

MICHIGAN STATE UNIVERSITY OAKLAND

Rochester, Michigan

ADMINISTRATIVE GROUP MEETING 17 AUGUST 1959

PRESENT:

Varner, Alexander, Eklund, Hoopes, Hopkins, Pope, Stoutenburg, and Swanson

VARNER:

1. Discussed the name of the University, and it was agreed that the official school name will be Michigan State University-Oakland.
2. Announced the visitation of Mr. S. Appleton of the University of Minnesota, political scientist and specialist on Far East Studies on August 17 and the visit of Mr. O'Dowd, social scientist (psychology) on September 1.
3. Discussed the plan for renting audio visual aid equipment from MSU. The plan was accepted with the modifications suggested by Pope to exclude the purchase of the public address system in favor of renting it as needed and to reserve the right of increasing or decreasing the equipment list as need dictated.
4. Referred to a letter from Miss Natalie Turchanovich who has indicated a definite interest in attending MSUO this fall but stated she would need financial assistance in order to go to school. It was suggested that she might earn part of her subsistence by working as an assistant in the Russian Language laboratory as well as securing one of the National Defense Loans. Miss Turchanovich thought that she might be able to get some financial assistance from the Russian student fund. Messrs. Pope, Hoopes, and Stoutenburg were asked to work out a solution to Miss Turchanovich's problem.
5. Asked that all special programs and events scheduled at MSUO by outside organizations will be "hosted" by the individual with whom the arrangements were made. The presence of other MSUO staff members at these meetings will be upon request of the host.
6. Asked Mr. Hopkins to outline the program for the Freshman Orientation Conference to be held on August 19th and 24th.

HOPKINS:

Stated that 216 students have registered for the August 19th Orientation Program and 153 have registered for the August 24th program. The schedule will be as follows:

8:15 Registration

8:45 A welcome by Mr. Varner. Introduction of staff members who can be present at the meeting. Dr. Hopkins will give details for the day's

program. This meeting will be held in the East Lecture Hall.

9:15 Placement Testing. The testing will be divided into two groups, one section administered by Dr. Hopkins in the Library and the other section administered by Mr. Stoutenburg in the West Lecture Hall.

12:30 Luncheon East Lecture Hall

1:30 Campus tour, discussion of student activities program, discussion of registration, discussion of academic program.

3:30 Questions and answers

4:00 Closing

HOOPE:

Handed out the proposed program for the September 18 convocation and indicated that the program would take about two hours. Mr. Varner agreed to ask the MSUO Foundation to work on the building dedication part of the convocation program.

POPE:

Announced that letters describing MSUO had been sent to the Superintendent of Public Instruction in Alaska and Hawaii.

Read a cable from Superintendent of Schools in Alaska informing MSUO of a possible student currently assigned to duty at the Elmendorf Air Force Base in Alaska.

SWANSON:

Described and discussed the current travel regulations as approved by the State Board of Trustees. Mr. Varner recommended that mileage reimbursements be for areas outside of a five mile radius of the campus. Agreed.

ALEXANDER:

Handed out a proposed policy for the health service to be available to the student body. Discussion delayed until the next meeting of the Administrative Group.

EKLUND:

Handed out a list of Continuing Education courses for the fall 1959. Tabled until the next meeting of the Administrative Group.

STOUTENBURG:

1. Informed the group that the Asia Foundation will provide travel money for

Dang Xich Lan to the United States and that the student had been notified through Dr. Ralph Smuckler, MSU VietNam Advisory Group, that MSUO will furnish tuition, books, board and room, and part-time employment.

2. Reported that on this date there were 521 students admitted which includes 48 part-time students but excludes 36 cancellations.
3. Announced that on August 20 forty-three students would be present to take entrance examinations.

Next meeting of the Administrative Group will be 9:00 a.m. August 18.

Meeting Adjourned.

cc: Varner
Alexander
Eklund
Hoopes
Pope
Stoutenburg
Swanson