

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

September 17, 1962

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

GUEST: Mr. KARAS

The Chancellor asked Mr. Karas to give a report on building keys issued to staff members. Subsequent to this report the Chancellor asked all present to furnish his office a list of rooms and buildings to which they must have access in order to carry out their daily function. It was agreed that the Dean of Students Office should have a master key to every room on campus with the exception of the mechanical equipment rooms, also that the Admissions Office should have a master key which will open all buildings and classrooms.

Mr. Karas was then asked to explain the manual and automatic lighting system used on campus. Mr. Sells pointed out the need for additional lighting around the student housing area. Mr. Karas indicated new lights were being installed. It was then suggested by Mr. Wilder that the display lights at the library be burned on special occasions and Saturday nights only.

The completion date for the Intramural Building is still estimated as November 15.

The Chancellor asked Mr. Karas to look into the possibility of stretching canvas on the gym floor so that it can be used for special events such as Commencement.

Mr. O'Dowd stated that he had received some of the information for the recruiting brochures requested last week. Mr. Varner asked that pressure be kept on this job because the recruiting period is so short.

Mr. Sells said that on Sunday, September 16, approximately 120 seniors appeared for the Senior Class Tea. At this time the discussion revolved around two major points - class organization and class ring design. In the former, there seemed to be resistance to a formal organization because of some wide differences of opinion within the group. However, regarding the ring design, it was decided to have the student body vote on Wednesday, September 19, to eliminate one of the three proposals. The final decision is to be made by a designated student group.

Mr. Sells presented to the group the commercial design of the University seal. Following a short discussion Mr. Wilder moved the acceptance of the basic plan of the seal with instructions to Mr. Galloway and the Seal Committee to make what alterations they deem necessary. Seconded by Mr. O'Dowd and approved by all present except Mr. Eklund, who voted "no". Mr. Varner asked that the faculty be sent the written material about the seal and that the seal be placed in the Oakland Center for a couple of days in order that the faculty can see it.

Mr. Swanson announced that we are now housing 85 women and 101 men on campus and that food vending machines are being installed in the student houses.

Mr. Varner announced that Mr. George Fritz has resigned from the University to go with the University of Nigeria to plan and organize a Continuing Education center to be opened about 1964.

Mr. Pope suggested that since we are entering our fourth year it might be time to invite students and faculty members from other institutions to review our progress and make comments or suggestions about our progress. Mr. Pope also suggested that a survey of the student body of how much time they really study would be of great value to us. Mr. O'Dowd said that there are two approaches that this type of study usually takes. One requires a group of students to keep a log, and the other uses a questionnaire. The matter was not assigned for action.

Mr. Varner pointed out that all announcements affecting members of the University should be placed in the student newspaper; for example, announcement of Fulbright Scholarships, faculty meetings, hours of the library, mid-term examination schedule, faculty wives' activities, new appointments, telephone changes, etc. This information should be sent to Mr. Pope.

Mr. Eklund announced that Mrs. Dorothy Hope will be appointed to his staff on October 1 as Acting Director of Placement or a similar title.

The Placement Council is scheduled to meet on Tuesday, September 13.

Mr. Eklund reported upon his participation in the Midwest Placement Meeting in Chicago. He stated that approximately 35 to 40 companies will visit MSUO this year and that we have an invitation to send our people to MSU if they are interested in a specific company.

Continuing Education again extended an invitation to the MSUO faculty, staff and their spouses to participate in their program free of charge. This invitation is one that the Continuing Education Department has offered since the inauguration of their program.

Approximately 80 to 90 MSUO students will be invited during the course of this school year to attend the Detroit Economic Club luncheon meetings with a member of the MSUO faculty. Mr. Roose stated that the faculty participation should be passed around. Messrs. Sells and Roose will make specific arrangements, while Mr. Pope will give whatever assistance he can.

The Arts Symposium is scheduled for October 23, 24, and 25. All faculty and staff members will be sent an invitation.

Mr. O'Dowd announced that an election committee for the Senate has been appointed and that the election will be held in the near future.

The question of the senior colloquium has been raised again by a student group. Mr. Hoopes stated that a written request is now being prepared by the students to be sent to either Mr. Varner or Mr. O'Dowd.

The Community Arts Council needs the support of the faculty and the community at large to make the lecture-concert series a success. According to Mr. Varner the sale of tickets for this season's program is moving very slowly.

Mr. Varner asked the group their opinion of asking President Kennedy to speak at Commencement. It was suggested that if the President could make a reasonably firm commitment this far in advance, we should try to get him. Otherwise, we should take immediate steps to locate another individual, possibly a well-known educator.

Meeting adjourned.