

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

August 3, 1962

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

ABSENT: Messrs. HOOPEES, POPE, SELLS, and WILDER

GUEST: Mr. HOLMES

All gifts and grants must be recognized and accepted by the Board of Trustees. Mr. Swanson was asked to prepare a Business Office Memo outlining the procedure for initiating a gift and grant form.

Mr. Varner pointed out that all remodeling running \$2000 or more must also be approved by the Board of Trustees.

Mr. O'Dowd reported that plans for the Freshman Convocation program have been worked out by Mr. Sells, and everything seems to be taking shape. It was agreed by those present that no visitors will be invited to the Convocation this year, nor will a lunch be served after the program. Everyone felt that the reduction of official activities at this time would help the situation. Messrs. Holmes and O'Dowd said they would work out better staging for the faculty and staff entrance.

The October Board of Trustees meeting will be held at MSUO.

The Annual Faculty Reception will be held at the Chancellor's home if the weather is good, or in the Student Center in case of inclement weather. Messrs. O'Dowd, chairman, Fritz, Matthews, McKay and Roose will plan the Faculty Reception and Dinner. The date and time will be announced later.

It was requested that the Secretary prepare and send out the minutes of each Administrative Group meeting as promptly as possible after the meeting. The Chancellor said he felt that each member of the Group should try to relay the important issues of each meeting to the members of his division. Mr. O'Dowd said he will continue to edit the minutes and put out a summary for faculty and staff.

Mr. Eklund reported on the progress of a new Avon Township Regional Planning Commission. Mr. Varner asked Mr. Eklund to continue to act as the University's liaison person.

Chancellor Varner indicated again his concern at the great number of courses listed by each department in the new catalog material. Messrs. O'Dowd, chairman, Matthews, McKay and Roose were asked to study the problem and to set up effective controls to reduce further proliferation.

On August 16 and 17 the Administrative Group, along with appropriate individuals, will meet at Haven Hill to discuss the following matters: (1) What is to be the future role of the University; (2) How do we get more able students at MSUO; and (3) How do we establish and maintain good student morale.

Mr. Stoutenburg reviewed potential enrollment figures for fall 1962 and discussed the Association of College Admissions Counselors Student Placement Service in Evanston, Illinois. It was felt that more and more use can be made of this organization to help locate out-of-state students.

MSUO had a visit this week from Mr. William Nagel, Peace Corps, to discuss the possibility of setting up an undergraduate training program here for the Peace Corps. A proposal will be submitted by MSUO.

Mr. O'Dowd said he is preparing a student handbook which will include rules, regulations and policies which affect the students. Distribution date is set for September 15.

The C.D.C.P. (1620 Center) is now operating in the Science Building. Mr. Beardslee has taken an active role in getting the Center functioning.

A total of 203 students have attended the Fourth Annual Summer Freshman Orientation program. The balance of the Freshman class will be processed on September 4, 5, and 6.

The 1962-63 printed budget will be distributed next week by the Business Office.

Mr. McKay asked the Chancellor to prepare and distribute a memo from his office asking that all correspondence regardless of form be signed by the writer.

The Physics Department has received some equipment from L.S.U. It was a part of the equipment used by Mr. Mobley when he was associated with that institution.

Mr. Lew Ferman, Wayne State, will teach two courses in Sociology fall semester. He will join MSUO on a full-time basis in January.

Mr. Roose announced that credit will be given in Introduction to Economics UC 056 for those student who watch the 6:30 - 7:00 a.m. TV program "The American Economy" and participate in a one-hour class session at MSUO on Monday evening from 8:30 - 9:30 p.m.

Mr. Swanson was asked to look into the matter of having all checks placed in separate sealed envelopes. It is recognized that this procedure will have its added cost and will possibly cause some slight delay in delivery, but the advantage of keeping one's salary confidential is desirable.

Mr. Roose asked that the "Oath Card" be referred to as the Constitutional Affidavit.

The Art Symposium is scheduled for October 24 - 26. It will be open to the public and free.

Mr. Eklund reported on the Summer Theater production, "Mrs. McThing", and praised Mr. William Merrill for an outstanding job. Mr. Eklund suggested we might be interested in considering Mr. Merrill as an addition to the MSUO faculty in the future.

Plans are now being discussed to set up a placement council for our graduating students. Mr. Eklund announced that a placement application will be sought from each senior at fall registration.

The Second Annual Study Skill program will start August 6 with a full enrollment and approximately 30 applicants on a waiting list.

Next week The Human Relations Institute co-sponsored by The National Association of Christians and Jews will be held on campus.

The question was raised by Mr. Eklund whether or not our relations with the MSU Alumni in this area should be reinforced. It was felt that this group has been ignored and shouldn't be.

Meeting adjourned.