

Minutes of the
Meeting of the State Board of Agriculture
September 15, 1939

Present: Mr. Halstead, Chairman; Messrs. Berkey, Brody, Jakway; Mrs. Masselink; President Shaw; Treasurer Wilkins; Secretary Hannah.

Absent: Mr. Lowning; Dr. Elliott

The meeting was called to order at 10:15 A.M.

The minutes of the previous meeting were approved.

Immediately upon convening of the Board, President Robert S. Shaw called to the attention of the Board the recent newspaper articles concerning WPA construction of improvements in a sub-division owned by him, and furnished a full statement of the facts regarding this project. No charges having been brought before this Board and having complete confidence in the integrity of President Shaw, the Board is of the opinion there is nothing before it requiring any action on its part.

Pres. Shaw called to attention of Board certain newspaper articles re: WPA const. etc.

On motion of Mr. Brody, seconded by Mr. Jakway, it was voted to adopt the above statement, and to authorize the furnishing of copies of the statement to members of the press.

RESIGNATIONS, LEAVES AND APPOINTMENTS

1. Resignation of E. L. Austin, Head of the Department of Education, effective August 31, 1939. Resignations
2. Resignation of Gerald Winter, stenographer in the Department of Agricultural Chemistry, effective August 22, 1939. Mr. Winter has accepted a permanent position elsewhere.
3. Resignation of Miss Augusta Holmes as assistant in Institutional Administration and resident dietitian at Mary Mayo Hall, effective August 31, 1939. Miss Holmes has accepted a position at the University of Connecticut.
4. Leave of absence with full pay for J. A. Davidson, Assistant Professor and Research Associate Poultry Husbandry, for the six month period from February 1 to August 1, 1940. Mr. Davidson has been a member of the staff for thirteen years. He wishes to do advanced work at Kansas State College in genetics and also some special work during the summer session at the University of Wisconsin. Leaves
5. Leave of absence without pay for Paul Dressel, instructor in Mathematics, from October 1, 1939, to March 31, 1940. Mr. Dressel has been offered a fellowship to work with Dr. Tyler on the twenty two college study.
6. Temporary appointment of Miss Marie E. Haskell as stenographer in the Department of Agricultural Chemistry at a salary of \$1320 per year, effective September 18, 1939. Miss Haskell will replace Mrs. Vera Blankenburg who has been granted leave of absence because of illness. Appointments
7. Appointment of Dr. Earl W. Henderson as assistant professor and research assistant in Poultry Husbandry, effective September 15, 1939, at a salary of \$3000 per year, payable half from the Experiment Station and half from College funds. Authorization for this position was made two years ago.
8. Continuation of the employment of Mrs. Flora Dube as stenographer in the Forestry Department on the present basis; i.e. at 50 cents an hour to be paid from the labor payroll and an amount equal to her salary to be transferred from the salary payroll to the labor payroll account. Mrs. Dube replaces Mary Tilton who has resigned.
9. Appointment of Miss Mary Alfreda Hanson as part-time housing assistant in the Office of the Dean of Women at a salary of \$500 for the ten months' period from September 1, 1939, to June 30, 1940. This is a new position included in the budget for 1939-40.
10. Appointment of Merton Vandermeer and Albert Agett as assistant football coaches for the fall and spring practices of 1939-40 at a total salary of \$300 for each man (both of these men have been employed previously in similar capacities).
11. Appointment of Mrs. Regina Gabriel Frisbie as assistant in Institutional Administration and resident dietitian at Mary Mayo Hall at a salary of \$500 for 1939-40, effective September 1, 1939. Mrs. Frisbie will replace Miss Augusta Holmes (salary \$550) who has resigned.
12. Appointment of Mrs. Margaret Shadauck Foster as supervising teacher in Home Economics in Eastern High School at a salary of \$755 per year from College funds, effective September 1, 1939. The State Board of Control for Vocational Education will pay Mrs. Foster \$1365, making her total salary \$2100. She replaces Miss Meta Vossbrink (salary \$2250) who has been transferred to itinerant teacher trainer.

Appointments

13. Appointment of Warren Fleishauer as instructor in English for the fall term only at a salary of \$450 for the term to be paid in three installments, the first on October 31, 1939.
14. Appointment of Frank Seidel as part-time instructor in Mathematics at a salary of \$600 for the year, payable in ten equal installments, the first on September 30, 1939. Mr. Seidel replaces W. P. Fuller who has been transferred to a full time position.
15. Appointment of David H. Shideler as part-time instructor in Mathematics at a salary of \$600 per year payable in ten equal installments, the first on September 30, 1939. Mr. Shideler replaces Lyle Leisenring who has been appointed to a position in the Registrar's Office.
16. Appointment of Richard W. Hamming as instructor in Mathematics at a salary of \$1000 for the six month period from October 1, 1939, to March 31, 1940. Mr. Hamming will replace Paul Bressel who has requested leave without pay.
17. Appointment of Don Morrison as half-time undergraduate assistant in Music at a salary of \$550 per year, payable in ten payments, the first on September 30, 1939. Mr. Morrison has held this position for the past two years.
18. Appointment of Ormond S. Danford as quarter-time undergraduate assistant in Education for the fall and winter terms only at a salary of \$200 for the period. Mr. Danford plans to complete work for his degree by the end of the winter term. This is a new position.
19. Appointment of David Emerson Jones as half-time graduate assistant in Dairy Husbandry for 1939-40 to replace Woodrow Snyder.
20. Appointment of R. H. Sharpe as half-time graduate assistant in Horticulture for 1939-40. This is a new position payable from the additional Bankhead-Jones funds being received this year.
21. Appointment of Edward E. Reynolds as half-time graduate assistant in Zoology for 1939-40 to replace Mary Pyke.
22. Appointment of Miss Philippa Yelland as Evening Reference Librarian at a salary of \$600 for the period from September 1, 1939 to June 30, 1940. Miss Yelland will replace Merrill Jones who was transferred to another position on April 1, 1939.

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

Travel

TRAVEL

1. Full expenses of \$74.50 for a trip which Dr. C. A. Hoppert made to New Brunswick, New Jersey, August 22-24. The trip was arranged by Dr. C. W. Lindow, Research Director of the Kellogg Company, for a consultation with Dr. Russell covering modifications in deficiency diets as carried out by Dr. Russell, and expenses should be charged to the Kellogg Chemistry Project #1.
2. Full expenses of \$22.45 for a trip which Dr. W. L. Mallmann made to Chicago on September 1 to attend a meeting dealing with the problem of mold control on cold storage eggs; expenses to be paid from the Poultry Products Revolving fund.
3. First class railway mileage for Karl Dressel to attend a meeting of the American Institute of Park Executives at Philadelphia, Pennsylvania, September 18-21; expenses to be paid from Forestry Department funds.
4. Full expenses for R. J. Baldwin to accompany a traveling conference of federal agencies into Wisconsin and Minnesota by auto and train, leaving Michigan on September 22nd.
5. Full expenses for A. C. Beltzer and Henry Rosema to go to Chicago for a special radio program of National Farm and Home on September 25. Mr. Rosema was secretary of the original cow testing association which is being featured on the program.
6. Full expenses for G. A. Prenaman to attend the Annual Meat Conference on research work in meats in Chicago, October 13-15. This meeting is being called by the U. S. Department of Agriculture, and expenses should be paid from Experiment Station funds of the Animal Husbandry Department.
7. First class railroad mileage for F. W. Fabian to attend the meeting of the American Public Health Association in Pittsburgh, Pennsylvania, October 17-20; and the International Association of Milk Sanitarians in Jacksonville, Florida, October 25-27. Mr. Fabian has been asked to present papers at both meeting.
8. Full expenses of approximately \$140 for Nevels Pearson to accompany the 4-H Club Team to the National Dairy Show at San Francisco, October 14-29; expenses to be paid from Extension funds.
9. Approval of the following expenses in connection with trips for the Animal Husbandry Judging team:

Early October - Expenses for G.J. Propp and use of college bus for transportation
3 days to Ohio State University \$70.

TRAVEL, continued

Travel

9. (Continued)

- Middle of October - Expenses for G.J. Propp and use of college bus in transporting the Judging Team to the American Royal, Kansas City, Mo. \$180
- November - 3 days - Expenses for G.J. Propp and use of college bus to transport students to Purdue University, Lafayette, Indiana \$ 70
- November 30 to December 4 - Expenses for G.J. Propp and six students in attending the International Livestock Contest in Chicago \$160

10. Request from Glen Stewart, Alumni Secretary, for full expenses for the following trips during the football season:

- a. Luncheon meeting with M.S.C. alumni prior to the Purdue game at Lafayette, Indiana, on October 21.
- b. Luncheon meeting with M.S.C. alumni prior to the Syracuse game at Syracuse, New York, on November 4.
- c. Dinner meeting and rally of M.S.C. alumni on November 10 prior to the Santa Clara game at San Francisco, California.

Action deferred on item c.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve travel requests except No. c under item 10, which is deferred.

MISCELLANEOUS

1. Recommendation from the Athletic Council for making a contribution to the Olympic fund of ten cents for each ticket sold for the Temple football game on November 25, 1939, as Michigan State's portion for raising the Olympic fund, in line with plans adopted by the other colleges.
2. Bill of \$91.45 from the University Hospital, Ann Arbor, for services rendered Edward Siebert.
3. Bill of \$22 to Dr. K. W. Toothaker and \$6 to Edward W. Sparrow Hospital for services rendered H. M. Brown, a member of the staff of the Farm Crops Department, who was injured while performing manual work on the farm.
4. Approval of students eligible for graduation at the end of the six weeks summer session and the twelve weeks summer session. (See list page 1548)
5. Request from the Band Committee that the Michigan State College Band be authorized to attend the Purdue football game on October 21.
6. Delegation of a representative to attend the 1939 meeting of the Association of Governing Boards of colleges and universities at the University of Texas, Austin, Texas, from October 25 to 28.

Approval of contribution to Olympic Fund.

Payment of \$91.45 Hosp. bill Edw. Siebert.

Approval of bills, H.M. Brown.

Band authorized to attend Purdue game.

Delegation of Mr. Jakway to Assoc. meeting at Texas.

On motion of Mrs. Masselink, seconded by Mr. Brody, it was voted to appoint Mr. Jakway as delegate to represent Michigan State College at the meeting of the Association of Governing Boards at Austin, Texas.

7. Recommendation from Dean Anthony that the \$8,600 additional Bankhead-Jones funds be apportioned as follows:
- a. \$2,500 for the Home Economics Section to provide a research assistant at a salary of \$1,700 per year and \$800 added to their operating budget.
- b. \$1,800 added to the Agricultural Chemistry Section to provide for an additional research assistant.
- c. \$600 each to the Farm Crops, Dairy Husbandry, Horticulture, Soils, and Botany Departments to provide one graduate assistant for each department.
- d. \$300 added to the operating budget of the South Haven Experiment Station.

Approval of apportionment of Bankhead Jones funds.

8. Recommendation from Dean Anthony for the payment of \$415 extra compensation to the following men who have been teaching NYA classes during the summer:

R. L. Cook	\$35
R. E. Horwood	95
C. L. Cole	95
H. R. Pettigrove	95
O. E. Robey	95

Approval of payment of extra compensation for those teaching NYA

9. Request from Miss Beatrice Boyle that her leave of absence from September 15, 1939, to June 15, 1940, be cancelled. Due to serious illness Miss Boyle finds it impossible to undertake graduate study as she had planned.

Cancellation of Beatrice Boyle's lv.

MISCELLANEOUS, continued

Chg. salary
Clyde May.
Ken Ousterhout
salary to be
pd. from Ext.

10. Recommendation from Dean Anthony that Clyde C. May, who is to do some teaching during the fall term, be placed on the College payroll as Farm Management Extension Specialist and Instructor in Farm Management for the amount of \$108.33 per month from October 1 to December 31, 1939. Also the recommendation that Kenneth Ousterhout's salary be paid from the Extension budget for the same amount, (\$108.33) during this period.

Incr. salary
Mrs. Kinzley

11. Recommendation from Dean Anthony that Mrs. Mabel Kinzley's salary be increased from \$1080 to \$1140 per year, effective September 1, 1939. Mrs. Kinzley was appointed in 1938 as stenographer in the Forestry Department.

Incr. salary
Wm. Kimmel

12. Recommendation from Dean Emmons that William Kimmel's salary be increased from \$2200 to \$2300 per year, effective September 1, 1939.

Salary of Em.
Griesse
changed to
\$560.

13. Recommendation from Dean Emmons that the salary of Miss Emma M. Griesse, supervising teacher at the Mason High School, be changed on the College books from \$1600 to \$560. The remainder of her salary (\$1040) will be paid direct to her by the State Board of Control for Vocational Education.

John C. Davis
to teach crse
at Univ. Mich.
Approp. \$2400
Cooperative
Res. Study in
Higher Educ.

14. Authorization for John C. Davis, assistant professor of Economics, to teach a course at the University of Michigan during the academic year of 1939-40. The class meets once a week from 4:00-6:00 p.m. and will not interfere with his work at the College.

Mr. Berkey to
investigate
estab. of ser-
vice center.

16. Authorization for the establishment of a service center on the campus for assistance to small communities in the organization of their various educational efforts. This originated with a request from Mr. Parker of the State Board of Education, and salary and other expenses incident to the position would be paid from a grant to be obtained by Mr. Parker.

On motion of Mr. Halstead, seconded by Mr. Brody, it was voted to refer the above matter to Mr. Berkey for investigation and report at the next meeting of the Board.

Three addition-
al men to be
employed to
work with fr.
football team.

17. Recommendation from Director Young that three additional men be employed to work with the freshman football team during the 1939 fall season at a salary of \$100 each. These men will be selected from among the Varsity letter-winners who have finished their college competition and who will be in attendance at the College during the fall term. This is subject to Athletic Council approval.

Approval of
Ath. Division
budget.

18. Presentation of the 1939-40 budget of the Athletic Division as approved at the last Athletic Council meeting.

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

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to approve the Miscellaneous items except items 16 and 18 on which action appears.

Com. to con-
sider proposal
Hotel Assoc.
for const. bldg.
for Hotel Ad.
students.

19. A committee representing the Michigan Hotel Association appeared before the Board and presented a proposal for the construction of a building to house an inn and laboratory for the Hotel Administration students to be constructed on the campus.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to refer the proposal of the Hotel Association to a Committee appointed by the President. The President appointed Mr. Brody, Mr. Jakway and Mr. Hannah to serve on this committee.

Authorization
of application
to Civil Aero-
nautics Auth.
etc.

20. Dean Dirks appeared before the Board and explained the course in aeronautics offered by the Civil Aeronautics Authority in cooperation with the various colleges of the country. The plan was presented in detail.

On motion of Mr. Halstead, ~~seconded by Mr. Halstead~~, seconded by Mrs. Masselink, it was voted to authorize an application to the Civil Aeronautics Authority so that this training may be offered at Michigan State College. It was further voted to approve the collection of a fee of \$40.00 per year from each student enrolled in this course.

Monies re-
ceived from
Fed. Gov. to
be deposited
Bank of Len.

21. Recommendation from the Treasurer that on and after July 1, 1939, monies received from the Federal Government be deposited in the Bank of Lansing.

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

Extra pay for
Mr. Pester-
field ref. to
Pres. Shaw.

22. Recommendation from Mr. W. A. Davenport that Mr. C. H. Pesterfield, Instructor in Mechanical Engineering, be permitted to receive extra pay in the amount of \$1.00 per hour for such services as he is called upon to render in connection with the new power plant.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to refer the above recommendation to the President with power to act.

Historical
records trans-
ferred to
Miss Yakeley

23. Recommendation that all the historical records now stored in the Library be transferred to the custody of Miss Elida Yakeley, Associate in Historical Research.

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

MISCELLANEOUS, continued

24. The President presented a report on the M.S.C. Bookstore which has been operated by a non-profit corporation for a number of years. A committee appointed by the President including the directors of the present book store recommends that the corporation be dissolved and its assets turned over to Michigan State College to be operated by the College as a college bookstore.

College to take over bookstore

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above report and to authorize the Comptroller to take such steps as are necessary to take over the assets and operation of the book store.

25. The State Highway Department has notified the College of the cancellation of the maintenance of the main college road as of August 1, 1939. Upon inquiry by the Secretary the Ingham County Road Commission has agreed to maintain the college roads and drives including Farm Lane on a cost basis, - itemized bills to be sent to the College.

Ing. Co. Rd. Commission to maintain campus roads.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the cooperative arrangement with the Ingham County Road Commission on the above basis.

Approval of establishment of highway research lab.

26. State Highway Commissioner, Murray D. VanWagoner, proposed to establish a highway research laboratory in cooperation with the Engineering Division of the College. A written memorandum of agreement covering the establishment and maintenance of this laboratory as proposed by Mr. VanWagoner was presented to the Board.

On motion of Mr. Brody seconded by Mr. Halstead, it was voted to approve this agreement.

Sec. to file request for extension of time for completing changes radio station.

27. The Federal Communications Commission's dead line for completing the changes in increasing the power of WKAR is September 30th.

On motion of Mr. Halstead, seconded by Mr. Brody, the secretary was authorized to file a request with the Federal Communications Commission for an extension of time. The minimum amount of work necessary to comply with the requirements of the Federal Communications Commission is authorized to be spread over a period of several years and not to exceed \$20,000 for the present fiscal year.

28. The Comptroller recommends that the funds needed for the power plant changes authorized at today's meeting be secured by a direct borrowing from local banks. He further suggests that at some time later in the year, when the balance of the power plant changes are authorized, a more permanent type of financing be arranged to provide funds for the additional work and to retire the temporary borrowing.

Funds needed for Power Plant construction to be borrowed from local banks.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to authorize the President, Secretary and Comptroller to negotiate with the banks of Lansing or other banks and to proceed with the borrowing of not to exceed \$160,000 to be used to pay the costs of the power plant changes authorized today.

PRESIDENT'S REPORTResignations

Resignations

1. Resignation of Miss Mary Tilton, stenographer in the Forestry Department, effective July 15, 1939.
2. Resignation of Dr. A. F. Yeager, assistant professor and research assistant in Horticulture, effective September 1, 1939. Dr. Yeager has accepted a position as head of the department of horticulture of the University of New Hampshire.
3. Resignation of Miss Mildred Erickson, stenographer in the Military Department, effective August 31, 1939. Miss Erickson is planning to be married.
4. Resignation of Mrs. Jean Trembley Rich, instructor in English, effective August 31, 1939.
5. Resignation of R. I. McDavid as Instructor in English, effective August 31, 1939. Mr. McDavid's appointment was on a one-year basis.
6. Resignation of M. C. Gay, instructor in Economics, effective August 31, 1939. Mr. Gay has accepted a position at the University of Maryland.
7. Resignation of R. W. Clark as assistant professor of Education and supervising teacher of Agriculture at Okemos, effective June 30, 1939. Mr. Clark has been taken over by the State Board of Control as assistant state supervisor.
8. Resignation of Orrin Ensfield, employee in the Music Department, effective August 1, 1939.
9. Resignation of R. T. Engle as half-time graduate assistant in Animal Pathology, effective September 1, 1939.

PRESIDENT'S REPORT, continuedAppointments Appointments

1. Appointment of Keith C. Barrons as assistant professor and research assistant in Horticulture at a salary of \$3200 per year, effective September 1, 1939. Mr. Barrons replaces Mr. Yeager who resigned (same salary).
2. Appointment of Willis E. Chase as instructor in Forestry for one year only at a salary of \$2200 per year, effective September 1, 1939. Mr. Chase replaces J. H. Husted who will be on leave of absence for this year.
3. Reinstatement of Karl Wright as research assistant in Farm Management at his former salary of \$3200 per year. Mr. Wright did not accept the position offered him by the Bureau of Agricultural Economics.
4. Appointment of Dr. W. S. Gillam as assistant professor of Soils from September 1, 1939 to June 15, 1940 at a salary of \$2400 for the period. Dr. Gillham will replace Dr. Tyson who will be on leave during this period.
5. Authorization for the Forestry Department to employ Mrs. Flora Dube temporarily at 50 cents an hour to replace Miss Mary Tilton. Mrs. Dube is to be paid from the labor payroll, but an amount equal to her salary during her employment will be transferred from the salary payroll to the labor payroll account.
6. Transfer of Calvin M. Meredith from the position of Assistant County Agent in Midland County to the position of County Agent in Arenac County at a salary of \$2100 per year, effective August 1, 1939. Mr. Meredith replaces James M. Gorsline (salary \$2600) whose resignation has been accepted.
7. Continuation on a permanent basis of the employment of Miss Ardis Nugent as Home Demonstration Agent in Washtenaw County at the same salary of \$1700 per year, effective August 1, 1939.
8. Appointment of Carl H. Moore as Assistant County Agent in Midland County at a salary of \$1500 per year, effective August 1, 1939. The Bureau of Agricultural Economics is to pay \$1125 and Extension funds \$375 of his salary. Mr. Moore replaces C. M. Meredith who has been transferred.
9. Appointment of Miss Elsie Titsworth as Home Demonstration Agent for the district of Newaygo, Mecosta, Oceana, and Muskegon counties at a salary of \$1800 per year, effective September 1, 1939. Miss Titsworth replaces Miss Dorothy Vasold (salary \$1800) whose resignation has been accepted.
10. Appointment of William Stahl to a full time position as assistant in research in Bacteriology at \$1350 per year, effective September 1, 1939, payable from Bankhead-Jones funds. Mr. Stahl was employed during 1938-39 only on a part-time basis. This position is a combination of a half-time fellowship at \$720 per year offered to and declined by A. Ferner Sellars, and a half time assistantship authorized by the Board at its last meeting. Mr. Stahl and Mr. Charles L. San Clemente, who has been appointed as a half-time fellow in Bacteriology, will fill the position left vacant by the resignation of Dr. R. B. Pennell.
11. Appointment of Mrs. Mardell Tompkins as Assistant in Research in Home Economics at a salary of \$1700 per year, effective September 1, 1939. This is a new position payable from additional Bankhead-Jones research funds being received this year.
12. Appointment of Dr. Leonard Folkers as assistant physician at the Health Service at a salary of \$3500 per year, effective September 1, 1939. Dr. Folkers replaces Dr. M. S. Roberts whose appointment expired June 30, 1939.
13. Appointment of Miss Vera Schultz as assistant night nurse at the College Hospital at a salary of \$90 per month plus meals and laundering of uniforms for ten months beginning September 16, 1939. This is an additional position included in the budget for 1939-40.
14. Appointment of Miss Mariam Holsapple as nurse-technician for the Health Service at a salary of \$1200 per year plus board and laundry of uniforms, effective September 5, 1939. This is a new position which was included in the budget on a ten months basis at \$100 per month. Miss Holsapple's appointment is on a 12 months basis.
15. Appointment of Mrs. Maude S. Zindel as assistant clinic nurse for 1939-40 at a salary of \$90 per month plus board and laundering of uniforms for ten months beginning September 1, 1939. This is an additional position included in the budget for 1939-40.
16. Transfer of Miss Mabel Swan from the Central Stenographic Office to the Buildings and Grounds Department at a salary of \$1250 per year, effective September 1, 1939. Miss Swan's salary was formerly \$1200. She replaces Miss Norma Mull who is being transferred.
17. Appointment of Howard E. Winters as instructor in Chemistry at a salary of \$1700 per year, effective September 1, 1939. Mr. Winters will replace Miss Marianna Auer (salary \$1600) who was not reappointed.
18. Appointment of Frank L. Koronda as instructor in Chemistry at a salary of \$1700 per year, effective September 1, 1939. This is an additional position included in the budget for 1939-40.

PRESIDENT'S REPORTS, APPOINTMENTS, continued

Appointments

19. Appointment of Dr. Louis L. Ray as assistant professor in Geology at a salary of \$2400 per year, effective September 1, 1939. This is an additional position included in the budget for 1939-40.
20. Appointment of John A. Young as instructor in Geology at a salary of \$1800 per year, effective September 1, 1939. Mr. Young will replace Dr. Justin Zinn who has been promoted.
21. Appointment of Miss Dorothy Kerth as instructor in Physical Education for Women at a salary of \$1800 per year, effective September 1, 1939. Miss Kerth replaces Mrs. Josephine Garvin Fennell (salary \$2340) whose resignation has been accepted.
22. Appointment of Miss Thelma Bishop as instructor in Physical Education for Women at a salary of \$1400 per year, effective September 1, 1939. This is an additional position which was included in the budget for 1939-40.
23. Appointment of Dr. James W. McGrath as instructor in Physics at a salary of \$1800 per year, effective September 1, 1939. Dr. McGrath will replace Dr. C. W. Chamberlain who has been retired.
24. Appointment of Paul G. Gray as instructor in Electrical Engineering at a salary of \$1500 per year, effective September 1, 1939. This is an additional position included in the budget for 1939-40.
25. Appointment of Jesse M. Campbell as instructor in Mechanical Engineering at a salary of \$2200 per year, effective September 1, 1939. This is an additional position included in the budget for 1939-40.
26. Appointment of Miss Mary Emma Barnes as instructor in Foods and Nutrition for one year only at a salary of \$1800 per year for nine months service, effective September 1, 1939. Miss Barnes will replace Miss Jeanette Lee who has been promoted (salary \$1900).
27. Appointment of Dr. Joseph A. Foster as instructor in English at a salary of \$1800 per year, effective September 1, 1939. Dr. Foster replaces R. M. Hill (salary \$1800) who has been granted leave on full pay from September 1 to December 31, 1939, and whose resignation becomes effective after that date.
28. Appointment of Lawrence Babb as instructor in English at a salary of \$1800 per year, effective September 1, 1939. Mr. Babb replaces Mrs. Jean Trembley Rich (salary \$1900) who has resigned.
29. Appointment of Mark Ashin as instructor in English at a salary of \$1600 per year, effective September 1, 1939. Mr. Ashin replaces F. S. Nipp who was not reappointed (salary \$150 per month).
30. Appointment of Dr. Arnold L. Williams as instructor in English at a salary of \$1800 per year, effective September 1, 1939. Mr. Williams replaces R. I. McDavid (salary \$1900) who was not reappointed.
31. Appointment of William P. Fuller as instructor in Mathematics at a salary of \$1600 per year, effective September 1, 1939. This is an additional position included in the budget for 1939-40. Mr. Fuller has served as part-time instructor during the past year.
32. Reappointment of Carl H. Nordstrom as instructor in Mathematics at a salary of \$1800 per year, effective September 1, 1939. Mr. Nordstrom was employed last year as an instructor at the same salary.
33. Appointment of J. I. Northam as instructor in Mathematics for the fall and winter terms of 1939-40 at a salary of \$1000 to be paid in seven monthly installments, the first on September 30 1939. Mr. Northam has been graduate assistant in Mathematics for the past two years and will replace Dr. Baten for the two terms while he is on leave. Through error D. W. Western was appointed to this position at the Board meeting on July 6, and this action corrects that error.
34. Reappointment of Frederick Whitesell as instructor in Foreign Languages (German) at a salary of \$1000 per year for part-time. Mr. Whitesell has been employed for two years at \$1700 per year for full time.
35. Reappointment on a permanent basis of Mrs. Olive Dobson Henkel as instructor in Voice at a salary of \$1350 per year, effective September 1, 1939. Mrs. Henkel has been employed for two years at this same salary on a nine months basis, but she is now to receive her salary in twelve installments.
36. Appointment of Miss Lucille Price as instructor in Music at a salary of \$1650 per year, effective September 1, 1939. (Miss Price will replace Mr. Orrin Ensfield who has resigned (salary \$1500)).
37. Reappointment of G. L. Jones as instructor in Music for 1939-40 at the same salary of \$2000 per year.

PRESIDENT'S REPORT, APPOINTMENTS continued

Appointments

38. Appointment of C. R. Watts as instructor in Economics and Sociology at a salary of \$2100 per year, effective September 1, 1939; salary to be divided equally between the two departments. This is a replacement of Harold Ross who held a part-time position in Sociology last year at a salary of \$600, and a partial replacement for M. C. Gay, instructor in Economics, who has resigned.
39. Reinstatement of John C. Davis as full-time assistant professor of Economics at a salary of \$3000 per year, effective September 1, 1939. Mr. Davis received \$2600 before he was appointed as assistant to the Dean of Liberal Arts at \$3100. His title as assistant to the Dean of Liberal Arts is to be discontinued and he will carry some of the work formerly carried by M. C. Gay who has resigned.
40. Continuation of Dr. Anders Orbeck as assistant professor of English and assistant to the Dean of Liberal Arts at a salary of \$2900 per year, effective July 1, 1939. As assistant professor of English Dr. Orbeck received \$2500 per year.
41. Reappointment of C. M. Newlin as Acting Chairman of the English Department for 1939-40 at the same salary of \$3800 per year.
42. Appointment of Dr. V. G. Grove as Acting Chairman of the Mathematics Department for 1939-40 at a salary increase of \$300, effective September 1, 1939. Dr. Grove's total salary for 1939-40 will be \$4400. Professor Crowe and Professor Powell will serve with Dr. Grove as a committee in charge of the Department.
43. Appointment of Thomas Kerry as supervising teacher of Agriculture at Okemos and assistant Professor of Education at a salary of \$2750 per year, effective July 1, 1939. This salary will be paid direct to Mr. Kerry by the State Board of Control for Vocational Education. He will replace R. M. Clark who has resigned.
44. Appointment of John W. Hall as supervising teacher of Agriculture at Perry and assistant professor of Education at a salary of \$2750, effective July 1, 1939. This salary will be paid direct to Mr. Hall by the State Board of Control for Vocational Education. He will replace Mr. Kerry who has been transferred.
45. Appointment of Miss Meta Vossbrink as itinerant teacher trainer in Home Economics at a salary of \$2800 per year, effective September 1, 1939. Miss Vossbrink will replace Miss Mattie Pattison during her leave. Her salary is paid by the Board of Control for Vocational Education.
46. Appointment of Miss Emma M. Griesse as supervising teacher in Home Economics at Mason and instructor in Education at a salary of \$2100; \$500 to be paid by the Mason School Board, \$1600 by the College to be reimbursed up to a maximum of 75 percent by the State Board of Control for Vocational Education. Miss Griesse's appointment is effective September 1, 1939.
47. Approval of change in status of Mary Bruce from full time instructor in Animal Pathology at \$1320 per year to half-time instructor at a salary of \$720 per year, effective September 1, 1939.
48. Appointment of Egbert Conklin as assistant in Animal Pathology for 1939-40 at a salary of \$1200 per year, effective September 1, 1939. Mr. Conklin will replace R. T. Ingle, half-time graduate assistant who has resigned, and will carry part of the work formerly carried by Miss Bruce.
49. The following graduate assistantship appointments have been made for 1939-40. All are reappointments, replacements, or new positions which were included in the budget for 1939-40.

Chemical Engineering	- Reappointment of E. H. Shotwell as half-time graduate assistant.
Chemistry	- Appointment of Arthur H. DuRose as half-time graduate assistant to replace Harold Wiesner who was appointed but did not accept.
Civil Engineering	- Reappointment of G. R. Grantham as half-time graduate assistant. - Appointment of George Koopman as half-time graduate assistant to replace F. J. Cook.
Dairy Husbandry	- Reappointment of Robert G. Townley as half-time graduate assistant. - Reappointment of Paul B. Larson as half-time graduate assistant.
Drawing & Design	- Reappointment of W. D. Thatcher as half-time graduate assistant.
Economics	- Appointment of Eldon A. Johnson as quarter-time graduate assistant in Accounting to replace Orland Sines.
Engineering Exp. Sta.	- Reappointment of W. J. Blyth as half-time graduate assistant.
Forestry	- Reappointment of Charles Dobrowolsky as halftime graduate assistant.
Geology & Geography	- Appointment of William R. Davies as half-time graduate assistant. - Appointment of Gaylord O. Michelson as half-time graduate assistant. (Both are new positions).
Mathematics	- Appointment of Philip Browne as half-time graduate assistant to replace Jack I. Northam. - Appointment of Lawrence Schaefer as half-time graduate assistant to replace D. W. Western.

PRESIDENT'S REPORT, APPOINTMENTS, continued

49. Graduate assistantship appointments, continued:

Appointments

- Mechanical Engineering - Appointment of Russell G. Lloyd as half-time graduate assistant to replace D. C. McSorley who has resigned.
- Music - Appointment of Milton Grafrath as half-time graduate assistant to replace Janet Kelley who was half-time undergraduate assistant last year.
- Soils - Appointment of Roy P. Matelski as half-time graduate assistant to replace G. M. Welles who has resigned.
- Speech - Appointment of Reginald Holland, Wilbur F. Luick, Gordon Thomas, and William Shea as half-time graduate assistants. These are the four new positions included in the budget for 1939-40.
- Zoology - Appointment of Joseph P. Lunduska and William Graf as half-time graduate assistants. These are the two new positions included in the budget.

LEAVES

Leaves

1. Leave of absence without pay for Dr. James Tyson, Assistant Professor and Research Assistant in Soils, for the nine months period from September 15, 1939 to June 15, 1940. Dr. Tyson will act as Assistant Professor of Soils at Iowa State College during the next school year. This is in accordance with arrangements to exchange professors with Iowa State College and the University of Nebraska.
2. Leave of absence without pay for one year for Paul Barrett, Extension Specialist in Soil Conservation, effective August 16, 1939. Mr. Barrett is accepting a position as representative of the Bureau of Agricultural Economics in Land Use Planning for the State of Michigan.
3. Leave of absence for Miss Mattie Pattison, itinerant teacher trainer in Home Economics, for one year from September 1, 1939 to August 31, 1940. Miss Pattison is on the payroll of the Board of Control for Vocational Education, and her leave has no effect upon the College budget.
4. Leave of absence without pay for Miss Meta Vossbrink, supervising teacher of Home Economics, for one year beginning September 1, 1939 so that she may replace Miss Pattison during her leave.

TRAVEL

Travel

1. Mileage on one car for V. A. Freeman, G. K. Davis, and B. J. Killham to attend the Annual Nutrition Conference held at the Central Soy Bean Company research Laboratories at Decatur, Indiana, on July 12; mileage expenses payable from Animal Husbandry Department funds.
2. Full expenses for Dr. W. L. Mallman to attend the World's Poultry Congress at Cleveland so that he might take care of the Michigan exhibits.
3. First class railroad mileage for C. M. McCrary of the Kellogg Demonstration Farm to attend the World's Poultry Congress at Cleveland.
4. Full expenses for G. A. Brown to attend a meeting of the National Lamb Feeder Committee in Chicago on August 2. This was a special meeting called by the Lamb Feeders' Associations and the Cooperative Marketing Organizations, and expenses are to be paid from Animal Husbandry Department funds.
5. First-class railroad fare and maintenance expenses for C. L. Cole to attend the McKerrow sheep sale at Pewaukee, Wisconsin, on August 4, and also to visit farms in the vicinity to purchase herd sires for the sheep flocks; expenses to be paid from Animal Husbandry Department funds.
6. Mileage on one car for members of the Agricultural Economics Extension staff to attend the American Institute of Cooperation in Chicago, August 7-11.
7. Car Mileage allowance for B. F. VanAlstyne to interview prospective students at Schenectady, Amsterdam, and Canton, New York, and vicinity. Mr. VanAlstyne expects to spend part of August at Canajoharie, New York,.
8. Full expenses for C. W. Bachman to attend athletic meetings at Northwestern University and Chicago, August 23.
9. First-class railroad mileage for E. T. Hallman to attend the annual meeting of the A.V.M.A. at Memphis, Tennessee, from August 28 to September 1, 1939.
10. First-class railroad mileage for R. W. Tenny to attend the American Country Life Association meeting at State College, Pennsylvania, from August 30 to September 2.
11. Mileage on one car for members of the Mathematics Department to attend the meeting of the Mathematical Society to be held at Madison, Wisconsin, September 4-9.
12. Mileage on one car for members of the Department of Chemistry to go to Boston and return for the meeting of the American Chemical Society, September 11-15. Professors Clark, Ewing, Ball, and Leininger expect to go.

PRESIDENT'S REPORT, TRAVEL, continued

- Travel
13. First-class railroad mileage for Dr. P. J. Schaible to attend the American Chemical Society meeting being held at Boston, Massachusetts, September 11-15; expenses to be paid from Agricultural Chemistry funds.
 14. Full expenses for R. V. Gunn to represent the College at a called conference of the north central states dealing with research in livestock marketing. The meeting will be held in Chicago on September 15 and 16. Expenses are to be paid from the Experiment Station allotment to the Economics Department.
 15. Mileage on one car and maintenance expenses for R. E. Horwood to accompany the Dairy Cattle Judging Team to the Eastern States Exposition at Springfield, Massachusetts, September 14-21; and to the Dairy Cattle Congress at Waterloo, Iowa, September 22-28.
 16. Mileage on one car and maintenance expenses for Ira Gould to accompany the Dairy Products Judging Team to the Eastern States Exposition at Springfield, Massachusetts, September 15-23.

Authorization of Inst. $\frac{1}{2}$ Sociology $\frac{1}{2}$ Economics.

MISCELLANEOUS

Increase Maxine McKinley's salary.

Increase Ann Kuehl's salary.

Increase D.J. Parker's salary.

Inc. R.V. Brown's sal.

Stafseth & Schaible to be carried full time to July 10

Mr. Muhr to receive \$800 instead of \$600.

Change title Duane Gibson.

Report that Newton Chute did not accept position.

Mr. Parmalee to report Oct. 1, 1939

Suspension Forest Fansher Aug. 1 to Oct. 31, 1939

Acceptance fellowship Dow Chem.

Acceptance fellowship Nat. Pickle Packers Asso.

Acceptance grant \$2500 Am. Inst. Refrig.

1. Authorization for the employment of an instructor, half-time in Sociology and half-time in Economics, at a salary from \$2000-\$2200 per year. This will fill the part-time position in Sociology formerly held by Harold Ross and will partially replace M. C. Gay who has resigned from his position in the Economics Department.
2. Authorization for an increase in Maxine McKinley's salary from \$550 to \$600 per year for ten months' service, effective July 1, 1939. Miss McKinley is assistant dietitian in Mary Mayo Hall.
3. Authorization for an increase in Miss Ann Kuehl's salary from \$2280 to \$2400 per year, effective September 1, 1939. Miss Kuehl received an offer from another institution at a higher salary.
4. Authorization for an increase in Miss Dorothy Parker's salary from \$2340 to \$2400 per year, effective September 1, 1939.
5. Authorization for R. V. Brown's (Assistant Professor in Physiology and Pharmacology) salary to be increased from \$2300 to \$2500 per year, effective September 1, 1939.
6. Authorization to carry P. J. Schaible and H. J. Stafseth on the College payroll for full time up to July 10, 1939. The legislation providing for partial payment of their salaries by the federal government did not go into effect until July 10.
7. Correction in the status of G. R. Muhr who has been appointed as half-time graduate assistant on funds provided by the Borax Industry. Mr. Muhr is to receive \$800 for the year beginning June 1, 1939, instead of the usual \$600 paid half-time graduate assistants.
8. Approval of change in title of Duane Gibson from Research Assistant to Instructor and Research Assistant in Sociology at the same salary of \$2000 per year. Also authorization that Dr. C. R. Hoffer's salary be paid \$1560 from Experiment Station funds and \$1840 from College funds; and that Mr. Gibson's salary be paid \$1800 from Experiment Station funds and \$200 from College funds. This action involves no change in the total salary of either staff member.
9. Report that Dr. Newton Chute did not accept the position as assistant professor of Geology to replace Duncan Stewart. The appointment was made at the April Board meeting to be effective September 1, 1939.
10. Approval of Dean Huston's recommendation that Frank T. Parmalee, half-time graduate assistant in Entomology, be allowed to report October 1, 1939. Mr. Parmalee will receive no remuneration for the month of September from the College. He will continue his work with the U. S. Department of Agriculture until that date.
11. Suspension of Forrest Fansher, who holds the American Jersey Cattle Club fellowship, from August 1 to October 31, 1939. Mr. Fansher will take charge of the Oaklands show herd during this time. This arrangement has the approval of the American Jersey Cattle Club.
12. Acceptance of an industrial fellowship from the Dow Chemical Company for experimental work in testing the suitability of Dovicides as dairy germicides. The Dow Chemical Company will contribute \$840 in two equal installments.
13. Acceptance of an industrial fellowship from the National Pickle Packer's Association of Chicago for Chemical, nutritional, and bacteriological studies of cucumbers and pickles and pickle products. The Association will contribute \$750 for one year beginning September 1, 1939.
14. Acceptance of a grant of \$2500 from the American Institute of Refrigeration to be used for research on the use of carbon dioxide gas in the refrigeration of meat, meat products, and other perishable foods which may be assigned for research by the Institute. The agreement authorizes the College to employ a full-time man at a salary not to exceed \$1500 per year and graduate fellows on a half-time basis at a salary not to exceed \$600 per year.

PRESIDENT'S REPORT, MISCELLANEOUS continued

15. Acceptance of \$1200 from the general Electric Company of Schenectady, New York, to be used in a study of the influence of certain lights on the ripening of meat. The work is to be performed by the Sections of Bacteriology, Home Economics, and Animal Husbandry.
16. Acceptance of a gift of \$100 from the American College of Dentists to defray expenses of research on dental caries being carried out by Dr. Hunt and Dr. Hoppert.
17. Authorization to the Christman Company to hire a crane operator at \$1.50 per hour to be paid by them and they in turn to be reimbursed by the College at the end of each calendar month. This arrangement is to be effective only until the next meeting of the Board.
18. Authorization for the expenditure of \$600 for the installation of new concrete slabs and pipe rails for the north and south stadium ticket booths; costs to be charged to athletic receipts.
19. Transfer to the general fund of the following balances of the W. K. Kellogg Gift to the Sanctuary:
- | | |
|-------------------|---------|
| Plantings | \$17.28 |
| Bridge | 14.70 |
| Cabinets | .12 |
| Photographic | 12.70 |
| Museum Background | 90.80 |
20. Approval of the Summer Session payroll covering the salaries for the six-week session, eight-week language courses, ten-week language courses, Kellogg School, art school, and conservation camp totaling \$41,964.75.
21. Approval of the Post Session payroll amounting to \$1899.99, and also the payment of \$125 to Justin Zinn who conducted a Field Geology course near Marquette during the first two weeks in September.
22. Approval of Mr. Wilkins' recommendation that \$3,285.19 used for acoustic treatments in Mason Hall last year be transferred from the Mason Hall charges to the Alterations and Improvements balance left last year.
23. Approval of Dean Anthony's recommendation that a temporary loan of \$700 be made to the Department of Horticulture to be returned by April 1, 1940, from sales of products resulting from the use of this fund.

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

PWA ITEMS

Report of actions taken by the Committee consisting of Mr. Brody, the President and Secretary, authorized at the Board meeting of July 6th to act for the Board on all PWA matters in the interim between Board meetings. The following actions have been taken by the Committee acting for the full Board:

- The offer of the United States of America to amend the contract created by the acceptance of the offer for aid in financing the men's dormitory by increasing the federal grant from \$202,500 to \$213,173 was accepted for the Board.
- Changes in the specifications for the men's dormitory including the omission of a portion of the attic work; the changing of the closet poles from 1" to 3/4"; the changing of the specifications for certain sections of the attic and certain other changes in specifications at no change in the contract price.
- Certain changes in the specifications for the auditorium including a considerable amount of electrical work made necessary by some omissions in the original specifications were approved at an addition to the contract price of \$1,079. The Committee acting for the Board authorized Mr. Wilkins to deposit an additional \$1079 in the Construction Account to provide the necessary funds.
- Certain changes in the specifications for the livestock judging pavilion were approved at a deduction in the contract price of \$272.20.
- Certain additional painting was necessary in the completion of the livestock judging pavilion. This painting was authorized and certain painting was omitted at an increase in the contract price of \$80.00.
- Certain blackboards were necessary in the classrooms in the livestock judging pavilion and the installation of these blackboards was authorized at an increase in the contract price of \$177.00.
- The original contract did not include the installation of the floor material in the livestock pavilion specifications for a proper floor and other items that were necessary to build this building were prepared by the architects and authorized at an increase in the contract price of \$3,542 and the time for the completion of the building was extended to August 31, 1939.
- Bids for classroom furniture for the classrooms in the livestock judging pavilion were taken on August 24, 1939 in accordance with PWA regulations and the contract for this material was awarded to the low bidder, the Michigan School Service of Lansing at \$195.00.
- The time for completion of the girls' dormitory was extended to September 15, 1939.
- Certain changes in the specifications were authorized in a "wash-up" change order deducting \$637.50 from the original contract price of the Veterinary Clinic Building.

Acceptance of \$1200 from Gen. Electric

Acceptance of \$100 from Am. Coll. of Dentists.

Christmans to hire crane operator.

Exp. \$600 - no. & so. st. ticket booths

Transfer of balances in W.K. Kellogg Gift to Sanctuary.

Approval of Summer Session payroll.

Also Post Session payroll.

\$3,285.19 trans. from Mason Hall to Alt. & Impr.

\$700 loaned to Hort.Dept.

Men's Dorm. grant increased to \$202,500

Change in specifications men's dorm.

Change in spec. Aud.

Changes in spec. livestock pav.

Painting - liv. pav. \$80.00

Approval of blackboards for pavilion.

Change order pav. \$3,542.

Mich. Sch. Ser low bidder seats - pav. \$195.00.

Completion Girls Dorm. Sept. 15.

Wash-up change order Vet.Cl. \$637.50

1546

PWA ITEMS, continued

- Acceptance
Soils Bldg.
- Approval wash-
up change or-
der J. Utley
Gym. & F.Hse.
\$2929.21.
- Ideal Seating
awarded bid
seats Music
Bldg.
- Mus. Bldg.com-
pletion 10/15
- Changes Music
Bldg. Add.
\$239.39
11. The soils building was inspected by the Committee and was accepted for the Board and final payment authorized on August 18, 1939.
 12. A "washup" change order provided for final settlement with the Jerome Utley Company for excavations and foundations of the Gymnasium and Field House in accordance with the unit prices included in the original bid and was approved increasing the amount of the original contract and the original change order by \$2929.21.
 13. Bids were taken on July 26, 1939 for the theater seats for the Music Building in accordance with PWA regulations and the contract was awarded to the low bidder, Ideal Seating Company of Grand Rapids, Michigan, at \$2997.28.
 14. The time of completion for the music building was extended to October 15, 1939.
 15. Upon recommendation of the State Fire Marshal certain changes in the specifications of the music building and including an additional item of an outside step for the front entrance were approved at an increase in the contract price of \$239.39. This item will require an additional deposit in the Construction Account of \$225.00 which has not been authorized by the Committee.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the 15 items above.

The following PWA ITEMS require Board action:

- Livestock
pav., Vet.
clinic and
hosp to be
accepted.
1. The Committee appointed by the Board at the July 6th meeting has completed the final inspection and recommended the acceptance and authorization for final payment when certain minor details are completed of the following buildings:
 - a. Livestock judging pavilion, PWA Docket, Mich. 1201-F
 - b. T. C. Abbot Hall Men's Dormitory, PWA Docket, Mich. 1003-F
 - c. Veterinary clinic addition, PWA Docket, Mich. 1612-F
 - d. Olin Memorial Health Center, PWA Docket, Mich. 1202-F

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to accept and authorize final payment of a, (Livestock judging pavilion); c, (Veterinary clinic addition); and d, (Olin Memorial Health Center); deferring action on b.

- Same committee
authorized to
handle PWA
matters.
2. It will expedite the handling of PWA matters if the Board will authorize the same committee to act for the Board in the interim until the next regular meeting of the Board.

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted to approve continuance of the same committee to act on PWA items in the interim until the next Board meeting.

- Chance spec.
Music Bldg.
\$69.96.
3. Mr. Calder, the architect, recommends a change in the specifications including an extra underground connection to connect the down spout from the northeast corner of the Music Building to the main gutter at an additional cost of \$69.96.

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

SECRETARY'S ITEMS

- Crane opera-
tor to be
hired for work
on bridge.
- Rental of
equipment from
Christman -
bridge.
- Transfer of
funds in
Spec. Alt. &
Imp. to WPA
- Purchase of
land near
Dunbar Sta.
- Purchase of
Hooanessian
farm.
- Approval of
operation
Frank Stanzak
1. In connection with the construction of the bridge, it is necessary to have a skilled crane operator that cannot be furnished by the WPA. The President acted for the Board in approving the payment of this crane operator at \$1.50 per hour until the next Board meeting. The Secretary recommends that the Christman Company be authorized to carry this operator on their payroll and to render accounts at the end of each calendar month. It is estimated that the total cost during the period of construction will be not to exceed \$2,000.
 2. Certain sheet piling and other material were necessary in connection with the construction of the bridge and had to be rented from the Christman Company at a cost of \$700.00.
 3. In connection with the large WPA project changes have been made in the WPA setup requiring the owners to purchase a larger percentage of the materials. It is requested that the Board authorize the purchase of such materials as are necessary to build the roads, bridge, sidewalks and other items included in the WPA project and authorize the transfer of such funds as are necessary from the Special Alterations and Improvements Accounts carried over from the 1938-39 fiscal year.
 4. Dean Anthony and Director Gardner recommend the purchase of a small parcel of land adjacent to the Dunbar Forestry Station at a total cost of \$200 to be paid from the funds budgeted to the Forestry Department. It is feared that this lot will be purchased for resort purposes and it might be used for purposes detrimental to the operation of the summer Forestry Camp.
 5. The budget provides funds for the purchase of the 50 acres of farm land under option from Mr. Hooanessian at the Southwest corner of Phillips and Mt. Hope Roads. Dean Anthony and Director Gardner recommend that this land be purchased at this time so that Mr. Hooanessian may be moved off the property as he hampers the operation of the work of the Animal Disease Research Department that are using the farm and buildings.
 6. Frank Stanzak, an employee of the Grounds Department, was injured while at work and developed a hernia. An operation was necessary and has been performed. The medical and hospital costs will not exceed \$250.00.

SECRETARY'S ITEMS, continued

6. (Continued)

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

7. Mr. Davenport recommends the installation of a new electrical distribution service for the Union Building at a cost of \$1,000.

No action.

8. The Michigan Press Association requests increased space for their offices on the campus when it is available.

9. Dean Anthony presents a proposed oil and gas lease covering the Kellogg Farm. This agreement entails the payment of \$250.00 per year to the College in payment for the lease.

Action deferred.

10. Due to the embarrassing situations in which we have found ourselves with reference to the use of bleachers by off-campus groups, it is recommended that in cases where these bleachers are used off the campus a rental charge of \$10.00 per section be required.

No action.

11. The estate of LaVerne Noyes forwarded an additional check for \$589.37 which was received on July 10th to supplement the LaVerne Noyes scholarship funds already available.

12. Mr. Ormand E. Hunt, vice-president of General Motors Corporation offers to give to the College a certain tract of land situated in the city of Ann Arbor consisting of a certain subdivision with the understanding that the property will be sold by the College and converted into cash to be used to provide scholarships for needy students in agricultural and horticultural courses in honor of Mr. Hunt's father, Mr. Edson Hale Hunt who graduated from the College in the Class of 1877.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to accept the land offered by Mr. Ormand E. Hunt.

13. In accordance with the action taken by the State Board of Agriculture at the meeting on July 6th, plans and specifications for an addition to the power plant building and the purchase and installation of a power board switchgear and for the purchase of new water softener equipment were taken on September 13th as follows:

Mr. Munson, the architect, Dean Dirks, Mr. Davenport and Mr. Erickson, the Consulting Engineer, recommend the awarding of contracts as follows: For construction of the Addition to the Power Plant to F. J. Corr of Lansing, at \$35,476; the plumbing and heating in the addition to Davis Brothers of Detroit at \$6,634; the electric wiring in the addition and the installation of the switchgear equipment to Hatzel & Buehler of Detroit on the basis of a flat price of \$6,120 for the work in the addition and a flat fee of \$1,000 plus actual cost for the work of installation of the switchgear, estimated total cost not to exceed \$10,000. The water softener is to be purchased from and installed by the DaLee Company of Detroit at \$9,952; the switchgear equipment to be purchased from the General Electric Company at \$75,759. The following items to be done by the Buildings and Grounds Department:

1. New 1000 gallon water service pump	\$3500.00
2. Moving water service pumps and piping	2000.00
3. Alterations and moving fee water pumps	3500.00
4. New Boiler feed pump	3000.00
5. Alterations in Buildings and Grounds shops	3000.00
6. Closing in back of false ceiling from control panel to ceiling	200.00
7. Storage tank and sump for water conditioner, sump pump.	800.00
	<u>\$16,000.00</u>

On motion of Mr. Brody, seconded by Mr. Jakway, it was voted to approve item No. 13.

14. The bases for the diving boards and the electric basketball score board to be included in the Gymnasium and Field House should be built into the building. The swimming board and bases will cost \$690.00. The electric basketball score board will cost \$500.00 - a total of \$1190.00 to be charged to Permanent Improvements, Athletic Department.

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

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve items 8 and 11.

15. A communication from E. L. Osborne of 4407-25th Street, Detroit, Michigan, addressed to Governor Dickinson was read to the Board.

No action on elec. dist. for Union

Mich. Press Assoc. re-requests additional space.

Action def. on oil & gas lease Kell. Farm.

No action on charging for use of bleachers.

Receipt of additional check for \$589.37 for Noyes Schol.

Acceptance of tract of land in Ann Arbor from O. E. Hunt.

Bids awarded on addition Power Plant, switchgear equip & water softener equipment.

Bases for diving boards & electrical basketball score board to be included in Gym & Field House.

Communication from E.L. Osborne.

List of graduates at the end of the Summer Session July 28, 1939:

List of
graduates
end of
Summer
Session.

DIVISION OF AGRICULTURE

Agriculture

Degree: Bachelor of Science

Henry Dermot Hamilton
Edwin Morgan Hankinson

Don Mathison McCormack

George Leslie Nelsen
Stanley Robert Pollyea

DIVISION OF ENGINEERING

Degree: Bachelor of Science

m. Mechanical; c, Civil; e, Electrical; ch. Chemical

Charles Winfield Atwater, c
Harry Roy Bentley, C
Harper Lee Camp, ch
Raymond Frederick Dakin, chFloyd Earl Huber, ch
Richard Wyatt Hutchinson, eGeorge Edward Levagood, ch
Donald Harry Macdonald, ch
William Rood Taylor, m
Robert Seaman Tooker, m

DIVISION OF HOME ECONOMICS

Degree: Bachelor of Science

**Flora Doris Anderson
Darlene Frances Beckman
Lois Carol Bristol
Gladys Ella Brown
Catharine Marie Carlson
Kathryn Hough Cox
Mildred Susan Dunn
Donnave Myrtle Edmundson
Beatrice Ina Fishler
Helene Mary FossMargaret Eugenia Gough
Isabel Jane Hardy
Irma May Hawley
Evelyn Ruth Hitchcock
Mildred Ione Jeffers
Nina Laura Kies
Doris Marie McDaniels
Helen Nancy McMillen
Barbara Alice Markham
Ruby Helen Marvin
Shirley Rose MeierKathryn Alice Miller
Florence Georgia Rann
Marion Elisabeth Rohns
Betty Jane Ryan
Dorothy Grace Schriber
Barbara Etola Smith
*Frances Louise Vanderplow
Charlotte Marie Wagner
Winifred Ellen Webb
Rose Jane Wermuth
*Marian Lucile Winter

DIVISION OF APPLIED SCIENCE

Applied Science

Degree: Bachelor of Science

Norma Jean Ashley
Albert Edward Buchholz
Ronald Edward CrisseyKenneth Edmiston Greer
Paul George JacobsJohn Kerfoot McEvoy
Jan B. Pietrzyk, Jr.
Robert Francis Trescott

Physical Education

Degree: Bachelor of Science

Dale Dee Beery

Burton W. Benz
Franklin D. Lamb

Lois Mabel Smith

Police Administration

Degree: Bachelor of Science

Joseph Lowery Amell
Gerald Arthur Behn
George Howard Calhoun, Jr.
Coy Glenwood EcklundLowell Robert Ecklund
**Emil Paul Eschenburg
Robert Earl Mason
Richard J. PearsallCharles Frederick Pegg
Alexander W. Skorina
Howard Watson Snyder
Arthur James Webb

DIVISION OF LIBERAL ARTS

Liberal Arts

Degree: Bachelor of Arts

Margaret Mary Anderson
Margaret Louise Auble
Harriet Ruth Barton
Robert Lester Courtright
Eugene Donald Cummins
Helen Harriett Davis
William Herbert FrankDonald Walzer Grant
*Magrieta Ellen Gunn
Margaret Elizabeth Hulse
Angus Fraser Hurd
Constance M. Larsen
Gleason Archie MacInness
James Daniel McElheron, Jr.Elizabeth Coats Mackie
**Dika Newlin
Edmund John Rudoni
*Lora Seaman
Katherine Mary Sullivan
Martha Marion Vial
David Glenn Warner

Business Administration

Degree: Bachelor of Arts

Fred Edmund Heidrich, Jr.
Edward George Hertel, Jr.
Leo KazmaElizabeth Merle McDonnell
Eldon Edmund McLeanRobert Hillas Owen
Robert William Patenge
Louis Vander Kaay

List of graduates at the end of the Summer Session July 28, 1939, continued:

DIVISION OF LIBERAL ARTS

Public School Music

Degree: Bachelor of Music

Frances Eugenia Minges

DIVISION OF VETERINARY SCIENCE

Veterinary Science

Degree: Doctor of Veterinary Science

Lester Maxwell Greene
Harry Paul Johnson

Nathan Miner

Terry Sam Ozier
Sherwood Austin Wakeman

Medical Biology

Degree: Bachelor of Science

Walter Noel Mack

ADVANCED DEGREES

Master of Arts

Harry Charles Beaman

M. Gordon Bull

Master of Music

Wanda Virginia Cook

Master of Science

Willis Henry Bash
Edmund Stanley Burke

Russell L. Eggert
William Paul Fuller
Christine Carlson

Clifford J. Gibbs
Tompkins W. Terwilliger

List of graduates at the end of the Summer Session September 8, 1939

DIVISION OF AGRICULTURE

Agriculture

Degree: Bachelor of Science

Lee James Farrell, Jr.

Joseph William Long

Milton Frank Beauchamp

DIVISION OF HOME ECONOMICS

Degree: Bachelor of Science

Mary Ann Ruth Libey

DIVISION OF APPLIED SCIENCE

Applied Science

Degree: Bachelor of Science

Robert William Lieber

Physical Education

Degree: Bachelor of Science

David Allan Goldsmith

Police Administration

Degree: Bachelor of Science

Charles John Albert

Norman Adolph Olman

DIVISION OF ENGINEERING

Degree: Bachelor of Science

James Brewster Johnson, ch.

List of graduates at the end of the Summer Session September 8, 1939, continued:

DIVISION OF LIBERAL ARTS

Liberal Arts

Degree: Bachelor of Arts

Harold C. Early
Josephine Clare Heltman
Joann Elizabeth Horst

Eunice Elizabeth Irish
Jane Pope

Bettyeluse Lorraine Salle
Dorothy Lillian Snyder
Betty Lucille Tuttle

Advanced Degrees
Master of Arts

Harry Glen Fitch

Business Administration

Degree: Bachelor of Arts

Jack Howard Cameron

Hotel Administration

Degree: Bachelor of Arts

Charles Almon Way

Doctor of Philosophy

William Herbert Stahl, Bacteriology

Master of Science

Kenneth Dale Cline

Noel Etienne Dore

Clarence Frederick Genter

Robert Douglas MacCurdy

Myrtle R. Munger,

Lyle Moyer Murphy

James Lowell Orbison

Colin William Robertson

Francis Hugh Wilson

Hui-Lan Yeh

*With Honor

**With High Honor

The meeting adjourned at 4:00 P.M.

Robert S. Shaw

President

John A. Hannah

Secretary

Minutes of the
Meeting of the State Board of Agriculture
October 19, 1939

Present: Mr. Halstead, Chairman; Messrs. Berkey, Brody, Downing, Jakway; Mrs. Masslink; President Shaw; Treasurer Wilkins; Secretary Hannah.

Absent: Dr. Elliott

The meeting was called to order at 10:15 A.M.

The minutes of the previous meeting were approved.

RESIGNATIONS, LEAVES, AND APPOINTMENTS

Resignations

1. Resignation of Mrs. Irene Marquardt Johnson as stenographer in the Department of Journalism and Publications, effective November 4, 1939.
2. Resignation of Mrs. Wilma Leet Durkee as clerk in the Registrar's Office, effective October 1, 1939.
3. Resignation of Robert Patrick as quarter-time graduate assistant in Bacteriology, effective September 30, 1939, so that he may accept an appointment to the General Electric Company fellowship.

Leaves

4. Leave of absence with full pay for Miss Alice Bates, Assistant State Club Leader, for the three month period from October 1, to December 31, 1939, because of ill health.
5. Leave of absence with full pay for Miss Edna Smith, State Leader of Home Economics Extension, for the period from July 27 to December 31, 1939. Miss Smith was injured in an automobile accident on July 27 and will not be able to assume duties until the first of the year.

Appointments

6. Appointment of Miss Mary Berkey as stenographer in the Department of Journalism and Publications at a salary of \$1200 per year, effective October 15, 1939. Miss Berkey will replace Mrs. Johnson whose resignation has been presented (same salary).
7. Appointment of Miss Catherine Finlan as clerk in the Registrar's Office at a salary of \$1080 per year, effective October 1, 1939. Miss Finlan replaces Mrs. Durkee whose resignation has been presented (salary \$1200).
8. Appointment of Charles R. Schmitter as fencing coach at a salary of \$500 for the five month period from November 1, 1939 to March 31, 1940.