

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

August 21, 1962

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

Mr. O'Dowd announced that he and the Retention Committee were reviewing spring semester grades of students placed on probation at the end of the winter semester 1962.

It was announced by Mr. Swanson that the MSUO tennis courts will be available for play on Thursday, August 23.

A staffing problem still exists in sociology and social work, but Mr. Roose indicated several possibilities existed for resolving the problem.

Mr. Sells reported that the Freshman Convocation is ready to go except for the music. Efforts are being made to contact the string group that played at the library dedication. Mrs. Varner will invite and bring Mrs. Wilson to the Convocation.

Messrs. Varner, O'Dowd and Sells will speak at the Parents Convocation Sunday, September 9. Mr. Varner will set the scene and act as chairman.

The Chancellor, the Deans and the Associate Deans will be the official greeters for the University during the reception that follows the Parents Convocation.

Mr. Sells was asked to contact a minister to give the invocation and benediction at the Parents Convocation.

Special Dates:

Sept. 4	Freshman Convocation	Oakland Center	10:00 a.m.
3	Faculty-Staff Reception	Chancellor's Home	*
3	Faculty-Staff Dinner	Oakland Center	*
9	Parents Convocation	Oakland Center	3:00 p.m.
9	Open House at Student Houses	Fitzgerald and Anibal Houses	*
Oct. 11	Mrs. Wilson Freshman Dinner Party	Meadowbrook Hall	*

* Time to be announced

Any off-campus group holding a meeting at MSUO and desiring a speaker can have the "MSUO Story" free; but if a special subject is desired, specific arrangements will have to be made by the chairman of the group with the speaker. Messrs. Eklund and Pope will coordinate these requests with the appropriate individual or office on campus.

Messrs. John Gillespie and Joel Levinson will be the 1962-63 co-editors of "Contuse". Copies of the current issue will be made available in the library.

The Rochester Kiwanis Club has contracted to bring the U.S. Marine Corps Band to Rochester in October 1963. The question was raised by Mr. Stoutenburg whether or not MSUO would be willing to have its facilities used for the band concert. Mr. Varner and others present indicated an interest and instructed Mr. Stoutenburg to look into the matter and report back to the group in the near future.

Meeting adjourned.