

OAKLAND UNIVERSITY

ADMINISTRATIVE GROUP MEETING

March 29, 1964

PRESENT: Messrs. Dickerson, Eklund, Hicks, Matthews, McKay, O'Dowd, Sells, Stoutenburg, Varner and Wilder.

ABSENT: Mr. Roose

GUEST: Mr. Hoopes

Mr. Stoutenburg announced that from March 1, to this date, 155 deposits have been received bringing the Fall 1964 total to 395. He stated that if we receive the same number of deposits this year that we received last year after March 29, the new student enrollment for fall would be 754.

Also, Mr. Stoutenburg reminded the group of the Detroit High School Counselors' visitation on April 6.

Mr. McKay reported that the two Bell Telephone Programs on campus for Oakland and Macomb Biology and Physics teachers was most successful.

The subject of secretaries' salaries at Oakland University as compared to secretaries' salaries for business and industrial firms in this area was brought up for exploration by Mr. McKay. The following discussion reached no conclusions.

Mr. Varner again pointed to the unexpected costs of utilities and indicated that it may be necessary to introduce in the fall a campaign of turning off lights and saving where we can in other ways.

Mr. Swanson said he would try to get information from institutions similar in operation and functions to ours in order to make a cost comparison on utilities.

Mr. Eklund said he had visited with Mrs. Sandra Severo on the subject of teaching ballet in Continuing Education for one month this summer. More will be reported on this subject later.

Mr. Sells reported that withdrawals have now reached 80 plus this semester and others will be advised to withdraw on the basis of the second progress report from the faculty as asked for by the Dean of the University.

Mr. Varner appointed a committee of Messrs. Heubel, Tafoya and Stoutenburg (Chairman) to identify and select two Oakland students to be exchanged with students from the University of Valle for the fall semester.

Mr. Varner asked Mr. O'Dowd to take the appropriate steps to locate a suitable staff of counselors to fall 1964.

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Mr. Hannah has indicated he will visit Oakland on March 31.

A question was asked by Mr. Varner about the status of faculty appointments for fall 1964. Mr. O'Dowd asked the Associate Deans to follow up on status of appointments in their divisions.

Expected enrollment during the spring semester will be approximately 650 to 700.

Mr. Varner stated that there will be a luncheon on April 18, before the Commencement program which would include the members of the Administrative Group and their wives. Following Commencement, there will be a tea for the graduates and their families sponsored by Friends of Oakland University.

Mr. Wilder announced the Anniversary Dinner of the Library on May 12.

HNS:ces