

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

August 17, 1961

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

ABSENT: MESSRS: HOOPE and POPE

GUEST: MR. KARAS

The Ford Motor Company Fund has given MSUO \$15,630 to be used for the development of its Business Administration curriculum. Mr. Roose will spend 2/3 of his time this year thinking through and working out the specific details of the program.

Mr. Karas gave a progress report on the present construction on campus.

- a) Engineering Science Building--The west wing will be completed September 1. Messrs. O'Dowd and Swanson will make arrangements for moving faculty to their new offices. The third floor will be used for housing men until the dormitories are ready for occupancy. The three classrooms on the first floor will be used instead of the classrooms on the third floor of South Foundation Hall. Black topping and the sidewalk work should be completed by August 25.
- b) Library--This building will be ready for occupancy about October 1. Some of the area such as the "book hold" area will be ready about September 7 and the site work should be done by September 15. Mr. Karas will give Mr. Wilder a definite date for moving on September 1. Mr. Wilder indicated his desire to move on October 6 so that the library would be closed only over a week-end.
- c) Student Center--Completion date will be about November 1. Construction has been delayed a little because the roof decking material was not delivered on schedule. Mr. Karas says that the work emphasis has been shifted to accomodate this hold-up.
- d) Student Housing--The men's housing should be available about September 15 and the women's housing about October 15-30.

Mr. O'Dowd acquainted the Group with the following matters:

- a) The summer orientation program guided by Mr. Hopkins handled 300 new students in six sessions. There is one more session scheduled for August 31 and September 1. Approximately 150 students will be handled "en masse" on September 5. These individuals did not avail themselves to the summer program. Mr. O'Dowd stated that a new approach is needed for the summer orientation program

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next year and will appoint an interested group to work on this matter during the 1961-62 school year.

- b) A "Handbook For Students" is being prepared and should be ready about mid-semester.
- c) Selection of students for the two learning groups have not been done but students will be notified in the next ten days. Each group will have thirty students and will not be given the option to drop out.
- d) Mr. Hopkins has resigned and will leave August 13³¹. Mr. O'Dowd explained that it is very difficult to find someone in this field and the position may be vacant for several months.
- e) One more French and one more Mathematics instructor is needed to complete the faculty for this fall.

Mr. Stoutenburg described the admissions picture for this fall and stated that with late admissions we still could reach 1,100 students.

Mr. Sells acquainted the Group with the following matters.

- a) 107 students (52 men and 55 women) have signed up for student housing. The men will be housed temporarily on the third floor of the Engineering Science Building while the women will be housed temporarily at a youth camp north of Rochester in the Oxford area. The women students will be transported to and from the campus in the University bus -- "Sells and Swanson's Folly".
- b) Approximately \$54,000 has been assigned from the National Defense Education Act Loan Fund leaving a balance of only \$5,400. Mr. Sells stated that there is another \$1,900 in loans pending at this time. The situation was viewed as critical and Mr. Varner will contact Mr. Homer Babich in Washington, D. C. to ask for an increase in NDEA loan money for this year.

Mr. Varner appointed Messrs. Sells (Chairman), Eklund, and Fritz to work out the plans for the Freshmen and Parents' Convocation. Invited guests will include members of the Legislature, the Foundation, the Board of Trustees, Messrs. Hannah, Miller, Breslen, May, and Denison, Mr. and Mrs. Wilson, and Mr. Kresge.

Calendar of Events--September 5 - Freshmen Convocation
September 6 - Registration
September 8 - Freshmen Reception
September 9 - Faculty Dinner
September 10- Parents' Convocation
September 15- All University Picnic
September 16- Wilson's Freshmen Party

It was agreed that the Administrative Group will meet on Mondays at 2:00 P.M. Meeting adjourned.