

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

September 25, 1961

PRESENT: MESSRS: EKLUND, HOOPES, LINDQUIST, MATTHEWS, MCKAY,
O'DOWD, POPE, ROOSE, SELLS, SWANSON, VARNER,
WILDER

ABSENT: MR. STOUTENBURG

Mr. O'Dowd announced that the budget would be in by Friday, September 29, 1961.

Mr. Roose stated that the Social Science Division has met to discuss the Political Science state requirement. Two plans were suggested to complete the requirement: 1. Have 13 weeks of class; two weeks of reading -- to be followed with a discussion, mock convention, etc. 2. Have teacher education majors in Social Science conduct the program in their senior year. Those who fail the course would be given an opportunity to retake the examination. A second failure would require the student to take a course in Political Science.

Mr. Wilder commented that the flu had cost seven man-days in the last four days. He suggested that we might consider the giving of flu shots.

Mr. Sells discussed the policy on student employment. If a student is on probation, he must have the permission of his Academic Advisor before he may be employed. All student employment should go through the Dean of Students Office each semester.

Mr. Hoopes stated that there has been no word from the National Science Foundation. Professor William Stallman from the University of Wisconsin has been added to the Advisory Committee.

A memo has been sent to the teaching faculty regarding these two items:

1. All members should be aware of the approaching application deadlines for fellowships about the country.
2. It is hoped that faculty seminars can be established this year.

Mr. Eklund was concerned about the disappearance of twelve stools belonging to the art program and the disappearing of tables in room 269 in South Foundation Hall. He hoped that they could be returned by merely calling attention to this fact.

The switchboard will send all calls to the Continuing Education Office at night. A tally is to be kept of the number of calls received that are not for the Continuing Education program. In this way, it can be determined whether or not we need a manned switchboard at night.

Mr. Pope stated that the Brochures will be ready by the end of next week.

Mr. Lindquist proposed that we take advantage of the Michigan Education Association Days for Oakland County on October 19-20 by inviting the high school seniors to the campus to be a part of a planned program. Mr. Varner asked Mr. O'Dowd and Mr. Lindquist to meet to plan this affair.

Mr. Varner pointed out that with the present enrollment and with a 10% attrition that the budget is \$23,600 out of balance. We can plan to balance it by taking the following steps:

1. In the Dean of Students Office there are two positions to be filled.

- A. Head Counselor
 - B. Assistant to the Dean

One of these positions will not be filled.

2. There are two engineering positions:

- A. One and one-third positions will not be filled.

3. The grant for Mr. Roose will give us approximately two-thirds of his teaching time.

4. If the National Science Foundation grant comes through, we will save the second semester of Mr. Hoopes' time.

If the attrition exceeds 10% we are in trouble. If, in addition, the National Science Foundation grant fails to materialize, we are in serious trouble. Therefore, all departments are asked to hold 10% of the equipment budget in abeyance until January 15, 1962.

An invitation has been received from the A.F.L:C.I.O. to attend the Annual Teachers' Meeting at their Center, north of Port Huron on September 29-30, 1961.

At the Board of Trustees meeting on Friday, September 22, the boiler bid was accepted. The Board also approved the financing of the Intramural Building. Bids will be opened on September 26 in North Foundation Hall.

Mr. McKay reported that we are still searching for a math teacher. He questioned the insurance program for students. The recent Supreme Court ruling will lead to the investigation of liability insurance for the University.

Mr. Swanson appealed to all members to attend the annual picnic at Avon Park in Rochester Tuesday, September 26, 1961.

A memo will be sent from the Business Office relative to the parking regulations.

Bookshelving will be available at \$50 per office. This will include 4 ten-foot shelves.

A reminder that all traveling on commercial carriers should obtain tax exemption forms before purchasing their tickets.

The Oakland Roundtable was endorsed as a good program to continue.

The following committees were formed to formulate dedication plans for the following buildings:

1. Library	2. Dormitory	Science
D. Wilder	D. Sells	J. McKay
G. Matthews	G. Fritz	W. Hammerle
L. Pope	L. Pope	P. Tombouliau
		L. Pope

Meeting adjourned.