

MINUTES OF THE MEETING
of the
STATE BOARD OF AGRICULTURE
December 21, 1944

Present: Mr. Berkey (Chairman); Messrs. Akers, Armstrong, Brody, McPherson; Miss Jones; President Hannah; Treasurer Wilkins; Secretary McDonel.

Absent: Dr. Elliott

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

The minutes of the last meeting were approved.

PRESIDENT'S REPORT

Cont. leave
John Woodman

Travel

1. Continuation of leave of absence without pay for John G. Woodman through April 30, 1945, due to illness in his family.
2. Approval of the following requests to attend the conference of Research Workers in Animal Diseases; the conference of the U. S. Livestock Sanitary Association in Chicago on December 4-8:
 - a. Full expenses for H. J. Stafseth. Dr. Stafseth also attended a conference of the Deans of Veterinary Colleges.
 - b. Mileage on one car for C. S. Bryan.
 - c. First-class railway fare only for E. T. Hallman.
 - d. Mileage on one car for staff members of the Department of Animal Pathology.
3. Full expenses for N. E. Grover to go to Chicago on November 5-7 for consultation on Frequency Modulation Application for WKAR.
4. Full expenses for C. H. Jefferson to attend a meeting of the Dairy Housing Committee in Madison, Wisconsin, on December 8 and 9.
5. Full expenses for Richard Machiele to attend the meeting of the National Fire Protection Association in Chicago on December 11.
6. Expenses not to exceed \$50 for J. F. Holsinger to attend a high school gathering and an alumni meeting in Cleveland, Ohio, on December 11-13.
7. Full expenses for C. W. Bachman to attend a meeting of committee chairmen of the American Football Coaches Association in Columbus, Ohio, on December 10 and 11.
8. Full expenses for A. B. Love to accompany a delegation to Washington, D. C., on December 13, for the purpose of meeting with the War Food Administration regarding the program of bean production during 1945; with expenses paid from Extension funds.
9. Full expenses for Byron H. Good to attend a show of light horses in Chicago on December 16 and 17.
10. Increase in salary for Mrs. Estelle Mandenberg, nurse at the Health Service, from \$1800 to \$1900 per year, effective December 1, 1944.

Increase in
salary for
Mrs. Manden-
berg.

RESIGNATIONS

Resignations

1. Resignation of Mrs. Kathryn Case as stenographer in Home Economics, effective December 13, 1944. Mrs. Case has accepted a position under State Civil Service.
2. Report that Priscilla Smith has not accepted the position as nurse at the Health Service to which she was appointed at the October Board meeting.
3. Resignation of Elizabeth Chambers as Assistant Cataloger at the Library, effective December 31, 1944. Miss Chambers has accepted a position at the University of Louisville.
4. Resignation of Nancy Hoffman as half-time graduate assistant in Speech and Dramatics, effective December 31, 1944.
5. Resignation of Gwen Edwards as Home Demonstration Agent in Monroe County, effective January 15, 1945. Miss Edwards will accept a position in California.
6. Resignation of D. C. Alderman as Research Assistant in Horticulture, effective January 15, 1945. Mr. Alderman has accepted a position at the Louisiana Experiment Station.
7. Resignation of Mrs. Frances Hein as clerk in the Registrar's Office, effective December 20, 1944.

LEAVES

Leaves

1. Leave of absence with full pay for Dorothy Benson, Assistant Professor of Textiles, Clothing and Related Arts, for the period from January 1 to March 31, 1945. Miss Benson has been on the staff since 1936 and requests this leave because of ill health.

LEAVES, continued

2. Continuation of leave without pay for F. R. Theroux through March 31, 1945. Mr. Theroux has been on leave since November 1 to work on plans of the East Lansing Sewage Disposal addition.

APPOINTMENTS

Appointments

1. Appointment of Marjory Binkley as stenographer at the Health Service at a salary of \$1320 per year, effective December 1, 1944, to replace Marjory Smith who has resigned.
2. Appointment of Marjorie Rose Robinson as clerk in Stores at a salary of \$1320 per year, effective December 1, 1944. Miss Robinson will replace Lillian Humby who has resigned.
3. Appointment of Mrs. Virginia Mitchell as stenographer in Engineering at a salary of \$1560 per year, effective December 11, 1944. Mrs. Mitchell was employed in the School of Engineering from November 1941 until she resigned on September 15, 1944, to be with her husband. She is returning at her former salary.
4. Appointment of Hazel Brunson as stenographer in Horticulture at a salary of \$1680 per year, effective December 4, 1944, and paid one-half from College and one-half from Experiment Station funds. Miss Brunson will replace Phyllis Denney (salary \$1380) who has resigned.
5. Appointment of Jane Hurrell as stenographer in Horticulture at a salary of \$1440 per year, effective December 1, 1944, and paid one-half from Extension funds and one-half from funds of the Michigan State Horticultural Society. Miss Hurrell has been employed in the Central Stenographic Office since June 1944, and will replace Helen Sites who has resigned.
6. Appointment of Mrs. Genevieve Ricker as stenographer in Publications at a salary of \$1500 per year, effective December 1, 1944, and paid from Extension funds. Mrs. Ricker will replace Ruth Baas (salary \$1500) who has resigned.
7. Transfer of Gertrude Bates from the Central Stenographic Office to the position of stenographer in Home Economics at the same salary of \$1500 per year, effective December 15, 1944.
8. Appointment of Maribelle Pratt as dictaphone operator in Central Stenographic Office at a salary of \$1320 per year, effective December 1, 1944, and paid from Extension funds. Miss Pratt has been employed on the labor payroll since July 1944, and will replace Jane Hurrell who is being transferred.
9. Appointment of Bette Jean Holbrook as stenographer in the 4-H Club Office at a salary of \$1500 per year, effective January 1, 1945, and paid from Extension funds. Miss Holbrook will replace Mildred Michaud (salary \$1500) who has resigned.
10. Appointment of Marion Goss as Librarian-Secretary in the Art Department at a salary of \$1600 per year, effective from January 1 to June 30, 1945. Miss Goss will replace Barbara Howe who has resigned.
11. Appointment of Karl A. Stiles as Associate Professor of Biological Science in the Basic College at a salary of \$4000 per year, effective July 1, 1945. This is a new position.
12. Appointment of Irving W. Knobloch as Assistant Professor of Biological Science in the Basic College at a salary of \$3000 per year, effective January 1, 1945. This is a new position.
13. Transfer of Richard Machiele from his position as Assistant County Agricultural Agent in Kent County to the position of Extension Assistant in Agricultural Engineering at a salary of \$3000 per year, effective January 1, 1945. This is a new position.
14. Recommendation for the following transfers, effective January 1, 1945:
 - a. Andrew L. Olson, District 4-H Club Agent, from Otsego, Presque Isle, Montmorency, and Alpena counties to Grand Traverse, Leelanau, and Benzie counties and a salary increase from \$2300 to \$2400 per year.
 - b. K. C. Festerling, District 4-H Club Agent, from Emmet, Charlevoix, and Cheboygan counties to Emmet, Charlevoix and Antrim counties.
15. Transfer of Agnes M. Gregarek from her position as Home Demonstration Agent at Large to Home Demonstration Agent for Cass County at the same salary of \$2000 per year, effective January 1, 1945.
16. Transfer of Jewell M. Jensen from his position as Extension Assistant in Dairy to the position of Research Assistant in Dairy with a salary increase from \$3500 to \$3700 per year, effective January 1, 1945. This is a new position in connection with a project sponsored by Swift and Company.
17. Appointment of John T. Reid as Assistant in Research in Dairy at a salary of \$2600 per year, effective January 1, 1945, and paid from Experiment Station funds. Mr. Reid is a half-time graduate assistant in Dairy and will replace E. B. Hale who resigned two years ago.
18. Appointment of Richard W. Luecke as Research Associate in Agricultural Chemistry at a salary of \$3500 per year, effective January 15, 1945, and paid from Experiment Station funds. Dr. Luecke will replace R. A. Rasmussen (salary \$3620) who has resigned.

APPOINTMENTS, continued

Appointments

19. Appointment of Harold Melvin Sell as Research Professor of Agricultural Chemistry at a salary of \$4500 per year, effective January 15, 1945, and paid from Experiment Station funds. This is a new position authorized by the Rackham Board of Governors, and Dr. Sell will be assigned to special work on antibiotic research.
20. Appointment of Irene Hood as Instructor in Textiles, Clothing, and Related Arts at a salary of \$1400 for the period from January 1 to June 30, 1945. She will carry the teaching load of Miss Benson while she is on leave.
21. Appointment of Helen Tobias as Instructor in Home Management and Child Development at a salary of \$1200 for the period from January 1 to June 30, 1945. Miss Tobias will replace Elsie Gabel who has resigned.
22. Appointment of Walter I. Firey, Jr. as Assistant Professor of Sociology in the School of Science and Arts and Assistant Professor of Effective Living in the Basic College at a salary of \$3300 per year, effective February 14, 1945. This is a new position.
23. Appointment of Mrs. Ethel Rathke as Instructor in Foreign Languages at a salary of \$200 per month, effective November 20, 1944, for as long as her services are needed. Mrs. Rathke will teach the classes of Mrs. Leathers who is ill.
24. Appointment of Perry L. Bailey as Instructor in Geography at a salary of \$275 per month for the period from January 1 to March 31, 1945. Mr. Bailey will replace Robert L. Carmin who has resigned.
25. Appointment of David J. Kahler as Assistant in Research in Bacteriology and Public Health at a salary of \$2400 per year, effective December 18, 1944, and paid from Permuttit Company funds.
26. Appointment of Robert E. Lucas as Graduate Fellow in Soil Science at a salary of \$1000 per year, effective January 1, 1945, and paid from funds of the Tennessee Corporation.

TRAVEL

Travel

1. Full expenses for a member of the Soil Science Department to attend a meeting of fertilizer specialists at Purdue University on December 18 and 19.
2. Full expenses for L. A. Haak to go to Toledo, Granville, and Columbus, Ohio, on December 18-22 to visit family life education courses in the Toledo School system; examine testing materials in the Bureau of Educational Research at Ohio State University, and interview prospective personnel for his department; and interview two men at Denison University.
3. Full expenses for R. J. Baldwin to attend a meeting in Chicago on December 19 for the purpose of discussing additional federal appropriations for Extension work.
4. Full expenses for G. S. McIntyre to go to Wonewac, Wisconsin, and vicinity for the purpose of locating a satisfactory herd sire for the Chatham herd of Holsteins; expenses to be paid from the Special Dairy Cattle funds. Mr. McIntyre will make the trip on December 26-28.
5. The following requests are made for travel allowance to attend the meetings of the National Association of Teachers of Speech in Chicago on December 27-29:
 - a. First-class railway fare only for two members of the Department of Speech and Dramatics. Several members of the department will attend on this allowance.
 - b. First-class railway fare only for two members of the staff of the Department of Written and Spoken English.
6. The following requests are made for travel allowance to attend the meetings of the Modern Language Association in New York City on December 28 to January 1:
 - a. First-class railway fare only for two members of the Department of English. Four members of the department will attend on this allowance.
 - b. First-class railway fare only for Mrs. Renee Kerr.
7. First-class railway fare only for Shao Chang Lee to attend the meeting of the American Historical Association in Chicago on December 28 and 29.
8. Full expenses for J. M. Moore to go to Chicago on January 12 to assist with a radio program sponsored by the Sears Roebuck and Company.
9. The following requests are made for travel allowance to attend the meeting of the American Society of Heating and Ventilating Engineers in Boston on January 21-24.
 - a. First-class railway fare only for L. G. Miller
 - b. First-class railway fare only for C. H. Pesterfield.
10. First-class railway fare only for M. M. Cory to attend the mid-winter technical meeting of the American Institute of Electrical Engineers in New York City on January 22-26.
11. First-class railway fare only for J. A. Strelzoff to attend the Electronics Conference in New York City on January 22-27; expenses to be paid from ESMWT funds.
12. Full expenses for E. B. Harper to attend the annual meeting of the American Association of Schools of Social Work in Cleveland, Ohio, on January 24-27/

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TRAVEL, continued

Travel

13. Full expenses for R. J. Baldwin and C. V. Ballard to attend the meeting of the Directors of Extension of the Central States in Chicago on January 23-24; expenses to be paid from Extension funds.
14. Full expenses for R. J. Baldwin to attend a meeting of the Extension Committee on Organization and Policy of the Land-Grant College Association in Washington, D. C., on January 8 and 9.
15. First-class railway fare only for Jackson Towne to attend the semi-annual meeting of the Bibliographical Society of America in New York City on January 26.
16. First-class railway fare only for Margaret E. Davies to go to Endicot, New York, on January 27 to February 10 for the purpose of attending the I.B.M. Tabulating School.

MISCELLANEOUS

Accept. grant
\$1000 from
Midwest Agric.
Found.

Accept. \$250
Dow Chem. Co.

Cont. agree.
Kellogg Co.

Approval agree.
Am. Pot. Inst.

Accept. grant
\$1000 Tenn.
Corporation.

Report of
deaths of former
students
in the war.

1. Approval of a memorandum of understanding and acceptance of a grant of \$1000 from the Midwest Agricultural Foundation of Omaha, Nebraska, to be used in establishing a research assistantship to carry on the work in the breeding of corn borer resistant corn.
2. Acceptance of \$250 from the Dow Chemical Company to be credited to the revolving fund for research with the Dow Chemical Company for experimental work being conducted by the Section of Plant Pathology.
3. Continuation of the agreement with the Kellogg Company through December 1945 covering the dog ration investigations.
4. Approval of a memorandum of agreement with the American Potash Institute providing for an annual donation of \$600 for a three year period to be used to finance a study relating to nutrient requirements of fruit plants. The work will be done in the Soil Science Department.
5. Approval of a memorandum of understanding and acceptance of a grant of \$1000 from the Tennessee Corporation to be used to establish a fellowship in Soil Science for research work dealing with the need for minor elements by crops on muck soil.
6. Report of the deaths of the following former students in the war:

Robert Parker, Class of 1943, First Lieutenant in the Army Air Forces, is presumed killed in action over New Guinea on November 15, 1943. He was enrolled in Business Administration during 1939-41, having entered from Lansing. He held the Air Medal with Oak Leaf Cluster, the Distinguished Flying Cross, and was awarded the Silver Star for gallantry in action the day he went down over New Guinea.

Spencer Edward Mather, Class of 1937, a Second Lieutenant in the Army, was killed in Italy on May 31, 1944. He was enrolled in Engineering during 1933-34, having entered from Paw, Paw, Michigan.

John Harding Garlent, Class of 1939, a Second Lieutenant in the Army Air Forces, was killed in action over Germany on September 9, 1944. He was enrolled in Liberal Arts during 1935-37, having entered from East Lansing. He held the Air Medal and Oak Leaf Cluster.

Richard Temple Booth, Class of 1945, a Second Lieutenant in the Army Air Forces, was killed in action over Germany on September 22, 1944. He was enrolled in Hotel Administration during 1941-1943, having entered from Monroe, Wisconsin. He held the Air Medal and three Oak Leaf Clusters.

James A. Metsker, Class of 1944, a Corporal in the Army, was killed in action in Germany on October 3, 1944. He was enrolled in the general course during 1940-1943, having entered from Lincoln Park, Michigan.

Robert Norman Best, Class of 1945, a Private First Class in the Army, was killed in action in France on October 8, 1944. He was enrolled in Liberal Arts during 1941-1943, having entered from Midland, Michigan.

Hugo Boettcher, Class of 1944, a Corporal in the Army, was killed in action in France on November 19, 1944. He was enrolled in Hotel Administration during 1940-1942, having entered from East Lansing.

Laurence Potter Otto, Jr., Class of 1940, a First Lieutenant in the Army Air Forces, was killed in an Army plane crash near El Paso, Texas, on November 22, 1944. He was enrolled in Business Administration during 1936-37, having entered from Charlotte, Michigan.

Report death
R.K. Steward

7. Report of the death of Robert K. Steward on September 29, 1944. Mr. Steward was formerly Head of the Department of Drawing and Design and was retired in September 1939.

The Secretary was instructed to send an appropriate message of sympathy to the widow.

Report death
Don Davis

8. Report that Don Davis, formerly in charge of the Union Desk, was killed in action in France on November 6, 1944. He has been on military leave since March 1, 1944.

MISCELLANEOUS, continued

9. Report of the death of Charles E. Downing on December 8, 1944. Mr. Downing was a member of the State Board of Agriculture from 1934 to 1939.

The Secretary was instructed to send a letter of sympathy to the widow.

10. Brent Allinson, who was appointed Instructor in Social Science in the Basic College, effective October 2, 1944, is 51 years of age. Our retirement policy requires that when persons beyond the age of 50 are employed that it shall be only with the approval of the Retirement Committee and reported to the Board.
11. The Health Service reports upon the health examination of Walter Abell, Associate Professor of Art, whose appointment was effective September 1, 1944, that he suffered a heart lesion some years ago but has had no symptoms in the intervening period and now seems to be in good health. The Retirement Committee has approved his inclusion under the retirement and insurance program.
12. The following amounts have been paid salaried employees during the month of November:

<u>Auditorium</u>		<u>ESMWT</u>		<u>Miscellaneous</u>	
Warren Burt	\$24.00	C. A. Miller	\$ 72.00	LeRoy Chapman	\$ 3.00
LeRoy Chapman	24.00	C. H. Pesterfield	240.00	J.W. Cunkelman	126.31
Lou Cudworth	6.00	S. Radford	63.00	Christina Gunn	31.20
Helen Evans	15.00	J. A. Strelzoff	340.00	J. P. Hutton	6.00
Mable Flanders	2.25	Howard Womochel	60.00	Marguerite Jackson	3.00
Mildred Jeffers	18.00			Leo Klever	44.75
Gerald Knapp	15.00			Gerald Knapp	5.00
J. M. Kutt	21.00			J. M. Kutt	40.50
George Sawdy	4.00				
Dorothy Scott	3.00				
Lawrence Searl	24.00				
Vern Severance	24.00				
Robert Troxell	15.00				
Wayne Van Riper	12.00				
Rodney Whiting	9.00				

13. Increase in salary for K. K. Vining, County Agricultural Agent in Kent County, from \$3700 to \$4000 per year.
14. Increase in salary for Cora Van Kuiken, Assistant Recorder in the Registrar's Office. from \$1700 to \$1800 per year, effective January 1, 1945.
15. Increase in salary for Elaine Nielson, stenographer in the 4-H Club Office, from \$1440 to \$1560 per year, effective January 1, 1945.
16. Transfer of Mrs. Sophia Smith, clerk in the Mimeograph Department, from the labor to the service payroll at a salary of \$1560 per year, effective January 1, 1945. Mrs. Smith has been employed since September 1943 at a salary of \$1440.
17. It is recommended that the salaries of stenographers be increased as follows, effective January 1, 1945, in accordance with the action of the Board on April 15:

Madeline Anderson, Central Office	\$1320-1380	Helen Marie Moorhouse, Poultry Ext.	\$1440-1500
Donna Andrews, Alumni Relations	1320-1380	Elaine Nielsen, 4-H Club	1440-1500
Arda Angel, Farm Crops	1380-1440	Maryon Noxon, Central Office	1320-1380
Jean Bortree, Foreign Languages	1320-1380	Maurine Oesterle, Engr.	1320-1380
Juanita Chick, Economics	1320-1380	Jeanette Patten, An. & Phys. & Pharm.	1440-1500
Elaine Converse, Accounting	1440-1500	Shirley Placeway, Farm Mgt.	1440-1500
Mary Dexter, Agric. Chemistry	1320-1380	Anne F. Porter, Agric. Engr.	1440-1500
Darleen Ely, Geology & Geog.	1380-1440	Alice Poulsen, Agric. Engr.	1440-1500
Kathryn L. Field, Agric. Engr.	1440-1500	Maribelle Pratt, Cent. Office	1320-1380
Verna Gauthier, Accounting	1440-1500	Elizabeth Robbins, Home Econ.	1320-1380
Pauline Grate, Surg. & Med.	1440-1500	Katherine Sebring, Educ.	1440-1500
Ruth Elise Gray, Soil Sci.	1380-1440	Lillian F. Smith, Entomology	1440-1500
Marilyn Hart, Surg. & Med.	1320-1380	Virginia Stewart, Economics	1440-1500
Frances A. Helbig, Educ.	1320-1380	Dorothea Strube, History	1440-1500
Mary Ellen Hileman, Phys. Ed. Men	1440-1500	Mabel Swan, Forestry	1440-1500
Elizabeth Hill, Dairy	1380-1440	Barbara Towner, Mech. Engr.	1320-1380
June D. Hirshman, Bldg. & Util.	1200-1320	Esther Walenjus, Math.	1380-1440
Margaret Ann Johnson, An. Husb.	1320-1380	*Catherine DeLau, Accounting	1320-1380
Helmi Kaiser, Chatham Sta.	1440-1500	*Bettie Everett, Accounting	1320-1380
Melita Kaiser, An. Path.	1440-1500	*Irene Hardy, Wells Hall	660- 690
Georgia King, Music Extension	1440-1500	*Marian Pease, Accounting	1320-1380
Rosemary Lehman, Education	1320-1380	*Doris Purcell, Central Office	1320-1380
Frances Martelli, Bacteriology	1440-1500	*Eileen Williams, Forestry	1320-1380
Nina May, Botany	1440-1500	Gladys Heinig, Kellogg Bird Sanct.	1380-1440
Mildred McDonald, Central Office	1440-1500	Lucille Pung, Conservation Inst.	1380-1440

*Labor Payroll

Report on death of Mr. Downing.

Brent Allinson to be included in retirement & insurance.

Walter Abell to be included in retirement & insurance.

Additional amounts paid salaried employees during November approved.

Increase in salary K.K. Vining

Increase in salary Cora VanKuiken

Increase in salary for Elaine Nielson.

Sophia Smith transferred to service payroll.

Approval increase in several stenographers as per Board ruling in April 1944.

MISCELLANEOUS, continued

- Appropriation Aud. for World Adv. Series. Report full payment from Army Air Forces. Rackham funds invested in 2½% bonds. Report sale of Lot 6, A.A. property \$10,000 Basic college budget. Funds from Music bonds invested in Series G bonds
18. Request for an appropriation of \$600 for the use of the Auditorium for the World Adventure Series on January 6, 20, 27; February 10, 24; March 10.
19. Report that the College has received full payment from the Army Air Forces for services rendered, including the amount of approximately \$71,000 for restoration of income from the Mason-Abbot Dormitories.
20. Report that \$33,000 from the Rackham Trust income and \$7,000 from the Rackham Trust Reserve have been invested in United States 2½ per cent bonds as authorized by the Board of Governors of the Rackham Foundation.
21. Report of the sale of Lot 6 in the Ann Arbor property to Mr. and Mrs. Leever at a price of \$800.
22. Request for an appropriation of \$10,000 for the Basic College budget.
23. \$2000 in the School of Music bonds matured on November 1, 1944. It is recommended that this amount be invested in United States Savings Bonds Series G.
- On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to approve the President's Report, Resignations, Leaves, Appointments, Travel and Miscellaneous Items.
24. The following recommendations are made relative to the assignment of faculty members to teaching positions in the Basic College, effective January 1, 1945:
- | | |
|--------------------|---|
| C. G. Fulkerson | - Now Assistant Professor of English. Change to Assistant Professor of Written and Spoken English, full time. |
| D. F. Sheehan | - Now Instructor in English. Change to Instructor in Written and Spoken English, full time. |
| Cyril F. Hager | - Now Instructor in Written and Spoken English, full time. Change to Instructor in Written and Spoken English (50%) and in Social Science (50%). |
| F. C. Sorensen | - Now Instructor in Written and Spoken English. Change to Instructor in Written and Spoken English (66 2/3%), and in Effective Living (33 1/3%). |
| H. C. Beeskow | - Now Assistant Professor of Botany. Change to Assistant Professor of Botany, School of Science and Arts (50%); and Assistant Professor of Biological Science, Basic College (50%). |
| R. W. Lewis | - Now Assistant Professor and Research Assistant in Botany. Change to Research Assistant in Botany (50%); and Assistant Professor of Biological Science, Basic College (50%). |
| J. R. Stiefel | - Now Assistant Professor of Physiology and Pharmacology. Change to Assistant Professor of Physiology and Pharmacology, School of Science and Arts (33 1/3%); and Assistant Professor of Biological Science, Basic College (66 2/3%). |
| L. F. Wolterink | - Now Instructor in Physiology and Pharmacology. Change to Instructor in Physiology and Pharmacology, School of Science and Arts (33 1/3%); and Instructor in Biological Science, Basic College (66 2/3%). |
| C. W. Miller | - Now Assistant Professor of Physics. Change to Assistant Professor of Physical Science, Basic College, full time. |
| J. W. Sheedy | - Now Assistant Professor of Mathematics. Change to Associate Professor of Physical Science, Basic College, full time. |
| H. E. Winters | - Now Instructor in Chemistry. Change to Instructor in Physical Science, Basic College, full time. |
| Justin Zinn | - Now Assistant Professor of Geology and Geography. Change to Assistant Professor of Physical Science, Basic College, full time. |
| Bert E. O'Bairne | - Now Instructor in Economics. Change to Instructor in Economics, School of Science and Arts (50%); and Instructor in Social Science, Basic College (50%). |
| Marjorie E. Gesner | - Now Instructor in History and Political Science. Change to Instructor in History and Political Science, School of Science and Arts (50%); and Instructor in History of Civilization, Basic College (50%) at a salary increase from \$2400 to \$2700 per year. |
| Hans L. Leonhardt | - Now Assistant Professor of History and Political Science. Change to Assistant Professor of History and Political Science, School of Science and Arts (50%); and Assistant Professor of History of Civilization, Basic College (50%). |
- Assignments of Faculty members to Basic College

MISCELLANEOUS, continued

24. Recommendations relative to assignment of faculty members to teaching positions in Basic College, effective January 1, 1945, continued:

Gomer Ll. Jones - Now Assistant Professor of Music. Change to Assistant Professor of Music, School of Science and Arts (50%); and Assistant Professor of Literature and Fine Arts, Basic College (50%), at a salary increase from \$2900 to \$3200 per year.

W. B. Moffett - Now Assistant Professor of English. Change to Associate Professor of English, School of Science and Arts; and Associate Professor of Literature and Fine Arts, Basic College (50%).

ADDITIONAL ITEMSResignations

1. Resignation of Helen Larsen, stenographer in Hotel Administration one-half time and Education one-half time, effective December 31, 1944.

Appointments

1. Appointment of Mrs. Marjory Douma as clerk in the Registrar's Office at a salary of \$1440 per year, effective January 1, 1945.
2. Appointment of Miss Doris Dudick as half-time graduate assistant in the Department of Bacteriology, effective January 1, 1945. Miss Dudick will fill the assistantship formerly held by Miss Eleanora Gilmore who received the Master's degree in September.
3. Recommendation that Earl Patterson, now foreman of the carpenter division, be transferred to a new responsibility of construction supervisor at a salary of \$3600 per year, effective January 1, 1945.
4. Recommendation that Middleton Lyons, now employed in the carpenter shop, be promoted to the position of foreman in the carpenter shop at a salary of \$2800 per year, effective January 1, 1945.
5. Appointment of Mr. Cloyd Anthony as Assistant Professor of Social Science in the Basic College, at \$3600.00 per year, effective January 1, 1945, replacing Austin VanderSlice who is on leave.

Travel

1. First-class railway fare for Miss Elsie Thrasher to attend the Music Educators National Conference to be held at Indianapolis April 13-16, 1945, payable from Extension funds.
2. First-class railway fare for Dr. T. H. Osgood to attend the annual meetings of the American Physical Society and the American Association of Physics Teachers at Columbia University on January 18, 19, and 20, 1945.
3. Full expenses for Professor A. A. Applegate to attend the annual meeting of the American Association of Teachers of Journalism in Chicago on January 26 and 27, 1945.
4. Full expenses for Ralph Young, C. W. Bachman, J. F. Holsinger and L. L. Frimodig to attend the National Collegiate Athletic Association and the American Football Coaches Association annual meetings at Columbus, Ohio, on January 12 and 13, 1945.

Miscellaneous

1. Recommendation of salary increase for Ralph Bremer, Office Manager in Department of Buildings and Utilities, from \$2000 to \$2200 per year, effective January 1, 1945.
2. Change in title for Dr. Shao Chang Lee to become Professor of Chinese Culture, and for Dr. C. E. Teran to become Associate Professor of Latin-American Culture, effective January 1, 1945.
3. Change of status of Mrs. Adelaide Heselov from half-time graduate assistant to three-quarters time graduate assistant in the Department of Speech for the period of January 1 to June 30, 1945, at the rate of \$105 per month. This appointment will absorb one-half of the assistantship made vacant by the resignation of Mrs. Nancy Hoffman Cole.
4. Change of status of Mr. James Harvey from half-time graduate assistant to three-quarters time graduate assistant in the Department of Speech for the period of January 1 to June 30, 1945, at the rate of \$105.00 per month. This appointment will absorb one-half of the assistantship made vacant by the resignation of Mrs. Nancy Hoffman Cole.
5. Discussion of wage adjustments in the Department of Buildings and Utilities.
6. The following additional amounts were paid salaried employees during the first part of December:

<u>Miscellaneous</u>		<u>Auditorium</u>	
Christina Gunn	\$16.80	L. P. Hedeman	\$58.50
L. E. Chapman	3.00	Genevieve Sheridan	16.95
Leo J. Klever	3.90	J. W. Cunkleman	192.87
E. K. Sales	\$29.00	J. W. Kutt	\$12.00

Resignations

Appointments

Travel

Salary increase Ralph Bremer

Changes in title Dr. Shao Chang Lee and Dr. Teran

Change in title Mrs. A. Heselov

Change in status James Harvey

Additional amounts paid employees during Nov.

2086

ADDITIONAL ITEMS, continuedMiscellaneous, continued

7. Mr. Wilkins reports the receipt of a refund of \$10,651.68 from the Lincoln National Life Insurance Company of Fort Wayne, Indiana.

8. Mr. Wilkins requests authority to destroy certain bonds that have been retired and cancelled.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve the above request, subject to the approval and recommendation of Attorney Ballard.

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

9. The President discussed with the Board the problem faced by the institution in providing adequate housing for the large number of married students. A very large percentage of returning war veterans are married or contemplate being married and there are not available in the community housing facilities for them.

After considerable discussion, the Board authorized further investigation of providing proper facilities.

10. The President discussed with the Board the Adult Education Program and the desirability of coordinating this program with the Agricultural Extension and presented the recommendations of the Committee on Adult Education which were approved in principle.

11. Copies of the annual audit were distributed to the Board members with the understanding that Mr. Pearce, the auditor, will be invited to appear before the next meeting of the Board to answer any questions.

12. Presentation of statement from William C. Pearce, C.P.A., for services rendered in conducting the annual audit for the year ended June 30, 1944, in the amount of \$3,828.75.

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

13. Approval of the granting of appropriate degrees to those students who according to the records of the Registrar have completed the requirements for graduation as follows: December 15, 1944:

SCHOOL OF AGRICULTURE

Degree

Bachelor of Science

Donald Stewart Briggeman

SCHOOL OF BUSINESS AND PUBLIC SERVICE

Degree

Bachelor of Arts

*Jean Strathern Bryson
Robert Louis Edgell

John Joseph Hickey
Julius Henry Hull
Persis Elizabeth Kelley
Degree
Bachelor of Science

Leon Delbert Randall
Rebecca Ellen Stahl

Kenneth Albert Ash

Sam Nuznov
William Harold Heavely

Elsie Regina Tranes

SCHOOL OF ENGINEERING

Degree

Bachelor of Science

*Charles Ray Ahlstrom, Civil
John Emerson Allen, Electrical
Robert Alton Bailey, Chemical

**Robert Carl Bowen, Chemical
William James Buehler, "
Charles Joseph Cannon, Mechanical

*Webster Campbell McDonald, Jr. Mech.
Shelby Franklin Parmenter, Jr. "
*Frederick Eugene Satchell, Chemical

SCHOOL OF HOME ECONOMICS

Degree

Bachelor of Science

Betty Schwarz Barnes
Amy Lucille Bennett

*Leila Esther Brehmer
Betty Mae Ann Fenwick
Gertrude Frances Rapp Gray

Florence Marie Lockwood
*Grace Louise Soper

SCHOOL OF SCIENCE AND ARTS

Degree

Bachelor of Arts

Phyllis Jane Arver
Leona Mary Berentsen
Eugenia May Church
*Roberta May Cole

Angus B. Cory
*Mary Reineking Ekberg
*Elisabeth Esther Fairchild
Marian Virginia Goss

Francis Allan Hoeflinger
Myrlen Louis Lamm
Neva Olene Longnecker
*Ruth Marie Peters

Bachelor of Music

Margaret Mary Murphy

*With Honor
**With High Honor

Refund of
\$10,651.68
from Lincoln
Nat. Life.
Mr. Wilkins'
request re:
destroying
certain bonds
ref. to att.

Discussion of
adequate liv-
ing quarters
for married
students.

Discussion of
Adult Education
Program.

Copies of
annual audit
distributed

Approval of
statement for
audit.

Degrees
granted
end of
fall quarter
1944

ADDITIONAL ITEMS, continuedMiscellaneous, continued

13. Degrees granted, continued:

Degrees
granted
end of
fall quarter
1944

SCHOOL OF SCIENCE AND ARTS, cont.

Degree

Bachelor of Science

*Colleen Carolyn Bourne
 *Jeannette Edith Clay
 Bruce Robert Dieter
 Rita Marie Flood

**Robert F. Freeman
 Fannie Beatrice Henderson
 Eunice Joyce Hendrix
 Virginia Lee Hinchman

John Miar McLaughlin
 Evelyn Campbell Moddy
 Henry Etga Predmore Jr.
 Cary Jacob Witkop Jr.

SCHOOL OF VETERINARY MEDICINE

Degree

Doctor of Veterinary Medicine

Donald Brouse Brattain
 Dolly Brock
 Richard Martin Thomas

Degree

Bachelor of Science

Ruth Evelyn Cornair
 *Mary Louise Tufveson

GRADUATE SCHOOL

Master of Arts

Elwyn Richard Dell
 Jean Smith Warren

Master of Music

Evelyn King Hockstad

Ellen Wistinetzki

Master of Science

Elizabeth Bullard Burleigh
 Annanell Campbell
 Robert Keith Hudson
 Edgar Welton Kivela
 Aubrey A. Larsen
 Edna Estella Leffler
 Elizabeth Ann Musser

Bacteriology
 Home Economics
 Forestry
 Bacteriology
 Chemistry
 Home Economics
 Home Economics

Doctor of Philosophy

Albert Burris
 Chi Yang Keh
 Lucile M. Portwood
 Henry Lewis Van Dyke

Physics
 Agriculture
 Bacteriology
 Chemistry

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to approve granting the above-mentioned degrees.

The meeting adjourned at 2:10 P.M.

John A. Hannah
 President

Paul A. McDonald
 Secretary