



November 18, 1958

Miss Elsie Cunningham  
Administrative Assistant  
Vietnam Project  
Section A, Wells Hall  
Campus

Subject: Mr. Pham Duy Suu

Dear Elsie:

I appreciate the opportunity to assist your office in outlining possible subjects and areas which Mr. Suu should cover while visiting the United States. In some respects I feel that Michigan State is not necessarily the place that Mr. Suu should spend the majority of his time because of our largeness. Unless we attempt in all earnestness to keep in mind that Mr. Suu's operation is very, very small, we are liable to cause him great confusion. I think that he would benefit tremendously by visiting other college campuses in our state that would fit his size of operation better. However, I feel that we can do him a lot of good while he is on campus.

There are many places that I would suggest he spend several days observing, discussing, and returning to after he has had an opportunity to organize what he has covered during these visits and interviews. These are the places that I would suggest that we arrange for him to visit during his six months stay:

- A. Registrar's Office: (Here I suggest that he spend several half-days with each assistant registrar in order to understand the detail of this office's operation. I do not necessarily think this should be given to him all in one dose, but to have him feel free to come and go over the total period of time.)
- B. Basic College: (A visit with Dr. John Winburne, Assistant Dean, regarding the functions of a chief enrollment officer as well as counselor to a student would be a good point of departure for their conversations. I think it is necessary that we instill in Mr. Suu's mind that the student as an individual is important, and that the school is run for the students and their welfare.)

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- C. Counseling Center: (Here Dr. Donald Grummon can point out the importance of student interviewing from the standpoint of aptitude, personal counseling, vocational counseling, etc.)
- D. Dean of Students Office: (A visit with Dean Thomas King, and then visits with each of his division, men and women, would be very helpful to again point out to Mr. Suu the philosophy that the student is important. Also the Student Congress, student organizations, student newspaper, etc., can be discussed and brought in appropriately.)
- E. Placement Office.
- F. Alumni Relations Office: (Starr Keesler and his staff can indicate the value of the follow-up of the students who have attended MSU, and the possible carry-over for Mr. Suu in the NIA operation.)
- G. Health Service: (I feel Mr. Suu should be made aware of the basic necessity for this function as part of the school's responsibility.)
- H. Mimeograph.
- I. Central Stenographic Office.
- J. The switchboard operation in small offices in addition to the one in the Registrar's Office.
- K. Tabulating: (Mr. Frank Martin can show him the wonders of IBM. However, Mr. Suu's operation would not call for a lot of this type of machinery at this time.)
- L. Dormitory and food services: (I believe that Mr. Emery Foster and his staff as scattered over the campus can be of tremendous assistance to Mr. Suu, because Mr. Suu will have a dormitory and food services at the new Institute. I think that Mr. Foster could emphasize cleanliness; the maintenance of the various buildings; and the food planning or dietitian area.)

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- M. Buildings and Grounds: (One of the weakest areas I feel in the Institute's present operation is that of maintenance. Mr. Ted Simon, Mr. Kenneth Richards, and Mr. Floyd Trumpower could give Mr. Suu much good information and many ideas as regarding the value of good maintenance, and inspection and follow-up, and general cleanliness.)
- N. Business Office: (I believe that Mr. Merrill Pierson and Mr. Howard Grider could help Mr. Suu in the value of organization and accounting forms, as well as procedures.)

A few suggestions of places that Mr. Suu might visit off-campus are:

- A. Flint Junior College.
- B. Jackson Junior College.
- C. Alma College.
- D. Olivet College.
- E. Hillsdale College.
- F. Albion College.
- G. Ferris Institute.
- H. Lansing Adult Evening School.
- I. Central Michigan College.
- J. East Lansing High School.
- K. Lansing Eastern High School.

At these schools Mr. Suu should be impressed with as many of the items in the above paragraph as are suitable to these schools.

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Further, I suggest that Mr. Suu be made familiar with the literature in the field of office equipment and management, building planning, maintenance supplies and equipment, executive control, counseling and guidance, etc.

If there is any course work planned for Mr. Suu, I think it should be along the lines of organization and management, as well as any course that would emphasize his importance in the administration of a school. We must do all we can to instill in Mr. Suu as much confidence as we can, so that he will feel the necessity of becoming a strong partner in the development of the decisions affecting the NIA.

Finally, I believe that Mr. Suu should understand the value of research and reports to the administration and faculty of the Institute.

If you care to discuss any or all of this with me, I will be happy to be of service.

Sincerely,

H. N. Stoutenburg, Jr.  
Assistant to the Registrar

HNS:cs

cc: SHIENBAUM