

August 4, 1959

NOTES: ADMINISTRATIVE GROUP MEETING, AUGUST 3, 1959

Mr. Varner asked Mr. Karas, Mr. Pope, and Mr. Stoutenburg to be a committee to propose a plan for lot allocation of the faculty subdivision. Mr. Stoutenburg was asked to chair this committee.

In addition the committee was charged with the responsibility of proposing a name for the subdivision and names for the streets. One suggestion for the name of the subdivision is Meadowbrook Farms.

It was suggested that the streets possibly be named after great universities or great scholars. The committee will add other suggestions and present it back to the Administrative Group at the next meeting.

As of August 1 all toll and long distance telephone charges will be charged to the department making the calls. Mr. Karas will arrange for the necessary telephone connections so that proper charges can be made.

Money received in connection with the Freshman Orientation Program will be credited to the Student Affairs revolving fund. All costs will be paid from this fund.

Mr. Varner asked that suggestions be made to him in writing as regarding worthwhile projects costing between \$10,000 and \$50,000 during the next few years.

Discussion regarding handling of travel vouchers and proper charges for local area driving will be discussed on August 10.

All labor, payroll, supplies and services, and equipment charges will be made to the department concerned. The account number for the Admissions Office will be 11-963. A fourth digit will be added to cover the type of charge, for example: 1 - salaries, 2 - labor, 3 - supplies and services, 4 - equipment. Charges for each department become effective immediately.

HNS:klh