

FALL QUARTER REPORT
ON
STUDENT AFFAIRS

1959

Michigan State University Oakland
Rochester, Michigan

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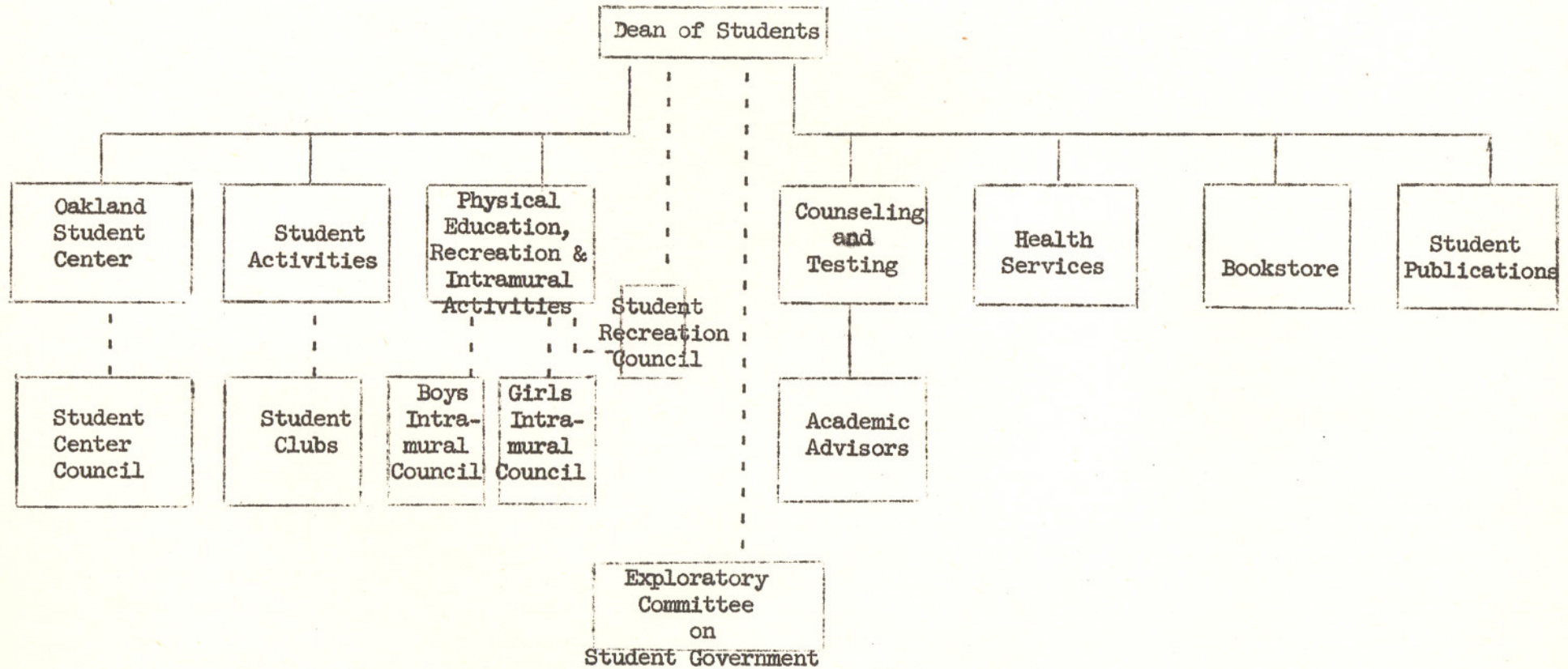
At best, Student Affairs is a group of functions which complement the university's central function which is instruction. Both academic and student affairs are essential to the educational process. Both move in unison toward common objectives. Both are concerned with the maximum intellectual, cultural, and social development of the student.

This report is intended to help you see how Student Affairs is sharing the total responsibility for education at MSUO. It is not comprehensive but rather emphasizes specific projects, their operational costs, and project directions for Winter Term.

Should you care to discuss this report or any other aspect of Student Affairs programming, we would be delighted to accommodate you. This would reflect an interest on your part which is important to our program success.

Roy J. Alexander
Dean of Students
Michigan State University Oakland

TABLE OF ORGANIZATION
STUDENT AFFAIRS



Staff Relationship

Student-Staff Relationship

STUDENT MEETINGS

During the quarter, four meetings of the Student Body were held. Two of these were general meetings and involved the entire group. The first dealt with a variety of problems such as the manner in which we begin thinking about student government, problems in decorum and general concerns of a two week old freshman group. The second general meeting concerned the faculty reprieve on failures for the first term only. Four meetings which involved segments of the Student Body were held. Each of these dealt with study habits, roles of the university student, significance of the academic advisory system, and general discussion of student problems. During the winter quarter, we plan only one general student meeting. This probably will be either the final report or an interim report on student government. However, other meetings may be called for special purposes. In addition to the general meetings, we will hold small group meetings of students to discuss in considerable detail the academic advisory system.

STUDENT GOVERNMENT

Early in the fall quarter, a general meeting of the entire student body was held. At that time, possibilities for student government organization were discussed, and the group was asked to approve two measures. One was that an Election Committee be appointed by the Dean of Students to determine ways in which an Exploratory Committee on Student Government would be elected. This second measure provided for implementation of the Election Committee report through actual establishment of the Exploratory Committee on Student Government. Both measures were approved. The Election Committee began work within a week following the student meeting. This group served also as an interim body on student affairs. After several weeks of work, the Election Committee held a series of 25 caucus meetings at which time representatives were elected to the Exploratory Committee on Student Government. The Election Committee was then dissolved and the Exploratory Committee took over. This group met regularly for the balance of the quarter, studying ways in which the best possible kind of student organization could be developed for MSUO. Various government programs at many institutions across America have been examined by the committee. Conferences with student leaders have been arranged at Western Michigan University, Michigan State University, Central Michigan University, and Eastern Michigan University. In the mill, but not yet firm, are visits to Oberlin College, Toledo University, University of Michigan, Wayne State University, Albion College, and Antioch College. This group will continue to work until the government plan is developed. The final plan will then be submitted to the entire Student Body for ratification. Time schedule for completion of this project is the end of winter quarter. The Exploratory Committee has also established a method for selecting school colors. The manner in which other traditional symbols will be selected such as the seal, school song, mottoes, etc.. will be determined by student government.

SPECIAL EVENTS

Several special events which involved both faculty and staff, but for which this office had organizational responsibility, were held during fall quarter. These included the following:

MSUO Public Open Houses (4)
Freshman Convocation
Parent Convocation

Attendance at these events was excellent.

STUDENT PLACEMENT

A total of 91 students were placed in part-time jobs during the quarter. 85% of the placements were made on campus. An increasing number of job opportunities have been made available from off-campus sources. Although we discourage working on the basis that school is a full-time job, many of our students must work to support themselves.

STUDENT HOUSING

Since the Administrative Group officially took action relieving MSUO of any responsibility for student housing, this activity has been reduced to keeping a file of available rooms and an occasional instance of placement for students who come from long distances. A conservative estimate of MSUO students currently living in rented rooms probably would be about 20. So long as no problems of a social nature occur, I do not anticipate any great concerns with this approach. This also, of course, bars problems between student and landlord. However, once we get dormitory facilities on campus, we must reexamine the housing policy.

NDEA LOAN FUND

In cooperation with the United States Government and private donors, a total of \$22,222 was available to students for loan purposes. Forty (40) loans amounting to \$13,590 were granted. The balance of \$8,632 will be available for loans during winter and spring quarters. Serving as the Loan Committee are: Loren Pope, Robert Swanson, and Roy Alexander, Chairman.

DISCIPLINE

Only one problem requiring disciplinary action occurred during the quarter. There were also minor incidents of little consequence during this period, and these were dealt with in as brief a manner as possible.

PRESENTATIONS REGARDING MSUO

The "MSUO Story" was presented to the following groups during the quarter:

Service Clubs	5 times
Student and School Groups	5 times
PTA Groups	4 times
Professional Groups	4 times
Religious Groups	2 times
Civic Groups	<u>1 time</u>
Total	21 presentations

Several of these groups have contributed to our scholarship program.

BUS TRANSPORTATION

The Bee Line Bus Company, in cooperation with the university, offered a full daily schedule of bus transportation between Rochester, Mt. Clemens, Pontiac, and MSUO. Since there was practically no patronage during most of the quarter, it has been necessary for the Bee Line to reduce its transportation schedule to three trips into the campus per day. The Mt. Clemens trip has been cancelled entirely. Mr. Ball, manager of the Bee Line, has indicated that when a break-even business is assured, they will reinstate a more complete service.

**Office of
Counseling and Testing
Robert Hopkins, Director**

Counseling Services

Initial Interviews	135
Return Interviews	53
Total Interviews	188
Cancellations	4

Distribution of Counseling Services by Areas

Administrative	7
Academic	63
Vocational	37
Other	103
Referrals to Agencies outside the University	4

Explanation:

The term "initial interviews" refers to all scheduled interviews held with students and prospective students throughout the period covered by this report. Although every attempt was made to account for each individual interview held, it must be recognized that on many occasions students 'dropped in' to discuss briefly some aspect of their work or other concerns. Any attempt to keep an accurate record of these impromptu interviews would be impossible. Thus, more interviews than those indicated above were actually conducted. As a point of reference, the number of "initial interviews" held was approximately eleven times more than the number of initial interviews held at the Educational-Vocational Counseling Center, Wayne State University, for a comparable period. The student population there is approximately forty times greater than our own.

"Return interviews" refers to the number of repeated counseling contacts made with students. These contacts originated with the students accounted for in the initial interviews previously described.

"Total interviews" includes all initial counseling contacts and all return interviews. "Cancellations" are those interviews for which the students failed to keep appointments.

That section of the above breakdown referring to the principal problem area is not intended to be specific in nature. For purposes of possible statistical use, a card system has been employed on which the four areas listed have been established as mere reference points. As previously detailed, no student has a problem or problems which affect him in only one segment of his existence. All problems have ramifications in aspects of living other than that area with which one is most immediately con-

cerned. Thus a tabulation of the number of interviews conducted by area will always exceed the number of actual interviews held. A student may have several problems which must be attacked, or the counselee's major difficulty may have serious consequences in an area not previously recognized by him.

It will be noted that four referrals were made to agencies, services or individuals outside of the University. Two of these referrals were made to Catholic priests, one to the Family Service Agency in Pontiac, and the fourth to the Educational-Vocational Counseling Center, Wayne State University.

Testing Services

All tests, both individual and group, have been included in the tabulation as presented below. This covers the period August 15 to December 15 only. Therefore, although many more entrance and placement tests have been given than is indicated here, these were administered prior to the inclusive dates of this report.

To provide a minimum test inventory, the following were ordered in quantity:

The California Short-Form Test of Mental Maturity
Otis Mental Ability Test
Kuder Preference Record
Strong Vocational Interest Blank

For special circumstances, a set of Wechsler Adult Intelligence Scale projective tests was obtained. In addition to these tests, several others in small quantities were obtained from the Counseling Center, Michigan State University. Among these tests are the following:

California Achievement Test Battery
California Multiple Aptitude Test Battery
Edwards Personal Preference Schedule
Engineering Ability Test
Engineering and Physical Science Aptitude Test
Mechanical Comprehension Test
Michigan Vocabulary Profile Test
Minnesota Clerical Aptitude Test
Minnesota Paper Board Test

In the period ahead, we anticipate the need to purchase tests of a different nature, as well as restocking current inventory, if we are to provide an adequately diversified supply of tests for this service.

A breakdown of tests administered by this office is as follows:

Entrance Tests	90
Placement Tests	471
Individual Tests	15
(vocational, aptitude, etc.)	
Placement Tests, Adult Class	19
Mental Ability Tests	105
Total Tests	700

New Directions for Winter Term

A new program which will be included in the Counseling and Testing Operation, winter term, is a series on Study Skills. Attendance at these one hour per week sessions will be voluntary. Students may attend as many sessions as they desire. No charge will be made. Topics to be considered in the Study Skills program are indicated on a flyer which appears with this report.

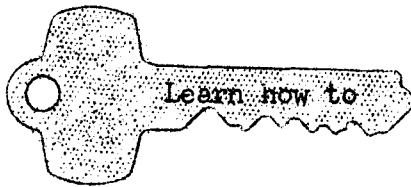
Conferences will be held with each faculty member to discuss advisees who may be having difficulties or who might encounter problems as their work progresses. During the first week of the quarter, academic advisors will be asked to arrange conferences with the Director of Counseling and Testing. These conferences will enable the Director of Counseling and Testing to ascertain the kinds of assistance which will be most helpful to the academic advisors. Also, a new reporting form for entrance and/or placement tests scores will be discussed.

A follow-up study has been inaugurated which includes those students who have dropped out of school during the past quarter, as well as those who do not return winter quarter.

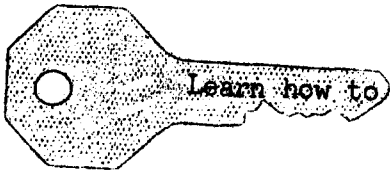
Investigation is underway regarding possible changes to the Entrance and Placement Testing Batteries. Specimen sets of tests are being studied for possible inclusion in our program.

The secretary for Counseling and Testing has been invited to visit the Educational Counseling Center at Wayne State University and the Counseling and Testing Center at Michigan State University to receive training in specialized aspects of academic record-keeping and institutional research. It is desirable that she attend these one-day training sessions.

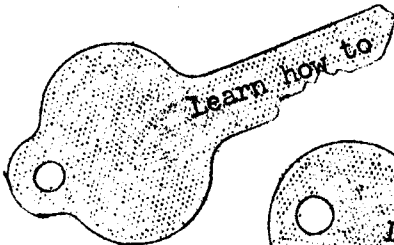
YOUR KEYS TO COLLEGE SUCCESS



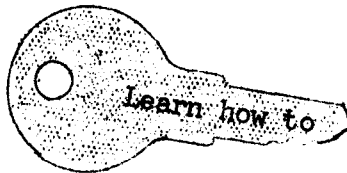
READ MORE
EFFECTIVELY



MAKE MORE EFFICIENT AND UNDERSTANDABLE NOTES



PREPARE FOR AND TAKE EXAMINATIONS



DEVELOP A SCHOLASTIC PROFICIENCY

Time: 1:00 - 2:00 p.m.

Room: 159, West Lecture
North Foundation Hall

ALL MSUO STUDENTS ARE INVITED TO
ATTEND THE VOLUNTARY STUDY SKILLS
CLINIC SCHEDULED FOR ONE HOUR EACH
WEEK DURING THE WINTER TERM

JANUARY

Fri. 8
Wed. 13
Wed. 20
Wed. 27

FEBRUARY

Wed. 3
Wed. 10
Wed. 17
Wed. 24

MARCH

Wed. 2
Wed. 9

More information available at the Office of Counseling and Testing

(OVER)

T O P I C S

ORIENTATION, ATTITUDE AND CLASS PARTICIPATION

CONCENTRATION AND MEMORIZATION

BOOK SURVEYING AND SKIMMING

NOTE-TAKING

REVIEWING FOR EXAMINATIONS AND TECHNIQUES FOR TAKING EXAMINATIONS

WRITING TERM PAPERS AND THEMES

READING AS A STUDY SKILL

READING PROBLEMS

THE LIBRARY IN EFFECTIVE STUDY

A REVIEW OF EFFECTIVE STUDY HABITS

Office of
Physical Education, Recreation, and Intramural Athletics

Hollie Lepley, Director
Jean Young

The staff developed a statement, "Physical Education, Recreation, and Intramural Sports at Michigan State University Oakland," which was released to the newspapers early in the quarter. A copy of the statement is included with this report. The staff developed a four-page brochure, "Plans for Physical Education, Recreation, and Intramural Sports at Michigan State University Oakland for Fall Term," which was distributed to students and faculty during registration. This information included questions regarding student and faculty desires in the various areas of physical education, recreation, and intramural sports. A tabulation of this survey revealed a wide range of interests. It also indicated several activities of common interest to many people. The survey brought to light the fact that although students and faculty may manifest interest in various activities, it does not necessarily follow that these activities, when offered, will have wide participation.

As activities were planned and offered, problems developed - for instance, limited participation. As students and faculty overcome commuting problems--and other adjustment problems, participation will increase. Scheduling activities so that the greatest number may be served also created problems. Jobs limit student participation. Study assignments must be worked into individual study habits. A serious concern has been to maintain a high level of enthusiasm for programs when participation in some activities does not meet expectations because of these problems. Opportunities must continue to be offered. It is interesting to note that as different activities were offered during the term, the response in the form of participation was, in most cases, greater than the response shown by the completed survey sheets.

Instructional Opportunities

The initial meeting for instruction in archery, bowling, casting, golf, and marksmanship was encouraging. Participation was greatest in archery. Generally, instruction and recreational participation operated between 12:30 and 4:00 P.M., although the exact period varied from day to day. Heaviest attendance was from 12:30 until 2:10 P.M.; however, instruction and supervision were available all afternoon.

Approximately eighteen students and two faculty members were involved in the bowling program. This number varied from time to time. The group bowled at the Rochester Lanes in Rochester. Bowlers left the campus by private automobiles at approximately 12:30 P.M. each Tuesday and returned to the campus about 2:00 P.M. Instruction in bowling was available at no extra cost.

Approximately twenty students were involved in the casting program during the term. Some were given instruction and others practiced various skills involved in casting.

Approximately fifteen students were involved in the golf program during the term. These students received instruction in golf skills.

Marksmanship accomodated approximately twenty-five students during the term. Instruction and practice opportunities were provided.

Participation in these activities was encouraging. As facilities expand, participation in these activities will grow.

With cold weather in late October and early November, archery, casting, golf, and marksmanship were curtailed until necessary arrangements could be made to use the basement of the Student Center.

Recreation and Intramural Sports Opportunities

Miss Young worked with the Girls Sports Committee, planning activities for girls enrolled in the university. Arrangements were made to use two gymnasiums, Will Rogers School and Malkim School, one evening a week between 4:00 and 5:30. Opportunities were offered our girls in basketball, volleyball, badminton, and informal games. Promotion was done through posters, notices, and personal contacts to stimulate wide interest. Although the program was generally successful, problems were encountered because of ride clubs and study schedules. Because of continued enthusiasm, this program will be continued during second quarter.

A Men's Physical Education and Intramural Sports Committee was activated to explore possibilities for practice and play in fall and winter sports. The group, representing twelve different communities, decided on touch-football, basketball, and volleyball as team sports. They also wanted opportunities in archery, casting, golf, marksmanship, skating, and skiing.

Arrangements were made to use playfields off campus for football. Football on the campus was not advisable because of the limited turf area for play and the lack of shower facilities. Before teams could be organized for late afternoon competition, the weather was too cold. Transportation problems related to late afternoon play again caused difficulty. By the fall of 1960, touch-football, which will be a good noon hour and mid-afternoon sports activity, will be offered on-campus.

Opportunities for both men and women were offered in archery, marksmanship, and golf. The archery tourney was successful. The marksmanship tourney ran into schedule conflicts. The golf tourney did not materialize because of transportation and financial problems. It may be possible to secure a reduced rate area on weekdays but not on week-ends.

Basketball practice was inaugurated at the Willis Elementary School gymnasium in late October. Sessions were held on Monday, Wednesday, and Friday afternoons between 3:30 and 5:30. Participation in practice

and informal play varied between twelve and forty-five students on any one afternoon. Four intramural teams were formed for a league schedule, but actual play did not materialize because of problems related to ride clubs, working hours, and studies. However, for those who were able to attend the sessions, this program was successful.

Participation in table tennis has been high. Two tables were set up in the lounge of Oakland Student Center to test floor wax used in the building. After the test was made, the tables were moved to the basement area where participation continued at a high rate.

Informal participation in darts, indoor horseshoes and one-wall paddle tennis received considerable play.

Several attempts were made to organize a faculty bowling team to bowl in one of the local leagues. The team did not materialize although interest in the activity was expressed by a number of men. Hours of participation and conflicts in schedules were the difficulties involved.

Scheduled Social Recreation

The staff worked with a temporary recreation committee of students, faculty, and the Director of Activities to promote social events. It should be noted that the Freshman Mixer, "Getting to Know You," was supported by the Office of the Dean of Students in the amount of \$106.07 for the band, the piano, door prizes, and corsages. An additional expense of \$7.72 was paid from the proceeds of the following party.

The Director of Activities managed most of the financial arrangements. Except for the Freshman Mixer, parties held during the fall quarter were self-supporting. The following detailed information relates to the parties given during the quarter:

Freshman Mixer - Saturday, October 3 - Student Center Cafeteria

Time. 8:30 P.M. to 11:30 P.M.

Theme "Getting to Know You"

Price None

Music Les Griffin's Band

Co-Chairmen . . Carl Baber and Gloria Gunther

Activity. . . . Dancing

Type. Stag

Three-hundred and twenty-five students attended. A very fine atmosphere prevailed.

Recreation Night - Saturday, October 17 - Student Center Cafeteria

Time. 8:30 P.M. to 11:30 P.M.

Price 40¢ each, 75¢ couple, or 50¢ and \$1.00 at the door

Music Bob and Maria Spence

Recreation Night (con't.)

Co-Chairmen. . . .Genevieve D'Argy, Mary Moultrup, and Steve Gold
ActivitySocial and Square Dancing, Cards
TypeStag
Identification . .MSUO I.D. Card
A good turnout (one-hundred students) plus the activity provided
a fine evening of fun.

Beatnik Bounce - Saturday, October 31 - Student Center Basement
Time8:30 P.M. to 11:30 P.M.
Price40¢ each, 75¢ couple, or 50¢ and \$1.00 at the door
MusicRecords
Co-Chairmen. . . .Jan Kelley and Alan Higgins
ActivityDancing
TypeStag
Identification . .MSUO I.D. Card

Attendance was three hundred. The date, the night, the facility,
and the inference of the party theme led to some complications.
This experience may have at the time been disconcerting, but it
did lead to student awareness and action to clarify their responsi-
bilities in relation to the freedom and opportunities granted to
them. It also led to an awareness of the necessity for more complete
organization and planning, and the need for full cooperation of all
committee members.

Swimming Party - Saturday, November 7 - Pontiac Northern High
Time7:30 P.M. to 9:30 P.M.
Price40¢ each or \$1.00 for a family of three or more
ChairmenHollie Lepley and Jean Young
ActivitySwimming
TypeStag
Identification . .MSUO I.D. Card

Attendance was approximately forty-five; however, several were life-
guards, and some were spectators.

Recreation Night - Friday, November 13 - Student Center Lounge
Time8:30 P.M. to 11:30 P.M.
Price40¢ each, 75¢ couple, or 50¢ and \$1.00 at the door
MusicBob and Maria Spence
ChairmanFred Haley
ActivitySocial and Square Dancing, Table Tennis

This was our first Friday evening event. The weather was bad.
Attendance was about thirty-two.

Thanksgiving Dance - Wednesday, November 25 - Center Cafeteria
Time8:30 P.M. to 11:30 P.M.
Price40¢ each, 75¢ couple, or 50¢ and \$1.00 at the door
MusicDick Veazy Band
Co-ChairmenLarry Sarten and George Stillman
ActivityDancing

Thanksgiving Dance (con't.)

Type Couple

Approximately one-hundred eighty students attended. Everyone seemed to have a fine evening. The Wilsons attended. The students were most courteous and considerate and showed signs of good social adjustment.

Christmas Dinner-Dance - Friday, December 11 - Center Cafeteria

Time 7:00 P.M. to 1:00 A.M. (a little too long)

Price \$5.00 per couple dinner and dance; \$2.50 couple dance only

Music Dick Veazey Band

Co-Chairmen. . . . Carol Stacey and George Stillman

The students seemed to enjoy decorating the Oakland Student Center and setting up for the evening. A fine buffet was prepared by the Student Center staff. The band received many compliments. The Wilsons were presented a certificate of appreciation by two students, Marge Swoboda and Alan Higgins.

Student-faculty planning was used to organize and promote most of the first term events. The attempt was made to involve as many students as possible in the process. Opportunities for leadership were given a large number of students rather than a select few. This endeavor led to some difficulty in coordinating various events, but it did give valuable experience to many students. It also indicated the necessity for rules in organizing and operating student-faculty functions. Teamwork and understanding developed as keywords for this operation.

Projections for Winter Quarter 1959-60

Instructional Opportunities

The following tentative schedule for instructional classes in physical education-recreation activities will be attempted:

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
12:45 to 1:50	Archery Bowling Golf Marksmanship	Archery Bowling Golf Marksmanship	Bowling Practice in Activities Offered	Bowling Practice in Activities Offered	Dancing Social and Square
2:10 to 3:00	Archery Golf Marksmanship	Archery Golf Marksmanship			

Archery ----- Bows, arrows, and tabs will be furnished.

Bowling ----- Arrangements have been made with the Rochester Lanes for instruction and play on one or more days a week depending upon student and faculty interest.

Golf ----- Clubs will be furnished. Students must furnish cotton practice balls.
Marksmanship-- Guns and slings will be furnished.

Informal Recreation on Campus

Opportunities for participation in darts, deck tennis, indoor horse-shoes, shuffleboard, and table tennis will be offered in the basement of Oakland Student Center. There will be a small charge for equipment and supplies used to defray breakage.

Intramural Competition

Intramural tournaments of various types will be set up in archery, badminton, basketball, bowling, darts, marksmanship, table tennis, and other activities in which students show interest.

Off-Campus Recreation-Girls

Off-campus opportunities for girls will be offered in basketball, badminton, modern dance and volleyball. These activities will be offered at nearby Pontiac elementary school gymnasiums.

Off-Campus Recreation-Men

Off-campus opportunities will be offered for men in basketball, badminton and volleyball. These activities will be offered at Willis Elementary School gymnasium on Monday and Friday afternoons between 3:30 P.M. and 5:30 P.M. After a week of practice, teams may be formed for competition.

Extramural Opportunities

If there is sufficient student interest, contacts will be made with nearby schools for opportunities for competition on a co-educational basis in badminton, table tennis, volleyball, and other sports. This would be a Saturday activity.

Social Recreation

As was done during the first quarter, an interim recreation committee of students interested in promoting recreation activities will be formed for the second quarter. It is the plan to give as many students as possible an opportunity to assume some type of leadership. A more concerted effort will be made to draw faculty members into the committee. It is anticipated that the Oakland Student Center will again be the focal point of programs. The following program possibilities have been discussed:

Recreation Night	Square Dancing	Valentine Dance
Penny Carnival Night	Skating Party	Swimming Splash Party
Social Dancing	Hayride with Record Hop	Skiing Party
	Sadie Hawkins Dance	

Estimated Building Usage

Room 273 in South Foundation Hall will be needed for equipment and supply storage until space becomes available in Oakland Student Center. Peg board will be installed on the west wall and shelves on the north wall of the Physical Education Office for display and storage of some equipment and supplies. It might be possible to use a part of the area in the basement mechanical room for this purpose. A further study of equipment storage will be made.

It might be advisable to use a classroom in South Foundation Hall for the proposed social and square dancing class.

The basement area west of the bookstore will be needed for the instructional programs in archery, golf, marksmanship, and other activities. It will also be needed for recreational participation in darts, indoor horseshoes, shuffleboard, table tennis, etc.

The Body-Conditioning & Weight-Lifting Club program will be carried on in the southeast corner of the basement. This allows for good control of equipment and provides for safe management of the program.

Rooms 156 and 159 will be needed from time to time for large group meetings and audio-visual programs.

Estimated Land Usage

Skiing instruction would be improved if we were permitted to use enclosed pasture land to the east and southeast of Oakland Student Center. Also, this land area would be an excellent site for archery, badminton, casting, golf, and softball during spring quarter.

Easy access to this area would require the construction of fence gates or walking bridges.

If this area is not available, the area north of the Oakland Student Center which has been seeded with winter wheat would be good. The winter wheat would not be harmed if there is sufficient snow. The use of this area would necessitate a favorable means of access.

The area south of the Barnett Farm building would make an excellent ski area for late afternoon and weekend skiing. The fine slopes and long run-outs would afford opportunity to a large number of skiers. It would be necessary to develop access to the area from Lonedale Drive. Along with other problems in development, parking would be difficult. If this area could not be obtained for general student use, plans might be developed for access by a select few on weekends for test purposes.

An earlier discussion concerning the steep slope east of Oakland Student Center as a skiing hill should be disregarded at this time. Two

experienced skiers have stated that it would be much too difficult for beginners, and that it would take some clearing at the run-out areas before it could be considered safe.

MSUO Land Use

A small group surveyed MSUO lands for potential outdoor education use in the future. Both MSUO students and public school teachers would benefit from such a program. This kind of program could serve for in-service education of teachers and leaders through workshops, etc.

The Director of Physical Plant conducted a tour of the property for the following group:

Dr. Julian W. Smith, Director, Outdoor Education
Project - NEA

Dr. William C. Forbes, Director of Science, Oakland
County Board of Education

Dr. Ann Galbraith, Principal, Will Rogers School,
Pontiac

The Staff

Following the tour and related discussion of land use, there were several recommendations made. Dr. Smith requested a jointly-sponsored out-door education workshop to be held at MSUO in the spring of 1960. Co-sponsors would be MSUO, the State Department of Public Instruction, and the Outdoor Education Project of NEA. The workshop would be geared to area teachers and would include MSUO faculty members. Dr. Forbes submitted recommendations which we included in this report.

NEWS RELEASE

PHYSICAL EDUCATION, RECREATION, AND INTRAMURAL SPORTS AT MICHIGAN STATE UNIVERSITY OAKLAND

There will be no courses for credit in physical education at MSUO. Student participation in physical education, recreation, and intramural sports will be on a volunteer basis. The emphasis will be put on building values which will stay with the student in life after college.

Roy J. Alexander, Dean of Students, said the philosophy of the University is to encourage as complete a participation as possible in student activities. "However, we want to leave the decision of what to take part in up to the student," he said.

Within three years a modernistic tri-level Intramural Building for men and women will be added to the Oakland campus, which will cover 100,000 square feet. It will contain a field house with a capacity

for 3,000, a pool with a gallery for 700, class rooms, a work-out gymnasium, and handball and tennis courts. The building will overlook the only flat area on the estate, 90 acres which will be utilized for play fields for outdoor activities for men and women.

Until the completion of the structure, the University hopes to make arrangements within the community for facilities not found on the campus to carry on the program of physical education, recreation, and intramural sports.

Dean Alexander said that eventually MSUO will participate in inter-collegiate activities, but always at a low pressure level. "High pressure sports detract from the major purpose of the University, the aim of instruction," he stated.

Hollie L. Lepley, former assistant professor of physical education and swimming coach at the University of Nebraska, has been appointed Director of Physical Education and Intramural Athletics. Mr. Lepley has worked in both the required and voluntary programs, teacher education programs, coached football, golf, and swimming, and has done extensive work in camping and outdoor education. He is also associated with the School District of Pontiac as supervisor of physical education, recreation, and athletics.

Jean M. Young, supervisor of physical education in the elementary schools of the School District of Pontiac, with a fine background in physical education and outdoor education will also be associated with MSUO in the instructional and recreational program.

Julian W. Smith, Professor of Education, Department of Education, Michigan State University, and also director of the Outdoor Education Project of the American Association for Health, Physical Education, and Recreation, has designated the MSUO program a pilot program for experimentation and has been instrumental in supplying instructional materials for the archery, casting, and marksmanship activities.

The staff members in Physical Education, Recreation and Intramural Sports operating under the framework of the Statement of Purposes of Michigan State University Oakland will attempt to offer service for the enrichment of the lives of the students and faculty.

Lepley described the physical education program planned at MSUO in these terms:

"Students and faculty will have opportunity for instruction in a variety of recreational activities, opportunity for practicing and participating in these activities on an informal basis, and opportunity to participate in scheduled tourneys and leagues using the facilities on the campus and in the community area. Opportunities for dances, mixers, picnics and other social activities will be promoted.

The program of activities will be an adaptable one based upon the interests and desires of the student body and faculty through co-operative planning. Student leadership will play an important role in this respect. The Student Body will encompass many young men and young women with a wide variety of interests, desires, and competencies in recreational activities. Student leadership in teaching and promoting activities will be welcomed by the staff.

The staff will endeavor to furnish facilities, equipment, supplies, and opportunities for students and faculty to participate in a variety of recreational activities both on and off the campus. Emphasis will be placed on opportunities for all rather than opportunities for the few. Instruction opportunities will be on a co-educational basis. Opportunities in scheduled tourneys and leagues, as desired, may be for men only, for women only, for mixed groups, for faculty only and/or for student and faculty groups.

At present, plans call for instruction in archery, bait-spin-fly casting, golf, and marksmanship for this fall. Off-campus bowling may be a possibility.

Present on-campus facilities are limited. The lack of dressing and showering facilities will limit the kinds of activities offered. It seems obvious that activities of a vigorous nature are not feasible in the instructional program at present.

Opportunities of a physical activity type for informal spontaneous recreational pursuits on campus will include the activities mentioned in the instructional program plus horse shoes, shuffleboard, table tennis, paddle tennis, touch football, and a number of hand-eye coordination skill games.

Tournaments and leagues using both on-campus and off-campus facilities are contemplated in archery, badminton, bowling, casting, golf, table tennis, touch football, marksmanship, horseshoes, basketball, softball. This list will grow as students and faculty make their desires known.

All-sports nights, swimming parties, dances, picnics, riding parties, outings and other recreational pursuits are in the plans as weekend events.

Vigorous participation in aquatic activities with special emphasis on water safety is anticipated as facilities become available either on-campus or off-campus.

Opportunities in physical education, recreation, and intramural sports will play an integral part in the school life of all students and faculty. The program will grow as the desires of students and faculty become evident and as new avenues of on-campus and off-campus facilities become available."

REPORT ON LAND USAGE AND RELATED TOPICS

William C. Forbes
Director Science Education
Oakland County Board of Education

It has been to my pleasure having a part in discussing with personnel of MSUO a prospectus for utilization of the natural area with emphasis on its intrinsic value. Following is a brief outline of this prospectus. It is presented as a potential set of guiding ideas.

A. Policy

1. Thorough investigation of possibilities in land areas before denuding and changing contours.
2. Reluctance to clear wooded areas.
3. Reluctance to drain and fill swamp areas.
4. Dispersal of centers of interest among the presently favorable sites.
5. Planning to be incorporated into the curriculum as far as possible, involving staff and students.
6. Adversion to recontouring large areas except where absolutely necessary for utilitarian reasons.
7. Constant appraisal of the maximum contribution which a piece of land can make to an institution and its people.
8. Encouragement of emphasis on variety in the thinking of those who plan making a maximum number of opportunities available in utilizing the natural area.

B. Specific Items

1. Proper management of naturally forested areas.
 - a. Tree surgery where necessary.
 - b. Making all fallen logs and branches "safe."
 - c. Pruning hazardous dead limbs.
 - d. Removing hazards to walking from the forest floor.
2. Pine Grove, planted.
 - a. Example of planted-woodlot management.
 - b. Limited source of Christmas trees and greens.
3. Nature Trails
 - a. Building trails: clearing, making raised paths through wet areas, corduroy, bridges.
 - b. Labels for points of interest: trees, rocks, animal burrows, etc.
 - c. Cross country and ski paths.

4. Nature Center: museum of preserved and living displays.
5. Picnic Area: burners, tables, shelters.
6. Campsites: tenting areas, burners, water supply, cabins.
7. Bridle Path and corral.
8. Firing Range.
9. Observatory and Planetarium.
 - a. Outdoor platform with amphitheatre seating 100 or more,
10. Weather Station.
11. Small Orchard: pruning, spraying, harvesting.
12. Fish Culture Ponds: spring-fed for trout, e.g.
13. Miller Lake.
 - a. Preservation of half or more of the swamp shore line for biological study and wildlife.
 - b. Small dock facility for fishing and canoeing.
 - c. Skating shelter.
 - d. Fishing shanties.
 - e. Small biological laboratory.
14. Swamp Areas and Small Ponds for Game and Biological Studies.
 - a. Elevated paths built through these areas.
15. Vegetable and Flower Gardens.
 - a. Possibly in conjunction with greenhouse.
16. Animal enclosures: deer, farm animals.
17. Golf Course.

C. Justification.

1. The physical and recreational development of students for intrinsic personal benefits and motivation toward maximum appreciation of the contribution of the natural environment to this development.
2. Recognition of outdoor education as an integral part of a complete curriculum.
3. Education for profitable activities in "leisure time." Recognition of the increase of leisure time in our culture.
4. Emphasis on teacher education at MSUO.
5. Increase of camping, travel, and summer-camp work in our culture.

D. Sectors of the college effort served:

1. Outdoor Education.
2. Physical Education.
3. Pure and Applied Sciences.
4. Social Sciences.
5. Extra-curricular Recreation.

**Office of
Student Activities
George Fritz, Director**

Introduction

Although the MSUO program of activities is not what we hoped it would be after three months of operations, the spadework has been completed. Due to administrative and technical problems of the food service operations in the Student Center, the activities program was left at the peak of the planning stages when the term ended. The peak will be, however, a good starting point when the students return to campus.

Activities of the First Term

Through the utmost cooperation of the Physical Education Staff, there were several successful social activities during the first term. Although these have been repeated previously, a brief reference will be made again in this section. There were five dances which included square dancing, a record dance, a band dance, and the Christmas semi-formal dinner dance. Additionally, a recreation night in the form of a swimming party was held.

The above activities were products of student desires. The recreational council planned the functions. Student attendance was good except for one square dance and for the swimming party. The overall acceptance to the dancing parties was somewhat of a surprise. Surveys indicate that dancing has been and is on the decline throughout American universities. Additionally, present day high school programs provide dancing in many variations and there is little that is new to be offered the university student. Our dances were, on the whole, quite well received by the Student Body.

The swimming party was not well attended by the students or faculty. Reasons for this may be several. The weather conditions were not conducive to swimming that evening; there was a dance planned for the following Saturday evening; mid-term examinations were very close. Any or all of the above could have contributed to problems encountered by this activity. Also, it is far easier to attend a movie or sit in a neighborhood ice cream parlor on a Saturday evening than to go to the bother of undressing, showering, and dressing again which are a part of the enjoyment of swimming. I feel that a swimming party should be tried again Spring Term. Perhaps a display of diving or water ballet or organized water games would be an incentive for the students to attend.

Implementation of activities was left to a certain few students and, of course, the staff. It has been difficult, frankly, not to be able to say to students, "You work it out and let us know your plans." Our students must be guided more than upper class students. Committees that were formed to arrange, plan, and put on a social event consisted of the same names on many occasions. The arrangement of rooms was not a serious problem, but the rearrangement of rooms, after the functions were over, posed difficulties. The Student Center is not equipped and cannot rightfully afford to be equipped with a cleanup staff in

respect to heavy furniture. Such functions were carried out by student labor at the expense of the Student Center. However, the physical plant staff did much to help in these matters.

One highlight of the term, in regard to student activities, was a trip made by four students to the University of Miami in Oxford, Ohio. Together with the Director of Activities, they attended the annual conference of Region V of the Association of College Unions. The students were very impressed to learn the extent to which student groups exercise control of student centers and union buildings in other schools. Many fine ideas were conveyed to our group and a sound basis for planning the organization of the Student Center Council and the future program of activities was gained. We have reason to be proud of our delegation. Their behavior, attitudes and contributions to the conference were definite assets to MSUO. Although virtually unknown when we arrived on the Miami campus, our existence, philosophy, and intention were common knowledge when our delegation departed two days later.

Incorporated as part of the student activities program for the first term was the decoration of the building at Christmas time. The total cost of the decorations was \$265.90 which will be paid through the generosity of Mrs. Wilson. Next year our Christmas program will incorporate a tree lighting ceremony. The program will include the Choral Group, several seasonal readings, perhaps the telling of the Christmas Story, and carol singing.

As an addition to this portion of the report, here are several observations of student mental growth during the term. In the beginning, many students were confused and somewhat unstable. As the term progressed, and this observation in no way relates to academic competency, the students became collected and began to settle down. They realized where they were, what was expected of them, and the challenge that had been put before them. Their attitudes, self confidence, maturity, judgment and sense of values have all improved. The vivid picture of high school with which they have been impregnated for several years began to fade. This is as it should be.

Finances

The financial picture of the activities program was quite encouraging. Without an attempt to sponsor any function for the specific purpose of making money, a modest balance has been created. Total income from student activity functions for the term was \$715.40. Total expenses were \$700.38. Included in the expense figure was \$50.95 for rehabilitation of the record player donated by Mr. and Mrs. Wilson.

With the establishment of a revolving account for student activities, an itemized, permanent record of the financial picture of the

activities program will be maintained next quarter.

Future Plans

The first order of Winter Term is an organizational meeting for the Student Center Council. Initially, the four students who went to Miami will be meeting. When the Council personnel organization has been decided, interested students will be solicited. Committees and sub-committees will be formed. A program for the remainder of the term and perhaps for Spring Term will be formulated. The planned program will include only activities to be held in the Student Center or by direct sponsorship of the Student Center Council.

Officers for the Council and committee heads will be elected. The committees will include planning, publicity, publications, social and cultural groups. Each committee head will have a group of students to assist him. The Student Center Council will meet weekly to coordinate and report progress. Also, the Council will have two members at large who will meet with the university Recreation Committee in a liason capacity. Also, a committee will be chosen to draw up a constitution and bylaws by which the Council will be governed.

Some of the program ideas that will be suggested to the group will be sponsorship of cultural programs such as traveling art shows or music appreciation hours in the Student Center. Trips to cultural spots in Detroit will be suggested. An attempt will be made to secure foreign films for showing in the Student Center. Additionally, it is hoped that the weekly coffee hours will be continued so that some programming may be planned in conjunction with these events.

Plans for next term also include a series of articles which will appear in the OAKLAND OBSERVER. Articles will pertain to the philosophies of student centers, and a resume' of the brief history of the Oakland Student Center. Also, student respect for property will be considered. The purpose of the articles will be to familiarize the student body with the building, its purposes and aims. Also, by bringing out the financial picture and explaining the costs involved in furnishing the building, it is hoped that the students will realize that the furnishings are available for them to use freely but should be treated with care.

The Student Activity Program also governs club organization at MSUO. The following listing includes interest clubs which have been established during this quarter and their sponsors:

Chess Club	- Audrey North
Drama Club	- William Schwab
Ski Club	- Jean Young
Square Dance Club	- Jean Young
Weight Lifting Club	- Hollie Lepley

Young Republican Club - William Rhode
Young Democrat Club - William Rhode

Average membership per group is thirty. Several clubs, including a Bridge Club, are being planned for next quarter. However, there is some concern for spreading too widely the club program.

Several activities are being planned for winter quarter which involve our students going off campus for various types of programs. One faculty member is taking a group of 39 students to WEST SIDE STORY, a legitimate play in Detroit. A group of 29 students and faculty will be attending the Moscow State Symphony Concert at East Lansing. Some of our students are attending the Stratford on Avon production of TAMING OF THE SHREW, in Pontiac. A number of events of this kind will be held throughout the year. Every effort will be made to see that our student body is exposed to cultural activities in the near by communities. This will be under the direction of Student Activities.

Other faculty members are planning, with the Director of Activities, a series of top-grade, cultural films for viewing by interested students. Of course, the activities program will grow by leaps and bounds this school year--that is, with the deliberate cooperation of faculty, staff, and students.

Health Services

Margaret Cramer, R.N.

Statistical Information:

Students Treated	-	159
Faculty and Staff Treated	-	<u>54</u>
Total		213

Services Rendered Student Body:

1. First Aid - Treatment of bruises, burns, cuts, etc.
2. Medication - Treatment of colds, headaches, G.I. disturbances.
3. Diagnostic Treatment - Check eyes, blood pressure, temperature, etc.
4. Transportation to and from hospital when necessary.
5. Transportation of ill students home.
6. Notification of parents regarding students' illnesses.
7. Notification of professors regarding students' absences due to illness.
8. Constant check of student health records.
9. Medication and treatment recorded daily on health record of each student.
10. Discussion with students regarding various problems, including personal hygiene, overweight, underweight, nervousness, inability to study, etc.
11. Provide students with literature on good grooming, health and nutrition, baby sitting, dating, etc.

Services Rendered Faculty and Staff:

1. Provide drugs and medication at reduced prices.
2. Consult with psychologist regarding student problems.
3. Record all information received from Registrar's Office regarding incoming and present students.
4. Monthly report sent to Dean Alexander, Chancellor Varner, and Mr. Swanson.

Note: The Medical Department has set up policies and procedures covering the Faculty, Staff, and Student Body.

Expenditures:

1. Equipment - \$1,081.00 (approx.)
This includes furnishings for Medical Department, plus

- oxygen, sterilizer, electric eye chart, etc.
2. Initial medical supplies - \$ 418.19
Including ointments, dressing, and medications.

Having invested in an adequate stock of supplies, our costs for the coming year should be nominal.

Future Plans:

1. Plans are being formulated for the Mobile X-Ray Unit, which will be available September 1960.
2. A blood bank will be available after organization of Student Government.
3. Because of student interest, a "Pounds off Club" will be organized early in 1960. This project is being developed in cooperation with the Physical Education Staff.

Oakland Student Center

George Fritz, Manager

It is believed that the Student Center has served its purpose of being a service unit to the students and faculty of the university. Undeniably, there is no other place on campus in which the students can spend their leisure time. However, even if that were not so, the majority of students would find the atmosphere of the Student Center cordial, inviting and, in its own way, educational.

Although the programs that were offered leaned heavily to the social side, it is believed the cultural programs will be well received. Many fine suggestions for activities have been made. It is gratifying, and certainly challenging, to listen to the ideas of students. The range and scope of student interests is indeed broad, and it is hoped that the fulfillment of their desires will be accomplished in the near future.

Naturally, all programs cannot and will not be well received by all students. One of the goals of the Student Center Council will be to evaluate the overall worth of proposed programs and to vary the activities so that the majority of students will derive the most good from the total program.

FOOD SERVICES

Introduction

After a somewhat shaky start, the Student Center Food Services Department moved into the partially completed cafeteria on September 28, 1959. It is to the distinct credit of the six food service employees that the above task was completed. Their patience, interest, faith, and cooperative understanding made the undertaking much easier.

Summary of Operations

Now that the first eleven weeks have passed, the cafeteria staff is more organized and equipped to handle the food service operation. Some had worked in industrial situations, some in executive dining rooms, and two had owned their own businesses. One had had no food service experience whatever. A university food service must necessarily operate on a different basis than any of the above type operations. Consequently, a training program had to be initiated. The results have been gratifying but the job is by no means complete. It will never be complete.

The hours of operation of the food services facilities have been from 7:00 A.M. to 5:00 P.M. on a Monday through Friday basis. Changes to this schedule are possible. The early morning trade was very light. Traffic increased to a peak at 12:10 P.M. From that time until closing a steady decline in traffic was evidenced. Reasons for the unevenly distributed traffic flow are as follows:

1. No classes being scheduled between the hours of 12:00 and 2:00 P.M. resulted in a large number of students going home or elsewhere during that period.
2. The proximity of the residences of many students was also a factor which encouraged going home to lunch.
3. The "tightness" with which many students made their schedule of classes did not allow free time between classes.
4. Since all students commute, the place to go after the day's final class is home.

The alteration of the schedule of classes in the future promises to help distribute the traffic flow more evenly. Also, the completion of the lounge should increase traffic in the building as should the Bookstore. It is believed that the main bolstering factor to the food service operation will be more building users throughout the entire day.

Special parties and banquets held during the term helped the overall operation to a great extent. Plans call for increased solicitation of these functions.

Finances

During the period from September 17 to November 30, a total of 22,206 covers, an average of 403 covers per day, were sold in the cafeteria line. These sales netted \$9,259.40 for a check average of \$.43 per sale. A total of 682 people were served luncheons, and dinners were served to 339 guests. Net revenue from the served luncheons was \$1093.11 or an average of \$1.60 per luncheon. Served dinners netted \$894.90 for an average of \$2.63 per dinner.

As a basis of comparison, the check average in the Union Grill at MSU is approximately \$.23, and in the Union Cafeteria, the check average is \$.92. The \$.43 check average resultant from our first eleven weeks of operation is, therefore, more slanted toward a grill type operation than to a cafeteria type operation.

The reasons that our food services have a tendency to slant toward a grill or snack bar type operation are several. Many students consider the meal prices too high. Our students have been accustomed to subsidized meals offered in high schools. We cannot begin to approach these prices for full course meals and do not intend to lower our present prices. Therefore, the sales have been of the lower priced items that would normally be served from a grill or short order kitchen. Secondly, the all-American hamburger and hot dog will enjoy a long and popular life before they are replaced by other entrees. Students demand and enjoy these two items. Another reason for the resultant check average is the amount of sales involving only a single cup of coffee.

A profit and loss statement for the period ending November 30, 1959

follows. The column indicating "per cent of sales" exemplifies the fact that the prices of food are commensurate with good business procedures. However, the cost of goods sold should not, in a well-run operation, exceed 40% of sales. It is evident that our cost of goods sold needs to be decreased by approximately 1%. The 58.3% which represents total payroll expenses is in excess of recommended labor costs by approximately 20%. It is assured that the expected increase in volume will decrease the high labor cost in future operations.

The net loss of \$3308.25 for the period is, of course, not good. However, many nonrecurring expenses are included in this loss figure, i.e., silverware, glassware, and cleaning supplies. A leveling and balancing of the food service operations promises to produce more acceptable results in the future.

Future Plans

Until such time that dormitories or other on-campus living units are established, the food service operation of the Student Center will remain essentially the same in respect to hours of operation and type of service. After students are eating on-campus regularly, additional facilities will be required. The existing combination cafeteria and snack bar operation will soon outlive its usefulness. If a grill or snack bar was located in a different area of the building, possibly in the basement, and the existing dining room became solely a cafeteria for students living on-campus, a more expeditious operation would result.

Financially, with the present number of students, the proximity of their residences to campus and their mobility, it is difficult to envision a profit for the first year of operations. Unforeseen and unanticipated factors must be met as they arise. The loss created during the first term should not be used as a measuring stick for the balance of the year however.

It is believed that with the expected increase of students next fall and with the internal improvements that are being constantly made, a self-supporting operation is in view. Such an operation will not be evidenced until next Fall term. However, once such an operation does exist, the continuance of profitability is assured.

Conclusion

Although the food service operations yielded a net loss for the period, it is believed that a service has been rendered and that a good image has been established during the first term. The students and faculty seem to be, on the whole, pleased with the operation. Their patience during the initial stages of operation has been much appreciated.

The food services in the Student Center can be operated more successfully. This will be done. Most of the larger logs have been cleared from the jam. A few large ones remain, but thereafter, only smaller logs and eventually splinters will have to be cleared before the stream flows freely. Plans are to keep the stream flowing so that the only actual jam will have been at the very beginning and no other shall occur.

OAKLAND STUDENT CENTER

Food Services

Profit and Loss Statement

For the Period Ending November 30, 1959

<u>INCOME</u>		Per Cent of Sales
Sales	\$11,205.10	100%
Other Income	<u>118.76</u>	
Total Income	\$11,323.86	
 <u>COST OF SALES</u>		
Beginning Inventory	0	
Purchases	<u>\$6,597.20</u>	
Goods Available for Sale . .	\$6,597.20	
Less: Ending Inventory . .	1,962.32	
Employees Meals	<u>142.00</u>	
Total Credits	\$2,104.32	
Cost of Goods Sold . . .	<u>\$ 4,492.88</u>	<u>40.9%</u>
Gross Operating Margin	\$ 6,830.98	59.1%
 <u>PAYROLL EXPENSE</u>		
Regular	\$ 4,907.31	43.6%
Student	1,522.07	13.7%
Social Security	<u>105.59</u>	
Total Payroll Expenses .	<u>\$ 6,534.97</u>	<u>58.3%</u>
Other Operating Margin	\$ 296.01	.8%

OTHER EXPENSES

* Supplies	\$ 2,799.20	
Laundry	182.65	
Travel	65.44	
Freight	81.31	
Cleaning	192.88	
Other	<u>282.78</u>	
Total Other Expense . .	<u>\$ 3,604.26</u>	<u>32.1%</u>
Total Operating Loss for Period	(3,308.25)	(31.3)%
Plus Adjustment for Physical Inventory	<u>1,931.89</u>	
Actual Net Operating Loss for Period	\$ (1,376.36)	

*Includes \$1,931.89 for glassware and silverware.

THE STUDENT CENTER DESK

Introduction

After a construction delay, the desk opened for business on October 19, 1959. This unit of the Student Center has served as a convenience facility up to the present. The operation is running smoothly with the exception of newspaper procurement. Our remote location creates problems in this area of service.

Finances

The desk lost money during the initial months of operation. The enclosed profit and loss statement gives the financial picture for the period. The cost of goods sold figure amounting to 83% of sales is not unusually high. The mark up on items of the nature sold at the desk is very small. The labor expense which amounted to 51% of sales is too high. As in the food service areas, increased volume will improve the labor cost percent.

Future Plans

It is hoped that the campus lost and found service can eventually be handled from the desk. Also, the small games that are presently in the basement will continue to be controlled from this unit.

When school colors and decals are adopted, appropriate novelty items will be offered to students.

Conclusion

There is not much to be said for this potentially large operation. Although one main purpose is to be a service unit on the campus, the desk operation can and will show a financial profit in the future.

MSUO Student Center Desk
Profit and Loss Statement
November 30, 1959

INCOME

Sales	\$802.66	
Other Income	<u> </u>	
		\$802.66

COST OF SALES

Beginning Inventory	0	
Purchases	\$1,256.73	
Goods Available for Sale	<u>589.48</u>	
Cost of Goods Sold	<u>\$667.25</u>	83%
Gross Operating Margin	\$135.41	

PAYROLL EXPENSE

Payroll Expense	<u>\$413.95</u>	51%
Other Operating Margin	(\$278.54)	

OTHER EXPENSES

Other Expenses	<u>0</u>	
Net Operating Loss		(\$278.54)

GENERAL BUILDING OPERATIONS

Maintenance

The maintenance of the building, in regard to general upkeep and minor repairs, is improving each day. Budgetary problems have caused some delay in establishing maintenance procedures. For the first quarter, student labor cared for floors in the dining room. The kitchen areas were maintained by the food service staff. The remainder of the building was maintained on a "when there is time" basis. This fault can be attributed to only one cause--that of manpower shortage in the Physical Plant Department.

Now that a full-time maid has been employed, the cleaning situation promises to improve greatly. Until such time that a full-time maintenance man is hired to give the necessary floor care, student labor will be used.

Many different floor treatments have been tried experimentally. The experiments will continue until the desired effect is achieved.

Necessary repairs are accomplished as needed, but sometimes the work takes what seems to be an unnecessarily long time. It is realized that a new building must have the "kinks" ironed out before it runs smoothly mechanically. It appears that there have been several malfunctions which should not occur in a new building.

Future Plans

Not being fully aware of the financial future of the Student Center in regard to additional facilities, it is a bit difficult to make projections. However, the several ideas which follow warrant consideration:

1. Construction of a grill or snack bar in the basement.
2. The present Bookstore, if it becomes too small, should be used as an area for small table games.
3. A new Bookstore, if such is necessary, should be added to the building at ground level.
4. An auditorium should be added to the Student Center. This would result in having an all-purpose area in the building which is the center of student life.
5. Within 2 or 3 years, the need for more private dining rooms is foreseen. Such rooms could also be used for student and faculty meetings.
6. Depending on the facilities to be offered in the Intramural Building, perhaps bowling alleys and/or a billiards room should be included in the Student Center.
7. An area for arts and crafts might be an important addition.
8. The addition of a barber shop might be a worthwhile consideration.

Student Publications

Loren Pope, Editorial Advisor
Robert Swanson, Business Advisor
Mary Cusack, Editorial Advisor

Publications

Two student publications are under way at MSUO.

The Oakland Observer, our student newspaper which was started the third week of school, published five issues during the quarter. These issues had a combined circulation of about 4,000. During the winter quarter, The Oakland Observer will be published every other week.

Our year book staff has been organized and is now preparing the first edition. The theme for this document will be the birth of a new and different kind of state university.

Although there have been financial problems to date, it is believed that these publications will be self-supporting eventually.

The University Bookstore

Louise Landon, Manager

Total adjusted sales for the first quarter of operation was \$22,793.67. Considering our 570 students, the average amount spent per student for books and supplies was \$40. Our average expenditure fits in very well with the national average expenditures of \$60-70 per student per school year. Profit to the Bookstore this first quarter is identified by the paid-for inventory which has a retail value of \$2,427.38.

Included with this report are the following explanatory materials:

Bookstore Profit and Loss Statement
Retail Value of Final Inventory
Bookstore Adjusted Sales
Bookstore Deposits

A request has been made to Chancellor Varner that administration of the University Bookstore be transferred to the Office of Business Affairs. The Director of Business Affairs is agreeable to this transfer.

BOOKSTORE PROFIT AND LOSS STATEMENT

Fall Term, 1959

INCOME

Sales	\$22,794.85
Other Income	000.00
TOTAL INCOME	<u>\$22,794.85*</u>

COST OF SALES

Goods available for sale	\$26,296.51	
Less: Ending Inventory	6,132.68	
Cost of Goods Sold		\$20,163.83
Gross Operating Margin		\$ 2,631.02

Payroll Expenses

Regular	\$	000.00	
Student		483.03	
Total Payroll Expenses			\$ 483.03
Other Operating Margin			\$ 2,147.99

Other Expenses

Office Supplies	\$	26.08	
Travel		162.43	
Freight		476.67	
Postage		20.22	
Equipment		460.35	
Outstanding Supplies Bill		1,381.85	
Total Other Expenses			\$ 2,527.60
Net Operating Loss			379.61
Less \$13.01 (Departmental Charges)			<u>13.01</u>
Final Net Operating Loss			\$ 366.60

In order to get an accurate picture of the financial status of the Bookstore, it is necessary to present the retail value of the present Bookstore inventory which has been paid for out of first term monies.

*Discrepancy of + \$1.18 exists between tape totals and deposits. This amount does not include \$13.01 owed to the Bookstore accounts but which has not been transferred from other departmental accounts.

The following listing indicates retail value of the store's inventory:

<u>Retail Value of Supplies</u>	\$ 2,087.58
Less: Net Cost	1,267.58

Profit Available from Supplies	\$ 820.00
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<u>Retail Value of Books</u>	\$ 6,472.48
Less: Net Cost	4,865.10

Profit Available from Books	<u>1,607.38</u>
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Total Available Profit from Existing Inventory	2,427.38
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Less: Deficit	<u>366.60</u>
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Total Available Profit	\$ 2,060.78
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Several factors limited the amount of money made this term. For instance, there was at least one unusual expense--that for wire-screen windows in the old bookstore. This outlay amounted to \$262.35. Also, the transportation cost on books which amounted to \$476.67 was not recaptured in the retail operation. It should be indicated that prices in the bookstore have been adjusted to recapture the second term shipping costs--as well as a portion of the first term costs. The travel item includes expenses incurred through bringing manager candidates to MSUO.

BOOKSTORE ADJUSTED SALES

Fall Term, 1959

Supplies and Books

September	\$19,445.32
October	2,437.11
November	661.20
December	<u>250.04</u>

Total Adjusted Sales. . . \$22,793.67 (Schedule I)

NOTES:

1. Based on 570 students, an average of slightly under \$40.00 per student was spent for books and supplies during the first term of the school year. Based on a national average expenditure of \$60-70 per student per school year, our figure of \$40 for the first term is in line with other bookstore operations.

SCHEDULE I

Book Sales	\$22,010.59
Supplies Sales	1,218.00
* Misc.	50.00
** Tax	<u>7.84</u>
Total Machine Sales	\$23,286.43
Minus Adjustments	<u>492.76</u>
Adjusted Machine Sales	\$22,793.67
Minus Total Taxes	<u>40.63</u>
Adj. Machine Sales Less Taxes	\$22,753.04
Plus Cash Overages	<u>44.64</u>
	\$22,797.68
Minus Cash Shortages	<u>2.94</u>
Total Cash to Deposit	\$22,794.74

NOTES:

- * Misc. item was a \$50.00 sale rung in error. It is accounted for in the \$492.76 adjustment figure.
- ** Tax for September and October was included in the sale price of supplies. For November and December, tax was recorded on a separate key and amounted to \$7.84 which is included, as is the tax for September and October, as sales. The total tax figure, \$40.63, is later deducted.

BOOKSTORE DEPOSITS

Fall Term, 1959

Deposit 1	9-21-59	\$16,284.77
Deposit 2	9-22-59	778.13
Deposit 3	9-28-59	1,006.14
Deposit 4	10- 7-59	1,960.30
Deposit 5	10-17-59	956.64
Deposit 6	10-29-59	514.44
Deposit 7	11- 6-59	163.11
Deposit 8	11-20-59	376.33
Deposit 9	12- 8-59	332.52
Deposit 10	12-16-59	<u>99.79</u>

TOTAL DEPOSITS	\$22,472.17
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Monies due to be transferred to the <u>Bookstore</u> <u>Account</u> from scholarship and loan funds	<u>322.68</u>
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TOTAL INCOME	\$22,794.85*
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*Discrepancy of \$1.18 from book totals.