inc. of Holland, Michigan, covering a grant of \$500 to be used under the direction of P. J. Schaible in Poultry Husbandry to determine the relative yolk-pigmenting values of different xanthophylls when fed to hens as dehydrated alfalfa meal, chlorophyll byproducts, annato byproducts.</p> | <p>\$500 from Bowman Feed Prod.</p> |
| <p>13. Approval of a memorandum of agreement with Eastman Chemical Products, Inc., of Kingsport, Tennessee, covering a grant of \$500 to be used under the direction of Paul Harmer in Soil Science for financial support on a bulletin on "Minor Elements".</p> | <p>\$500 from Eastman Chemical Prod.</p> |
| <p>14. Renewal of a memorandum of agreement with the American Institute of Park Executives of Chicago covering a grant of \$200 to be used under the direction of A. T. Wilcox in Land and Water Conservation to support the cooperative program for the development of technical literature in the park management field.</p> | <p>\$200 from Am. Inst. Park Executives</p> |
| <p>15. Approval of a memorandum of agreement with the Detroit Arsenal of Centerline, Michigan, covering a grant of \$30,000 to be used under the direction of J. W. Donnell in the School of Engineering to collect and abstract articles on a classified secret government contract.</p> | <p>\$30,000 from Detroit Arsenal</p> |
| <p>16. Approval of a memorandum of agreement with T. A. Crane, Limited, of Toronto, Ontario, covering a grant of \$2500 to be used under the direction of J. R. Snell in Civil Engineering to pay for installation, operation, and minor alterations of a new type pilot scale digester.</p> | <p>\$2500 from T.A.Crane</p> |
| <p>17. Renewal of a memorandum of agreement with the Shell Chemical Corporation, Agricultural Chemicals Division, of Denver, Colorado, covering a grant of \$1000 to be used under the direction of Ray Eutson in Entomology in a study of the utilization of aldrin, dieldrin, isodrin, and endrin for insect control, particularly against soil infesting insects and insects affecting crops.</p> | <p>\$1000 from Shell Chem. Co</p> |
| <p>18. Grant of \$5500 from Research Corporation of Chicago to be used under the direction of C. D. Hause and H. C. Allen, Jr. in Physics and Astronomy to supply equipment and research assistants to further the investigation of the near infrared spectra of certain molecules. Special graduate research assistants are provided for.</p> | <p>\$5500 from Res. Corp.</p> |
| <p>19. Renewal of a memorandum of agreement with Sharp & Dohme, Division of Merck & Company, Inc., of West Point, Pennsylvania, covering a grant of \$1000 to be used under the direction of A. R. Drury in Surgery and Medicine in an evaluation of pancreatic dornase and antibacterial substances that may be useful in the treatment of bovine mastitis.</p> | <p>\$1000 from Sharp & Dohme</p> |
| <p>20. Grant of \$10,000 from the Inter-Industry Highway Safety Foundation of Detroit to be used under the direction of E. L. Harden in Continuing Education to continue the program of driver education now in process.</p> | <p>\$10,000 from Inter-Industry Highway Safety Found.</p> |
| <p>21. Grant of \$6000 from the National Association of Educational Broadcasters of Urbana, Illinois, to be used under the direction of R. J. Coleman at Radio Station WKAR for the development and production of a series of 13 radio programs for distribution over NAEB tape network. The title of the series is "Great Lakes - Pathway to Progress".</p> | <p>\$6000 from Nat. Assoc. of Educ. Broad.</p> |
| <p>22. Grant of \$2000 from the Automobile Club of Michigan of Detroit to finance scholarships in the Continuing Education Police Training Program.</p> | <p>\$2000 from Automobile Club-Det.</p> |
| <p>23. Approval of granting of appropriatedegrees to those students who according to the records of the Registrar have completed the requirements for graduation at the end of the fall term 1953. (List on file in Registrar's Office.).</p> | <p>Degrees granted end fall term '53</p> |
| <p>24. Recommendations from Mr. McDonel for the following work to be done and charged to Alterations and Improvements 1953-54:</p> <p>a. New sanitary sewer for the Administration Building at an estimated cost of \$600.</p> <p>b. Installation of a sink in Room 334 Giltner Hall with hot and cold water and drain at an estimated cost of \$340. This is for the use of the Department of Nursing Education.</p> <p>c. Sliding door on a closet in the house occupied by Sino Niemala at an estimated cost of \$75.</p> <p>d. Assignment of three rooms on the third floor of Ward B. Wells Hall to the National Project in Agricultural Communications for additional office and work space. The estimated cost to renovate the rooms is \$970.</p> | <p>Several jobs approved on Alterations and Improvements.</p> |
| <p>25. Special appropriation of \$1925 to purchase thirty- 4-drawer files to house the original Harvard growth data which has been received in the Child Development Laboratory.</p> | <p>\$1925 approp. to purchase 4-drawer files for Ch Dev Lab</p> |
| <p>26. Appropriation of \$6500 for the Forestry Department to purchase one million 3-0 red pine seedlings. It is planned to sell all of these trees prior to the close of this fiscal year at a price which will more than cover the cost of the trees.</p> | <p>\$6500 approp For. to purchase one million 3-0 pine seedlings</p> |

ADDITIONAL ITEMS, continued

Miscellaneous, continued

Arrangements approved for payment of Mr. Calder on library.

27. Mr. May recommends that in accordance with the usual procedure Mr. Ralph Calder, the architect on the library, be paid the balance of the first 3 per cent of the contract price of the library for the plans and specifications. He has previously been paid \$90,000, the amount borrowed from the federal government some years ago to permit the preparation of plans on this building. It was then estimated that the building would cost approximately \$3,000,000. The sum now authorized will be an advance from funds eventually to be received from the State.

Recommendations approved re: M. S. C. Press, royalties

28. The Board of Directors of the Michigan State College Press recommends the substitution of the following schedule covering the payment of royalties to be effective January 1, 1954, for the one now in effect:

Schedule A

No royalties shall be paid on any publication until the Press has recovered all its costs of that particular publication.

All royalties shall be based on the retail sale price of the book, except that on all books sold for export, a royalty of 5 per cent on the net price received shall be paid.

No royalties shall be paid on any book unless the manuscript has been approved by the Editorial Committee.

On all books published in the Educational List, a royalty of 10 per cent shall be paid on books priced at \$1 or over. A royalty of 5 per cent shall be paid on all books published at 99 cents or less.

On all other books published under an agreement to pay royalties, a sliding scale of royalties shall be established and paid, effective with the first copy sold. The royalty upon such books shall be 10 per cent on the first 3500 copies, 12 $\frac{1}{2}$ per cent on the second 3500 copies, and 15 per cent thereafter.

The President suggests the following additional paragraph:

When a textbook is produced as a departmental project utilizing the time of staff members as a part of their responsibility to the College, royalties are to be paid to the department for use in improving the quality of the department's work through research, improved teaching methods, etc.

Vacation plan approved for non-academic employees

29. The following vacation plan is recommended for all regular, full-time, non-academic employees of Michigan State College who are not already receiving one month's vacation per year, effective January 1, 1954:

<u>Years of Service</u>	<u>Vacation Allowance</u>
6 months	5 working days
1 - 5 years	10 working days per year
5 - 15 years	15 working days per year
15 or more years	20 working days per year

The exception to the above general rule will be made for all non-academic employees who are already receiving one month's vacation per year. It is not the intent of this vacation plan to reduce any vacation allowances that have been already established. Also, all regular, full-time, non-academic employees, working in the dormitories and food services and other units who work only during the school year will have their vacation limited to a maximum of two weeks, regardless of the number of years of service.

This vacation plan will approximate the vacation plan of the State Civil Service System. A comparison of the recommended vacation plan for Michigan State College non-academic employees with the State Civil Service System is outlined below:

<u>Years of Service</u>	<u>Vacation Allowance</u>
6 months	6 $\frac{1}{2}$ working days
1 - 5 years	13 working days per year
5 - 10 years	15 working days per year
10 - 15 years	17 working days per year
15 or more years	19 working days per year

Approval of fee schedule for 1954 summer school

30. Mr. May recommends the following fee schedule for the 1954 summer school:

<u>Credits</u>	<u>Resident Fee</u>	<u>Additional Non-Resident Fee</u>	<u>Total Non-Resident Fee</u>
1 - 5	\$15	\$27	\$42
5 $\frac{1}{2}$ - 10	30	45	75
10 $\frac{1}{2}$ - 14	42	60	102
14 $\frac{1}{2}$ - and over	55	75	130

The only changes in the schedule relate to the out-of-state fee which has been increased from \$37 to \$45 for students carrying from 5 $\frac{1}{2}$ -10 credit hours and in increasing the out-of-state fee to \$60 for students carrying 10 $\frac{1}{2}$ -14 credit hours. These changes will bring the out-of-state schedule in line with fees charged during the regular academic year.

31. Secretary McDonel reported on the completion of a new agreement with Manson and Carver with reference to the construction of additional married housing for students.

ADDITIONAL ITEMS, continued

Miscellaneous, continued

31. Additional married housing for students, continued:

Manson and Carver are retained to do the architectural work on this project at a fee of 2% of the contract price excluding equipment, site work, etc. Professor Lautner met with the Board and presented his recommended site layout for this project. It was approved by the Board.

Manson & Carvery retained for additional married housing

Report of Dir. Varner re: agric. marketing program.

32. Mr. Varner, Director of Extension, appeared before the Board to report on the development of the agricultural marketing program with the Governor's Office and the farm organizations of the State.

Big Ten Schools

33. The President reported that the Big Ten Schools have tentatively agreed to participate in a joint study of educational costs in cooperation with the University of California and one or two additional non-public universities. This project has been worked out by the representatives of the universities involved and will be controlled by a committee including a representatives of the business office and of the academic viewpoint of each institution.

partic. in project re: educational costs.

The Board authorized the participation of Michigan State College in this project.

Present lib. to be converted to house Museum Approp. \$1000 for coop. project re: int. understanding.

34. The President recommended that the present library building be converted to house the college museum when it is possible to move the library into the building now under construction.

35. Dean Combs recommended an appropriation of \$1,000 to permit the participation of Michigan State College in a cooperative project with Yale, Columbia, Colgate, Michigan, the Carnegie Endowment and others surveying potentialities in universities in promoting international understanding.

On motion of Mr. Akers, seconded by Mr. Mueller, it was voted to approve the Additional Items.

36. Communication from the Lansing Chamber of Commerce:

Communication from Lansing Chamber of Commerce re: record achieved by football team.

"The Directors of the Lansing Chamber of Commerce are greatly impressed by the remarkable record achieved by the Michigan State College Football Team over the past few years, culminating in the winning of the Co-championship of the Western Conference, and their selection as Rose Bowl Representatives on January 1, 1954. They have accordingly instructed us to write you expressing their sincere compliments for the remarkable achievement of yourself and your athletic staff.

"Our Directors believe that untold benefits and prestige for the entire community have accrued from these accomplishments and wish to give due credit to you, to Athletic Director Ralph Young, to Dean Edgar Harden, to Coach Biggie Munn, to his staff of coaches, and to every member of the Football Squad.

"They believe, too, that this fine record has been achieved without in any way affecting the high educational standards which has characterized Michigan State College for many years

"The Directors offer their hearty thanks and congratulations and are confident of still further success and prestige when the team makes it first appearance in the Rose Bowl on January 1.

Respectfully submitted,

LANSING CHAMBER OF COMMERCE
/s/ William J. Porter, Jr.
President
/s/ C. W. Otto
Secretary-Manager."

Television programs to be instigated Jan. 15, 1954

37. The Board was reminded of the plans to instigate our television programs on January 15th and decided to hold the formal Board meeting on January 15th at 2:00 p.m. rather than at 10:00 a.m. to permit the Board to participate in a dinner and program that evening.

Chairman Brody presented gift to Dr. Smith on retirement from Board.

38. Chairman Brody presented to Dr. Connor D. Smith on behalf of the Board and the College a beautiful sterling silver bowl engraved as follows:

"Connor D. Smith
Member State Board of Agriculture
May 1950 - January 1954
In appreciation
Michigan State College"

which was accepted by Dr. Smith with appropriate remarks.

Small cafeteria or small buffet to be constructed in room 34 Kellogg Center.

SPECIAL MISCELLANEOUS

1. Recommendation from Mr. May and Mr. McDonel for the construction of a small cafeteria or buffet in Room 34 at the north end of the ground floor of the Kellogg Center at an estimated cost of \$25,000, to be financed from earnings of the Kellogg Center.

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

SPECIAL MISCELLANEOUS, continued

Approval of new formula for computing retirement pensions

2. The rate of compensation under our retirement plan has been changed from time to time as blanket adjustments have been given to retired employees as well as regular employees so that it is practically impossible for an employee to calculate what his retirement pension will amount to. The retirement committee recommends to the Board that a simplified formula for determining retirement compensation be substituted for the present formula. The new formula recommended is 1 per cent for each year's service for the first 10 years and 2 per cent for each year's service after the first 10 years with the maximum retirement benefit raised from the present level of \$2825 to \$3000.

Mr. May has calculated the difference in cost of the new formula as compared to the present one and has included in the study all employees who will be eligible to retire in the next 5 years. There are a total of 110 of them. The total retirement cost under the present plan would be \$251,571. Under the new formula without a change in the maximum salary, the cost will be \$252,972. The change in the maximum will increase this slightly.

Approval of retirements of -

Harry Barnett
Wilda Bolles
Bruce Hartsuch
Harry Kelley
Alice Leathers
Wm. Murphy
Barney Slayton

On motion of Mr. Mueller, seconded by Mr. Brody, it was voted to approve the above recommendation, effective July 1, 1954.

3. It has been customary for the Board to act on the retirements to be effective at the end of the fiscal year at the December Board meeting. The Retirement Committee recommends that the Board vote formal retirement with the appropriate emeritus title to be effective July 1, 1954, for the following:

	<u>Department</u>	<u>Date of Birth</u>	<u>Date of Employment</u>	<u>Basic Retirement Salary</u>
Harry Barnett	Foreign Languages	10-28-88	9-1-27	\$2791
Wilda F. Bolles	Social Work	5-3-89	9-1-36	1456
Bruce Hartsuch	Chemistry	12-23-88	9-1-11	3000
Hattie Ingram	Bldgs. & Utilities	9-2-88	7-1-28	975
Harry L. Kelly	Barracks Apartments	4-16-89	1-1-38	708
Alice Leathers	Foreign Languages	12-2-88	1-1-25	2185
William Murphy	Extension Service	7-16-88	4-1-27	2730
Barney Slayton	Military	9-18-88	9-1-36	776

Retirement furloughs for A.A. Applegate
C.L. Brattin
R.H. Young
July 1, 1954
and retirement effective July 1, 1955

Retirement furlough for the following department heads, effective July 1, 1954, with retirement effective July 1, 1955:

Albert A. Applegate	Journalism	9-9-89	1-1-36	3000
Claud L. Brattin	Engr. Draw.	12-24-89	9-1-20	3000
Ralph H. Young	Phys. Ed. Men	12-17-89	9-1-23	3000

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

Extension of leave of absence for President Hannah for 6 mos. approved to act in post of Assistant Secretary for Manpower and Personnel

4. Communication from the Secretary of Defense to Mr. Brody as Chairman of the Board:

"Dear Mr. Brody:

"I want to take this opportunity to express the appreciation of President Eisenhower and myself for the action of the Board in granting a leave of absence to Dr. John A. Hannah, which has enabled him to accept his present post as Assistant Secretary of Defense.

"As you know, Dr. Hannah has the responsibility of the post of Assistant Secretary for Manpower and Personnel and is responsible for the development of plans and policies in that field for the Department of Defense.

"I know that you are aware of our great concern regarding the proper utilization of manpower, both civilian and military, and of the tremendous problems we are faced with in this regard. At the present time the total personnel in the Department of Defense world wide approximates five million men and women.

"During the coming session of Congress we expect to be faced with many legislative problems in this area and feel that Dr. Hannah's great ability, together with the knowledge and experience he has gained during the past year, makes it vital that he continue to head this office during their presentation to Congress, since he has directed the formulation of the policies and legislation which will be under consideration.

"The President joins with me in requesting the Board to extend Dr. Hannah's leave of absence for an additional six months in order that he may see our present programs through the next session of Congress.

"I enjoyed my visit last week with several of the members of the Board prior to the Michigan State - Michigan Game, as well as the opportunity to watch that fine Michigan State team in action.

"With kindest regards, I am

Sincerely,

/s/ C.E. Wilson"

On motion of Dr. Smith, seconded by Mr. Brody, it was voted to grant the request of Mr. Wilson and to extend the leave for President Hannah for not to exceed an additional six months, under the same terms as at present. It is understood that President Hannah is to have such time as is necessary in East Lansing to carry on the essential activities of the president's office during this additional period.

SPECIAL MISCELLANEOUS, continued

- 5. Report of the death of Kim Sigler, College Attorney, in an airplane accident on November 29th, 1953.

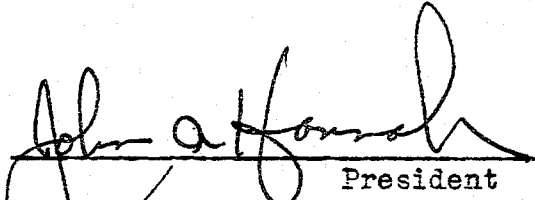
On motion of Mr. Mueller, seconded by Mr. Brody, in view of the excellent service rendered to the College by Sigler, Anderson and Carr and particularly Leland W. Carr, Jr., it was voted to continue the contract in effect with this firm as college attorneys.

Report of death of Kim Sigler

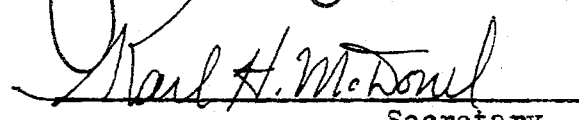
Firm of attorneys Sigler, Anderson & Carr to be retained by Board.

The Board adjourned after luncheon in the Union Building.

The next meeting will be held Friday, January 15th, at 2 p.m.



 President



 Secretary