

Minutes of the Meeting of the
State Board of Agriculture
February 27, 1941

Present: Mr. Berkey (Chairman); Messrs. Akers, Brody, Jakway; Mrs. Masselink; President Shaw; Treasurer 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, LEAVES AND APPOINTMENTS

1. Resignation of Ralph Bruse as half-time graduate assistant in Farm Crops, effective January 31, 1941. Mr. Bruse has accepted a permanent position in Ohio. Resignations
 2. Resignation of Gustave H. Apitz as half-time graduate assistant in Soils, effective February 15, 1941. Mr. Apitz has taken up Civil Aeronautics.
 3. Resignation of Francis J. Erickson as industrial fellow on the Corn Products Refining Company research fellowship, effective March 15, 1941. Mr. Erickson has accepted a position as Chief Chemist and Bacteriologist with the Michigan Fruit Cannery, Inc., at Benton Harbor.
 4. Resignation of Marion Melendy as Multilith Operator in the Mimeograph Department, effective January 31, 1941.
 5. Resignation of Mrs. Audry Bruse as Clerk in the NYA Office, effective January 31, 1941. Mrs. Bruse's husband has secured permanent employment in Ohio.
 6. Resignation of Mrs. Marian V. V. Anderson as clerk in the Registrar's Office, effective February 28, 1941. Mrs. Anderson has accepted a position with the State Highway Department.
 7. Resignation of Gifford Patch, Jr. as Extension Specialist in Economics, effective June 30, 1941. (Mr. Patch's services are to be discontinued as of this date. His salary is to continue through June 30, 1941).
 8. Leave of absence with half pay for one year for E. P. Lawrence, Instructor in English, effective September 1, 1941. Mr. Lawrence was appointed in 1927. He plans to complete work for the Ph.D. degree at Western Reserve University. Leaves
 9. Leave of absence without pay for one year for E. B. Rendell, employee of the Buildings and Grounds Department, effective March 1, 1941. Mr. Rendell has been called for military service.
 10. Appointment of Miss Elizabeth M. Chamberlin as clerk in the Registrar's Office at a salary of \$1200 per year, effective March 1, 1941. Miss Chamberlin will replace Mrs. Marion Anderson whose salary was \$1300. Appointments
 11. The following appointments are recommended for the Six Week Summer Session from June 24 to August 1, 1941:
 - a. John T. Eastlick as special teacher in Education at a salary of \$200 for the period.
 - b. Mrs. Townsend Rich as Instructor in English at a salary of \$125 for the period.
 - c. L. G. Bent as Instructor in Education at a salary of \$250 for the period.
 - d. Harold M. Vinacke as special instructor in History and Political Science at a salary of \$500 for the period.
 - e. J. Howard Howson as special teacher in Sociology at a salary of \$600 for the period.
 12. The following appointments are recommended for the Three Week Summer Session from June 24 to July 11, 1941. Salaries will be paid by the State Board of Control for Vocational Education.
 - a. Mary Lee Hurt as Instructor of Education at a salary of \$200 for the period.
 - b. Louis M. Sasman as special teacher of Agricultural Education at a salary of \$300 for the period.
 13. Appointment of Mrs. Thecla Muhr as clerk in the NYA Office at a salary of \$1080 per year, effective February 1, 1941. Mrs. Muhr will replace Mrs. Audry Bruce whose salary was also \$1080.
 14. Appointment of Ray Elbing as half-time graduate assistant in Farm Crops during the spring term 1941. Mr. Elbing will replace Ralph Bruce who has resigned.
- On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve the Resignations, Leaves and Appointments.
15. Appointment of Lionel Crocker as special teacher of Speech during the Six Weeks Summer Session at a salary of \$400 for the period from June 24 to August 1, 1941.
 16. Appointment of Kenneth W. Cosens as Instructor in Civil Engineering at a salary of \$1800 per year, effective April 1, 1941. (Mr. Cosens will fill the vacancy due to the military leave of Professor C. M. Cade.)
- On motion of Mr. McPherson, seconded by Mr. Berkey, it was voted to approve the two appointments above.

TRAVEL

Travel

1. Mileage on one car for members of the Mathematics Department to attend a symposium on Mathematical Economics at the University of Notre Dame on February 28 to March 1.
2. Railway fare only for Mrs. Mabelle Ehlers and Miss Julia Tear to attend the meeting of the Midwest Hotel Association in Chicago on March 3-6. Mrs. Ehlers will chaperon the five or six women students who attend.
3. Necessary expenses for L. C. Emmons to attend the meeting of the Midwest Hotel Association in Chicago on March 4-7. Part of the expenses will be paid by the Association.
4. Travel expenses for C. W. Bachman to attend the meeting of the Midwest Hotel Association in Chicago on March 4-7. Mr. Bachman's hotel bill will be complimentary.
5. Travel expenses for Curtis Beachum to attend the meeting of the Midwest Hotel Association in Chicago on March 4-7.
6. Full expenses for J. A. Hannah to attend the meeting of the Midwest Hotel Association in Chicago on March 6.
7. Full expenses for B. R. Proulx to accompany his senior students to the meeting of the Midwest Hotel Association in Chicago on March 3-7.
8. Full expenses for B. F. Van Alstyne to attend the Northern Indiana High School Basketball Tournament at Gary, Indiana, on March 6-8.
9. Full expenses for Glen O. Stewart and R. S. Linton to visit College Day and other similar programs being held at various high schools in Buffalo, New York, on March 11 and 12. Mr. Stewart will also attend the meeting of the Buffalo alumni group on March 12.
10. Full expenses from Extension funds for Ray Hutson to attend a conference regarding the control work of the grape berry moth in Erie, Pennsylvania, on March 13 and 14. The conference is being called by Extension Director M. L. Wilson.
11. Mileage on one car for P. L. Dressel and four other members of the Liberal Arts Division to attend a conference at Muskingum College, New Concord, Ohio, on March 13-15. The conference is under the auspices of the Cooperative College Study.
12. First-class railway fare only for Ralph Norman to attend the midwest sectional meeting of the American College Publicity Association in Indianapolis, Indiana, on March 14 and 15. Mr. Norman is to appear on the program.
13. Full expenses for B. F. Van Alstyne to attend the National Intercollegiate Basketball Coaches Convention in New York City on March 23-25 to arrange the schedule for 1942.
14. First-class railway fare only for Dr. V. H. Noll to attend the annual meeting of the North Central Association in Chicago on March 26-28.
15. Full expenses for Dean L. C. Emmons to attend the annual meeting of the North Central Association in Chicago on March 26-28.
16. Mileage on one car for staff members of the Mechanical Engineering Department to attend the Midwest Power Conference in Chicago on April 9 and 10.
17. Railway coach mileage only for Russell B. Nye to attend the meeting of the Mississippi Valley Historical Society in Milwaukee on April 24-26.
18. First-class railway fare only for K. J. McCristal to attend the Midwest Physical Education Convention at Charleston, West Virginia, on April 2 to April 5.
19. Use of a college bus and maintenance expenses for A. C. Baltzer and E. C. Scheidenhelm to accompany a group of selected cow testers to visit the United States Department of Agriculture Experimental Farm and breeding herds at Beltsville, Maryland, about the middle of June.

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

MISCELLANEOUS

Degree B.Sc. in Chem. and B.Sc. in Mett. Engr. recommended. Phillippa Yelland to teach summer school. Salary of Tom King to be increased to \$4000.00

1. Recommendation from the Faculty for the approval of the degree of Bachelor of Science in Chemistry and the degree of Bachelor of Science in Metallurgical Engineering.
2. Recommendation from Mr. Crowe that Miss Phillippa Yelland be released from her library duties for half-time during the Six Week Summer Session in order to teach one course in elementary education. She should be paid \$150 from Summer Session funds for this half-time work.
3. Recommendation from the Athletic Council that the salary of Thomas H. King, Assistant Professor of Physical Education and Assistant Football Coach, be increased from \$3500 to \$4000 per year, effective July 1, 1941, with the understanding that he is to give his full time and efforts to Michigan State College.
4. Recommendation from the Retirement Committee for the retirement of Professor R. K. Steward, Head of the Department of Drawing and Design, at an annual pension of \$1100, effective September 1, 1941. Professor Steward will have completed 25 years of service on September 1.

Retirement R. K. Steward approved.

MISCELLANEOUS, continued

Original action concerning CAA rescinded and new action approved

5. The following statement is presented for Board action:

"Due to the constant changes made by the CAA in their program for college students, including the changes made in the fees charged such students, the original Board action in September 1939 authorizing a flat fee of \$40 is rescinded and the entire matter of fees to be charged and all other necessary arrangements for the carrying out of the CAA program is left in the hands of a committee consisting of the President, the Comptroller, the Registrar, and the Professor in charge of the CAA program.

"It is understood that the fees charged individual students will always be sufficient to take care of all the costs of the College incident to this program and that all such fees will be collected by the Comptroller."

On motion of Mr. Brody, seconded by Mr. Jakway, it was voted to approve item 5.

Report from Bd. of Gov. of Rackham re: granting of licenses to use products developed thru research work, etc.

6. Report from the Board of Governors of the Rackham Research Foundation relative to the granting of licenses to use products or processes that may be developed incident to the research work that is financed by Rackham Research Foundation funds--viz., that it is consistent with the intent of the gift that results of the research work are for the benefit of the general public and it believes that this intent will be best served by granting non-exclusive rather than exclusive licenses for the use of any such products or processes that may be patented.

On motion of Mr. Berkey, seconded by Mr. Akers, it was voted to approve item 6.

7. Recommendation that the following statement receive Board action:

"All students must room in quarters approved by the staff of Housing Offices of Michigan State College. Any deviation from this regulation, not arranged in advance with staff of Housing Offices, will warrant cancellation of the student's classification."

Ruling re: student's living in approved housing quarters. Mycological Soc. to hold "Foray" at Dunbar.

8. Recommendation from Deans Bessey, Huston, and Anthony that the Board send a formal invitation to the Mycological Society of America to hold their 1941 summer "Foray" at the Dunbar Experiment Station. The invitation should go to Dr. W. H. Snell, Brown University, Providence, Rhode Is.

9. Recommendation from Dr. Holland and approved by Director Young for the following operations:

- Knee operation for Ed Pogor who was injured in football in the fall of 1939 and again in 1940. Estimated cost, \$150.
- Nose operation for Donald Robart who was injured in football in the fall of 1940. Estimated cost, \$50.
- Knee operation for Alex Haddad who is a varsity wrestler and suffered a knee injury last fall in a practice bout and was injured again in the Michigan-Michigan State meet this winter. Estimated cost, \$150.

Approval of operations for Pogor, Robart, & Haddad.

10. Recommendation from Dean Anthony for an increase in the Farmers' Week budget of \$1000 to cover the additional expenses of this year. Half of this amount can be transferred from Short Course funds.

Increase in Farmers' Wk budget app.

11. Request from Dean Dye for an allotment of \$200 to defray expenses for the Marriage Lecture Course this spring.

\$200 to defray expenses of Marriage lectures.

12. Recommendation for an appropriation of \$1000 for the continuation of the museum project, under the direction of Mr. Stack.

\$1000 for continuation museum proj.

On motion of Mrs. Masselink, seconded by Mr. Brody, it was voted to approve items 1, 2, 3, 4, 7, 8, 9, 10, 11 and 12.

13. Recommendation from the Administrative Group that apprentices in the Institutional Department of the Division of Home Economics be permitted to take up to four credit hours per term without being charged the out-of-state fee.

Apprentices in Home Ec. permitted to take up to 4 credits without paying tuition.

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

14. Request for time lost in the amount of \$24.00 (for three weeks service) for Joe Kerr, a student, injured while working for the Buildings and Grounds Department.

Approval time lost Joe Kerr.

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to approve the above request and to approve any similar requests in the future when students have been injured while working for the College.

15. Recommendation from Dean Anthony that the salary of Dr. G. K. Davis, Research Assistant in the Chemistry Experiment Station, be increased from \$2900 to \$3200, effective March 1, 1941, because of an offer of another position elsewhere at \$3600.00.

Increase salary Dr. G.K. Davis.

On motion of Mr. McPherson, seconded by Mr. Berkey, it was voted to approve the above recommendation. The President was authorized to advise other members of the Chemistry Experiment Station that the matter of increases in their salaries will be considered at the time the budget is set.

Pres. and Treas. MISCELLANEOUS, continued

authorized to purchase corks and other supplies that there is likely to be a shortage of because of war.

16. Recommendation from Professor A. J. Clark, Head of the Department of Chemistry, that an order for approximately \$1500 worth of corks be placed immediately, to be charged against next year's budget. (This request is made because of the shortage of corks that is likely to exist as the war continues).

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to refer the above recommendation, as well as recommendations for the purchase of similar supplies due to war conditions, to President Shaw and Treasurer Wilkins, with power.

PRESIDENT'S REPORT

Resignations

Resignations, Leaves, and Appointments

1. Services of Mrs. Wreathal Burns, Assistant Night Nurse, were discontinued on January 31, 1941.
2. Resignation of Miss Marian Lorts as stenographer in the Education Department, effective February 8, 1941. Miss Lorts was married recently.
3. Resignation of Miss Carolyn Cox as half-time graduate assistant in Bacteriology, effective January 31, 1941. Miss Cox has accepted a position with the Michigan State Health Department.

Leaves

4. Leave of absence without pay for Mrs. Leone Warren, Hostess at the Union Building, for the period from February 1 to June 30, 1941. Mrs. Warren has been called home because of the serious illness of her sister.
5. Leave of absence without pay for one year for Alexander Morley, an employee on the farm, effective February 1, 1941. Mr. Morley has been called for army service.
6. Leave of absence without pay for three months for Dr. Thelma Porter, Associate Professor and Research Associate in Foods and Nutrition, effective April 1, 1941. Dr. Porter has been asked to work with the Federal Bureau of Home Economics in Washington on some special problems concerned with the defense program.

Appointments

7. Appointment of Albert Peter Kawal as Assistant Professor of Physical Education and Assistant Football Coach at a salary of \$3200 per year for full time work on a permanent 10-months basis, effective February 15, 1941. This is an additional position.
8. Appointment of Mrs. F. E. Dickinson as Hostess at the Union Building at a salary of \$100 per month plus whatever meals at noon and evening are necessary for the conduct of her work, effective from February 1 to June 30, 1941. Mrs. Dickinson replaces Mrs. Warren during her leave of absence.
9. Appointment of Mrs. Irene Myers and Mrs. Bertha Hicks as assistant night nurses at the Health service at a salary of \$1020 per year each, plus one meal a day and laundering of uniforms, effective February 1, 1941. Mrs. Myers and Mrs. Hicks will replace Mrs. Wreathal Burns whose services have been discontinued.
10. Appointment of Mrs. Annabelle Leet as stenographer in the Engineering Division at a salary of \$1200 per year, effective February 1, 1941. This fills the additional position authorized by the Board at the meeting in January.
11. Appointment of Robert F. Nelson as Instructor in Electrical Engineering at a salary of \$1800 per year, effective February 1, 1941. Mr. Nelson replaces Paul G. Gray who is on leave because of military service.

Adjustments

replacing Dr. Porter -

12. To replace Dr. Porter during her leave of absence, the following action was taken:
 - a. Change in status of Dr. Jean Hawks Hewetson from half-time to full-time at a salary increase of \$125 per month for three months beginning April 1, 1941. Dr. Hewetson's salary for the period will be at the rate of \$250 per month.
 - b. Appointment of Olga Ludwick as Assistant in Research in Home Economics at a salary of \$100 per month for the period from March 15 to June 30, 1941.
13. Appointment of Miss Elsbeth Farrington as stenographer in the Education Department at a salary of \$1140 per year, effective February 1, 1941. Miss Farrington replaces Marian Lorts whose salary was \$1230 per year.
14. Continuation of Floyd V. Monaghan and William F. Lynch as half-time graduate assistants in Chemistry during the winter and spring terms of 1941.
15. Appointment of Leo Zaikowski as quarter-time graduate assistant in Bacteriology, effective from February 1 to June 30, 1941. This is partial replacement for Miss Cox.

On motion of Mr. McPherson, seconded by Mr. Berkey, it was voted to approve the Resignations, Leaves, and Appointments, under the President's Report.

Travel

Travel

1. Full expenses for John A. Hannah and H. B. Dirks to represent Michigan State College at a meeting of the National Committee on Education and Defense in Washington, D. C. on February 6.

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PRESIDENT'S REPORT, continuedTravel, continued

2. Full expenses for R. J. Baldwin to attend the Inter-State Extension Conference of Extension Workers in Chicago on February 13 and 14. This meeting was called by the Federal Extension Service.
3. Full expenses for Dean E. L. Anthony to attend the Fifth Annual National Farm Institute in Des Moines, Iowa, on February 21 and 22, 1941.
4. Full expenses for Dean E. L. Anthony to attend the annual meeting of the Producers Live Stock Commission Association in Buffalo, New York, on February 25.
5. Full expenses for William J. Baker to attend a meeting of lumber dealers at South Bend, Indiana, on February 25.

Miscellaneous

1. Report that Miss Marie Haskell's name has been changed on the payroll to Mrs. John Stewart.
2. Report on status of case of Gifford Patch, Jr.
3. Continuation of the salary of Dr. G. Donald Sherman for the months of January, February, and March at the rate of \$100 per month. This is to be paid from funds which have been received from the Tennessee Corporation.
4. Increase of \$25 per month in salary for C. W. Darby for the period from February 1 to August 31, 1941. This increase is partial replacement for Miss Carolyn Cox.
5. Payment of \$16.80 to Otto Kletke, an employee of the Buildings and Grounds Department, as compensation for time lost because of a hand injury received while working.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the Travel and Miscellaneous Items under President's Report.

SECRETARY'S ITEMS

1. Communication from the Attorney General in response to a request relative to the unionizing of maintenance employees.
2. Communication from Oscar G. Olander, Commissioner of State Police, requesting the use of the poultry building and certain lands adjacent thereto for State Police purposes.

On motion of Mr. Brody, seconded by Mr. Berkey, it was recommended that the State Police be notified of the willingness of the College to release to them the poultry building and additional land as soon as they are able to provide funds for the construction of a new building with at least the same amount of floor space for the use of the poultry department at a new location and sufficient funds to make it possible to move all of the poultry houses to a new location providing the necessary services, etc.

3. Communication from the Berrien County Board of Supervisors including the resolution passed by that body Jan. 16, 1941. This resolution requests a full-time home demonstration agent and an assistant county agricultural agent and requests the College to make provisions for such additional help during the next budget year.
4. Communication from the Michigan Muck Farmers Association transmitting a resolution requesting cooperation from the U. S. Weather Bureau in procuring meteorological data on muck areas.
5. Report of joint action taken by the Agricultural Extension Directors of six North Central States at a meeting in Chicago called for the purpose of discussing the part to be played by the Extension Services in the Federal farm programs.
6. Discussions of matters before legislature of interest to the College.
7. Report of the meeting in Washington of the presidents and representatives of four-year colleges in connection with the defense program.
Establishment of policy:
 1. Relative to deferments for staff members and employees.
 2. Recommending deferments for students
 3. Adjustments of fees for students leaving for military service after final date for refund of fees in any term.

On motion of Mr. Brody, seconded by Mrs. Masselink, it was voted to approve the following policies relative to military services of employees:

Travel

Miss Haskell's
name changed
to Stewart
on payrollContinuation
G. Donald
Sherman, 3
months.Inc. C.W. Darby
for 6 monthsApproval
\$16.80 to
Otto Kletke
time lost.Communication
Attorney Gen.
re: unioniz-
ing employeesCommunication
from Oscar
Olander re:
purchase of
poultry bldg.Resolution
from Berrien
Co. Bd. of
Supv. request
full time
demon. agent.Muck farmers
request in-
formation from
weather bur.
re: data muck
areas.Report joint
action Ag. Ex-
tion Directors
etc.Report of
meeting in
Washington re:
defense pro-
gram.

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SECRETARY'S ITEMS, continued

7. (Continued)

1. Deferments will not be requested for staff members and employees except in cases where the individual is essential and irreplaceable.
2. It is understood that the president will place a complete record covering each individual student enrolled in the draft before his local Draft Board giving full and complete information on each individual case.
3. Students withdrawing from college for entrance into a branch of military service after the normal period for refund of fees may elect to enter college at the completion of their military service and be granted a waiver of fees for one term, or an amount equal to the amount paid by the student for the term in which he withdraws. Documentary evidence may be required indicating bona fide military service. This action is retroactive to include the fall term of 1940.

Report of
fire in Wool-
worth Bldg.

8. Report of the fire in the Woolworth Building owned by the Jenison Estate early in the morning of February 10th. The stocks owned by the Woolworth Company were almost wholly destroyed. The fire was confined to the first and second floors of the building. Specifications for the repairs have been prepared and bids will be taken on Monday, March 3rd. In accordance with the lease with the Woolworth Company the building will be repaired and made available to them at the earliest possible date.

Former Halla-
day home to
be made over
for Presi-
dent's home.

9. The matter of a home for the President was discussed and it was decided to authorize the remodeling of the former Halladay house as a home for the new President of the College when he takes office.

Mr. Hannah to
visit several
colleges.

Unanimously approved.

10. Mr. Hannah requested blanket authorization to visit many colleges and universities prior to July 1, 1941.

Unanimously approved.

11. Mr. Hannah discussed in a general way the problem of a selection of his successor as Secretary.
12. Copies of charts prepared for presentation to members of the legislature were discussed and copies were furnished to all members of the Board.

The Board adjourned immediately after luncheon at 1:45 P.M.

Robert S. Shaw

President

John A. Hannah

Secretary