

Minutes of the
Meeting of the State Board of Agriculture
February 16, 1939

Present: Mr. B. H. Halstead (Chairman); Messrs. Berkey, Brody, Downing, Jakway; Mrs. Masselink; President Shaw; Comptroller Wilkins; Secretary Hannah.

Absent: Dr. Elliott

The meeting was called to order at 10:15 A.M.

The minutes of the previous meeting were approved.

RESIGNATIONS, APPOINTMENTS AND LEAVES

Resignations

1. Resignation of Miles W. Casteel, Assistant Football Coach and Assistant Professor of Physical Education for Men, effective February 28, 1939. Mr. Casteel has accepted a position as head football coach at the University of Arizona.
2. Resignation of Frederick Stuewer as half-time graduate assistant in Zoology, effective January 31, 1939. Mr. Stuewer has accepted a position with the Game Division of the State Conservation Department.

Appointments

3. Appointment of Joseph F. Holsinger as Assistant Football Coach and Assistant Professor of Physical Education for Men at a salary of \$3750.00 per year, effective February 15, 1939. Mr. Holsinger replaces Mr. Casteel (salary \$4500).
4. Appointment of Alton S. Kircher as Instructor in Physical Education and Assistant in football, basketball, and baseball at a salary of \$2000 per year, effective September 1, 1939.
5. Appointment of Roy E. Decker, as Assistant County Agent Leader at a salary of \$4000.00 per year, effective April 1, 1939. This is an additional position payable from Extension Division funds. Mr. Decker is now employed as a farm crops extension specialist at a salary of \$3800.00.
6. Appointment of Mr. Oscar Warbach as half-time graduate assistant in Zoology to replace Frederick Stuewer, resigned, effective February 1, 1939.
7. The following appointments have been recommended for the six-week summer school at a salary of \$400.00 each;

Department of Education -- A. A. Rather, Superintendent of Ionia Public Schools
D. W. Rich, Principal of Lansing Eastern High School
Department of Economics -- Dr. Fritz Redlich, Mercer University, Georgia.

8. Request for leave of absence without pay for Miss Winona Swanty from February 15 to April 30, 1939, because of ill health. Miss Swanty is employed in the Central Stenographic Office.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the first eight items.

No action on
Baten leave

9. Request for leave of absence on half pay for Dr. W. D. Baten for one year beginning September 1, 1939, for the purpose of studying under Dr. R. A. Fisher at the University of London and under Mr. Frank Yates, Chief Statistician of the Rothamsted Experiment Station. The salary he receives is to be paid from Experiment Station funds. (Salary \$3800).

No action.

Travel

TRAVEL

1. Full expenses for J. W. Stack to attend the meeting of the American Council of Guidance and Personnel Associations to be held in Cleveland, Ohio, February 21 to 25, with expenses paid from funds of the President's Office.
2. Out-of-state authorization without expense to the College for Dr. G. M. Trout to attend a Dairy Industry meeting in New York City on February 23. Dr. Trout is chairman of the Dairy Products Judging Committee which deals with scholarship awards.
3. Full expenses for Dr. Earl Weaver to appear on the program at the annual meeting of the Midwest Producers' Creameries, Inc., at South Bend, Indiana, on February 23; expenses to be paid from Dairy Department funds.
4. Full expenses for Dean Fred T. Mitchell to attend the meeting of the American College Personnel Association on February 23 to 25 in Cleveland, Ohio.
5. Railroad coach mileage for M. M. Cory to attend the Hotel Association convention in Chicago on March 7 to 10. Mr. Cory teaches a class in Electrical Engineering for students in the Hotel Administration course.
6. Railroad coach mileage for Mrs. Mabelle Ehlers and Miss Julia Tear to attend the Hotel Association Convention in Chicago, March 7 to 10.
7. Full expenses for Dr. Ray Hutson, to attend a meeting of the entomologists to be held in Buffalo, New York, on March 10. The meeting is being called by the Federal Extension Office for the purpose of comparing methods of control of the grape berry moth, and expenses should be paid from Extension funds.
8. Request from Glen O. Stewart and Coach Charles Bachman to attend the following alumni meetings

TRAVEL, continued

8. (Continued)
with full expenses (Mr. Stewart's expenses to be paid from Alumni funds and Mr. Bachman's from Varsity Football funds):
- Annual meeting of the Buffalo Alumni Club during the week of March 13.
 - Meeting of the Cleveland Alumni Club during the week of March 13 (this trip was approved for Mr. Stewart for January 5, but the Cleveland Club postponed its meeting).
 - Annual meeting of Chicago Alumni Club on April 1.

Travel

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

PRESIDENT'S REPORTS

- Full expenses for L. R. Schoenmann to attend a meeting of the Upper Lakes States National Resources Committee in Madison, Wisconsin, on February 2; expenses to be paid from Conservation Institute funds.
- Out-of-state travel authorization without expense to the college for H. D. Hootman to accept an engagement at Cornell University for a series of lectures to fruit growers during the week of February 27.
- Full expenses for Dean Anthony to attend a meeting of the Upper Lakes States Water Resources Committee of the National Resources Committee in Chicago on February 15.
- Full expenses for Dean Elisabeth Conrad to attend the Convention of the National Association of Deans of Women in Cleveland, Ohio, from February 21 to 24. At the last meeting of the Board, this was referred to the President with power to act.
- Approval of an agreement with the American Jersey Cattle Club which provides for a scholarship grant of \$400 for the purpose of studying a problem relating to Dairy Husbandry, the specific nature of which shall be agreed upon by the Head of the Dairy Department, the holder of the fellowship, and the Secretary of the American Jersey Cattle Club. Mr. Forrest Fansher is the holder of the fellowship.
- Approval of an agreement with the H. H. Robertson Company which will establish a fund of \$500, starting February 1, 1939, for the purpose of further research on the microbostatis and microbicidal properties of Hubbellite.

Agreement
Jersey Cattle
Club

Agreement H.H.
Robertson Co.

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

MISCELLANEOUS

- Recommendation from the Athletic Council that Francis C. Dittrich's salary be increased from \$1700 to \$2000 per year, effective March 1, 1939. Mr. Dittrich will assume additional work in track formerly carried by Miles Casteel.
- Recommendation from Dean Emmons that the fee for private lessons for Mrs. Mack be changed from \$36 per term to \$30 per term.
- Request for an increase of \$1200 in the Police budget for the balance of this fiscal year.
- Request from Mr. Jackson Towne for \$656 for additional furniture to relieve crowded conditions in the Library.
- Recommendation from the Finance Committee of the Athletic Council that the Varsity Football budget be increased \$7500 and the Freshman Football budget be increased \$250.
- Recommendation from Dean Emmons that the payment for class teaching by students be made from regular instructional funds rather than from the Music Revolving fund.
- Recommendation from Dean Emmons that music practice room fees be credited to the Music Revolving fund.
- Request for an appropriation of \$1000 for emergency transportation in connection with student teacher training.
- Presentation of a bill for \$87.00 from the University Hospital for services to Wyman Davis who was injured in the last football game.
- Request for \$400 to be used for the purchase of wire and screen necessary in the construction work at the broadcasting station.
- Consideration of the purchase of an inn at Glen Arbor near Glenn Lake to be used as an art colony during the summer months. The inn may be purchased for \$5000, and payments may be made over a period of three years.

Increase in
Francis
Dittrich's
salary
Fee private
lessons Mrs.
Mack \$30 per
term.
Police budget
increased.
Approp. \$656
for Lib. furn.
Vars. football
budget in-
creased \$7500
Payment class
teach. by stu.
from regular
inst. funds
Practice room
fees credited
Music. Rev.
\$1000 approp.
for trans.
teacher tr.
Payment of \$87
to Univ. Hosp.
Approp. \$400
for broad-
casting sta.

No action on
purchase of
inn at Glen
Arbor.

Mr. Wilkins
authorized to
see 5 guaranty
bonds

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to take no action on item 11.

- Recommendation from Mr. Wilkins that five Guaranty Trust Loan Bonds, Loan 200-A, be sold at 45, a little less than one-half value.

Request from
Poor's for
list of
college sec.

MISCELLANEOUS, continued

13. Request from Poor's Publishing Company for a list of the College securities.

No action.

Request from
Ing. Co. Med
Soc. for es-
tab. Inst.
etc. deferred

14. Request from the Ingham County Medical Society for the establishment and maintenance of an Institute for the Study of Human Brucellosis on the campus of Michigan State College.

Action deferred.

Approval of
arrangement
St.Bd. Voc.
Ed.

15. Recommendation from Dean Anthony for the approval of an arrangement with the State Board of Control for Vocational Education whereby they will aid to the extent of 75 per cent of the expenses of outside instructors for special conferences.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the Miscellaneous items, except items 11, 13 and 14 on which action appears.

Refund of
student fees
in special
cases app.

16. Discussion of refund of student fees in special cases.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to authorize the President, Secretary and Treasurer to deviate from the existing rule covering refund of student fees in special cases where in the opinion of this committee the facts merit special consideration.

Wickes Boil-
er requests
additional
remuneration
of \$2191.25

SECRETARY'S ITEMS

1. Communication from the Wickes Boiler Company requesting additional remuneration of \$2191.25 due to the union wage rates they were forced to pay on the construction of the boiler.

Referred by Board to Mr. Ballard, college attorney, for such disposition as he sees it.

Certain
changes in
personnel of
Mich. Sur.Co.
Bond approved

2. Communication from the Michigan Surety Company informing the Board of their acceptance of certain changes in the personnel of the business office and requesting the approval of the rider on the policy as presented. Action of the Board approving the changes in personnel on the policy as previously voted by the Board is desired including substitution of Mr. Rosenbrook for Mr. Sweeney as purchasing agent; of Mr. Beamer for Mr. Rosenbrook as cashier; cancellation of Mr. Sweeney's bond, the bond of Mr. Stewart, auditor, who has left our employ, and Mr. Beamer who has been transferred to the new position. A lower rate is being charged by the Michigan Surety Company on these bonds.

Communication
from Prof.
Chapman re:
lab sections
Physics.

3. Communication from Professor Chapman informing the Board that it is necessary to cancel certain laboratory sections in physics and to reduce the number of laboratory hours in all general physics courses due to the shortage of laboratory space and facilities in the physics building.

No action.

Patton
lease to be
executed.

4. Recommendation from Dean Anthony that the division of Agriculture be authorized to lease certain properties adjoining the College farm for five-year periods with purchase options each case as follows:

a. From John W. Patton, 30-acre lease - \$10.00 per acre, purchase option \$9,000.00.

b. From Frank Clever, 30-acre lease - \$10.00 per acre, purchase option \$9,000.00.

c. From Ralph Hudson, 40-acre lease - \$10.00 per acre, purchase option \$11,000.00.

d. From Ed Beaumont, 80-acre lease - \$10.00 per acre, purchase option \$20,000.00.

e. From Dell F. Bennett, 80-acre lease - \$10.00 per acre, purchase option \$20,000.00.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to refer to a committee consisting of the President, the Secretary and Mr. Brody, with power to execute the lease and option on the Patton property (item a above) if in the judgment of the committee it is desirable and that further report be made at the next meeting on items b, c, d and e.

Purchase
option on
Hoochnessian
farm set at
\$16,000.00

5. Report of the Secretary on the completion of lease and purchase option from Mr. Charles Hoochnessian as discussed at the January Board meeting at a rental of \$10.00 an acre and a purchase option of \$16,000, rather than \$18,000 as originally asked by Mr. Hoochnessian.

Hernia opera-
tion app.
Louis Camillo

6. Louis Camillo, a student employed by Buildings and Grounds reports a hernia resulting from carrying molding clay to the fourth floor of the Union Art Studios. The Health Service recommends an immediate operation.

On motion of Mr. Brody, seconded by Mr. Jakway, it was voted to approve items 2 and 6.

Resolution
to be posted
in Union re:
prohibiting
selling in
building.

7. Chief Harold Haun is having difficulty with salesmen, solicitors and others selling magazines and wares of all sorts in the Union Building and other points on the campus. To eliminate this undesirable practice requires a definite regulation of the Board and the posting of this regulation on the campus.

Referred to Mr. Ballard, attorney for the Board, with instructions that he prepare a proper ordinance to be presented at the next Board meeting.

8. Communication from the Lansing Commandery Knights Templar for the use of Demonstration Hall

SECRETARY'S ITEMS, continued

8. (Continued)
for the annual charity Hospitaler Circus next winter.

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

9. Communication from J. Charles Ross relative to kitchen equipment for Abbot Hall.

No action.

10. The State Health Commissioner, Dr. Gudakunst, has reported the source of the undulant fever epidemic as due to faulty plumbing in the Bacteriology Building and particularly through an insufficient water supply. Detailed report has not been received but the changes we believe to be required will cost not to exceed \$600.00.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve item 10.

PWA ITEMS

1. Resolution authorizing certain changes in the tunnel connections for the Veterinary Clinic and in the electrical wiring of the building at a net deduction from the original contract of \$605.16.

WHEREAS, the State Board of Agriculture has entered into a contract with the Dorr D. Granger Company of Lansing, Michigan for the construction of an addition to the Veterinary Clinic known as Michigan PWA Docket 1612-F in accordance with the requirements of the Public Works Administration; and

WHEREAS, it is now desirable to make certain changes in the tunnel connecting this structure with the central heating plant and to take advantage of the new main tunnel connecting the central heating plant with the new auditorium; and

WHEREAS, Bowd and Munson Company, the architects, have prepared plans and specifications for these changes and the Dorr D. Granger Company have submitted a price constituting a net reduction of \$1319.00 in the original contract price; and

WHEREAS, further, certain changes in mechanical equipment including additional electrical outlets, electrical wiring, etc. are now deemed to be necessary to make the various classrooms and laboratories best serve their purposes; and

WHEREAS, the Dorr D. Granger Company have submitted a bid on these changes in accordance with specifications prepared by Bowd and Munson Company at an additional cost of \$713.84; and

WHEREAS the foregoing changes are deemed necessary and desirable;

NOW, THEREFORE BE IT RESOLVED by the State Board of Agriculture at its meeting on January 19th to approve these changes and to instruct Bowd and Munson Company to take the necessary steps to secure the approval of the Public Works Administration and upon their approval Bowd and Munson Company are authorized to issue a change order to the Dorr D. Granger Company embracing these changes at a net deduction from the original contract price of \$605.16.

2. Resolution authorizing the inclusion of certain piling under the entrances and stage of the auditorium in the contract with the Utley Company and at the same unit prices as the existing contract. This procedure will result in a saving of \$2500.00 if it becomes necessary to omit the small auditorium from the general contract.

WHEREAS, there are certain piles and pile caps under the east wall of the main auditorium and under the entrances to the auditorium and certain excavation work under the stage area and under the entrances that are not included in the excavation and foundation contract with the Jerome Utley Company; and

WHEREAS, this additional work is required before construction of the main auditorium can proceed, and

WHEREAS, the machinery for driving the piles is now on the job; and

WHEREAS, if this work is not done while this machinery is in place there will be an additional charge of at least \$2500.00 for returning this machinery to the site; and

WHEREAS, the Utley Company is willing to proceed with this work on a unit price basis at the same prices as included in the existing contract;

NOW, THEREFORE, BE IT RESOLVED by the State Board of Agriculture at its meeting on February 16th to award this additional work to the Utley Construction Company in accordance with plans and specifications prepared by the architects, Bowd and Munson Company, and it is further resolved that the Bowd and Munson Company are instructed to take the necessary steps to procure the approval of the PWA for this procedure. It is estimated that the total cost of this additional work will not exceed \$7,686.70.

3. Resolution authorizing certain changes in the electrical wiring at the hospital at a total estimated cost of \$49.60 and certain basement partition changes at an additional cost of \$45.00, and changing the kitchen layout in accordance with the specifications at an additional cost of \$34.60 and additional wiring required by the x-ray machine at an additional cost of \$179.00.

Hospitaler
Circus to be
held Demon.
Hall next yr.

No action on
J. Charles
Ross communi-
cation.
Report of
Health Com.
re source
of undulant
fever.

Resolution
authorizing
changes in
tunnel con-
nections for
Vet Clinic-
deduction -
\$605.16.

Resolution
authorizing
inclusion
of certain
piling under
entrances and
stage of
auditorium.

PWA ITEMS, continued

3. (Continued)

Resolution authorizing certain changes in electrical wiring at the new hospital.

WHEREAS, the construction of the hospital known as PWA Docket Michigan 1202-F is well under way in accordance with the contract entered into by the State Board of Agriculture with the Jerome Utley Company; and

WHEREAS, it is now necessary to make certain changes in the electric wiring, plumbing and structural changes due to the requirements of the x-ray equipment, sterilizers, kitchen equipment, etc. that were not originally planned for; and

WHEREAS, the architects have prepared specifications on these various changes and the Jerome Utley Company has submitted bids that seem to be reasonable;

NOW, THEREFORE, BE IT RESOLVED by the State Board of Agriculture at its meeting on February 16th to approve these changes and authorize them at additional costs as follows:

1. Changes in electric wiring and fixtures in nurses' dining room and in first floor corridor at \$49.60.
2. Substitution of two arm baths for two foot baths in the first floor treatment room at \$24.00.
3. Change the wiring and fixtures in the pharmacy room and nurses' station at \$27.00;
4. Install additional wiring for the x-ray equipment at \$179.00.
5. Change the plumbing and wiring in the kitchen to accomodate kitchen equipment at \$341.60.
6. Change the plumbing and a partition in the ground floor toilet and nurses' rest room at \$45.00.

IT IS FURTHER RESOLVED that Malcomson, Calder and Hammond are authorized and instructed to take the necessary steps to secure the approval of the PWA for these changes and are instructed to issue a change order to the Jerome Utley Company covering these items.

Resolution approving the inclusion in Soils Barn of certain plumbing fixtures, construction of septic tank, driving of well, etc.

4. Resolution approving the inclusion in the Soils Barn of certain plumbing fixtures, construction of a septic tank, the driving of a well and installation of pump and water pressure tank and certain other changes at an estimated cost of not to exceed \$1206.35,- this work to be done by Spence Brothers, the contractors, on this project.

WHEREAS, a Soils Research Barn is being constructed in accordance with PWA regulations known as Michigan PWA Docket 1314-F; and

WHEREAS, it is now determined to be necessary for the proper functioning of this building to include certain plumbing fixtures, the construction of a septic tank, the drilling of a well, a water pump, a water pressure tank and certain other changes in accordance with these specifications of \$1206.35; and

WHEREAS, the State Board of Agriculture has determined that these changes are necessary and desirable,

NOW, THEREFORE, BE IT RESOLVED by the State Board of Agriculture at its meeting on February 16 to authorize these changes and the Bowd and Munson Company are authorized to issue a change order to Spence Brothers for the amount above stated,

IT IS FURTHER RESOLVED that the Bowd and Munson Company are hereby authorized and instructed to secure the approval of the PWA on this procedure.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to approve items 1, 2, 3 and 4.

Low bid on Music Bldg. let to J.A. Utley Co.

5. Bids were taken on February 14th for the construction of the Music Building as follows:

J. A. Utley Company	\$196,400.00
Spence Brothers	196,690.00
Christman-Lansing Co.	198,000.00
Alfred A. Smith	199,380.00
Reniger Construction Co.	204,376.00
Walbridge-Aldinger	204,840.00
Granger Construction Co.	208,800.00

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to award the bid on the construction of the Music Building to J. A. Utley Company, the low bidder, at \$196,400.

Bids opened various equipments new hospital.

6. Bids were received February 14th on the various equipments for the new hospital, Mich. 1202-F, as follows:

Kitchen equipment

Reichle Sons Company	\$ 4,398.00
The Stearnes Company	4,643.00
J. K. Stephens Company	4,653.00
Southern Equipment Company	4,717.00
Gold Star Products	4,970.00

Reichle Sons low bidders Kitchen equipment

PWA ITEMS, continued

6. Bids on various equipments for hospital:

Sterilizers

G. A. Ingram Company	\$ 1,475.00
American Sterilizer Company	1,482.00
Scanlan-Morris Co.	2,371.55

G.A. Ingram
given bid
on Sterili-
zers

X-Ray Equipment

Westinghouse X-Ray Inc.	4,282.00
General Electric	5,725.00
Evans Sherratt Company	5,992.18
Picker X-Ray Corporation	6,080.00

Westinghouse
on X-Ray
equipment.

Physiotherapy

Westinghouse X-Ray, Inc.	938.70
G. A. Ingram Company	1,350.00
A. Kuhlman & Company	1,684.30

G.A. Ingram
on Physio-
therapy

Refrigeration

Barker-Fowler Electric	1,587.00
L. C. Pemberton	1,677.00
Gold Star Products Co.	1,790.00
Kelvinator	1,915.00
Detroit Ice Machine Company	2,170.00

Barker-Fowler
on refrigera-
tion.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to approve awarding the contracts to the low bidder in each case except the physiotherapy which is awarded to the second low bidder, due to unsatisfactory performance of Westinghouse equipment.

7. Bids on the auditorium will be opened on March 8th. A special meeting of the Board is suggested to consider these bids.

The Board meeting adjourned at 2:30 P.M., to meet in special session March 8th at 2:00 P.M.

Robert E. Shaw
President
John A. Hannah
Secretary

Minutes of the
Meeting of the State Board of Agriculture
March 8, 1939

Present: Mr. Halstead, Chairman; Mr. Berkey, Mr. Brody, Mr. Downing, Mr. Jakway; Mrs. Masslink; President Shaw; Treasurer Wilkins; Secretary Hannah.

Absent: Dr. Elliott

The meeting was called to order at 2:45 P.M.

The Minutes of the previous meeting were approved.

RESIGNATIONS, APPOINTMENTS, AND LEAVES

Resignations

1. Resignation of Miss Evelyn Hensel, First Assistant Cataloger in the Library, effective April 1, 1939. Miss Hensel has accepted a position as Head Cataloger in the Library at Pennsylvania State College.

Appointments

2. The following recommendations have been made to take care of the vacancy in the Library:

- Appointment of Miss Marjorie Vivian as First Assistant Cataloger at a salary of \$1900 per year (same salary as Miss Hensel's), effective April 1, 1939. Miss Vivian is now Associate Reference Librarian at a salary of \$1750 per year.
- Appointment of Mr. Merrill Jones as Associate Reference Librarian at a salary of \$1750 per year, effective April 1, 1939. Mr. Jones has been serving as half-time graduate assistant (Evening Reference Librarian), and it is recommended that the balance of his