

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES
January 19, 1962

Establish a Typist-Dictaphone Operator III position in the Division of Physical Sciences

Personnel
Action

For the Office of Continuing Education:

Establish an Institute Coordinator, AP-I, with a salary range of \$5,820 to \$7,200

Establish an Assistant Director, Business Education, AP-VIII, position with a salary range of \$9,600 to \$12,120

Establish a Clerk-Stenographer III position

Mr. Harvey Beach of Lake Orion has offered to exchange evergreen trees for four of the barns on the estate. The trees are northern, nursery-grown Scotch pine, five feet and over, balled and burlapped, and have a commercial value of approximately \$10 each. Mr. Beach proposes the following exchange:

Approval of
exchange of
trees for
barns with
Harvey Beach

For the scale house	100 trees
For the beef cattle barn	200 trees
For the corn crib	50 trees
For the trailer barn	100 trees

It is recommended that this proposal be approved.

\$140 from Waterford Clarkston Business and Professional Women's Club of Clarkston
\$140 from the SOS Club of Michigan State University-Oakland
\$560 from the National Foundation of Rochester
\$280 from Putnam Tool Company of Detroit
\$25 from Center Line Education Association of Center Line
\$55 from the Rochester Ministerial Association
\$280 from John W. and Madeline S. Shenefield of Bloomfield Hills
\$150 from the Women's National Farm & Garden Association of Birmingham

Gifts for the
Scholarship
Fund

Grant of \$10,000 from Mr. and Mrs. Roger M. Kyes of Bloomfield Hills to be used under the direction of W. S. Collins in Music to acquire music equipment.

Gifts and
Grants

On motion by Mr. Vanderploeg, seconded by Mr. Stevens, it was voted to approve the above recommendations relative to Michigan State University-Oakland.