

MINUTES OF THE MEETING
of the
STATE BOARD OF AGRICULTURE
July 22, 1948

Present: Mr. Brody (Chairman); Messrs. Akers, Armstrong, Mueller; More; Miss Jones;
President Hannah and Secretary McDonel

Absent: Treasurer May

The meeting was called to order at 10:00 a.m.

The minutes of the previous meeting were approved.

PRESIDENT'S REPORT

Resignations

Resignations

1. Resignation of Hugo O. Engelmann as Instructor in Social Science, effective September 15, 1948, to accept a position at Milwaukee State Teachers College.
2. Resignation of Thomas B. Hamilton as Instructor in Mechanical Engineering, effective August 31, 1948. His health will not permit him to remain in Michigan.
3. Resignation of Zora Braddock as Assistant in Zoology, effective June 15, 1948.
4. Resignation of Nicholas Musselman as Instructor in Mathematics, effective August 31, 1948, to accept another position.
5. Resignation of James T. Culbertson as Assistant Professor of Philosophy, effective June 30, 1948, to accept a position at the University of Southern California. Mr. Culbertson has been on leave without pay since September 1, 1947.
6. Resignation of Kenneth S. Davenport as Assistant Professor of Psychology, effective November 30, 1948, to accept a position at Purdue University.
7. Resignation of Howard E. Johnson as temporary Associate Professor of Anatomy, effective September 14, 1948. Mr. Johnson was retired on July 1, 1947, but has been employed on a temporary basis since that time.

Leaves

Leaves

1. Leave of absence with pay for Jesse B. Huggett, County Agricultural Agent in Gladwin County, from June 28 to July 17, 1948, to attend the Extension Summer School at the University of Wisconsin.
2. Leave of absence without pay for Meta Vossbrink, Assistant Professor of Education, from September 1 to December 30, 1948. Miss Vossbrink will complete work for the doctorate. She has been on leave with half pay since September 1, 1947.

Appointments

Appointments

1. Appointment of Luther M. Marine as Foreman of the Plumbing Division of Buildings and Utilities at a salary of \$3800 per year, effective July 1, 1948, to replace L. A. Washburn who has been retired.
2. Appointment of Frances Schoch as Nurse at the Health Service at a salary of \$2500 per year, effective September 1, 1948, to replace Dolores Klepac.
3. Appointment of Richard J. Miller as Assistant in Art at a salary of \$225 for the period from June 21 to July 31, 1948, paid from Summer School funds.
4. Appointment of Pauline Edkin as Instructor in Music at a salary of \$150 for the period from June 24 to July 31, 1948, paid from Summer School funds.
5. Appointment of Joseph Siniscalchi as Instructor in Music at a salary of \$450 for the period from June 24 to July 31, 1948, paid from Summer School funds.
6. Appointment of Pauline Austin as Instructor in Music at a salary of \$100 for the period from June 24 to July 31, 1948, paid from Summer School funds.
7. Appointment of Howard C. Launstein as Instructor in Business Administration at salary of \$800 for the period from June 15 to September 3, 1948, to replace R. M. Williams who is on leave.
8. Appointment of William S. Gamble as Assistant Professor of Art at a salary of \$4000 per year, effective September 1, 1948, to replace Jayne Van Alstyne.
9. Appointment of Arthur S. Best as Instructor in Music at a salary of \$75 for the period from June 24 to July 30, 1948.
10. Appointment of Richard Klausli as Instructor in Music at a salary of \$3200 per year, effective September 1, 1948, to replace William Kimmel.

PRESIDENT'S REPORT, continuedTravel

- Travel
1. Full expenses for Fred Stabley to attend the Olympic track and field finals at Evanston, Illinois, on July 9 and 10.
 2. Full expenses for J. H. Muncie to attend the potato breeders conference in Chicago on July 15-17; paid from Hope-Flannagan funds.
 3. Maintenance expenses for J. G. Hays to participate in the Illinois Black and White Show in Mooseheart, Illinois, on July 16 and 17; paid from Extension funds.
 4. Full expenses for Leslie W. Scott to visit the Terrace Plaza Hotel in Cincinnati, Ohio, on July 18 and 19.
 5. Full expenses for P. M. Harmer and J. F. Davis to visit a muck farm in Medarysville, Indiana, on July 20 and 21; paid from Extension funds.
 6. First-class railway fare for C. C. Sigerfoos to attend a meeting of the Mold Surface Committee of the American Foundrymen's Association in Chicago on July 28 and 29.
 7. First-class railway fare for F. C. Strong to attend the National Shade Tree Conference meetings in Milwaukee on August 22-27; paid from Experiment Station funds.
 8. Full expenses for R. L. Cook to make one or two trips to Chicago to supervise making of colored cuts for a bulletin on plant nutrient deficiency symptoms; paid from Experiment Station funds.

Miscellaneous

- Ck \$80,000
Kellogg Co.
- \$3405 from
U.S. Public
Health Co.
- Ck. \$150
Mich. State
Florists Asso
- \$8050 from
Am. Dairy
Assoc.
- \$5000 from
Am. Dairy
Assoc.
- \$300 from
Rohm and Haas
- Cont. memo
understanding
Quartermaster
Corps
- Memo under-
standing
United Fruit
Co.
- Grant from
Cerophyl Labs
- Grant of
\$1200 from
W.J. Stange
Co.
- Memo agreement
Calvert Farms
and grant of
\$1000
- Agreement
State Bar
Assoc. &
grant \$200
- Resig. Molly
Daugherty
June 30, 1948
1. Accepted a check for \$80,000 from the Kellogg Company of Battle Creek in payment of the buildings to be built at the Kellogg Station as specified in the agreement with the Kellogg Company.
 2. Accepted a grant of \$3405 from the U. S. Public Health Service to be used by Dr. Hunt and Dr. Hoppert to continue their studies on the inheritance factor in dental caries in rats. This grant is to be paid in two semi-annual installments.
 3. Accepted a check for \$150 from the Michigan State Florists Association. This grant is covered by a previous memorandum of agreement and is to be used for the purchase of necessary equipment in connection with the floricultural greenhouses.
 4. Accepted a check for \$8050 from the American Dairy Association of Chicago to be used in continuing the project relative to the influence of soil fertility on the food value of milk.
 5. Accepted a grant of \$5000 from the American Dairy Association of Chicago to be used by the Department of Foods and Nutrition to continue the project on nutritive requirements of older women.
 6. Accepted a grant of \$300 from Rohm and Haas Company of Philadelphia to be used under the direction of Dr. Nelson in the Department of Botany and Plant Pathology for the continuation of a research project on the control of onion mildew.
 7. Approved a renewal of the contract and memorandum of understanding with the Quartermaster Corps of the U. S. Army covering their support for the continuation of research work in the Chemistry Department in a study of chemical factors involved in the "browning" of certain foods. The contract is effective from October 1, 1948, to September 30, 1949, at an estimated cost of \$4500.
 8. Approved a memorandum of understanding with the United Fruit Company of New York City covering a grant of \$400 to be used by the Department of Animal Husbandry in certain phases of necrotic enteritis research.
 9. Approved a memorandum of understanding with the Cerophyl Laboratories, Inc., of Kansas City, Missouri, covering a grant of \$3800 to be used to provide laboratory labor and current operations expenses of an investigation of the relationship of environment factors on the growth and composition of grass and other forage plants. This work is to be under the direction of Professor Wynd of the Department of Botany and Plant Pathology, and the funds will be administered by the Dean of the School of Science and Arts.
 10. Approved a memorandum of agreement with the Wm. J. Stange Company of Chicago covering a grant of \$1200 to be used to establish a fellowship in the Department of Bacteriology and Public Health for the purpose of making studies on spices and food flavors in connection with a variety of manufactured foods.
 11. Approved a memorandum of agreement with Calvert Farms, Inc. of Richmond, Missouri covering a grant of \$1000 to be used to support investigations on the effect of environment on the physiology of grass and related plants. The project is to be under the direction of Dr. Wynd in the Department of Botany and Plant Pathology.
 12. Approved a memorandum of agreement with the State Bar of Michigan covering a grant of \$200 to be used by the Social Research Service to conduct a survey in Michigan with regard to the legal profession.
 13. Correction in the resignation date of Mrs. Molly Daugherty, Instructor in Written and Spoken English, from June 15 to June 30, 1948.

PRESIDENT'S REPORT, continued

14. Change in salary for F. Ivan Nye, temporary Instructor (Research) in Education, from \$110 per month to \$1529.50 per year, effective July 1, 1948. This salary is paid from funds of the State Board of Control for Vocational Education.
15. Change in status for Mrs. Bernice Bennett, Assistant in Chemistry, from quarter-time at \$50 per month to half-time at \$100 per month, effective from June 16 to September 15, 1948. This is to be charged to the extra staff allotment for 1948-49.
16. Approved the removal of Mrs. Shirley J. Butterfield, Instructor in Anatomy, from the payroll, effective June 15, 1948; and a change in status for Mrs. Butterfield from a permanent to a temporary basis at a salary of \$241.67 per month, effective from September 16, 1948, to June 15, 1949.
17. Payment of \$65.88 to Wayne Thomas, employee in the Power Plant of Buildings and Utilities, as compensation for time lost because of an injury while working. This is a partial payment to Mr. Thomas as he is still out of work.
18. Payment of \$78.30 to Glen Sleight, employed in the Carpenter Shop of Buildings and Utilities, as compensation for time lost due to an injury while working.
19. Payment of \$57.24 to Clair Christle, employee in the Carpentry Division of Buildings and Utilities, as compensation for time lost due to an injury while working.
20. Payment of \$24.05 to Calvin Johnson, employee in the Cleaning Division of Buildings and Utilities, as compensation for time lost due to an injury while working.
21. Reclassification of a Clerk I position to an Account Clerk I position in the Comptroller's Office, effective July 1, 1948.
22. Additional Clerk-Stenographer I position in the office of the Agricultural Extension Service.
23. Approved a Clerk-Typist position in the Office of Home Demonstration Agents.
24. Approved a Secretary-Departmental II position in Continuing Education, to be paid from the Special Courses and Conferences Revolving Funds.
25. Authorized the awarding of a contract to the Kutchins Company for sewer connections to the Kutchins Company for sewer connections to the Union Building at a total cost of \$987.49.

RESIGNATIONS

1. Resignation of Earl M. Collins as Instructor in History of Civilization, effective March 31, 1949, to continue graduate study.
2. Resignation of Edmund F. Pogor as Instructor in Physical Education, Health and Recreation for Men, effective August 31, 1948, to accept a position in the business field.
3. Resignation of Carol S. Goodale as Instructor in Physical Education, Health and Recreation for Women, effective December 31, 1948.
4. Resignation of H. M. Wills as Lecturer in Meteorology, effective June 30, 1948.

LEAVES

1. Leave of absence with pay for Byron R. Bookhout, Assistant Professor (Research) of Farm Management, for the period from July 1 to September 30, 1948, for health reasons.
2. Leave of absence without pay for Harold P. Gaston, Assistant Professor (Research) of Horticulture, for the period from July 1 to August 31, 1948, to permit him to work for the Cherry Commission during these two months.
3. Leave of absence without pay for Reginald V. Holland, Instructor in Written and Spoken English, for the period from January 1 to August 31, 1949, to work on his doctorate at Cornell University.
4. Leave of absence without pay for Paul S. Mills, Assistant Professor of Business Administration, for one year beginning September 1, 1948, to work for the degree of Doctor of Commercial Science at Indiana University.
5. Leave of absence with half pay for Stuart B. Mead, Assistant Professor of Business Administration, for one year beginning September 1, 1948, to work for the degree of Doctor of Commercial Science at Indiana University.
6. Leave of absence without pay for Raleigh Barlowe, Lecturer in Economics, for the period from July 15 to August 14, 1948, to complete a manuscript.

APPOINTMENTS

1. Appointment of Mrs. Robert Starring as Hostess in Snyder Hall and Mrs. Laurence Cooke as Hostess in Phillips Hall at a salary of \$400 each for the summer to be paid in two equal payments on July 31 and August 31; to be paid from the dormitory operating funds.

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Change in salary F. Ivan Nye to \$1529.50 per yr.

Change status Bernice Bennett to half time

Change in status Shirley Butterfield to temp. status.

Payment of \$65.88 Wayne Thomas-injury

\$78.30 to Glen Sleight for injury

Clair Christle pd. \$57.24

\$24.05 pd. Calvin Johnson

Acct. Clerk I position app. Compt. office. Clerk-I position Ag. Ext.

Clerk-Typist Home Dem. Agt. Sec.-Dept. II Cont. Educ.

Kutchins Co. awarded contract for sewer

Resignations

Leaves

Appointments

APPOINTMENTS, continued

Appointments

2. Appointment of the following consultants in Education; salaries paid are all fully reimbursable from funds provided by the State Board of Control for Vocational Education:
 - a. Bruzilla Kent, \$250 from August 9-27
 - b. Mrs. Karla Parker, \$20 for August 24
 - c. John R. Barnes, \$20 for August 25
 - d. Arthur J. Manske, \$25 for August 24.
 - e. Roy Robinson, \$20 for August 24
 - f. O. R. Yoder, \$20 for August 26
 - g. Virginia Shanhon, \$150 from August 9-27
 - h. Ellen Miller, \$20 for August 11
3. Appointments of Frank B. Miller as Lecturer in Psychology at a salary of \$700 the period from June 21 to July 30, 1948; paid from Summer School funds.
4. Transfer of Burrell E. Henry from 4-H Club Agent in Calhoun County to County Agricultural Agent in Calhoun County and an increase in salary from \$4100 to \$4300 per year, effective August 1, 1948. Mr. Henry will replace Mr. Helm who has been retired.
5. Transfer of L. Wendell Barnes from County Agricultural Agent in Kalkaska and Crawford Counties to County Agricultural Agent in Wexford County at the same salary of \$3700 per year, effective August 1, 1948.
6. Appointment of Frank Joseph Romanik as Assistant County Agricultural Agent in Alpena and Presque Isle Counties at a salary of \$3000 per year, effective September 1, 1948, to replace Eric Engman who has resigned.
7. Appointment of Dale Oren Thomas as Instructor in Physical Education, Health and Recreation for Men at a salary of \$3200 per year, effective September 1, 1948. This is a new position.
8. Appointment of Charles B. Brink as Lecturer in Social Service at a salary of \$1200 for the period from September 16, 1948, to June 15, 1949.
9. Appointment of Edgar A. Perretz as Assistant Professor of Social Service at a salary of \$3800 per year, effective January 1, 1949. This is a new position.
10. Appointment of Merton M. Cory as Professor of Electrical Engineering at a salary of \$3800 per year, effective from July 1, 1948, to June 30, 1949. This is in addition to Professor Cory's retirement pay.
11. Appointment of Bert Sangster as Instructor in Mechanical Engineering at a salary of \$2543 per year, effective from July 1, 1948, to June 30, 1949. This is in addition to Mr. Sangster's retirement pay.
12. Appointment of Ellen L. McCann as Technician in Anatomy at a salary of \$2200 per year, effective July 12, 1948, to replace Dorothy B. Woods and paid from Swift & Company Grant No. 21-2593.
13. Appointment of Elmer LeRoy Robinson as Instructor in Anatomy at a salary of \$3100 per year, effective July 1, 1948, to replace Lois Calhoun who has been promoted.
14. Appointment of Frank Peabody as Instructor in Bacteriology and Public Health at a salary of \$3000 per year, effective July 1, 1948. Mr. Peabody has previously been employed on a part-time basis.

Travel

TRAVEL

1. Allowance of \$34.99 for J. W. Zimmer to attend a symposium in Electromagnetic Theory in Cambridge, Massachusetts, on July 29-31.
2. First-class railway fare for C. M. Newlin to do research work in the Libraries of Harvard University in Cambridge, Massachusetts, and of the American Antiquarian Society in Worcester, Massachusetts, during July and August; to be paid from his All-College Research Grant.
3. Full expenses for Paul R. Krone to go to Chicago on August 2 to represent Michigan State College at a national meeting of the Society of American Florists; paid from Extension funds.
4. Full expenses for E. P. Reineke to present a paper before the Food and Nutrition Section of the Gordon Research Conference of the American Association for the Advancement of Science in New London, New Hampshire, on August 14-22; paid from Experiment Station funds.
5. Full expenses not to exceed \$175 for L. R. Schoenmann to travel in Minnesota and Wisconsin to participate in the meeting of the Great Lakes Area Tourist-Resort Council and to study vacation services and developments. The trip will be made on August 21 to September 3, and is to be paid from Extension funds.
6. First-class railway fare for Lois Calhoun to attend the meetings of the International Society of Hematology in Buffalo, New York, on August 23-26.
7. Full expenses for H. B. Tukey to attend and participate in a meeting of the Society for Growth and Development at the University of Vermont in Burlington.
8. Mileage on one car for five members of the Farm Management Department to attend the Tri-State meeting of the Association of Farm Managers in Van Wert, Ohio, on August 25-27.

TRAVEL, continued

Travel

9. First-class railway fare for C. M. Campbell to attend the National Conference of Professors of Education Administration in Madison, Wisconsin, on August 29 to September 4.
10. Full expenses for Stanley Johnston to go to Vineland, Ontario, on August 31 to September 1 to attend a conference on breeding of peaches and examination of new seedling peaches; paid from Experiment Station funds.
11. Maintenance expenses for W. H. Abell to read a paper at the annual meeting of the American Society for Aesthetics at Harvard University on September 1-3. These expenses will be about \$20.
12. Mileage on three cars for members of the Mathematics Department to attend the meetings of the Mathematical Association and the American Mathematical Society in Madison, Wisconsin, on September 4-12.
13. Mileage on one car for members of the Physiology and Pharmacology Department to attend a conference on the steroid hormones in Madison, Wisconsin, on September 5-9.
14. Full expenses for R. C. Huston to attend the meeting of the American Chemical Society in St. Louis, Missouri, on September 6-9.
15. First-class railway fare for K. A. Stiles to attend the meetings of the American Association for the Advancement of Science in Washington, D. C., on September 11-17.
16. First-class railway fare for R. H. Manville to attend the meetings of the American Association for the Advancement of Science in Washington, D. C., on September 13-17.
17. Mileage on two cars for members of the Farm Management Department to attend the annual meeting of the American Farm Economic Association in Green Lake, Wisconsin, on September 12-17; paid one-half from Extension and one-half from College funds.

MISCELLANEOUS

Degrees

granted end summer session 1948

Parke, Davis Co. cancelled Phys. Chem. grant.

Acceptance of several gifts for Spartan Nursery School.

Col. Chas. E. Dissinger to head Military Dept.

Inc. salary Kathryn Gardner.

Inc. salary Leonard Glander

Change in title J. Sachse

Inc. salary Fred. R. Duke

No increase granted K.M. McKinnon

Change in title C.F. Cairy to Assoc. Prof.

Wade Brinker to Assoc. Prof.

Add. amounts paid to salaried employees.

1. Approval of granting the appropriate degrees to those students who according to the records of the Registrar have completed the requirements for graduation at the end of the Summer Session and at the end of the summer quarter.
2. Report that the Parke, Davis & Company of Detroit have cancelled their grant in Physical Chemistry in the amount of \$1400 for the current school year.
3. Acceptance of the following gifts for the Spartan Nursery School:

Mrs. Henry I. Jolley	\$ 5
Tuebor Post 193, American Legion	10
Fisher Body Auxiliary, Unit 183, American Legion	20
American Legion Auxiliary, Capital City Post No. 116	25
Lansing Lodge No. 33 F. & A.M.	50
4. Report that Colonel Charles E. Dissinger has been assigned to replace Colonel John L. Whitelaw as Professor of Military Science and Tactics at Michigan State College.
5. Increase in salary for Kathryn Gardner, Manager of Gilchrist Hall, from \$3460 to \$3560, effective September 15, 1948.
6. Increase in salary for Leonard Glander, Personnel Officer, from \$4020 to \$4500 per year, effective August 1, 1948.
7. Change in title for Johannes Sachse from Instructor to Assistant Professor of Foreign Languages, effective August 1, 1948.
8. Increase in salary for Frederick R. Duke, Associate Professor of Chemistry, from \$4800 to \$5100 per year, effective July 1, 1948.
9. The salary of Kathern M. McKinnon, Assistant Professor of Psychology, was increased from \$5000 to \$5500 per year, effective July 1, 1948. Dr. McKinnon is resigning in the near future, and it is recommended that her salary remain at \$5000 per year until her resignation becomes effective.
10. Change in title for C. F. Cairy from Associate Professor to Professor of Physiology and Pharmacology, effective August 1, 1948.
11. Change in title for Wade O. Brinker from Assistant Professor to Associate Professor of Surgery and Medicine, effective August 1, 1948.
12. Payment of the following amount to salaried employees since the last Board meeting:

<u>Auditorium</u>		<u>Auditorium</u>		<u>Commencement</u>	
Warren F. Burt	\$27	Wayne VanRiper	\$ 6	Laurel Fisher	\$ 1.50
Helen Evans	6	Laurel Fisher	6	Helen Greene	10.00
Helen Greene	43			Gloria Smeltzer	1.50
Laurence Searl	6				

July 22, 1948

12. Payments to salaried employees (continued):

<u>Miscellaneous</u>		<u>Miscellaneous</u>		<u>Miscellaneous</u>	
Jesse Campbell	\$175.00	William Pitkin	\$18.20	Benjamin Hickok	\$109.00
Russell Daubert	18.20	Margaret Yuill	300.00	Hugh Holloway	13.00
Elsie Edwards	216.00	Don Emery	3.00	Ethel Longstreet	10.40
W. J. Fitch	29.40	Paul H. Barrett	145.00	Ledah Thompson	10.00
Alma Goetsch	240.00	H. L. Dahnke	36.00	C. E. Wildon	270.00
Floyd Monaghan	84.00	Douglas Dunham	12.00	Frances Work	3.00
Lucia Nesom	211.20				

Two Clerk I positions app. for Dairy Dept

1/2 time Sec-Dept. Educ. approved.

When staff member commences retirement furlough, he is relieved of all duties.

Ext. funds used for rat control camp.

Payment bill Sh. Ball. Jen. & Bishop

Remodeling in Chem. Bldg. approved.

13. Two additional positions in the Clerk I classification in the Dairy Department, paid from Michigan Artificial Breeders funds. Employees in these positions have previously been paid on the labor payroll.

14. Additional half-time position in the Secretary Departmental I Classification in the Education Department, with the understanding that necessary funds be transferred from the Teacher Training budget.

15. Recommendation from the Administrative Group that when a member of the staff commences a retirement furlough, he shall be relieved of all responsibilities and duties of his office or position and shall assume the emeritus status appropriate to his office or rank.

16. Presentation of the supplementary Extension budget for 1948-49.

17. Recommendation that the Board approve temporary use of Extension funds in carrying out the statewide rat control campaign.

18. Invoice from Shields, Ballard, Jennings and Bishop for services rendered from April 1 to June 30, 1948, amounting to a total of \$1326.44.

19. Recommendation for the conversion of a room in the basement of Kedzie Chemical Building for a student laboratory and the remodeling of a room in the attic for a rat laboratory which amounts to a total of \$7,000; to be charged to Alterations and Improvements 1948-49.

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

ADDITIONAL ITEMS

Resignations

Resignations

1. Resignation of Elizabeth Fehrer as Associate Professor of Psychology, effective August 31, 1948, to accept a position at Brooklyn College. Dr. Fehrer's salary was increased from \$4500 to \$4800 per year, effective July 1, 1948. It is recommended that her salary remain at \$4500 per year until her resignation becomes effective.
2. Resignation of Kathern M. McKinnon as Assistant Professor of Psychology, effective August 31, 1948.
3. Resignation of Robert Roman as temporary Instructor in Psychology, effective June 30, 1948.
4. Resignation of E. L. V. Shelley as temporary Instructor in Psychology, effective July 31, 1948.
5. Resignation of Frederick K. Hardy as Assistant Professor of Business Administration, effective August 31, 1948, to accept a position at another university.

Leaves

Leaves

1. Leave of absence with half pay for Raymond Lamb, 4-H Club Agent in Barry County, for one year beginning September 1, 1948, to complete his work for a degree. Mr. Lamb has been a member of the staff since October 15, 1941.

Appointments

Appointments

1. Transfer of Orville F. Walker from 4-H Club Agent in Antrim, Kankaska, and Crawford Counties to County Agricultural Agent in Kankaska and Crawford Counties and a salary increase from \$3900 to \$4200 per year, effective August 1, 1948.
2. Transfer of Lyle E. Tompkins from County Agricultural Agent in Oceana County to District Horticultural Agent in Mason, Oceana, Muskegon, Ottawa, Kent and Newaygo Counties, with the rank of Assistant Professor (Extension), and a salary increase from \$3900 to \$4200 per year, effective August 1, 1948.
3. Appointment of Mrs. Cecil H. Nickle as Hostess at North Hall at a salary of \$150 per month, effective from September 1, 1948, to June 30, 1949. \$500 of the salary is to be charged to Dormitories and Food Services funds.
4. Appointment of Richard H. J. Pian as Assistant Professor of Civil Engineering at a salary of \$3600 per year, effective September 1, 1948. This is a new position.
5. Appointment of Rosalind Mentzer as Instructor in Education at a salary of \$4200 per year, effective September 1, 1948, to replace Hester Clark. Her salary is fully reimbursable from funds provided by the State Board of Control for Vocational Education.
6. Appointment of Mrs. Beatrice O'Donnell as Assistant Professor of Education at a salary of \$4800

ADDITIONAL ITEMS, continued

Appointments, continued

6. Continued

per year, effective August 1, 1948. This position is fully reimbursable from funds provided by the State Board of Control for Vocational Education.

7. Reappointment of Ella Cowles as Instructor in Foreign Languages, effective September 1, 1948, for two years in accordance with the tenure rules.

Travel

Travel

1. Mileage on one car at 6 cents per mile for Adrian H. Jaffe to go to New York City, Washington, D. C., and Cambridge, Massachusetts, on July 7 to September 15, for research work on his project; this authorization is subject to approval of his request for an All-College Research grant.
2. Maintenance expenses for Winston Laughlin and John C. Brown to go to Medarysville, Indiana, on July 20 and 21. to study muck farms; paid from Experiment Station funds.
3. Full expenses for W. L. Mallmann to go to New Haven, Connecticut, on July 21 to confer with members of the School of Public Health at Yale University on a swimming pool project in which they are cooperating; paid from the Wallace-Tiernan fund.
4. Maintenance expenses for C. E. Pederson to go to Sodus, New York, on July 23 to 26 to study possible insect vectors of "X" disease of peach and cherry; paid from Experiment Station funds.
5. Full expenses not to exceed \$100 for A. J. M. Smith to go to Quebec, Toronto, and Montreal on August 1 to September 1 to continue research on his project; this authorization is subject to approval of his request for an All-College Research grant.
6. Mileage on one car and maintenance expenses for R. H. Young, L. H. Taylor, C. L. Munn, and Forest Evashevski to attend the midwest athletic meetings in Chicago on August 18 and the All-Star Football game on August 20.
7. Full expenses for H. D. Daugherty to attend the annual High School All-Star football game in Pittsburgh, Pennsylvania, on August 20.
8. Full expenses for A. A. Applegate to attend the annual meeting of the American Association of Teachers of Journalism and the American Association of Schools and Departments of Journalism in Boulder, Colorado, on September 1-3.

Miscellaneous

Check for \$13,050 from Hinman Estate

1. Receipt of a check for \$13,050 from the Hinman estate in support of the Hinman scholarships for 1948-49.
2. Receipt of a check for \$2500 from the A. M. Todd Company of Kalamazoo to be used for the continuation of research work on peppermint and spearmint under the direction of Dr. Nelson in the Botany Department.
3. Report of the contribution of a total to date of \$96,266.69 and \$16,155.25 in new donations to the Memorial Center Fund from May 1 to June 30, 1948.
4. Report of the receipt of the following gifts for the Spartan Nursery School:
 - a. Auxiliary of Wm. R. Johnson American Legion #205--28 pair Monk's cloth curtains and 2 pair printed draperies valued at \$75.
 - b. Lansing Lodge No. 33 F & AM--4 children's wagons valued at \$40
 - c. Wm. R. Johnson Post 205, American Legion--new Cable-Nelson spinet piano valued at \$495
 - d. Mrs. Thomas H. Osgood--Capitol victrola, toys, books valued at \$60.
 - e. American Legion Tuebor Post #193--\$50.

Check for \$2500 from A.M. Todd Co. for research work. Report of contributions to Mem.CenterFund

Report of several gifts to Spartan Nursery School

5. Payment of the following amounts to salaried employees:

Additional amounts paid to salaried employees

<u>Auditorium</u>		<u>Auditorium</u>		<u>Auditorium</u>	
Warren F. Burt	\$24	Laurence Searl	6	Wayne VanRiper	6
Helen Evans	6	Gloria Smeltzer	2	<u>Miscellaneous</u>	
Helen Greene	40	Janet Valkenaar	2	Charles Kraft	204

6. Payment of \$23.20 to Ernest LeRoy Wisner, employee in the Paint Department of Buildings and Utilities, as compensation for time lost due to an injury while working.
7. Payment of \$41.60 to Lee Kelly, employee in the Power Plant, as compensation for time lost due to an injury while working.
8.
 - a. Approval of a Clerk-Typist position in the Military Department.
 - b. Recommendation for an appropriation of \$1950 for the Military Department to finance this position for the balance of the fiscal year.
9. Recommendation that the contract for the trench for the cable to the new radio transmitter building be awarded to A. K. Koglin, the low bidder, at 11 cents per lineal foot.

Payment of time lost for injured to E. Wisner and Lee. Kelly

Cl-Typ app. for Military Approp \$1950 to finance clerical pos.

Contract for trench for cable awarded to Koglin

2624 ADDITIONAL ITEMS, continued

Steel bldg.
to be fixed up
for Police
Adm. Dept.

Miscellaneous, continued

10. The Police Administration Department is in need of more space for laboratory and classroom facilities. It is recommended that changes be made in the steel building formerly occupied by laborers at a cost of \$2500, to be charged to Alterations and Improvements 1948-49.
11. Distribution of the salary schedules for county extension staff as in effect in the present budget.
12. Discussion of the estimated enrollment for fall 1948.
13. Communications from the attorneys representing the College in the litigation that is developing in the Peter Ross estate in Los Angeles County, California.
14. Distribution of some interesting statistics of the operation of our Placement Office during the last school year.
15. Discussion of certain financial transactions in connection with the closing of a fiscal year, June 30, 1948.
16. The President discussed with the Board progress of plans for the Kellogg Continuing Education Building.
17. The President discussed with the Board the recent action in establishing the retail price of milk sold by the Creamery to residents in College Housing Units.

Distrib. of
sal. schedules
for Ext. Staff

Communication
from attorneys
for estate of
Peter Ross

Discussion
of progress
of plans for
Kellogg Cont.
Educ. Bldg.

Approp. of
\$30,573 for
road repairs.

ADDITIONAL MISCELLANEOUS ITEMS

1. Recommendation from Mr. Lautner and Secretary McDonel for extensive repairs to the roads in the married housing area at a total cost of \$30,573 to be done by the Ferris Company of Mason, Michigan.
Mr. Lautner appeared before the Board.

Dept. of Sal-
vage created-
to be under
Fur. Agt.

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

2. Recommendation that there be created a Department of Salvage under the Purchasing Agent.

On motion of Miss Jones, seconded by Mr. Armstrong, it was voted to approve the above recommendation as recommended by Secretary McDonel.

No action on
request for
construction
of garage for
creamery trucks

3. Request from Dean Anthony and Professor Weaver for the construction of a garage to house the creamery trucks and wagons.

Action deferred.

Purchase of
Martin and
Simons pro-
perties app.

4. The College has received two options for properties located on Hagadorn Road:
 - a. David A. Martin property at a cost of \$4700
 - b. Charles Simons property at \$12,000

On motion of Mr. Akers, seconded by Mr. Brody, it was voted to approve the purchase of these properties.

Class of
first year
Vet students
limited to 64

5. a. Communication from the Council on Education of the American Veterinary Medical Association with reference to our School of Veterinary Medicine.
b. In view of this situation, the decision must be reached as to the number of first-year veterinary students to be accepted for the fall quarter of 1948.
Dean Bryan appeared before the Board.

On motion of Miss Jones, seconded by Mr. Armstrong, it was voted that in view of the emergency the Board limit the first-year veterinary students to a class of 64 for the fall of 1948.

Ann Arbor Tr.
instructed to
call for pay-
ment and pre-
pay \$200,000
dorm. bonds.

6. Authorization instructing the Ann Arbor Trust Company to call for payment and pre-pay \$200,000 dormitory bonds. The dormitory earnings for the year ending June 30, 1948, permit the payment of interest and the bonds scheduled for retirement, and this additional \$200,000 in bonds.

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

Request for
personel car
for Dr. Nelson
denied

7. Request for the purchase of a passenger automobile for the use of Dr. Nelson of the Department of Botany to be charged to various research accounts of monies supplied by cooperating agencies. This is contrary to the usual policy.

On motion of Miss Jones, seconded by Mr. Mueller, it was voted to reaffirm the existing policy to provide passenger cars only for the President's Office, Secretary's Office, the Office of the Purchasing Agent and one for the Superintendent of the College Farms and for the superintendent at the sub-stations at Chatham, Lake City and Kellogg and such cars as are necessary for the pool at the college garage.

Request of Mr.
Scobell that
reduction in
principal amt
of loan owed
Erb Estate
denied

8. Request from Mr. Scobell for a reduction in the principal amount of the loan owed the Erb estate. Mr. Scobell requests that the principal be reduced from \$2500 to \$1500 for immediate payment.

On motion of Miss Jones, seconded by Mr. Brody, it was voted that the request of Mr. Scobell be denied.

ADDITIONAL MISCELLANEOUS, continued

9. Statement from the Ann Arbor Trust Company for the semi-annual administration fee for the \$3,400,000 bank loan at the usual rates charged by financing houses. Previously the Board approved payments on the \$6,000,000 bond issue, but there has not previously been Board approval on this schedule:

Statement from Ann Arbor Trust Co. for semi annual administration fee for bank loan

a. Semi-Annual Administrative Fee:			
1/20% on first \$1,000,000	\$500		
1/50% on next \$2,000,000	<u>400</u>	\$900	
b. Payment Agent for Coupons:			
10¢ per item for first 1,000 bonds	100		
7½¢ per item for next 1,000 bonds	75		
5¢ per item for next 1,000 bonds	<u>50</u>	225	
c. Redemption of Bonds			
1/10 of 1% of the par value		--	
d. Minimum semi-annual fee 1/20% of the principal balance of the loan outstanding during the period (\$400,000)			<u>200</u>
	Total	\$1,325	

On motion of Mr. Brody, seconded by Miss Jones, it was voted to approve the schedule as presented.

10. Discussion of the situation that is arising in connection with the increasing costs of food in our dormitory operation. If we are to maintain earnings at the level anticipated, it is necessary to increase the charge for board by the amount that raw food costs have increased since the fall of 1947. Our cost of operation for our women's dormitories in the last school year was substantially higher per person than in our men's dormitories.

Boardin dorms to be increased 10 cents a day.

On motion of Miss Jones, seconded by Mr. Brody, it was voted to increase the rate charged in college operated dining rooms ten cents per day due to increased cost of foods, effective with the beginning of the fall term 1948.

The Board adjourned at 2 p.m.

J. A. Fennell
President

Karl H. McDonald
Secretary