

Minutes of the
Meeting of the State Board of Agriculture
October 16, 1931

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

Absent: Mr. Watkins

The meeting was called to order at 9:30 A.M.

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

APPOINTMENTS, RESIGNATIONS, LEAVES

1. Appointment of Mr. Claude S. Bryan, Assistant in Bacteriology to take the place of Dr. J.P. Torrey, resigned. Appointment to take effect October 1st, at a salary of \$1600 per year. This has the recommendation of the graduate council.
2. Resignation of Mr. Claude S. Bryan as half time graduate assistant in Bacteriology.
3. Appointment of two men as quarter time graduate assistants to succeed Mr. Bryan in the above-one-half time graduate assistantship, appointments to take effect October 1. Mr. John L. Etchells, and Mr. William Teeter. This has approval of graduate council.
4. Appointment of Henry W. Schau as assistant freshman football coach for the 1931 season at a salary of \$150.00.
5. Resignation of Mr. L. R. Strong, clerk, accounting department, effective October 31.
6. Miss Emma Sater, Y.W.C.A. Secretary, replacing Miss Neva Lovewell, resigned, should be paid \$500.00 per year from college funds, as Miss Lovewell was.
7. Transfer of funds in Library budget from maintenance to salary, placing Miss Norma Schmitt on salary payroll, as Library Assistant at salary of \$100 per month, effective October 1st.
8. Resignation of Miss Helen Grimes, Department of Physical Education, effective September 1.
9. Permanent appointments of Messrs. Killeen, Kogan and Fossenkemper to the staff of the Music Department. Mr. Killeen to be listed as director of Men's Glee Club, Mr. Kogan, as Director of Girls Glee Club and Chorus, and Mr. Fossenkemper as Instructor in Clarinet and Woodwind instruments. Mr. Killeen and Mr. Kogan to receive \$1000 per year each, and Mr. Fossenkemper, \$600.00. These men have previously been appointed each year for a one year period.
10. Re-appointment of Miss Ruth Bowen as Instructor in Sociology to conduct two courses in Sociology throughout the year. Miss Brown to receive \$100 per term from the Sociology Department salary budget.
11. Appointment of Mr. John W. Zimmer and Mr. David F. Randolph as part-time instructors in Mathematics, replacing Messrs. Childs and Berry, at a salary of \$90.00 each per month for 10 months.

On motion of Mr. McColl, it was voted to approve the 11 items listed above with the recommendations listed.

12. The Graduate Council recommends the following graduate assistantships in the following departments for the year September 1, 1931 to June 30, 1932.
 - a. Department of Chemistry. Mr. Robert C. Olsen, quarter time assistantship left vacant by resignation of Mr. Sweeney, previously appointed but not accepting assistantship.
 - b. Department of Entomology. Mr. J. M. Merritt as half-time graduate assistant in Entomology to succeed himself.
 - c. Department of Farm Crops. Mr. A. W. Glidden, half-time graduate assistant at \$800 per year, to succeed himself.
 - d. Mr. James Tyer, half-time graduate assistant in Farm Crops, \$800 salary, to succeed himself.
 - e. Department of Forestry. Mr. Donald J. Wedell is recommended to the Kellogg Fellowship in Forestry to succeed himself, from the period September 1, 1931 to June 30, 1932 at \$800 per annum.
 - f.- g. Department of Soils. Mr. Logan S. Carter and Mr. R. E. Pasco are recommended for re-appointment as half-time graduate assistants at the salary of \$800.00.
 - h. Mr. C. W. Lauritzen is recommended for the appointment as graduate assistant under the Purnell Fund at \$800 per annum in Dept. of Soils.
 - i. Mr. W. S. Ligon, holding an appointment under the Potash Export Fellowship holds this appointment, it is believed, without need of reappointment annually. Graduate Council recommends reappointment if necessary.
 - j. Mr. A. G. Bovay, Dept. of Sociology, quarter-time graduate assistant to replace Mr. R. Metz who was reappointed for the Don Burnham Fellowship in Life Planning this year, but who resigned having secured a full time position. The balance of this Fellowship is \$338. for this year.

Appointments
Resignations
Leaves

- k. Mr. Charles Halloran, half-time graduate research assistant, Dept. of Dairy Husbandry at a salary of \$800 per year, during period September 1, 1931 to June 30, 1932.

On motion of Mr. Brody, it was voted to approve items a to k.

13. Employment of Mrs. LaDore Irland in the Dept. of History for the fall term, including months of October, November, and December, at a salary of \$125.00 per month, which is on a one-half time basis, to aid in the teaching of history.
14. Resignation of Mr. Martin K. Brooks, Instructor in Department of Modern Languages, effective June 30, 1931.
15. Reappointment of Miss Margaret Miles, Department of Modern Languages, Miss Miles' former salary was \$2480 and upon her resignation in May a successor was appointed to her position. When Miss Miles decided not to resign, she was offered the only position available in that department which paid \$2100. In view of Miss Miles' ability, it was recommended that she be paid an additional \$150. making her total salary \$2250.
16. Resignation of Mr. Clarence Cole, graduate assistant in Department of Dairy Husbandry. Mr. Cole was appointed at the June 22nd meeting of the State Board this year.
17. Appointment of Mr. J. R. Fahl, to fill the vacancy left by Mr. Cole's resignation, as one-half time graduate assistant in the Department of Dairy Husbandry at a salary of \$800 for a period of ten months, beginning September 1st, 1931.
18. Report on the approval of request from Prof. Hill that Mr. K. T. Wright's salary, authorized by the Board at a rate of \$2800, become effective July 1, 1931.
19. Resignation of Mr. P. R. Miller, Extension Specialist in Farm Crops, effective October 15th.
20. Authorization for the appointment of an Assistant Professor in the Department of Soils at a salary of \$2500, replacing Mr. Ralph Cole, recently resigned as Research Assistant, and replacing also, in part, the vacancy created when Dr. Millar was made Head of the Soils Department.

On motion of Mr. Brody, it was voted to approve items 13 to 20.

TRAVEL REQUESTS

Travel

1. Member of staff of Soils Department to drive car to Chicago, carrying other staff members, with mileage on the car paid from regular Experiment Station allotment to the Soils Section, to attend the meeting of the American Society of Agronomy, November 17th to 20th.
2. Mileage at 5¢ per mile for one member of the Forestry Department to drive to Louisville, Kentucky and vicinity to attend a meeting of the Ohio Valley Section of American Foresters. Will take others of the staff without charge. Meeting held October 29 to 31.
3. Mr. A. C. Baltzer was authorized by the President, acting for the State Board, to attend the National Dairy Show at St. Louis, Missouri, with fare and one-third plus pullman expenses. Other expenses to be covered by Mr. Baltzer. Only member of Extension staff to attend Silver Anniversary of the National Dairy Show.
4. Travel expenses, railway fare and pullman for Miss Elizabeth Whittaker to attend the American Dietetic Association meeting in Cincinnati, Ohio, October 19 to 22.
5. Miss Catherine Miller to attend the National Conference of Nursery School workers in Philadelphia from November 12 to 14, railway fare and pullman.
6. Prof. L. S. Foltz, to N.E.L.A. meeting at Purdue, November 4th. R.R. Fare and pullman to be paid by Dept. budget if N.E.L.A. does not care for them.
7. O. B. Winter to attend the Forty-Seventh Annual meeting of the Official Agricultural Chemists in Washington, D. C. Nov. 2nd to 4th, all expenses paid from Exp. Sta. Chem. budget.
8. Messrs. Gardner, Baldwin, Cox to attend meeting of the Association of Land Grant Colleges in Chicago, November 16th to 18th. Fare and half railroad rates are offered to delegates attending these meetings.
9. Delegation of Board representative to attend the Association of Governing Boards meeting at the University of Minnesota, October 29th, 30th and 31st.

On motion of Mr. McPherson, it was voted that Mr. McColl be chosen as the delegate to represent this board.

10. Report on authorization for two members of Dept. of Animal Husbandry to travel with mileage for their cars and maintenance in order to study live stock at Ohio State, October 10th, taking students to Columbus, Ohio and Purdue Universities.
11. Expenses of six students of the Dept. of Animal Husbandry to the extent of \$50.00 each to live stock judging contest at the American Royal, Kansas City, and expenses of the coach, approximately \$75.00 and also the expenses of six men to the extent of \$25.00 each, and \$60.00 for the coach, for the International Live Stock Show held in early December.
12. Report on authorization given Mr. A. R. Marston of the Corn Borer Sub-station to go to Toledo and other points, September 29th and 30th to attend a meeting called by the Federal Dept. of Agriculture to go over corn borer station work.

13. Report on authorization given Mr. G. A. Branaman to make a trip to Washington, D. C. October 8th and 9th to obtain data on a cooperative project which we are carrying on with the U.S.D.A. Expenses from Station funds.
14. Report on authorization given for Mr. Nevils Pearson and Mr. Rood to accompany a group of dairy calf club members to the National Dairy Show at St. Louis, Missouri, October 10th to 18th. Mr. Pearson to receive all expenses, Mr. Rood, expenses of meals and lodging.
15. Report on authorization for traveling expenses (railroad mileage and pullman) for Mrs. Mabel Ehlers incurred in attending the meetings of the American Restaurant Association in Buffalo, New York, the week of October 1st.
16. Travel expenses for Mr. G. O. Stewart in attending Alumni dinner and meeting held at West Point hotel the night of the Army Game, October 10th.
17. Mr. H. D. Hootman to Chicago for two radio talks on Monday, October 19th at request of southern Michigan fruit growers, all expenses.

On motion of Mr. Brody, it was voted to approve the above travel requests with the exception of item 9, on which action has already been taken.

MISCELLANEOUS

Case of Louis Handler settled.

1. Report on settlement of case of college responsibility in case of Louis Handler's shoulder injury. Committee of Mr. Watkins, Director Young and Dr. Olin, authorized payment of \$200 from Athletic Department budget, to Mr. Handler or such part of this sum as would be necessary for the operation, attendant expenses, etc.

C.F. Clark's salary increased.

2. Request from Division of Veterinary Science for increase in salary of Dr. C. F. Clark, Technician in Animal Pathology, from \$1900 to \$2400, the title to remain the same.

Board recommendation is that increase of \$200 be made, making salary \$2100.

Mrs. Bouyoucos placed on full time as Instructor in Music Dept.

3. Request from Dept. of Music that Mrs. Bouyoucos be placed on full time pay as Instructor for the present year only at a salary of \$1500.

On motion of Mr. Brody, it was voted to approve items 1, 2, and 3.

Institute payroll approved. President to approve future bills.

4. Approval of payroll due the Institute Instructors for instruction work in College Dept. of Music from September 28th to October 31st. College Share \$403.25.

On motion of Mr. McColl, it was voted to approve payment of the above mentioned payroll and to empower the President to pass upon similar future bills from the Music Department.

Physiology budget to be reduced from \$5200 to \$3400.

5. Request of Dean R. C. Huston that the budget of the Dept. of Physiology formerly at \$5200 be reduced to \$3400 and that the saving thus provided be used to finance the new instructor at \$1800 in accordance with previous board action, and that this item of \$1800 be not deducted from the \$3400 budget. This is in accordance with the recommendation submitted and approved July 17.

Physics Dept. budget to be \$4600.

6. Request of Dean R. C. Huston that budget of Dept. of Physics for the fiscal year 1931-32 be \$4600, Dr. Chamberlain's salary to be \$4000 and the Office Clerk's salary \$1100 and a new half-time assistantship be created at \$800. This is in accordance with previous board action.

On motion of Mr. Brody, it was voted to approve items 5 and 6.

Armand Person to be employed part time in Art Dept.

7. Employment of part time instructor in Art Department, Mr. Armand Person, at an hourly rate of \$2.00 for such hours as his services may be needed during any of the three terms where enlarged enrollment may necessitate his employment. Expense to be taken care of either by allowing item in salary budget or extending maintenance budget to cover it.

On motion of Mr. Berkey, it was voted to approve the above item and to transfer an amount of \$900 from the Contingent Fund to the budget of the Art Department.

Request for repairs to Dunbar Exp. Station.

8. Request that repairs to Dunbar Experiment Station building be taken from college building fund in order to prevent handicapping Experiment Station work by drawing on that fund.

Action deferred.

Pres. & Sec. to work out form of contract with Mr. Eversole for housing cattle

9. Continuation of contract with Mr. Eversole for pasturage and housing of cattle of the Veterinary Division and Bacteriology Department on Dean Giltner's farm.

On motion of Mr. Brody, it was voted that the President and the Secretary be authorized to work out a suitable form of contract which may be entered into with Mr. Eversole.

\$5000 check accepted from Mr. Bell to be used as loan fund.

10. Acceptance of check for \$5,000 from Mr. C. D. Bell as a loan fund for needy students.

On motion of Mrs. Stockman, it was voted to accept the above-mentioned check and to authorize the Secretary to write a letter of thanks to Mr. Bell.

Trans. of \$60,000 trust fund from Kellogg Farm to Bird. Sanct. only.

11. Letter from Mr. Kellogg and Trust Company of Battle Creek to the President of the College informing him of the transfer of the \$60,000 trust fund from the Kellogg Farm and Bird Sanctuary to the Bird Sanctuary only.

On motion of Mr. McColl, it was voted to acknowledge receipt of the \$60,000 trust fund and to send a letter of thanks to Mr. Kellogg.

12. Acceptance of check for \$150.00 from Meredith Publishing Company which is presented by them following a policy adopted by them of contributing annually a small sum of money to each of the State Club leaders in the states served by their magazines, Successful Farming and Better Homes and Gardens. Money to be spent by the States in the way that they feel will be most beneficial to their 4-H Club Program. Mr. Kettunen has decided to use this money as a loan fund to former 4-H Club members who are enrolled as Upper Classmen at Michigan State College. Check of \$150. covers their 1930 contribution of \$100 and the 1931 contribution of \$50.00.

Recommendation from Mr. Kettunen that the annual contribution be accepted and the fund named "The Meredith Publishing Company's 4-H Club members loan Fund." Also the administering of this fund in so far as selecting the parties to whom loans will be granted, will be left with the staff members of the Boys and Girls Club Department.

Check for \$150. accepted from Meredith Pub. Company to be used in connection with 4-H club work.

To be used as loan fund.

On motion of Mr. Brody, it was voted to accept the above mentioned check and to approve Mr. Kettunen's recommendation.

13. Acceptance of Frederick C. Miller Revolving fund to be administered by the College.

On motion of Mr. Brody, it was voted to accept the fund from Mr. Miller leaving the details to be worked out by the President and the Secretary with power to act.

Acceptance of Frederick C. Miller Revolving Fund.

14. Purchase of ten acres of land at South Haven Experiment Station on which the lease expires January 1, 1932. Purchase price, \$1000.

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

Purchase of 10 acres of land at So. Haven Exp. Sta. left to Pres. & Sec.

15. Purchase of 18 acres of land known as Mary Huber Farm lying north of Grand Trunk railroad adjoining East Lansing College property on which the lease expires November 1, 1931.

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

Purchase of 18 acres of land known as Mary Huber farm left to Pres. & Sec.

16. Report on appointment of staff member to supervise preparation of exhibit at the 1933 Century of Progress Exposition in Chicago. Also suggestion from Director Gardner that the State Board of Agriculture request the State Administrative Board for an allotment of \$5,000 from the fund recently appropriated for advertising Michigan. Said allotment to be used in preparation of exhibit.

1933 Century of Progress - No report.

No report.

17. Kellogg Foundation Health Unit. Report of Committee - Dean Dye, Chairman.

Kellogg Foundation Health Unit - no rep.

No report.

18. Request of Dean Giltner for revolving fund to take care of costs of White Diarrhea tests in poultry.

Revolving fund of \$500 set up to care for costs of White Diarrhea tests in poultry.

On motion of Mr. Brody, it was voted to set up a fund of \$500 from the contingent fund as a revolving fund to take care of costs of tests above-mentioned.

19. Letter regarding payment of \$250.00 to Mrs. Roseboom and \$75.00 each to Mr. Fulkerson and Miss Vaughan for teaching classes in English in addition to a full teaching schedule during 1930.

Action deferred.

Action def. on payment of \$250 to Miss Vaughn and \$75.00 to Mr. Fulkerson

20. Letter from Mr. Emmons relative to piano and music practice-room rentals.

Action deferred.

Action def. on piano & music practice room rentals. Letter from R.O.T.C. Assoc. of U.S. def.

21. Reply to letter from R.O.T.C. Association of the U.S.

Action deferred.

22. An amount not to exceed \$1500 to be taken from the Contingent Fund is to be placed to the credit of the Economics Department, to take care of the extra travelling expenses and clerical expense in connection with Dr. Thrun's work with the State Commission of Inquiry into County, Township, and School District Government.

\$1500 to be placed to credit of Econ. Dept. for use of Dr. Thrun

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

23. In the absence of Mr. L. Whitney Watkins, Chairman of the Board, Superintendent W. H. Pearce was named presiding officer at the dedication exercises of Mary Mayo Hall, October 16 at 3 o'clock.

Pearce named presiding officer at dedication of Mary Mayo Hall

FINANCIAL MATTERS

1. Letter from Dean Conrad relative to fund needed for elevator operation (student help) and for relief matron in Womans Building. These expenses have been paid from the office budget of the Dean of Women, estimate of expense for year will be \$416.80. Result will be overdraft in office budget, or necessity of extra apportionment.

\$416.80 trans. to Dean of Women budget for elevator operation, etc

On motion of Mr. Brody, it was voted to approve a transfer of \$416.80 from the Contingent Fund to the budget of the Dean of Women to take care of the above request.

Deficit in Kellogg Farm budget.

2. Deficit in Kellogg Farm Budget.

Referred to Finance Committee.

Sec. author. to buy chairs owned by Mens Commons - purchase price to be applied on deficit.

3. Deficit in Mens Commons budget.

On motion of Mr. McColl, it was voted that the Secretary be authorized to buy some chairs which are owned by the Mens Commons and which are not in use and that the amount of purchase price be applied on the deficit.

On motion of Mr. McPherson, it was voted that the College cancel the remainder of the deficit.

Request of Dairy Dept. for reconsid. of action on June 22 trans. \$2000 from Creamery fund to Dairy - no action.

4. Reconsideration of board action of June 22nd transferring \$2,000 from the Creamery fund to the Dairy Husbandry Department fund. Request was that this amount be transferred from excess receipts of the Dairy Husbandry Department fund. Creamery fund is entirely separate fund. New Barn made increased receipts possible, also increased certain expenses. Transfer to cover excess expenses - should come from excess receipts of Dairy Department fund.

No action.

Placing of \$20,000 of Creamery fund so that 4% int. can be obtained ref. to Sec.

5. 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 can be credited to the fund.

Request for additional floor to Dairy Bldg. ref. to Bldg. Com.

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

6. Request for use of \$24,000 for additional floor to Dairy Building.

Lake City Exp. budget and U. P. Sta. budget approved.

On motion of Mr. McPherson, it was voted to refer the above request to the Building Committee to report back to the Board.

7. Submission of itemized budget for Lake City Potato Experiment Station totaling \$8,850.00.

On motion of Mr. McColl, it was voted to approve the Potato Experiment Station budget, subject to the approval of the Finance Committee.

8. Submission of itemized budget for the U. P. Exp. Sta. for the fiscal year 1931 to June 20, 1932, total \$21,700. \$30,700 was established for this station by the State Board of Agriculture of which \$9,000 is estimated income, leaving the \$21,700 to be provided by appropriation.

On motion of Mr. McColl, it was voted to approve the U. P. Station budget subject to the approval of the Finance Committee.

Bird Sanctuary budget ref. to Finance Com.

9. Submission of revised budget for the Kellogg Bird Sanctuary as outlined by Dr. Pirnie.

Referred to Finance Committee.

MATTERS FROM SECRETARY'S OFFICE

Report of Sec. regarding long term lease on 90 acres of land at Okemos

1. Report of Secretary on communication received from State Administrative Board regarding long term lease on the 90 acres of land at Okemos which were purchased by the State for a women's prison. The Secretary of the State Administrative Board thought that the College should continue the lease of the land as they have been doing in the past without contract.

Report on letter from Federation of labor.

2. Report of Secretary on letter from the Governor regarding a communication received from the Federation of Labor concerning the contract which was let to the Reniger Construction Company for additions to the Engineering Building.

The Board expressed a sympathetic attitude toward labor, but took no action in regard to the Governor's letter.

Letter from Mr Conrad re: new road along Red Cedar River.

3. Letter from Mr. Harry Conrad, of the Grand River Improvement Association asking for more definite action on the part of the Board regarding the proposed new road along the south bank of the Red Cedar River.

On motion of Mr. McPherson, it was voted to authorize the Buildings and Grounds Committee to represent the Board in negotiating with the Grand River Improvement Association and to report back to the Board.

Report of Sec. on amount of parking space available on campus.

4. Report of the Secretary on the amount of parking space available on the campus under the new parking regulations. Survey made by Campus Officer shows a capacity parking space for 960 cars. He found the number of cars parked at a busy time of the day to be 487, indicating that there is plenty of room for parking cars on the campus without parking on the pavement.

Resolution from Det. Trust Co. re: new dorm. for women.

5. Resolution from the Detroit Trust Company regarding the proposed new dormitory for women. On motion of Mr. McPherson, it was voted to approve only the last paragraph, which reads as follows, of the resolutions prepared by the attorney for the Detroit Company.

"RESOLVED FURTHER, that the Finance Committee, together with the President and Secretary, be authorized to continue negotiations with the Detroit Trust Company and First Detroit Company to complete the necessary papers for the financing plan to be submitted to this board for approval".

6. Report of the Secretary on the survey of Electrical Distribution on the Main Campus.

On motion of Mr. McColl, it was voted that the electrical distribution survey be continued, but any emergency matters relative to electrical jobs in the Agricultural Building or Wells Hall be taken care of immediately.

Report of Sec. on Elec. Dis-tribution on Main Campus.

REPORTS

1. Report on salary and title changes effective September 1, 1931.
(List on file in Secretary's Office.) Item referred to President with power at last meeting of Board.

Report on salary and title changes effec. Sept. 1, 1931.

On motion of Mr. McColl, it was voted to approve the report as submitted.

2. Report of Committee on Organization of Music Department. Copy of this report is on file in the Secretary's Office.

Report on Com. on Organization of Music Dept. accepted.

On motion of Mr. Brody, it was voted to accept the report as submitted by Mr. Brody for the Committee.

3. Report of the Meeting of the Advisory Committee of the State Board of Agriculture held September 16, 1931.

Meeting called to order at 9:00 A.M.

Present: Mrs. Stockman, President Shaw, Mr. McPherson, and Mr. Brody.

NEW BUSINESS

1. Letter from Mr. Emmons requesting the placing of Mrs. Palm, clerk in his office on the regular payroll at a salary of \$1200 per year. Mrs. Palm has been employed on an hourly basis for some time, handling all of the office work in connection with the adviser system, some work in connection with Freshman Week and registration and classification as well as the work of the office.

Request of Prof. Emmons to place Mrs. Palm on regular payroll - action deferred

It was voted by the Committee to defer action on the above request, and that Mrs. Palm be employed by the hour for the time being at a rate not to exceed \$100 per month.

2. Acceptance of \$500 from the Evaporated Milk Association of Chicago for a fellowship to be held by a graduate student in the Institution Department of the Home Economics Division of this college for a period of ten months in working out large quantity recipes using Evaporated Milk, the recipes to be approved by the Association and acceptable to college authorities, the Association to have the use of the college name in publishing the recipes. The Association is also to pay for the materials used by the College in working out the recipes, such payment not to exceed the sum of \$500. Also appointment of Miss Florence Atwood to this fellowship for the present year. The appointment of Miss Atwood has the approval of the Graduate Council.

Acceptance of \$500 from Evaporated Milk Assoc. for fellowship to be held by grad. student in H.E.

Miss Florence Atwood appted.

It was voted to approve the acceptance of the amount of \$500 from the Evaporated Milk Association of Chicago under the arrangements for the fellowship at Michigan State College as cited above, and also to approve the appointment of Miss Florence Atwood to this fellowship for the present year. It was also voted that the Secretary of the College be instructed to write a suitable letter of acceptance of the fellowship and to acknowledge receipt of the check for \$500.00.

3. Appointment of Harold E. Smead as part time football assistant coach for the season of 1931, at a salary of \$150.00.
4. Appointment of E. Wayne Scott as freshman basketball coach for the 1931-32 season, at a salary of \$150.00.

Appt. Harold Smead as part time football coach for season of 1931
Appt. E.W. Scott as freshman basketball coach 1931-32

The Athletic Association budget provides for the appointments of the above two men in items No. 3 and No. 4.

It was voted to approve the appointments in items No. 3 and 4.

5. Appointment of Miss Mary Ann Collinge as Extension Worker in Music at a salary of \$2500 per year, and a travel budget of \$1000.

Appt. Miss Mary Ann Collinge, Ext. worker Music.

It was voted to approve the above appointment.

6. Approval of travel expense accounts incurred by Mr. A.M. Berridge of the Lake City Potato Experiment Station in his attendance at the International Livestock Shows in Chicago in 1929 and 1930. Also expense account including mileage used in looking up turkey markets and also in delivering some of the turkeys in 1930. Expense accounts held up over period of two years because of low funds in budget of station during these years. Bills are now outlawed and need approval by Board for payment. Amount of bills equal \$67.75.

Approval of travel exp. accounts of Mr. Berridge. Total \$67.75

It was voted that the above item be paid out of this year's budget for the Lake City Experiment Station.

7. Payment authorized for purchase of furniture by the College from the Michigan State Institute of Music and Allied Arts. The College is using this furniture in the two dormitories and has resold to Mr. Mead that portion of the furniture for which there was no need. Bill \$563.10.

Payment author. for purchase of furniture by College from Inst. of Music. \$563.10.

It was voted to approve the bill of \$563.10 for payment from Dormitory funds of the College established at the last meeting of the Finance Committee of the Board.

Bill from Dr. McCorvie for dressing burns suffered by J. W. Scales in Bacty Dept. \$28.00.

Salary adjustments to be settled by President.

8. Bill from Dr. McCorvie for services in connection with dressing burns suffered by J. W. Scales while on duty in the Bacteriology Building. \$28.00.
It was voted to approve payment of the above bill from college funds classified under "special compensation".
 9. Salaries - adjustments.
It was voted to authorize President Shaw to act for the State Board of Agriculture in settling several salary adjustments which have come up at this time.
- Meeting adjourned at 9:45.
- On motion of Mr. Brody, it was voted to approve the report of the Advisory Committee.

REPORT OF THE BUILDING COMMITTEE

Request from Mr. Hudson re: drainage program.

1. Request from Mr. R. S. Hudson regarding drainage program for Field 18 and Section A of the Biebesheimer drain.
Action deferred.

Request from Dairy Dept. for Elec. Htg. & vent. unit for Dairy Barn. Rec.

2. Request from Professor Anthony of the Dairy Department for Electric Heating and Ventilating Unit for the dairy barn. Estimate \$820.
Recommended.

Eave troughs & down spouts for barn at Hutchinson farm rec.

3. Request from Mr. Hudson for installation of eave troughs and down spouts on the barn at the Hutchinson Farm. Estimate \$60.00.
Recommended.

Inside cellar way, coal bin etc. rec. for Farm 2-A.

4. Request from Mr. Hudson for building inside cellar way, coal bin, etc. at Farm 2-A. \$275.00.
Recommended.

Bid let to Schneeberger for moving old hort tool shed.

5. Bid from Mr. Leon Schneeberger for moving old horticultural tool shed from east of greenhouses to center of 50 acre orchard plot south of Grand Trunk tracks, etc., at a figure of \$250.00. Other bids received were Mr. A.C. Carpenter, \$345.00, Buildings and Grounds Department \$430.00 (with concrete floors).
Recommended.

Report of Bldg Com. on bids for wrecking brick residence at S.W. corner of Union Building

6. Report of the Building Committee on bids received for wrecking the old brick residence at the S.W. corner of the Union Building.

Item #1 - Remove brick & structure to basement foundation.		
Item #2 - Remove foundation & Basement floor, and fill with dirt.		
Name	#1	#2
Mr. Hayes & Mr. Hicks	\$202.00	
Mr. Ray Sablain		\$200.00
Lewis E. Perkins	\$200.00	
Capitol City Wrecking Co.	\$150.00	

Bid let to Hayes & Hicks

The Committee recommends the acceptance of the bid of \$202.00 placed by Mr. Hayes and Mr. Hicks; also the bid of \$200 of Mr. Sablain for removing walls and floors.

Ray Sablain to remove walls & floors.

7. Request from Mr. Davenport to change ash system in Power Plant. Recommended that low pressure steam jet system be installed. Estimated cost \$2,000; labor for installing same will be approximately \$600.00. There would be an approximate saving on steam of about \$3000 annually. Item set up in Power Plant Heating Budget.

Taxi cab at entrance of campus approv.

8. Question of stand for taxi cab at the entrance of the campus asked for by the Mackey Cab Company.
Recommended.

On motion of Mr. McColl, it was voted to approve the report of the Building Committee with the recommendations made.

The meeting adjourned at 12:30.

R. S. Shaw
President
J. H. Halladay
Secretary