

- 15. A request was made by the Secretary to transfer from the Building Improvement fund the sum of \$1500 for the purpose of extending the walk from the Physics Department to the Gymnasium and also build a walk in front of the Old Library Building and make other necessary repairs.

On motion of Mr. McColl, it was voted to allow the Secretary's request.

- 16. On motion of Mr. McPherson, it was voted that a correction in the budget be made to take care of the raises voted Mr. Kobs and Mr. Heppinstall in the Athletic Department.

Correction in budget to take care of raises for Kobs and Heppinstall.

THE NEXT MEETING OF THE BOARD WILL BE HELD NOVEMBER 14 AT 9:00 A.M. IN THE PRESIDENT'S OFFICE.

THE MEETING ADJOURNED AT 5:00.

Robert B. Shaw
President

Herman Halladay
Secretary

MINUTES OF THE
MEETING OF THE STATE BOARD OF AGRICULTURE
December 19, 1928

THE MEETING WAS CALLED TO ORDER AT 9:00

Present: President Shaw, Mrs. Stockman, Messrs. Brody, McColl, McPherson, Gowdy, Superintendent Pearce and Secretary Halladay.

Absent: Mr. Watkins

The minutes of the previous meeting were approved without reading, having been in the hands of the Board members.

TRAVEL AUTHORIZATION

Travel
Authorization

- 1. Request for travel delegation for list of 32 staff members, with expenses as indicated, who attended International Life Stock Exposition in Chicago.

On motion of Mr. McColl, it was voted to approve the above travel delegations as contained in the report which is to be placed on file.

- 2. Correction of the minutes of the Board Meeting of November 14th to show allowance of \$50.00 instead of \$25.00 per member of the Live Stock Judging Team for trip to Kansas City American Royal Exposition.
- 3. Request of Dr. Olin to attend meeting of the Medical Directors and Directors of Physical Education at New Orleans, Louisiana the week of December 26th to 29th with all expenses.
- 4. Approval of travel delegation with expenses not to exceed \$55.00 for Dr. Kimball who attended the meeting of the American Physical Society held at Minneapolis during the Thanksgiving vacation. Dr. Kimball presented a research paper on "Entropy and Probability" at this meeting.
- 5. Request of Director Young to attend Athletic meetings at New Orleans Louisiana, December 26th to 29th, with recommendation that Harry G. Kipke and L. L. Frimodig and A.J. Clark also be delegated to attend. Expenses to be taken partly from Athletic Association funds and partly from the budget of the Physical Education Department.

On motion of Mr. Brody, it was voted that the expenses of Mr. Young, Coach Kipke and Dr. Olin be paid and that travel expenses only be given to the other members of the party.

- 6. Request of Dr. H. R. Hunt that two members of his staff, S. G. Bergquist and himself, be allowed expenses in attending the coming meeting of the American Association for the Advancement of Science at New York City during the Christmas holidays. Estimated cost, \$148.00.

It was voted to allow travel expenses only for Dr. Hunt and Prof. Bergquist.

- 7. Request of Miss Helen D. Grimes for travel authorization with expenses, to attend the Women's Division of the National Athletic Federation meeting in New York City, January 3rd, 4th and 5th.

It was voted to allow travel expenses only for Miss Grimes.

- 8. Request of Professor Pettit to attend three national conferences to be held at the Bureau of Entomology, Washington, D. C. on January 2nd and 3rd, with all expenses paid.

It was voted to allow all expenses for Professor Pettit.

9. Request of Dean Bessey for travel authorization for himself and Dr. E. F. Woodcock to attend National Scientific Society meetings in New York City, during the Christmas vacation, expenses not to exceed \$75.00 for both.
10. Request of Prof. Chapman for allowance of \$150.00 for the expenses of five members of the Physics Department to attend the American Physical Society meeting in affiliation with the American Association for the Advancement of Science to be held in New York City, December 27th to 31st.
11. J. E. Kotila to attend the meeting of the American Association for the advancement of Science in New York City, December 27th to 29th. Dr. Kotila will appear on the program. Expenses for transportation only asked same to be paid from Botany Experiment Station funds.
12. Mr. Ray Nelson to attend above meeting with transportation expenses only from Botany Experiment Station funds.
13. Mr. Stanley Johnston, American Horticultural Science Meeting in New York City, December 27th to 29th, transportation expenses only, from South Haven Experiment Station funds. Mr. Johnston appears on the program.
14. W. C. Dutton to attend American Society for Horticultural Science in New York City, December 27th to 29th, with transportation expenses only from Experiment Station funds. Mr. Dutton is to appear on the program.
15. Dr. G. A. Scholl, American Farm Economics Association meeting in Chicago, December 26th to 29th, transportation only, from Experiment Station allotment.
16. C. S. Dunford to American Economics Association meeting in Chicago, December 27th to 29th with expenses.
17. E. A. Gee, American Economics Association meeting and American Association of University Instructors in Accounting meeting in Chicago December 26th to 29th with usual allowance.
18. Mr. R. Wyngarden, American Economics Association meeting in Chicago, December 26th to 29th, with expenses allowed.
19. Dr. Hedrick American Economics Association Conference in Chicago, December 26th to 29th.
20. Dr. William Haber, American Economics Association Conference in Chicago, December 26th to 29th.
21. Request of R. V. Gunn and H. A. Berg of the Department of Farm Management to attend the American Farm Economics Association meeting in Chicago December 27, 28, and 29th with transportation and one pullman fare paid.

It was voted that a limit of \$125 be allowed to cover expenses of #15, 16, 17, 18, 19, 20 and Mr. R. V. Gunn's in #21.

22. F. T. Riddell, American Farm Economics Association meeting at Chicago, December 26th to 29th, with transportation expenses paid from Experiment Station funds.
23. E. B. Hill, American Farm Economics Association meeting at Chicago, December 27th to 29th, with expenses paid.

It was voted to allow a sum not to exceed \$50.00 for travel expenses of H. A. Berg in #21, and of Mr. Riddell and Mr. Hill in #22 and #23.

24. Mr. E. E. Down, American Association for the Advancement of Science, New York City, December 26th to January 1st, with transportation expenses (fare and pullman).
25. H. C. Moore, Potato Association of America December 27th to 29th, with expenses paid. Mr. Moore is Secretary of this Association.

It was voted to allow travel expenses only for Mr. Moore.

26. Request for four members of the English Department to attend the meeting of the Modern Language Sessions of the N. E. A. to be held in Toronto during the holiday vacation, total expenses probably not to exceed \$125.00. Request for two members of the English Department to attend annual meeting of the National Speech Association, Chicago, three days of Christmas vacation.
27. C. R. Hoffer, American Sociological Society to be held at Chicago, December 26th to 29th.
28. Dr. Mumford, American Sociological Society to be held at Chicago, December 26th to 29th.
29. J. F. Thaden to attend same as above. Amount allowed to be divided equally between members allowed to attend.

It was voted that a sum not to exceed \$50.00 be allowed for the expenses of Dr. Hoffer, Dr. Mumford and Prof. Thaden requested in #27, #28, #29.

30. G. W. Putnam's expense account to Chicago on December 6th to attend conference of representatives of Railroads and Development Bureaus.
31. R. Wayne Newton, American Farm Bureau Meeting at Chicago, Expenses if trip is made by him.

32. Authorization of representation, Department of Education, on account of American Vocational Association, Philadelphia, December 13th and 14th. Also the National Educational Association, Cleveland, in February. Also a meeting called by the Federal Board in Chicago in April. Request is made by B. A. Walpole.
33. Request for transportation expenses for W. L. Mallman to attend the Society of American Bacteriologists in Richmond, Virginia, December 27th.

It was voted to allow travel expenses only for Mr. Mallman.

34. Request of Dr. Grove to be allowed to attend the American Mathematical Society at Chicago, December 31st with expenses paid. He will present a research paper at this time.

On motion of Mr. Brody, it was voted to allow travel expenses only for Dr. Grove.

35. George E. Starr, conference New York City, December 27th, U.S.B.A. Experiment Station Specialists, etc.

On motion of Mr. Brody, it was voted that all requests for delegation and travel be allowed as discussed by the Board and as noted above.

RESIGNATIONS

Resignations

1. Louis H. Matthias, County Club Agent for Hillsdale County, to take effect Nov. 30.
2. Kathryn Powers, stenographer, Home Economics Department, effective December 31, 1928.
3. C. E. Slaughter of the Engineering Experiment Station, effective Jan. 1, 1929.
4. Mrs. Ethelyn M. Clay, clerk in Dean Ryder's Office, effective Oct. 31, 1928.
5. Len W. Feighner, Rural Press Specialist, Extension Department, effective Dec. 31, 1928.
6. Dr. G. W. Coons, Botany Department, effective May 1, 1929.
7. Clara Graves, Home Economics Extension Specialist, effective Dec. 31, 1928.
8. Mrs. Ruth Featherly Schubert, Assistant State Club Leader, effective Dec. 31, 1928.
9. Mr. John D. Martin, County Agricultural Agent, Sanilac County, effective Dec. 31, 1928.
10. Mr. A. B. VanSchoik, County Agricultural Agent, Lenawee County effective Dec. 1, 1929.
11. E. D. McLean, half-time graduate assistantship in mechanical engineering, effective January 1, 1929. (Declined acceptance of previous appointment.)

On motion of Mr. McColl, it was voted to accept the above resignations.

LEAVE OF ABSENCE

Leave of
Absence

1. Professor Osee Hughes, Home Economics Department requests leave of absence during spring term of 1929, for purpose of study on full pay.

On motion of Mr. McColl, it was voted to approve the above request for leave of absence.

APPOINTMENTS

Appointments

1. Appointment of Carleton J. Colvin as freshman basketball coach for the 1928-29 season at a salary of \$100.00 to be paid from the Athletic Association salary budget.
2. Appointment of Frank R. Hoercher, as Instructor in Physical Education and Coach, effective January 1, 1929, at a salary of \$225.00, present salary, to fill vacancy left by resignation of W. Sterry Brown.
3. Change of title of Mr. R. H. Wedgeworth, Department of Botany, from Research Associate in Plant Pathology to Research Assistant in Plant Pathology.
4. Appointment of E. F. Eldridge to succeed C. E. Slaughter in Engineering Experiment Station at a salary of \$2,000 per year beginning January 1st, 1929 and extending to August 31st, 1929.
5. Appointment of Mr. Herbert A. Wood, of Bangor, to succeed Mr. Feighner who resigned January 1st, to fill out the balance of the current fiscal year, at the same salary that Mr. Feighner received.
6. Appointment of Mrs. Mary Clewley as clerk in the Division of Liberal Arts, to succeed Mrs. Ethelyn Clay, at the same salary per year of \$1200, effective November 1, 1928.
7. Report appointment of Mr. Harm Drewes of Utrecht, Holland, to research professorship in connection with Botanical Department of the Institution.
8. Continuance of Mr. B. R. Proulx as assistant in the office of the Dean of Liberal Arts throughout the balance of the fiscal year beginning January 1, 1929.
9. Appointment of Professor H. B. Dirks as acting Dean of Engineering during the absence of Dean Bissell, with an increase of \$100 per month on salary while acting in this capacity.
10. Appointment of L. B. Thomas as County Agricultural Agent for Lake County, effective February 1, 1929, at a salary of \$2400 from Capper-Ketcham funds.

11. Appointment of Edward L. Hammond as County Agricultural Agent for Benzie County, effective January 1, 1929 at a salary of \$2400 from Capper-Ketcham funds.
12. Appointment of Carol Hart as County Agricultural Agent for Sanilac County effective January 1, 1929 at a salary of \$3,000 of which \$1800 is to be paid from Federal Smith-Lever funds and the balance from county funds.
13. Appointment of Ralph Trafelet as County Agricultural Agent for Osceola County, effective January 1, 1929 at a salary of \$2400 all from Capper-Ketcham funds.
14. Appointment of Peter Hoekzema as County Club Agent for Lenawee County, effective January 1, 1929, at a salary of \$3,000 of which \$1800 is to be paid from Capper-Ketcham funds, and the remainder from county funds.
15. Appointment of Miss Eunice Anderson as Home Demonstration Agent for Lenawee County, effective January 1, 1929, at a salary of \$2300 per year with \$1800 charged to Capper-Ketcham funds.
16. Appointment of Myrtle VanHorne as Home Demonstration Agent in Ingham County at a salary of \$2200 effective December 1, 1928.
17. Appointment of Miss Olga Bird as Home Demonstration Agent in Jackson County at a salary of \$2200, effective December 1, 1928.
18. Appointment of Paul M. Barratt as County Agricultural Agent for Cheboygan County, at \$3,000 per year, effective January 1, 1929 with \$2400 per year from Capper-Ketcham funds.
19. Appointment of Mrs. Ann H. Lynde as Extension Specialist in Child Care and Training effective February 1, 1929 at \$2760, Capper-Ketcham funds.
20. Appointment of Miss Evelyn Turner as Extension Specialist in Home Management at \$2000, effective January 15th, 1929.
21. Approval of trip from Indianapolis, December 12, by Mrs. Lynde at request of college for interview, with all expenses.
22. Request for authorization to replace L. C. Cochran, Graduate Assistant in Botany should he be unable to continue his work because of a serious automobile accident injury.
23. Appointment of Miss Helen Davis as stenographer in office of Purchasing Agent at a salary of \$1380, effective December 1, 1928.
24. Appointment of Miss Frances Doyen, as stenographer in office of Purchasing Agent at a salary of \$1100.00 effective December 1, 1928.
25. Appointment of Rex Filkins as stock clerk at Creamery at the salary of \$1080 per year effective December 1, 1928.
26. Appointment of Mr. Wayne Dennis as instructor of Psychology and Philosophy from January 1, 1929 to June 30 at the rate of \$222.22 per month with additional remuneration for Summer School services if it is necessary to employ him.

On motion of Mr. McColl, it was voted to approve the above appointments.

MISCELLANEOUS

Report on Pre-Med. or Pre-Dent. courses deferred.

1. Report of the committee on Applied Science course of study, recommending the granting of the B. S. Degree to students at Medical or Dental Colleges after Pre-Medic or Pre-Dental courses at Michigan State College.

On motion of Mr. Brody, it was voted to defer action until the January meeting.

Additional pay for E.L. teachers for service as critics approved.

2. Request from Dean Ryder for additional pay for teachers in East Lansing public schools who have acted as critic teachers without special contracts, including this service as follows:

Mr. H. Smith, History	\$225.00
9 students at \$25.00	
Miss Beulah Rundle, English	100.00
4 students at \$25.00	
Miss Catherine Hobbs, French	50.00
2 students at \$25.00	
Mr. R. J. MacVean, Economics	25.00
1 student at \$25.00	
Miss Margie Feeney, Phys. Ed.	25.00
1 student at \$25.00	
	<u>\$425.00</u>

On motion of Mrs. Stockman, it was voted that the teachers should receive the additional pay.

3. Report on the status of the salaries of Kobs and Heppinstall.

On motion of Mr. McPherson, it was voted to defer the matter until the next meeting.

4. Report of committee on out of state travel.

Report was not received.

5. Recommendation of Dean Cox and G. W. Putnam relative to purchase of property directly opposite the Experiment Station at Chatham.

On motion of Mr. Gowdy, it was voted to leave the matter with Mr. Halladay to negotiate for the purchase of property opposite the Experiment Station at Chatham.

6. Report on the appointment of an Advisory Council in connection with the Beal Botanical Garden.

On motion of Mr. McPherson, it was voted to refer the matter to the Buildings and Grounds Committee.

7. Report on proposed courses in geography and English involving the addition of two members to the teaching staff.

On motion of Mr. Gowdy, it was voted to defer the matter until the January meeting.

8. Request of Benjamin F. VanAlstyne for special privileges in the matter of taking more work than the regulations allow while in the employ of the institution.

On motion of Mr. McColl, it was voted to defer the matter to the January meeting.

9. Recommendation of Dean Ryder for additional remuneration of \$200 per year for Mrs. Byers, Critic teacher in East Lansing School making a total salary of \$2800 per year.

On motion of Mr. Brody, it was voted to approve the above.

ITEMS FOR CONSIDERATION FROM OFFICE OF THE SECRETARY

1. Report on Basketball floor by Mr. McColl and Mr. Lavers.

On motion of Mr. McColl, it was voted to defer the matter until more information could be secured relative to construction and advisability.

2. Request of the Sphinx Society to be allowed to sell candy in various buildings.

On motion of Mr. Gowdy, it was voted that vending or selling on the campus shall be confined to societies or departments connected with the college unless such vending or selling is of a charitable nature and in any case, permission shall first be granted by the Administrative Officers.

3. Dr. Olin's request for assistance.

On motion of Mrs. Stockman, it was voted to allow Dr. Olin additional assistance for the winter term at a salary not exceeding \$200 per month.

4. Bradford & Company asks for settlement of a bill for goods purchased by the Blue Key.

On motion of Mr. Gowdy, it was voted that a settlement of a bill for \$175. be made with Bradford & Company and that the amount be taken from the Contingent Fund.

5. Transfer of funds for Military Department.

On motion of Mr. Brody, it was voted to refer the above matter to the President and Secretary with power to act.

6. Request for additional appropriation for Tool Barn.

On motion of Mr. McPherson, it was voted that the necessary amount be set apart to complete the Tool Barn.

7. Recommendation of Mr. Lavers that Mr. William Kitchen be placed on the salary payroll at a salary of \$2,220 per year as foreman of the painting department and that Mr. Howard be placed in charge of sign painting, effective December 1, 1928.

On motion of Mr. McPherson, it was voted to make the changes recommended by Mr. Lavers.

8. Question of fees for Miss Dorothy McKasson.

On motion of Mr. McPherson, it was voted that Miss McKasson be required to pay only the resident fees.

9. Request for service from Alumni Association in putting on the Annual Football Banquet.

On motion of Mr. Brody, it was voted to pay the amount, charged the Alumni for service rendered through the service department, from the Contingent Fund.

Salaries of
Kobs & Heppin-
stall -
deferred.

Report of
Comm. on Out
of State travel
not received.

Purchase of
property opp.
Exp. Sta. at
Chatham ref.

to Mr. Halladay
Appt. of Adv.
Council for
Beal Bot. Garden
ref. to
Bldgs. & Gds.
Committee

Report on
courses in GEN
& Eng.
deferred

Request of Mr.
VanAlstyne for
spec. privileges
of taking more
work while in
employ here.

Additional
remuneration
for Mrs. Byers

Report on
Basketball
floor deferred
for further
information.

Request of
Sphinx Society
to sell candy in
buildings.

Vending & Sell-
ing confined
to dep. or
societies.

Dr. Olin's
request for
assistance
approved.

Bradford & Co.
bill to be
paid from Con-
tingent Fund.

Transfer of
funds for Mil.
Department ref.
to Pres. &
Secretary.

Request for
add. approp.
for Tool Barn
approved.

Kitchen placed
on salary pay-
roll.
Howard in chge
of sign painting

Fees for
Dorothy McKasson

Req. for service
from Alumni
Asso. in putting
on Foot ball
Banquet, charg-
ed to Contin-
gent Fund.

Request of Mr. Lavers to put fence around salvage yard.

Monday before Christmas Institutional holiday

Acceptance of deeds to

Kellogg Farm ref. to Adv. Com. Sec. & Dean of Ag.

F. W. Owen granted A.C. Burnham Scholarship in Life Planning.

10. Request from Mr. Lavers to put a fence around the salvage yard west of present shop building at an expense of \$800.00.

On motion of Mr. McPherson, it was voted to refer the matter to the Buildings and Grounds Committee.

On motion of Mr. Brody, it was voted that the Monday before Christmas be declared an institutional holiday for this year only.

On motion of Mr. McPherson, it was voted that the matter relative to the acceptance of deeds to the Kellogg Farm be referred to the Advisory Committee, the Secretary and the Dean of Agriculture.

On motion of Mr. Brody, it was voted that Mr. F. W. Owen, a graduate assistant in the Department of Sociology be given the A. C. Burnham Scholarship in Life Planning to take effect with the beginning of the Winter Term, 1929.

THE NEXT MEETING WILL BE HELD WEDNESDAY, JANUARY 16, 1929 at 9 A.M. IN THE PRESIDENT'S OFFICE.

The meeting adjourned at 2:30.

Robert S. Shaw
President
H. S. Halladay
Secretary

MINUTES OF THE
MEETING OF THE STATE BOARD OF AGRICULTURE
January 16, 1929

THE MEETING WAS CALLED TO ORDER AT 9:00

Present: President Shaw, Mrs. Stockman, Messrs. Brody, McColl, McPherson, Cowdy, Superintendent Pearce and Secretary Halladay.

Absent: Mr. Watkins

The minutes of the previous meeting were approved without reading, having been in the hands of the Board members.

Resignations

RESIGNATIONS

1. Miss Ethel McDonald, Home Demonstration Agent of Oakland County, effective January 31, 1929.
2. C. W. Andrews, County Agricultural Agent, Branch County, effective January 31, 1929.
3. Alvah R. McLaughlin, Instructor in Physiology, effective January 1, 1929.
4. Leon Todd, Extension Specialist in Poultry Husbandry, effective January 1, 1929.
5. George Girschbach, Extension Specialist in Dairy Husbandry, effective February 1, 1929.
6. Philip Heim, Antrim County Agricultural Agent, effective December 31, 1928.
7. Miss Agnes Harris, Stenographer, Farm Management Department, effective January 6, 1929.
8. Mrs. Leola French, Stenographer Soils Department, effective January 19, 1929.
9. J. F. Fonder, Graduate Assistant in Soils, effective December 31, 1928.
10. L. F. Livingston, Extension Specialist in Agricultural Engineering, effective January 1, 1929.

On motion of Mr. McColl, it was voted to accept the above resignations.

Appointments

APPOINTMENTS

1. Mr. C. A. Rossmann, one-half time assistant, Department of Soils, \$800 per year, effective January 1, 1929, Purnell Funds. (New)
2. W. F. Allen, New Industrial Fellowship, Department of Chemistry, financed by W. K. Kellogg, New Position for year 1929 and 1930, \$1500 per year on eleven months basis, beginning January 1, 1929
3. Transfer of D. L. Clanahan from one-quarter time graduate assistantship in Farm Crops to W. K. Kellogg Fellowship left vacant by death of Gordon Matthews, the transfer to be effective January 1, 1929, rate \$800 per year.
4. Appointment of E. L. Gill to the quarter-time assistantship vacated by the transfer of Mr. Clanahan, effective January 1, 1929, and to continue to end of the fiscal year of the Fellowship, June 30, 1929.