

Minutes of the Meeting of the  
State Board of Agriculture  
October 24, 1940

President: Mr. Berkey (Chairman); Messrs. Akers, Brody, McPherson; Mrs. Masselink; President Shaw; Comptroller Wilkins; Secretary Hannah.

Absent: Mr. Jakway, Dr. Elliott.

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

The minutes of the previous meeting were approved.

RESIGNATIONS AND APPOINTMENTS

1. Resignation of Maxine Wilson Weldon as stenographer in Horticulture, effective December 31, 1940. Mrs. Weldon was married recently. Resignations
2. Resignation of William H. Genne as Y.M.C.A. Secretary, effective October 30, 1940. Mr. Genne has accepted a position as Chaplain at Alfred University in New York.
3. Resignation of Ellen Kangas as half-time stenographer in the Geology and Geography Department, effective September 30, 1940. Miss Kangas is enrolled as a part-time student and is retaining her half-time position in the Department of Physiology.
4. Resignation of Miss Mattie Pattison as Itinerant Teacher Trainer in Home Economics, effective September 1, 1940. Miss Pattison was granted leave last year for advanced study.
5. Appointment of Miss June DeFay as stenographer in the Department of Geology and Geography at a salary of \$45 per month for half-time work, effective October 1, 1940. Miss DeFay is being transferred from the Central Stenographic Office and replaces Ellen Kangas. Appointments
6. Permanent appointment of Miss Meta W. Vossbrink as Itinerant Teacher Trainer in Home Economics at a salary of \$2800 per year, effective September 1, 1940. Miss Vossbrink replaced Miss Mattie Pattison during her leave last year and will continue in the same work. Her salary is paid in full by the State Board of Control for Vocational Education.
7. Appointment of Miss Hazel Hatcher as Assistant Professor of Education at a salary of \$3300 per year, effective January 1, 1941. This is a new position recently established by the State Board of Control for Vocational Education for the purpose of developing graduate work in Home Economics Education, and the salary will be paid in full by them.
8. Appointment of Dr. William Kelly as Special Lecturer in Psychiatric Information for Social Workers for the spring term of 1941 at no remuneration from the College. Dr. Kelly is Director of the Children's Center in Lansing.
9. Appointment of Arnold Ott as graduate fellow in Chemistry on a quarter-time basis at a salary of \$250 for the eight-month period beginning November 1, 1940. The Michigan Bean Foundation has made the grant to take care of this work.

On motion of Mr. Brody, seconded by Mr. McPherson, it was voted to approve the Resignations and Appointments.

TRAVEL

1. Full expenses for E. J. Miller to attend the annual meeting of the Association of Official Agricultural Chemists in Washington, D. C., on October 28-30. Travel
2. Full expenses for Ray Nelson to go to California during the last week of October to arrange for a suitable site for celery seed beds and other details in connection with growing the seed; expenses to be paid from the celery disease revolving fund.
3. Full expenses for F. T. Mitchell to attend the Midwest Regional Conference of National Fraternities at Columbus, Ohio, on November 8-9.
4. Railroad coach fare only for C. V. Millard to attend the meeting of the Society for Research in Child Development at the Harvard Medical school, Boston, Massachusetts, on November 8-9.
5. Full expenses for Glen Stewart to attend the alumni meeting at Bloomington before the Indiana game on November 9, and the alumni meeting at Milwaukee before the Marquette game on November 16.
6. Full expenses for Thomas H. Kerry to supervise the tour of Future Farmers of America from Michigan to Kansas City on November 9-14; expenses to be paid by the State Board of Control for Vocational Education.
7. Full expenses for R. S. Shaw, E. L. Anthony, H. B. Dirks, Marie Dye, Edna V. Smith, R.J. Baldwin, V. R. Gardner, and E. A. Bessey to attend the convention of the Association of Land-Grant Colleges and Universities in Chicago in November.

TRAVEL, continued

Travel

8. Delegation of a Board member to attend the convention of the Association of Land Grant Colleges and Universities November 11, 12 and 13.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to delegate Mrs. Masselink to represent Michigan State College.

9. Mileage on one car for B. T. Ostenson and Peter I. Tack and Don W. Hayne to attend the Midwest Wildlife Conference at Urbana, Illinois, on November 14-16.
10. Full expenses for Hazel Strahan and Helen Baeder to accompany a group of students who will attend the field day sponsored by the Home Economics Women in Business on November 15-16, in Chicago.
11. Full expenses for F. T. Mitchell to attend the National Interfraternity Conference in New York City on November 28-30.
12. First-class railroad mileage only for E. H. Thorne to attend the meeting of the National Institutional Teacher Placement Association in Chicago on November 29-30.
13. First - class railroad mileage only for C. S. Logsdon to appear on the program of the Tax Policy League in Chicago on December 2.

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

Accept. of

MISCELLANEOUS

grant of \$300 from Mich. Bean Found.

1. Acceptance of a grant of \$300 from the Michigan Bean Foundation for the purpose of carrying on research in the chemistry of edible beans and the better utilization of the waste and by-products of bean grading and marketing. The money is to be made available by November 1 and is to be used to pay the quarter-time salary of a graduate research fellowship (\$50 has already been paid direct to Mr. Ott, the graduate fellow).

\$200 from Dow Chem.

2. Approval of a memorandum of understanding with the Dow Chemical Company of Midland and acceptance of a grant of \$500 to be used to continue the research project concerning the control of mold formation on eggs stored at refrigeration temperatures. This project supplements one already under investigation that is financed in part by the Poultry Products Revolving Fund.

Payment for time lost for injuries to -

3. Compensation for time lost because of injuries received while working by the following Buildings and Grounds employees:

R. Perry	R. C. Perry	\$ 3.60
F. Lamb	Franklin D. Lamb	23.65
Earl Seger	Earl Seger	13.80
A. Guerriero	Angele Guerriero	22.00
C. Klewicki	Casimer Klewicki	7.20

\$200 added to Zoology budget.

4. Recommendation from Dean Anthony for the transfer of \$200 from the Experiment Station allotment of the Zoology Department to the labor payroll fund to help pay the salary of Bernadette McCarthy, stenographer in Zoology.

Rec. re: allocation of funds for u.p. ref. to committee.

5. Recommendation from Dean Anthony that the balance of this year's allotment of funds for the Upper Peninsula Experiment Station be divided on the basis of 5/21 for research activities and 16/21 for demonstrational features, effective January 1, 1941.

Item 5 was referred to Dean Anthony, Director Gardner and Mr. Wilkins.

Coop. Bur. Educ. Res. discontinued College to guarantee expenses for Nat'l Colleg. Assoc. Swim. Meet.

6. Recommendation from the Administrative Group that the Cooperative Bureau for Educational Research be discontinued and that the work of the Bureau be continued under the supervision of Michigan State College direct and not to exceed the remainder of the present appropriation.
7. Recommendation from the Athletic Council that the College guarantee expenses estimated at \$500 for the National Collegiate Athletic Association swimming meet if that organization should accept an invitation to come here.
8. Request from Mr. Wilkins for advice from the Board as to the investment of funds in bonds.

Salary increase for Ronald Heath

9. Recommendation from Dean Mitchell for an increase in the salary of Ronald Heath, Housing Director for Men, from \$2100 to \$2400 per year, effective as of October 1, 1940. Mr. Heath has been living in Wells Hall and receiving his rent as part of his salary. A Resident Manager has been placed in charge of Wells Hall this year.

Ralph Hudson salary increased

10. Recommendation from Dean Anthony that Ralph Hudson's salary be increased from \$3600 to \$3900 per year, effective November 1, 1940. Mr. Hudson has been living in a College house and receiving his rent as part of his salary. He has now moved into his own home.

Correction in title of E.C. Scheidenhelm

11. Recommendation from Dean Anthony that E. C. Scheidenhelm's title be corrected from Instructor in Dairy Husbandry to Extension Specialist in Dairy Husbandry since he is now on full-time Extension duties, effective November 1, 1940.

Correction in title of Mary Lewis.

12. Recommendation from Dean Dye that Miss Mary Lewis' title be corrected from Assistant Professor of Home Management and Child Development to Assistant Professor in Foods and Nutrition and Home Management and Child development, effective November 1, 1940.

13. Recommendation of Dr. Bessey that the titles of the following persons in his department be changed:

MISCELLANEOUS, continued

## 13. (Continued)

Ray Nelson, Research Associate in Plant Pathology, to Research Associate in Plant Pathology and Instructor.

Donald Cation, Research Assistant in Plant Pathology, to Research Assistant in Plant Pathology and Instructor.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve the above Miscellaneous Items except item 5.

14. Recommendation of the President that a Department of Radio Broadcasting be created within the All-College Division with Mr. R. J. Coleman as head of the department, effective at once.

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

15. Communication from the Director of Broadcasting at the University of Michigan proposing that certain programs originating on the campus of the University be broadcast over the M.S.C. radio station, WKAR.

On motion of Mr. McPherson, seconded by Mr. Berkey, it was voted to refer the above item to a committee to be appointed by the President, the committee to include one member of the Board. The President appointed Mr. Hannah, Director Baldwin, Mr. Davenport and Mr. Brody.

PRESIDENT'S REPORTResignations and Appointments

1. Resignation of Merrill E. Deters as Assistant Professor of Forestry, effective September 30, 1940. Mr. Deters has accepted a position with the University of Idaho.
2. Resignation of Mrs. Laura Kimball as Hostess at Concord House, effective September 1, 1940.
3. Resignation of Mrs. R. C. Bennett as part-time Field Work Supervisor in Sociology, effective as of August 31, 1940.
4. Resignation of Virginia Grill as half-time stenographer in the Speech Department, effective as of August 31, 1940.
5. Resignation of Nanette Smith as quarter-time graduate assistant in Economics effective September 1, 1940.
6. Temporary appointment of Vern Thaler as Instructor in Forestry at a salary of \$100 per month for the period from October 7 to December 31, 1940. Mr. Thaler will replace Mr. Deters who has resigned.
7. Reappointment of George Alderton as publicity writer for Athletics at a salary of \$1200 per year, effective for one year only beginning September 1, 1940.
8. Appointment of Earle J. Smith as Instructor in Chemistry at a salary of \$1700 per year for full-time work on a 12-months basis, effective October 1, 1940. This is an additional position necessary because of the large enrollment.
9. Temporary appointment of Mrs. Eleanor Cramer Brewer as Instructor in Textiles, Clothing, and Related Arts on a monthly basis at a salary of \$75 per month through this fall term if necessary, effective September 30, 1940. This arrangement is necessary because of the illness of Ethel Webb.
10. The appointment of four instructors was approved to assist with the teaching work of the Kellogg Short Course. Three-fourths of the salaries are defrayed from Vocational funds and the other one-fourth from the income of the Kellogg Foundation. These appointments are for four months beginning October 28, 1940, and continuing through February 28, 1941, as follows:
  - Mrs. Josephine Fuller Cook at a salary of \$480
  - Mrs. Dorothy Beeskow at a salary of \$360
  - Mrs. Marguerite Bosworth Wright at a salary of \$360
  - Mrs. Jean Mann Converse at a salary of \$360
11. Appointment of Mrs. Gertrude Drake as Instructor in English for three months only beginning October 1, 1940, at a salary of \$150 per month. Mrs. Drake will carry the work of William Blair who has been granted leave during the fall term.
12. Appointment of Mrs. Leota Abrams as Field Work Supervisor in Sociology at a salary of \$75 per month for part-time work for the period from October 1, 1940, to May 31, 1941. Mrs. Abrams will replace Mrs. Ralph Bennett who has resigned.
13. Appointment of Miss Virginia Haker as half-time stenographer in the Speech Department at a salary of \$45 per month, effective September 1, 1940. Miss Haker will replace Miss Virginia Grill.
14. Appointment of Marvin C. Van Wormer as graduate fellow in Bacteriology at a salary of \$60 per month, effective November 1, 1940. This is an industrial fellowship supported by funds from the Fritsche Brothers, Inc., of New York City.

Change in  
title -

Ray Nelson

Donald Ca-  
tion.

Creation of  
Dept. of  
Radio Broad-  
casting -  
Mr. Coleman

Communication  
from Univ.  
re: broad-  
casting over  
WKAR ref.  
to Com.

Resignations

Appointments

PRESIDENT'S REPORT, continuedResignations and Appointments, continued

15. Change in status of William H. Lynch and F. V. Monaghan from quarter-time to half-time graduate assistants in Chemistry for the fall term of 1940 only.
16. Change in status of Helen Ewing from quarter-time to half-time graduate assistant in Home Management and Child Development for 1940-41.
17. The following graduate assistantship appointments were authorized for 1940-41:
 

Economics	-	Glem Johnson as quarter-time graduate assistant to replace Nanette Smith
Dairy Husbandry	-	Reappointment of Alfred Bortree as half-time graduate assistant.
Forestry	-	Reappointment of Fred E. Dickinson and Richard E. Fry as half-time graduate assistants.
Soils	-	Appointment of Gustave Herman Apitz as half-time graduate assistant to replace G. D. Sherman, effective from November 1, 1940, to June 30, 1941.

## Travel

Travel

1. Full expenses for H. C. Rather to represent the College at dedication ceremonies of Bibbins Hall at Cornell University, Ithaca, New York, on October 13.
2. First-class railroad mileage only for C. C. DeWitt to attend the meetings of the Society for the Promotion of Engineering Education at Minneapolis, Minnesota, on October 18 and 19.
3. Full expenses for a representative of the Engineering Division to meet in Chicago on October 24 with representatives from other institutions to arrange for the program of the Midwest Power Conference which will be held next March or April.

Miscellaneous

1. Authorization for an increase in the salary of Alan C. Corbett, Assistant and Instructor in Bacteriology, from \$1200 to \$1800 per year, effective September 1, 1940. This is to be paid \$300 from Experiment Station funds and \$1500 from College funds. Mr. Corbett's title was changed at the time the new budget was adopted, but through error the salary adjustment was not included.

On motion of Mr. Brody, seconded by Mr. Akers, it was voted to approve the President's Report.

SECRETARY'S ITEMS

1. Report of the audit of the Horace H. Rackham Research Endowment fund has been received from William G. Roost, Auditor.
2. Recommendation from Dean Anthony and Mr. McCrary that an easement be granted to Mr. Morrey Aldrich over a portion of the land at the Kellogg Farm.
3. Recommendation from Dean Anthony and Professor Herbert for a special grant of \$1500 to be used this winter and early spring in the opening of roads through the present Kellogg Re-forestation Demonstration tract at Augusta, so that this tract may be open to the public by June 15, 1941.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to refer items 2 and 3 to a committee appointed by the President, which is as follows: Secretary Hannah, Dean Anthony and Mr. Berkey.

4. With the construction of the Animal Disease Research Building for the Zoology Department, a steam line was brought to the apiary building. No provision was made for the installation of radiation in this building. An appropriation of \$300 is requested to provide for the installation of the desired radiation in the apiary building.
5. Dean Dirks requests the installation of blinds in the new Drawing and Design laboratories at an estimated cost of \$298.00.
6. Dean Dirks requests certain changes in the Engineering Building to improve the situation in the surveying instrument laboratory at an estimated cost of \$400.00.
7. Mr. Phillips, landscape architect, recommends an appropriation of \$150.00 to be used by the WPA Arts Project for the development of two sculptured groups for the Band Shell at a cost to the College of \$75.00 each or a total of \$150.00.
8. The National Youth Administration has indicated its willingness to Dean Anthony and Ralph Tenny to construct a dormitory building to house 80 NYA and short course students and a mess hall to serve meals to 200 short course students. These buildings are to be constructed by the Federal Government at no cost to the college other than the cost of light, heat, water, etc. If this is approved by the Board the buildings will be constructed in close proximity to the short course barracks and there will be some expenditure required to extend services required to these proposed buildings.

On motion of Mr. Berkey, seconded by Mr. Akers, it was voted to refer item 8 to a committee consisting of the President, Secretary, Comptroller and Mr. Brody, with power to act.

Increase in salary for Alan C. Corbett.

Report of Rackham Research Endowment.

Request that easement be granted over portion of Kellogg Farm also Prof. Herbert's request re: special grant of \$1500 ref. to a committee

Approval of radiation for An. Disease Bldg.

Approval of blinds for new D. & D. labs.

Also certain changes in surveying instrument lab.

Approp. of \$150 for 2 sculptured groups.

NYA indicates willingness to construct NYA bldg. on campus.

SECRETARY'S ITEMS, continued

9. The attention of the Board is called to the immediate need for the construction of an adequate incinerator to service the entire college. At present there are two very inadequate incinerators in operation - one in the veterinary clinic and one in bacteriology. The veterinary clinic addition now under construction should include the elimination of the incinerator in that building. An adequate incinerator will cost not to exceed \$15,000.00, and possibly less than that.
10. Dean Mitchell requests certain changes in partitions and doorways in his office at an estimated cost of \$200.00.
11. The Lansing Commandery of the Knights Templar requests the use of Demonstration Hall for the annual Shrine Circus the week of March 24th, spring vacation week.
12. A contract has been entered into with the Hughes Flying Service and the Davis Flying Service providing that a portion of the ground instruction in the C.A.A. program that is covered in the contract between these companies and the government will be given by Michigan State College and the College is to be paid \$10.00 per student or a total of \$200.00 by each of these services for this instruction which will cover the additional cost to the College.
13. Mrs. Lulu W. Chittenden, widow of the late Alfred K. Chittenden, head of the Department of Forestry from 1916 to 1930, presents a check of \$200.00 to form a nucleus of a loan fund for needy and qualified Forestry students.
14. The buildings at the old poultry egg laying contest were sold as follows:

Straw shed to Miss Agnes Coulson for \$25.00  
 Houses 1, 2, 3, 4 and 5 to Capitol City Wrecking Company for \$100  
 Houses 6 to F. E. Fogle for \$21.00  
 Houses 7 and 8 to J. Shuert for \$45.00  
 Houses 9 and 10 were wrecked by the poultry department and moved to the poultry plant.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve items 1, 4, 5, 6, 7, 9, 10, 11 and 13.

15. Report from Frank Gorman on the progress of the sale of the Jenison property.
16. Report of progress on the armory building.
17. Presentation by Mr. Roost of the 1939-40 audit. Copies of the audit were left with the Board members and Mr. Roost discussed verbally certain phases of the business policies of the college.
18. Mr. Roost called the attention of the Board to the item carried of \$7,062.40 funds impounded in the East Lansing State Bank at the time of the bank holiday, recommending that it be written off, since the assets of the closed bank have been sold to the R.F.C. Mr. Wilkins recommended that this item be charged off with the amount of \$1,548.56 belonging to revolving funds in this impounded account charged to the respective revolving funds with the understanding that if there should be further recovery, the funds recovered be pro-rated to the revolving account.

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

19. Mr. Roost called to the attention of the Board the fact that in accordance with an agreement between the State Board of Agriculture and the Detroit Trust Company all monies collected on loans made from Charles Bell Loan Fund are returned to the Trust Company. There are 35 outstanding notes, many of which are outlawed by the Statute of Limitations. The auditor recommended that these notes be turned over to the Detroit Trust Company for collection or such action as they care to take and that this account be closed.

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

20. Mr. Roost called to the attention of the Board the fact that under the agreement between the State Board of Agriculture and the Central Trust Company of Lansing the College pays to the Central Trust Company \$517.00 per year for performing services that could be performed by the College business office at a very substantial saving.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to authorize Mr. Wilkins to notify the Central Trust Company of the termination of this agreement, giving them the 30 days notice required by the agreement, with the understanding that the functions formerly performed by the Central Trust Company are to be performed by the business office at the College.

The meeting adjourned at 12:15 P.M.

*Robert E. Shaw*  
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 President  
*John A. Hannah*  
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 Secretary

Incinerator to college to be constructed.  
 Approval of changes in partitions & doorways in office of Dean of Men.  
 Shrine Circus Campus - Spring 1941  
 Approval flying Service Hughes and Davis flying service.  
 Check \$200 Mrs. Chittenden - loan fund.  
 Disposition of old buildings at Egg Laying Contest

Presentation of audit  
 Impounded funds in E.L. State Bank to be written off, etc.  
 Notes on Charles Bell Loan Fund to be returned to Det. Trust Co.

Agreement with Central Trust Co. to be cancelled.