

MICHIGAN STATE UNIVERSITY OAKLAND

Rochester, Michigan

ADMINISTRATIVE GROUP MEETING 18 AUGUST 1959

Present: Varner, Alexander, Eklund, Hoopes, Karas, Pope, Stoutenburg, and Swanson

Mr. Varner discussed the faculty housing situation as it currently exists. Stickel,

Jaroszewicz and Moody have put the plans for six houses out to contractors for bids. The bids are due on August 31. Preliminary financial arrangements have been made with First Federal Savings and Loan of Detroit. Mr. Karas explained that the lot boundaries are now being staked out and that other work in the area is being accomplished well and in good time.

Mr. Hoopes suggested that the Freshmen English course be titled English I:

Rhetoric and Literature. Approved.

Mr. Karas gave a progress report on MSUO Construction and related subjects.

- (a) The Administration-Classroom building should be complete in about 10 days.
- (b) Student Center on schedule with the stainless steel for the kitchen due on September 7.
- (c) A better entrance to Squirrel Road from Five Points is under review by the Oakland County Road Commission. The Squirrel Road repair will be completed by September 1.
- (d) Landscaping is moving slower than desired but architect Swanson has been kept informed.
- (e) Furniture and equipment is being distributed and shelving in the physics and chemistry supply rooms are being erected.

Mr. Eklund reported that the Avon Township Planning Committee meets tonight to discuss width of the frontage of a lot at the building line and pointed out that the faculty subdivision should conform with the area regulations.

It was agreed that MSUO would ask for 100 feet but instructed Mr. Eklund to compromise at 90 feet if it appeared in the best interest of the community and the university.

Every faculty member will be given a key to the Administration-Classroom buildings and a key to his office.

Mr. Alexander described the Health Service policy and asked for adoption. Approved.

Effort to locate a bookstore manager has been to no avail to date. Mr. Hoopes mentioned he had contacts in this field and would pass them on to Mr. Alexander for consideration. It was agreed by all that the bookstore must be considered an integral part of the total educational philosophy of the institution and should be stocked to agree with this aim.

The delivery date for books is September 18, 1959.

It was pointed out by Mr. Alexander that there is no budget for the bookstore and expenses will have to be covered by profits from sales. Mr. Varner then suggested to Mr. Alexander that a total package of need and costs for setting up and operating the bookstore be prepared so that he could present the proposal to the MSUO Foundation for support.

The proposed bus schedule was presented by Mr. Alexander with the statement that final arrangements would be worked out on Friday, August 21. Bus traffic will principally funnel in to Rochester and then carried to the campus by the Bee Lines.

Mr. Hoopes proposed for consideration the idea of keeping departmental organization flexible to meet the needs of the curricula. A division of the staff into three faculties (Faculty of Philosophy or Humanities, Faculty of Pure Science and Faculty of Social Science) would help to keep rigid departmental lines from forming and help to encourage an inter-discipline approach to the teaching. No action.

The responsibility of MSUO in the matter of off-campus housing was discussed but no final decision was reached. Messrs. Alexander and Stoutenburg felt that housing should be inspected for minimum requirements and that the previously approved housing policy be continued for the protection of both the student and the householder. Others felt that the University should not become involved in housing agreements but should be total responsibilities of the student and his family.

Mr. Pope recommended that MSUO use the services of The College Admissions Assistance Center in New York City and Northbrook, Illinois, to broaden the base of the student body. Mr. Varner agreed as long as a rumor does not get started that we are looking for students.

Mr. Eklund announced the appointment of Mr. Dan McLaughlin as the new Regional Director of MSU Extension in the Detroit-Pontiac area.

Mr. Varner asked Mr. Eklund to be responsible for the acquisition of academic garb for the faculty and staff for the opening convocation on September 18. It was reported that Russ Villers, Manager, MSU Union Bookstore, could supply academic garb on a rental basis and that the C. E. Ward Company had robes, etc., for sale.

Mr. Eklund raised the question of establishing a vehicle by which the faculty can meet the community and particularly individuals who have similar subject matter backgrounds in order that an opportunity exists for the exchange of ideas on current practices. Messrs. Varner and Hoopes both discussed the need for protecting the faculty from becoming "put upon" by individuals and groups during the first year. No action.

The subject of a "pot-luck" supper in August for the staff was deferred until September when more people will be on hand to participate.

Mr. Stoutenburg informed the group that all class traffic could be confined to the first floor of the classroom building as the schedule is now worked out.

It was agreed that the evening class registration be held at the time of the first class meeting.

A late registration fee will be charged those who do not meet their scheduled time. The fees will be charged as follows:

Monday, September 21.....	\$15.00
Tuesday, September 22.....	\$20.00
Wednesday, September 23	
through Friday, September 25.....	\$25.00

The philosophy of the organization of the evening college was discussed with no conclusions being drawn. It was decided to continue discussion on this topic at a later date.

Meeting adjourned.

cc: Varner
Alexander
Eklund
Hoopes
Pope
Stoutenburg
Swanson