

Minutes of the Meeting
of the
State Board of Agriculture
September 18, 1941

Present: Mr. Berkey (Chairman); Messrs. Akers, Jakway, McPherson; Mrs. Masselink; President Hannah; Treasurer Wilkins; Secretary McDonel.

Absent: Mr. Brody; Dr. Elliott.

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

The minutes of the previous meeting were approved.

PRESIDENT'S REPORT

Resignations and Appointments

Resignations

1. Resignation of R. L. Champion as Instructor in Drawing and Design, effective August 31, 1941. Mr. Champion has accepted a position at Northwestern Technological Institute at Northwestern University.
2. Resignation of W. S. Harrison as Assistant County Agricultural Agent, effective August 18, 1941. Mr. Harrison has accepted a position as County Supervisor for the Farm Security Administration.
3. Resignation of Miss Donna M. Prevey as Instructor in Physical Education for Women, effective August 31, 1941. Miss Prevey is resigning to be married.
4. Appointment of June Jeanette DeFay as Stenographer in Animal Pathology at a salary of \$1200 per year on a permanent 12-month basis, effective September 1, 1941. This is a new position which was included in the budget for 1941-42 and is to be paid from Extension funds.
5. Transfer of Mrs. Clarice Neuhauser from labor to the service payroll of the Extension Division at a salary of \$1200 per year, effective as of September 1, 1941. Mrs. Neuhauser replaces Betty Smith as stenographer in the Central Stenographic Office.

Appointments

6. Appointment of Harriet Skidmore as Instructor in Physical Education for Women at a salary of \$1600 per year on a permanent 10-month basis, effective September 1, 1941. Miss Skidmore will replace Donna M. Prevey (salary \$1600) who has resigned.
7. Appointment of Jane E. Rider as Instructor in Physical Education for Women at a salary of \$1500 per year on a permanent 10-month basis, effective September 1, 1941. This is a new position provided for in the budget for 1941-42.
8. Appointment of David Douglas Diehl as Assistant Instructor in Physical Education for Men at a salary of \$1500 per year for half-time work on a permanent 12-month basis, effective September 8, 1941. Mr. Diehl will replace Thomas H. King who has been transferred.
9. Appointment of Ray J. Stanley as Program Supervisor in the Radio Department at a salary of \$2000 per year on a permanent 12-month basis, effective September 10, 1941. This is a new position provided for in the budget for 1941-42.
10. Appointment of Margaret Morgan as General Duty Nurse at the Health Service at a salary of \$1140 per year on a permanent 12-month basis, effective September 23, 1941. This is a new position provided for in the budget for 1941-42.
11. Reappointment of Dr. William Kelly as Special Lecturer in Sociology for 1941-42 at a salary of \$150 for the year. The compensation is to be made to him on May 31, 1942. Through an oversight this was omitted from the budget.
12. Appointment of Robert J. Patrick as Instructor in Bacteriology at a salary of \$1800 per year on a permanent 12-month basis, effective October 1, 1941. Mr. Patrick has formerly been employed as graduate assistant in Bacteriology. He will replace C. W. Darby who is to be transferred to another position.
13. Appointment of William Henry Martin as quarter-time graduate assistant in Chemistry for 1941-42 as a partial replacement for J. S. McNally who has been transferred to a research fellowship.

Travel

Travel

1. First-class railway fare only for Dr. I. F. Huddleson to attend the meeting of the American Chemical Society in Atlantic City, New Jersey, on September 8-12.
2. Mileage on one car and maintenance expenses for Ira A. Gould to accompany the Dairy Products Judging Team to the contest at the Eastern States Exposition in Springfield, Massachusetts, on September 12-19.
3. First-class railway fare only for Dr. Carl A. Hoppert to attend a special symposium on enzymes and vitamins in Madison, Wisconsin, on September 11-13, and in Chicago on September 15-17.

PRESIDENT'S REPORT, continuedMiscellaneous

1. Authorization for an increase in the salary of Dolores O'Brien, stenographer in Animal Husbandry, from \$1320 to \$1380 per year, effective August 1, 1941.
2. Authorization for an increase in the salary of Mary Lee Hurt, Assistant Professor of Vocational Education, from \$1750 to \$2300 per year, effective as of July 1, 1941. Also authorization for an increase in the salary of Miss Mary Handlin from \$1700 to \$2300 per year, effective September 1, 1941. It is understood that the gross cost to the College of the teacher training program is not increased by this arrangement.

Increase in
sal D. O'brienAlso Mary
Lee Hurt

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

RESIGNATIONS

Resignations

1. Resignation of Mrs. A. R. Schubert as Assistant State Club Leader, effective September 30, 1941. Mrs. Schubert is resigning to be married.
2. Mrs. Margaret Malcolmson did not accept the position as Hostess in the Shaw House Annex, effective for 1941-42.
3. Oscar Warbach did not accept the position as Instructor in Zoology. He has accepted a position with the Michigan State Department of Conservation.
4. Resignation of Willis G. Watrous as Instructor in Physiology, effective August 31, 1941. Mr. Watrous is resigning to enter medical school.
5. Resignation of Robert V. Brown as Assistant Professor in Physiology and Pharmacology, effective August 31, 1941. Mr. Brown has accepted a position at the University of North Dakota.
6. Resignation of Melvin Dresher as Instructor in Mathematics, effective August 31, 1941. Mr. Dresher has accepted a position with a committee on National Defense in Washington, D. C.
7. Resignation of Alan C. Corbett as Assistant and Instructor in Bacteriology, effective September 30, 1941. Mr. Corbett has accepted a position at the University of New Hampshire.
8. Resignation of John F. Ryff as Research Assistant and Instructor in Bacteriology, effective September 30, 1941. Mr. Ryff is resigning to set up his own practice in the west.
9. Resignation of Louise Reavis as Assistant in Research in Bacteriology, effective August 31, 1941. Miss Reavis was dissatisfied with her position.
10. The following graduate assistants have resigned, effective August 31, 1941:

Thomas Glenn Darling, Entomology
George W. Parmelee, Zoology
William R. Kays, Horticulture
Louis Knorr, Plant Pathology

Ramona E. Wilson, Music
Alda T. Rolph, Speech
Alexander H. Jones, Bacteriology

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to accept the Resignations.

LEAVES

Leaves

1. Leave of absence for four months on half pay for Mrs. Ledah Thompson, Hostess in North Williams Hall, effective September 1, 1941. Mrs. Thompson is ill and unable to return to her work this fall.
2. Leave of absence without pay for Mrs. Vida Cole, Clerk in Surgery and Medicine, for the period from November 1, 1941, to January 5, 1942. Mrs. Cole may resign after the termination of her leave.
3. Leave of absence for one year without pay for Howard C. Zindel, District Club Agent, effective September 15, 1941. Mr. Zindel is a Reserve Officer and has been called for military service.
4. Leave of absence for one year without pay for Frank Earl Haas, District Club Agent, effective October 1, 1941. Mr. Haas is a Reserve Officer and has been called for military service.
5. Leave of absence for one year without pay for Dr. Wade Brinker, Instructor in Surgery and Medicine and Graduate Fellow in Chemistry, effective October 1, 1941. Dr. Brinker is a Reserve Officer and has been called for military service.

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

APPOINTMENTS

Appointments

1. Appointment of Edgar B. Hale as Research Assistant in Dairy Husbandry at a salary of \$2000 per year, effective October 1, 1941; salary to be paid \$800 from Purnell funds, \$800 from Bankhead-Jones funds, and \$400 from State Experiment Station funds. Mr. Hale has been employed by the College since October 1939 as Research Assistant in Agricultural Chemistry at a salary of \$1800. He will replace L. A. Moore (salary \$2800) who has resigned.

APPOINTMENTS, continued

Appointments

2. Appointment of Ray L. Shirley as Research Assistant in Agricultural Chemistry at a salary of \$1800 per year, effective October 1, 1941. Mr. Shirley has formerly been graduate assistant in Chemistry. He will replace E. B. Hale.
3. Appointment of George Delos Hurrell as Assistant County Agricultural Agent at a salary of \$2100 per year, effective for the period from October 1, 1941, to July 1, 1942. This is an additional position in connection with the Bankhead-Jones allotment. Mr. Hurrell has been employed in the same capacity on other funds since May 1939.
4. Appointment of John Tuttle Stone as Assistant County Agricultural Agent at large at a salary of \$2100 per year on a permanent 12-month basis, effective October 1, 1941. This is a new position in connection with the additional Bankhead-Jones allotment.
5. Appointment of Elmer Leroy Deo as Assistant County Agricultural Agent in Benzie and Leelanau Counties at a salary of \$2000 per year on a permanent 12-month basis, effective October 1, 1941. This is a new position in connection with the additional Bank-Jones allotment. Mr. Deo has been employed in a similar capacity on a salary of \$1900 since May 1939.
6. Appointment of Gwen Edwards as Home Demonstration Agent at large at a salary of \$2100 per year on a permanent 12-month basis, effective October 1, 1941. This is a new position in connection with the additional Bankhead-Jones allotment.
7. Appointment of Andrew Quirrie as Groom in the Farm and Horse Department at a salary of \$1500 per year plus a house, effective September 15, 1941. Mr. Quirrie has been receiving the same salary from the labor payroll. He will replace John Carter (salary \$1860) who has been retired.
8. Appointment of Karl Larson as Assistant in Soils at a salary of \$120 per month for the period from September 15 to December 31, 1941. This will combine the half-time graduate assistantships held by F. A. Duce and G. R. Muhr and is a temporary arrangement.
9. Appointment of John Budinski as Assistant Freshman Football Coach at a salary of \$100 for the period from September 29 to December 1, 1941, for part-time work. He will replace Merton L. Vandermeer.
10. Appointment of Eunice Jordan as Clerk in the Registrar's Office at a salary of \$1200 per year, effective September 8, 1941. Miss Jordan will replace Elizabeth Chamberlin (salary \$1200) who has been transferred.
11. Appointment of Mrs. Maude Parker as Hostess at the Shaw Annex at a salary of \$30 per month plus maintenance for ten months beginning September 1, 1941. This is a new position.
12. Appointment of Miss Teresa Sullivan as Hostess in the Bailey House Annex at a salary of \$30 per month plus meals at the Union for ten months beginning September 1, 1941. This is a new position.
13. Appointment of Mrs. Trixie Lindhout as Hostess in the Sanford House at a salary of \$30 per month plus maintenance for ten months beginning September 1, 1941. This is a new position.
14. Appointment of Mrs. Kathleen W. Codd as Hostess in North Williams at a salary of \$85 per month plus maintenance for four months beginning September 1, 1941. Mrs. Codd will replace Mrs. Thompson during her leave.
15. Appointment of Mrs. Eva Gulick as Night Hostess and Supervisor in Williams Hall at a salary of \$850 plus maintenance for the ten months beginning September 1, 1941.
16. The following replacement recommendations are made in connection with the management of the men's dormitories:
 - a. Appointment of J. Wendell Turner as Resident Manager of Wells Hall at a salary of \$2000 per year plus maintenance, effective September 1, 1941.
 - b. Appointment of Mrs. Minerva Ryckman Turner (Mrs. J. Wendell) as Dietitian for Mason-Abbot and Wells Halls at a salary of \$1500 per year plus maintenance, effective September 1, 1941.
17. Appointment of Beulah Whittaker as Evening Reference Librarian at a salary of \$300 for quarter-time work for the ten months beginning September 1, 1941. Miss Whittaker will replace William D. Potter who held this position last year.
18. Appointment of Howard N. Miller as Assistant in Botany at a salary of \$1200 for full-time work for the ten months beginning September 1, 1941. This will combine the half-time graduate assistantships held by Mr. Miller and by Louis Knorr, and is a temporary arrangement for 1941-42 only.
19. Appointment of Lester F. Wolterink as Instructor in Physiology and Pharmacology at a salary of \$1800 per year on a permanent 10-month basis, effective September 1, 1941. Mr. Wolterink will replace W. G. Watrous (salary \$1800) who has resigned.

APPOINTMENTS, continued

Appointments

20. Appointment of Dr. Richard G. Horton as Assistant Professor of Physiology and Pharmacology at a salary of \$2400 per year on a permanent 10-month basis, effective September 1, 1941. Mr. Horton will replace R. V. Brown (salary \$2700) who has resigned.
21. Appointment of Kenneth S. MacPherson as Instructor in Civil Engineering at a salary of \$1800 per year for one year only, effective September 1, 1941. Mr. MacPherson will replace W. L. Mabbott (salary \$2500) who is on military leave.
22. Appointment of Mrs. Josephine Aten as half-time stenographer in the Department of Speech at a salary of \$600 per year, effective September 10, 1941. Mrs. Aten will replace Virginia Haker who has resigned.
23. Appointment of Dr. Roger Wolcott Russell as Instructor in Psychology at a salary of \$2300 per year on a permanent 9-month basis, effective September 1, 1941. Dr. Russell will replace Paul Settlage (salary \$2300) who has resigned.
24. Appointment of Mrs. Jean Trembley Rich as Instructor in English at a salary of \$200 per month for three months beginning October 1, 1941. Mrs. Rich will replace Mrs. Roseboom who has been retired.
25. The following recommendations are made for the replacement of Melvin Dresher (salary \$2100) who has resigned:
 - a. Appointment of Frank Saidel as Instructor in Mathematics at a salary of \$900 for part-time work for ten months beginning September 1, 1941.
 - b. Appointment of Glenn L. Burrows as Instructor in Mathematics at a salary of \$900 for part-time work for ten months beginning September 1, 1941.
26. Appointment of Dr. W. L. Miner as Instructor in Bacteriology and Assistant in the Experiment Station at a salary of \$1800 per year, effective October 1, 1941; salary to be paid \$300 from Station funds and \$1500 from College funds. Mr. Miner will replace A. C. Corbett (salary \$2000) who has resigned.
27. Appointment of Charles W. Darby as Research Assistant and Instructor in Bacteriology at a salary of \$2300 per year on a permanent 12-month basis, effective October 1, 1941. Mr. Darby has been an Instructor in Bacteriology at a salary of \$2000 since September 1939. He will replace J. F. Ryff (salary \$2300) who has resigned. Salary is to be paid \$1100 from College funds and \$1200 from Experiment Station funds.
28. Appointment of Lucille M. Portwood as Assistant in Research in Bacteriology at a salary of \$1500 per year on a permanent 12-month basis, effective September 1, 1941. Miss Portwood will replace Louise Reavis (salary \$1500) who has resigned. Her salary will be paid entirely from B.A.I. funds.
29. Appointment of Nicholas Blinoff as half-time undergraduate assistant in Music for 1941-42 to replace Ramona Wilson who has resigned.
30. Appointment of Russell J. Kleis as half-time graduate assistant in the Office of the Dean of Agriculture for 1941-42. This is an additional position which was included in the budget for 1940-41 but was not filled.
31. Appointment of Gerard de Maisonneuve as graduate fellow in Horticulture for 1941-42 at a salary of \$600 to be paid from balances of funds from the Dow Chemical Company, American Cyanamid Company, and the Tennessee Corporation until the funds are exhausted. Also authorization is requested to use additional allotments from these companies, should they make the grants, to supplement the balances in the accounts.
32. Graduate assistantship recommendations for 1941-42 (no new positions):

Entomology	-	Appointment of Bruce V. Wilson as quarter-time graduate assistant to replace T. G. Darling.
Farm Management	-	Appointment of Donald B. Agnew as half-time graduate assistant to replace Wilber Lohr.
Horticulture	-	Appointment of Harold J. Sefick as half-time graduate assistant to replace W. R. Kays.
Zoology	-	Appointment of Franklin C. Daiber as half-time graduate assistant to replace G. W. Parmelee.

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

TRAVEL

Travel

1. Full expenses for a trip which J. M. DeHaan made to Chicago recently to attend the meeting of the American Psychological Association for the purposes of interviewing candidates for the position formerly held by Paul Settlage.

TRAVEL, continued

Travel

2. Maintenance expenses for Ray Hutson and C. B. Dibble to attend a meeting on grasshopper control at Stevens Point, Wisconsin, on September 16 and 17. The meeting is being called by the Federal Bureau of Entomology and transportation expenses will be paid by them.
3. Out-of-state authorization for A. A. Applegate, Helen Noyes, A. C. Baltzer, and R. J. Baldwin to attend a conference on the Nation's Program of Food Production for 1942 in Chicago on September 18 and 19. Expenses for Mr. Applegate, Miss Noyes and Mr. Baltzer will be paid from Federal funds, and expenses for Mr. Baldwin from Extension funds.
4. Mileage on one car and maintenance expenses for V. R. Gardner, H. P. Haston, and Arthur Howland to attend a meeting of research workers in poultry marketing being called in Angola, Indiana, during the latter part of September.
5. Mileage on one car and maintenance expenses for R. E. Horwood to act as coach of the Dairy Cattle Judging Team at the Waterloo Dairy Cattle Congress on September 23 to October 1.
6. Mileage on one car and maintenance expenses for R. E. Horwood to act as coach of the Dairy Cattle Judging Team at the National Dairy Show at Memphis, Tennessee, on October 6-16.
7. Full expenses for V. R. Gardner to attend a meeting of Experiment Station Directors at Ames, Iowa, on October 2 and 3.
8. Mileage on one car for members of the Forestry Department to attend the Annual Meeting of the Society of American Foresters at Cumberland Falls, Kentucky, on October 9-11.
9. The following recommendations are made in connection with the participation of Michigan 4-H Club Members in the National Dairy Show at Memphis, Tennessee, on October 10-17.
 - a. Out-of-state authorization without expense to the College for Beatrice Boyle and O. F. Walker.
 - b. Maintenance expenses only for M. H. Avery
 - c. Maintenance expenses only for Nevels Pearson to be at this event from October 5-9, and out-of-state authorization without expense to the College from October 10-17.
10. Full expenses for Glen Stewart to accompany the football team to the Santa Clara Game on October 18 and to attend alumni meetings in Los Angeles on October 18 and 19.
11. Mileage on one car and maintenance for Ira Gould to take the Dairy Products Judging Team to the Dairies Industries Exposition in Toronto, Canada, on October 18-23.
12. Mileage on one car for P. S. Lucas, G. M. Trout, Earl Weaver and J. M. Jensen to attend the Dairies Industries Exposition in Toronto, Canada, on October 18-23.
13. First-class railroad fare only for F. W. Fabian to attend the annual meeting of the International Association of Milk Sanitarians at Tulsa, Oklahoma, on October 27-29.
14. Full expenses for Lois Corbett to act as judge at the 4-H Club Contests held in connection with the National Club Contests in Chicago on November 10-17 at the time of the International Livestock Show.
15. Authorization for the following expenses in connection with training the Animal Husbandry Judging Team and in visiting the American Royal and International Livestock Shows:

October 2-4	Expenses for G. J. Propp and use of College bus for transportation to Ohio State University, Columbus, Ohio. . . .	\$70
October 14-21	Expenses for G. J. Propp and use of College bus to American Royal, Kansas City, Missouri.	\$180
November 6-8	Expenses for G. J. Propp and use of College bus to University of Illinois, Urbana, Illinois.	\$ 80
November 13-15	Expenses for G. J. Propp and use of College bus to Purdue University, Lafayette, Indiana.	\$ 70
November 27	Expenses for G. J. Propp and six students in attending the International Livestock Judging Contest in Chicago, Illinois.	\$180

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

Letter of app- MISCELLANEOUS
reciation from

Miss Ferle

1. Report of receipt of letter of appreciation from Miss Ferle.

Acceptance grant \$200 Am. Society Am. Florists.

2. Acceptance of a grant of \$500 and approval of an agreement with the Society of American Florists and Ornamental Horticulturists for the purpose of investigations which will be of value to floriculture. It is also recommended that Allen Thomas Knight be appointed as graduate fellow in Floriculture at a salary of \$500 for ten months beginning September 1, 1941, to be paid from this grant.

MISCELLANEOUS

3. Acceptance of \$1000 from W. K. Kellogg to be used in connection with improvements in the Kellogg Reforestation Tract. Acceptance \$1000 from W.K. Kellogg
4. Change in title of Dr. Thelma Porter from Associate Professor and Research Associate in Foods and Nutrition to Professor and Head of the Department of Foods and Nutrition at a salary of \$4200 per year, effective September 1, 1941, and payable one-third from Experiment Station and two-thirds from College funds. Dr. Porter's salary has been \$3600 per year. This will relieve Dean Dye of the duties as Head of the Department of Foods and Nutrition. Ch. in title Dr. Th. Porter and increase in salary.
5. Recommendation from Dean Huston that William G. Erwin's salary be increased from \$1900 to \$2000 per year, effective September 1, 1941. Dr. Erwin is an Instructor in Zoology. Increase salary Wm. G. Erwin.
6. Recommendation that the salary of C. N. McCarty, Instructor in Chemistry, be increased from \$2100 to \$2300 per year, effective September 15, 1941. Also C. N. McCarty.
7. Recommendation that Louise Reavis' salary be paid from the special fund of \$1800 through the month of August. Reavis' salary for Aug. pd. from spec. fund
8. Oscar Warbach, an employee of the Michigan State Department of Conservation and situated at the Rose Lake Experiment Station near Bath, has agreed to teach Zoology 305 during the fall term without remuneration. Authorization is requested to pay Mr. Warbach \$50 to cover mileage on his car between Rose Lake and the College. Oscar Warbach allowed \$50 a mo. extra.
9. Recommendation from Dean Emmons for the services of a half-time stenographer to work for Mr. Proulx and the Hotel Administration curriculum. $\frac{1}{2}$ time sten. for Mr. Proulx
10. Recommendation from Dean Emmons that a budget of \$500 be set up to take care of the purchase of office furniture and of travel expenses for Mr. Proulx. Budget of \$500 set up for furn. for Mr. Proulx
11. Request for an additional appropriation of \$1000 for the Music Department to purchase new equipment. \$1000 was allowed in the budget for 1941-42 and this would make a total of \$2000. \$1000 allowed Mus. Dept. for new equipment.
- On motion of Mr. McPherson, seconded by Mr. Jakway, it was voted to approve Miscellaneous Items 1 to 11 inclusive. Travel Mr. McPherson St. Paul, Minn.
12. Delegation with full expenses of Mr. M. B. McPherson, representing the State Board of Agriculture, to attend the National Tax Association meeting at St. Paul, Minnesota, the week of October 12th. Report on accident to Ralph Bigelow student.
- On motion of Mr. Berkey, seconded by Mr. Akers, it was voted to approve the above travel for Mr. McPherson.
13. Ralph Bigelow, a student, fell through a hay chute in the college barn during the summer vacation while working for the Farm and Horse Department and was seriously injured, with his back broken in four places, broken foot, etc. The President reported that he has been kept on the payroll during the summer and recommended that for the fall term his fees be waived, that he be provided maintenance in the College Hospital and be paid \$5.00 per week during the fall term.
- On motion of Mr. Jakway, seconded by Mr. Berkey, it was voted to approve the above recommendations of the President relative to the accident of Ralph Bigelow.
14. The President reported on a change in the operation of the dormitories with the manager of the men's dormitories made responsible to the Dean of Men for social and educational matters and to the Comptroller for all business matters, with an operating committee consisting of the Secretary as Chairman, the Comptroller, the Dean of Men and the Manager of the Men's dormitories. The President also recommended that Miss Mildred Jones be appointed as manager of the women's dormitories at a salary of \$3,000 per year effective at once responsible to the Dean of Women for social and educational matters and to the Comptroller for all business matters, with an operating committee consisting of the Secretary as Chairman, the Comptroller, the Dean of Women and the Manager of the women's dormitories (and the Dean of Home Economics for this year only). Change in operation of men's and women's dorms. approved. Miss Jones appted. mgr. women's dorms at salary of \$3000
- On motion of Mr. Berkey, seconded by Mrs. Masselink, it was voted to approve the recommendations regarding the operation of the dormitories and the increase in the salary of Miss Mildred Jones to \$3,000 per year. Requests from public school sources re: training cs. for elementary teachers.
15. The President reported that there were many requests from public school sources suggesting that the College undertake training courses for elementary teachers and reported that there had been discussion of the subject by groups of the College Faculty, with Superintendent Elliott and others. Report on Defense crses. offered.
16. The President reported on the Defense courses that are being offered in response to requests by Defense agencies with all costs borne by the Federal Government.
17. The President reported on the change in the administration of Freshman Week and the Student Adviser System with Mr. S. E. Crowe in charge of both, effective at once. Change in Administration of Freshman Wk. and Adviser system

SECRETARY'S ITEMS

Space in Morrill Hall to be converted for office for Mr. Proulx

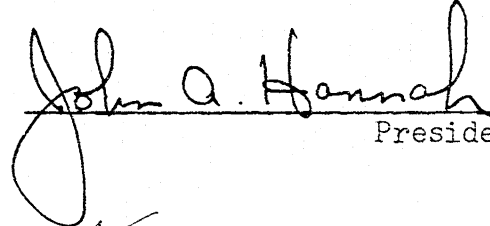
1. With the appointment of the new manager for the Union Building, it is necessary to move Mr. Proulx to other quarters. It is proposed to convert space in Morrill Hall into an office and Mr. Davenport has estimated the amount of this alteration (together with a room for janitor supplies, etc.) at \$600. A special appropriation will be necessary for this work.

Approval lease Mrs. Deppa for house 214 Bailey Street.

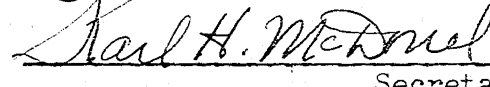
2. Approval of a lease between Mrs. Alice V. Deppa and the State Board of Agriculture for the leasing of a house at 214 Bailey Street for the housing of 14 women students. The lease is to run for one year for which the College is to pay \$900, effective September 10, 1941.

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to approve the Secretary's Items.

The meeting adjourned at twelve o'clock noon.



President



Secretary