

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

November 21, 1960

PRESENT: Messrs: Alexander, Eklund, Hoopes, Matthews, McKay, O'Dowd,  
Pope, Stoutenburg, Varner, Wilder

ABSENT: Swanson

Mr. Varner announced that the Board of Trustees approved the trimester plan for MSUO effective fall, 1961. Also, the Board approved an increase in the group life insurance policy. At this time, members of the staff can insure themselves for \$10,000 for a \$3.00 a month premium. It is planned that for an additional \$3.50 a month premium, the insurance will be raised to \$20,000.

Mr. Varner asked for reactions to the idea of calling a special meeting of the Senate to appoint the new EPC for the 1961 calendar year. Normally, this Committee would not be formed until winter term. Everybody agreed that this was a good idea.

Mr. Alexander said that five boys moved into on-campus housing last Saturday.

Mr. Wilder asked for an explanation of Mr. Swanson's memo regarding various holidays between now and the first of the year. It was explained that only the maintenance group would be required to be here. Mr. Wilder said that he would like to have the library open on Friday, November 25, and Saturday, November 26, as usual; however, he did not want the students manning the library to be responsible for any part of the building except the library.

Mr. Wilder asked that if there is a decision to close the offices a few hours before certain holidays, that this information be published well in advance of the time so that individuals may make personal plans.

Mr. Eklund asked if a campus directory could be placed somewhere near the main walk leading to the parking lot indicating North and South Foundation Hall to assist visitors in locating specific offices.

Meeting adjourned.

Unfinished Business: Mr. Wilder's request regarding unscheduled time off.