

Minutes of the
Meeting of the State Board of Agriculture
December 15, 1938

Present: Mr. Halstead (Chairman); Messrs. Berkey, Brody, Downing; Mrs. Masslink; President Shaw; Treasurer Wilkins; and Secretary Hannah.

Absent: Dr. Elliott and Mr. Jakway.

The meeting was called to order at 10:20 A.M.

The minutes of the previous meeting were approved.

RESIGNATIONS, APPOINTMENTS AND LEAVES

- | | |
|--------------|---|
| Resignations | 1. Resignation of Dr. Lucien Greathouse as Research Assistant in Agricultural Chemistry, effective January 1, 1939. |
| | 2. Resignation of Miss Jean Lincoln as graduate assistant in the Music Department, effective December 31, 1938. |
| Appointments | 3. Appointment of Herbert A. Berg as Acting Head of the Department of Farm Management during the leave of absence of E. B. Hill, effective December 1, 1938. This appointment will be for one year, and no change in salary is necessary. |
| | 4. Reappointment of H. W. Glassen as special instructor in Business Law in the Department of Economics during the winter and spring terms of 1938-39 at a salary of \$500 per term. Mr. Glassen has served in this capacity during the past three years. |
| | 5. Continuation of the appointment of F. S. Nipp as Instructor in English for the winter term at \$150 per month, effective January 1, 1939. |
| | 6. Appointment of Donald Ebinger as Extension Specialist in Agricultural Engineering at \$2800 per year for full time services, effective January 1, 1939. Mr. Ebinger has been Extension Specialist and Instructor in Agricultural Engineering since June 1936 at a salary of \$2800 per year. |
| | 7. Appointment of Mr. D. E. Wiant of Brookings, South Dakota, as Assistant Professor of Agricultural Engineering and Research Assistant at a salary of \$3200 per year, effective January 1, 1939. |
| | 8. Appointment of Axel L. Andersen as half-time graduate assistant in Plant Pathology at the rate of \$600 per year, effective January 1, 1939. Mr. Andersen will replace Mr. Lewis who resigned from this position last summer. It is also requested that the \$300 saved in salary be set aside and added to the operating budget of the Plant Pathology Section. |
| | 9. Appointment of Milton Dickerson as half-time graduate assistant in Economics for the winter and spring terms of 1938-39. Mr. Dickerson has held this position during the fall term as an undergraduate assistant. |
| | 10. Appointment of Forrest Fansher as a fellowship student, effective January 1, 1939. Mr. Fansher is to receive the American Jersey Cattle Club Fellowship which pays \$30 per month for 12 months with \$40 to be paid at the time he receives his Master's degree. He will receive the same fee reductions for graduate work as are allowed for regular graduate assistants. |
| Leaves | 11. Request of Professor Chace Newman, Associate Professor of Drawing and Design, for leave of absence with full pay during the winter term of 1938-39 for travel in the South. No additions to the staff will be necessary because of Mr. Newman's absence. |

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the Resignations, Appointments and Leaves.

MISCELLANEOUS

- | | |
|--|---|
| Increase in salary for Helen Noyes | 1. Recommendation from Dean Anthony that effective January 1, 1939 the salary of Miss Helen Noyes be increased from \$2300 to \$2500 per year. Miss Noyes has been an Extension Specialist in Home Economics since 1935 and is one of the lower paid Extension Specialists in this field. |
| Agreement Corn Products Refining Co. approved. | 2. Recommendation from Dean Anthony that the Memorandum of Understanding regarding experimental work with the Corn Products Refining Company be approved. The Corn Products Refining Company agrees to establish an industrial fellowship of \$600 for a period of one year starting January 1, 1939, for the purpose of studying the utilization of a protein by-product with a view of using it as a bacteriological peptone or tryptone. The Company will furnish the necessary raw products and laboratory equipment not to exceed \$100. |
| Acceptance of \$300 grant from Dow Chemical. | 3. Recommendation from Dean Anthony for the acceptance of a \$300 grant from the Dow Chemical Company for special research work to be done by the Department of Botany Experiment Station. |

MISCELLANEOUS, continued

4. Request from Dean Huston for the transfer of \$180 from the general fund to the Physics Department budget during the winter term and again during the spring term. This money will be used to hire additional student help in order that Physics 210 and 211 may be repeated in the winter term, and to repeat Physics 220 and 221 during the spring term.
5. Presentation for Board approval of students graduating at the end of the fall term, subject to the approval of the faculty. (See list pages 1478 and 1479)

\$180 added to Physics budget winter term and also spring term.

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

6. Request from Secretary Hannah for an appropriation of \$1795, used for the purchase of snow removal equipment, to be credited to the budget of the Grounds Department.

Approval of \$1795 for snow removal equipment

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve item 6 and to authorize Mr. Wilkins to make the necessary adjustment.

7. Recommendation of the Administrative Group, acting for the faculty that the new women's dormitory be named for Mrs. Louise Hathaway Campbell, dormitory to be known as "Louise H. Campbell Hall."

New women's dormitory named "Louise H. Campbell Hall".

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the naming of the new girls' dormitory "Louise H. Campbell Hall".

Press Assoc. invited to banquet.

8. The Michigan Press Association is planning to hold its meeting here the last week in January, and the Board usually issues an invitation to the Press Association to hold its meeting on the campus and to be guests of the College at their banquet on January 27.

Appt. of Dr. Thelma Porter to be permanent.

9. Recommendation from Miss Dye that the appointment of Dr. Thelma Porter be changed from a temporary to a permanent appointment. This was Miss Dye's intention in her original recommendation.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve items, 1, 2, 3, 4, 8 and 9.

10. Recommendation that changes in title be approved as follows presented and on file in the Secretary's Office.

Approval of title changes.

AGRICULTURE

<u>Name</u>	<u>Present Title</u>	<u>Recommended Title</u>
R. L. Cook	Instructor and Research Assistant in Soils	Assistant Professor and Research Assistant
Ira Gould	Instructor in Dairy Husbandry	Assistant Professor and Research Assistant
N. L. Partridge		Research Associate
C. H. Jefferson	Instructor in Agricultural Engineering	Assistant Professor and Research Assistant
A. B. Bowman	Instructor in Forestry	Assistant Professor
Ralph S. Hudson	Associate Professor of Animal Husbandry	Professor of Horse Husbandry
C. R. Megee	Associate Professor and Research Associate in Farm Crops	Professor of Farm Crops and Research Associate
H. L. Seaton	Instructor and Research Assistant in Horticulture	Research Assistant and Extension Specialist
C. E. Wildon	Assistant Professor and Research Asst. in Horticulture	Associate Professor and Research Associate
Leonard Blakeslee		Research Assistant in Animal Husbandry
L. M. Turk	Assistant Professor	Associate Professor of Soils
C. H. Spurway	Res. Associate and Associate Professor	Professor of Soils
C. F. Huffman	Res. Associate and Associate Professor	Research Professor of Dairy Husbandry and Associate Professor

10. (Continued)

APPLIED SCIENCE

Approval of
title changes

<u>Name</u>	<u>Present Title</u>	<u>Recommended Title</u>
H. C. Beeskow	Instructor in Botany	Assistant Professor
Elmer Leininger	Assistant Professor of Chemistry	Associate Professor
Richard L. Bateman	Instructor in Chemistry	Assistant Professor
Duncan Stewart	Instructor in Geology and Geography	Assistant Professor
P. C. Morrison	Instructor in Geology and Geography	Assistant Professor
Fendley A. Collins	Instructor in Physical Education for Men	Assistant Professor
R. B. Laubert	Instructor in Physical Education for Men	Assistant Professor
Ann Kuehl	Instructor in Physical Education for Women	Assistant Professor
Samuel H. Dwight	Instructor in Physics	Assistant Professor
Robert V. Brown	Instructor in Physiology and Pharmacology	Assistant Professor
K. J. McCristal	Assistant Professor of Physical Education	Associate Professor

ENGINEERING

C. H. Pesterfield	Instructor in Mechanical Engineering	Assistant Professor
W. E. Reuling	Assistant Professor in Mechanical Engr.	Associate Professor
W. L. Cockrell	Instructor in Mechanical Engineering	Assistant Professor
C. M. Rix	Instructor in Mechanical Engineering	Assistant Professor
L. J. Rothgery	Research Assistant, Engineering Experiment Station	Res. Asst. and Asst. Prof. of Civil Eng.
L. W. Mabbott	Instructor in Civil Engineering	Research Assistant and Inst. in Civil Engr.

HOME ECONOMICS

Catherine Miller	Instructor in Home Management and Child Development	Assistant Professor
Katherine Hart	Instructor in Institution Administration	Assistant Professor
Julia Tear	Assistant Professor of Textiles, Clothing and Related Arts	Associate Professor
Hazel Strahan	Assistant Professor of Textiles, Clothing and Related Arts	Associate Professor
Mildred Jones	Instructor in Institution Administration	Assistant Professor

LIBERAL ARTS

R. H. Kimber	Assistant Professor of History	Associate Professor
John A. Clark	Instructor in English	Assistant Professor
A.J.M. Smith	Instructor in English	Assistant Professor
Raymond Ohl	Instructor in Foreign Languages	Assistant Professor
C. E. Upham	Instructor in Economics	Assistant Professor
Linton Stevens	Instructor in Foreign Languages	Assistant Professor
Thomas McGuire	Instructor in Foreign Languages	Assistant Professor
Anders Orbeck	Instructor in English and Asst. to Dean of Liberal Arts (1938-29)	Assistant Professor and Asst. to Dean (1938-39)

MISCELLANEOUS, continued

10. (Continued)

LIBERAL ARTS, continued

<u>Name</u>	<u>Present Title</u>	<u>Recommended Title</u>	Approval of title changes.
William Blair	Instructor in English	Assistant Professor	
W. F. Thompson	Instructor in English	Assistant Professor of Speech and Dramatics	
Stanley E. Crowe	Associate Professor of Mathematics, Director of Summer Session	Professor and Director of Summer Session	
Herman Wyngarden	Associate Professor of Economics	Professor	
Alexander Schuster	Assistant Professor of Music	Associate Professor	
J. E. Powell	Assistant Professor of Mathematics	Associate Professor	

VETERINARY SCIENCE

H. E. Johnson	Assistant Professor of Anatomy	Associate Professor
Floyd Young	Instructor in Anatomy	Assistant Professor
F. W. Fabian	Research Associate and Associate Professor in Bacteriology	Research Professor of Bacteriology and Associate Professor
E. D. Devereux	Assistant Professor and Research Associate in Bacteriology	Assistant Professor (only)

ALL-COLLEGE

L. H. Geil	Instructor in Journalism and Assistant, Dept. of Publications	Assistant Professor and Assistant, Dept. of Publications
------------	---	--

Recommendation of Colonel Smith for the assignment of the following academic titles to members of the Military Department staff:

<u>Army Rank</u>	<u>College Rank</u>
Colonels	Professors
Lieutenant Colonels and Majors	Associate Professors
Captains	Assistant Professors
Designated non-commissioned officers	Instructors

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the above changes in title. Increase in salary of Mr. Crowe.

11. Recommendation that the salary of S. E. Crowe, Professor of Mathematics and Director of Summer School, be increased to \$4500, effective January 1, 1939.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to approve the increase in Mr. Crowe's salary.

12. Recommendation that the title of Mr. R. S. Linton, Assistant Registrar, be made that of Registrar, and further that his salary be increased to \$4,000.00 per year, effective January 1, 1939.

Mr. Linton made Registrar and advance in salary approved.

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

13. Recommendation that the salary of Coach Charles Bachman be increased from \$7500.00 to \$8500 effective January 1, 1939.

Increase in salary of Mr. Bachman

On motion of Mr. Berkey, seconded by Mrs. Masselink, it was voted to approve the above recommendation.

PRESIDENT'S REPORT

Resignations and Appointments

1. Resignation of Miss Violet McCallum, Night Nurse at the Health Service, effective November 13, 1938. Resignation
2. Appointment of Charles R. Schmitter of Detroit as fencing coach for a period of 12 weeks during the winter term at a remuneration of \$25 per week. Appointments
3. Appointment of Claud Erickson as Consulting Engineer at a salary of \$1500 per year, effective December 1, 1938. Mr. Erickson will advise the College staff in problems pertaining to the development and operation of heating, power, and other utility facilities on the campus.

PRESIDENT'S REPORTS, continued

Appointments

4. Temporary appointment of Winfield S. Harrison as Assistant in Farm Management at a salary of \$2000 per year, effective from December 12, 1938 to June 30, 1939. Mr. Harrison will be paid on a portion of the salary saved through Mr. E. B. Hill's leave of absence and will be used to assist with the field work while Mr. Hill is away.
5. Appointment of Dr. C. F. Holland as Acting Head of the Health Service until further consideration of the matter at the beginning of the next fiscal year, July 1, 1939. His salary is to be \$4500, retroactive to October 1, 1938. Dr. Holland has been Assistant Physician at the Health Service since September 1, 1937.
6. Continuation of Miss Nina Reilly as Instructor in the Department of Textiles, Clothing and Related Arts for the winter and spring terms of 1939 at a salary of \$1200 for the period.
7. Appointment of Mrs. Edna Eggstaff as night nurse at the Health Service to replace Miss Violet McCallum, resigned. Her appointment was effective December 1, 1938 at an annual salary of \$1200 plus board and laundry (same salary as Miss McCallum received).

Travel

TRAVEL

1. Full expenses for A. A. Applegate to attend a meeting in Chicago on November 28 and 29 in connection with the Agricultural Adjustment program; expenses to be paid from Extension funds.
2. Out-of-state travel authorization for Director R. J. Baldwin and J. A. Porter to attend a meeting in Chicago, without expense to the College, on November 28 and 29 in connection with the Agricultural Adjustment program.
3. Railroad coach fare for George Amundson to attend the meeting of the American Society of Agricultural Engineers during the week of November 28, payable from Extension funds.
4. Full expenses for L. H. Brown to attend a meeting of the Farm Security Administration in Milwaukee, Wisconsin, on November 30, payable from Farm Management departmental funds.
5. Railroad coach fare for H. H. Musselman to attend the meeting of the American Society of Agricultural Engineers in Chicago on December 2, payable from Agricultural Engineering departmental funds.
6. Mileage on one car for Dr. Pirnie, Professor Morofsky, Mr. Schoenmann, and a graduate student to attend the Wildlife Conference at Columbus, Ohio, on December 8 and 9. Expenses are to be charged to the W.K. Kellogg Bird Sanctuary account.
7. Mileage on one car for members of the Mathematics Department to attend the meeting of the American Mathematical Association on November 23-26 in Cleveland, Ohio.
8. Mileage on one car for members of the Physics Department (C.W. Chapman, W.G. Keck, C.D. Hause) to attend a meeting of the American Physical Society in Chicago on November 25 and 26.
9. Full expenses for L. R. Richards to visit the Eastman School of Music at Rochester, New York, during the week of November 20. Mr. Calder and Mr. Richards wished to make this trip before the final plans for the Music Building were completed.
10. Full expenses for L. G. Miller to attend a special Forced Warm Air Conference at Cincinnati, Ohio, on December 12 and 13, payable from Short Course Conference funds.
11. Mileage on one car for members of the Forestry Department to attend the meeting of the Society of the Society of American Foresters at Columbus, Ohio, on December 15, 16 and 17.
12. Out-of-state authorization without expense to the College for C. F. Huffman to appear on the program at the Annual Meeting of the Nebraska Dairyman's Association at Lincoln, Nebraska, on December 8.
13. Out-of-state authorization for J. G. Hays to attend a meeting of the Breeds Relation Committee of the American Dairy Science Association in New York City on November 26, without expense to the College. Also authorization to make possible side trips to ascertain the desirability of purchasing bulls for the College dairy herd. These expenses are to be paid from the Special Dairy Cattle Funds.
14. Full expenses, not to exceed \$100, for Dr. I. F. Huddleson to make a trip to Pittsburgh and New York City during the week of December 12 for the purpose of securing funds for financing some of his research projects.
15. Full expenses for Charles Pachman to speak at the football banquet at Tiffin, Ohio, on November 30.
16. Full expenses for Merle D. Byers to attend the meeting of the American Vocational Association and a meeting of the committee on Research in Home Economics Education in St. Louis, Missouri, November 27 to December 4. Expenses are to be paid from Vocational Funds.
17. Full expenses (\$46.89) for H. M. Byram to attend and participate in the annual convention of the American Vocational Association at St. Louis, Missouri, from November 29 to December 3. Expenses are to be reimbursed from Vocational Teacher Training funds.

PRESIDENT'S REPORTS, continued
Miscellaneous

1. Authorization of the payment of \$66 to Fred Baker as compensation for 15 days' work lost because of a back injury (October 25 to November 9).
2. Authorization of the appropriation of \$100 for supplies to be used in the work being done on the College Museum which has been included in a state-wide WPA Museum Project.
3. Authorization for the renting of the test scoring machine for delivery about March 1, 1939, at \$400 per year.
4. Approval of the expenditure of \$25 from Athletic Association funds so that the basketball team may put on a clinic at Bay City in December.
5. Approval of the expenditure of \$60 for meals for the basketball team during the Thanksgiving vacation.
6. Approval of payment for services rendered during the football season to 38 staff members as per list forwarded to the treasurer.

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

Travel

A list of twenty-four travel items were presented to the Board for consideration.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to refer the Travel requests to the Administrative Group with power to act and to report back to the Board at its next meeting.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to refer any additional requests for travel to scientific meetings during the Christmas holidays, to the Administrative Group, action to be reported back to the Board at its next meeting.

PWA ITEMS

1. Men's Dormitory. Bids were taken on kitchen equipment, refrigeration and electric light fixtures on December 12th as follows:

Kitchen Equipment

J. Charles Ross	\$10,896.95
Great Lakes Hotel Supply Co. (Stearnes Company)	11,875.00

Special Fixtures

Hall Electric	2,162.00
American Lighting & Tile	2,200.00

Refrigeration

Barker-Fowler	5,874.00
L. C. Pemberton	6,994.00
Nash-Kelvinator	7,525.00
Westerlin & Campbell	7,780.00

On motion of Mr. Downing, seconded by Mr. Brody, it was voted to award the contract for special fixtures to the Hall Electric and for refrigeration to Barker-Fowler Company.

2. Girls' Dormitory. The bids were taken for the construction of the Girls' Dormitory #3, Michigan Project 1581-F on November 18th as follows:

Alfred A. Smith	\$436,634.00
Spence Brothers	438,690.00
Walbridge-Aldinger Co.	439,229.00
Jerome A. Utley	439,800.00
A.W. Kutsche & Co.	443,680.00
W.E. Wood Company	466,784.00

A committee consisting of the President, Mr. Brody and the Secretary awarded the contract to the low bidder, Alfred A. Smith of Detroit. Contract documents have been executed and construction started.

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

3. Auditorium. Bids were taken on the foundations and excavations on the Auditorium on November 7. The contract was originally awarded to the Christman Company at the Board meeting on November 10th. After Christman Company presented satisfactory proof that an error had been made in their computations, they were released from their bid and the contract awarded to Jerome Utley of Detroit at \$19,740.00. Contract documents were executed and construction has been started.

Payment of compensation to Fred Baker

Appropriation of \$100 for Museum Project

Approval rental test scoring machine.

Payment meals basketball team app.

Also approval of \$25.00 for put on clinic in Bay City.

Payment of time sheet for 38 staff members.

Travel

Refrigeration and special equipment contracts for Men's Dorm. let.

Smith awarded contract on girls' dorm.

J.A. Utley awarded contract for foundations Auditorium

PWA ITEMS, continued

Approval of
not to ex-
ceed \$17,000
for extension
of footings
Auditorium

4. The location of the Auditorium was not definitely settled until just prior to the advertising for bids for excavations and foundations. Specifications called for footings to a certain depth. No adequate determination of sub-soil conditions had been made. Subsequent explorations indicate that the footings must be extended to as much as 15 feet deeper than originally anticipated. With the approval of the PWA the Utley Company has submitted unit prices for this additional work. It is estimated that this work will cost not to exceed \$17,000.00 and possibly not over \$12,000.00. The work is being undertaken on the basis of the unit prices.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to approve items 3 and 4.

Spence Bros.
awarded con-
tract on
Soils Barn.

5. Soils Barn. Bids were taken on the Soils Barn, Michigan Docket 1814-F on December 5th as follows:

Spence Brothers	\$18,290
Morse & Boyer	18,349
Dorr Granger	18,480
Jerome Utley	19,350
F. J. Corr	20,149
Reniger Const Co.	20,529
Hagameir Const. Co.	21,800
Christman Const. Co.	22,338

Spence Brothers have started work. The formal awarding of the contract to Spence Brothers should be approved.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the above item.

If increased
grant allowed
on judging
pavilion,
construction
to be started

6. Livestock Judging Pavilion. Formal application for an increased grant on the basis of the known cost of \$175,000.00 was filed on November 10th. The Regional PWA Office in Chicago approved the application and forwarded it to Washington. No definite word has as yet been received.

On motion of Mr. Brody, seconded by Mrs. Masselink, it was voted, if the increased grant is approved, to proceed with the construction of the building and to go ahead with the steam tunnel.

Bids to be
taken Men's
Gym & Field
House

7. Men's Gymnasium and Field House. Bids are being taken on excavations and foundations on December 21st. A committee should be authorized to consider these bids and award the contract.

Also for
Music Bldg.

8. Music Building. Bids for excavations and foundations for this project are being taken on December 28th. A committee should be authorized to consider these bids and award the contract.

On motion of Mr. Downing, seconded by Mr. Berkey, it was voted to appoint a committee consisting of President Shaw, Mr. Brody and Secretary Hannah to consider bids and award contracts on foundations and excavations on the Men's Gymnasium and Field House and on the Music Building.

Approval of
payment of
\$700 to Mich.
Drilling Co.

9. It has been necessary to engage the Michigan Drilling Company of Detroit to make a study of the foundation conditions under our various proposed buildings. The unpaid account due this company will be for approximately \$700.00 and preliminary drillings were charged to the Grounds Budget in the amount of approximately \$400.00. An appropriation is requested to cover these items.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the payment of \$700.00 to the Michigan Drilling Company.

Approval of
additional
labor classi-
fications.

10. The following additional labor classifications have been requested by the labor unions and approved by the PWA subject to the approval of this Board.

Operators Concrete Mixer	\$1.50 per hour
" Air Compressor	1.50 " "
" Shovel	1.50 " "
" Dragline	1.50 " "
" Bulldozer	1.50 " "

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

Resolution
to City of
East Lansing
re: Sewage
Disposal
Plant.

11. The City of East Lansing requests payment of our share of the cost of the PWA project covering the sewage disposal plant before July 1st, if possible. The PWA requires an appropriate resolution covering this item.

On motion of Mrs. Masselink, seconded by Mr. Downing, it was voted to approve the following resolution:

WHEREAS, the City of East Lansing has filed an application with the Public Works Administration for aid in the construction of a sewage disposal plant; and

WHEREAS, the State Board of Agriculture has previously agreed to contribute 40% of the sponsor's contribution of the cost of this plant, and

WHEREAS, the Public Works Administration has approved the necessary grant and the City of East Lansing has caused proper plans and specifications to be prepared and bids to be advertised for the construction of this plant,

NOW, THEREFORE, BE IT RESOLVED that the State Board of Agriculture will pay to the City of East Lansing its share of the cost of this construction not to exceed \$20,000 on or before July 1, 1939 and by April 1, 1939 if the condition of the finances of the State Board of Agriculture so permit.

SECRETARY'S ITEMS

1. Communication from Mrs. Matilda R. Wilson acknowledging the Board resolution sent her at the time of the death of her son.
2. Presentation of an opinion from Shields, Ballard, Jennings and Taber on the title of the property at Lake City, purchase of which was included in the budget and is being completed by this firm.
3. Communication from Dr. William S. Kimball.

Discussion. No action.

4. Request from Dean Dirks for a full-time elevator operator in the Engineering Building. This will cost approximately \$1100.00 per year.

No action.

5. Report of the planting on the campus during the winter and spring of 1937-38 of the following trees from President's nursery donated by President Shaw to the College:

160 American Elm
218 Hard Maple
20 Soft Maple
166 Norway Spruce
115 Col. Spruce
137 Douglas Fir
6 Red Cedar
1 Sassafras
3 Norway Maple

326

The Secretary reported to the Board the receipt of the following communications:

6. The Federal Communications Commission has authorized an increase in power for WKAR to 5 kilowatts. The total cost of making the necessary changes is approximately \$60,000.00 and some preliminary work must be started by April 1st.
7. Communication from Mr. Towne, Librarian, asking for the transfer of the telephone exchange out of the Library building to provide needed room for library use, and calling the attention of the Board to the need for an additional wing on the Library building.
8. Communication from Dean Anthony and Mr. Tenny calling the attention of the Board to the great need for dormitory accommodations for short course students.
9. Communication from Director Gardner and Dean Anthony relative to the road assessment on the South Haven Station.
10. Recommendation from Dean Anthony that facilities be provided for the poultry department to take the place of these that are being removed in connection with the landscaping project. To inaugurate the progeny testing project, a brooder house should be immediately constructed that will be available for occupancy by March 1st at an estimated cost of \$5,000.00. The balance of the buildings will not be required until October 1st and can be included in next year's budget.

On motion of Mr. Halstead, seconded by Mr. Brody, it was voted to authorize the Secretary to have plans drawn and to secure figures on the construction of the above-mentioned brooder house and to present them to the Board at its next meeting.

11. Request from Dean Giltner for partition changes in the basement of the Psychology Building to make available needed space for research purposes. Total estimated cost - \$850.00.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the above item, the expenditure of \$850 to be charged against Dean Giltner's budget.

12. The State Highway Department has definitely declined our invitation to design the Farm Lane Bridge. Upon recommendations of Dean Dirks and Professor Allen preliminary discussions have been held with Mr. Earl H. Shuttleworth. He offers to design and provide the necessary specifications and counsel during construction for a lump sum of \$1500.00.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to appoint Mr. Downing and Mr. Halstead a committee to meet with the Highway Commissioner, Mr. VanWagoner, and again request him to have his department provide the design, plans and specifications for this bridge, - it being understood that if Mr. VanWagoner declines to provide this service Mr. Shuttleworth be engaged for a fee of \$1500 to perform these services.

RETIREMENT ITEM

1. The Retirement Committee and the Administrative Group recommend that the Board adopt a definite policy relative to payment of salaries of staff members after death. The policy in effect at the University is recommended as follows:

Communication from Mrs. Wilson

Opinion re: title property Lake City

Communication Dr. Kimball

Request Dean Dirks for elevator operator

Report on planting of trees on campus received from President Shaw's nursery.

Approval of increase in power WKAR

Mr. Towne requests transfer telephone exchange.

Need for dorm. accommo. short course.

Comm. re: assessment So. Haven Sta.

Plans for brooder house to be drawn and bids to be taken.

Request for partition changes in Psychology Bldg. basement

Mr. Downing & Mr. Halstead to contact Mr. VanWagoner re: farm lane bridge.

Mr. E.H. Shuttleworth to be engaged if no luck with highway dept.

Retirement policy - re: payment of salaries after death staff members.

RETIREMENT ITEM, continued

1. (Continued)

"When any*staff member who has been on the payroll for five years or more dies leaving a widow or dependent children, such dependent or dependents shall receive the salary of the deceased staff member up to the date of his death if it has not already been paid and in addition shall receive payroll installments to a total of 25% of such annual compensation. In case there are no dependents salary payment terminates with the date of death."

*This means all employees, whether or not included under retirement and insurance.

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

ADDITIONAL MISCELLANEOUS

1. Recommendation that Mr. C. E. Rosenbrook be considered full-time Purchasing Agent on a permanent basis instead of temporary basis effective at once.

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

2. Recommendation that the salary of Mr. Alexander Schuster, Assistant Professor of Music, be increased from \$3200.00 to \$3500.00 per year, effective January 1, 1939.

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

3. Recommendation from Dean Anthony and Director Gardner that Dr. J. W. Crist, Associate Professor of Horticulture, be granted a leave of absence on full pay for the remainder of the fall term and for the winter term on account of illness.

On motion of Mrs. Masselink, seconded by Mr. Brody, it was voted to approve the above recommendation.

4. Recommendation from Dean Giltner that where necessary a portion of the fee collected from fourth year Medical Biology students be paid to the hospitals and laboratories in which they are completing their undergraduate work, - it being understood that these fees in no case are to exceed the amount collected by the college from the student so enrolled.

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

5. Discussion of requests to be made of the legislature.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to instruct the President and Secretary to request the legislature for maintenance funds based on the continuing appropriation act as passed by the last session of the legislature.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to authorize the President and Secretary to prepare and present to the legislature a complete list of the building needs of the College, presenting them in the order of their urgency.

6. Request from Mr. Wilkins (as per his letter on file) that he be authorized to sell certain bonds and to invest the proceeds in Michigan State College Music Building Bonds. He was further authorized to invest retirement funds bringing the total investment for Michigan State Music Building bonds up to \$125,000.00.

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

7. List of students graduating at the end of the fall term, as per item 5 under Miscellaneous page 1471, as follows:

DIVISION OF AGRICULTURE

Degree: Bachelor of Science

Maynard Arleth Christensen

Arden Smith Foster

Clarence Frederick Genter, High Honor

J. Layle Littlefield

Stanley Allen Mahaffy

Anthony Luke Rapes

William Lionel Tate

FORESTRY

Degree: Bachelor of Science

Robert Raymon Rider

DIVISION OF ENGINEERING

Degree: Bachelor of Science

Gerald Anema, E.E.

Fred Melville Barron, C.E.

Luane Bryant Burton, Chem. E.

Homer Russell Hastings, E.E.

Leo Vaughan Nothstine, C.E.

Robert Woodin Reed, E.E. Adm.

Walcom George Simons, Chem. E. Adm.

James Ralph Wooten, Chem. Adm.

Mr. Rosenbrook considered full time purchasing agent.

Salary increase Alexander Schuster.

Leave of absence Dr. J.W. Crist approved

Portion of Fee collected from 4th yr. Med. Bio. stu to be paid to hospitals, etc.

Legislative requests

Mr. Wilkins authorized to sell certain bonds and invest that and retirement funds in Music bldg. bonds.

Students graduating end of fall term.

ADDITIONAL MISCELLANEOUS, continued

7. List of students graduating at the end of the fall term, continued:

DIVISION OF HOME ECONOMICS
Degree: Bachelor of Science

Betty Louise Burns	Jessie Etta May Levin
Lela Mary Coors	Nancy Gray McGarry
Nixole Fillinger	Virginia Agnes Ruttle
Eleanor Cyrille Springhette	

DIVISION OF APPLIED SCIENCE
Degree: Bachelor of Science

Floyd Maxwell Cessna	Walter Marvin Gebao
Robert James Cousino	Helen Jessie Holbrook, With Honor
Thomas Edward Darnton	Ernest Leroy McLaughlin
William Edward Fowle	Robert James Matthews

POLICE ADMINISTRATION
Degree: Bachelor of Science

Ralph George Orcutt

PHYSICAL EDUCATION
Degree: Bachelor of Science

James Milton Demitz	Dorothy E. Russell
---------------------	--------------------

DIVISION OF LIBERAL ARTS
Degree: Bachelor of Arts

John Edward Crist	Vivian Emma Knepp
John William Gustafson	Burwell C. Palm
Helen Louise Hamel	Edna Jane Smith

BUSINESS ADMINISTRATION
Degree: Bachelor of Arts

Milton Bartram Dickerson, With High Honor	Edward Frank Osborn
Byron Lee Duckwall	Richard Radke
John Robert Fitch	Charles Herbert Rosetta
Robert Stephen Hutchinson	Frank Davis Russo
Robert Miller Shassberger	

DIVISION OF VETERINARY SCIENCE
MEDICAL BIOLOGY

Degree: Bachelor of Science

Ruth Catherine Manninen

VETERINARY SCIENCE

Degree: Doctor of Veterinary Medicine

Russell Roger Vickers	Melvin Jacob Klooster
-----------------------	-----------------------

ADVANCED DEGREESMaster of Arts

Robert Kenneth Boyd - Economics	Velda Louise Fowler - Education
Sherman Edmund Coryell - Education	Everett Charles Highlund - Education
Julius Stulberg - Education	

Master of Science

Thomas Randolph Cox - Soils	Stuart Crawford Hilderbrand - Farm Crops
Gracient Eidt - Poultry Husbandry	Bernard Romuald Homrich - Chemistry
Henry Earl Evert - Chemistry	Ross Hill Petty - Chemistry (Organic)
Thomas W. Dakin - Chemistry (Physical)	Richard Walter Thompson - Chemistry (Organic)

The meeting adjourned at 4:00 P.M.

Robert S. Shaw
President

John A. Hounah
Secretary