

MICHIGAN STATE UNIVERSITY OAKLAND

Rochester, Michigan

ADMINISTRATIVE GROUP MEETING 9 MAY 1960

PRESENT: Alexander, Eklund, Hoopes, Matthews, McKay, Pope, Stoutenburg
Swanson, Varner

Information prepared by Messrs. Hopkins and Hoopes regarding the proposed summer reading and writing clinic was distributed for discussion. It was agreed that the writing section be eliminated from the proposal and that all effort be concentrated on the reading area.

Mr. Hoopes was asked to arrange a meeting including those present plus Messrs. Hahn, Oakland County Board of Education; Pepper, Superintendent of Oak Park Public Schools; Smith, University of Michigan; VanRoekel, Michigan State University; and Hopkins, MSUO, to discuss the particulars of an adequate reading program.

Mr. Matthews asked Messrs. Alexander and McKay if there would be an elementary education program at MSUO. It was explained that there was never any doubt of this but it was just a matter of what was to be included and how it was to be taught. Mr. Alexander will arrange to talk with all students interested in teacher education and explain the program as now viewed.

Salary increases for staff members on the classified payroll was explained by Mr. Swanson.

- a. Each six months staff members are eligible for a \$5.00 increase if their work merits it.
- b. The six month period is related to the original date of employment.
- c. There will be no cost of living increase this July 1.

The vacation policy for staff members on the classified payroll was then explained by Mr. Swanson.

- a. An individual is allowed two weeks vacation per year during his first five years of employment.
- b. Vacation time earned is based on units of six months employment. Fractional parts of a month cannot be accumulated toward vacation time.

Mr. Swanson will coordinate summer vacations of the secretarial staff and find necessary replacements during this period.

Mr. Varner announced that Messrs. Alexander and Hoopes should be ready Tuesday, May 10, to discuss the budget for the 1960-61 school year.

Meeting adjourned.