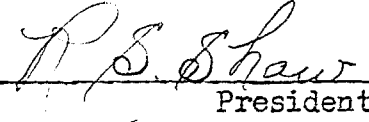
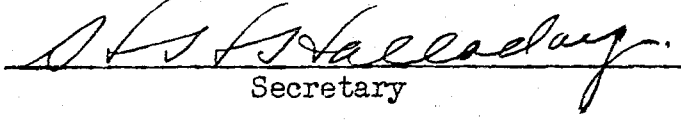


Pres. to have gen. supervis. of affairs of College.
Report of study of organ of Music Dept. ref. to Com. of Board.

- 8. On motion of Mr. Berkey, it was voted that as a general policy, the President of the Michigan State College shall have the direction and the supervision of the affairs of the Institution subject to the general supervision of this Board.
- 9. On motion of Mr. Brody, it was voted that the report of the study of the organization of the Music Department be referred to a Committee of the Board to be taken up jointly with a committee of the Board of Directors of the Michigan State Institute of Music and Allied Arts.

The meeting adjourned at 6 P.M.



 President


 Secretary

Minutes of the
Meeting of the State Board of Agriculture
July 17, 1931

Present: Messrs. Berkey, Brody, McColl, Mrs. Stockman, Superintendent Pearce, President Shaw and Secretary Halladay.

Absent: Messrs. McPherson, Watkins

The meeting was called to order at 9:15 A.M.

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

Resignations

RESIGNATIONS AND LEAVES

- 1. Mr. Wilbur Jett, Instructor in Economics, effective August 31, 1931.
- 2. Mr. G. A. Bowling, Extension Dairyman, effective June 30, 1931.
- 3. Mr. R. C. Cole, Research Assistant in Soils, effective August 1, 1931.
- 4. Mr. J. J. Hendryx, Foreman, Forest Nursery, effective June 24, 1931.
- 5. Dr. C. S. Robinson, Experiment Station Chemist, effective September 1, 1931.
- 6. Miss Hazel E. Jones, Instructor, Phys. Ed. for Women, effective September 1, 1931.
- 7. Mr. Morton F. Mason, Research Assistant in Chemistry and Instr. in Phys. Education, effective September 15, in the Chem. Station and September 15, in Physical Education.
- 8. Mr. F. H. Clark, Res. Asst. and Instructor in Farm Crops, effective October 1, 1931.
- 9. Leave of absence for E. J. Wheeler, Assistant in Farm Crops, from July 1, 1931 to June 30, 1932 at quarter time pay.

Leaves

On motion of Mr. McColl, it was voted to approve the resignations and the one leave.

APPOINTMENTS

Appointments

- 1. Woman to manage dining room in new dormitory at the salary of \$1600 plus room and board, salary to be paid from the funds of the new dormitory.
- 2. Woman to handle relief work in new dormitory, mens commons, laundry work, and upkeep of dormitories, at a salary of \$1600, to be divided as follows:

New dormitory, relief one day a week.	\$300.
Mens Commons, relief one day a week and dinners.	\$500.
Laundry.	\$300.
Upkeep of dormitories -	
New dormitory.	\$250.
Womans Building.	\$250.
\$1600.	

The only increase from college funds would be \$250. for the Womans Building.

On motion of Mr. Brody, it was voted to approve items #1 and #2.

- 3. Miss Edna Blemaster, graduate assistant in Home Management, replacement, for 1931-32, salary \$500.
- 4. Continuation of Miss Flora Hanning as full time research worker on staff of Home Economics Division, salary of \$2000 paid by appropriation from Gerber Products Division.
- 5. Mr. H. S. Newins, Associate Professor of Forestry, beginning September 1st, salary \$3600 per year.

Continuation of Miss Hanning

6. Mr. A. B. Bowman, Assistant and Instructor in Mensuration and Protection, Forestry Department, salary \$2300, effective September 1.
7. P. F. Aylesworth, Research Assistant in Farm Management, effective September 1, salary of \$2600, replacing Mr. Mighill, who was unable to accept appointment given at last board meeting.
8. Assignment of J. W. Thayer, Jr., Instructor and Research Assistant in Farm Crops, to work of F. H. Clark, resigning, at \$2100 which is his present salary but \$200 below what Mr. Clark was receiving.
9. Transfer of R. H. Morrish, Extension Specialist in Farm Crops to Research Assistant and Assistant Professor in Farm Crops at his present salary of \$2700, to be borne equally by Experiment Station and College funds. Mr. Morrish is to take over the work formerly done by Mr. Thayer.
10. Promotion of Mr. C. R. Duncan, to take Mr. Mason's place in Experiment Station Chemistry, at a salary of \$2120, present salary \$1900.
11. Promotion of Miss Lillian Butler to take over certain work now being done by Mr. Duncan, with an increase in salary from \$1800 to \$1900.
12. Appointment of Mr. C. C. Lightfoot as assistant in research in Agricultural Chemistry at a salary of \$1800.

Appointments,
Continued

Assignment of
Thayer to
work of Clark

Transfer of
R.H. Morrish

Three above changes recommended to become effective September 15. Salary budget of the Agricultural Chemistry Section is not increased by these shifts in personnel.

13. Appointment of Dr. E. J. Miller at present Research Associate in Chemistry, to position of Experiment Station Chemist, effective September 1, salary \$4200 per year, present salary \$3800, salary of Dr. Robinson was \$4500.
14. Employment of Mr. Lauren P. Brown on the following three phase basis:

Athletic Association to pay	\$600 for service as assistant track coach
Publications Department	\$300 for work on football programs
Extension budget labor payroll to pay	\$900 for work on Extension publications
<u>\$1800.</u>	
15. Miss Dorothy M. Anderson and Mr. Alexander A. Andrews to succeed themselves as half-time graduate assistants in the Department of Zoology.
16. Mr. John S. Scheurich to succeed Mr. W. A. Hedrich as half time Graduate Assistant in Electrical Engineering.
17. Half time Graduate Assistant in the Department of Civil Engineering, - Mr. W. A. Bowmaster to succeed himself.
18. Mr. Theron D. Parker to succeed Mr. Carlos M. Heath as half time graduate assistant in Engineering Experiment Station.
19. Mr. W. P. FitzRandolph, half time graduate assistant in Engineering Experiment Station - transfer from similar position in the Department of Chemical Engineering.
20. Grover Brown, to National Milling Company Fellowship, beginning July 1, succeeding Mr. Carroll P. Wilsie, who received his Ph.D. last month.
21. Miss Adele Ewell, as library assistant in charge of periodicals, to succeed Miss Charlotte Yates, resigned, salary of \$1650 per year, effective September 1.
22. Miss Alma Schulmerick, instructor in Art, to succeed Miss Edith Butler, at a salary of \$2000 per year, effective September 1.
23. Mr. J. C. Davis, Instructor in Economics from September 1, 1931, at a salary of \$1900, replacing Mr. Wilbur Jett, resigned.
24. Mr. Austin VanderSlice, to succeed Prof. E. M. Banzet for the year 1931-32 as Instructor in Sociology, effective September 1, 1931, salary \$2100.

On motion of Mr. Brody, it was voted to refer items 10, 11, 12, 13, 14, 24 to the Advisory Committee and the President with power to act.

On motion of Mr. McColl, it was voted to approve all items from #1 to #24 which are not taken care of by other motions.

TRAVEL REQUESTS

1. Mr. Forrest Strong, Botany Sections, to attend conference at Yonkers, N.Y. during last week of August, Railroad and Pullman fare.
2. Donald Cation, Botany Department, to attend tour of Plant Pathologists during last week of July in southern part of Indiana, to study fruit diseases, railroad and pullman expenses.

Travel

- Travel, cont.
3. One member of Animal Husbandry Department to attend the annual Meat Conference called by the Bureau of Animal Industry, U.S.D.A. August 10 to 14, Chicago, with all expenses.
 4. Four members of the Club Department staff to attend the annual State Club Leaders' conference at Pokagon State Park in Indiana, July 16, 17, 18, with mileage on two automobiles and full expenses of two members of the staff.
 5. Mr. Karl McDonel, to Washington, D. C. budget conference with Extension officials, travel, board and lodging.
 6. H. J. Stafseth, to attend annual meeting of the American Veterinary Medical Association, Kansas City, August 25-28. Transportation and Pullman.
 7. One member of Department of Animal Husbandry to accompany Live Stock Judging Team of four members to Swine Judging Contest, at National Swine Show, Springfield, Illinois, August 17, - estimated cost of trip to be \$100, including transportation and instructor's living expenses. Transportation of boys and instructor together with the instructor's living expenses.
 8. Report on approval of Mr. VanAlstyne giving basketball course in University of Detroit's coaching school, June 22 to 27, inclusive.
 9. Clark S. Chamberlain and Coach Young to the Mid-West Track and field meet at Chicago on June 27 and to the National A.A.U. Meet at Lincoln, Neb., on July 3 and 4.
 10. Clark S. Chamberlain to Montreal A.A.A. to run the three mile run at their 75th Jubilee games at their expense.

On motion of Mr. Brody, it was voted to approve the travel requests.

MISCELLANEOUS

Report of "Excellent" given cadet units.

1. Report on rating of "Excellent" given our three cadet units in the Military organization. Also designation of one student in each of three units as "Honor Graduate", based on military proficiency namely:

Mr. Claude R. Streb, Birmingham, Michigan, Infantry
Mr. Marvin R. Horne, Dearborn, Michigan, Coast Artillery
Mr. William B. Kershaw, Wyandotte, Michigan, Cavalry

On motion of Mrs. Stockman, it was voted to accept the above report.

An. Pathology to take over blood testing service -

2. Authorization for the Department of Animal Pathology to take over blood testing service formerly handled by Department of Agriculture, effective August 1, and to employ such help and purchase such supplies out of the income received for testing as are necessary to conduct the work.

Revolving fund to be est. in office of Comptroller

Also that a revolving fund be established in the office of the Comptroller out of which the necessary labor and supplies for conducting this work will be purchased and to which will be credited the fees received for testing (10 cents per test).

On motion of Mrs. Stockman, it was voted to approve the above item.

Dept. of Chem. Engineering to be left under Dean of Engineering.

3. Request from Dean R. C. Huston that the action of the Board of Agriculture on March 30, 1931 creating a department of Chemical Engineering and placing the administration of this department jointly with the deans of Engineering and Applied Science be so modified that the administration will be left entirely to the Dean of Engineering.

On motion of Mr. McColl, it was voted to approve the above request.

Auto mileage reduced to 5 cents per mile.

4. Reduction of automobile mileage rate of institutional travel from six cents to five cents per mile, effective August 1, 1931.

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

Board to request \$5000 from Adm. Bd. to prepare exhibit for Chicago Fair 1933

5. Recommendation from Director Gardner and Dean Cox that the State Board of Agriculture request the State Administrative Board for an allotment of \$5000 from the \$100,000 that the legislature appropriated for advertising Michigan to be used in preparing and making an exhibit at the 1933 Century of Progress Exposition in Chicago. Estimated cost for same about \$5000. Exhibit to advertise Michigan's agriculture at the Chicago World's Fair.

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

Tutoring bill of \$10.00 approved for Neumann.

6. Approval of tutoring bill of \$10.00 to P. F. Neumann.

On motion of Mrs. Stockman, it was voted to approve the above bill.

Purchase of piano on loan left to Pres. & Sec.

7. Purchase of piano on loan at the present time from the American Piano Corporation for \$1540. It appears to be a good buy, but additional funds should be provided for purchase - budget does not cover it.

On motion of Mr. McColl, it was voted to refer the above item to the President and Secretary with power to act.

Letter from Anderson &

8. Letter from Mr. Bruce E. Anderson and Louis F. Burgess recommending that the College take care of

Burgess rec. that Bd. take care of \$1500 obligation of

the obligation of approximately \$1500, incurred in sending the College Band to Washington last fall for the bootball trip.

On motion of Mr. McColl, it was voted to appropriate an amount of \$1500 to cover the above-mentioned obligation, the money to come from the Contingent Fund.

- 9. Request of Mr. Kenneth Young of Allegan County for the Marilla Griswold Scholarship for the coming school year. This scholarship is the income from a bequest of \$2000 by the will of Marilla Griswold of Allegan, Michigan, received in 1919, the income from which is to be used under the direction of the State Board of Agriculture, to help needy students, preference to be given to those from Allegan County. Income is at present \$110.00 per annum. Mr. Young received \$50. in 1929, \$110 in 1930 and \$110 in 1931. Gordon Drown also received \$110 in 1931. There is at the present time \$291.17, available for scholarships.

Kenneth Young to be granted Marilla Griswold Scholarship for ensuing year.

On motion of Mr. Berkey, it was voted that Mr. Kenneth Young be granted this scholarship of \$110. for the ensuing year, leaving a balance of \$181.17.

- 10. Reimbursement of Helen Norberg for stolen typewriter valued at \$35.00. Typewriter was stolen from her room in the Womans Building.

Typewriter for Helen Norberg to be replaced

On motion of Mr. Brody, it was voted to replace the typewriter for Miss Norberg.

- 11. President Shaw reported that Miss Conrad, Professor Emmons and he had attended the Institute for Administrative Officers of Higher Institutions held in Chicago. Representatives were present from Leland Stanford University, Harvard, Yale, Columbia, Wisconsin, Ohio State, Chicago, Northwestern, in fact from most of the leading universities in America. This was a three day conference - six programs, two being given each day. A great deal of benefit was derived from attendance at this conference, for this Institution.

President, Miss Conrad & Mr. Emmons attend Institute at Chi.

- 12. Authorization of the Summer School payroll in the amount of approximately \$27,500.

Authorization of Summer School Payroll.

On motion of Mr. Brody, it was voted to approve the summer school payroll for 1931 in the amount of approximately \$27,500 and that a copy be placed on file in the Secretary's Office.

- 13. Request for certain salary increases amounting to a total of approximately \$2000.

Increases approximating \$2000 ref. to Adv. Com. & Pres.

On motion of Mrs. Stockman, it was voted to refer the above matter to the Advisory Committee and the President with power to act.

- 14. Request for following changes or additions in departmental positions:

Changes in departmental positions approved.

1/2 time Graduate Assistant in Chemical Engineering to be financed out of budget	\$800.
1/2 time Graduate Assistant in Mechanical Engineering (New position)	800.
Forestry new man (already appointed at this meeting)	2300.
Instructor Physiology from Maintenance and Operation budget	1800.
Geography Instructor 2 terms (approved by Board previously)	1200.
1/2 time Graduate Assistant Physics to be financed from department budget (\$400 cut out of budget and \$400 cut from a saving in stenog.'s salary)	800.
1/2 time for Paul Harmer Extension to Station (college money to cover Extension money)	1750.
Horticulture to cancel \$700 assistantship to be applied on salary of P. R. Krone to replace Ext. money.	

On motion of Mr. McColl, it was voted to approve the above changes or additions.

On motion of Mr. McColl, it was voted to refer the following requests for additions, to the Advisory Committee and the President with power to act:

Requests for additions ref. to Pres. & Adv. Committee

Steere (Education appointment)	\$3600.
New man Health Education	3000.
Extension Music	3500.

- 15. Regulations for parking and handling of automobiles and trucks on the College Grounds.

Bldg. & Gds. Com. to est. rules re: parking & handling of autos on campus

On motion of Mr. Berkey, it was voted that the Buildings and Grounds Committee of the Board be empowered to establish suitable regulations for the parking and handling of automobiles and trucks on the College grounds.

- 16. Secretary to communicate with Trust Companies regarding building of girls dormitory.

Sec. to communicate with Trust Companies re: new dorm.

On motion of Mr. Brody, it was voted that the Secretary be authorized to communicate with Trust Companies and see if they would be interested in building a girls dormitory if the College would invest part of the funds.

REPORTS

Maintenance Budget approved

- 1. Report by Finance Committee on Maintenance Budget and approval by Board.

On motion of Mr. McColl, it was voted to approve the maintenance budget with the exception of the Extension Division part of the budget.

Pres. appointed Com. on organization of Music Dept.
Brody
McCull
Stockman

2. Report of the Committee on organization of Music Department.

The President reported the appointment of the following board committee on Organization of Music Department: Mr. Brody, Chairman, Mr. McCull, and Mrs. Stockman, - this committee to confer with a committee of the Board of Directors of the Institute.

The Committee had no report to make at this meeting.

No action on finance committee matters

3. Finance Committee Matters.

Report on request of Extension Division for use of unexpended balance.

Request of Dairy Department for use of \$24,000.

Request to place \$20,000 of the present Creamery fund now held in reserve

on safety deposit so that the usual four per cent increase could be credited to the fund.

Request for additional apportionment of \$6000 for Kellogg Farm budget.

No report on above items.

Truck for Farm & Horse Dept. app.

Request for truck from Farm & Horse Department.

It was voted to approve the above request.

req. for bone extractor withdrawn

The request for the bone extractor for the Experiment Station has been withdrawn.

E.I. Adams app. Chief Engineer at \$2400. year

4. Report of President and Secretary on appointment of Power Plant Engineer.

They recommended that Mr. E. I. Adams, be appointed Chief Engineer at a salary of \$2400 per year.

On motion of Mr. McCull, it was voted to approve the recommendation that Mr. Adams be appointed at a salary of \$2400 per year.

5. Reports on Kellogg Farm.

1. Lease of the Kellogg Boarding House.

Report on Kellogg Boarding house lease.

The President made a verbal report to the effect that he and the Secretary had had a conference with Mr. Kellogg relative to the matters pertaining to the farm and Bird Sanctuary.

2. Acceptance of two farms for reforestation.

Pre. & Sec. to negotiate with Mr. Kellogg re: farms for reforestation.

On motion of Mr. Brody, it was voted that the President and Secretary be authorized to negotiate with Mr. Kellogg further along the lines outlined by the President and if possible get this proposition to go ahead with Mr. Kellogg, into definite form so that some agreements might be arrived at which would be acceptable to Mr. Kellogg and to the Board, a report to be made back to the Board for approval.

3. Kellogg Foundation Health Unit - Report of Dean Dye, Pres. Shaw and Secretary.

No report on Kellogg Foundation health unit.

No report.

6. Report of the Building Committee Meeting held June 24, 1931 as follows:

Present: President Shaw, Messrs. Brody, McCull, Secretary Halladay.

Dispensing window at Gym.

1. Request for building dispensing window in the brick wall at the Gymnasium at an estimated cost of \$130.00.

Stadium seats to be painted.

2. Request from Athletic Council that the stadium seats and fence be painted during the summer. Estimated cost \$800 - \$1000.

Tool room in Dem. Hall.

3. Request from Colonel Rodney to build a tool room in Demonstration Hall - estimated cost \$160.00.

Changes & improvements to Dem. Hall.

4. Recommendation from Colonel Rodney regarding changes and improvements to the Demonstration Hall. The estimate on this item was \$812., but the Building Committee recommends that \$325.00 which is the item for storage shed, be deducted from this amount making the estimate \$487.00.

Changes in new horse barn.

5. Request from Mr. Hudson regarding changes in the new horse barn. Estimate \$275.00.

Changes in Botany Bldg.

6. Recommendation from Dr. Bessey suggesting changes in the Botany Building. Estimated cost on one project - \$400; the other, \$320.00.

The above six items were authorized by the Building Committee and it is recommended that they be passed by the Board.

On motion of Mr. McCull, it was voted to approve the above six items.

7. Recommendations from Dean Dye relative to the operation of the Womans Commons and the Wells Hall Commons.

Wells Hall Commons to be kept open another year.

The Committee recommends that the Commons at Wells Hall be kept open for another year, compelling all students who have rooms there to eat in the Dining Room.

Rec. of Mr. Emmons relative to Wells Hall.

8. Recommendations from Mr. Emmons relative to Wells Hall, in which he asks that certain improvements be made. A report was also made from a student who lives at Wells Hall.

LIBRA

The Committee authorized the Secretary to get some estimate of the cost of these changes.

- 9. It was also recommended that the Womans Building be re-conditioned for an Arts and Science Building and that the Secretary be authorized to get Mr. Emmons and the Architect together to look the building over and make estimates of the necessary changes.
- 10. The Committee considered, somewhat, the special building program for the next two years without bringing in any recommendations.

Recommendation that Womans Bldg. be used for Arts & Sci. Bldg.

Committee considered spec. bldg. program for 2 yrs.

REPORT OF THE BUILDING COMMITTEE MEETING HELD JULY 13, 1931 as follows:

Present: President Shaw, Messrs. Brody, McColl, Watkins, Secretary Halladay

General repairs & paint for:

- 1. Request for general repairs and paint for the following buildings:

Cavalry Barns	\$400.00
Health Service	175.00
Gunson Res. & Tool Shed	150.00
Hort Bldg.	400.00
Work Horse Barn & Blacksmith Shop	350.00
Administra. Bldg.	300.00
<hr/>	
\$1775.00	

Cavalry Barns

Health Ser.

Gunson Res. & Tool Shed

Hort. Bldg.

Work Horse Barn

Adm. Bldg.

The Building Committee recommends the above request, the money to come from the maintenance budget of the Buildings & Grounds Department,

- 2. Request for building a toilet for picnic grounds. Estimate \$285.00.

Toilet to be built on picnic grounds

Recommended.

- 3. Request for changes and improvements to Wells Hall.

Plans to be drawn on improvements to Wells Hall.

The Committee authorized that plans be drawn to be submitted for final bids on the work, at the next meeting of the Building Committee.

- 4. Plans for Engineering Building.

Plans to be prepared to Engineering Bldg.

The Committee authorized that architect's plans be prepared so that bids may be obtained.

- 5. Request for new Boiler for Power House.

Plans for new boiler to be drawn.

The Committee authorized that plans and specifications for the new boiler for the power house be drawn, getting estimates on same.

- 6. The Building Committee wishes to recommend to the Board that sketches be drawn and estimates obtained for a new girls dormitory- same to house at least 180 girls,- the College to furnish \$100,000 of the cost and if possible a loan be obtained under the same plan as for the one recently built.

Sketches to be drawn and estimates obtained for new girls dorm.

- 7. The Committee recommends that a doorway be built in the Horticultural Building.

Doorway to be built Hort.

- 8. The Committee received bids on the building for the use of the Horticulture Department for housing and storage of equipment. The bids were as follows:

Bid let to Carpenter for storage house for Hort. Dept. \$661.

A. C. Carpenter	\$661.
Reniger Const. Co.	859.
Christman Co.	1240.

The Committee recommends that the contract be let to Mr. A. C. Carpenter for \$661.00.

Sec. to secure detailed plans for 2 add. to Eng. Bldg.

- 9. The Committee authorized the Secretary to secure detailed plans for two additions to the Engineering Building to be submitted to the Committee as soon as possible, and if satisfactory, the Board to authorize the Building Committee to submit the plans for bids and let the contract.

- 10. The Committee reports that the recommendations in item #9 under the report of the Building Committee June 24, 1931 regarding the reconditioning of the Womans Building for an arts and science building are to be indefinitely deferred on account of the necessary use for the Womans Building in housing students.

Reconditioning of Womans Bldg. to be deferred.

The meeting adjourned at 12 M.

On motion of Mr. Brody, it was voted to approve the report and recommendations of the Building Committee.

On motion of Mr. McColl, it was voted that the Building Committee be authorized to have plans prepared and bids received and let the contracts for the Boiler, for overhauling Wells Hall, and for additions to the Engineering Building and Shops.

The meeting adjourned at 5 P.M.

R. S. Shaw

President

H. S. Halladay

Secretary