

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

May 1, 1961

PRESENT: MESSRS: EKLUND, HOOPES, LEPLY, MATTHEWS, MCKAY, O'DOWD,
STOUTENBURG, VARNER, WILDER

ABSENT: MESSRS: POPE and SWANSON

Report from Admissions--A report was given by Mr. Stoutenburg on the 47th Annual American Association of Collegiate Registrars and Admissions Officers meeting in Miami Beach. In addition, a review of the fall, 1961 admission statistics was given pointing out that current figures are almost identical to last year's.

Library--Mr. Wilder stated that there are many basic lists for new libraries to use in selecting appropriate books. MSUO has used several for ordering but has depended heavily on the catalogue of the Lamont Library at Harvard.

Mr. Wilder said that to date the library has not felt the necessity for establishing separate budgets for each academic division for book acquisitions and would prefer to stay away from this extra bookkeeping as long as feasible.

Approximately \$12,000 will be expended each year for periodicals.

Reading Course--A brief explanation of the Evelyn Wood Reading Course was given by Mr. Eklund. The Continuing Education Division may offer this program during the summer but Mr. Eklund was advised to move cautiously so that the University's name is not used as endorsing the program.

Board of Trustees' Action--The appointments of Messrs. Eklund, Matthews, McKay, and Roose to the rank of Associate Dean in their respective areas were announced.

Authorization was given to raze the pig and horse barns and to settle with the insurance company for \$3,500 for the house on Walton Boulevard that burned several weeks ago.

Miscellaneous

1. Sheldon Appleton's book will be published by the MSU Press late this year.
2. North Central Christian College has asked MSUO to join in a Brotherhood Week program. Students from NCCC will visit our campus on May 12 and the Student Government will act as host. Mr. O'Dowd will speak at a NCCC luncheon on May 10.

3. Mr. Varner asked that recommendations for promotions be sent to his office this week. They are to be presented to the Board on May 10.
4. The MSUO Foundation will hold its annual meeting on June 1. The Administrative Group and their wives are invited to attend the reception at Mr. and Mrs. Varner's home at 6:00 P.M. and dinner at the Student Center at 3:00 P.M.

Meeting Adjourned.