

Minutes of the
Meeting of the State Board of Agriculture
February 21, 1935

1145

Present: Messrs. Brody, Chairman, Berkey, Daane, Downing, Halstead, Mrs. Wilson, President Shaw, and Secretary Hannah.

Absent: Superintendent Voelker

The meeting was called to order at 10:25 A.M.

The minutes of the previous meeting were approved, having been in the hands of the Board members.

RESIGNATIONS, APPOINTMENTS, AND LEAVES

Resignations
Appointments
Leaves

1. Resignation of Mrs. Mary Roscelia Nelson, Assistant Cataloger of the Library, effective April 1, 1935.
2. Resignation of Miss Jean Fisher, stenographer in the Department of Animal Husbandry, effective February 15, 1935.
3. Appointment of Miss Evelyn M. Hensel as Assistant Cataloger, replacing Mrs. Nelson at the same rate of salary (\$1590.00), effective May 1, 1935.
4. Appointment of Miss Dolores O'Brien as stenographer in the Animal Husbandry Department, replacing Miss Fisher at the same rate of salary (\$90.00 per month), effective February 15, 1935.
5. Recommendation of Dean Anthony that the salary of Mr. D. L. Clanahan, Extension Specialist in Farm Crops, be increased from \$1930.00 to \$2200.00 per year, effective March 1, 1935.
6. Recommendation of Dean Huston that leave of absence with full pay be granted Mr. Fendley A. Collins, Instructor in Physical Education, for the duration of the spring term, so that he may have a necessary operation performed.
7. Recommendation of Dean Anthony that the vacation period of Miss Emma DuBord, Home Demonstration Agent of Wayne County, be extended from four to six weeks with full pay so that she may do graduate summer school work.

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

TRAVEL

Travel

1. Recommendation of Director Gardner that mileage expense on one car be allowed Professor Ray Hutson, so that members of the department may attend meetings of the North Central States Entomologists' Association in Urbana, Illinois, February 26th to March 1st. Expense is to be derived from the Station allotment to the Entomology Section.
2. Request of Miss Elida Yakeley, Registrar, for railroad and pullman allowance to Raleigh, North Carolina, and return so that she may attend the annual meeting of the American Association of Collegiate Registrars April 16th to 18th, - all expenses allowed.
3. Request of Miss Elisabeth Conrad, Dean of Women, for travel allowance to Atlantic City and return for the annual meeting of the National Association of Deans of Women February 20th to 23rd, - all expenses allowed.
4. Request of Miss Alma Goetsch and Miss Katherine Winckler, Instructors in Art, for travel allowance to Washington, D. C., and return for the meeting of the Progressive Education Association February 21st to 23rd. Acting Dean Emmons recommends an allowance of railroad and pullman fare for one if both should go and of railroad fare only if one should go. The Board recommendation is that one person be allowed travel on the basis of travelling expenses only.

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

PRESIDENT'S REPORTS

1. Approval of the transfer of Mr. E. A. Wenner from the position of County Club Agent of Iron County to that of County Agricultural Agent in Delta County at a change in salary from \$1800.00 to \$2100.00 per year (\$1800.00 from Federal Supplementary and \$300.00 from State Offset funds). Mr. Wenner replaces Mr. Joseph E. Turner, whose appointment terminated December 15, 1934, at the same rate of salary. Transfer of
E. A. Wenner
2. Approval of an extension of leave without pay for Mr. Thomas Devlin, comptometer operator in the Farm Management Department, for the six months beginning January 1st, 1935. This is an extension of the leave granted Mr. Devlin on July 1, 1934, for work with the federal government. Extension of
leave for
Thos. Devlin

PRESIDENT'S REPORTS, continued.

- Mrs. Kreitner continued in place of Mr. Devlin. Expenses to Chicago for B. R. Proulx
- Travel for Bachman to Chi & return.
- All expenses to Wash. for C. L. Nash.
- Trans. of \$112 Sta. Office to. F. & Horse
- Approval of transfer of Ext. funds.
- Compt to proceed with application for insurance For. Sugar Hæ
3. Approval of the continued appointment of Mrs. Carol Kreitner, replacing Mr. Devlin for the six-month period, effective January 1st at a salary of \$85.00 per month.
 4. Approval of a trip with expenses paid to Chicago and return for Mr. B. R. Proulx so that he might attend the Chicago Hotel Association meetings February 14th to 16th and make contacts for graduate placement.
 5. Authorization of travel with expenses paid for Charles W. Bachman to Chicago and return, so that he might speak before the Chicago alumni club Saturday, February 2nd.
 6. Authorization of all expenses to Washington, D. C. and return for C. L. Nash, Extension Specialist, so that he might attend a hearing on the national potato program called by the Federal Department of Agriculture on January 18th.
 7. Approval of the transfer of \$112.00 from the Station Director's office funds to the budget of the Farm and Horse Section of the Experiment Station, for the payment of a feed and freight bill contracted some weeks ago.
 8. Approval of the transfer of the following Extension funds as recommended by Director Baldwin:
 - \$600.00 from Extension State Reserve to State Offset Clothing
 - \$500.00 from Extension State Reserve to State Offset Insect Control
 9. Authorization of the Comptroller to proceed with application for inspection and insurance on the forestry sugar house boiler (needed immediately and not in a safe condition for use), with the understanding that the cost of insurance and necessary repairs be defrayed from the Forestry Department budget.

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

REPORT OF THE FINANCE COMMITTEE

- Gr. Rapids Trust Co. to turn over bonds to E.L. State Bank
- Payment to Trust Co. referred to Secretary.
- Claim of \$200 against Mr. Patch to be cancelled.
- \$1100 trans. from Music Rev. Fund to Music Dept.
- Music Revolving fund abolished.
- \$3400 added to budget of Chemistry Dept.
- Salaries ordinarily pd from Fed. funds to be paid from college funds.
1. Report from the Finance Committee on the release of bonds held in escrow by the Grand Rapids Trust Company (for which the East Lansing State Bank has deducted \$12397.00 from the College account).
 - On motion of Mr. Daane, seconded by Mrs. Wilson, it was voted to authorize the Grand Rapids Trust Company to turn over the bonds which they hold to East Lansing State Bank.
 2. Report from Mr. Halstead on the Detroit Trust Company's request for resumption of payment of \$6,037.50 yearly on the reserve for repairs and replacements in connection with the Dormitory Trust Certificates (referred at the January 17th meeting).
 - On motion of Mr. Daane, seconded by Mr. Brody, it was voted that the above matter be left with the Secretary.
 3. The Comptroller reported that an item has been carried on the books of the College since 1925 against Mr. Gifford Patch as a loan made to Mr. Patch in 1925. Mr. Patch states that this loan was repaid by him. The changes in personnel and in the bookkeeping system make the validity of this claim uncertain. The claim is nine years old and legally uncollectible.
 - On motion of Mr. Berkey, seconded by Mr. Daane, it was voted that the above-mentioned loan of \$200 against Mr. Patch be cancelled.
 4. Recommendations of Acting Dean Emmons:
 1. Transfer \$1100 from School of Music Revolving Fund to Music Department budget.
 2. Authorize expense for student teaching and ensemble class to be charged to School of Music Revolving Fund.
 - On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to transfer \$1100 to the Music Department budget and to abolish the Music Revolving Fund.
 5. Request of Dean Huston that an additional \$3400 be added to the budget of the Chemistry Department due to increased enrollment.
 - On motion of Mr. Berkey, seconded by Mr. Daane, it was voted to approve the transfer of \$3400 to the Department of Chemistry budget.
 6. Recommendation from Mr. Wilkins that the salaries, ordinarily paid from Federal funds, be paid from regular college funds. Federal funds have not been received because of the delay in forwarding our financial report.
 - On motion of Mr. Berkey, seconded by Mr. Daane, it was voted to approve the recommendation of Mr. Wilkins.

REPORT OF THE FINANCE COMMITTEE, continued

7. On June 24, 1931, the following recommendations were approved by the Board. "Recommend the immediate suspension of paragraphs 3 and 4 on page 3 under the college budget rules for purposes of study and revision and their temporary replacement by the following procedure, viz, (a) Board to announce general budget policy (b) Deans to determine needs of departments within their divisions (c) Deans to confer with committee comprising the President, Secretary and Business Manager and Controller to further determine accurately needs of divisions (d) Results of (b) to be submitted to finance committee of Board for approval or suggested revision before being sent to the Board as a whole for final action."

Budget rules made permanent

On motion of Mr. Berkey, seconded by Mrs. Wilson, it was voted that the above recommendations be made permanent instead of temporary.

8. Certificates covering impounded balance in East Lansing State Bank to be sent to Mr. Cholette of the Firm Mason, Alexander, McCaslin & Cholette for presentation to the Surety Company.

Certificates covering impounded balance in E.L. St.Bk. to be sent to Mason, Alex. McCaslin & Cholette.- then to Surety Co.

On motion of Mr. Daane, seconded by Mr. Downing, it was voted that Mr. Wilkins be instructed to turn over to Mr. Cholette of Mason, Alexander, McCaslin and Cholette, the certificates given to the College by the East Lansing State Bank covering the impounded balance in that bank and that Mason, Alexander, McCaslin and Cholette be instructed to present these to the Michigan Surety Company demanding payment and to take such additional steps as may be necessary to collect.

REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE

1. The dormitory committee recommends the installation of the American District Telegraph fire alarm system in the Womans Building. This system is reported by Mr. Davenport to be the most efficient of all automatic fire alarms. The system will be installed and maintained by the Company at an annual charge of \$990 per year for a five-year period,- the Company to be responsible for keeping the equipment in working order at all times. The college will be obligated to pay the rental charge for the full five-year period even though the building may cease to be used for a dormitory before the expiration of that period.

Additional night employee to be engaged & watchman's clock system installed.

The Building Committee recommends that, in place of installing a fire alarm system, as additional protection to the Womans Building, an additional night employee be engaged and that a watchman's clock system be installed.

2. A committee of the Lansing Branch of the National Farm and Garden Association requests the extension of the Botanical Gardens and the assignment to the Gardens of the land between the present Gardens and the river extending from the gymnasium to the railroad bridge. Dr. Bessey concurs in this request.

Piece of land added to Bot. Gardens to be known as Chas. W. Garfield Botanical Gardens.

The Building Committee recommends that the piece of land that lies between the gymnasium and the bridge and the present Gardens be designated as a future addition to the Botanical Gardens to be known as the Charles W. Garfield Botanical Gardens,- without any additional expense at the present time.

3. Dean Huston and Dr. Hunt request the assignment of a 120-acre tract of swamp land owned by the College located in Bath Township, Clinton County, to the Zoology Department for experimental work and observations on the conservation of various forms of wild life under natural conditions subjected to natural enemies and predators.

120 acre tract of swamp land assigned to Zoology Dept.

The Building Committee recommends that the assignment be made to the Zoology Department.

Action def. on request for office in Foundry Lab.

4. Recommendation from Dean Dirks for the building of an office in the Foundry laboratory, the estimated cost not including painting is \$130.00,- to be charged to the Mechanical Engineering Department budget.

The Building Committee recommends action deferred.

5. Request for additional blackboards for the following buildings:

Action def. on request for add. blackboards for several buildings.

	<u>Slate</u>	<u>Composition</u>
Dairy Building	\$ 20.00	\$ 20.00
Engineering Shops	55.00	40.00
Chemistry Building	156.80	112.00
Horticultural Bldg.	55.00	40.00
	<u>\$286.80</u>	<u>\$212.00</u>

The Building Committee recommends action deferred.

Door to be cut from small store room on top floor of H.E. into a lab.

6. Request of Dean Dye that a door be cut from a small store room on the top floor of the Home Economics building into a laboratory. Estimated cost of \$40.00 to be defrayed by divisional funds.

Recommended by the Building Committee.

Action def. on request for new structure to be used for storage space for forage, etc.

7. Request of Colonel Rodney for a new structure to be used for storage space for forage, etc. Approximate cost \$4,000.

The Building Committee recommends action deferred.

REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE, continued

Request from Cosmo. Club that they be permitted to conduct contest to raise funds for bldg of arch at entrance of Campus.

8. A member of the Cosmopolitan Club appeared before the Building Committee with the request that they be permitted to conduct a contest to raise funds for the purpose of building an arch at the entrance to the campus bearing the name "Michigan State College".

The Building Committee recommends that the Secretary be authorized to notify them to hold the contest and proceed with plans and if they can work out plans that will fit into the landscaping, general plan, etc. that it would be agreeable.

On motion of Mrs. Wilson, seconded by Mr. Daane, it was voted to approve the report of the Building Committee with the recommendations indicated by the Building Committee.

Secretary made report on 6 projects now before State PWA Engineer.

9. The Secretary made a report on the following six projects now before the State PWA Engineer:

1. (a) New Dormitory for Women	\$392, 779.00
(b) Remodelling Old Dormitory	49, 350.00
(c) Equipment costs - Power Plant	<u>124, 005.00</u>
	\$566,134.00
2. Men's Dormitory	450,000.00
3. Completion of Union Memorial Bldg.	100,000.00
4. Agricultural Livestock Judging Pavilion	80,000.00
5. Auditorium	450,000.00
6. Health Center	85,000.00

\$1,731,134.00

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted that the President, Secretary, Mr. Daane and Mr. Brody, constitute a committee to take the necessary steps to secure the PWA loans requested.

Request for service to carry direct current from low voltage gen. Chem. Bldg. - \$62.00

10. Approval of request for service from the Buildings and Grounds Department to carry direct current from low voltage generator to first floor stock room with suitable outlets, for Chemistry Building. Estimated cost \$62.00.

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

MISCELLANEOUS

Presentation of \$40.00 by Alumnae League for student loan fund.

1. Presentation of the sum of \$40.00 by the Alumnae League of Michigan State College for use as a student loan fund under the following stipulations:

1. That it be loaned only to juniors and seniors.
2. That women students be given preference.
3. That citizens of the United States be given preference.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to approve the acceptance of the above-mentioned sum from the Alumnae League of Michigan State College and that the Secretary be authorized to send a letter of thanks.

Lake City State Bank named depository for funds of Lake City Exp. Station.

2. Recommendation of Dean Anthony that for purposes of convenience the Lake City State Bank (member of Federal Deposit Insurance Corporation) be named depository to \$5,000.00 for the Lake City Experiment Station instead of the Cadillac State Bank, which was named by Board action January 17, 1935.

On motion of Mr. Daane, seconded by Mr. Halstead, it was voted to approve the naming of the Lake City State Bank as depository to \$5,000 for the Lake City Experiment Station instead of the Cadillac State Bank.

Payment of \$183.00 made to 13 staff members for services at Ath. games.

3. Request of the Athletic Association that payment totalling \$183.00 be made to thirteen staff members for their services at basketball games during the season.

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

4. Recommendation of the Committee on Exemption from Out of State Tuition that the following definite regulations be adopted and made effective at the beginning of the spring term 1935:

1. That no one shall be deemed a resident of Michigan for the purpose of registering in Michigan State College unless he has resided in this state six months immediately preceding the date of his proposed enrollment.
2. No one may gain or lose a residence in this state while a student at the College.
3. The residence of minors shall follow that of their legal guardian except where guardianship has been established in this state obviously for the purpose of evading the fee.
4. Aliens who have taken out their first citizenship papers and have otherwise met the requirements for residence shall be considered as eligible for registration as residents of Michigan.

Regulations adopted by Committee on Exemption from out of state tuition.

MISCELLANEOUS, continued

4. (Continued)

5. The residence of any person, other than a legal guardian, who may furnish funds for payment of College fees shall in no way affect the residence of the student.

6. Students whose parents are not legal residents of Michigan but who own real estate in Michigan assessed on the tax rolls at \$5,000 or more may be exempted from out of state fees.

On motion of Mr. Downing, seconded by Mr. Berkey, it was voted to approve the above recommendation of the Committee on Exemption from Out of State Tuition.

5. Recommendation of the Committee on Exemption from Out of State Tuition that the petition of Fred J. Knudsen (denied last year) be granted retroactive from September 1, 1934.

On motion of Mr. Downing, seconded by Mr. Daane, it was voted that the above recommendation of the Committee on Exemption from Out of State Tuition be approved.

6. Petition of Harold A. Shadko, sophomore Engineering student, for the refund of a four dollar late registration fine paid at the beginning of the term.

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted that the refund of a four dollar late registration fine paid at the beginning of the term be approved.

7. Request for revision of the June 30, 1934 biennial inventory to check more closely with the records of the Accounting Office.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted that the inventory be checked and necessary adjustments made so that the inventory may agree with the accounting office records.

8. Presentation of the Report on Examination and Report on Accounting Recommendations submitted by Seidman and Seidman for the year 1933-34.

On motion of Mr. Daane, seconded by Mr. Downing, it was voted that the firm of auditors, Ernst & Ernst, be engaged to make an inspection of the present system of accounting and make a report with recommendations to the Board immediately.

9. Title of Acting Dean Emmons of the Division of Liberal Arts to be changed to that of Dean of the Division of Liberal Arts, effective immediately.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve a change in title for Mr. L. C. Emmons from that of Acting Dean of the Division of Liberal Arts to Dean of the Division of Liberal Arts.

10. A communication from Mr. Joseph F. Cox pertaining to Dr. Kedzie was read by the Secretary.

No action.

11. After a discussion of the needs of the College the Legislative Committee was instructed to meet at the earliest possible date for the purpose of taking such steps as may be necessary to present the needs of the College to the members of the Legislature and the administrative officers of the State.

12. The Board adjourned at noon to have luncheon in the Womans Building with the Senate and House college committees. Matters pertaining to legislative requests of the College were discussed with members of the Legislature.

After the luncheon the Board re-convened at 2:30 and adjourned at 6 o'clock.

F.J. Knudsen exempted from payment of out of state tuition.

\$4.00 late registration fee refunded to Shadko.

1934 inventory to be revised.

Ernst & Ernst to be engaged to make inspection of present system of acct.

Title of Act. Dean Emmons to be changed to that of Dean of Div. of Lib. Arts.

Communication from Mr. Cox read.

Discussion of needs of college.

R. S. Shaver
President

John A. Hounah
Secretary