

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

November 27, 1961

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

GUESTS: MESSRS: COLLINS, HOLMES, LEWIS AND ROSEMAN

Those who had participated in the out-of-state high school visitations gave individual reports of their experiences and made suggestions for any future forays.

Mr. Stoutenburg will arrange with specific faculty members return visits to certain out-of-state high schools that were visited this fall. Probable dates will be during February.

The TIAA major medical program has currently been stalled. The Business Office will notify the staff about this delay so that no one will drop their present program and find themselves without protection.

Mr. Swanson stated that the parking area in front of the Library and Science buildings has been marked. It was agreed after a short discussion that certain areas would be reserved for faculty use only.

The program for the Detroit Redford-Denby High School visit set for November 28 was explained by Mr. O'Dowd. Approximately forty students are expected to attend.

The Continuing Education Schedule of Courses for the winter term was distributed by Mr. Eklund. He asked the group to look over the material and make any comments or suggestions they would have to better the booklet.

Mr. Varner announced that the annual Press Party would be held December 14.

Other holiday dates involving University personnel are:

December 15 Annual Employees Party
December 17 Annual Faculty Family Party
December 22 Students Christmas Dinner Dance

Meeting adjourned.