

Minutes of the
Meeting of the State Board of Agriculture
February 18, 1937

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

Absent: Mr. Daane, Dr. Elliott

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

The minutes of the previous meeting were approved having been sent to the Board members.

Resignations
and
Appointments

RESIGNATIONS AND APPOINTMENTS

1. Resignation of Mrs. Lydia Ann Lynde, Extension Specialist in Child Training, effective February 28, 1937. Mrs. Lynde has accepted a position with the Extension Service of the U. S. Department of Agriculture.
2. Resignation of Miss Lois Brumbaugh, Reference Librarian, effective February 28, 1937. Miss Brumbaugh is accepting a position in the Law School Library at the University of Michigan.
3. Appointment of Mr. John E. Converse as District Club Agent for Eaton, Ionia, Ingham and Clinton counties, effective February 20, 1937 at a salary of \$1800.00 per year. Mr. Converse replaces Mr. Clarence Prentice, who was recently transferred to Sanilac County.
4. Recommended appointment of Mrs. Josephine Cook to take charge of teacher training in adult education in Home Economics during the months of January, February and March, at a salary of \$150.00 per month. This amount, plus an additional \$150.00 to be used as traveling expense by Miss Ruth Williamson, will be reimbursed by the State Department of Vocational Education.
5. Recommended appointment of the following for Summer Session teaching in the Liberal Arts Division (Board action is customary on the appointment of all Summer Session teachers not regular members of the College staff.)

<u>Name</u>	<u>Department</u>	<u>Total Salary</u>
E. W. Kiebler	Education	\$ 320.00
John R. Emens	"	400.00
Ruth Williamson	"	240.00
Walter E. Prince	English	267.00
Noel P. Gist	Sociology	400.00
Dr. Fritz Redlich	History & Economics	400.00

6. Reappointment of Miss Mary Baldwin as stenographer in the office of the Dean of Women, effective for the period January 1st to June 30, 1937 at a monthly salary of \$90.00. Miss Baldwin was appointed temporarily for the months of November and December at the rate of \$80.00 per month.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to approve the resignations and appointments.

Travel

TRAVEL

1. Full expenses to Ames, Iowa, so that the following extension specialists may attend a federal regional conference called for March 25th to 27th: Miss Gertrude Reis, Miss Marjorie Eastman, Miss Beatrice Boyle, Mr. W. Ira Bull, Mr. A. G. Kettunen, and Director R. J. Baldwin.
2. Mileage allowance on one car and maintenance expenses to South Bend, Indiana, for Mr. Arthur Howland, Extension Specialist in Economics, so that he may address the annual meeting of the Mid-West Creameries Association, February 25th and 26th.
3. Full expenses to Chicago for Dean Marie Dye, so that she may attend a meeting of the Land Grant College Committee on Home Demonstration Work called for February 22nd and 23rd. (The Land Grant College Association may be able to pay committee members' expenses; this is requested in case that is impossible).
4. Expenses not to exceed fifty dollars (from Kellogg Bird Sanctuary funds) for Dr. M. D. Pirnie, so that he may attend the National Wild Life Conference to be held at St. Louis, Missouri, March 1st to 4th.
5. First class railroad fare to Nashville, Tennessee, for Dr. Raymond Ohl, so that he may attend meetings of the Association of Classical Language Teachers of the Northwest and South, to be held March 25th to 27th.
6. Out-of-state travel authorization for Professor R. S. Hudson, who has been asked to address the Wisconsin Draft Horse Breeders' Association at Madison on February 24th. Expenses will be paid by the Association.

TRAVEL, continued

- 7. Recommendation for the allowance of a \$20.75 expense account incurred by Mr. D. H. LaVoi, Extension Specialist in Animal Husbandry, on a trip to Chicago made December 27 to 29. The trip was made at the request of the National Live Stock and Meat Board; expenses are to be charged to Extension funds.

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted to approve the travel requests.

MISCELLANEOUS

- 1. Recommendation for Board establishment of the following policies in regard to Health Service clinical treatment and hospitalization:

- 1. All students registered in the institution, undergraduate and graduate, full-time and part-time, are entitled to free health service clinical treatment.
- 2. Undergraduate students paying the full minimum course fee of \$30.00 per term shall be entitled to full hospitalization without charge. Full-time graduate students paying the minimum course fee of \$10.00 per term shall be entitled to free hospitalization. Graduate students holding appointments with pay from the College shall not be entitled to hospitalization. Part-time undergraduate students who pay on a credit hour basis are entitled to office medical attention but not to hospitalization.

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

- 2. Recommendation of Librarian Towne for the following readjustments in library salaries, occasioned by Miss Brumbaugh's resignation. There is no increase in the total salary budget.

- a. Mr. Glen Fitch, Evening Reference Librarian on part-time at \$600.00 a year, to assume Miss Brumbaugh's duties (with no change in title) at a salary of \$1700.00 per year, effective March 1, 1937.
- b. Miss Marian Marsh to assume Mr. Fitch's part-time position with the title of Assistant Evening Reference Librarian, effective March 1st at a salary of \$500.00 per year.

- c. Increase in the salary of Miss Inez Spofford, in charge of the Assigned Reading Room, from \$1200.00 to \$1500.00 per year, effective March 1st.

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

- 3. Recommendation of the Athletic Council that a guarantee of \$10,000 with 50% option be offered Syracuse University for the 1938 game here, and that a) the same guarantee be offered for a game here in 1939, or b) a guarantee of \$5000.00 with 50% option be accepted for a game at Syracuse that year, the place for the 1939 game to be decided by Syracuse.

- 4. Recommendation of the Athletic Council that the University of Kansas be allowed to retain the \$4000.00 guarantee due for the game there last fall until the time of the 1937 game here (same arrangement approved for Carnegie Tech at the January Board meeting).

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

- 5. Presentation for Board acceptance of a \$1000.00 grant from the American Cyanamid Company of New York City, to be added to the American Cyanamid Special Research Fund administered by the Department of Horticulture.

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

- 6. Report from the Ann Arbor Trust Company on the placing of College funds as follows:

Ann Arbor Savings and Commerical Bank	\$200,000.00
State Savings Bank, Ann Arbor	100,000.00
National Bank of Detroit	172,193.00

- 7. Recommendation for the payment of labor payroll items totalling \$170.25, earned by twelve salaried staff members in selling and taking tickets at basketball games to date.

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

- 8. Recommendation of Dean Anthony for the payment from departmental funds of a College Hospital bill of \$125.00 incurred by Mr. Robert Pritchard, blacksmith, who was injured while at work.

- 9. Recommendation that hospital and doctor bills totalling \$184.00 be paid for Edward Hart, student, whose leg was broken in a required Physical Education class.

- 10. Recommendation that \$6.60 for time lost be paid Wellington Fuller, Buildings and Grounds employee who was injured at work (22 hours at 30¢ per hour).

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to approve items 8, 9, and 10.

Travel

Policies regarding Health Service

Adjustments library salaries -

G. Fitch

M. Marsh

I. Spofford

Guarantee of \$10,000 to be offered Syracuse

U. of Kan. allowed to retain guaran until game here this fall.

\$1000 added to Am. Cyanamid Research fund

Report of A.A. Trust on placing of college funds.

Payroll for staff members taking tickets approved.

Payment of college hospital bill for \$125-Pritchard

Bills \$184 Edw. Hart app.

Time lost W. Fuller \$6.60

New dormitory to be named Sarah Langdon Williams Hall

MISCELLANEOUS, continued

11. Recommendation from the Administrative Group and the President that the name of the new women's dormitory, now under construction, be named Sarah Langdon Williams Hall.

On motion of Mr. Brody, seconded by Mrs. Wilson, it was voted to approve the recommendation of the Administrative Group and the President.

PRESIDENT'S REPORTS

Recommendations for disbursement of Wilson fund.

1. Report for Board record of the following conditions recommended for the disbursement of Mrs. Wilson's \$5000.00 student grant:

1. Fund to be administered by the faculty Committee on Student Loans.
2. \$1000.00 to be set aside to be used as cash grants in cases of extreme need, and the remaining \$4000.00 to be added to the Student Loan Fund (with the understanding that if there is need and the plan works out, additional sums may be taken from this to be used for cash grant purposes).
3. Disbursement of cash grants to be made by the Loan Committee on the following considerations.
 - a. Actual need as revealed by careful investigation.
 - b. Student to have been in residence on this campus at least one term.
 - c. Student to have demonstrated by classroom performance or objective tests that he has at least average ability.
 - d. Purpose for which grant is to be expended to be clearly understood by all parties.
 - e. Not over \$25.00 in any one year to be granted to any one individual, with not more than \$10.00 recommended for any one term; no commitments for additional amounts to be made at the time of the original grant.
 - f. Recommendations of Deans, staff members and Health Service to be sought in all cases.

Settlement of Kanouse boundary line

2. Approval of the payment of a total of \$175.00 to Mr. M. J. Kanouse, in settlement of the Harrison Road boundary line dispute.

Mrs. Zimmer continued in Registrar's Office.

3. Approval of the continuance of Mrs. John Zimmer, clerk in the Registrar's office, during the period February 13th to March 27th, inclusive, at the rate of \$125.00 per month. Mrs. Zimmer's temporary appointment for one month, beginning January 13th, was approved at the January Board meeting.

J.C. Davis travel to Philadelphia approved.

4. Approval of railroad and pullman expenses to Philadelphia and return for Mr. J. C. Davis, so that he might attend conferences of the American Management Association held February 9th to 11th.

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

FINANCE COMMITTEE ITEMS

College funds to be deposited in Am. St. Sav. Ek. & Ek. of Lansing.

1. Recommendation from the Comptroller that College funds be deposited (even though no security may be obtainable) in the American State Savings Bank of Lansing, Michigan and the Bank of Lansing - amount not to exceed \$100,000.00 in either bank.

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

\$5000 added to Comptroller budget.

2. Request of the Comptroller for an addition of \$5000.00 to the general budget of his office, to cover expenditures for the balance of the year.

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

\$5000 added to Dairy budget.

3. Recommendation of Dean Anthony that \$5000.00 be added to the budget of the Department of Dairy Husbandry, to cover expenditures for the balance of the year. The overdraft has been caused by unexpectedly high prices for feed and labor.

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

\$795 added to Zoology budget.

4. Recommendation of Dean Huston that \$795.00 be added to the budget of the Department of Zoology, to cover purchase of equipment for courses in histology to be offered during the spring term.

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

BUILDING COMMITTEE ITEMS, continued

Changes in new dormitory - \$4473.85.

1. Approval of certain changes in the new dormitory, recommended by the Dormitory Committee, at a total cost of \$4473.85.

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

Builders bond paid by Christman Co.

2. The Ann Arbor Trust Company has paid the builders bond for the Christman Company amounting to \$2239.50 in accordance with our specifications. This item was not included when the final financial setup was worked out. If there are no savings in the estimated costs, this will leave a shortage in the funds available and may eventually require an appropriation to take care of this item.

BUILDING COMMITTEE ITEMS, continued

3. L. W. Merriam offers to sell his property now leased by the college for a cooperative house.

No action.

4. Consideration of the matter of fencing the Kellogg Bird Sanctuary. A new fence surrounding the property is necessary. A chain link fence with barbed wire over-hang will cost approximately \$1500.00, if completed as a WPA project. WPA will furnish all of the labor.

No action.

5. The Kellogg Bird Sanctuary is in need of a permanent development plan providing for a long time landscaping, building location, drive and walk layout, etc.

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

6. Recommendation of the Athletic Council that the power line now located across the new running track be moved to a new location seventy-five feet to the north so that it will not interfere with the field events. Mr. Davenport has estimated the cost for doing this at \$110.00 (New track to be opened with a dual meet with the University of Chicago on Saturday, April 17)

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

7. Resolution is requested by the PWA withdrawing our PWA request for aid in the construction of a women's dormitory.

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

The meeting adjourned at 12 o'clock noon.

Robert S. Shaw
President

John A. Hannah
Secretary

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Absent: Mr. Downing, Dr. Elliott.

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

The minutes of the previous meeting were approved, having been sent to the Board members.

RESIGNATIONS, LEAVES AND APPOINTMENTS

1. Resignation of Dr. Hugh Wilson, half-time graduate assistant in Surgery and Medicine, effective March 31, 1937.

2. Resignation of Miss Dorothy Langdon, clerk in the Registrar's Office, effective as of March 10, 1937. It is recommended that the balance of Miss Langdon's salary for this fiscal year be transferred to the maintenance budget, to be used in hiring replacement on the labor payroll.

3. Recommendation that leave for the school year 1937-38 be granted Mr. Paul C. Morrison, Instructor in Geography, at a stipend of \$1000.00 for the period (present salary \$2000.00). During the year Mr. Morrison will accept a fellowship at Clark University.

4. Appointment of Mr. Alvin Wingerter as part-time assistant in Surgery and Medicine for the period April 1st to June 30, 1937, at a salary of \$60.00 per month. Mr. Wingerter will replace Dr. Hugh Wilson (resigned above).

5. Appointment of Mr. Merle W. Meyers as Instructor in Geography during the school year 1937-38, replacing Mr. Morrison at a salary of \$1200.00 for the year.

6. Recommendation for the continuance of Mrs. John Zimmer's temporary appointment as clerk in the Registrar's Office during the period April 5th to August 1, 1937. Salary rate is to remain at \$125.00 per month.

Resignations

Leave

Appointments