

OAKLAND UNIVERSITY
ADMINISTRATIVE GROUP

February 18, 1963

All Present

Mr. Sells reported that approximately \$200 had been received for the James Chase Library Book Fund.

Mr. Swanson raised the question whether any of our April graduates should be hired for the period between graduation and September. It was agreed that as long as student rates were used that it would be OK.

Mr. Stoutenburg announced the visit of Mr. Hollis Roberts from CEEB on Tuesday, February 19th, and asked that all interested to attend the open meeting at 3 p.m. in room 174, South Foundation Hall.

Mr. Stoutenburg announced two further meetings on campus -- The Regional Association of College Admissions Counselors on March 19th, and The Fourth Annual Principal-Freshman Conference on March 26th.

Admissions Statistics for Fall 1963, are 444 applications received and 145 deposits. Mr. Stoutenburg said the applications were of good quality and they were running approximately 6 weeks ahead of last year on this date.

Mr. Eklund announced that the Seminar on Adult Education would be held on March 12th.

A series of orientation sessions will be held involving the faculty and students in Engineering Science and Business Administration to discuss the concept of the Alumni University as financed by the Kellogg Foundation.

Mr. Pope displayed some proposed letterheads and said others were being prepared by Mr. Galloway.

Mr. Varner said that President Kennedy will not be the commencement speaker and an invitation has now been sent to Mr. Stevenson.

Mr. Varner said that Oakland would follow Board Policy and require all foreign students to take out the University approved Health Insurance Policy or prove adequate health insurance coverage exists.

Anyone or group desiring to use the conference room can schedule it through Mrs. Gallagher.

Meeting adjourned.