

MINUTES OF THE MEETING
of the
STATE BOARD OF AGRICULTURE
February 17, 1944

Present: Mr. Berkey (Chairman); Messrs. Akers, Brody, McPherson; Miss Jones; Mr. Mosier, representing Dr. Elliott; President Hannah; Secretary McDonel

Absent: Mr. Armstrong; Treasurer Wilkins

The meeting was called to order at 11:30 A.M.

The minutes of the last meeting were approved.

PRESIDENT'S REPORT

Resignations

Resignations

1. Resignation of Jean M. Sussex as stenographer in Farm Management, effective January 15, 1944.
2. Resignation of Mrs. Kathryn Hewitt as hostess in Ewing Cooperative House, effective December 31, 1943.
3. Resignation of Mrs. Mollie Cole as hostess in Mary Mayo Annex, effective December 31, 1943.

Appointments

Appointments

1. Appointment of Mrs. Maxine L. Turbin as stenographer in Buildings and Grounds at a salary of \$1380 per year, effective January 1, 1944. Students have been employed on the labor payroll previously.
2. Temporary appointment of Mrs. Anna Mae Littrell as clerk at the Health Service at a salary of \$1320 per year, effective January 22, 1944. Mrs. Littrell replaces Myrnarose Maybury (salary \$1320) who has resigned.
3. Appointment of Mrs. Grace R. Stanley as hostess in Ewing House at a salary of \$50 per month, effective for the period from January 14 to June 30, 1944. She replaces Mrs. Hewitt who has resigned.
4. Appointment of Mrs. Lucile S. Pryer as hostess at Kappa Sigma Annex at a salary of \$60 per month, effective for the period from January 1 to June 30, 1944. She replaces Mrs. Mollie Cole who has resigned.

Travel

Travel

1. Full expenses for Dean Marie Dye to attend a meeting of the Postwar Planning Committee of the Land Grant College Association in Chicago January 27-29.
2. Full expenses for A. C. Baltzer to attend a special short course being held at Cornell University during the last week of January. Expenses are to be paid from Extension funds.
3. Expenses not to exceed \$20 for M. D. Pirnie to attend the annual meeting of the Midwest Museums Association in Toledo, Ohio, on February 4 and 5.
4. First-class railway fare only for T. L. Stearns to attend the Great Lakes Rural Education Conference in Chicago on February 14 and 15.
5. Full expenses for I. A. Gould to attend a conference called by the Evaporated Milk Association in Chicago on February 16. Expenses are to be paid from the Evaporated Milk Association fund.

RESIGNATIONS

Resignations

1. Resignation of Mrs. Evelyn E. Laubaugh as clerk in the Comptroller's Office, effective January 15, 1944.
2. Resignation of Evelyn Rauner as clerk in Purchasing, effective January 31, 1944.
3. Resignation of Mrs. Mildred Beins as stenographer in Publications, effective January 15, 1944. Mrs. Beins will join her husband who is in the Army.
4. Resignation of Dorothy Crakes as stenographer in Soil Science, effective February 29, 1944. Miss Crakes has enlisted in the Cadet Nurses Corps.
5. Resignation of Lemuel R. Rhodes as District Club Agent for Iosco, Arenac, and Ogemaw Counties, effective February 29, 1944. Mr. Rhodes is accepting the managership of a Farm in Eaton County.
6. Resignation of Marian Andros as Instructor in Art, effective August 31, 1944.

RESIGNATIONS, continued

7. Resignation of Nicholas Musselman as Instructor in Mathematics, effective January 31, 1944. Mr. Musselman has been commissioned in the Navy. He was a temporary employee.
8. Resignation of Evelyn M. Wood as Research Assistant in Bacteriology and Special Agent in the Bureau of Animal Industry, effective February 29, 1944. Miss Wood plans to enlist in the WAC.

LEAVES

Leaves

1. Leave of absence with pay for Miss Grace Richards, Hostess at East Mary Mayo, for the period from February 10 to March 31, 1944. Miss Richards' mother is critically ill.
2. Leave of absence without pay for Mrs. Charlotte Vary, hostess in South Campbell Hall, effective March 1, 1944. Mrs. Vary is ill.
3. Leave of absence without pay for military service through August 31, 1944, as follows:
 - a. Francis C. Dittrich, Instructor in Physical Education for Men, effective February 1, 1944. Mr. Dittrich has been drafted.
 - b. Curtis W. Sabrosky, Assistant Professor of Entomology, effective February 1, 1944. Mr. Sabrosky has been commissioned as Assistant Sanitarian in the United States Public Health Service.
 - c. Donald Brooks, employee in Stores, effective January 26, 1944. Mr. Brooks has been drafted.

Appointments

APPOINTMENTS

1. Appointment of Elaine Converse as clerk in the Comptroller's Office at a salary of \$1320 per year, effective January 24, 1944. Miss Converse replaces Glennadine VanDerBerg (salary \$1320) who has been transferred.
2. Appointment of Patricia Palmer as clerk in the Comptroller's Office at a salary of \$1320 per year, effective January 31, 1944. Miss Palmer replaces Evelyn Laubaugh (salary \$1500) who has resigned.
3. Appointment of Mrs. Frances Hein as clerk in the Registrar's Office at a salary of \$1320 per year, effective February 1, 1944. Mrs. Hein replaces Ruth Boyd (salary \$1260) who has resigned.
4. Appointment of Thelma Moon as clerk in the Registrar's Office at a salary of \$1320 per year, effective February 1, 1944. Miss Moon replaces Margaret Wilbur and extra labor payroll personnel.
5. Reinstatement of Carol Letzring Jennings as General Duty Nurse at the Health Service at the former salary of \$1800 per year, effective January 31, 1944. Mrs. Jennings has been on leave since September 1, 1943.
6. Appointment of Mrs. Kathleen Codd as Hostess in South Campbell Hall at a salary of \$120 per month, effective February 15, 1944. Mrs. Codd replaces Mrs. Charlotte Vary who is on leave.
7. Continuation of Ruth Peck as Assistant State Supervisor of Emergency Farm Labor in charge of the Women's Land Army through December 31, 1944, at the same salary of \$3000 per year, paid from Emergency Farm Labor funds.
8. Continuation of James G. Hays as Emergency Farm Labor Specialist in charge of housing and transportation through December 31, 1944, at the same salary of \$3800 per year, paid from Emergency Farm Labor funds.
9. Appointment of Dennis McGuire as Emergency Farm Labor Assistant at a salary of \$275 per month, effective for the period from February 7 to June 30, 1944, and paid from Emergency Farm Labor funds.
10. Appointment of Mrs. Olga Bird Nickle as Emergency Extension Supervisor at a salary rate of \$3000 per year, effective for the period from March 1 to June 30, 1944, and paid from War Food Administration funds.
11. Appointment of Mrs. Eunice Pardee as Emergency Extension Supervisor at a salary rate of \$3000 per year, effective for the period from February 2 to June 30, 1944 and paid from War Food Administration funds.
12. Appointment of Walter B. Bradley as District 4-H Club Agent in Iosco, Arenac, and Ogemaw Counties at a salary of \$2500 per year, effective February 21, 1944. Mr. Bradley replaces Lemuel H. Rhodes (salary \$2200) who has resigned.
13. Appointment of Mrs. June C. Brown as Home Demonstration Agent in Mecosta, Newaygo, and Oceana Counties at a salary of \$2300 per year, effective March 1, 1944. Mrs. Brown replaces Elsie Titsworth (salary \$2200) who was transferred.
14. Reinstatement of Byron Good as Assistant Professor of Animal Husbandry at a salary of \$2500 per year, effective February 15, 1944. Mr. Good has been wounded in action and discharged from the hospital.
15. Appointment of Mrs. Edward Litchfield as Instructor in History at a salary of \$120 for the six-week period beginning February 15, 1944.

APPOINTMENTS, continued

16. Appointment of John Brattin as Lecturer in Psychology at a salary of \$80 per month, effective for the period from January 15 to March 31, 1944. He partially replaces Mr. Ballachey who is on leave.
17. Reinstatement of Leonard J. Luker as Assistant Professor of Education at a salary of \$3120 per year, effective June 20, 1944. Professor Luker has been on leave since September 1942.
18. Appointment of Robert Keith Hudson as half-time graduate assistant in Forestry, effective for the period from April 1 to December 31, 1944.

Appointments

TRAVEL

Travel

1. Full expenses for G. A. Branaman to attend a meeting of the National Committee of the Conference on Cooperative Meat Investigations in Chicago on February 15 and 16.
2. Full expenses for E. B. Swingle to attend the district Victory Garden conference in Chicago on February 17 and 18, and to visit the University of Wisconsin and Indiana University; expenses to be paid from Extension funds.
3. Full expenses for Dean E. L. Anthony to attend the National Farm Institute at Des Moines, Iowa, on February 18 and 19.
4. First-class railway fare only for C. C. DeWitt to attend the national meeting of the American Institute of Mining and Metallurgical Engineers in New York City on February 20-24.
5. Full expenses for Paul Krone to attend a conference of Extension workers in the Victory Garden Program at Cleveland, Ohio, on February 21 and 22, with expenses paid from Extension funds.
6. First-class railway fare only for Hazel M. Hatcher to attend the Planning Conference in Home Economics Research in Chicago on February 20-23, with expenses paid from College funds.
7. Full expenses for H. M. Byram, T. A. Kerry, and H. P. Sweany to attend the Regional Conference for Vocational Education in Chicago on February 21-24 with the total expense not to exceed \$50. The College will be reimbursed for these expenses by the Vocational Board.
8. Expenses not to exceed \$35 for Mrs. Byers and Mary Lee Hurt to attend the Regional Conference for Vocational Home Economics in Chicago on February 22-24. The College will be reimbursed for this expense by the Vocational Board.
9. Full expenses for E. B. Hill to attend the meeting of the Regional Postwar Planning Commission in Milwaukee on February 23 and 24.
10. Full expenses for R. J. Baldwin and A. B. Love to attend a conference in Chicago to discuss policy matters with regard to the 1944 labor program, with expenses paid from Extension funds. The conference will be held on February 24-26.
11. First-class railway fare only for Mildred Jones to visit the University of Wisconsin to observe their methods of operating women's dormitories. Miss Jones plans to make the trip during the latter part of February.
12. First-class railway fare only for C. V. Millard to attend the National Education Association meeting in Chicago on February 27 to March 3.
13. First-class railway fare only for William Sur to attend the Music Educators National Conference in St. Louis, Missouri, on March 2-8.
14. Full expenses for V. R. Gardner to attend a meeting of the research and operations staff of the U. S. Soil Conservation Service in Milwaukee on March 8 and 9; paid from Experiment Station funds.
15. Full expenses for Ray Hutson to attend a meeting of entomologists at Cleveland on March 8 and 9. This meeting has been called by the Federal Extension Service, and expenses are to be paid from Extension funds.
16. Full expenses for Mabelle Ehlers to attend the Midwest Hotel Show in Chicago on March 9-11. Mrs. Ehlers will chaperon Michigan State College students.
17. Full expenses for B. R. Proulx to attend the Midwest Hotel Show in Chicago on March 9-11.
18. First-class railway fare only for H. R. Hunt to attend the meeting of the International Association for Dental Research in Chicago on March 19.
19. Full expenses for Roy Underwood to attend the meeting of the National Association of Schools of Music in Cincinnati on March 22-26.

MISCELLANEOUS

Report of death of graduates in war.

Renewal agreement Am.Pot. Institute

Gift \$3000 Prof. Plant for scholarships

Check \$67.97 from Mrs. Gunson

Additional amounts paid to staff members

E. J. Van Tilborg employed in Bacty Dept. until Mar. 31 1944 Inc. salary R. Filer

Transfer Mrs. Aten to Bookstore.

Salary adjustments for business office employees.

Appropriation for Aud. for Band Concert

Optron Labs. to use Physics labs for 3 months

Resolution from Mich. St. Farm Bureau.

Fees for 6 wks s.s. session to be on basis of $\frac{1}{2}$ quarter fees

1. Report of the death of the following graduates in the war:

Floyd Herman Klay, Class of 1941, First Lieutenant in the Army Air Forces, was killed in action in the European Area on September 15, 1943. He was graduated in Forestry on March 22, 1941. He entered from Sardis, Ohio.

2. Renewal of a memorandum of understanding and acceptance of a grant of \$1200 from the American Potash Institute to be used in determining the need of Michigan soils for boron in the production of crops commonly grown in various parts of the state and especially alfalfa. The project is under the direction of the Soil Science Department.

3. Gift of \$3000 from Professor L. C. Plant, the income to be used as scholarship awards to students in mathematics. Selection of the students is to be made by the Dean of Liberal Arts and the Head of the Department of Mathematics.

4. Check for \$67.97 has been received from Mrs. Thomas Gunson to be used for a student loan fund.

5. The following amounts have been paid to staff members who worked additionally during January:

Martha Fleischauer	\$ 3.75	John McCallum	\$25.00
Eleanor Gilmore	2.00	C. A. Miller	36.00 ESMWT
Elizabeth Gruginskis	3.60	S. S. Radford	72.00 ESMWT
Christina Gunn	14.00	B. M. Robinson	27.50
Robert F. Herron	70.50	Kenneth Richards	41.50
Leo J. Klever	45.00		

6. The following amounts have been paid to salaried employees for help at the Auditorium during the month of January:

G. Knapp	\$ 17.00	H. Evans	\$ 5.00
C. Weissinger	11.00	B. Moore	5.00
L. Searl	17.00	W. Burt	14.00
D. Scott	8.00	E. Steve	5.00
L. Chapman	17.00	N. Whitehead	5.00
M. Jeffers	11.00	K. Smith	5.00
E. Wilcox	9.00	R. Warren	11.00
V. Severance	17.00	B. Troxell	5.00
L. Cudworth	14.00	J. Kutt	5.00
R. Whiting	17.00		

7. Evan J. Van Tilborg was appointed at the last Board meeting as Instructor in Surgery and Medicine, effective April 1, 1944. Dean Giltner recommends that he be employed in the Department of Bacteriology at the same salary rate of \$2120 per year, for the period from February 8 to March 31, 1944.

8. Increase in salary for Roselyn Jean Filer, clerk in Mimeograph, from \$1320 to \$1380 per year, effective February 1, 1944.

9. Transfer of Mrs. Josephine Aten from Stenographer in Speech at \$1500 per year to the State College Book Store at a salary of \$1800, effective February 14, 1944.

10. Recommended salary adjustments in the Business Office, to be effective February 1, 1944:

Merrill Pierson, Assistant Comptroller	from \$4120 to \$4300
C. A. Rosenbrook, Purchasing Agent	from \$4000 to \$4500
Rodney Whiting, Accountant	from \$3120 to \$3800
Gerald Knapp, Auditor	from \$2520 to \$3000
J. M. Kutt, Cashier	from \$3120 to \$3600

11. An appropriation of \$100 is requested for the use of the Auditorium on March 8 for a Band Concert sponsored by the Music Department.

12. The Optron Laboratories of Dayton, Ohio, have requested the use of the Physics laboratories for a period of three months beginning January 1, 1944, with the understanding that the College will be reimbursed in the amount of \$100 for the first month and \$50 per month for each month thereafter. Not more than two people will work at one time.

13. The following resolution has been received from the Michigan State Farm Bureau:

"RESOLVED that this group go on record urging that Michigan State College explore and compare labor and production costs of farmers as well as the incomes of farmers with other economics groups, and give proper publicity to the same in the interests of a better public understanding of the farmer's economic status and his problems."

14. The Faculty recommends for Board approval that all Summer School fees for the six-week session be on the basis of one-half of the quarter fees and for three-week courses on the basis of one quarter of the quarter fees. There will be no change in the additional activity fee for students carrying 4 credits or less in the six-weeks session.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve the President's Report, Resignations, Leaves, Appointments, Travel, and Miscellaneous Items.

ADDITIONAL ITEMSResignations and Appointments

1. Resignation of Leona Pierce as stenographer in Home Economics Education, effective February 15, 1944.
2. Appointment of Mildred Eckhoff as stenographer in Publications at a salary of \$1380 per year, effective February 10, 1944. Miss Eckhoff replaces Mildred Beins (salary \$1350) who has resigned.
3. Appointment of Mrs. Dorothy J. Henry as stenographer in Speech and Dramatics at a salary of \$1440 per year, effective February 7, 1944. Mrs. Henry Replaces Mrs. Aten (salary \$1500) who has been transferred.
4. Appointment of Mrs. Edith Olson as stenographer in Home Economics Education at a salary of \$1320 per year, effective February 15, 1944. The College will be reimbursed for her salary by the State Board of Control for Vocational Education. She replaces Leona Pierce (salary \$1320) who has resigned.

Resignation
Leona Pierce

Appointments

Travel

1. Full expenses for Emery Foster and Robert Herron to attend the Midwest Hotel Show in Chicago on March 8-10.
2. First-class railway fare only for B. F. VanAlstyne to attend the National Collegiate Basketball Coaches meetings and the final NCAA Basketball Tournament game in New York City on March 24-28.
3. First-class railway fare only for Charles McCaffree to attend the National Collegiate Swimming Coaches meetings and the NCAA Swimming Meet at Yale University at New Haven on March 23-26.

Travel

Miscellaneous

1. The following amounts are available for investment in U. S. Savings Bonds Series G:

Rackham Fund	\$ 2,100
Jenison Fund	200
Swift and Company Fund	15,000
Wallace and Tiernan Company	4,000
F. C. Jenison Trust Fund	12,500
	<u>\$33,800</u>

Approval
investment
of funds in
Government
bonds

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve Item 1.

2. Bill from Dr. O. M. Randall in the amount of \$150 for services rendered J. F. Wilson, an employee in Buildings and Grounds who was injured in a cave-in.
3. Dean Anthony and Dean Giltner recommend the termination of the production of Brucellin and Brucellergen in the College laboratory as soon as satisfactory arrangements can be made for private manufacture of this material.

Payment bill
Dr. Randall
for J.F.
Wilson, in-
jured
Production
of brucellin
and brucell-
ergen in
College Lab.
to be term.

On motion of Mr. Brody, seconded by Miss Jones, it was voted to approve the Resignations, Appointments, Travel and Miscellaneous Items.

4. Proposed construction of a machinery shed and storage unit to be used in connection with the production of the crops for the canning factory.

Approval con-
struc. mach.
shed and
storage unit

On motion of Mr. Akers, seconded by Mr. Brody, it was voted to approve the above recommendation with the understanding that the expenditure not exceed \$5,000.00.

5. Budget for next fiscal year to be prepared.

Budget for
next fiscal
year to be
prepared.

On motion of Mr. McPherson, seconded by Miss Jones, it was voted to instruct the President to prepare the budget for the next fiscal year on the basis of placing all academic employees on a 12-months basis. At the present time research and extension employees and the entire staff in Agriculture are on a 12 months basis. Throughout most of the institution, employees are on a 10 months basis. The adjustments are to be dated as of July 1st and in the future, the academic year and the fiscal year are to cover the same period, - from July 1 through June 30.

6. The President reported an inquiry from the Veterans Administration as to the willingness of the college to provide accommodations for the regional office for interviewing, testing, counseling, advising and instituting rehabilitation training for veterans of the present war.

College to
cooperate
with Vet.
Adm. to pro-
vide accomo-
dations,
etc.

On motion of Miss Jones, seconded by Mr. Brody, it was voted to instruct the President to offer all reasonable cooperation to the Veterans Administration.

ADDITIONAL ITEMS, continuedMiscellaneous, continued

Mr. H.W.Klare
hotel man.
met with Bd.
re: bldg. for
hotel train-
ing course.

Professor
Reeves met
with Board

Report of
Pres. re:
arrangement
with Farm &
Horse in con-
nection with
his farm

Report re:
renegotiated
Army Air
Force con-
tracts.

7. Mr. H. William Klare, representing the hotel interests, met with the Board for luncheon and outlined the reasons why the hotel industry feels that there should be constructed on the campus a building combining the features of an inn with instructional and research facilities that are desirable in the hotel training course. The Board assured Mr. Klare of its continuing interest and suggested that a more detailed report be prepared for future consideration.
8. Professor F. W. Reeves of the University of Chicago, at the invitation of the President, met with the Board and various questions were directed to him by members of the Board having to do with policies and procedures at institutions with which he is familiar.
9. The President reported that for the past two or three years the Dairy Department of the College has been cutting the hay on his personal farm on Hagadorn Road and in return the College has plowed a garden plot of about $1\frac{1}{2}$ acres and cut the noxious weeds about the boundary fence. The Farm and Horse Department of the College is interested in continuing the arrangement and the President reported his willingness for the College to have the hay on the same basis as before. The Farm and Horse Department will plow the garden and keep the undesirable noxious weeds under control and in return will have the hay without any charge. There are about 70 acres of hay involved.
10. The President reported that the Army Air Force in renegotiating contracts for 1500 trainees in conformance with the new national policy will pay for the use of Mason-Abbot Hall on the basis of maintenance costs plus 4% of the inventory value for the use of the building. This will return to the College \$39,000.00 a year, - approximately \$67,000.00 less than the amount required to take care of the interest and bond retirement. It was pointed out, however, that the remuneration for the teaching staff partly compensates for this loss inasmuch as much of the payroll now carried by the Air Corps would revert to the College budget if the training program were terminated.
11. The Secretary reported on the status of the various bills in the legislature in which the College is interested.

The meeting adjourned at 3:30 P.M.

John A. Hannah
President

Karl H. McDowell
Secretary