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Minutes, December 20, 1916

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Hartford, Connecticut,

December 20, 1916.

The meeting of the Board of Trustees of the Connecticut Agricultural College was called to order at the Hotel Heublein at 11:15 by Vice President Harry G. Manchester.

Those also present were Messrs. Henry, Jarvis, Lyman, Alsop, Hubbard, Stoddard, Fanton and King, also Mr. Baker and President Beach of the College.

The minutes of the previous meeting were approved without reading.

Voted: That the Board take out Five Thousand Dollars (\$5,000) of Paymaster and Robbery Insurance on money in transit between Willimantic and the College at a rate without an attendant.

Voted: That we carry Five Thousand Dollars (\$5,000) insurance on the heating plant.

Voted: That the Director of the Extension Service be requested to endeavor to provide in the budget for the coming two years a sum not to exceed Six Hundred Dollars (\$600) per year, to be set aside for the employment of H. O. Daniels for services to be used when necessary under the direction of the Director of the Extension Service for such farm demonstration visits and Institute work

as in his opinion seems advisable.

Voted: That the President of the College take up the matter of a press agent for the College.

Voted: That we appoint a legislative committee of three (3) as follows: Messrs. Stoddard, Alsop and Lyman.

Voted: That the question of providing scholarships be referred to the legislative committee.

Voted: That Five Thousand Dollars (\$5,000) be taken from the Middletown Savings Bank and transferred to the active Extension Fund.

Voted: That the matter of appointment of Trustees of the College by the Governor be referred to the legislative committee with power to act.

Voted: That the matter of non-resident students' tuition fees be referred to President Beach for report at our next meeting.

Voted: That the report of the Board of Trustees of the Connecticut Agricultural College on the Extension Service be transmitted to the Governor with the request that 10,000 copies be printed as a public document.

The meeting adjourned at 1:30 P. M.

Attest: O. F. King. Secretary.

Hartford, Connecticut,

January 17, 1917.

The meeting of the Trustees of the Connecticut Agricultural College was called to order at 11:15 at the Hotel Heublein, Hartford, by the Secretary.

Those also present were Messrs. Henry, Alsop, Lyman, Jarvis, Stoddard, Hubbard, Fanton and Mr. Beach of the College.

Mr. Alsop was appointed Chairman pro tem.

The minutes of the last meeting were read and approved as corrected as follows, by changing the words "active extension fund" to "the Gilbert Farm account".

It was voted that Messrs. J. W. Alsop, Charles M. Jarvis, H. G. Manchester and I. C. Fanton, or a majority of them as the Extension Committee, be appointed a committee to execute the contract with the Rockville - Willimantic Lighting Company.

VOTED: That the recommendation of President Beach regarding the re-forestation of sixty acres of land at the College be adopted, at an estimated cost of six hundred dollars.

President Beach rendered a printed report re-

garding a press agent. It was voted that the President be authorized to ascertain if it were not possible to secure an agricultural editor to have charge of the publicity work at the College and report at our next meeting.

VOTED: To incorporate the following report of the President in the minutes:

1. That the following regulations had been adopted relative to paid student labor:

a. The primary object of paid student labor is to assist deserving students in meeting the necessary and legitimate expenses of their college course. In the distribution of paid student employment first consideration will be given to needy, worthy and industrious students, residents of Connecticut.

b. A student desiring employment should make application by letter or in person to the chairman of the student labor committee as early as possible after entrance to college. He should file with the committee, on a blank prepared for the purpose, a certificate of the need of financial assistance.

c. The employment committee will prepare a list of students entitled to receive the benefits of paid labor and those only whose names appear on such an approved list will be regularly employed by the Departments of the College.

d. The members of the Committee will take cognizance of the standard of living of students making appli-

cation for employment. Those whose habits indicate an unwillingness to economize and curtail expenses for personal pleasure and comfort will be considered as not in need of financial assistance.

e. No student shall receive from the College for student labor more than \$150. in one school year. This is practically three hours per day for seven days per week for the school year. The students who give more than this number of hours to such labor must sacrifice on time which could be more properly and profitably used in library, investigational work or other activities.

f. Compensation for student labor shall not exceed 20¢ per hour.

g. This plan for the employment of student labor to take effect December 1, 1916.

Signed

STUDENT LABOR COMMITTEE
A. T. Stevens, Chairman,
H. L. Garrigus,
W. F. Kirkpatrick.

2. a. That the Publicity Committee of the faculty had made provisions for a member of the faculty to visit high schools of the State.

b. A lecture bureau has been established and that members of the College faculty are available to high schools for lecture service.

c. The publicity committee have taken the initiative of establishing local alumni associations.

d. The publicity committee will send to each member of the graduating class of the high schools of the State, a booklet of information relative to the advantages offered by the Connecticut Agricultural College.

e. An invitation will be sent to each member to visit the College as a guest of the faculty and students on high school day.

3. That a committee of the faculty had been appointed to make an investigation of the class room work of instructors and to report with recommendations as to the improvement of teaching.

4. The calls upon the teaching staff for extension service is increasing. A report card has been adopted, to be filled out and filed at the office, covering the activities of members of the faculty when absent from the College on extension service.

5. Orders to the Superintendent of Buildings covering repairs are serially numbered. A report blank is attached, to be returned to the President's office, when the work requested in the order has been completed.

VOTED: That the following report of the President regarding office hours of stenographers and clerks be approved and that the enforcement of these rules be placed in the hands of the Treasurer:

1. Compensation to be based upon 44 hours' service per week.
2. Office hours to be from 8 - 12 and 1 - 5 from Monday to Friday and from 8 - 12 Saturday.
3. Vacation of 2 weeks to be allowed with pay.
4. Nine months' service required before any vacation allowed.
5. Salaries to be advanced \$5. per month.
6. All absences other than sick leave and excepting the following holidays - Christmas, New Year's Washington's Birthday, Decoration Day, July 4th, Labor Day and Thanksgiving, and excepting one Saturday morning per month - be counted as a part of the regular vacation.
7. Overtime to be paid at the rate of 30¢ per hour.

VOTED: That the Legislative Committee be instructed to put in a Bill to cover the expense of a new artesian well and that the Executive Committee be instructed to investigate further regarding the matter of more water for the College, with power to act.

VOTED: That the Legislative Committee be empowered to draft a Bill regarding loans to students or scholarships for the students.

VOTED: That the Secretary be appointed on the Legislative Committee in place of Mr. Alsop.

VOTED: That leave of absence be granted to Prof. Sinnott for a term of one month.

Regarding the matter of sheep breeding, it was

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VOTED: That President Beach be authorized to write a reply to the Sheep Breeders' Association that, no funds being available, the project cannot be taken up at this time.

VOTED: That the matter of disposing of surplus cows at the Gilbert Farm be left to the Gilbert Farm Committee, with power.

VOTED: That the Trustees of the Connecticut Agricultural College receive from the Treasurer at the beginning of each year a memorandum of the number of meetings that they have attended during the past year and that each Trustee return to the Treasurer of the College an estimate of his expenses incurred in connection with his duties as Trustee and that the Treasurer be authorized to reimburse the Trustees with this amount.

Adjourned at 2:20 P. M.

Attest:

O. F. King.

Secretary.