

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

September 18, 1961

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

In-state travel will be authorized by the Associate Deans for members of their division. Approval will be decided upon value of meeting and budget situation.

The question of the yearly academic salary pay period was raised again with Mr. Swanson. The period of July 1 to June 30 was proposed as being more traditional and would help a new faculty member over a period of no income and extra costs because of moving. After a short discussion, the Chancellor suggested that the Group continue to study the problem and to reopen the discussion at a later date.

Mr. Roose stated that tuition at Oberlin would go up approximately \$200 next year bringing the total cost to about \$2,500 a year per student. He further pointed out that out-of-state students attending MSUO receive an implicit scholarship of approximately \$500 to \$700 because of our public school status.

Mr. Eklund explained he had done some homework since the last meeting based on Mr. Varner's suggestion to consider paying a faculty member a courtesy stipend if his Continuing Education class did not make. Mr. Eklund illustrated how it was financially impracticable for him to do it because of the self-supporting nature of the Continuing Education Division.

Mr. Swanson was asked to consider the possibility of increasing the number of hours the switchboard could be open. It was agreed that the board should have an operator on duty for a longer period each school day and on the week-end.

Mr. Swanson explained the new accounting classifications system being used by the Business Office and pointed out its value in reading the monthly ledger sheets furnished each department.

The Business Office will start maintaining total records at MSUO in October.

Mr. Varner announced --

- a) Mrs. June Matthews is now on the job as Executive Secretary of the MSUO Foundation.
- b) The Oakland Student Center will now be called the Oakland Center and the Science Building will be identified as Science.
- c) Expansion to the boiler room will start Monday, September 25.

Meeting adjourned.