

MICHIGAN STATE UNIVERSITY OAKLAND

Rochester, Michigan

ADMINISTRATIVE GROUP MEETING 28 SEPTEMBER 1959

PRESENT: Varner, Alexander, Eklund, Hoopes, Pope, Stoutenburg, Swanson

It is estimated that over 3,000 people attended the open houses on the four Sundays in September, and it should be considered a successful venture.

Mr. Varner announced that MSU, East Lansing, had an increase of 800 new students over the last year registration figures.

Mr. Eklund has worked out the building dedication plans for Thursday, October 1, to be held at 3:00 p.m. Following the dedication, the student body, MSUO Foundation and faculty have been invited to Meadowbrook Hall by Mrs. Wilson for tea. Mr. C. Allen Harlan will represent the Michigan State University Board of Trustees.

Mr. Eklund stated that he expected a total enrollment of 350 students in Continuing Education for fall term. It would appear that all classes scheduled will be started, and it may be that only two will have to be subsidized.

The cafeteria in the Student Center started this morning. Mr. Alexander stated that Mr. Fritz had done an outstanding job over the weekend to meet this deadline.

Mr. Varner raised the question regarding supplies for the health center. It was explained that the drugs were being shipped by McKesson Robbins and that cots and an examining table were being sent from East Lansing.

Mr. Varner informed the group that leases for Messrs. Hoopes and Stoutenburg for the faculty subdivision had been signed in East Lansing and would now need their signatures to make the contract complete.

It was agreed that the Administrative Group would meet on the last Monday of each month to handle items that could not be handled more directly with the parties concerned.

Mr. Pope received a letter from Mr. Homer Babbidge, Assistant Commissioner of Education, United States Office of Education, asking that MSUO return any National Defense Student Loan money not expected to be used this year. The returned money would be reallocated to other institutions needing additional funds.

Facts will be gathered by Mr. Pope before the next meeting to determine whether a summer institute in science, languages, math, counseling or humanities should be run at MSUO in 1960. The summer institutes are college refresher courses for teachers to bring to light new developments in these fields. Mr. Hoopes supported the idea of a summer institute in humanities.

Mr. Alexander announced that there would be a student body meeting on Wednesday, September 30, at 4:00 to discuss general problems that have come to light since the beginning of school. Also at this time the discussion of a weekly newspaper will take place with the hope that a paper can be published during the week of October 5. Other topics would include the outside work schedule of the students, their conduct in the library and a student organization.

Mr. Stoutenburg announced that room 109 has been set aside for students who must work together in order to complete their assignments. This was done at the request of Miss North, the assistant librarian.

Mr. Swanson informed the group that the term's income from tuition is in the neighborhood of \$45,000.

The lot allocation and priority program will be completed this week, and it is expected that the priority list will be prepared by Monday, October 5.

The question of an activities or events calendar and the scheduling of unused classrooms was discussed. It was agreed that Mr. Pope would establish an activities and events calendar for the University and that Mr. Stoutenburg would keep a master schedule of all University rooms and their assignments.

Final registration figures show a total of 570 students, 495 full time and 75 part time.

Mr. Stoutenburg raised the question about winter term course offerings and it was agreed that this should be discussed with Dean Hoopes immediately.

Mr. Varner alerted the group that the 1960-61 budget would be asked for in the near future and that plans should be based on a total 1,000 student enrollment.

Better utilization of the classrooms was requested when developing the winter and spring term schedules. One of the major problems for next year will be faculty office space and the temporary solution appears to be the use of the third floor of the classroom building. Mr. Varner stated his hope that the library building would be ready for occupancy in the fall of 1961. He further explained that any conversion of the barns south of the present classroom buildings is a doubtful project at this time.

It was agreed that Mr. Alexander would survey the high schools so that an indication of the fall 1960 registration could be analyzed at the earliest possible time.

Messrs. Pope, Alexander and Stoutenburg will plan a dinner meeting with the Oakland and Macomb County principals as a means of becoming better acquainted with this group and also to explain the program and problems of MSUO. Mr. Pope plans that a general information folder will be ready for the principals' meeting, but the University catalog could not be prepared much before January 1960.

Mr. Swanson was asked to consider immediately the necessity for a night watchman and to arrange to have a switchboard operator on duty Saturday mornings to take the incoming calls.