

Minutes of the  
Meeting of the State Board of Agriculture  
January 27, 1938

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

Absent: Mr. Jakway; Dr. Elliott

The meeting was called to order at 10:20 A.M.

The minutes of the previous meeting were approved.

Two members took their places on the Board at this meeting: Mrs. Lavina Masselink of Big Rapids and Mr. J. J. Jakway of Benton Harbor, replacing Mrs. Matilda Wilson and Mr. Gilbert Daane.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted, in fairness to Mr. Jakway (absent), to delay organization of the Board until the next meeting attended by all members of the Board.

RESIGNATIONS, APPOINTMENTS AND LEAVES

- Resignations
1. Resignation of Mr. Luke H. Kelly, supervising teacher in Agriculture, effective as of December 31, 1937. Mr. Kelly is now serving as Assistant State Supervisor of Agricultural Education.
  2. Resignation of Dr. H. L. Barnett, Instructor in Botany on a one-year appointment, effective January 31, 1938. Further, recommendation of Dean Huston that Dr. Barnett receive an additional \$108.33 to complete payment for one-half year's work (ten months' basis).
  3. Resignation of Mr. Carl L. Gilmore, graduate assistant in Poultry Husbandry, effective January 20, 1938.
  4. Recommendation of Professor Applegate that Mr. W. E. Laycock, College Photographer, be placed on disability retirement, his services to be discontinued immediately but full salary continued to June 30, 1938. Further, recommendation of the Retirement Committee that Mr. Laycock be placed on permanent retirement, effective July 1, 1938 at an annual salary of \$759.00 per year.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to give Mr. Laycock a leave of absence on full pay to the end of the present fiscal year and to offer to him an opportunity to apply for permanent retirement effective as of July 1, 1938.

- Appointments
5. Appointment of Mr. Raymond M. Clark as Assistant Professor of Education, effective as of January 1, 1938 at a salary of \$2900.00 per year. Mr. Clark will replace Mr. Kelly (resigned) as supervising teacher of Agriculture in the Okemos schools.
  6. Appointment of Mr. Ralph W. Lewis, now Assistant in Research in Plant Pathology at \$1200.00 per year, as full-time Instructor in Botany for the period February 1st to June 30th at a total salary of \$130.00 per month. Mr. Lewis replaces Dr. Barnett (resigned).
  7. Appointment of Mr. E. N. Huby as College photographer, effective February 1, 1938 at a salary of \$3000.00 per year. Mr. Huby replaces Mr. Laycock, whose retirement is recommended above.
  8. Recommendation that Miss Mary Hulse be reinstated as stenographer in the Department of Chemistry, effective January 1, at her former salary of \$90.00 per month, and that the name of Mrs. Susan Toaz be removed from the payroll as of the same date. Miss Hulse's name was temporarily removed on October 31st because of disability.
  9. Appointment of Mrs. Nila B. Daidlaw as an additional teacher in Home Economics at Williamston for the period January 3rd to March 25, 1938, at a total salary of \$525.00 (to be reimbursed in full from State and Federal funds). This is the same project in Adult Education in Home Economics carried out successfully last year.
  10. Recommendation that Dr. D. B. Meyer, now with the State Department of Health, be placed on the staff list as Lecturer in Immunology, effective as of September 1, 1937. Dr. Meyer will serve without remuneration from the College.
  11. Recommendation that Dr. C. S. Bryan, Research Assistant in Bacteriology, receive the additional title of Instructor. This action should be retroactive to September 1, 1937, at which time Dr. Bryan was placed on College funds but the additional necessary title overlooked.
  12. Recommendation for the employment of Mr. Ralph C. Bennett, of the Lansing Social Service Bureau, as special instructor in Sociology extension case work during a seventeen-week period beginning January 1, 1938 at a total salary of \$200.00.
  13. Recommendation for the appointment of the following visiting instructors on the 1938 Summer Session staff:
    1. Dr. C. V. Millard, Department of Education, at \$400.00 for the Six Weeks' Session.

RESIGNATIONS, APPOINTMENTS AND LEAVES, continued

13. Recommendation for the appointment of the following visiting instructors on the 1938 Summer Session staff: (continued)
2. Mr. E. W. Kiebler, Department of Education, at \$325.00 for the Six Weeks' session.
  3. Dr. Walter C. Reckless, Department of Sociology, at \$400.00 for the Six Weeks' Session.
  4. Mr. A. A. Rather, Department of Education, at \$400.00 for the Six Weeks' Session.
14. Appointment of Mrs. H. S. Evans as supervising hostess at Robinson House during the winter term, at the rate of \$30.00 per month.
15. Appointment of Miss Jeanne Rooker as stenographer in the Conservation Institute, effective January 1, 1938 at a salary of \$90.00 per month. This is an additional position included in the budget of the Institute as set up for 1937-38.
16. Appointment of Dr. Melvin Dresher as Instructor in Mathematics for the spring term, at a total of \$600.00 for the period. This position has been filled temporarily during the fall and winter terms.

Appointments

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the Resignations, Appointments and Leaves except item 4, on which special action appears.

TRAVEL REQUESTS

Travel

1. Expenses not exceeding \$50.00 for Dr. M. D. Pirnie, so that he may attend General Wild Life Federation meetings at Baltimore, February 14th to 16th.
2. Full expenses to Baltimore for Professor P. A. Herbert, so that he may attend General Wild Life Federation meetings, February 14th to 16th.
3. Full expenses to Atlantic City for Dean Elisabeth Conrad, so that she may attend the National Convention of Deans of Women and Personnel Workers, February 23rd to 26th.
4. Full expenses to Chicago and return for Mr. A. G. Kettunen, Miss Louise Porter, and Mr. William Knox, so that they may appear on a 4-H Farm and Home broadcast on March 5th. This request is similar to those of previous years.
5. Full expenses to Columbus, Ohio, for Mr. F. V. Schultz, Instructor in Electrical Engineering, so that he may attend a radio broadcasting engineering conference February 10th and 11th. Expenses will be charged to the Engineering Experiment Station on Project 63.
6. Full expenses to Chicago for Dr. W. L. Mallmann, who is attending a special conference on bacteriological problems in connection with egg storage, in progress January 25th to 28th. Expenses will be charged to Bacteriology Section, Experiment Station funds.
7. First class railroad fare to Chicago (or its equivalent) for Mr. J. C. Davis, so that he may attend American Management Association meetings February 15th to 17th.
8. First class railway fare to Atlantic City for Mr. Guy Hill so that he may attend National Education Association meetings February 27th to March 2nd.
9. Full expenses (from Vocational Teacher Training funds) for Dr. H. M. Byram, so that he may make an inspection trip covering agricultural educational work at Columbus and Lafayette, February 7th to 11th.
10. Full traveling expenses to New York City for Mr. H. L. R. Chapman, so that he may attend the annual meeting of the Kew Guild on March 26th and obtain botanical specimens for the Beal Garden.

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

MISCELLANEOUS

1. Presentation for Board approval of bills amounting to \$928.35 from the University of Michigan Hospital for services given Thomas Cox, freshman student injured in football last fall. A previous bill of \$700.80 was authorized by the Board at its December meeting.

Payment of hospital bills for T. Cox.

On motion of Mr. Downing, seconded by Mr. Brody, it was voted to approve the payment of the above-mentioned bills.

2. Recommendation of Dean Dirks that Mr. Edward Anderson, appointed Instructor in Mechanical Engineering for the period October 1, 1936 to September 1, 1937 at the salary rate of \$2200.00 per year, receive payment for one additional month. Under the terms of his appointment he has received eleven, but through error the entire amount was assured him for his work.

Edw. Anderson to receive payment for additional month.

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

MISCELLANEOUS, continued

- Additional pay-  
ment of \$25  
to Ellinwood  
and Stein.
3. Recommendation of Dean Emmons that Mr. Keith Stein and Mr. Leonard Ellinwood receive \$25.00 each in addition to their regular salaries for their services in taking over orchestra rehearsals during Mr. Press' absence.
- On motion of Mr. Halstead, seconded by Mr. Downing, it was voted to approve the above recommendation.
- Payment of  
bill Shields,  
Ballard &  
Jennings
4. Presentation of bill totalling \$797.20 by the firm of Shields, Ballard, Jennings and Taber, covering services for the period October 5th to December 20, 1937 inclusive.
- On motion of Mr. Halstead, seconded by Mr. Brody, it was voted to approve payment of the above bill from Shields, Ballard, Jennings and Taber.
- Increases for  
Crakes and  
Northrup.
5. Recommendation of Dean Anthony that the salaries of Miss Dorothy Crakes and Miss Nancy Northrup, stenographers in the Soils Department, be raised from \$85.00 to \$90.00 per month, effective January 1, 1938. Salaries will then conform to those paid in the Central Stenographic Office.
- On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the above recommendation.
- Additions to  
budgets of  
History and  
Economics
6. Recommendations of Dean Emmons for additions to the budgets of the departments of History and Economics of \$250.00 and \$400.00 respectively, to cover unexpected expenses involved in moving to new quarters and in the employment of student help.
- On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the above recommendation.
- Approval of  
Custodian  
Agreement -  
with Central  
Trust.
7. Presentation for Board approval of the Custodian Agreement between the Central Trust Company of Lansing and the State Board of Agriculture.
- On motion of Mr. Halstead, seconded by Mr. Downing, it was voted to authorize the President and Secretary or Treasurer to execute the above-mentioned agreement on behalf of the State Board of Agriculture.
- Acceptance  
of \$3000 from  
W.K. Kellogg
8. Presentation for Board acceptance of a check for \$3000.00 given by Mr. W. K. Kellogg for the tenant house and additional land at Gull Lake recently deeded to him by the Board.
- On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to accept the check from Mr. Kellogg and to instruct the Secretary to so notify Mr. Kellogg.
- \$3000 credits  
to account of  
Bird Sanct.
- On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to credit the \$3,000 to the account of the Bird Sanctuary and notify Dr. Pirnie that its expenditure is withheld awaiting the action of the recently appointed committee studying the future of the Bird Sanctuary with particular reference to boundary line, fence, etc.
- Payment of  
\$1700 to City  
of E.L. for  
Sewage Disp.  
Plant, etc.
9. Presentation of invoice from the City of East Lansing for \$1500.00, covering the College share of the operation of the Sewage Disposal Plant, and \$200.00 for its share of the cost of a survey on sewage disposal - making the total due to the City of East Lansing \$1700.00.
- On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to approve payment of the above-mentioned bill to the City of East Lansing.
- Request of  
Detroit YMCA  
for use of  
basketball  
floor.
10. Request from the Detroit Young Men's Christian Association for the loan of our portable basketball floor in Demonstration Hall, to be moved to Detroit for the International "Y" Basketball Championships, April 27th to May 1, 1938.
- On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to deny the above request.
- Christman  
low bidder  
on water-  
proof store-  
room under  
east Stadium.
11. At its November meeting, the Board approved the recommendations of the Athletic Council proposals for the construction of a water-proof store-room under the east stadium at a cost of \$900.00. Bids on the construction of this store-room have been received as follows:
- |                              |           |
|------------------------------|-----------|
| Reniger Construction Company | \$1339.00 |
| Christman Lansing Company    | 1340.00   |
- The job has not been let, pending the approval of the Board.
- On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to let the bid to the low bidder, Christman-Lansing Company for \$1340.00.
- Action de-  
ferred on re-  
quest for new  
roof Farm  
Crops Lab.
12. In cutting the costs of the Farm Crops Laboratory (now nearing completion) to the amount of money available, a roll roofing was substituted for asbestos shingles. This roof will last a few years but cheapens the appearance of the building materially. Dean Anthony, Professor Rather and Mr. Davenport join in recommending an asbestos shingle roof at this time before work on the building is completed. The Reniger Construction has given us a price of \$1223.00 for this roof.
- On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to defer action indefinitely on the above request.
- Appropriation  
of \$3698.82  
for payment  
of changes in  
Adm. Bldg.
13. Communication from Mr. Wilkins requesting an additional appropriation of \$3698.82 to complete the payments for changes in the structure and furnishings of the Administration Building.
- On motion of Mr. Halstead, seconded by Mr. Downing, it was voted to approve the above item.

MISCELLANEOUS, continued

14. Naming of new men's dormitory now under construction.

On motion of Mr. Brody, seconded by Mrs. Masselink, it was voted to name the new men's dormitory after Michigan's first governor - Stevens Thomson Mason - to be known as Stevens T. Mason Hall.

15. Discussion of proposed Federal Poultry Research Laboratory.

On motion of Mr. Downing, seconded by Mr. Berkey, it was voted to instruct the Secretary to wire the U.S.D.A. urging them to locate the Regional Poultry Laboratory at Michigan State College, assuring them of the full and complete cooperation of the State Board of Agriculture. If the Department of Agriculture decides to locate the Laboratory here and desires the location at the corner of Mount Hope and Harrison Road, the President, Secretary and Treasurer are authorized to take such steps as are necessary to take up the options on the farms involved and acquire titles to the land and deed it to the Department of Agriculture.

PRESIDENT'S REPORTS

1. Acceptance of the resignation of Mr. George Taylor, Assistant Professor of Dairy Husbandry, effective March 1, 1938.
2. Approval of the transfer of Mr. Russell Horwood, Extension Specialist in Dairying, to the position of Assistant Professor of Dairy Husbandry, effective January 1st at a salary of \$3300 per year. Mr. Horwood replaces Mr. Taylor (resigned).
3. Approval of the transfer of Mr. A. R. Schubert, County Agent in Ontonagon County, to the position of Extension Specialist in Dairying, effective February 1st at a salary of \$3000.00 per year.
4. Approval of a change in status for Mr. J. M. Vanderbelt from that of quarter-time graduate assistant in Chemistry to a half-time basis for the winter term only.
5. Approval of payment to Mr. Albert Mancini of Detroit of a total of \$25.00 per week (from the Music Revolving Fund) for his services in teaching private lessons usually given by Mr. Falcone.
6. Acceptance of a \$100.00 check from the Michigan Live Stock Exchange, to be used as a scholarship for Short Course students.
7. Approval of Dean Emmons' recommendation that the music fees of those students studying with Mr. Lange during the winter term be set at \$25.00 rather than \$50.00, since Mr. Lange is able to come to the campus in alternate weeks only.
8. Authorization of a \$2.50 per term fee for those people registered in the Extension Course in Art as visitors. This course is given by request in Mason.
9. Approval of first-class railroad fare to Chicago and return for Mr. Jackson E. Towne, so that he might attend meetings of the American Library Association held December 27th to 29th.
10. Allowance of full expenses to Chicago for Dean L. C. Emmons, so that he might attend meetings of the Association of American Colleges, January 20th and 21st.
11. Approval of full expenses to Chicago (from Experiment Station funds) for Mr. H. L. Seaton, so that he might attend the annual meeting of the National Cannery Association on January 24th.
12. Granting of out-of-state travel authorization (at no expense to the College) for the following people asked to appear on farm week programs:
  1. Professor R. S. Hudson to Ohio on January 25th, and to the University of Missouri, January 27th and 28th.
  2. Dr. G. M. Trout to Ames, Iowa, February 16th to 19th.
  3. Dr. C. F. Huffman to Kansas February 8th and 9th, and to Ohio February 21st and 22nd.
  4. Dr. James Tyson to Ohio on January 17th.
13. Allowance of railroad and pullman fare to Washington for Professor P. A. Herbert, so that he might attend meetings of the American Planning Association, January 21st and 22nd.
14. Allowance of full expenses to New York City for Professor L. G. Miller, so that he might attend meetings of the American Society of Heating and Ventilating Engineers and the National Warm Air Heating and Air Conditioning Association, held jointly January 24th to 27th.
15. Approval of full expenses to Columbus for Mr. H. D. Hootman, who was asked to attend an emergency triple A meeting January 10th and 11th. Expenses are to be paid from Extension funds.
16. Granting of full expenses to Chicago (from Extension funds) for Mr. A. E. Love, so that he might attend meetings of the National Bean Commission on January 22nd.

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

New Dormitory for Men named Mason Hall.

U.S.D.A. invited to establish Fed. Poultry Res. Lab. here.

Resignation Geo. Taylor

Transfer of Russell Horwood.

Transfer of A.R. Schubert

Change in status J.M. Vanderbelt

Albert Mancini to be paid \$25.00 per week.

\$100 from LiveSt. Exch. Fees for students study with Lange \$25.00

\$2.50 per term for Ext. Course in Art. Travel Towne to Chicago

Emmons to Chicago.

H.S. Seaton to Chicago.

Out of state travel for -

R.S. Hudson  
G.M. Trout  
C.F. Huffman  
J. Tyson

P.A. Herbert  
Washington

L.G. Miller  
New York

H.D. Hootman  
Columbus

A.E. Love  
Chicago

MISCELLANEOUS REPORTS

Salary of Lewis Richards set.

1. Report of the special committee appointed by the Board on November 12th (Mr. Brody and Mr. Shaw) to adjust the salary of Professor Lewis Richards for the fiscal year beginning July 1, 1937. Mr. Richards' basic salary has been set at \$4900.00 per year with a possible supplementary income of \$600.00 in addition based on a minimum of ten teaching hours and a maximum of fourteen, retroactive to July 1, 1937.

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

The meeting adjourned at 3:00 P.M.

*Robert S. Shaw*  
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 President

*John A. Hannah*  
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 Secretary

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Minutes of the  
 Meeting of the State Board of Agriculture  
 February 17, 1938

Present: Messrs. Berkey, Downing, Halstead; President Shaw, Comptroller Wilkins, and Secretary Hannah.

Absent: Mr. Brody (Chairman), Mrs. Masselink, Mr. Jakway, Dr. Elliott.

The meeting was called to order at 10:15 A.M. There was not a quorum present but it was decided to proceed with the Board meeting and present the actions of those present to a fourth member of the Board for approval, - all of the actions taken to be subject to the approval of the fourth member of the Board before becoming effective.

The following proceedings were reviewed by Mrs. Masselink and Mr. Brody on February 21st and approved by them. The minutes of this meeting will be presented to the next regular Board meeting for ratification.

The minutes of the previous meeting were approved.

RESIGNATIONS, APPOINTMENTS AND LEAVES

Resignations

1. Resignation of Mr. James Thar, County Agricultural Agent in Oceana County, effective February 28, 1938.

Appointments

2. Appointment of Mr. Lyle E. Tompkins as County Agricultural Agent in Oceana County, replacing Mr. Thar at a salary rate of \$2200.00 per year, effective March 1, 1938.
3. Temporary appointment of Mrs. Edna Brown Braamse to assist with 4-H Club exhibits and achievement days during the period March 14th to May 7th, at the salary rate of \$150.00 per month. This extra assistance is needed because of the leave of absence granted Miss Lois Corbett.
4. Appointment of Dr. S. G. Hanson as special Instructor in Political Science and Economics for the 1938 Summer Session, at a salary of \$400.00 for the six weeks' period.

Leaves

5. Recommendation of Dean Emmons that Mr. C. S. Logsdon, Assistant Professor of Economics, be granted leave of absence on half pay for the school year 1938-39. Professor Logsdon intends to complete work on his doctorate degree at Ohio State University.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the Resignations, Appointments and Leaves.

Travel

TRAVEL

1. Request of the Alumni Secretary for full expense allowance on the following out-of-state travel in the interests of alumni activities:
  - A. G. O. Stewart to the annual meeting of the American Alumni Council at Columbus, Ohio, March 30 to April 2.
  - B. G. O. Stewart, C. W. Bachman to the annual meeting of Chicago alumni on April 2.