

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

March 19, 1962

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

Delta College

Mr. Stoutenburg announced that he would be visiting Delta College on Thursday and asked who of those present would like to accompany him. The visit is to include student interviewing as well as getting acquainted with the Delta College personnel, program and plant.

Study Skills Program

It was pointed out by Mr. Stoutenburg that reports from the community indicate the Continuing Education Saturday morning study skill program is very successful. The question was raised whether or not some thought should be given to setting up a program during the summer for our entering freshmen. Mr. Eklund says a program is planned for August but will limit enrollment because of staffing problems. The suggestion was made to consider running an earlier program in order to allow more individuals to benefit by this skills training.

Enrollment Figures

Mr. Stoutenburg announced that we have lost our application advantage over last year but continue to remain even or a slight bit ahead on this date.

Business Administration Curriculum

Mr. Roose read a letter from Mr. Frank C. Pearson supporting the philosophy and approach to our proposed business administration curriculum. Having Mr. Pearson's support will be helpful as Mr. Roose continues his discussions with the foundations for financial backing.

High School Day on Campus

On Friday, March 23, Detroit Redford, Denby and Mumford High Schools will send approximately 75 students to participate in classes on campus. The indication from the high schools is that they would like to bring twice as many but our facilities do not permit more than 75 students.

Mr. Pope felt that we could best serve both MSUO and the high schools by having two "a day on campus" programs a month. Mr. O'Dowd said this would be too much to expect of either our faculty or students, and two programs a semester would be more in line with our resources.

Campus Directory and Names on Buildings

Mr. Eklund again raised the question about a directory to help visitors on campus. Last week-end was a good example of the problem when there were three programs on campus and the visitor was left somewhat to his own initiative to locate the meeting he desired to attend. Mr. Eklund pointed out, and everyone agreed, that names on the outside of the buildings would be most helpful. Mr. Swanson was directed by the Chancellor to see what can be done to resolve the problem.

American Flag

The Auburn Heights American Legion post is asking why MSUO doesn't fly an American flag on campus. The Chancellor asked Mr. Eklund to draft a letter to the American Legion suggesting that they might want to financially support a project which would erect a flag near the entrance to MSUO.

Construction Signs

Mr. Wilder asked the question, "How long can a contractor leave his sign up at the Five Point intersection?". Mr. Varner replied that the contractor has the right to leave his sign up until the contract has been consummated. In certain cases this might be a year or more after the building is occupied.

Continuing Education Open House

An open house featuring Mel Cherno as the main speaker will be held on Sunday, April 1. Mr. Eklund invited all present to attend.

Continuing Education Dinner

The evening of May 11 is set for the Continuing Education dinner. Mr. Eklund extended an invitation for all the members of this group and their wives to attend. Dr. Maurice Seay of the Kellogg Foundation will be the speaker.

Sunday Open House

Effective Sunday, March 25, Mr. Stoutenburg will arrange to have at least one student located in the foyer of South Foundation Hall between the hours of 11 a.m. - 5 p.m. to answer questions of Sunday visitors about MSUO. If this program needs to be expanded, more students will be added.

Bollingen Foundation

As a result of an inquiry by Mr. Hoopes to Dr. Ernie Brooks of the Bollingen Foundation, MSUO will receive a free copy of all the Foundation's publications.

Science Seminar

Mr. Hoopes announced that 16 members of the Science Seminar in May have confirmed their participation.

Student Pay

Mr. Wilder asked whether or not student pay rates might be reviewed. Mr. Swanson said that a change of the rate structure would have to be approved by the Board and then cautioned that any thought asking for a change should be weighed because of the far-reaching effects that an increase would have on departmental budgets.

Library Books Due

The April 6th edition of the "Oakland Observer" will ask the student body to return or renew all books out of the library on or before April 13th. Mr. Wilder stated this was necessary as a control measure in lieu of having a strict book check out. The Librarian was asked what percentage of books the University could expect to lose in a year's time. He said that a rule of thumb was to allow about 2 percent per year. An exact inventory of the MSUO books is not known, but Mr. Wilder said that all indications would lead him to believe the University is reasonably close to the national average for loss.

Spring Semester Faculty Pay

Faculty will be paid in three installments, the first at the end of May, the second at the end of June and the final payment at the end of July.

MSUO Listing

Mr. Matthews asked if MSUO has made a conscious effort to have its name listed in all the publications used by high school counselors. The answer was no. The Chancellor then asked Messrs. Pope and Stoutenburg to look into the matter and take appropriate action.

Freshmen Convocation

The Chancellor appointed Messrs. Sells, Chairman, Hoopes and Stoutenburg as members of the Freshmen Convocation Committee for Fall 1962. This committee is to make plans for all events during Freshmen Week.

Meeting adjourned.