

# STAFF BULLETIN

OCTOBER 15 - 22, 1960

## C A L E N D A R

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Sunday  
October 16

3 p.m.      Foundation Scholarship  
Committee Open House and  
Tea at Meadow Brook Hall

3 p.m.      University Open House

Monday  
October 17

noon        Western Institutions  
Staff Meeting  
Faculty Dining Room

3 p.m.      Ground-breaking Ceremony  
Kresge Library Site

Wednesday  
October 19

8 p.m.      Chamber Concert  
The MSU Quartet  
Student Center



C A L E N D A R   D E T A I L S  
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FOUNDATION SCHOLARSHIP TEA:    The Foundation's Scholarship Committee is having an open house and tea from 3 to 6 p.m. Sunday at Meadow Brook Hall. Donations of \$5 per person will be used to support the Scholarship Fund. Reservations are required to obtain gate passes, and may be made by contacting the Business Office.

OPEN HOUSE ON CAMPUS:    The University will be open from 3 to 6 p.m. Sunday so that visitors at Meadow Brook may also tour the campus. Students will act as guides. Faculty and staff members who can be present as hosts and to answer questions should see Mrs. McNeil in room 136.

GUESTS AT WESTERN INSTITUTIONS STAFF MEETING:    Mr. Gerald Rassmussen, principal of Milford High School, and two members of his teaching staff, will meet with Messrs. Amann, Burke, Chernow, Kluback, Matthews, Pope, Shapiro and Straka, at noon, Monday, in the faculty dining room to discuss a proposal for an interchange of teachers.

GROUND-BREAKING CEREMONY:    Mr. Stanley S. Kresge, president of the Kresge Foundation, will be on campus at 3 p.m. Monday for the ground-breaking ceremony for the Kresge Library.

CHAMBER CONCERT:    The first of a series of concerts will be held in the Student Center at 8 p.m. Wednesday. The MSU Quartet featuring Romeo Tata, violin; Lyman Bodman, viola; Louis Potter, cello; and Henry Harris, piano, will perform works by Mozart, Beethoven, and Brahms. Tickets are free to students, faculty and staff.



A N N O U N C E M E N T S  
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UNIVERSITY SEMINARS: Mr. O'Dowd announces the first of a series of University Seminars to provide an opportunity for members of the Assembly to discuss topics of general interest at 8 p.m. October 25. Mr. Shapiro will speak on "Economic Problems of Latin America". The second meeting, planned for the middle of November, will feature Professor David Riesman of Harvard University, who will discuss his studies of the organization and effectiveness of American higher education. Members of the faculty and staff are invited to bring their spouses. Refreshments will be served.

NOTICE TO CLUB ADVISORS: Brief forms given to advisors should be completed and returned to Mr. Fritz in room 113, Student Center. The information requested is necessary for records of club activities.

UNIVERSITY VEHICLES: All requests for University vehicles should be in writing and presented to Mr. Jim Alexander who is now in charge of scheduling. His office number is 106 - phone ext. 2198.

LUNCH SERVICE: Mr. Fritz says faculty and staff are encouraged to avoid the noon rush and take their lunch hours at times other than 12 to 1, if possible. Lunches are available in the cafeteria from 11 to 1:15, and service in the faculty dining room commences at 11:30.

BLUE BOOKS AT BOOKSTORE: Mrs. Landon reports that large-size Blue Books (8½ x 11" - marginal ruled) are now available at the University Bookstore, in case any faculty members prefer that students use them.



## ANNOUNCEMENTS

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FACULTY-STAFF WOMEN'S CLUB CALENDAR: The October meeting will be held at the home of Mrs. Stoutenburg, 2933 Heidelberg Drive, from 2 to 4 p.m., October 18.

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Plans have been made for a square dance in the Student Center at 8:30 p.m., October 28. Casual attire is in order. Members are urged to bring another University couple. If attendance proves an interest in square dancing, Mrs. Stoutenburg says arrangements will be made to make this a monthly affair. Admission is 50¢ per couple.

### NOTES FROM

#### THE ADMINISTRATIVE GROUP MEETING - OCTOBER 10

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The Educational Policy Committee has appointed a Computers' Committee to study the University's needs for additional IBM equipment and a new computer installation. Mr. Taulbee will act as Chairman with the aid of Messrs. Beardslee and Swanson.

The five-year building program submitted to the State Legislature includes a classroom building, fine arts building, additional money for the expansion of the heating facilities of present buildings, and money for remodeling the present library into administrative offices. The last two items were requested for the next school year.

Mr. Varner pointed out the need for auditorium facilities in the Oakland-Macomb County area and, more specifically, on campus. It is hoped that the University will have an auditorium in the near future with seating capacity for 2,500 to 3,000, and, in addition, a small auditorium with a 400 to 500 seating capacity, several conference rooms and guest rooms for visitors to the campus.

Mr. O'Dowd asked that consideration be given to the need for larger classrooms for lecture-type courses.



NOTES FROM  
THE ADMINISTRATIVE GROUP MEETING - OCTOBER 10  
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It was suggested that Mr. Eklund look into the possibilities of a branch bookstore in the classroom building to meet the needs of the evening college students.

Mr. Matthews raised the question of studying and exploring the use of the Skinner's Teaching Machine. Mr. Varner said it could become a part of a learning center in the basement of the new library. Mr. Hoopes stated that copies of an article on this subject would be made and presented to the group.

Mr. Eklund announced that 29 out of 35 Continuing Education classes are in operation this fall and he expects an increase during the winter and spring term.

V I S I T I N G   G R O U P S  
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CLERGY CONVOCATION:

Mr. Eklund announces a meeting of the Clergy Friends of MSUO from 9:30 a.m. to 3:30 p.m. Monday in room 159 of North Foundation Hall. Dr. Paul Lehmann from Harvard Divinity School will be the principal speaker.

INSURANCE ASSOCIATION:

The Insurance Women's Association will convene in the faculty dining room for a dinner meeting Wednesday to hear Dr. Eklund speak on the development of the University.

P E R S O N A L   I T E M S  
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DISCOUNT ON DRY CLEANING:      Avon Cleaners in Rochester offers a 20% discount on dry cleaning to all University personnel. For more information, call Mr. Pearson on ext. 2295.