

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

October 10, 1960

PRESENT: Messrs: Alexander, Eklund, Hoopes, Matthews, McKay, O'Dowd, Pope, Stoutenburg, Swanson, Varner

Mr. Varner announced that the bid for the library had been let to Fredman Company.

Cost breakdown is as follows:

Utilities.....	\$ 90,000
Site Work.....	100,000
Equipment.....	75,000
Professional Fees.....	57,500
Contingencies.....	27,500
General Contract.....	<u>1,150,000</u>
Total.....	\$1,500,000

The General Contractor feels that he can complete the library in 300 days, which would make it available for use by the first of September, 1961.

Mr. Pope stated that an editorial board is being planned for the Oakland Observer.

Mr. Swanson explained that the majority of the purchasing at MSUO is done on campus on a confirming basis rather than the normal requisitioning procedure. He recommended that those planning purchases allow enough lead time to permit the normal requisitioning and purchasing procedure to operate.

It was requested that all work orders for maintenance be put in writing.

Mr. Swanson informed the group that a special form was being prepared which would permit the appropriate follow-through and follow-up.

Budget hearings for the 1961-62 budget will be held in Lansing on November 10. Mr. Varner will present the budget to the State Board of Trustees on October 23.

Messrs. Varner, Hammerle, and McKay's visit to the National Science Foundation was considered most satisfactory. The Director of the Scientific Personnel and Education Division encouraged MSUO to place before the Foundation projects that the University would like to see established.

The Educational Policy Committee has appointed a Computers' Committee to study MSUO's needs for additional IBM equipment and a new computer installation. Mr. Taulbee will act as Chairman with the additional members to include Messrs. Beardslee and Swanson.

The five-year building program submitted to the State Legislature includes a classroom building, fine arts building, engineering building, additional money for the expansion of the heating facilities of present structures, and money for remodeling the present library into administrative offices. The last two items were requested for the next school year. Money has been requested from the Federal Housing Administration to double the size of the student center and to build the planned dormitories. In the plans for increasing the size of the student center, the relocation of the bookstore would receive prime consideration.

It was suggested that Mr. Eklund look into the possibilities of a branch bookstore in his quarters in the classroom building to meet the needs of the evening college student.

Mr. Varner pointed out the need for auditorium facilities in the Oakland-Macomb County area and, more specifically, on campus. It is hoped that in the near future MSUO will have an auditorium with seating capacity for 2,500 to 3,000 individuals. In addition, there would be a small auditorium with a seating capacity for 400 to 500 individuals plus several conference rooms and several guest rooms for visitors to the campus.

Mr. Matthews raised the question of studying and exploring the use of the Skinner's Teaching Machine as a teaching device for MSUO. Mr. Hoopes stated he would have copies made of an article on this subject that appeared in a recent copy of the Publications of the Modern Language Association of America. Mr. Varner said that he would like to have this area explored and it could become a part of a learning center that could be housed in the basement of the new library.

The clergy friends of MSUO will meet on campus October 17 from 9:30 to 3:30. Rev. Paul Lehmann from Harvard University will be the main speaker.

Mr. Eklund announced that 29 out of 35 Continuing Education classes are in operation this fall and he expects an increase during the winter and spring term.

Mr. O'Dowd asked that consideration be given to the need for larger classrooms for lecture type courses.

Mr. Swanson stated a security officer for the night hours and week-ends is now being sought by Mr. Karas.

Mr. Alexander reminded those present of the Roundtable Luncheon meeting in the student center on Tuesday, October 11. This meeting is to include student leaders from various organizations and the Administrative Group. The purpose of the meeting is for expediting communications between the Administration and the student body.

An open house is planned for the public to see our present physical plant October 16. Mr. Pope is in charge and is asking for assistance from the faculty.

Mr. Varner announced that the ground breaking ceremony for the library will be held Monday, October 17, 1960 at 3:00 p.m. Mr. Kresge will be the honored guest.

Meeting adjourned.