

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

January 23, 1961

PRESENT: MESSRS: EKLUND, MATTHEWS, O'DOWD, POPE, STOUTENBURG,
SWANSON, VARNER, WILDER, LEPLEY

ABSENT: MESSRS: HOOPEES, MCKAY

VISITORS: MESSRS: HETENYI, TOMBOULIAN

Budget -- This meeting was devoted primarily to the discussion of the budget for the school year of 1961-62. Mr. Varner pointed out that the Governor has predetermined our enrollment at 1,200 students through his budget recommendation for MSUO. Further, it also appears that the Governor did not recognize the cost of the third semester. Therefore, Mr. Varner stated that we will plan for a head count in the fall of 1961 at approximately 1,150 students. This would mean approximately 300 juniors, 365 sophomores, and between 450-500 freshmen.

It was pointed out that the operation and maintenance of the physical plant is a fixed cost and, apparently, was not considered by the Governor when he made his recommendation for MSUO's appropriation.

The allocation of new faculty positions seems to break down as follows:

| | |
|-------------------------|-----------------------------|
| 1 - Biology | 1 - Business Administration |
| 1 - Education | 2 - Area Studies |
| 1 - Mathematics | 3 - Social Sciences |
| 1 - Physics | 4 - Humanities |
| 2 - Engineering Science | 1 - Machinist |

Mr. Varner asked the Assistants to the Dean to review this with the various faculty heads in their subject matter areas.

Political Science Requirement -- It was agreed by Mr. Matthews that the state requirement in Political Science will be taught in Western Institutions, effective with the fall, 1961 class.

Continuing Education -- Winter registration in Continuing Education will be around 500 students. The enrollment is distributed between 36 courses.

Mr. Eklund described two programs that are operating during the day; one in Birmingham, and the other on the MSUO campus. In each case, MSUO faculty is involved. Mr. Eklund praised the presentation of Mr. Amann (Birmingham) and Mr. Burke (on campus).

Biology -- In answer to a question raised regarding biology majors, Mr. Tomboulian stated that sophomores now at MSUO will not have the opportunity to major in biology between now and the graduation of the charter class, however, this will only affect the first class.

Dean of Students' Office -- Mr. Lepley recommended that appropriate traffic signs be placed near the approaches to the Walton Blvd. dormitory to reduce the hazard of entering and leaving the area.

The Librarian has reported some unauthorized borrowing of library books by members of the student body. The Dean of Students' Office is working with the Library to clear this matter up.

Business Office -- Mr. Swanson announced that a few unauthorized toll calls have been made by students working on campus and appropriate steps to censor these individuals have been taken.

The problem of parking was raised again and Mr. Swanson announced that he would notify all faculty members as to the parking regulations and Mr. Lepley would again notify the student body.

Board of Trustees Action -- Mr. Varner announced that the Board of Trustees had approved the construction of the Student Center and dormitories and has asked Mr. Breslin to get approval from the Legislators on these self-liquidating structures at the earliest possible date.

The Board approved the retaining of an architect to draw plans for a \$2 million auditorium.

The Board of Trustees will meet at MSUO on February 15 and 16.

Meeting adjourned.