

OAKLAND UNIVERSITY

ADMINISTRATIVE GROUP MEETING

September 14, 1964

PRESENT: Messrs. Brown, Crowder, Eklund, Hammerle, Hetenyi, Matthews, McKay, O'Dowd, Sells, Stoutenburg, Swanson and Varner

ABSENT: Messrs. Beardslee and Dickerson

Mr. Stoutenburg announced that there will be a picnic for all University employees and their families on September 26. The program will commence at 4 p.m. with games and contests for children and adults on the play fields behind the Sports and Recreation Building. A picnic dinner to be served at 5:30 p.m. will cost \$1 for adults and 50 cents for children under 12 years of age. Further details and announcements will be sent out this week.

Mr. Sells stated that all on-campus part-time jobs will be administered through his office. In accordance with Mr. Corona's memorandum of April 17, 1964, referral forms are not required.

Mr. Swanson agreed to look into the matter of an answering service for Oakland University when the switchboard is not open.

Mr. Stoutenburg reported that 502 students are now living in the four residence houses.

Mr. Sells stated that he felt our new freshmen were very well advised and oriented to the University. However, he felt, as did Mr. Hetenyi, that more attention must be given to the new transfer students. Mr. Sells said action on this matter will be taken very soon.

Mr. McKay asked if the high school math students could have their portion of the tuition refunded if they withdrew from the calculus course on or before Friday, October 30. It was agreed that his request be honored.

Mr. O'Dowd announced that there will be a faculty reception at Chancellor and Mrs. Varner's home Saturday, September 19, from 4 to 6 p.m. Invitations are in the mail.

Mr. Brown announced that the Association of College Admissions Counselors will have its national meeting in Detroit on October 8-9-10. Two groups of 50 of the conference participants are expected to visit the Oakland campus as guests of the Admissions Office on October 7 and October 11. Mr. Brown asked the Administrative Staff to reserve some time during those two days to meet with this group of approximately 100 college and high school personnel.

Mr. Hammerle stated that he felt the meeting with the dormitory students on Tuesday, September 8, was very satisfying to him and to the students. He suggested that in the future there should be a team of one administrator and one faculty member to talk to the students, and that the faculty member should have an announced topic to present to the students followed by a discussion. He also recommended that it might be advantageous to have smaller groups rather than a total dorm unit.

Mr. O'Dowd stated that there would be a critique on the freshman week activities in the near future which should assist the University in planning for next year.

Mr. Varner announced that a five-year capital outlay request was submitted to the budget office in Lansing. The items covered in this request are: (a) money to finish the new classroom building, (b) planning money for a new engineering building, (c) money to convert the basement of the library into a computer data process center, and money to convert the top floor, (d) money to continue the road system on campus, (e) money to provide for a classroom building, (f) money to add an office wing to South Foundation Hall. Mr. Varner indicated that the budget for the 1965-1966 school year would be requested in the next two or three weeks. At this moment, he feels that our budget should be based on 2,300 students enrolling in the fall of 1965.

Meeting adjourned.