

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

October 1, 1962

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

ABSENT: Messrs. HOOPES and POPE

Mr. Varner reviewed a memo from Dean O'Dowd regarding assignments to specific individuals for yearly events.

- A. Meeting new residential students on the first day - Stoutenburg
- B. Freshmen and Parents Convocation - Sells
- C. Faculty and Staff Dinner - O'Dowd
- D. Honors Banquet - Sells
- E. Commencement - O'Dowd

It was agreed that the donor-recipient scholarship banquet would be eliminated as well as the faculty and staff Christmas party.

A request was made of Mr. Stoutenburg to prepare a directory by department for distribution in the immediate future.

Mr. Sells announced that the class ring contract has been awarded to the Terry-Berry Company.

Approximately 350 freshmen turned out for the first of a series of class meetings. The Dean of Students' Office felt the meeting was very successful.

The status of the university catalog was discussed, and Mr. Varner asked Mr. Stoutenburg to push this bulletin to a conclusion at the earliest possible date. It was suggested that the catalog be completely proofread by all interested departments within a 24-hour period. It was agreed that Messrs. Tomboulion, Matthews, Prady, O'Dowd and Stoutenburg would compile the alterations and send them to the printer.

It was announced that the electricity on the campus will be cut off from 1 - 5 p.m. on October 7.

A special request was made by Mr. Varner to Mr. Pope to include in the "Oakland Observer" a calendar of official university functions and faculty announcements.

Messrs. Sells, McKay and Swanson will work out any necessary arrangements to permit the use of the rest rooms in the Science Building if and when a party is held in the barn back of the Science Building.

Rather than set aside a room in both the men's and women's dormitories for commuter students to change clothes for special on-campus functions, it was suggested to Dean Sells that the students use a friend's room in the dormitory for this purpose.

Mr. Roose asked if each host who entertained MSUO students at the Detroit Economic Club could be invited to lunch at MSUO in repayment for their courtesy as well as to acquaint them more with the campus. Mr. Varner indicated he thought this was an excellent idea and should be pursued.

The first orientation-placement seminar will be held on October 8, at which time the philosophy and the mechanics of the new placement office will be explained to the senior students. Mr. Eklund indicated other programs will be arranged in the near future.

The Study Skill program has been reduced to two sections, and Mr. Eklund indicated that he could not take any more students from either inside or outside MSUO.

Mr. Swanson informed the group that MSUO will house medical supplies and materials for the U.S. Air Force in the building behind the Chancellor's home.

The bids have been received for the remodeling of the old library area, and according to Mr. Swanson they are approximately \$15,000 above the budgeted amount.

Announcements by Mr. Varner:

1. Dr. Tombouljian has received an additional National Science Foundation grant to continue his research.
2. Negotiations have been started to obtain President Kennedy for our Commencement speaker next April.
3. There is a possibility that 50 percent of the funds for an auditorium building can be obtained through legislation now in Congress.
4. October 21 will be the Redford High School Open House on campus. The committee to handle the day's activities are Messrs. Pope, Swanson and O'Dowd, Chairman.
5. The October Board of Trustees meeting will be held at MSUO beginning with a luncheon on October 17. Following lunch the Board members will be given a tour of the campus and members of the Administrative Group will be asked to make a five-minute presentation regarding their division.
6. A developmental office will be established to include Mr. Jim Dickerson and Mrs. June Matthews. This office will report directly to the Chancellor.
7. The barn remodeling may be started in the near future as a result of interested parties in the community.

Meeting adjourned.