

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

October 22, 1962

PRESENT: Messrs. HOOPES, MATTHEWS, O'DOWD, ROOSE, SELLS, STOUTENBURG, SWANSON and VARNER

ABSENT: Messrs. EKLUND, McKAY, POPE and WILDER

GUEST: Mr. KARAS

Board of Trustees action at October meeting:

1. Approved the building of Pryale House.
2. Approved the establishment of MSUO Development Office effective November 1. (Mr. James Dickerson will head this operation and will have the titles of Assistant to the Chancellor for Development and Executive Director of the MSUO Foundation.)
3. Announced that the November meeting will be held at MSUO.

Mr. Varner stated that he felt the program outlined for the Redford High School Open House was good but he was disappointed in the number of visitors. Mr. Stoutenburg reported 146 individuals signed the register and 44 of this number were of high school age.

MSUO has been invited to participate in the Michigan Higher Education Authority Student Loan Program. Mr. Swanson said that MSUO does not have the need this year for additional loan funds because of NDEA. A letter is being written by the Chancellor to Dr. Lynn Bartlett, Superintendent of Public Instruction, to indicate MSUO is interested in the program and would participate in it this year if our support is needed.

Mr. Sells reported on student organizations and activities.

Mr. Karas indicated that the custodians are having difficulty maintaining a neatness in their assigned area because of the many signs that have been placed on the windows, doors and walls of the buildings. It was agreed that the custodians may remove any sign that does not have the stamped approval of the Dean of Students Office. Further, it was agreed that no signs are to be fastened to painted surfaces.

Mr. Roose suggested that some attention should be given to establishing a more cooperative relationship between the clerical staffs of various offices. He pointed out that on occasion some tension has built up which has been detrimental to the university. Mr. Varner asked Mr. Swanson to set up a meeting of the total clerical staff in order that they may be informed about recent happenings at MSUO and what the immediate future looks like.

Mr. Stoutenburg asked that registration for winter semester 1963 be postponed to January 2 and January 3 be the first day of classes. It was agreed that this action should be taken in light of the many professional meetings of the faculty during this time of the year.

Meeting adjourned.