

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

November 5, 1962

PRESENT: Messrs. DICKERSON, EKLUND, MATTHEWS, MCKAY, O'DOWD, POPE, ROOSE, SWANSON, VARNER, WILDER and HOOPES

ABSENT: Messrs. SELLS and STOUTENBURG

Mr. Varner announced that the November meeting of the Board of Trustees on the 15th and 16th will be held on the MSUO campus. Plans for a briefing for the Board were developed. Mr. Varner also reported on President Hannah's visit to MSUO with Mr. Jack Breslin, Secretary of the Board, on October 29. It is tentatively planned to invite the MSU Council of Deans to visit the MSUO campus on either November 27 or December 11. Ground breaking ceremony of the Pryale House was announced for 11:15 a.m. November 6.

Mr. Varner also reviewed the organization of the Administrative Group and because of its increasing size and lengthy meetings, requested that hereafter the Administrative Group be used primarily as a communication medium rather than a sounding board for testing the reactions of the members of the group. The Administrative Group meetings will be held to one hour in length, which will allow about five minutes of discussion per member. Mr. Varner will be absent from the group on November 12 and 13 as well as the week of November 19.

Mr. McKay requested that the switchboard operator be checked out on emergency phone call procedures. The question was raised about the propriety of allowing political posters in campus buildings. It is the policy of the institution not to allow partisan political posters to be erected.

Science Night on November 20 was announced, and as of this date 22 teachers and 131 students have responded.

Mr. O'Dowd reported a resolution from a group of secretaries and clerk staff members who were disturbed by a reference in previous Administrative Group minutes to the effect that there was a lack of cooperation between clerical staff in various offices. The secretaries reported that they believe a more harmonious relationship exists here than in most organizations and that while there are occasional petty annoyances, they are routine and not indicative of a poor relationship.

The next meeting of the Senate will be held on November 14 at 4:00 p.m.

A report of drop-outs is in process and will be distributed to the appropriate offices.

Mr. Hoopes announced that of the 18 applications that were requested for Fulbrights, 2 were completed and returned for submission. Six students have completed applications for Woodrow Wilson Fellowships.

Mr. Eklund reported a visit on November 5 of Mrs. Irene Murphy, Regent of the University of Michigan, who discussed the desirability of having a coordinating program of extension in the State of Michigan and suggested that Oakland County be designated for this program approach. Mr. Clark DeHaven will visit the campus November 7 to be interviewed for a Continuing Education position. Consideration is being given to submit a proposal to the Carnegie Foundation for grant support for the proposed Alumni College Program. Mr. Eklund also suggested that the appropriate offices give consideration to a proposed "Summer Enrichment" Program.

Mr. Pope reported on his recent visit to the Washington area.

Mr. Dickerson requested that the Development Office be made aware of faculty research, papers given, articles, books, etc. to aid his office in the promotion of fund raising and support of research. A library of information about foundations and of research grant information in the Development Office was proposed. It was proposed that this office serve in a co-ordinating capacity in seeking funds and grant support. A sub-committee, composed of Dickerson, McKay and Wilder, was established to work out methods whereby the appropriate offices are notified of this kind of faculty activity.

Mr. Roose announced that Professor Alvin Hansen, Harvard economist, will be on campus November 14 to visit with the faculty and students and to deliver a lecture. Professor Hansen is one of the best known, living economists. (It has since been learned that Professor Hansen will not make his visit as scheduled, but he is expected some time in April.)

Mr. Roose represented MSUO at Toledo College Night where 110 college and universities from all over the country were represented. Thirty-one local high schools participated in this affair and competition for good students is extremely keen.

Mr. Swanson reported that remodeling has begun in the former library area and that its conversion into administrative offices is expected to be completed in about three months. Temporary partitioning has been set up in Room 141 A to house the Development Office, including Mrs. Matthews' Office of the MSUO Foundation. The AAUP annual questionnaire for 1962 has been completed and was reported on.