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	P	T	T	V	V	V	C	N	N	N	B	R	R	R	R	R	R	R	R	Y	Y	Y	Y	N	N	N	G
1987-88	1	0	1	0	1	3	0	0	1	2	2	0	2	0	0	1	1	2	0	0	1	2	0	2	2	0	
	4	5	9	2	6	0	2	4	1	5	2	9	8	1	4	1	8	5	2	9	6	3	6	0	7	8	

CHAIR	Roberta Bengston																																				
John Wright	P	P	P	P	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P										
V-CHAIR PROGRAMS																																					
Roberta Bengston	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	-	-	-	-	-										
V-CHAIR H&F	Erich Bertsch																																				
Molly Anderson	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	X	P	A	P	P	A	P	A	P	A	A										
CHIP																																					
CLA																																					
Lora Pollari	-	-	-	-	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	X	P									
EDUCATION USA																																					
Dean Joula	-	-	P	P	P	A	A	X	A	A	A	A	A	A	A	A	A	A	-	-	-	-	-	-	-	-	-										
GENERAL COLLEGE																																					
Mary Misukanis	P	A	A	A	A	A	P	P	P	P	A	A	A	A	A	A	A	A	-	-	-	-	-	-	-	-	-										
COGS	Pat Thompson																																				
Patrick Mendis	-	-	P	P	A	P	A	A	A	A	A	A	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A									
IT																																					
Erik Bertsch	-	-	-	-	-	-	-	-	P	P	P	A	P	A	P	P	A	P	P	A	P	-	-	-	-	-	-										
MSA																																					
Aron Pilhofer	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	A	A	A	P	P	P	A	A	A	A	A										
MISA	Orino Charles																																				
Penny Kilis	P	P	P	P	P	A	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	X	P	A	A	A										
MN ALUMNI																																					
Ken Martin	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P										
UBOG ALUMNI																																					
Barry Bridges	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	X	P	P										
FACULTY																																					
FACULTY																																					
CMU Director																																					
Rufus Simmons	P	P	X	P	P	X	P	P	P	P	P	P	X	P	P	P	P	P	P	X	P	P	P	X	P	P	P										
CMU																																					
Liz Andersen	-	P	P	P	P	X	P	P	P	A	P	P	X	P	P	P	P	P	P	P	P	X	P	P	P	P	P										
CMU																																					
Maggie Towle	P	P	P	P	P	P	X	P	P	P	P	X	P	P	P	P	P	X	P	P	P	P	X	P	P	X	X										
FOOD SERVICE																																					
Leslie Bowman	P	X	P	P	P	P	A	X	A	X	P	P	A	A	A	A	P	X	A	A	P	P	A	A	A	A	A										
CMU																																					
Richard Melton											P	P	A	X	P	P	P	X	P	X	P	P	P	P	P	P	A	P									
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Coffman Memorial Union
Board of Governors
1987-88 Motions

MOTION 88-1 (Bridges-Bengston)

Sept. 14, 1987

CARRIED

Resolved, the Coffman Union Board of Governors recommends that administration allocate permanent operating space for the University Credit Union on the Ground Floor of Coffman Union.

Further, the Board requests that temporary operating space be allocated for Credit Union operations in Coffman Union until such time that Ground Floor space is prepared for Credit Union operations.

Further, the Board requests that Union administration negotiate terms of rental in such a way that reflects the parameters of Union Lease Policy and the best interest of the University Community.

Further, the Board requests that the final terms of rental be submitted to the Board for final approval before Credit Union operations are initiated in Coffman Union.

A FRIENDLY AMENDMENT was made to change the last paragraph to read:

Further, the Board requests that the final terms of rental be submitted to the Board for final approval before November 1, 1987.

Question called. **MOTION CARRIED**

MOTION 88-2 (Andersen-Bengston)

October 19, 1987

TABLED

The Coffman Memorial Union Board of Governors endorses 71% (4,387) square feet as an appropriate quantity of lounge space for the exceptional period of time up to September, 1988. Further, the Board requests that the Union operate 100% (6,188) square feet of available quiet lounge space after September, 1988.

Motion was made to table motion 88-2 until November 2, 1987

AMENDMENT 88-2

Nov. 2, 1987

TABLED

To amend motion 88-2 as follows:

"To endorse the following guidelines for lounge space:

Resolved, that UBOG endorses use of the Women's Lounge only, as quiet space for the exceptional period of time up to spring quarter, 1988.

Resolved, the Union board of Governors requests that Union Administration reestablish the Men's Lounge operation as specified in Sec. IV, B of the Coffman Facilities and Services Guidelines.

Further, the Board requests that specified operations are restored before the first day of spring quarter, 1988."

AMENDMENT 88-2 was agreed to. Final action was tabled.

AMENDED MOTION 88-2 was brought to the table for discussion, Nov 16, 1987.

FRIENDLY AMENDMENT TO 88-2 (Bridges-Martin)

Nov. 16, 1987

ACCEPTED

Change the date for restoring operations of Men's Lounge to the first business day in September, 1988.

MOTION 88-2 (Anderson-Bengston)

Nov. 16, 1987

CARRIED
1 abstention

"Resolved, the Union Board of Governors requests that Union Administration reestablish the Men's lounge operation as specified in Sec. IV, B of the Coffman Facilities and Services Guidelines.

Further, the Board requests that specified operations are restored before the first business day in September 1988."

MOTION 88-3 (Anderson-Bengston)

Nov. 16, 1987

CARRIED
1 abstention

Resolved, the Union Board of Governors requests a review of any space utilization which displaces current operations before said operations are displaced.

Further, the Board requests that the Coffman House Policies are modified to reflect the above parameter.

MOTION 88-4 (Bridges-Martin) Nov. 16, 1987 **TABLED**

The Board of Governors would like administration to identify options for the Music Listening space after the credit union vacancy.

MOTION 88-5 (Pilhofer-Bridges) Nov. 16, 1987 **CARRIED**

To table Motion 88-4 for three months.

MOTION 88-6 (Martin-Bridges) Dec. 2, 1987 **CARRIED**

That the board empower the Executive Committee, on the basis of the comments made at today's meeting, to act on its behalf with regard to the fee request.

MOTION 88-7 (Pollari-Pilhofer) April 4, 1988

Moved the following Resolution:

WHEREAS, the University YW has been in Coffman Memorial Union since its origin. The U-YW is an integral part of the University serving the student body.

WHEREAS, that Coffman Memorial Union is a student union and should give priority space to student organizations.

WHEREAS, it has not been proven or adequately determined that the Director of Student Activities should reside within Coffman Memorial Union.

THEREFORE, be it resolved that the University YW have their lease renewed.

AMENDMENT 88-7 (Bridges-Bengston) **AMENDMENT CARRIED**
4-yes 2-no 1-Abstention

Divide the motion into two parts:

- 1) Provide lease space to U-YW in Coffman Union.
- 2) The lease space provided to be Room 244.

MOTION 88-7 (Bridges-Bengston) April 4, 1988 **CARRIED**
1 Abstention

Provide lease space to the U-YW in Coffman Union.

MOTION 88-8 (Bridges-Bengston) April 4, 1988 **TABLED**

The lease space provided to the U-YW will be Room 244.

MOTION 88-9 (Bridges-Bengston)

April 4, 1988

CARRIED

Move to table Motion 88-8.

Question Called 2 yes 2 no 4 Abstention
The Chair broke the tie with yes vote.

MOTION 88-10 (Pilhofer-Pollari)

April 4, 1988

FAILED

That the space currently occupied by the MU Coordinator
be made available to the Coordinator of Student Activities.

MOTION 88-11 (Bengston-)

April 4, 1988

NO ACTION

Mandate XC to develop information for space dealing
with U-YW. What space is available for assignment?
What funds are available for reconfiguring space? What
is the role of the Board? What are the demands on space?

MOTION 88-12 (Pollari-Pilhofer)

April 11, 1988

CARRIED

To bring Motion 88-8 to the table.

AMENDMENT 88-8 (Pilhofer-Pollari)

April 11, 1988

CARRIED

That Room 244 remain U-YW space until the space
allocation committee decides otherwise.

MOTION 88-13 (Bridges-Martin)

April 11, 1988

A. Role of the Board

Space allocation packages shall be established by
House and Finance in partnership with administration
and approved by the Board.

B. SOAC Long-Range Plans

Service and Facilities shall work in partnership with
administration, using existing house policies to identify
effective and efficient use of Administration Zone 1 areas.

AMENDMENT 88-13 (Martin-Bridges) April 11, 1988 **CARRIED**

That Service and Facilities develop a grievance or hearing process to occur in spring quarter to review procedures each year so that comments pro or con to problem situations can be considered in conjunction with allocation process.

Question called.

MOTION 88-13 as amended carried.

MOTION 88-14 (Exec - - April 18, 1988 **CARRIED**

To appoint the UBOG alumni representative to preside over the remaining revision process and over the awarding of the scholarship. That the alumni representative appoint a scholarship committee composed of director, or designate; program director, or designate, volunteer representative and student employee representative.

"Extent of Scholarship" was discussed and agreement reached that it should be spelled out that funds would be remitted up to \$2,600 and that one-third of the award would be given at the beginning of each quarter.

"Qualifications for application to scholarship" was discussed. It was agreed that applicants must be a student as defined by the Assembly Committee for Student Affairs. It was agreed that (6 credit minimum) should be added to the statement.

"Applicants of the Gordon L. Starr Scholarship will be evaluated in the following way:" was discussed. It was agreed that the applicant should be evaluated by a committee of 5 members.

MOTION 88-15 (Bridges - Anderson) April 18, 1988 **CARRIED**

That the Scholarship document be amended to include the agreed upon additions noted above.

MOTION 88-16 (Pollari - Martin) April 25, 1988 **CARRIED**

Move that Scholarship Committee meet this week and combine documents and present to Board for approval next week.

John Wright made a friendly amendment that the scholarship committee clarify that \$2,640 be given to each scholarship recipient. Amendment accepted.

MOTION 88-17 (Pollari - Bridges) April 25, 1988 **CARRIED**
To open nominations for 1988-89 Board of Governors.

Nominations will be open until next week or until elections. Board members interested in running for a chair position need not be nominated to be elected. Anyone interested in running for a position should write a statement of interest. Ms. Bengston distributed a letter indicating her interest in serving as Chair in 1988-89. Lora Pollari nominated Ms. Bengston for the position. Ken Martin nominated Erich Bertsch for the position of Vice Chair, Service and Facilities. Mr. Bertsch accepted the nomination. There were no nominations for Vice Chair, Programs.

MOTION 88-18 (Bridges - Pollari) May 2, 1988 **CARRIED**

That the Board approve the G.L. Starr Scholarship Application Form as presented.

MOTION 88-19 (Martin - Pollari) May 9, 1988 **CARRIED**

Move to close nominations.

MOTION 88-20 (Martin - Bengston) May 16, 1988 **APPROVED**

Move to accept lease data comparison as presented at this meeting.

MOTION 88-21 (Bridges - Bertsch) May 16, 1988 **TABLED**

Move to prepare document that indicates to all that we have 10-year program in preparation to increase rental rates to reach level of 1976. (Liz Andersen to prepare and have available for discussion at the next Board meeting.)

MOTION 88-22 (Andersen - Pollari) May 16, 1988 **CARRIED**

Move to table Motion 88-21.

1 Abstention

MOTION 88-23 (Pilhofer - Pollari) May 16, 1988 **CARRIED**

Move to open nominations.

Roberta Bengston nominated for Chair.
Erich Bertsch nominated for Vice-Chair Service & Facilities.
Nomination for Vice-Chair Program was called for. There were no nominations
Nominations were closed.

MOTION 88-24 (Pilhofer -) May 16, 1988 **CARRIED**

Move to elect Roberta Bengston by unanimous ballot.

Roberta Bengston elected Chair of UBOG for 1988-89.

MOTION 88-25 (Bridges - Bengston) May 16, 1988 **CARRIED**

Move to elect Erich Bertsch Vice Chair Service and Facilities.

Erich Bertsch elected Vice Chair of Service and Facilities, UBOG, 1988-89.

MOTION 88-26 (Martin - Andersen) May 16, 1988 **CARRIED**

Move that the new Chair identify person(s) for Vice Chair Program by next meeting.

MOTION 88-27 (Bridges-Martin) May 23, 1988 **CARRIED**

That the Board accept the timeline for SOAC assignment with the following changes:

June 6 - ~~October~~ July 7: Opportunity for organization appeal for allocation.
Board approval of allocation: Monday, June 6.
(Organizations have 30 days to appeal decision.)

MOTION 88-28 (Pollari-Pilhofer) May 23, 1988 **CARRIED**

Move to table discussion of prime space and level of subsidy reduction to fall quarter.

MOTION 88-29 (Bridges-Bertsch) May 23, 1988 **CARRIED**

That the Board accept the lease policy as written, with item 5 deleted.

MOTION 88-30 (Bridges-Martin) June 6, 1988 **CARRIED**

Move to empower XC and additional members who can attend meetings to be the official organization to speak for the Board over the summer.

MOTION 88-31 (Bridges-Pollari) June 6, 1988 **CARRIED**

To approve the 88-89 budget.

MOTION 88-32 (Bridges-Martin) June 6, 1988 **CARRIED**

To approve SOAC assignments as listed.

1 Abstention

MOTION 88-33 (Martin-Bertsch) June 20, 1988 **WITHDRAWN**

Re: Director assignments.

That the Board charge the director to respond to the Board how Option two, status quo with % of time assigned to tasks, would affect his schedule. What CMU tasks would he not accomplish.

collman

Board of Governors

Date: September 14, 1987

Agenda

- I. Call to Order
John H. Wright, Presiding

- II. Approval of Minutes
8 June, 1987
13 July, 1987

- III. Report of the Chairman
Constituent Union Activities
Summer Exec
Recruitment and Orientation

- IV. Unfinished Business
None

- V. New Business
Credit Union Proposal (discussion/action)

- VI. Report of Director
Ground Floor Remodeling
86-87 Budget

- VII. Announcements

- VIII. Process

- IX. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

14 September 1987

Minutes

A meeting of the Union Board of Governors was held on 14 September 1987, at 12:15 pm, in the board room, 346 Coffman Memorial Union; a quorum was present. The chairman, Mr. John H. Wright, presided.

<i>Governors;</i>	Chair	John Wright	UBOG Alumni	Barry Bridges
	COGS	TBA	MN Alumni	Ken Martin
	Ed	Roberta Bengston	Faculty	TBA
	CLA	Molly Anderson	Faculty	TBA
	GC	Mary Misukanis	Fd Service	Leslie Bowman
	MISA	Penny Kilis	CMU Director	Rufus Simmons
	MSA	Aron Pilhofer	CMU Staff	Liz Andersen
			CMU Staff	Maggie Towle
<i>Absent;</i>	CHIP	Cindy Wetmore		

Guests; Judy Grew, MSA; Vi Justice, CMU

APPROVAL OF MINUTES

The minutes of June 8 were approved as published. The minutes of July 13 were approved as published.

REPORT OF THE CHAIRMAN

Directors and Board Chairs met today. Curt and Kate were not present. The constitution and board structures were discussed. The primary change in St. Paul's constitution is membership. West Bank is looking at a constituent base change. St. Paul's board structure is Personnel and PR, House and Finance and Programs. West Bank's structure is administrative program oriented and House and Finance. Directors and Board Chairs will next meet on Thursday, October 1 at 3:00. The meetings are open to those wishing to attend.

Summer Exec

Mss Anderson and Bengston reported the Exec Committee discussed recruitment, orientation, the idea of a union night, the credit union proposal and the constitution at their summer meetings.

Recruitment and Orientation

Messrs Simmons and Wright will meet with Dr. Wood, adviser to the Education Student Board tomorrow. They hope to meet with other college board advisers within the next two weeks to establish faculty relationships. A series of evening orientation events will be planned for fall quarter and perhaps a week-end event for winter quarter.

UNFINISHED BUSINESS - None

NEW BUSINESS

Credit Union Proposal

Mr. Simmons noted the idea of the credit union goes back a number of years to when the cash machines were put in. The State Capital credit union was an

Union Board of Governors
Minutes

14 September 1987
Page 2

option considered at the time the TCF cash machine was installed. The credit union was approached as to their desire/willingness to provide service to students but it was unwilling to provide service to students. Mr. Simmons reported he was contacted by Roger Paschke and Andy Seitel to discuss a proposal to house a University credit union within CMU. Information was sent out to the Exec Committee. Funding has been secured for \$4 million operating seed money; the credit union has been chartered and is looking for temporary housing in the music listening lounge until permanent space is available on the ground floor.

Ms. Grew, President, Student Body, MSA, said the credit union was reviewed by MSA and the senate and they were unanimously in favor. They were happy with student representation and input throughout the process.

MOTION 88-1 (Bridges-Bengston)

Resolved, the Coffman Union Board of Governors recommends that administration allocate permanent operating space for the University Credit Union on the Ground Floor of Coffman Union.

Further, the Board requests that temporary operating space be allocated for Credit Union operations in Coffman Union until such time that Ground Floor space is prepared for Credit Union operations.

Further, the Board requests that Union administration negotiate terms of rental in such a way that reflects the parameters of Union Lease Policy and the best interest of the University Community.

Further, the Board requests that the final terms of rental be submitted to the Board for final approval before Credit Union operations are initiated in Coffman Union.

Ms. Bengston raised a question about start-up. Is there a time limit for establishing terms of rental.

Mr. Simmons said there has been no formal negotiation. The base rental cost has been given to the credit union. He does not anticipate any problems in negotiations. Coffman will be incurring some cost through remodeling of ISTC.

Mr. Bridges asked if the Union is in a position at this point to have the credit union provide money up front to buy their way into the union, the same way as the Campus Club and Food Service?

Mr. Pilhofer noted it is most important that the matter be settled as soon as possible.

Mr. Wright asked, has a service lease been allowed before the final terms of the contract are negotiated?

Mr. Simmons said it is not desirable but possible.

Union Board of Governors
Minutes

14 September 1987
Page 3

Mr. Pilhofer said he would like to delete part of the past paragraph.

Ms. Bengston asked that a timeline be established.

Mr. Simmons said two months would be an acceptable timeline.

A FRIENDLY AMENDMENT was made to change the last paragraph to read:
Further, the Board requests tha the final terms of rental be submitted to the Board for final approval before November 1, 1987.

Mr. Bridges asked if the Board should give Mr. Simmons more information as to what choice the Board would like to see.

Question called. MOTION CARRIED.

Mr. Bridges asked what the parameters for negotiation would be. Should the credit union buy in? Should they be charged 200% or a % of gross?

Mr. Simmons said he is looking at commercial zoning on ground floor, looking at the union always retaining ownership of the space. The current base cost minimum and incidental cost would be appropriate charge. We are not here to subsidize. We are here to serve students.

Mr. Bridges asked if there is sufficient square footage to accommodate future growth. He noted a large portion of the 4th street credit union is taken up by the loan officer and waiting room space. He thought perhaps students could wait in another area.

Building Advisory Committee

Rufus noted the ground floor remodeling will make the area more accessible and more attractive through an improved circulation pattern. The Gopher Mound will be taken down. Seating and lighting will be improved for study. An international courtyard atmosphere will be created with occasional opportunity for international foods. This Phase II of the ground floor remodeling is expected to be completed next year. An important aspect of the remodeling will be addition of a stairway to the basement, making that facility more visible.

Phase I - Food Service remodeling. Using a 3-dimensional model, Leslie explained the changes that are being made to the ground floor food area. The In will become a seating area. There will be an on-site bakery, a large salad bar, three dining rooms. Colors will be burgundy and teale with brass replace stainless steel.

The question of sound penetrating to second floor was raised. It was noted there are new materials for sound absorption that can be put around the ns columns and some carpeting will be added to the courtyard.

Barry asked what happens to ISTC? It was noted information in that regard is included in in the memo distributed to board members.

Union Board of Governors
Minutes

14 September 1987
Page 4

Budget

Mr. Simmons noted the redeveloped bottom line for budgets is not available however he is hopeful that we will have a printed budget for board review by the end of this month.

ANNOUNCEMENTS

Air Conditioning

An air conditioning survey of summer school students indicated 60% would be in favor of air conditioning Coffman Union, 57% indicated they would support funding the project.

Meeting adjourned at 1:15.

Respectfully submitted,

Rufus L. Simmons
Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

AGENDA ITEM FOR CONSIDERATION:

I. Title Credit Union

- (x) Discussion
- () Information
- (x) Motion for Action Requested

II. Recommended or Proposed Action:

Resolved, The Coffman Union Board of Governors recommends that administration allocate permanent operating space for the University Credit Union on the Ground Floor of Coffman Union.

Further, The Board requests that temporary operating space be allocated for Credit Union operations in Coffman Union until such time that Ground Floor space is prepared for Credit Union operations.

Further, The Board requests that Union administration negotiate terms of rental in such a way that reflects the parameters of Union Lease Policy and the best interest of the University Community.

Further, the Board requests that the final terms of rental be submitted to the Board for final approval before Credit Union operations are initiated in Coffman Union.

III. Presented by John H. Wright, Chairman

IV. Date 14 September 1987

Rufus Simmons

SEP 11 1987

UNIVERSITY OF MINNESOTA
TWIN CITIES

Physical Planning
503 Morrill Hall
100 Church Street S.E.
Minneapolis, Minnesota 55455
(612) 624-5765

September 10, 1987

TO: Building Advisory Committee
FROM: Chuck Koncker *CKK*
RE: Coffman Memorial Union
ISTC/Corridor Extension
Project No. 064-87-0127

Attached is a copy of Jon Booth's comments as to the impact of the proposed extension of the corridor through their existing I.S.T.C. leased space. Jon has addressed various items needed for their organization to function after the completion of the Phase II construction.

Also attached are copies of minutes from the meeting held with CMU staff and board members reviewing the project. The minutes provided by Rufus Simmons and Peggy Winthrop are attached for your review.

Please review all of the attached comments and discussions in regard to Phase II of the project. We will be reviewing this input at our next Building Advisory Committee meeting. If you have any questions, or additional concerns, please contact this office.

CKK:mir

Attachments

cc: John Beckwith
Sue Kroeger
Peggy Winthrop

RECEIVED

SEP 8 1987



PHYSICAL PLANNING

MEMO

International Study and Travel Center
44 Coffman Memorial Union
300 Washington Avenue S.E.
University of Minnesota
Minneapolis, MN 55455
(612) 625-1150

TO: ✓ Chuck Koncker, Planning and Marketing
Rufus Simmons, Coffman Union
FROM: Jon Booth
DATE: September 3, 1987
SUBJECT: ISTC And The CMU Ground Floor Renovation - Phase II

I am writing as a follow up to the August 31 meeting regarding the Ground Floor renovation of Coffman Union. I was sorry I had to leave the meeting early. I will keep my calendar clear so I can be present for all of the next meeting scheduled for 1:30 p.m. on Sept. 21. I applaud many of the ideas which have been put forward in conjunction with the Phase II remodeling of the CMU Ground Floor. However, the added circulation loop planned to extend into the Great Hall Lounge will be very disruptive for ISTC. I thought it would be helpful for me to outline in this memo what I feel needs to be done to accommodate ISTC if the circulation loop plan is adopted. It will enable you to build into the cost of the project the necessary adjustments to the ISTC space. The following list has been endorsed by both the ISTC core staff and the ISTC Board of Directors. For clarity in understanding what I am talking about, I have labeled the area which will become a corridor as room 46, the area next to the photocopy center as room 42, and the rest of the office space as room 44.

Items To Be Included In The CMU Ground Floor Renovation - Phase II

1. A new store front for room 44 will have to be constructed. We would like it to be a glass entrance with the widest possible door entryway.
2. An internal passageway between rooms 42 and 44 will need to be created. It should be located near the corridor where the current door to room 42 would be if it was hooked open.
3. The current doorway leading into room 42 should either be replaced with a store front window or be permanently locked with signs directing people to enter ISTC via the room 44 doorway.
4. The existing ISTC sign which hangs in the window of room 46 will need to be relocated or be replaced with a sign of comparable quality to be displayed in the new store front for rooms 42-44.
5. A new floor plan will have to be developed for room 44. The functions currently going on in rooms 44 and 46 will not fit into room 44 without significant renovation in floor design and furnishings. Appropriate new furnishings will have to be provided to implement the new floor design.

6. The portion of the staff lounge which will not be turned into the corridor should be assigned to ISTC and incorporated into the existing room 44. Appropriate walls and entryways will need to be constructed so that ISTC staff can access this area from the existing room 44. It should be determined whether or not the area can be air conditioned with the current chiller in room 44 or if alternative measures need to be taken to air condition the space.

7. The new room 44 (the existing room 44 plus a portion of the staff lounge) should be carpeted to create a uniform office area. The carpeting in the existing room 44 is badly worn and torn.

8. All moving expenses, including all telephone charges which will be incurred by ISTC in conjunction with these changes, should be paid for out of the project funds.

9. ISTC should receive a prorated reimbursement for the close to \$18,000 we paid out in cash for 1981-82 renovation that created our reception space which will be destroyed by the circulation loop plan. The exact cost of this was \$17,667. We were told by our auditor to recognize the expense over a fifteen year period. Thus far five years of depreciation have been recognized. The balance due to be recognized after July 1, 1988 will be \$10,600. This is the amount we feel ISTC should be reimbursed.

10. ISTC is currently paying an annual amortization charge for the 1981-82 renovation expenses paid for by CMU. Over a 40 year period ISTC is to pay back CMU for its share of the 1981-82 renovation (this does not include the reception space mentioned in point #9). Currently we pay \$1,359.50 based on occupying 1710 square feet of the project renovation area. Room 46 contains approximately 469 square feet or 27% of the total. Thus the Phase II budget should include \$12,480.21 (27% of \$1,359.50 x 34 years left in the 40 year plan beginning in 1988) for the amortization.

I trust these points are clear. I look forward to working with you to implement them if it is decided to extend the corridor. If you have questions, let me know.

CMU Directors Project Team Meeting
August 27, 1987

Present: Diane Gregory, Duplicating; Mark Heitman, MSA; Roger Harrold, SODC; Ken Kolbinger, Golden Razor; Jon Booth, ISTC; Charles Rausch, SPSC; Dave Dorman, Harvey Patzwald, Liz Andersen, Rufus Simmons, Darren Pfeifer, Jeff Schmitz, Vi Justice, CMU staff; Peggy Withrow, Director, Interior Design, Arvid Elness Architects

Building tenants were invited to the meeting to hear about and give input to ground floor remodeling plans as presented by Peggy Withrow, Director of Interior Design, Arvid Elness Architects.

Ms. Withrow reviewed Phase I plans of the remodeling. Traffic circulation is a key factor. Lights, sound, and colors are problems needing to be addressed. Looking at bringing the ceiling down visually through lighting, fabric, etc. It is thought the tile floor will be kept because it is costly to replace. Vending needs to be centralized. Is eating space adequate? Can the annex to the Great Hall be utilized as added study/eating space? Housing the credit union in the ground floor arcade space is being considered.

Those present were asked to input ideas/needs.

Charles said the planning should be influenced by the fact that this is an international institution, there are larger numbers of ethnic groups coming to the University and the union wants to emphasize the international aspect of the union. Design space that will be comfortable for everyone.

The gopher mound will be taken out, a temporary stage set up may be used for programming. Should there be a special area for organization table set up?

Rufus noted the skylight could be featured with a sidewalk cafe outside of the shops. It could be decorated with flags of different nations.

It was agreed that the jogs in the center corridor configuration should be eliminated in favor of a straight walkway. Signage should be used to direct people to various areas.

Charles suggested changing the contour of the floor with a step-up area and addition of some carpeting. Ms. Withrow thought the step would limit access and might be a physical barrier.

Rufus noted there is a problem with sound penetration. There is a need for flexible space in the gopher court area and a need to keep the sound level down.

Question was asked if the upcoming student need survey would impact on the planning. Roger noted the data would not be available until December.

There is no place to sit in the gopher court and parlor areas between 11-2:00.

Use signage and lighting to direct people to the "brown jug" and "in" areas.

A stairway to be constructed will give easy access to basement activities and programming in the Whole.

Charles said he would not define the gopher court and parlor as separate areas. He would think of the space as one area, as a "town square" meeting place, a meeting place for the community, a place from which to focus needs. Use as flexible rather than fixed space. Events can be held there all the time. Between 9:30-2:00 the challenge will be to change the behavior of students. When you sit in a town square you will find people doing all sorts of activities. We do not need to create additional study space.

Rufus noted we need to provide space to meet needs from 6:00 to closing.

Ms. Withrow asked what are the most important aspects of the area? Food seemed to be the most important. Second would be utilization of service. Third would be activities. Look to create space where people want to come during non-class hours. All other areas should support the central area.

Students living off campus need a place to go during off-class time.

Could annex be used for overflow eating area? It would alleviate space taken up with activities. The annex would be a quieter study space.

Jeff asked what is going into the the area "A" (formerly called "in")? Overflow seating will be in that space.

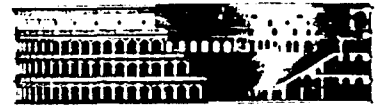
It was noted the money machine restricts the flow of patrons.

Question was asked, where the vending machines will be placed. Placing them away from the gopher court area would give a more sociable atmosphere. The vending could be placed in Buy-the-Weigh area.

Jon. Booth noted running a corridor through ISTC would cause major problems. It would be necessary to make a new store front and new passageway. He thought the disadvantages outweighed the advantages.

Mark noted MSA is interested in expanding space and service. He would like to attend advisory meeting to tell what MSA has been discussing. If there is any extra space there is a need for MSA store to expand.

Ms. Withrow said the advisory committee is meeting Monday afternoon. Primary costs have been established for various projects. There is a need to clarify priority items. There is not enough money to do it all. Information will be sought from individual groups before the drawings are completed. She noted Food Service plans to be in operation on September 21.



Arvid Elness Architects Inc.

COFFMAN MEMORIAL UNION GROUND FLOOR RENOVATION - PHASE II

MEETING NOTES FROM AUGUST 27, 1987

Present: Rufus Simmons, other board members.

The design process and progress for Phase II was presented and the following issues were discussed.

1. The "International Theme" should be obtained by creating a space that is comfortable for all. A "Town Square" meeting and eating area should result with emphasis on activities on campus.
2. The focus of the ground floor should be on activities, not food service as it presently exists. Program development should also be stressed.
3. Signage is an important factor and should support these areas.
4. Most board members felt the center corridor will be the main passage and should be a straight line from one end of the building to another.
5. The annex area would be a good place for an additional eating/study area. Typically the Great Hall is not used for meetings between 11:00 a.m. - 1:00 p.m. The annex could also be used for program presentations.
6. The vending areas need to be relocated and centrally located. Perhaps the area where "By the Weight" is now located, would be a good location.
7. The stair near the newstand is often congested. The money machine's location is poor and becomes very crowded.
8. The Credit Union will need approximately 1,000 square feet. The ISTC will be displaced by the new corridor and expressed its desire that this new corridor stop at its storefront.
9. The Gopher Court and Parlor need to be flexible. Events are typically held between 9:30 a.m. - 2:30 p.m. and want to part of the activity in this area (which displaces much needed seating).
10. A moveable "stage" may be a good idea for special events and programs. It could be stored out of the way when it is not needed.
11. One member suggested that the floor in the Gopher Court area be raised to set it apart from other areas. AEA suggested that this physical barrier may be undesirable, but this set-apart feeling can be obtained by other architectural elements and finishes.

/cu-phiii

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collman

Board of Governors

5 October, 1987

Agenda

- I. Call to Order
John H. Wright, Presiding

- II. Approval of Minutes
14 september, 1987

- III. Report of the Chairman
Recruitment
Facilities improvements
UBOG Meeting Schedule

- IV. Unfinished Business
none

- V. New Business
none

- VI. Report of the Director
Budget 87/88
Volunteer structure redevelopment
Credit Union update
Ground Floor update

- VIII. Announcements & process

- IX. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

5 October 1987

A meeting of the Union Board of Governors was held on Monday, 5 October, 1987 at 12:15pm, in the board room, 346 Coffman Memorial Union. A quorum was present.

The Chairman, Mr. John Wright, presided.

Governors:	John Wright Chair	Barry Bridges UBOG Alumni
	Roberta Bengston V-C Program	Penny Kilis MISA
	Molly Anderson V-C H&F	Rufus Simmons CMU
	Aron Pilhofer MSA	Maggie Towle CMU
	Ken Martin MN Alumni	Elizabeth Andersen CMU
	Lori Brekke Ed USA	TBA CLA
	Patrick Mendis COGS	TBA Faculty
		TBA Faculty

Absent:	Mary Misukanis GC	Cindy Wetmore CHIP
	Leslie Bowman Fd Serv (exc)	

Guests: Sue Oatey, Interim Director, Minnesota Unions
Vi Justice, CMU

Lori Brekke and Patrick Mendis were introduced and welcomed as new board members. Each one present identified their role and constituency in a round robin participation.

APPROVAL OF MINUTES

Barry Bridges noted on page 3 of the September 14 minutes his intent was misinterpreted. The paragraph read: ..."He thought perhaps students could wait in another area." His intended statement was that..."He thought perhaps students while waiting would infringe on another area."

REPORT OF THE CHAIRMAN

Mr. Wright indicated the minutes of September 14 would be approved at the next meeting.

Mr. Wright noted this meeting was called for the purpose of information sharing.

Recruitment. The Board is lacking representation from GC, CLA, IT and perhaps CHIP. Rufus Simmons and John Wright met with the student board president and faculty advisor to the College of Education. They also hope to meet with CLA, GC and IT student presidents and faculty advisors to define the Union's relationship with those colleges. John has drafted letters to CLA and IT to get reps to the board. Mr. Simmons noted it is important to establish communication with board constituencies to orchestrate needs of the community. Mr. Wright added the colleges don't realize we rely on their units for a connection to the community.

Minutes
5 October 1987

Building Improvements. Mr. Wright noted Food Service on ground floor is not fully completed but patrons are pleased with it. There are new vanities in restrooms. Mr. Simmons added the ventilation system that is underway will enable more control of building temperature. The men's and women's lounges will be upgraded in the future and returned to their original use. Replacing of carpet is a future capital expense. Worn furniture will be replaced on a scheduled basis. Phase II of the ground floor remodeling will establish an improved circulation pattern and improvement in aesthetics. An international statement will be made in remodeling of the ground floor. A random sample of summer school students indicated 60% thought the union needed to be air conditioned. 57% of the returns indicated they would be willing to pay for the air conditioning. A follow-up question will be asked of fall quarter students in the user satisfaction study soon to be conducted. Mr. Bridges asked if there would be value in asking people how much they would be willing to pay?

Meeting Schedule. The chair called attention to a memo to Food Service listing meeting dates and suggested lunch entrees. The board will meet October 5 and 19; November 2, 16 and 30; December 7 and 14. Mr. Wright noted program and house and finance committees will be set up and perhaps could meet on off Mondays to the board meetings.

ACU-I Region 10 conference will take place in Duluth, November 5-7. Mr. Simmons said the board leadership traditionally attends the conference but arrangement could perhaps be made for others to attend who were interested. The union pays all expenses for those attending and provides transportation. Mr. Wright said he has found it a meaningful experience and an opportunity to share/gain ideas from other unions. Anyone interested in attending should let the chair know.

Budget. Mr. Simmons said this has been the most complex year for budgeting since his beginning at the union. This is due to changes in governance in the unions and complexity in working through mission, role, etc. of activities areas and staffing responsibilities in two unions, West Bank and Coffman. He expects to have annual report and PPBS completed by the end of October. This has been a year of role clarification and redevelopment of organizational norms.

Men's Lounge. Mr. Simmons summed up the men's lounge space situation. The men's lounge was initially moved to share the women's lounge space in order to house University co-curriculum in that space. Ultimately the space was used by Student Activities and the Office of Distinguished Faculty Mentors Program. It was thought to return it to a men's lounge again, however President Keller has committed space for Cool, an organization for developing volunteers in community programs. There seems to be a trend/attitude that the union is becoming space for non-union office space. Mr. Simmons said we need a plan to make administration and others aware of the role union governance plays in space assignment in the union. Mr. Bridges said he was pleased to hear that the union would respond to the president regarding the policy of space assignment.

Union Board of Governors

Page 7

Minutes

5 October 1987

Volunteers. Rufus Simmons, Ron Krumm, Richard Melton and Bernie Molitor have been working to develop the volunteer program.

Credit Union. The credit union is scheduled to open December 1 in the Music Listening Lounge. Mr. Simmons and Liz Andersen are working on a contract for the Credit Union's review.

Ground Floor Architect Update will take place at 9:30 on Thursday, October 8 in Room 346. Building occupants will be invited to join the Project Team for the meeting.

Open House. Maggie Towle reported on the open house activities scheduled for October 9 and 12.

The meeting adjourned at 1:10.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Meeting with Food Service
Internationalization of Ground Floor
September 21, 1987

Minutes

Present: Leslie Bowman, Cathy Isenman, Bob Ledder, Tom McCue (Food Service),
Richard Melton, Juan Moreno, Rufus Simmons (CMU Staff)
John Wright (UBOG)

The Good Neighbor Policy and Internationalization of Ground Floor memo were distributed for discussion.

Bob Ledder said he thought the internationalization memo was a good presentation of what Coffman would have in the space. The design of amenities space has to do with degree and frequency of use.

Rufus said the architects will deal with the physical aspects. He is concerned about interdependency of program efforts and planning together with Food Service. He is looking for a statement of togetherness in an international statement.

Tom McCue said it is hard to react due to not having a very clear idea as to the nature of the redesign and what the program is. The terms presented are quite vague.

Bob said when the temporary physical barriers of food service remodeling go down Monday and we see flow of the new facility we might respond with more knowledge. Most of Food Service is focussing on what is being done and seeing what will happen in the area. He feels positive about the memo.

Leslie noted re the good neighbor policy, that everything they have been doing in the last 2-3 years has been a good neighbor agreement. Working together on the remodeling was a good neighbor agreement. She thought participating on the Union Board was good neighbor agreement.

Rufus said he would like to have a plan laid down for the international document. Participating in Board meetings are a part of good neighbor agreement. We should move beyond what is standard for things that will enhance our operations.

Bob said the one million dollar remodeling is to serve the constituents. It is a good neighbor project and effort. Food Service needs a little time to reflect on an international document as it is a new idea to them

Rufus said he would like to make it a living document. He feels there is a need to rebuild relationships that have been eroding.

John said he is concerned with the program, with the collective resources available to make the ground floor an international facility. He thought ethnic food would help the environment. He was hoping Food Service would have something to offer.

Leslie noted the fall quarter menu is all ethnic. Food Service is talking about bringing international coffee to Buy-the-Weigh.

Rufus said we have a role in educating the majority of the campus to different ethnic and cultural areas and not just have program/foods that appeal to one group.

Tom said the greatest challenge in this project is finding a way that internationizing can co-exist with finding a place for commuter brown baggers to buy milk and have their brown bag.

Rufus said he sees very few brown bags.

Tom said he sees a large number of brown bags.

Bob said he thinks the flag idea is excellent. It will give students a sense of home.

Cathy thought the proposal was very interesting. The ideas have been talked about before. There is a problem with brown baggers in the lunch room. She would like to know what the thoughts are for programs.

Juan said there could be international tables for people who speak the same language. Americans who are learning the language could join them.

Rufus said we will work with MISA for program support for presentations of various ethnic/international cultural expressions ranging from music, art, communication and food to bring a total multicultural experience.

Bob noted Food Service people are not experts in a wide variety of international cuisine. Restaurants usually specialize in one ethnic food. Food Service might have problems acquiring special ingredients that are part of a particular cuisine.

John asked if it would be possible to have an international dinner once a month, providing culturally accurate specialties. The Food Service manager could be advised by someone of that culture.

Leslie said that would be workable as long as we have advice and help from ethnic organization and have their recipies. Food Service did some special foods for Eloy's programs when he was here. Food Service has done special program with ethnic food at the Earle Brown Center.

Rufus said he is concerned about attitude in working with ethnic groups. Could the 3rd floor kitchen be used by ethnic groups to prepare food.

Bob said he feels a sense of guilt. He feels Rufus is sensing they are not trying to cooperate.

Richard said he is excited about the possibility of programming in the space.

Bob said the University Administration is asking Food Service for money. There are economic implications to everything on the menu.

Leslie said it would be easier to do ethnic foods on a program basis. If the items don't sell, would the union pick up half the loss?

John said he would hope to see economical cultural foods sometime in the future.

Juan said even though the foods are not exactly ethnic, the attempt carries value in the eyes of the students.

Richard said it also sends an institutional message. It is important that the institution and the union send a message that they are connected to the world that exists.

Leslie noted there are almost as many ethnic foods on the menu as American foods.

Rufus suggested meeting on a regular basis until an agenda is nailed down.

Leslie said the good neighbor policy is working together. If we don't agree 100 percent, it does not mean we are not neighborly.

Rufus said he would like to focus on commonalities. He would like to see sensitivity and consciousness as to our purpose. Specifics will come later.

John said the ground floor is place where anyone can come. It will be an opportunity to bring in more people.

Bob suggested having a facade of flags over the vending machines to carry out the international theme.

It was noted newspapers from around the world will be stocked.

NEXT MEETING - TUESDAY, OCTOBER 13, 10:30 AM IN 220 CONFERENCE ROOM

vj

Copy: CMU Project Team, UBOG, Sue, Ron, Charles, Bernie

Coffman Memorial Union
Update of Ground Floor Phase II
October 8, 1987

Minutes

Staff Present: Liz Andersen, David Gust, Vi Justice, Mary Litsheim, Juan Moreno, Harvey Patzwald, Darren Pfeifer, Jeff Schmitz, Rufus Simmons, Pam Smith, Maggie Towle, Steve Cusulos

CMU Tenants: Diane Gregory, Steve Johnson, Paul Strickland

Rufus presented the architectural drawings of the ground floor phase II plans noting the differences in the drawings.

He noted there was some resistance by the architects to using flags from different countries to carry out the theme of internationalization as it was thought some conflict i.e. burning of flags could occur.

Rufus pointed out the proposed display cases and kiosks would be used as a means to emphasize multiculturalism.

The following suggestions/comments were input by those present:

- The flags would be a visual statement that would not have to be changed.
- It appears the jog in the center traffic aisle would limit the flow of traffic.
- The secondary paths should facilitate traffic flow.
- The vending machines need to be placed so as not to obstruct the view of the shops.
- Placement of vending machines in gopher court area will impact eating in that space.
- Improved lighting will brighten the space. Lighting will play a key role.
- Combine the souper with buy-the-way. It will add symmetry to the plan. Food service will have access to the combined facility from their kitchen.
- Relocate the money machine in the credit union area.
- Having vending with food service makes better sense.
- Vending by the shops interferes with socializing.
- Moving vending gives better opportunity for programming.
- Can pillars be made smaller?
- Square off pillars and put international artwork on them, or paint flags on them or mount flags on them.
- Put newsstand by east stairwell. Need security for newsstand so merchandise can be left out overnight.
- Put back side on counter to balance newsstand.
- Location of vending machines reduces socialization area.
- Could the area under stairwell be used for softer seating?
- Explore the idea of moving vending and vending storage.
- Make triangular stage in west corner rather than stage in front of shops.
- Use hydraulic stage.
- Souper takes away from the area - combine with buy-the-weigh.
- Combine newsstand with Post Office.
- Programs need to be appropriate to space. The time of day would govern what is programmed.
- Pillars would interfere with having center stage.
- We have portable stages that can be set up. Permanent stage would limit use of the space.

Coffman Memorial Union
Update of Ground Floor Phase II
October 8, 1987
Minutes

2

- Putting newsstand with post office would kill it.
- Newsstand needs more identity.
- Relocate vending machines in ~~gopher-court~~ parlor area.
- Move souper.
- Reduce pillars as much as possible.
- Buy-the-way has better access from kitchen area.
- Reduce number of vending machines and service them more often.
- Put cash machine where drinking fountain is on ground floor west end.
- Area where vending is located might be used as lease space.
- Put coin machines and food support equipment in the ~~gopher-court~~ parlor area
- Add display cases on east wall to complement west wall display cases.
- An outdoor cafe decor would enhance aesthetics.

David Gust noted the clock system is wearing out. He suggested switching to an electronic system. The system would allow connecting to a ~~modem~~ monitor where clients could select information they wanted. It would also allow connecting to a screen system for viewing international video.

vj

copy: UBOG, Charles Rausch, Ron Krumm, Sue Oatey
Architects,

Page 2 corrected 10-13-87

coffman

Board of Governors

19 October, 1987

Agenda

- I. Call to Order
John H. Wright, Presiding

- II. Approval of Minutes
14 September
5 October

- III. Report of the Chairman
Board appointments
Gordon L. Starr Scholarship
College unit relationship development
ACUI

- IV. Unfinished Business
None

- V. New Business
Coffman Union lounge space deficit

- VI. Reports
Administration

- VIII. Announcements & process

- IX. Adjournment

University of Minnesota
Coffman Memorial Union

19 October 1987

A meeting of the Union Board of Governors was held on 19 October 1987, at 12:15 pm, in the board room, 346 Coffman Memorial Union; a quorum was present. The chairman, Mr. John H. Wright, presided.

Governors;	John Wright	Chair	Barry Bridges	UBOG Alumni
	Roberta Bengston	V-C Program	Penny Kilis	MISA
	Molly Anderson	V-C H&F	Maggie Towle	CMU
	Ken Martin	MN Alumni	Elizabeth Andersen	CMU
	Lori Brekke	Ed USA	TBA	IT
	Leslie Bowman	Fd Service	TBA	CHIP
	Patrick Mendis	COGS	TBA	CLA
Absent:	Mary Misukanis	GC	Rufus Simmons	CMU (exc)
	Aron Pilhofer	MSA		
Guests:	Vi Justice,	CMU		

APPROVAL OF MINUTES

The minutes of September 14 were approved as corrected. The minutes of October 5 were approved as written.

REPORT OF THE CHAIRMAN

The Gordon L. Starr Scholarship is now within the purview of Coffman Memorial Union instead of the Minnesota Union. The Executive Committee is evaluating criteria and procedures to award the scholarship. They will be meeting Wednesday, the 21st, at 12:30. Those wishing to input information/suggestions, contact the Chair.

College/Union Relationship. Mr. Simmons is continuing to meet with college faculty advisors of board representatives. He has met with Roger Page from CLA and Jenny Maslow from CHIP. Cindy Wetmore, CHIP rep to the Board resigned due to class conflict. Ms. Maslow hopes to have a replacement in the near future.

ACU-I. Delegates to the Region 10 ACU-I Conference in Duluth need to be registered by Thursday of this week to avoid a late charge. Those wishing to attend were asked to sign up following the meeting. Ken Martin noted he attended last year and found it a worthwhile experience. He suggested if XC could not attend that their registrations be filled with new members. He felt it would give new members a good background. Richard Melton said attending the conference is a good way to learn more about the unions. The topic, cultural diversity, is timely and pertinent to present planning. Liz noted registration fees are not refundable so those signing up to go should be sure of their attendance before signing up.

Minutes
19 October 1987

NEW BUSINESS

Coffman Union Lounge Space. Mr. Wright expressed concern for the shortage of quiet lounge study space. Quiet lounge space includes: Music Listening Lounge - 1,769 square feet; Men's Lounge - 2,200 square feet; Women's Lounge - 2,100 square feet. The Credit Union temporary occupancy in the music listening lounge and the student activities and faculty mentor program in the men's lounge displaces 63% of the study space. Mr. Wright would like the board to make a statement to administration, in a policy context, that we need to have a stated amount of designated quiet study space.

Ms. Bengston noted the men are not comfortable using the women's lounge. People are using desk and file space and sitting on the floor in corridors studying. A comfortable seating area should be maintained for students. Darren Pfeifer noted it is sometimes difficult to get to the elevator in the basement as students are sitting on the floor studying in front of the Studio. He sees a greater number of students in the union at 7:30 am this year.

Ken Martin suggested consideration of lounge space should be made relative to the mission of the union rather than based on so many inches to number of students at the university.

Ms. Andersen said it would be easier to use a % of space as basis for lounge space. According to traffic surveys the lounge spaces are not heavily used. 30-40 people used the men's lounge. The corridor space has always been used as study space regardless of how much space is available in the lounges.

Mr. Pfeifer suggested looking at the peak capacity and sustained capacity. The North Star and Ski U Mah lounges should be added to the lounge space.

Leslie Bowman noted Food Service space is used for lounge space by brown baggers who use the space for lengthy periods.

Third floor loungers inhibit programming on the third floor. People are hesitant about scheduling programming on the third floor because of the bodies laying around.

Ms. Bengston said utilization of the men's and women's lounges for quiet space would give us 71% of total quiet space.

MOTION 88-2 (Anderson - Bengston)

The Coffman Memorial Union Board of Governors endorses 71% (4,387) square feet as an appropriate quantity of lounge space for the exceptional period of time up to September, 1988. Further, the Board requests that the Union operate 100% (6,180 square feet) of available quiet lounge space after September, 1988.

Motion made to table motion 88-2 until November 2.

Union Board of Governors
Page 10

Minutes
19 October 1987

Phase II Remodeling, Ground Floor. Darren Pfeifer reviewed preliminary drawings for Phase II of Ground Floor remodeling. He noted there should be some kind of completed plan for the first of the year. Board input is welcome.

ANNOUNCEMENTS

None

The meeting adjourned at 1:15.

Respectfully submitted,

John H. Wright
for Rufus L. Simmons

vj

coffman

Board of Governors

University of Minnesota
Coffman Memorial Union
Board of Governors

Agenda item for consideration

I. Title: Lounge Space Deficit

xx Discussion
Information
Motion for action requested

II. Recommended or proposed action:

Resolved, the Coffman Union Board of Governors endorses the following guidelines for union lounge space:

III. Purpose or intent of item:

To establish guidelines that will cause recently displaced lounge space to be re-established and maintained as Union lounge space.

IV. Related Data:

Displaced lounges; square footage:

- Mens Lounge.....2,230 Status: Lounge space displaced for undetermined amount of time. Offices; Student activities and others.

- Music Listening.....1,769 Status: Lounge space to be displaced starting 11-1-87 for an estimated one year. Offices, and service space; Credit Union.

V. Presented by: John H. Wright, Chairman

VI. Date: 19 October, 1987

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Board of Governors

Date: 2 November, 1987

Agenda

- I. Call to Order
John H. Wright, Presiding
- II. Approval of Minutes
19 October
- III. Report of the Chairman
Exec committee discussion
Gordon L. Starr Scholarship
- IV. Unfinished Business
Lounge space deficit
- V. New Business
none
- VI. Reports
Director
Budget 87/88
Fee request 88/89
- VIII. Announcements & Process
- IX. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

2 November 1987

A meeting of the Union Board of Governors was held on Monday, 2 November, 1987 at 12:10pm, in the board room, 346 Coffman Memorial Union. A quorum was present.

The Chairman, Mr. John Wright, presided.

Governors:	John Wright	Chair	Barry Bridges	UBOG Alumni
	Roberta Bengston	V-C Program	Penny Kilis	MISA
	Molly Anderson	V-C H&F	Rufus Simmons	CMU
	Aron Pilhofer	MSA	Maggie Towle	CMU
	Ken Martin	MN Alumni	Elizabeth Andersen	CMU
	Lori Brekke	Ed USA	TBA	CHIP
	Patrick Mendis	COGS	TBA	CLA
	Jim Klein	IT	TBA	Faculty
	Leslie Bowman	Fd Service	TBA	Faculty

Guests: Sue Oatey, Interim Coordinator, MUs; Richard Melton, CMU;
Vi Justice, CMU

APPROVAL OF MINUTES

The minutes of October 19 were approved as written.

REPORT OF THE CHAIRMAN

Mr. Wright reported the Executive Committee discussed and will recommend at the next board meeting criteria for the awarding of Gordon L. Starr Scholarship. Exec is currently evaluating the following proposed criteria. The scholarship will be awarded only to those meeting the student qualifications as defined by TC Assembly. The student must be making satisfactory progress in his college. The student must have two years or 6 quarters of service in the Union.

The scholarship could be awarded in the following ways: one check paid at the beginning of the year; a check paid quarterly; an installment pay.

The scholarship is to be used for tuition, fees and books. Students would not be eligible for a second scholarship.

Mr. Martin said he thought the Board should be mindful that there would not be any guarantee of the individual's continued service if the scholarship is awarded at the first of the year. Will the award be made on the basis of past performance with no future expectation or on past performance with expectation for future performance. If the latter, he thought the award should be made in two segments. The method used for scholarships this year had an implied consideration that there would be future participation. He would recommend two scholarships - one for program and general areas and one for the board area - it would be difficult to evaluate the service if only one because of the variance in board and programer service.

Minutes
2 November 1987

Mr. Wright noted Exec would be meeting Wednesday. Anyone wishing to input in the scholarship discussion is welcome to attend.

Lounge Space Deficit

Mr. Wright reviewed the following motion tabled at the October 19 meeting:

"The Coffman Memorial Union Board of Governors endorses 4,387 square feet as an appropriate quantity of lounge space for the exceptional period of time up to September 1988. Further, the Board requests that the Union operate 100% (6,180 square feet) of available quiet space after September, 1988."

The following two motions were presented by Exec as a substitute for the tabled motion:

"Resolved, the Union Board of Governors requests that Union Administration reestablish the Men's lounge operation as specified in Sec. IV, B of the Coffman Facilities and Services Guidelines. Further, the Board requests that specified operations are restored before the first day of spring quarter 1988."

"Resolved, The Union Board of Governors requests a review of any space utilization which displaces current operations before said operations are displaced. Further, The Board requests that the Coffman House Policies are modified to reflect the above parameter."

Sue Oatey said in discussion with the directors, she has set up a meeting with Nick Barbatsis and Dr. Wilderson to discuss how University Administration view space in the Unions. She thought the item should remain as is until some reply is received from Nick Barbatsis and Dr. Wilderson. There is an issue of protocol.

Mr. Wright said he thought we need to establish a base that Mr. Simmons can take to the meeting. He does not see any conflict in turning the lounge space back to its original use.

Barry Bridges suggested talking about what we want and then table the discussion until protocol is established.

Sue Oatey suggested outlining concerns and prioritize what this group feels is most important.

Mr. Wright said he wanted to go on with the items on the table. He would like to discuss the two substitute motions.

Aron Pilhofer said he would be in favor of modifying the house policies. Even if there is no problem with lounge space, it sounds like a good idea to be able to say how space in Coffman is used. The final approval should be with the Board.

Minutes
2 November 1987

Roberta Bengston noted there are two issues on the table, the issue of the mens lounge and the view we would like it changed back and the issue of future house policies. We need to make a statement. There are holes in the policy that allows this to slip through. We want to make a statement that the Board be consulted.

Barry Bridges amended the motion tabled October 19. Ken Martin seconded the amendment.

AMENDED MOTION 88-2

To endorse the following guidelines for lounge space:

Resolved, that UBOG endorses use of the Women's Lounge only, as quiet space for the exceptional period of time up to spring quarter, 1988.

Resolved, the Union board of Governors requests that Union Administration reestablish the Men's Lounge operation as specified in Sec. IV, B of the Coffman Facilities and Services Guidelines.

Further, the Board requests that specified operations are restored before the first day of spring quarter 1988.

MOTION AS AMENDED CARRIED (Final action was tabled.)

The Chair introduced and welcomed Jim Klein, student Chair of IT Student Board.

Mr. Simmons reported the budget and fees request would be forthcoming shortly. An open house for IT will be held November 9th. Jim Klein and John Wright will meet this week to talk about the IT Open House. Mr. Simmons asked for suggestions as to which board constituency the next open house should be for.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

University of Minnesota
Coffman Memorial Union
Board of Governors

Agenda Item for consideration

I. Title: House Policies; space displacement

Discussion
Information

XX Motion for action requested

II. Recommended or proposed action:

Resolved, The Union Board of Governors requests a review of any space utilization which displaces current union operations before said operations are displaced.

Further, The Board requests that the Coffman House Policies are modified to reflect the above parameter.

III. Purpose of intent of item:

To insure that decisions related to the utilization of space in Coffman Union are commensurate with current Board policy and current organizational goals and objectives.

IV. presented by: Exec

V. Date: 2 November, 1987

University of Minnesota
Coffman Memorial Union
Board of Governors

Agenda item for consideration

I. Title: Lounge Space Deficit

Discussion
Information
XX Motion for action requested

II. Recommended or proposed action:

Resolved, the Union Board of Governors requests that Union Administration reestablish the Men's Lounge operation as specified in Sec. IV, B. of the Coffman Facilities and Services Guidelines.

Further, the Board requests that specified operations are restored before the first day of spring quarter 1988.

III. Purpose or intent of item:

To maintain a level of quiet lounge space that is commensurate with the demands of the University Community, and the standards adopted by the Union Board of Governors.

To offset the displacement of quiet lounge space commensurate with the Board's allocation of the Music Listening Lounge as temporary operations space for the University Credit Union.

IV. Presented by: Exec

V. Date: 2 November, 1987

16 November, 1987

Agenda

- I. Call to Order
- II. Approval of Minutes
2 November, 1987
- III. Report of the Chairman
Fee request
Gordon L. Starr Scholarship
Committee assignments
- IV. Unfinished Business
Lounge space deficit
- V. New Business
Ground floor renovation
- VI. Reports
Director:
- VII. Announcements
Orientation
- IX. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

16 November 1987

Minutes

A meeting of the Union Board of Governors was held on 16 November 1987, at 12:15 pm, in the board room, 346 Coffman Memorial Union; a quorum was present. The chairman, Mr. John H. Wright, presided.

Governors;	John Wright	Chair	Barry Bridges	UBOG Alumni
	Roberta Bengston	V-C Program	Penny Kilis	MISA
	Molly Anderson	V-C H&F	Maggie Towle	CMU
	Ken Martin	MN Alumni	Elizabeth Andersen	CMU
	Lori Brekke	Ed USA	Rufus Simmons	CMU
	Leslie Bowman	Fd Service	Laura Pollari	CLA
	Aaron Pilhofer	MSA	TBA	CHIP
			TBA	IT

Absent: Mary Misukanis GC
Patrick Mendis COGS

Guests: Sue Oatey, Interim Director, MU; Kate Smith, SODC Student Leadership Program; Darren Pfeifer, Richard Melton, Vi Justice, CMU Staff

Mr. Wright introduced Laura Pollari, member of CLA Intermediary Board and CMU employee as representative to UBOG from CLA.

Ms. Oatey introduced Kate Smith, from SODC Student Leadership Program.

APPROVAL OF MINUTES

The minutes of November 2 were approved as written.

REPORT OF THE CHAIRMAN

Fee Request. It is important that the Boards participate in identifying what the unions intend to do with fees money. There will be a 5.5% inflation to fees over last year.

Orientation Meeting for CMU Board, Monday, November 23, 5:00-8:00 pm. Notices will be sent out.

Committee Assignments

Service and Facilities: Molly Anderson (chair)
Liz Andersen Barry Bridges
Patrick Mendis Jim Klein
Mary Misukanis Leslie Bowman

Program: Bobbee Bengston (chair)
Richard Melton Ken Martin
Aaron Pilhofer Penny Kilis
Lori Brekke Laura Pollari

Union Board of Governors
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Substitute Motion 88-2 (presented by Exec November 2)
The substitute motion was brought to the table for discussion.

Mr. Simmons recommended a specific timeframe be set rather than "before the first day of spring quarter 1988" as stated in the substitute motion, and to keep in mind setting a date that would allow time for vacating the space.

Friendly Amendment (Bridges-Martin)
Change the date for restoring operations of Men's lounge to the first business day in September 1988.

MOTION 88-2 (Anderson-Bengston)

"Resolved, the Union Board of Governors requests that Union Administration reestablish the Men's lounge operation as specified in Sec. IV, B of the Coffman Facilities and Services Guidelines.

Further, the Board requests that specified operations are restored before the first business day in September 1988."

MOTION CARRIED

MOTION 88-3 (Anderson-Bengston)

"Resolved, the Union Board of Governors requests a review of any space utilization which displaces current operations before said operations are displaced.

Further, the Board requests that the Coffman House Policies are modified to reflect the above parameter."

MOTION CARRIED 1 abstention

Sue Oatey noted the material going to Administration may or may not have an impact on the motion.

It was noted the original motion addressed music listening as quiet lounge space and that it was deleted from the motion. It was explained that the space is temporarily allocated to the credit union and consideration is being given to using the space as an international news center, using headphones, TV monitors, for newscasts from all over the world.

MOTION 88-4 (Bridges-Martin)

The Board of Governors would like administration to identify options for the Music Listening space after the credit union vacancy.

MOTION 88-5 (Pilhofer-Bridges)

To table Motion 88-4 for three months.

MOTION CARRIED

Union Board of Governors
Minutes

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Ground Floor Renovation. Rufus reviewed ground floor renovation plans.

- The gopher mound will be removed.
- Vending will be relocated in parlor area.
- The circulation pattern will be improved.
- Corridors will continue with quarry tile.
- Lighting will be increased for study.
- Neon signage will be used for direction.
- Shop space will be more visible.
- Staff lounge will be eliminated.
- Newsstand will be relocated.
- Cash machines will be relocated to location of the credit union.
- Lighting will be used to identify areas.
- Multi-cultural-international atmosphere.
- Silk screen flags from other countries on walls and/or mount flags on wall opposite north curtain wall.
- Greater exposure to the Great Hall through the use of glass. The ticket booth will be moved to the Great Hall area.
- Seating will be expanded into the Great Hall Annex during prime time.

Penny Kilis asked if there would be programming space on the ground floor.

Darren Pfeifer noted there would be flexible seating space in the international lounge and by the vending machines. A stage can be set up.

Food Service will support international programs by providing food reflecting international cultures.

Mr. Simmons said the remodeling plans will go to the Regents for approval next month. We are within the amount budgeted for ground floor remodeling. The remodeling package will be brought back to the Board before it is presented to the Regents.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

collman

Board of Governors

November 17, 1987

To: UBOG
Fr: Roberta Bengston
Re: Orientation/87

The first orientation session will be held Monday November 23 from 5:00pm to 8:00pm in the Campus Club Library - up the center staircase from the fourth floor.

Social Reception 5:00 - 5:45
The Union Idea 5:45 - 7:00
Budget and Fee Request 7:00 - 8:00
Hot d'oeurves and beverages will be served.

Please R.S.V.P. to Vi Justice at 625-1157 by Friday, November 20, 1987.

November 16, 1987

To: Sue Oatey
Fr: Rufus Simmons
Re: CMU Capital Needs

Current and Projected

The information listed is an update of information summarized in a memo by Ronald Krumm, Dated December 10, 1986.

The priority listing is based somewhat on a chronological sequence. Expected cost sharing with building tenants has not been included, nor has a specific recommendation been made for funding options. This task will be more effectively facilitated after ascertaining the current status of CMU/MUS Reserve Accounts.

<i>Remodeling and Redecorating,</i>	<u>FY 87-88</u>
- Ground Floor Remodeling Budget 0568-7750-20	475,000
- ISTC Remodeling/Ground Floor Phase II 1755 sq.ft. @ 10.00/sq.ft. Budget 0568-7750-20	17,550
- Credit Union Space - Remodeling 1100 sq.ft. @ 10.00/sq.ft. Budget 0568-7750-20	11,000
- Atkinson Collection, Room 315 This project will install a display case for historical artifact collection and college union reference library. Budget 0568-7750-20	13,100
	<u>FY 1989 & Beyond</u>
- Men's and Women's Lounge - Refurbishing This project involves decorating, carpeting and furniture.	70,000
- Carpet Replacement This project will replace all floor carpeting.	500,000
- Remodel Rooms 128, 138, 140 This project involves remodeling the operations, reservation area, information, and the fireplace lounge.	200,000
- Remodel Office Space in Rooms 244, 246, 248, 250 2186 sq.ft. @ \$15/sq.ft.	33,000

CMU Capital Needs - 2

<i>Remodeling and Redecorating (continued)</i>	<u>1988</u>
- Redecorate and Modernize Men's Restroom, Room 21	12,000
- Redesign Men's Room 211	58,000
- CMU Underground - Basement Remodeling 57,000 sq.ft. @ \$10/sq.ft.	570,000
- Remodel Lease Space Rooms 1, 4, 24, 28, 30 2,600 sq.ft. @ \$15/sq.ft.	39,000
- Remodel 3rd Floor Kitchen, Room 339 1,476 sq.ft. @ \$10/sq.ft.	<u>22,140</u>
	<u>\$2,020,790</u>

Expansion and Improvement

FY 87-88

- Light Improvement, Room 320 This project will complete the light requirement for the UofM Presidents' portraits and improve the general room lighting for programmatic use. Budget 8568-7750-30	13,100
- Add Lighting to Foyer B3 Located by the Whole Budget 0568-7750-70	3,000

FY 1989 & Beyond

- Air Conditioning This project will provide air conditioning systems for the entire facility.	2,500,000
- Expansion for Cultural Centers, USLS Additional student organization space MN Daily (included 2.5 million from Daily)	5,100,000
- Install Additional Bike Rack East CMU Mall	4,000
- Covered Walkway to Hospital	<u>50,000</u>
	<u>\$7,670,100</u>

Deferred Maintenance

- Ventilation Rehabilitation This project will correct design problem with existing system by increasing air volume by 62%. Budget 0568-7750-75	\$500,000
- Display Case Enclosure - Outing/Rec Center Budget 0568-7750-20	2,740
- Sprinkler System Design Funds Budget 0568-7750-20	31,000
- Emergency Lighting This project is to correct building code deficiencies.	300,000
- Fire Sprinkler System Improvement This project is to correct building code deficiencies.	879,000
- Rebuild/Replace Glass Curtain Walls This project involves replacement of all single pane glass panels with a thermopane unit.	380,000
- Great Hall Electrical Service Improvements This project involves installation of a 75 KVA transformer and modern lighting control system.	200,000
- Elevator Moderization This project will modernize all elevator control, replacement of existing obsolete mechanical devices and address code deficiencies. Funding will be over 15 years @ 150,000 for each 5-year period.	450,000
- CMU Building Security Panel Replacement	30,000
- 4th Floor North Terrace Outside Deck	<u>3,000</u>
	<u>\$2,775,740</u>

cc: UBOG, Ron Krumm, Charles Rausch



UNIVERSITY OF MINNESOTA
TWIN CITIES

The Minnesota Union
250 Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455
(612) 624-6650

5 June 1987

To: Minnesota Unions' Program and Governance Volunteers
Fr: Sue Oatey, Acting Coordinator *Sue*
Re: Minnesota Union Coordinating Board Scholarships

At the last meeting of the Minnesota Union Coordinating Board, the board agreed to reopen the application process for the two union scholarships; the Gordon L. Starr, and Julia Carson scholarships.

This was done primarily because of the lack of publicity of the scholarships within the program volunteer areas.

The new deadline has been set for **4:00pm Wednesday 17 June 1987**; applications may be turned in at any of the three director's offices or the office of the coordinator.

I would personally encourage each eligible volunteer to apply for one of these awards; application forms are attached.

My office will be available to answer any questions about the scholarships.

Thank you,

University of Minnesota
Department of the Minnesota Union

Scholarship for Participation and Service
Application

You are encouraged to apply for one of the two Minnesota Union Scholarships for Leadership -- the Julia Carson Scholarship and the Gordon L. Starr Scholarship. The criteria for selection of recipients are:

The scholarships are to be utilized during the following academic year. The recipients must be returning to the University of Minnesota for at least one additional year of education and have a current minimum of 2.5 cumulative GPA. The awards will be based on past governance or programming participation and service in the constituent unions/center and/or Minnesota Union Coordinating Board (MUCB). Only performance in the preceding five (5) quarters will be reviewed by the Scholarship Committee; applicants must have actively participated for three of the five quarters. This application along with interviews of appropriate advisor/volunteers will be used to determine quality of involvement and service. Applicants who have won the award previously will not be judged on the quarters of service for which they won the previous scholarship.

Name (please print or type) _____
Local address _____
City, state, zip _____
University ID # _____ phone number _____
Permanent address _____
City, state, zip _____
Social security # _____ phone number _____
College or academic program or unit _____ Overall GPA _____
Expected graduation _____

Please complete the attached application page(s) as demonstrated below. Give as much information as possible -- it is to your best advantage.

Participation and Service (Preceding five quarters, chronological order, earliest date first)	
Area:	(Program Committee, governing board, etc.)
Term:	(Academic quarter and year)
Chairperson/Advisor:	(Name of chairperson or advisor)
Time Committed:	(Hours per week)
Participation Description:	(Describe the specific results/ outcomes of your participation.)

Participation and Service
(Please list all activities in chronological order, earliest date first)

Area:

Term:

Chairperson/Advisor:

Time Committed:

Participation Description:

Area:

Term:

Chairperson/Advisor:

Time Committed:

Participation Description:

Area:

Term:

Chairperson/Advisor:

Time Committed:

Participation Description:

Scholarship Application
Page Three

List any additional information which may be pertinent.
(Use back of this sheet or additional pages if needed.)

Please list two persons whom the Scholarship Committee may interview as your reference. The persons must know about your union participation and leadership.

Name _____ Phone # _____

Name _____ Phone # _____

"I authorize the University of Minnesota's Office of Admissions and Records to certify that I am a currently enrolled student on the Twin Cities campus and to verify any requirements for the position for which I have applied."

Signed _____ Date _____

The new deadline has been set for 4:00pm Wednesday 17 June 1987; applications may be turned in at any of the three director's offices or the office of the coordinator.

CMU Admin/Project Team/ Tenant Meeting
November 12, 1987

Present: Mark Heitman, MSA; Jon Booth, ISTA; Roger Harrold, SODC;
Cheryl Olausen, Kay Butler, Andy Seitel, Mark Cox, Credit Union;
Molly Anderson, UBOG; Mary Litsheim, Lisa Sydnes, Darren Pfeifer,
Liz Andersen, Rufus Simmons, Juan Moreno, Vi Justice, CMU Staff

The meeting was called for the purpose of review of final architect drawings for the ground floor.

Rufus reviewed the plans/changes.

- The international courtyard will be carpeted.
- Vending will be relocated to the sides of the Parlor area. Vending will not be reduced in numbers but will be consolidated.
- The newsstand will be relocated in the NE corner of the ground floor.
- The Soup'r was moved slightly.
- The Credit Union was placed at the west end of the ground floor.
- A stairwell will be constructed to the basement level. It will open into the lobby area. Fire code will not allow use of glass.
- The use of flags to carry out the international theme: There could be flags from 170 countries. Either silk screen overlay on the 11' ceiling walls or with actual flags at north glass curtain wall, pointed toward the mall.
- Have had problems with overflow seating. The annex to the Great Hall will be used for overflow during peak hours. Details for use of the space will need to be worked out.
- Remodeling should be completed by the beginning of fall quarter, 1988.
- The plans will go to the regents in December for their approval.

Roger noted SOF will not be in the credit union space as was discussed previously.

Question was asked if ISTC would regain the space they will lose in the redesign? Jon noted some space will be gained by the men's room. They will need to reconfigure space.

Mark asked how serious the construction would be? Will the stores need to be closed down? Rufus said he sees limited construction. Most of the impact will be for ISTC.

Roger asked if the signage would identify and define the international area?

Rufus said the international area would be defined by the carpeting, tables, lighting and planters. He noted there has been discussion with food service to bring international cuisine in to the area. Darren noted part of the definition of the space will be accomplished by the ceiling treatment. The carpeting and the flags will help cut down sound which is a concern to MSA.

Credit Union - The credit union will have input on the design of the credit union. Security regulation requires certain things to be built in. The Credit Union would like to have a blue print of space on ground floor so they can plan to have space constructed along with other work being done. The main concern in the Music Listening space is light and outlets. The credit union should get in touch with Darren or Liz about getting into the Music Listening lounge.

coffman

Board of Governors

30 November, 1987

Agenda
Coffman Union
Board of Governors
Committee of the Whole

- I. Call to Order
Molly Anderson, Presiding

- II. Report of the Chairman

Fee request

- VI. Reports

PPBS 1987 / 88:
Activities,
Services and Facilities

- VIII. Announcements & process

- IX. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors
Committee of the Whole

30 November 1987

Minutes

A meeting of the Union Board of Governors Committee of the Whole was held on 30 November 1987, at 12:15 pm, in the board room, 346 Coffman Memorial Union. The Vice-Chair, Ms. Bobbee Bengston, presided.

Governors: Roberta Bengston V-C Program Patrick Mendis COGS
Ken Martin MN Alumni Laura Pollari CLA
Leslie Bowman Fd Service Maggie Towle CMU
Aaron Pilhofer MSA TBA CHIP
Barry Bridges UBOG Alumni

Absent: Mary Misukanis GC Lori Brekke Ed USA
Molly Anderson V-C H&F Penny Kilis MISA
Rufus Simmons CMU (exc) John Wright Chair (exc)
Elizabeth Andersen CMU (exc) James Klein IT

Guests: Richard Melton, Vi Justice, CMU Staff

Ms. Bengston noted the board chairs and directors were meeting in another room concerning the fee request which is due December 4. The board will meet again Wednesday, December 2 to take action on the fee recommendation.

Richard Melton said the fee being proposed for Coffman Union is \$1,113,000, plus 5.5% inflation, plus a request for \$125,000 put-back from last year. (The \$125,000 taken away last year was precipitated by the notion that the unions were not performing at a level expected and reaction to administrative changes in the unions.) There is a question whether there will be a single fee request for MUs or whether WB would go in with its own fee request.

PPBS. Mr. Melton recommended each one spend some time looking over the PPBS document. He reviewed the 87-88 budget summary on page 9.

Ms. Pollari asked if the budget summary was approved last year? Will the board be approving a similar budget this Wednesday?

Mr. Melton noted the specific allocation of fee money will be decided later in the year. We will be voting on the bottom line Wednesday.

Mr. Mendis asked, how is income different from fees?

Mr. Melton explained income is earned. Expenses include salaries (fulltime and student and fringe), supply money, etc.

Ms. Bengston noted at the Orientation on Monday there was discussion about a \$157,000 deficit. Where does it show up in the PPBS?

Committee of the Whole
Minutes

30 November 1987

Page 2

Mr. Melton said the figure does not show in the budget. He reviewed the PPBS, document, noting the introduction gives the purpose, definition and process for the system. Individual projects begin with a description of what the project does, what it focuses on. Project goals are broad intentions. Objectives should be measurable. Performance data is what is intended to be done. It includes project volunteers, core and ad hoc. Core volunteers differ from ad hoc volunteers in that they make a commitment to a particular project at Coffman and work over a period of time. Ad hoc volunteers may be involved in the project on a cooperative basis.

It was noted Juan Moreno is assigned to the four cultural groups. The objectives in the four projects are developmental. Juan is rebuilding the structure and volunteer group for the projects.

It was noted the quarterly reports will relate to the PPBS. If data in the reports differ, question should be asked, why is it different?

Sue Grieger manages the film project. The intent of the film program is to try to do more with weekend films and sneak previews. Educational discussion programs are planned for some of the film programs.

Question was asked, how does the volunteer development project relate to the organizational charts? It was noted Bernie Molitor's HRD should not be shown in volunteer development. Bernie should be 15% time in volunteer development, with Mary Litsheim at 5%.

Announcements

UBOG meeting Wednesday, December 2, 12 noon in room 315 to act on fee request.

Maggie announced there will be an open house December 7.

Respectfully submitted

Richard Melton
for Rufus Simmons

vj

November 24, 1987

To: CMU Project Managers
Fr: Rufus L. Simmons
Re: 1987-88 Fee/Budget Reconciliation

Current Situation

Based upon the 1987-88 PPBS the following exists:

October 15, 1987-88 Budget Fee Support (includes 75,324 reserve income)	1,195,894
1987-88 Operation Fee Allowance	<u>1,113,451</u>
Budget Expansion from 1 July	82,443
Reserve Income	<u>75,324</u>
1987-88 Total Fee Shortfall	157,767

1988-89 Projected Fee Income for CMU

1987-88 Operation Fee Allowance	1,113,451
5.5% Inflation for 1988-89	<u>61,239</u>
Base Fee Plus Inflation	1,174,690
57.2% of \$125,000 "Putback" from 87-88 Fee Request Reduction	<u>71,500</u>
Total Fee Support	1,246,190

Status Quo Budget for 1988-89

1987-88 Projected Operating Expense	2,070,078
5.5% Inflation	<u>113,854</u>
Total Operating Expense with Inflation	2,183,932
1987-88 Projected Earned Income with 5.5% Inflation	<u>842,797</u>
Fee Income Need for 1988-89	1,341,135
Fee Income Available for 1988-89	<u>1,246,190</u>
Short	94,945

Needs

- Reduce/eliminate deficit spending.
- Adjust plans, priorities, organization delivery for CMU - Minneapolis Unions, Minnesota Unions in order to provide program, facilities, services within our financial means.
- Creatively seek and obtain necessary revenue from within current operations cost reduction and/or combination of the two.
- Others.

Process Strategies to Achieve Outcomes - Options-

- Mandated across the board % cuts to balance budget.
- Project manager provide reflective analysis and recommendations for fee expense rollback for 1987-88.
- Assign Task Force to develop recommendation.
- Retrenchment beyond needs and reallocation to highest union's priority needs.

The Minnesota Unions Board of Governors Chairs and Directors will meet November 24 to discuss the situation and plan to address the issues/strategy for the 1988-89 fee request which is *DUE DECEMBER 4!*

Concerns - Options - Suggestions

I would welcome and appreciate your feedback!

Student Services Fee Committee
1987-88 Timeline

<u>DATE</u>	<u>EVENT_or_DEADLINE</u>
October 8	First Committee Meeting
November 2	Informational Meeting for Groups
October 19-November 13	Training for Committee Members
November 19	Subcommittee Chairs Election
December 1	Deadline for Fees Requests
December 3	Collate Fees Packets Meeting
January 4-February 5	Subcommittee Interviews
February 8	SC Recommendations Due
February 15 week	Publicity Drive, Daily Article, etc.
February 22 week	Public Hearings: one in St. Paul, two in Mpls
February 27	Full Committee Wrap-up Meeting

CMR/np

Planning Program Budget System (PPBS)

**Coffman Memorial Union
Department of the Minnesota Unions
University of Minnesota**

1987-88

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**COFFMAN MEMORIAL UNION
PLANNING PROGRAM BUDGET SYSTEM (PPBS)
1987-88**

INTRODUCTION

The Need for a PPB System

The purpose of developing a Planning Program Budgeting System is to improve upon or change what is commonly termed the traditional "line-item," or incremental budget process wherein salaries, supplies and expense are automatically inflated by some predetermined percent. The major problem is that budgeting is completed without a careful examination of the actual cost, evaluation of the outcomes of the resource allocation or cost benefit of alternate options available to address the expressed needs. More specifically, PPBS was developed in an effort to improve the efficiency and effectiveness of organizational spending. A budget is often thought to be a reflection of organizational policy. Planning Programming Budgeting (PPB) is designed to reflect union policy more clearly for all concerned--for Minnesota Unions, Union staff, UBOG, and the University Community.

PPBS: A Definition

There are a number of definitions for PPBS, none of which is wholly right or wrong. The definition of PPBS depends on one's emphasis. For MUs, PPBS is defined rather broadly as a method of organizing information to improve decisions that concern the allocation of limited resources (fiscal and human facilities, etc.)

As a system for improving choices related to the use of scarce resources, it does not make choices. It does not even reduce decisions to the selection of one clearly correct course of action. Quite the contrary, it has the built-in objective of expanding available alternatives. It has the capacity of making the ingredients of choice and the probable consequence of alternatives extra-ordinarily clear.

Two underlying assumptions prompted the development of PPBS. First, the notion that the resources of any organization are always less than needed to accomplish all the good and useful things that ought to be accomplished. Therefore, among competing claims on resources, organizations must choose those which contribute most to their goals and objectives and execute them effectively and efficiently in order to free scarce resources for other good and useful things. Second, organizational programs rarely have an automatic regulator that tells them when an activity has ceased to be productive, or could be made more efficient, or should be displaced by another activity, as does private business in the feedback it receives via profit and competition. An institution must find another tool for making "choices" which the scarcity of resources forces on us.

The Bases of PPBS

The bases of a Planning Program Budget System involve the identification of goals, objectives, analysis of output, measurement of dollars, formulation of objectives and programs and needed resources beyond the budget year, and the analysis of alternatives.

Introduction - 2

How to Use this Program Budget

This budget relates all of the union's programs and services through three categories: unit, area and project.* These categories may be thought of as an outline or hierarchical breakdowns, moving from higher-level general statements to lower-level, more specific elements. Pages are color coded and separated for convenience.

Definition of Terms

Accountability - to be held to account for specific accomplishment (outcomes) within some clearly defined parameter which is mutually agreed upon by the union administration and the governance system - UBOG.

Area - a grouping of departmental activities which serve the same broad goals. It is more specific than a unit and less specific than a project.

Assessment/Evaluation - Boards have an oversight function carried out by answering these questions: Were the Unions' objectives met? Were the quality and efficiency of the projects' operations satisfactory? Does meeting the objectives satisfactorily fulfill union purposes/mission?

Budget - a plan of fiscal operations comprising an estimate of proposed expenditures for a given period or purpose and the proposed means of financing them.

Description - a statement explaining the scope, coverage and content of each area, program or project.

Goal (PPBS) - the broad, general, end purpose toward which a unit and area develop specific projects and objectives to accomplish the aforementioned accountability.

Line-Item Budget - a budget system which emphasizes the things or services used by organization in carrying out their programs (personnel, equipment, supplies, etc.). It emphasizes means or input rather than end or output.

Objectives - results expected by the end of a stated time period as a result of the activities of a work unit.

Operating - project managers are given responsibility and authority to make day to day decisions within the approved, programmed operations decisions.

Planning - the Union Board decides what is to be accomplished, i.e., the type and level of service to student organizations, organized activities/meetings and individuals; the level of union activities; quantity and quality of support facilities; the amount, type and quality of organizational support systems. There must be a comprehensive MUs plan for the Twin Cities Campus. Within the context of the campus union plan there must be holistic plans for a unity of projects within MUs constituent unions.

* Special Note - only the projects are currently shown.

Introduction - 3

Planning Program Budgeting System (PPBS) - a complex program-based system which emphasizes planning, program development, and budgeting as part of a unified process. It places emphasis on comparison of cost and benefits between various programs, relies somewhat on mathematical-statistical techniques for program and budget analysis (unit cost) and emphasizes the search for alternate approaches in meeting community needs and problems.

Programming and Budgeting - the persons responsible for managing the activities, services, and operations to achieve the planned objectives develop operating plans within the parameters of the tentative funds allocations to projects. Those project and budget plans are (when acceptable) endorsed by administration and approved by the Boards.

Program Budgeting - a budget system in which fiscal information is grouped within unit, area, and project categories and is related directly to accomplishment of goals and objectives. It emphasizes ends rather than means, outputs rather than inputs.

Program Structure - an organized assembly of all of the activities of CMU in terms of the outputs of projects, areas and unit programs and services essential in meeting its various goals and objectives. A program structure consists of a hierarchical breakdown, grouping and ordering of the total work of an organization.

Project - comprises the specific objective resulting in outputs, i.e. educational program, event and attendance, building maintenance, or customer service. It usually represents the "hows" involved in carrying out broad unit and area goals.

Student Services Fee Request and Allocation - Department of Minnesota Unions decides how much of the anticipated cost of achieving plans should be supported by Student Services Fees, and requests that amount. The amount of desired fee support is determined by CMU for each union project.

Unit - an increment or component of a larger organization, i.e. activities, services, facilities, administration in that sense it focuses on the organizations designed to deal with a major institutional need.

Process

1. Planning - The relationship among the boards in making planning decisions must be symbiotic - not hierarchical. Plans must have three dimensional unity - i.e. within a total project; within a total, holistic constituent union; within a total, holistic, campus-wide Minnesota Unions. A general comprehensive vision must be expressed through Minnesota Unions. That vision must be informed by and must inform constituent union boards. Guided by the general vision, constituent union boards must express a vision of each union. These expressions have more detail - are painted with a finer brush. The most detail is expressed in project plans which must be drawn on campus-wide canvasses. These drawings may reveal things which will cause constituent boards to adjust plans.
2. Fees - Guided by the plans, mutually established, and by policy determinations of appropriate fee subsidy levels to projects - MU administration requests fees and advises project leadership of parameters for programming and budgeting. Administration and constituent board executives develop final planning proposals and final fees request and tentative allocation to projects.

Introduction - 4

3. Programming and Budgeting - The decision-making on recommendation of two-year programs and budget plans should be done by project teams in four phases - general program and budget conceptualization by team, review by constituent union and by appropriate coordinating committee, revision of general plans in accordance with review responses, and detail planning within project in each constituent union.
4. Operating - Project managers should be given clear expectations and authority/responsibility to meet them. Volunteer "managers" of activities projects are accountable to program (i.e. union activity) councils or committees for fulfilling responsibilities and expectations. Program(Union Activity) Consultants are accountable to Director for Programs (Union Activities) for fulfilling their responsibilities within the programs and activities and volunteer development. Some Activity projects and most (all) Service, Facility and Administration project managers are paid union staff. Those managers are accountable to their supervisors. The Director is accountable to the board for performance of staff and staff-managed programs.
5. Assessment/Evaluation - Project managers are responsible for collecting summative data on project outputs/outcomes. The information system must support this collection as well as reporting and analysis of the data. The assessment/evaluation data must be used by planning groups, so must be reported to them in timely fashion.

Conditions and Dispositions Needed

Very good communication - everyone with an interest or function related to an item of business must have full information about what is under consideration and must have a channel for giving information relative to the item.

Collective understanding and acceptance of the Minnesota Unions vision for fulfilling the union purpose on the campus.

Collective understanding and acceptance of each constituent union's holistic plan.

Collaboration within projects and mutual support across projects.

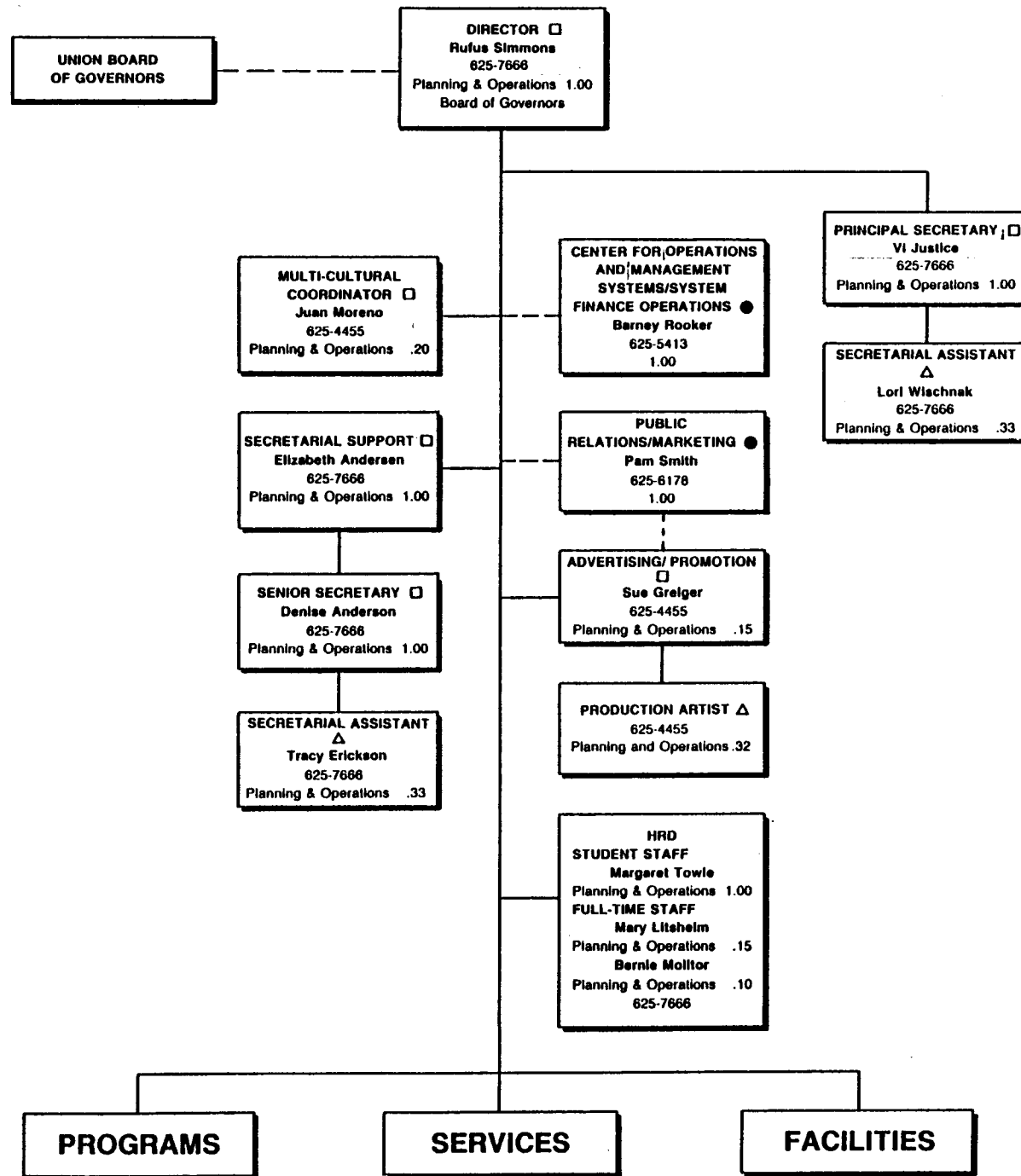
Coordination within projects or systems and unity within unions and within the total union.

Equal loyalty to and respect for several levels of organization - project, constituent union, Minnesota Unions.

Manageable quantity of development, change in any time period. Development must go in concert with on-going operations work.

Clarity of roles in policy-making or management and of functions within those processes.

Administration and Administrative Support



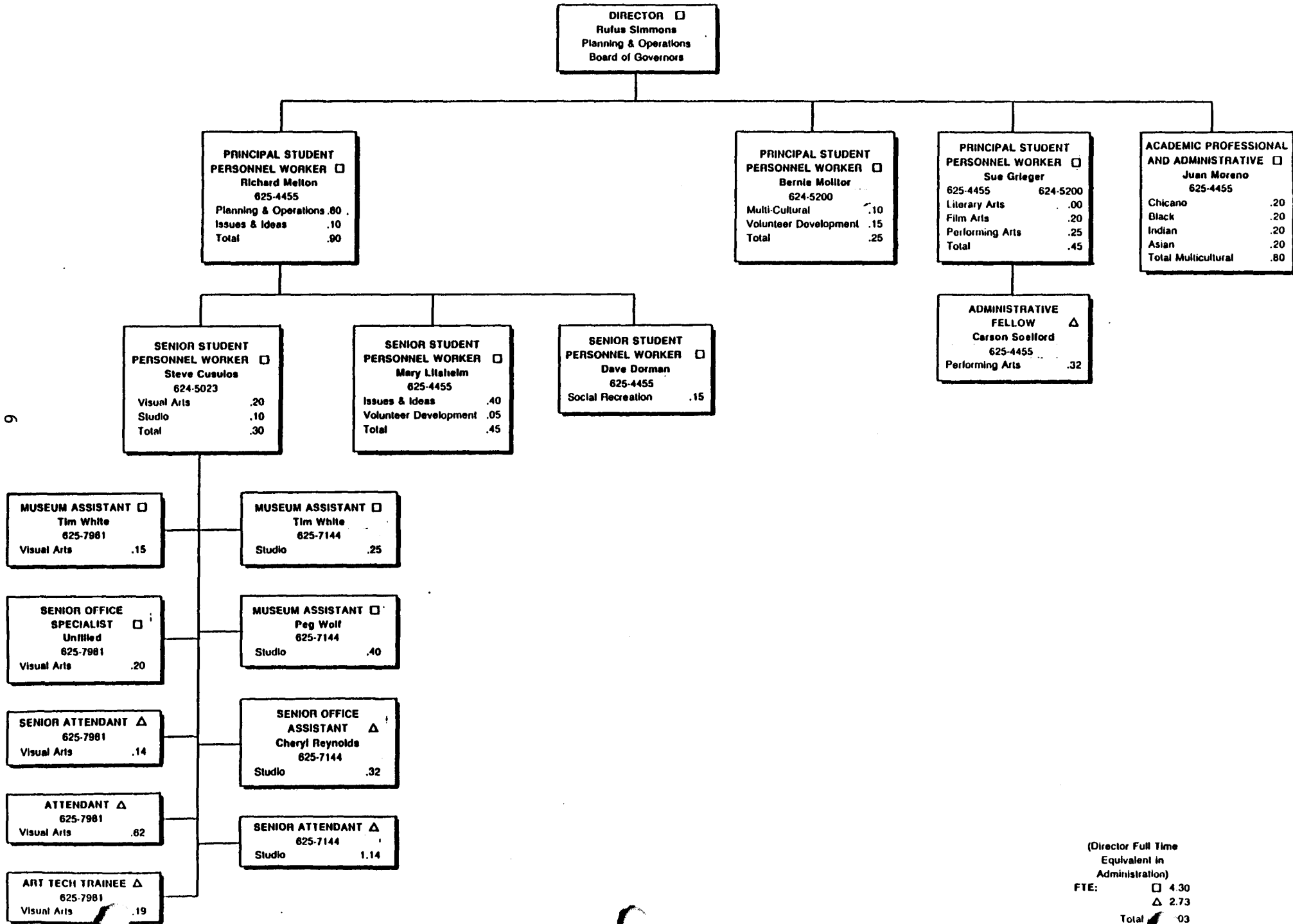
KEY

- Non-Student Position
- △ Student Position
- Student Activities Support Service

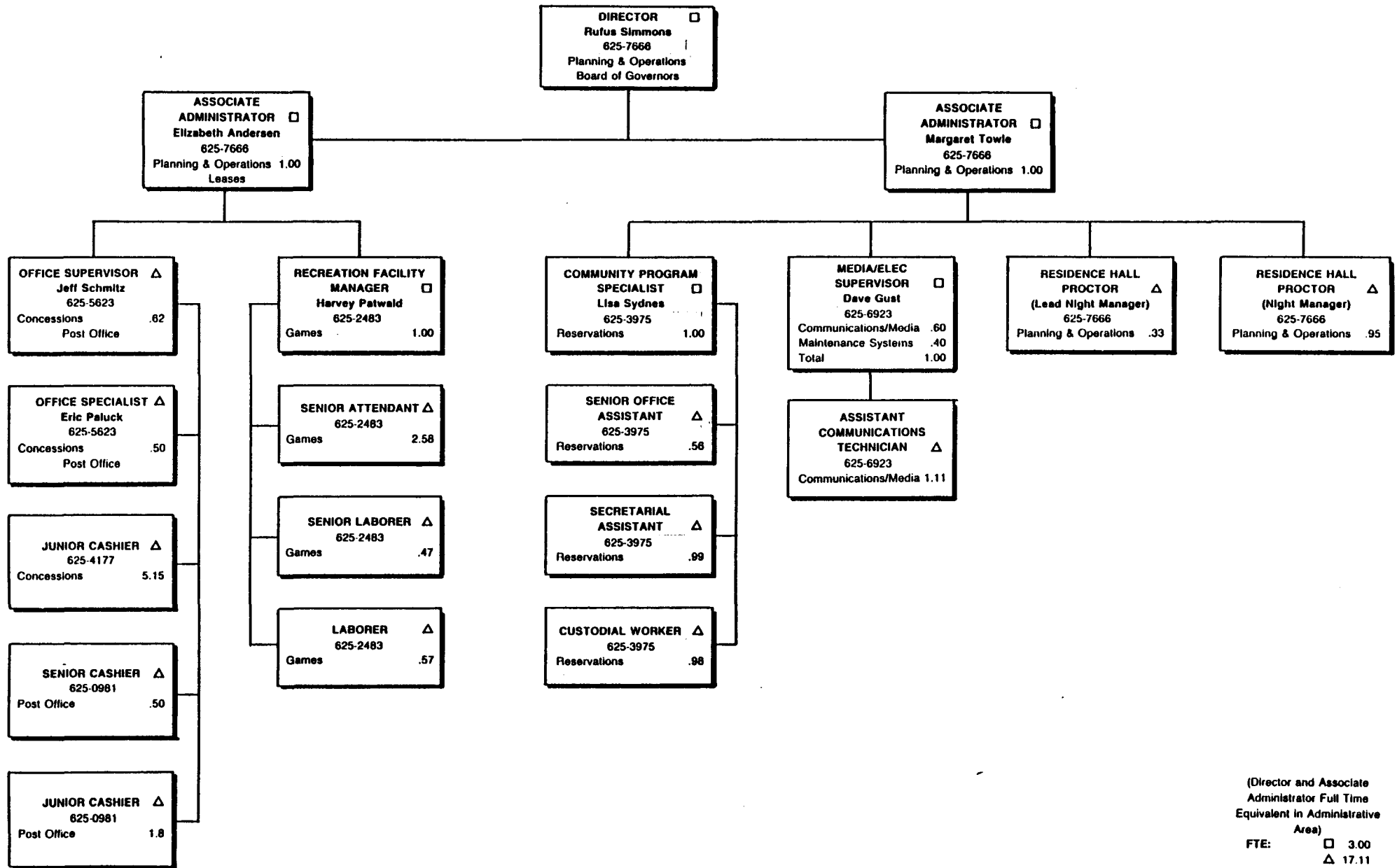
(Center for Operations & Public Relations not Included in Full Time Equivalent)

FTE: □ 5.60
 △ .98
 Total 6.58

Programs



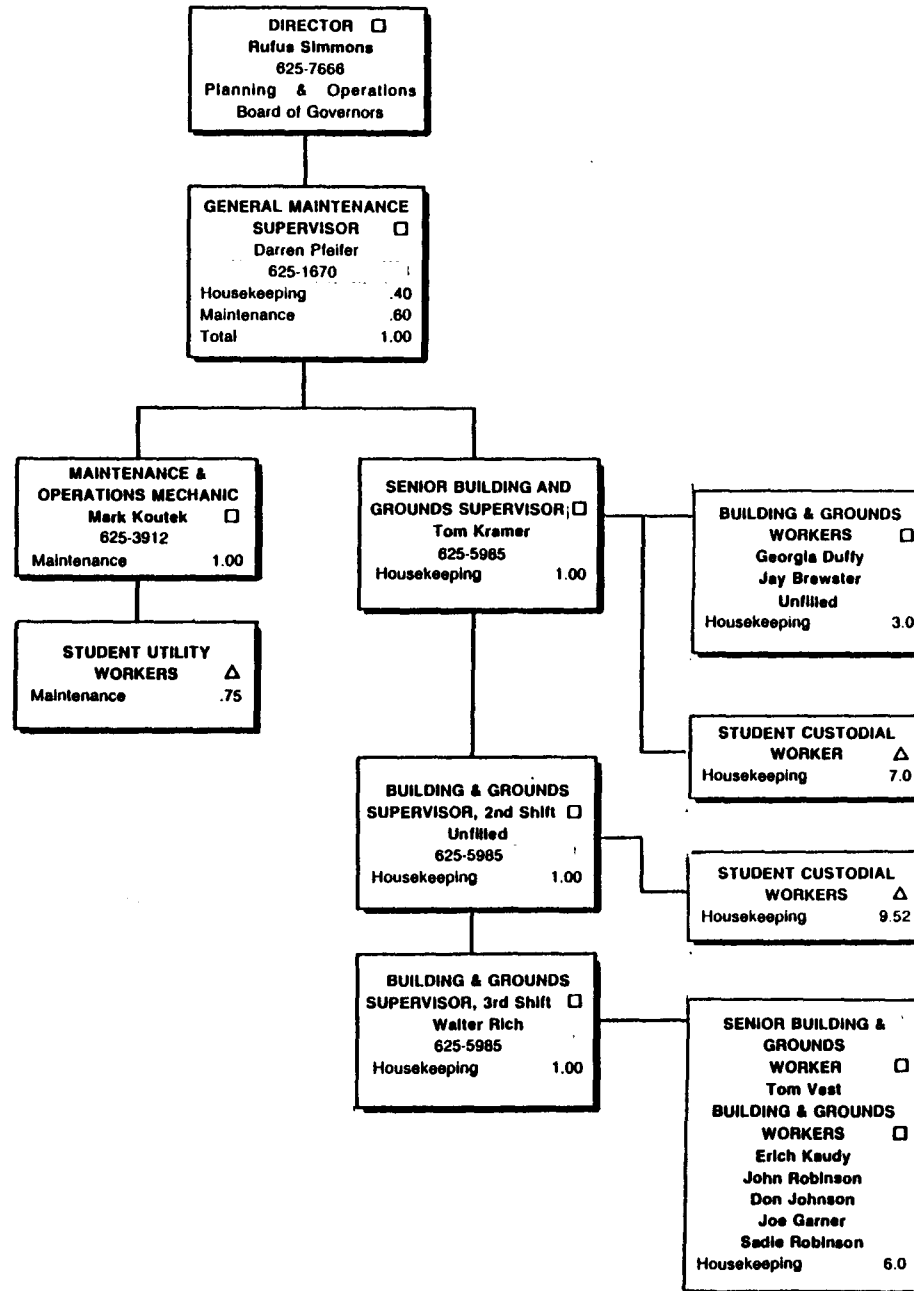
Services



(Director and Associate Administrator Full Time Equivalent in Administrative Area)

FTE: □ 3.00
 Δ 17.11
 Total 20.11

Facilities



(Director Full Time Equivalent in Administration)

FTE: □ 14.00
 △ 17.27
 Total 31.27

1987-88 BUDGET SUMMARY

<u>PROJECT</u>	<u>EXPENSE</u>	<u>EXPENSE PERCENT</u>	<u>INCOME</u>	<u>INCOME PERCENT</u>	<u>FEES</u>	<u>FEES PERCENT</u>
<u>ACTIVITIES</u>						
VISUAL ARTS	\$35,055		\$2,916		\$32,139	
PERFORMING ARTS	\$31,224		\$6,150		\$25,074	
LITERARY ARTS	\$5,000		\$500		\$4,500	
ISSUES & IDEAS	\$34,642		\$1,333		\$33,309	
AMERICAN INDIAN	\$14,969		\$1,300		\$13,669	
ASIAN AMERICAN	\$14,969		\$1,300		\$13,669	
BLACK CULTURAL	\$14,969		\$1,300		\$13,669	
SOCIAL RECREATION	\$10,933		\$800		\$10,133	
VOLUNTEER DEV	\$16,459				\$16,459	
FILM ARTS	\$19,358		\$10,650		\$8,708	
CRAFT STUDIO	\$73,939		\$33,809		\$40,130	
CHICANO LATINO	<u>\$14,969</u>		<u>\$1,300</u>		<u>\$13,669</u>	
SUBTOTAL	\$286,486	14%	\$61,358	7%	\$225,128	19%
<u>SERVICES</u>						
RECREATION CENTER	\$98,916		\$191,660		(\$92,744)	
RESERVATIONS	\$59,373		\$44,747		\$14,626	
COMM MEDIA	\$36,816		\$34,253		\$2,563	
CONCESSIONS	\$232,836		\$234,656		(\$1,820)	
POST OFFICE	<u>\$30,709</u>		<u>\$19,733</u>		<u>\$10,976</u>	
SUBTOTAL	\$458,650	22%	\$525,049	60%	(\$66,399)	-6%
<u>FACILITIES</u>						
HOUSEKEEPING	\$777,890		\$71,387		\$706,503	
MAINTENANCE	<u>\$184,233</u>		<u>\$8,148</u>		<u>\$176,085</u>	
SUBTOTAL	\$962,123	46%	\$79,535	9%	\$882,588	74%
<u>ADMINISTRATION</u>						
PLANNING & OPERATIONS	\$353,531		\$75,324		\$278,207	
LEASES	\$2,658		\$132,918		(\$130,260)	
BOARD OF GOVERNORS	<u>\$6,630</u>		<u>\$0</u>		<u>\$6,630</u>	
SUBTOTAL	\$362,819	18%	\$208,242	24%	\$154,577	13%
TOTAL	<u>\$2,070,078</u>		<u>\$874,184</u>		<u>\$1,195,894</u>	

PROJECT: American Indian

Staff Juan Moreno, Bernie Molitor

Description

This project's primary focus is the promotion of a pervasive multicultural vision throughout the organization. A vision which encourages students and staff to embrace cultural diversity, to discard that which negates the rights and values of others and ultimately to integrate that which is noble in the diversity into their own lifestyles. The project consists of a set of social, educational, recreational and cultural activities aimed at the elimination of racism, in all its manifestations, from American society. The programs are also intended to celebrate and affirm cultural identities and to provide opportunities for interaction among persons of all ethnic and cultural groups.

Goals

1. To increase awareness, understanding and appreciation of cultural diversity.
2. To promote a commitment to values, moral reasoning, respect for persons, integration of knowledge and critical thinking.
3. To provide opportunities to directly and indirectly experience other cultures.
4. To provide opportunities for acknowledgment, celebration and affirmation of cultural differences.
5. To increase the level of interaction between the larger culture and other ethnic and cultural groups.
6. To increase the level of interaction between smaller ethnic and cultural groups.

Objectives

1. To develop a committee whose fundamental mission would be the dissemination of a multicultural vision throughout the organization.
2. To promote the inclusion of persons of color in all facets of the organization.
3. To encourage the continuing development of network linkages with communities of color inside and outside the University.
4. To provide 2 programs which address a dimension of the American Indian experience.
5. To provide a major contribution to the celebration of Native American Week.

Performance Data

Projected 1987 - 88

Programs	12-14
Attendance	2,000
Volunteers	5

1987-1988 BUDGET
CMU AMERICAN INDIAN

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	7,105		20.25
FRINGE BENEFITS	1,864		
STUDENT SALARIES			
02 SUPPLIES & EXPENSE	6,000		
04 MERCHANDISE FOR RESALE			
EARNED INCOME		1,300	
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT			
TOTAL	----- 14,969	----- 1,300	----- 20.25
NET PROJECT FEE SUPPORT (PROFIT)		13,669	

PROJECT: Asian American

Staff Juan Moreno, Bernie Molitor

Description

This project's primary focus is the promotion of a pervasive multicultural vision throughout the organization. A vision which encourages students and staff to embrace cultural diversity, to discard that which negates the rights and values of others and ultimately to integrate that which is noble in the diversity into their own lifestyles. The project consists of a set of social, educational, recreational and cultural activities aimed at the elimination of racism, in all its manifestations, from American society. The programs are also intended to celebrate and affirm cultural identities and to provide opportunities for interaction among persons of all ethnic and cultural groups.

Goals

1. To increase awareness, understanding and appreciation of cultural diversity.
2. To promote a commitment to values, moral reasoning, respect for persons, integration of knowledge and critical thinking.
3. To provide opportunities to directly and indirectly experience other cultures.
4. To provide opportunities for acknowledgment, celebration and affirmation of cultural differences.
5. To increase the level of interaction between the larger culture and other ethnic and cultural groups.
6. To increase the level of interaction between smaller ethnic and cultural groups.

Objectives

1. To develop a committee whose fundamental mission would be the dissemination of a multicultural vision throughout the organization.
2. To promote the inclusion of persons of color in all facets of the organization.
3. To encourage the continuing development of network linkages with communities of color inside and outside the university.
4. To present 2 programs which address a dimension of the Asian/Pacific American experience.
5. To provide a major contribution to the celebration of Asian/Pacific American Heritage Week (8-10 programs).

Performance Data

Projected 1987 - 88

Programs	10
Attendance	700
Volunteers	5

1987-1988 BUDGET
CMU ASIAN AMERICAN

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	7,105		20.25
FRINGE BENEFITS	1,864		
STUDENT SALARIES			
02 SUPPLIES & EXPENSE	6,000		
04 MERCHANDISE FOR RESALE			
EARNED INCOME		1,300	
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT			
TOTAL	----- 14,969	----- 1,300	----- 20.25
NET PROJECT FEE SUPPORT (PROFIT)		13,669	

PROJECT: Black American

Staff Juan Moreno, Bernie Molitor

Description

This project's primary focus is the promotion of a pervasive multicultural vision throughout the organization. A vision which encourages students and staff to embrace cultural diversity, to discard that which negates the rights and values of others and ultimately to integrate that which is noble in the diversity into their own lifestyles. The project consists of a set of social, educational, recreational and cultural activities aimed at the elimination of racism, in all its manifestations, from American society. The programs are also intended to celebrate and affirm cultural identities and to provide opportunities for interaction among persons of all ethnic and cultural groups.

Goals

1. To increase awareness, understanding and appreciation of cultural diversity.
2. To promote a commitment to values, moral reasoning, respect for persons, integration of knowledge and critical thinking.
3. To provide opportunities to directly and indirectly experience other cultures.
4. To provide opportunities for acknowledgment, celebration and affirmation of cultural differences.
5. To increase the level of interaction between the larger culture and other ethnic and cultural groups.
6. To Increase the level of interaction between smaller ethnic and cultural groups.

Objectives

1. To develop a committee whose fundamental mission would be the dissemination of a multicultural vision throughout the organization.
2. To promote the inclusion of persons of color in all facets of the organization.
3. To encourage the continuing development of network linkages with communities of color inside and outside the University.
4. To present 2 programs which address a dimension of the Black American experience.
5. To provide a major contribution to the celebration of Black History Month. (10-12 programs)

Performance Data

Projected 1987 - 88

Programs	12-14
Attendance	3,000
Volunteers	5

1987-1988 BUDGET
CMU BLACK AMERICAN

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	7,105		20.25
FRINGE BENEFITS	1,864		
STUDENT SALARIES			
02 SUPPLIES & EXPENSE	6,000		
04 MERCHANDISE FOR RESALE			
EARNED INCOME	1,300		
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT			
TOTAL	----- 14,969	----- 1,300	----- 20.25
NET PROJECT FEE SUPPORT (PROFIT)		13,669	

PROJECT: Chicano/Latino

Staff Juan Moreno, Bernie Molitor

Description

This project's primary focus is the promotion of a pervasive multicultural vision throughout the organization. A vision which encourages students and staff to embrace cultural diversity, to discard that which negates the rights and values of others and ultimately to integrate that which is noble in the diversity into their own lifestyles. The project consists of a set of social, educational, recreational and cultural activities aimed at the elimination of racism, in all its manifestations, from American society. The programs are also intended to celebrate and affirm cultural identities and to provide opportunities for interaction among persons of all ethnic and cultural groups.

Goals

1. To increase awareness, understanding and appreciation of cultural diversity.
2. To promote a commitment to values, moral reasoning, respect for persons, integration of knowledge and critical thinking.
3. To provide opportunities to directly and indirectly experience other cultures.
4. To provide opportunities for acknowledgment, celebration and affirmation of cultural differences.
5. To increase the level of interaction between the larger culture and other ethnic and cultural groups.
6. To increase the level of interaction between smaller ethnic and cultural groups.

Objectives

1. To develop a committee whose fundamental mission would be the dissemination of a multicultural vision throughout the organization.
2. To promote the inclusion of persons of color in all facets of the organization.
3. To encourage the continuing development of network linkages with communities of color inside and outside the University.
4. To present 2 programs which address a dimension of the Chicano/Latino experience.
5. To provide a major contribution to the celebration of Cinco de Mayo. (8-10 programs)

Performance Data

Projected 1987 - 88

Programs	10-12
Attendance	800
Volunteers	5

1987-1988 BUDGET
CMU CHICANO/LATINO

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	7,105		20.25
FRINGE BENEFITS	1,864		
STUDENT SALARIES			
02 SUPPLIES & EXPENSE	6,000		
04 MERCHANDISE FOR RESALE			
EARNED INCOME		1,300	
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT			
TOTAL	----- 14,969	----- 1,300	----- 20.25
NET PROJECT FEE SUPPORT (PROFIT)		13,669	

PROJECT: Film

Staff Sue Grieger

Description

This project presents films from the silent era through today, with an emphasis upon providing films that have artistic and cultural significance and upon quality entertainment films.

Goals

1. To provide access to a wide range of films from the silent era through today. Emphasis will be on the organization of these films into series that reflect a variety of ways of studying film history: genre, major directors, theme, social relevance, historical period, etc.
2. To provide opportunities for students to gain insight into the meaning, history, and craft of film.
 - a. The relation of film to "the world" will be emphasized through film series and related educational programs organized around both American and foreign films, multicultural themes, and international culture.
 - b. The aesthetics of film will be introduced in educational programs that focus on such topics as film reviewing, the status of film as popular culture, the history of production of films by major studios and by independent filmmakers, and the relation of film to the visual and other arts.
3. To provide opportunities for discussion of the areas of insight outlined above through formal and informal programs.
4. To encourage students to engage in the independent appreciation of film as an art form and to continue this appreciation after graduation.

Objectives

1. Contemporary and Popular Classics Series: To present 3-5 films per quarter (fall, winter, spring), in the Contemporary and Popular Classics Series, primarily on weekends.
2. Midweek Film Series: Focus primarily on multicultural and international film. One series per quarter.
 - a. To present 1 midweek film series related to film studies courses, which provides access for students and the other film-going audiences to films which exemplify major film genres and illustrate the development of film as an art form.
 - b. To present 2 other midweek film series, 6-10 films each, focusing on foreign film retrospectives, multicultural issues, and/or international culture.
 - c. To present 6-10 discussions following films in the midweek series, providing insight and opportunities for discussion of the social and cultural context of film, the artistic development of film, and the historical significance of important films.
3. 1987-88: To develop, in cooperation with film studies faculty and related departments, a series of from 3-5 educational programs about film genres, filmmaking, film history, or criticism. These discussions to be organized jointly with WBU Film Art project.
4. To present 3-5 sneak previews of new popular films selected to appeal to campus audiences. These sneak previews of 35mm films will be presented jointly with WBU film art and held in Willey Hall.

Film

Objectives

5. To sponsor a minimum of one reception for film students, faculty, and/or the general University film-goers, intended to facilitate dialogue and social interaction.
6. 1988-89: To add additional educational programming necessary to achieve intended outcomes for insight into film and dialogue about film.

Performance Data

Projected 1987-88

Program Series	6
Events (film showings)	50-60
Educational Programs	10-15
Attendance	4500-5250
Average Student Attendance	60%
Volunteers - Core	3-5
Volunteers - Ad Hoc	2-4

1987-1988 BUDGET
CMU FILM ARTS

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	6,127		20%
FRINGE BENEFITS	1,287		
STUDENT SALARIES			
02 SUPPLIES & EXPENSE	11,944		
04 MERCHANDISE FOR RESALE			
EARNED INCOME		8,150	
OTHER INCOME		2,500	
CO-SPONSORSHIP			
CWS REIMBURSEMENT			
TOTAL	----- 19,358	----- 10,650	----- 20%
NET PROJECT FEE SUPPORT (PROFIT)		8,708	

PROJECT: Issues, Ideas and Values

Staff Mary Litsheim, Richard Melton

Description

This project provides the opportunity for University students to interact with other students, faculty, staff, and distinguished University guests in an environment that emphasizes the interconnection among various fields of inquiry, encourages the development of intellectual and interpersonal skills, fosters an increased awareness and understanding of moral problems and values, and contributes to the acquisition of knowledge and competencies required for effective citizenship in a multicultural democracy. Programming includes lecture, debate, discussion, open forum, speak outs, mini courses, film and electronic media.

Goals

1. Students would be more effective and self-confident in interacting with faculty, other members of the University community, and each other.
2. Students would be more skilled in critical thinking and the use of imagination and creativity in solving intellectual and personal problems.
3. Students would gain a greater knowledge of self, others, and society, and would develop a keener understanding and appreciation of human diversity, especially in the context of urgent contemporary issues.
4. Students would be better able to understand the connections among various fields of inquiry and apply the content and methods of those disciplines outside the classroom.
5. Students would be committed to developing a "philosophy of life" and a set of life purposes and values.
6. Students would come to recognize fundamental ethical and social questions and be better prepared to understand and apply the concept of "justice" in everyday life.
7. Students would better understand and appreciate the obligations of citizenship and be better prepared to carry them out.

Objectives

1. To present during Winter and Spring Quarters a total of 2 (series title to be determined) Lecture/Discussions appealing to a broad audience and featuring celebrated scholars or thinkers addressing significant topics and issues in the sciences and humanities and/or related to important current political or social issues (projected total audience of 500-700).
2. To present a total of 2 programs winter and spring using a variety of formats and media (video, film, small group discussion, student speakers, debate, etc.) in conjunction with each of the above lectures for the purpose of providing an opportunity for deeper consideration of the lecture themes. (Total attendance of 200-300.)
3. To present 4-6 "Horizons" sessions (i.e., small group programs featuring University faculty and community members) per quarter in order to stimulate critical dialogue, social interaction, and active learning. (Total attendance of 360.)
4. To present with the HHH Institute a series of programs (2-3) related to each of the Carlson Lectures (1 per quarter, Fall quarter has been canceled), for the purpose of stimulating deeper exploration and analysis of topics or themes drawn from or related to those lectures. (340 Attendance, Total)

Objectives (continued)

5. To produce, in conjunction with other University departments and programs, one major series of events per quarter built around a core theme, issue, topic, or problem of interest to the entire University community(e.g. SDI Research and Academic Freedom and Inquiry, Fall, 1987). (Anticipated audience of 1000-1500 per quarter.)
6. To present 1-2 programs per quarter (Winter and Spring) related to international affairs and global issues (in collaboration with St. Paul's Worldspan project and/or the Multicultural/International areas of CMU and WBU as well as ISTC). (Total anticipated audience of 300-400.)
7. To present 1-2 programs per quarter related to issues of lifestyle, health, sexuality, relationship building and values education. (Such programs may be presented as part of a series focusing on a particular theme or issue.) (Anticipated total audience of 400-500.)
8. To develop an "entertaining" Open Forum program series based on the Donahue/Oprah/Sally/Heraldo prototype, with an active moderator fielding questions and probing audience reactions to featured speakers, debaters and panelists. (Anticipated development, Winter Quarter, audience of 1000-2000 annually.)
9. To present the Hill Visiting Lecture Series with the Graduate School (3-4 per year at Coffman). (Total Audience of 300-400.) This program must be made less "esoteric" and more accessible to a broader audience.)
10. To recreate the "Minnesota Forum" Afternoon Series (Forum East at Coffman and Forum West at West Bank) for the purpose of providing an environment in which University students can interact with faculty from a variety of disciplines who are exploring and testing ideas at the "cutting edge" of their fields. (2-3 programs winter, 3-4 spring; total attendance of 350-500.)
11. To address issues of "multiculturalism" (respect for persons) throughout the IIV area and collaborate on at least 1-2 programs with the Multicultural area per quarter. (Anticipated audience of 400-500.)
12. To provide "quick response" programming, using satellite TV, video, speakers, etc. related to fast breaking world events. (Anticipated audience of 300-400, 1-2 hookups per quarter.)

Performance Data

Projected 1987-88

Program Series	18
Program Events	79
Attendance	8050
Volunteers	14
Core	4
Ad Hoc	10

1987-1988 BUDGET
CMU ISSUES, IDEAS AND VALUES

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	14,194		50%
FRINGE BENEFITS	2,981		
STUDENT SALARIES			
02 SUPPLIES & EXPENSE	17,467		
04 MERCHANDISE FOR RESALE			
EARNED INCOME		1,333	
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT			
TOTAL	----- 34,642	----- 1,333	----- 50%
NET PROJECT FEE SUPPORT (PROFIT)		33,309	

PROJECT: Literary Arts

Staff Sue Grieger

Description

This project presents lectures, readings, and discussions about literature and a variety of forms of literary expression, including storytelling, songwriting, and drama, as well as poetry, fiction, and creative prose.

Goals

1. To provide access to a wide variety of literary forms, primarily through the presentation of public readings or performances which encourage active listening; and through these public programs to present literary works as a valid part of social and intellectual life.
2. To provide opportunities for students to gain insight into the various forms of literary expression primarily through discussions conducted by writers and by University faculty members and visiting scholars.
 - a. The relation of literary expression to "the world" will be emphasized through readings and discussions of the cultural context of literature, including international and multicultural components, the relation of literature to personal experience and to society, and the life and work of significant contemporary writers.
 - b. The craft and aesthetics of literature will be introduced in lectures and discussions of book reviewing, of literary criticism, of the various genres of literature.
3. To provide opportunities for students and others to engage in dialogue about the topics outlined above.
4. To encourage students to engage in the independent appreciation of literary works through continued attendance at literary programs, through their own writing, and through the cultivation of the habit of reading.

Objectives

1. To produce 4-6 readings or performances featuring writers working in a variety of genres--poetry, fiction (including work in popular genres of fiction such as mystery or science fiction), drama, song writing, storytelling, etc.
2. To produce 10-12 discussions of literary works which provide insight into craft, the relation of literature to the world, and/or aesthetics, help to prepare audiences to appreciate the work of contemporary writers, and encourage dialogue.
3. To develop programming in mixed-media events (literature and video, dance, music, or other arts) with other Minnesota Union programming projects, related academic departments and off-campus groups, which encourages audiences to appreciate new art forms.
4. To feature in a minimum of 5 of the above events writers or performers reflecting American cultural diversity.
5. To develop, in collaboration with the Creative Writing Program, a series of student readings in fulfillment of Masters in Writing requirements. Pilot: Spring 1988, for a full program projected for 1988-89.

Literary Arts

Performance Data

Projected 1987-88

Program Series	6
Events	14-18
Attendance	850-1100
Volunteers - Core	0 *
Volunteers - Ad Hoc	2-3

*There will not be a literary committee at CMU. Volunteers from West Bank Union's literary committee will assist with program planning on an ad-hoc basis.

1987-1988 BUDGET
CMU LITERARY ARTS

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES			
FRINGE BENEFITS			
STUDENT SALARIES			
02 SUPPLIES & EXPENSE	5,000		
04 MERCHANDISE FOR RESALE			
EARNED INCOME			
OTHER INCOME		500	
CO-SPONSORSHIP			
CWS REIMBURSEMENT			
TOTAL	----- 5,000	----- 500	----- 0.00
NET PROJECT FEE SUPPORT (PROFIT)		4,500	

PROJECT: Performing Arts

Staff Sue Grieger

Description

The performing arts project presents music, dance, theatre and other performance forms for general campus and arts audiences. These events are chosen to enhance campus life and encourage the choice of arts experiences as important elements of life enrichment.

Goals

1. To provide access to the performing art resources of local and regional performers and professional arts organizations through informal and formal performances in music, dance, and theater.
2. To enhance general campus audience experience by providing opportunities for music, dance and theater to be a significant part of campus social and intellectual life.
3. To enrich understanding of creative processes, artistic craft, social and cultural contexts and the contributions of artists and movements through educational programs and materials.
4. To encourage dialogue and discussion by artists, faculty and audiences about aesthetic, philosophical, and socio-political issues with particular emphasis on multicultural and crosscultural considerations.

Objectives

1. The Whole.
 - a. To present a series of 5-6 concerts per quarter, generally on weekends, featuring local and regional artists in contemporary and pop musical forms.
 - b. To present at least one panel discussion or educational program per quarter focusing on a variety of popular music forms.
 - c. Collaborate with other projects and with student organizations to present music and other entertainment which enhances the campus social and intellectual environment.
 - d. 1988-89: Expand programming as necessary to achieve goals developed by CMU Underground.
2. Present 2-4 lecture/demonstrations in music, dance, or theater per quarter, emphasizing artistic craft, creative process, and/or the social and cultural context of the work.
3. Present a minimum of three music, dance, or theater performances emphasizing cultural diversity.
4. Present a series of 2-4 informal daytime concerts per quarter in public settings designed to enhance hospitality and create a welcoming social environment.
5. Present a quarterly series of film or video presentations on theater, dance and other performance forms which are difficult to present in full-scale performance. This series will provide access for student audiences to the work of nationally and internationally known artists.

Performing Arts

Performance Data

Projected 1987-88

The Whole:

Program Series	3-5
Events	18-21
Attendance	1800-2200
Volunteers - Core	5-7
Volunteers - Ad Hoc	10-12

Other Performing Arts:

Programs	7-9
Events	35-50
Attendance	2625-4000
Volunteers - Core	3-4
Volunteers - Ad Hoc	3-4

1987-1988 BUDGET
CMU PERFORMING ARTS

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	7,659		25%
FRINGE BENEFITS	1,608		
STUDENT SALARIES	6,257		33%
02 SUPPLIES & EXPENSE	15,700		
04 MERCHANDISE FOR RESALE			
EARNED INCOME		5,150	
OTHER INCOME		1,000	
CO-SPONSORSHIP			
CWS REIMBURSEMENT			
TOTAL	----- 31,224	----- 6,150	----- 58%
NET PROJECT FEE SUPPORT (PROFIT)		25,074	

PROJECT: Social/Recreational

Staff Dave Dorman

Description

This project provides programs which specifically create opportunities for the University Community, especially students, in a comfortable, non-threatening setting. Social programs play a pivotal role in the development of a sense of belonging at this large commuter campus.

Goals

1. To provide a setting and context for students to relax in a comfortable environment.
2. To provide programs which foster a sense of belonging and identity at the University of Minnesota.
3. To provide programs which allow students to meet and develop friendships with other students, faculty and staff.
4. To provide programs intended to celebrate and affirm cultural identities and to provide opportunities for interaction among persons of all ethnic and cultural groups.

Objectives

1. To provide three dances open to the University Community.
2. To sponsor three events celebrating campus and national holidays.
3. To provide ten receptions for targeted University constituencies.
4. To present six Whole events of a diverse nature.
5. To explore opportunities for expanding and enhancing programming activities in the "Coffman underground."
6. To explore the feasibility of converting the Whole into a non-alcoholic bar and entertainment venue.

Performance Data

Projected 1987-88

Program Series	0
Program Events	22
Attendance	2,500
Volunteers - Core	4
Volunteers - Ad Hoc	24

1987-1988 BUDGET
CMU SOCIAL RECREATION

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	3,758		15%
FRINGE BENEFITS	789		
STUDENT SALARIES			
02 SUPPLIES & EXPENSE	6,386		
04 MERCHANDISE FOR RESALE			
EARNED INCOME		800	
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT			
TOTAL	----- 10,933	----- 800	----- 15%
NET PROJECT FEE SUPPORT (PROFIT)		10,133	

PROJECT: Visual Arts

Staff Steve Cusulos, Amy Kirkpatrick, Tim White

Description

The Visual Arts Project organizes exhibitions of contemporary art in a variety of media (including sculpture, painting, photography, drawing, mixed media, etc.) mostly by local, regional and student artists. Educational programs, including lectures, discussions, films, tours, artists' talks, audio-slide shows, etc. are aimed at enhancing the participant's appreciation and understanding of the visual experience through the development of skills in the description, analysis, interpretation, and evaluation of that experience.

Goals

1. To develop a leisure time interest in viewing art among those who have not previously had such an interest.
2. To foster deeper interest in art among those who have had a "casual interest" in it.
3. To enrich the experience of both the novice and the more sophisticated participant by helping that person to develop the skills required to appreciate and understand art objects reflective of a variety of styles and modes of expression.
4. To foster an appreciation and understanding of the personal and cultural values in art that reflect the nature and diversity of a contemporary multicultural society.

Objectives

1. To present 9-12 solo and small group exhibits that explore (a) the broad range of styles and modes of expression possible within a medium or genre; (b) common thematic or stylistic elements found within a diversity of media or genres; (c) common thematic or stylistic concerns pursued by a number of artists working in a common medium or genre or (d) new forms of expression within a medium or genre; (e) the aesthetic concerns of one or more artists; (f) new or experimental works; (g) the nature of a particular issue having a bearing on the understanding and appreciation of art; (h) a broad range of cultural perspectives represented in contemporary visual art.
2. To present 3 student exhibition periods, including BFA, BFA Honors, and MFA thesis shows.
3. To present "Exhibition Tours/Meet the Artist", a program series offering a total of 6-12 sessions of informal discussion about art held in the gallery space where the artwork is displayed.
4. To present a film series (On Artists and Art) designed to explore the evolution of contemporary art, looking at individual artists within a period, and by providing general survey interpretations of artistic movements and by analyzing the process by which we look at art. (8-10 films per quarter.) (Projected start-up is Winter Quarter.)

Visual Arts

5. To present a quarterly series of lecture/discussions featuring an artist, art historian, or critic who explores various issues related to art appreciation and interpretations of art. (To be fully developed winter quarter.)
6. To present Special Receptions (2-3 each quarter) for departmental clubs and other student groups, allowing them to view the works on display at the Gallery and discuss approaches to looking at works of art.
7. To present 9 opening receptions per year for the general student and University public.
8. To develop 4-5 ceramics exhibitions for the Third Floor Exhibition space (display cases)
9. To begin to develop (late fall or early winter) the Third Floor Exhibition area (wall space) for 1-3 photography exhibitions (tentative) per year.
10. To lay out a plan for "Art in Public Space" by mid-Winter Quarter for Coffman Union.

<u>Performance Data</u>	<u>Projected 1987-88</u>
Exhibitions	9
Exhibition Attendance	12,800
Receptions	17
Reception Attendance	1,510
Program Events	21
Program Series	4
Program Attendance	350
Total Attendance	14,660
Volunteers	3

1987-1988 BUDGET
CMU VISUAL ARTS

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	11,410		55%
FRINGE BENEFITS	2,396		
STUDENT SALARIES	11,470		95%
02 SUPPLIES & EXPENSE	9,779		
04 MERCHANDISE FOR RESALE			
EARNED INCOME		250	
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT		2,666	
TOTAL	----- 35,055	----- 2,916	----- 150%
NET PROJECT FEE SUPPORT (PROFIT)		32,139	

PROJECT: Volunteer Développement

Staff Bernie Molitor, Mary Litsheim

Description

Volunteer Development is the set of activities intended to result in quality programs for the University community as well as maximum opportunities for self-realization for volunteers.

Goals

1. Students would be integrally involved in planning, organizing, implementing and evaluating programs for the University community in partnership with professional staff.
2. Students would be more effective and self-confident in interacting with faculty, other members of the University, and each other.
3. Students would be more skilled in critical thinking and the use of imagination and creativity in solving intellectual and personal problems.
4. Students would gain a greater knowledge of self, others, and society, and would develop a keener understanding and appreciation of human diversity.
5. Students would be better able to understand the connections among various fields of inquiry and apply the content and methods of those disciplines outside the classroom.
6. Students would be committed to developing a "philosophy of life" and a set of life purposes and values.
7. Students would come to recognize fundamental ethical and social questions and be better prepared to understand and apply the concept of "justice" in everyday life.
8. Students would better understand and appreciate the obligations of citizenship and be better prepared to carry them out.
9. Students would be able to serve as role models and peer educators for other volunteer members.
10. Students would have a strong sense of belonging and commitment to mission.
11. Students would feel appreciated and rewarded for their work.

Objectives

1. To assist with recruitment, orientation and placement of 50-75 volunteers.
2. To coordinate development and utilization of a volunteer procedures
3. To provide for and to teach training modules as needed.
4. To provide for formal and informal lifeskills learning opportunities, approximately 20 per year.
5. To develop a volunteer data base.
6. To plan and implement formal and informal recognition events, approximately 4 per year.
7. To develop a strategy for multicultural education of volunteer staff.

Performance Data

Projected 1987-88

Core Volunteers	50 - 75
Ad Hoc Volunteers	20 - 30
Open Houses	5
Orientation Sessions	5

Procedures Manual	1
Training Modules Presented	51 - 20
Informal and Formal Lifeskill Training Sessions	20 - 30
Volunteer Data Base	1
Recognition Functions	4
Multicultural Education Strategy	1

1987-1988 BUDGET
CMU VOLUNTEER DEVELOPMENT

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	6,805		35%
FRINGE BENEFITS	1,429		
STUDENT SALARIES			
02 SUPPLIES & EXPENSE	8,225		
04 MERCHANDISE FOR RESALE			
EARNED INCOME			
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT			
TOTAL	----- 16,459	----- 0	----- 35%
NET PROJECT FEE SUPPORT (PROFIT)		16,459	

PROJECT: Comm/Media Services

Staff David Gust

Description

The Comm/Media project consists of an in-house audio/visual support service for CMU. This service provides operational support to users of the facility by providing audio-visual equipment such as slide projectors, microphones, tape recorders, etc., and operational assistance when requested and/or necessary at appropriate costs to the user. This project also services equipment and maintains adequate technical inventory and facilities based on evaluation of user needs and requests. Extensive knowledge of facilities and available equipment is necessary in order to provide efficient and user-oriented service.

Goal

To provide audio-visual equipment and related operations support to facility users at appropriate costs; maintain and evaluate existing in-house equipment and other technical facilities.

Objectives

1. Provide media support to scheduled programs.
2. Provide staff who are trained to operate Comm Media equipment and other technical facilities.
3. Develop a plan for implementation of a News Center in the former Music Listening Lounge.
4. Produce in-house video productions to facilitate better instruction and training of staff, volunteers and constituents.

Performance Data

Projected 1987-88

Number of programs worked	600
Evaluations of Comm/Media Technicians	4.5 *
Evaluation of A/V Equipment	4.5

* Evaluations are from programs planned through the Reservations Office.
Rating on a 1 - 5 scale (5 = excellent, 1 = unsatisfactory)

1987-1988 BUDGET
 CMU COMM-MEDIA

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	14,947		60%
FRINGE BENEFITS	3,139		
STUDENT SALARIES	13,739		114%
02 SUPPLIES & EXPENSE	4,991		
04 MERCHANDISE FOR RESALE			
EARNED INCOME		31,000	
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT		3,253	
TOTAL	<u>36,816</u>	<u>34,253</u>	<u>174%</u>
NET PROJECT FEE SUPPORT (PROFIT)		2,563	

PROJECT: Concessions/Information

Staff Jeff Schmitz/Eric Paluck

Description

The Concessions/Information project serves as a first source of information for the University community as well as questions of the Union. The project also provides students, staff, faculty and Union guests conveniently located commercial outlets for the sale of candy, cigarettes, tobacco, newspapers, magazines, and sundry items.

Goal

To provide up-to-date, comprehensive information and a variety of merchandise to the University Community and its guests.

Objectives

1. Coordinate and deliver an up-to-date, comprehensive information program.
2. Provide for product lines that are fresh and appropriate to the patrons' needs. Maintain an adequate supply of merchandise so as to allow for provision of service upon request.
3. Develop CMU Computerized Information Program.
4. Research and develop Concessions Wagon concept for implementation in coordination with CMU programs.
5. Research and develop reconfiguration plan for the Newstand which will allow for greater diversity of products and services.

Performance Data

Projected 87-88

Number of Cash Customers	244,622
Number of Information Assists	88,929
Number of Checks Cashed	47,128

Questionnaire Results: *

Quality of Information	4.0
Courtesy of Staff	4.3
Variety of Merchandise	4.0
Timeliness of Service	4.2
Hours of Operation	4.1
Overall	4.10

* Out of a possible 5.

1987-1988 BUDGET
CMU CONCESSIONS/INFO

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES			
FRINGE BENEFITS			
STUDENT SALARIES	78,592		627%
02 SUPPLIES & EXPENSE	10,244		
04 MERCHANDISE FOR RESALE	144,000		
EARNED INCOME		214,211	
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT		20,445	
TOTAL	----- 232,836	----- 234,656	----- 627%
NET PROJECT FEE SUPPORT (PROFIT)		(1,820)	

PROJECT: CMU Games

Staff Harvey Patzwald

Description

This project provides an on-campus location where students, staff, faculty and other eligible users can relax and socially interact as they participate in activities such as bowling, billiards and amusement games. In order that users may use and enjoy facilities to the maximum potential, it is necessary to provide related services such as shoe rental, change, etc., and instruct users in the proper use of equipment and playing of games. A special emphasis is on organizing and promoting to University groups to form leagues and encourage organized competition. Maintenance and repair of equipment, facilities and related services is a necessary on-going focus in order to consistently and efficiently provide related operational support to games.

Goal

To provide on-campus facilities to individuals, small groups and at-large University community, in order to develop and measure recreational skills, provide the opportunity for relaxation and social interaction, and allow for organized competition in games.

Objectives

1. Provide and maintain relevant equipment, facilities and services.
2. Provide necessary instructions in all levels of ability to interested game users.
3. Organize leagues in cooperation with Rec Sports and other University groups.
4. Offer opportunities for instruction through clinics and exhibitions.
5. Promote the facilities and activities through advertising and special events.

Performance Data

Projected 1987-88

1. Bowling		70,000 games
Open	49,454 games	
League	5,500 games	
Phy Ed Classes	8,750 games	
Coupon	\$1,500	
Bowling Club	2,680 games	
Tournament Conferences	1,000 games	
Free	300 games	
Shoes Rented	15,000	
2. Billiards		24,000 hours
Open	23,265 hours	
Coupon	585 hours	
Tournament	65 hours	
Free	85 hours	

CMU Games

Performance Data

Projected 1987-88

3. Table Tennis		4,440 hours
Open	4,308 hours	
Coupon	110 hours	
Tournament	12 hours	
Free	10 hours	
4. Amusement Games		447,761 plays
5. Table Soccer (Foosball)		500 hours

1987-1988 BUDGET
CMU GAMES

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	27,157		100%
FRINGE BENEFITS	5,703		
STUDENT SALARIES	45,028		362%
02 SUPPLIES & EXPENSE	19,973		
04 MERCHANDISE FOR RESALE	1,055		
EARNED INCOME		180,000	
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT		11,660	
TOTAL	----- 98,916	----- 191,660	----- 462%
NET PROJECT FEE SUPPORT (PROFIT)		(92,744)	

PROJECT: Reservations

Staff Lisa Sydnes

Description

This service is offered to provide meeting and program space to those campus organizations authorized to use Union facilities, and to provide requested support services to insure program success.

Goal

Provide satisfactory support for the programs and activities of Union users, including standard delivery of service.

Objectives

1. Continue with the Master Calendar system to ensure that rooms are provided according to the values and priorities of the Union.
2. Monitor and evaluate the percentage of customer use of the three additional reservation business hours.
3. Continue with program planning meetings with customers and program facilitation meetings with support services to enhance delivery of service.
4. Improve computerized scheduling system to expand diversity of reports; readability of confirmations; update equipment inventory.
5. Improve and expand the services of CMU Reservations based on customer opinion surveys and program facilitation evaluations.
6. Increase accessibility of the reservation service to SOAC (Student Organization Activities Center) tenants by providing a staffed, net-worked system at the SOAC reception desk.

Performance Data

Projected 1987-88

Number of reservations per year	10,800
Number of events per year	9,650
Number of people served by events	246,500
Number of reservation customers	9,400
Evaluation rating of programs planned through the Reservations Office	4.6

Rating on a 1 - 5 scale (5 = excellent, 1 = unsatisfactory)

1987-1988 BUDGET
CMU RESERVATIONS

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	16,932		100%
FRINGE BENEFITS	3,556		
STUDENT SALARIES	32,794		253%
02 SUPPLIES & EXPENSE	6,091		
04 MERCHANDISE FOR RESALE			
EARNED INCOME		37,000	
OTHER INCOME		(700)	
CO-SPONSORSHIP			
CWS REIMBURSEMENT		8,447	
TOTAL	----- 59,373	----- 44,747	----- 353%
NET PROJECT FEE SUPPORT (PROFIT)		14,626	

PROJECT: Service Center/Post Office

Staff Jeff Schmitz/Eric Paluck

Description

The Service Center is a service-oriented department that is conveniently located to serve the University Community. The services include a limited-service Post Office, an MTC Bus Pass Sales outlet, a U of M Parking Coupon Sales outlet, Locker Rental and Refund service, discount movie pass sales and various ticket sales/promotions sales. Information is provided on these services as well.

Goal

To provide a variety of valued services to the University Community with emphasis on delivery in a quick, efficient manner and attention to convenience for the customers.

Objectives

1. Provide customers with up-to-date information on the services.
2. Provide for products and services to be delivered upon request.

Performance Data

Projected 1987-88

Number of customers (total)		146,400
MTC		22,627
Parking Coupons		13,832
Locker Rental	850	
Discount Movie Passes		10,000
Postal		99,091
Postal Sales		\$280,000

Questionnaire Results: *

Courtesy of Staff	4.50
Quality of Information	4.40
Variety of Service	4.00
Timeliness	4.30
Hours of Operation	4.00
Overall	4.25

* Out of a possible 5.0

1987-1988 BUDGET
CMU SERVICE CENTER/POST OFFICE

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES			
FRINGE BENEFITS			
STUDENT SALARIES	27,800		230%
02 SUPPLIES & EXPENSE	2,909		
04 MERCHANDISE FOR RESALE			
EARNED INCOME		5,000	
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT		14,733	
TOTAL	----- 30,709	----- 19,733	----- 230%
NET PROJECT FEE SUPPORT (PROFIT)		10,976	

PROJECT: The Studio

Staff Peg Wolff, Tim White, Steve Cusulos

Description

The Studio, located in the basement of Coffman Union, seeks to foster understanding and appreciation of contemporary and traditional arts and crafts by providing the opportunity for users to create such works either as part of a leisure time hobby or as a serious endeavor. Mini-course instruction, workshops, demonstrations, and informal lectures as well as facilities and supplies are available in areas like woodworking, ceramics, photography, matting/framing. An Exhibitions Services program is available for artists preparing for exhibition.

Goals

1. To create an interest in traditional and contemporary arts and crafts among those who have not yet developed such an interest.
2. To foster an understanding and appreciation of the nature of the materials used in the various modes of expression found in arts and crafts.
3. To foster an appreciation of skills and techniques employed in various modes of craft and/or artistic expression.
4. To foster an understanding and appreciation of the design features of art or craft objects.
5. To help Studio patrons to develop skills in standard conservation practices used in framing, matting, handling, storing, and shipping art and craft objects.
6. To provide opportunity for more skilled or advanced students of craft to further develop their skill, either as a leisure hobby or a more serious endeavor.

Objectives

1. To run a minimum of 15 Mini-Courses per quarter with an average enrollment of 8 persons per course with a total of 480 enrollees.
2. To offer studio space in the following areas: ceramics, woodworking, photolab, framing and matting, woodblock printing, wood carving, stain glass for approximately 4440 "uses" annually.
3. To present 2-3 discussions on issues pertaining to contemporary crafts and fine arts per year.
4. To offer 6-8 workshops per quarter in the Exhibition Services Program with an average of 10-15 persons per workshop.

The Studio

Performance Data

Projected 1987-88

Mini Courses Taught	60
Mini Course Registrations	480
Daily Uses/Woodworking	600
Daily Uses/Ceramics	200
Daily Uses/Sculpture	20
Daily Uses/Stain Glass	20
Daily Uses/ Matting/Framing	440
Daily Uses/Photolab	280
Daily Uses/Mini Course	2880
Total Daily "Uses"	4440
Matting/Framing Workshops	24
Matting/Framing Registrations	240
Other Programs	2
Attendance (Other programs)	40

1987-1988 BUDGET
THE STUDIO

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	15,683		75%
FRINGE BENEFITS	3,293		
STUDENT SALARIES	19,085		146%
02 SUPPLIES & EXPENSE	22,878		
04 MERCHANDISE FOR RESALE	13,000		
EARNED INCOME		28,920	
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT		4,889	
TOTAL	73,939	33,809	221%
NET PROJECT FEE SUPPORT (PROFIT)		40,130	

PROJECT: Housekeeping

Staff Darren Pfeifer

Description

Perform a full range of custodial tasks necessary in maintaining 185,330 net square feet of building space under the control of the Union, to promote a warm, friendly and receptive environment for all users of the Union.

Provide the staff along with inventory of portable support equipment necessary to meet the needs of organizations who plan to hold program conferences, banquets, concerts, meetings and other special events in the Union facilities.

Provide the security to insure the protection of the building and its equipment against fire, theft, and property damages.

Goal

The basic strategy is to keep the facilities, furniture, and fixtures clean, safe, and attractive.

Objectives

1. Establish uniform work standards for housekeeping.
2. Achieve high energy conservation levels in the Union.
3. Develop and sustain an efficient Union work force.
4. Provide safe, comfortable, and desirable facilities.
5. Deliver a high quality room setup service in the Union.

Performance Data

1. Perform general cleaning and trash removal once per day in all offices, stores, and general work areas.
2. Perform trash removal in lounge areas four times per day.
3. Maintain lounge and corridor floors three times per day in heavy use areas, and once per day in normal use areas.
4. Perform thorough cleaning and sanitizing of restrooms once per day, and replenish supplies and spot cleaning of restrooms every 2-4 hours during open building hours.
5. Perform carpet cleaning monthly and semi-annually in all areas as required.
6. Perform glass cleaning once a day for all entries, and semi-annually for all windows.
7. Perform general cleaning, dusting, and vacuuming of conference and meeting rooms once per day. Spot cleaning between programs of same areas as required.
8. Perform trash removal three times per day, carpet sweeping twice per day, and thorough vacuuming once per day in Rec/Outing Center and Games Room. Perform floor polishing weekly, floor refinishing quarterly or semi-annually as required.
9. Perform table cleaning as required to maintain high quality level of cleanliness in lounge and eating areas.
10. Turn off lights in unoccupied spaces.
11. Open, close, light and maintain facilities for optimum use.

Housekeeping

Performance Statistics

Projected 1987-88

Total Expense	777,890
Total Income/Reimbursements	71,387
Net Fee Support	706,503
Fee Support, % of Expense	91
Utilities, % of Expense	25.6
Net Salaries and Supplies	578,484
FTE Regular	12.4
FTE Students	16.52
FTE Total	28.92
College Work Study, % of FTE	13
FTE Cleaning	27.24
FTE Room Set Ups	1.30
FTE Security	.38
Net Expense per FTE	20,003
Gross Square Feet maintained	240,416
Net Square Feet maintained	185,330
Square Feet per FTE	6,804
Cleaning Cost Per Square Foot	2.94
Minutes Per Square Foot (cleaning)	18.34
% Carpet of Floor Space	45.8

1987-1988 BUDGET
CMU HOUSEKEEPING

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	80,485		340%
BIWEEKLY SALARIES	185,015		900%
FRINGE BENEFITS	55,755		
STUDENT SALARIES	207,193		1650%
02 SUPPLIES & EXPENSE	249,442		
04 MERCHANDISE FOR RESALE			
EARNED INCOME		52,790	
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT		18,597	
TOTAL	777,890	71,387	2890%
NET PROJECT FEE SUPPORT (PROFIT)		706,503	

PROJECT: Leases

Staff Liz Andersen

Description

This project addresses the 1) contracting of leasable space to organizations which provide highly valued goods and services for the campus community and 2) maximization of financial return on facilities investment.

Goal

1) Efficient, effective delivery of contracted goods and services through Union leased space with an intent of providing a fair market return on the facility investment, and 2) provide student organizations with the physical space and the support services necessary for those organizations to function.

Objectives

1. Negotiate (as appropriate), provide, and maintain lease contracts which are in accordance with the Lease Policy Guidelines.
2. Assign space appropriately and in accordance with Assignment of Office Space Policy Guidelines.
3. Provide for regular communication with and assistance as required for all tenants so as to maintain good relations with all involved.
4. Research the possibilities for additional services which would appropriately enhance the lease program.
5. Evaluate the return on facility investment.
6. Examine and evaluate the character and nature of services provided in the Student Organization Support Services area (SOAC).

Performance Data

Projected 1987-88

Number of Leases Administered

Non-U Organizations	2
U Department	6
Student Organizations	79
Total	87

Dollar Per Square Foot Yielded

Non-U Organizations	\$14.50
U Department	6.86
Student Organizations	4.87

1987-1988 BUDGET
CMU LEASES

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES			
FRINGE BENEFITS			
STUDENT SALARIES			
02 SUPPLIES & EXPENSE	2,658		
04 MERCHANDISE FOR RESALE			
EARNED INCOME			
OTHER INCOME		132,918	
CO-SPONSORSHIP			
CWS REIMBURSEMENT			
TOTAL	<u>2,658</u>	<u>132,918</u>	<u>0.00</u>
NET PROJECT FEE SUPPORT (PROFIT)		(130,260)	

PROJECT: Maintenance

Staff Darren Pfeifer

Description

Perform routine preventive maintenance and repairs on building hardware and equipment such as ventilation units, heating systems, restroom fixtures, windows, locks, doors, etc. Expedite repairs and service requested by building occupants.

The primary focus is to provide the means to maintain the physical plant, furnishings and equipment in top operating condition.

Goal

To maintain the integrity of the facility's structure, equipment, and furnishing to achieve cost effectiveness by preventive maintenance, cost reduction by energy conservation, and cost efficiency in delivery of service.

Objectives

1. Maintain University energy guidelines.
2. Preserve environmental systems from deterioration of design integrity.
3. Minimize repair and replacement expenditures.
4. Provide a safe, comfortable, desirable, and handicap-accessible facility.
5. Develop and coordinate reserve accounts and projects.

Performance Data

1. Perform routine scheduled preventive maintenance monthly.
2. Redecorate facility warmly when resolving long-range deficiencies.
3. Perform repair maintenance in a timely and cost-effective manner.
4. Perform environmental control calibration semi-annually or as required for cost effective operation and comfort.

Performance Statistics

Projected 1987-88

Total Expense	184,233
Total Income/Reimbursement	8,148
Net Fee Support	176,085
Fee Support, % of Expense	95.6
Shop Repair Tickets, % of Expense	32.6
Number of Shop Repair Tickets	270
Average Cost Per Shop Repair Ticket	223
FTE Regular	2.0
FTE Student	.75
FTE Total	2.75
College Work Study, % of FTE	34.6
FTE Preventive Maintenance	----
FTE Repair Maintenance	----
FTE Service Maintenance	----
FTE Restroom Maintenance	----
FTE System Maintenance	.40
Gross Area	348,470
Structural Area	49,396
Non Assignable Area	54,562
Net Assignable Area	244,512
Maintenance Cost Per Net Area	.75

1987-1988 BUDGET
CMU MAINTENANCE

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	25,272		100%
BIWEEKLY SALARIES	25,227		100%
FRINGE BENEFITS	10,605		
STUDENT SALARIES	10,515		75%
02 SUPPLIES & EXPENSE	112,614		
04 MERCHANDISE FOR RESALE			
EARNED INCOME		5,600	
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT		2,548	
TOTAL	----- 184,233	----- 8,148	----- 275%
NET PROJECT FEE SUPPORT (PROFIT)		176,085	

PROJECT: Board of Governors

Staff Rufus Simmons

Description

The Coffman Memorial Union Board of Governors is the permanent organization consisting of student, staff, faculty, and alumni representatives from major constituencies within the East Bank University Community.

The Governing Board is responsible for the formulation of immediate as well as long-range goals, the establishment of house and program policies, the allocation of resources, and evaluation of performance through a structural democratic process.

Goal

Maximize the contribution of Coffman Memorial Union in service to the University through the establishing of policies, allocation of resources and evaluation of the performance of programs through a structural democratic process.

Objectives

1. Develop a program of community outreach and development.
2. Fill all UBOG vacancies.
3. Plan, conduct and evaluate an orientation program for board members.
4. Review and update CMU constitution.
5. Review and approve CMU 1988-89 fee request.
6. Review CMU PPBS Quarterly Reports.
7. Participate in the development of (UBOG) PPBS.
8. Review and approve CMU 1988-89 PPBS.
9. Participate in the evaluation of the CMU director.
10. Plan, conduct and evaluate a volunteer recognition event for CMU volunteers.

Performance Data

Projected 1987-88

1. UBOG membership.	24
2. Orientation program.	1
3. 1988-89 fee request approved.	1
4. 1988-89 PPBS review.	1
5. Evaluation of the director.	1
6. Volunteer recognition events.	3
7. Community outreach/development plan.	1

1987-1988 BUDGET
CMU BOARD OF GOVERNORS

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES			
FRINGE BENEFITS			
STUDENT SALARIES			
02 SUPPLIES & EXPENSE	6,630		
04 MERCHANDISE FOR RESALE			
EARNED INCOME			
OTHER INCOME			
CO-SPONSORSHIP			
CWS REIMBURSEMENT			
TOTAL	----- 6,630	----- 0	----- 0.00
NET PROJECT FEE SUPPORT (PROFIT)		6,630	

PROJECT: Planning and Operations

Staff Rufus Simmons

Description

This project consists of the CMU administrative staff who form the nucleus of a planning and operations team whose purpose is to provide the administrative leadership necessary for the effective and efficient operation of the union's programs, services and facilities. A major focus is on the development of research and data collection, systems development, and establishment of goals and objectives via Program Planning Budget System (PPBS) and Management by Objectives (MBO)

In addition, programs for Staff Development and Public Relations and Marketing are administered out of this project.

Goal

To provide the organizational leadership and management support systems necessary for the effective and efficient operation of Coffman Memorial Union.

Objectives

1. Consolidate and stabilize the CMU staff and organization structures
2. Coordinate the planning and development of the CMU PPBS with emphasis on:
 - Team Development
 - Systems Development
 - Community Outreach
 - Community Development
3. Coordinate the development and review of staff MBO.
 - Increased Activities
 - Increased and Visible Volunteers
4. Publish the CMU PPBS Quarterly and Annual Reports.
5. Conduct ongoing research on CMU operations.
6. Initiate a plan for staff development for 1987-88.
7. Develop a public relations marketing plan for CMU.

Performance Data

Projected 1987-88

1. CMU organization structure stabilization and development report.	1
2. 1988-89 PPBS development.	1
3. 1988-89 Fee request.	1
4. Research Project completed.	3
5. Staff MBO developed.	1
6. CMU Projects Report.	2
7. CMU Annual Report	1
8. Public Relations and Marketing Plan.	1
9. CMU Staff Development program.	1

1987-1988 BUDGET
CMU PLANNING & OPERATIONS

	<u>EXPENSE</u>	<u>INCOME</u>	<u>F.T.E.</u>
REGULAR SALARIES	202,206		715%
FRINGE BENEFITS	45,422		
STUDENT SALARIES	32,312		226%
02 SUPPLIES & EXPENSE	73,591		
04 MERCHANDISE FOR RESALE			
EARNED INCOME			
OTHER INCOME		75,324	
CO-SPONSORSHIP			
CWS REIMBURSEMENT			
TOTAL	----- 353,531	----- 75,324	----- 941%
NET PROJECT FEE SUPPORT (PROFIT)		278,207	

University of Minnesota
Coffman Memorial Union
Union Board of Governors

2 December 1987

A meeting of the Union Board of Governors was held on Wednesday, December 2, 1987 at 12:15 pm in room 315 Coffman Memorial Union. A quorum was present.

The Chairman, Mr. John Wright, presided.

Present:	John Wright	Chair	Laura Pollari	CLA
	Roberta Bengston	V-C Program	Penny Kilis	MISA
	Molly Anderson	V-C H&F	Rufus Simmons	CMU
	Ken Martin	MN Alumni	Maggie Towle	CMU
	Barry Bridges	UBOG Alumni	Liz Andersen	CMU
	Mary Misukanis	GC	Richard Melton	CMU

Guests: Vi Justice, CMU Staff

Mr. Wright expressed his appreciation to Roberta Bengston for chairing the November 30 meeting and to Richard Melton for presenting the budget content at the November 30 meeting.

APPROVAL OF MINUTES

The minutes of November 16 were approved as written.

REPORT OF THE CHAIRMAN

Fee Request Process. Mr. Wright explained the fee request is a process where student organizations on campus go to the MSA fee committee and request a portion of the money that students pay when they register for classes. Some of the organizations receiving fee support are the unions, rec sports, student legal service, health service, the Daily, and MISA. Since each union has projects to fund, the board chairs and directors have been meeting to decide how much money should go to each project. West Bank will agree to a strategy that St. Paul and Coffman agree on if the unions are restructured before July. We need to identify an acceptable amount to present to the fees committee.

Ms. Bengston asked, what is the formula West Bank will agree to? Mr. Wright said they would agree to 57% to CMU, 16% to West Bank and 26% to the Student Center. However, West Bank cannot alter their facility budget as they are under University contract and would need to make reductions in their activities. This would cause a disproportionate cut in their activities.

The board chairs and directors have been meeting to determine what standards should be used for awarding union resources. Mr. Wright noted we do not have time to come to an agreement on priorities. We do not have a list of minimum operating standards or expectations from the community.

Mr. Simmons noted support from Sue Oatey, Nick Barbatsis and Frank Wilderson for 5.5% inflation increase over current fees; and a put-back of \$125,000. Minnesota Unions Board Chairs and Directors support a special capital request for air conditioning and a 3% fee increase for expansion.

Minutes
Page 18

The directors met this morning and discussed three options for the fee request: 1) a single fee request; 2) three separate fee requests; 3) three requests within one. It appeared the third option was most favored. Mr. Bridges noted it appeared the difference between options one and three was identity. Option three would identify each union's budget with one bottom line figure. The first option would have one spokesperson; option three would have one presenter and three individual speakers to answer questions about the three unions.

Question was asked if three in one was used, could a union be cut specifically? Rufus said the unions should blend into one if not willing to take the risk. The unions should not be competitive at the fees hearing. We would need to endorse each union's request. If the bottom line is cut, the unions will work out where the money would be cut.

Molly Anderson asked if the fees committee would give the \$125,000 back? Mr. Wright noted MSA made the cut last year because they did not think the unions were performing to expectation due to the reorganization. The fees committee would be shown the changes the union is going through and shown the community needs. MSA will not be a part of the process this year. The Fee Committee and Central Administration will make a recommendation to the Regents.

Mr. Melton said he agreed with the strategy. He thought the fees committee should be made aware that there is no longer an MU Coordinating Board, that there are three boards of unions.

Mr. Wright said the fees committee will be asked for an extension to the 28th for submittal of unions request.

Mr. Martin asked, does the income figure include the credit union lease? It was noted the lease was not included in the income and the least would add \$15,600 to income. Mr. Martin noted the national inflation rate has not been 5.5%. He suggested asking for a small % increase but present a defensible program for an increased percentage. He asked, if a particular project is cut, will a particular union suffer or will the three unions adjust?

Mr. Simmons noted the air conditioning request would be done separately from the operation fee request.

Mr. Melton asked, if the board does not have time to meet before presenting to the fees committee, will XC have authority to act on its behalf?

MOTION 88-6 (Martin-Bridges)

That the board empower the Executive Committee, on the basis of the comments made a today's meeting, to act on its behalf with regard to the fee request.

CARRIED

Mr. Simmons noted information will be sent out to the board regarding the fee request.

The meeting adjourned at 1:45pm.

Respectfully submitted,
Rufus L. Simmons
Secretary

collman

Board of Governors

4 January, 1988

Agenda

- I. Call to Order
John H. Wright, Presiding

- II. Approval of Minutes
2 December - to be reviewed 18 January

- III. Report of the Chairman
Fee Request
Buddy System
Preview of Winter Agenda

- IV. Unfinished Business
None

- V. New Business
None

- VI. Reports
Director

- VII. Announcements & Process

- VIII. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

4 January 1988

Minutes

A meeting of the Union Board of Governors was held on 1 January 1988, at 12:15 pm, in the board room, 346 Coffman Memorial Union; a quorum was present. The Chairman, Mr. John H. Wright, presided.

Governors;	John Wright Chair	Barry Bridges UBOG Alumni
	Roberta Bengston V-C Program	Penny Kilis MISA
	Molly Anderson V-C H&F	Rufus Simmons CMU
	Aron Pilhofer MSA	Liz Andersen CMU
	Ken Martin MN Alumni	Richard Melton CMU
	Mary Misukanis GC	Laura Pollari CLA

Absent;	Lori Brekke Ed (exc)	Patrick Mendis COGS
	Jim Klein IT (exc)	Maggie Towle CMU (exc)
	Leslie Bowman Fd Service (exc)	

Guest; Sue Oatey, Interim Director, MU; Vi Justice CMU

The minutes of December 2 will be reviewed January 11th.

REPORT OF THE CHAIRMAN

Fee Request

The fee request was deliberated on and approved by the XC Committee. The fee request was submitted to the Fees Committee December 18, Friday. The Minnesota Union will make their presentation to the MSA Fees Committee sometime in the near future.

Areas of Change in CMU

Mr. Simmons reviewed a one-page outline of changes in Coffman Union's budget which was submitted with the fee request. The changes are intended to enhance the quality and quantity of what we do in program areas with emphasis on internationalization. Particular attention will be given to rec outing program and mini courses. A stronger film program will be established for evenings and weekends to increase evening and weekend use of the building.

Mr. Simmons has been exploring with Food Service ideas to strengthen good neighbor policy.

This quarter the union will do a survey to ascertain from the community what the Union is doing to fulfill their needs. The survey will be completed in time to impact 88-89 budget.

The ground floor remodeling will be completed.

Mr. Bridges asked if the needs survey would solicit customer needs or wants? Mr. Simmons said the survey would indicate customers' desires.

Mr. Bridges asked why the rec outings dropped? Mr. Simmons said rec resources were diverted to co-curriculum and were not reestablished, and the loss of a staff person caused the program to slip.

Union Board of Governors
Minutes

4 January 1988
Page 20

Ms. Anderson asked what caused the drastic drop in UBOG budget from 1986?
Mr. Simmons noted the salary items were transferred out of UBOG to P&O.

Winter Quarter Agenda

- Board officers and staff participate in fee request.
- Orientation
- Constitution update.
- Board Membership. Need two faculty members and perhaps IT and Ed members.
- Buddy System

Buddy System

The following groups were asked to work through the buddy system. Each group should choose their leader and meet within the next two weeks to begin the first session of the system.

Lori, Liz, Molly
Patrick, Ken, Mary
Laura, Maggie, Jim
Penny, Barry, Aron
Bobbee, Ricahrd

Budget Process

The budget process for next year will be implemented this month, using some different techniques to et the budget up and going earlier this year.

Orientation

Mr. Simmons noted staff will be bringing information to the board regarding their area/project.

Open House

An open house will be held Thursday, January 14 for the College of Education. It is important to have Board members at the open house. There will be a reception in the Ski-U-Mah lounge, with food served from 11:30-2:00, some music during the noon hour. Films will be shown later in the afternoon in the commuter lounge. College of Education will have representatives to take part in the open house. There will be an open house for grad students on February 4, for CLA on February 25.

Office Reorganization

Mr. Wright noted Room 230 will be rearranged within the next couple of week.s

Meeting dates for winter quarter: January 11, 25; February 8, 22, March 7.

The Credit Union will open in February.

The meeting adjourned at 12:50.

Respectfully submitted,
Rufus L. Simmons, Secretary



UNIVERSITY OF MINNESOTA
TWIN CITIES

Board of Governors
Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455

BUDDY SYSTEM IN MU GOVERNING BOARDS
September 3, 1985

During the Executive Committee meetings this summer when discussions dealt with the Orientation Retreat, the topic of West Bank Union's mentor system arose. It was decided that pairing of experienced governors with new ones on a Board was a good system to follow in educating the neophytes about the organization. We were given the task to develop such a system for the entire Minnesota Union governance structure that could be implemented at the Orientation Retreat on September 27-28. Our proposal follows:

A. Duration

The buddy system is designed to cover content over a quarter period of time. Sessions normally start with the commencement of Fall Quarter. However, they could start at any time a new member is voted/appointed to a Board.

Sessions could be compressed into a shorter time period. We anticipate that preparation and actual interaction time between buddies will take two-three hours per week.

B. Content

As soon as new members are on a Board that person should be paired with a buddy. The experienced person should immediately be taking the neophyte through the first program in the series we propose which is a general orientation to the space and people with whom they will come in contact.

What follows is a brief description of the eight sessions in the program:
Session One: Introduction to your environment. Get to know your physical surroundings. Where's the coffee pot, who has which office; meet the staff; how do I get things typed or copied. This session should acquaint new governors with the physical facilities, introduce them to meeting space, and introduce them to staff who will provide support for administrative tasks.

Session Two: Who does what, where, when? This session will focus on the structure of Minnesota Union. It will examine the constitutions of MUCB & constituent union boards, the administrative structure of Minnesota Union, who reports to whom, and how an issue gets processed through constituent unions and through MUCB.

Session Three: Activities - Part I Goals and outcomes will be reviewed and discussed for the following projects.

- A. Visual Arts
- B. Performing Arts
- C. Literary Arts
- D. Film Arts
- E. Volunteer Development

Session Four: Activities - Part II

Goals and outcomes will be reviewed and discussed for the following projects:

- A. Issues and Ideas
- B. Ethnic Cultural Activities
- C. Rec Skills and Knowledge
- D. Games
- E. Crafts
- F. College Bowl

Session Five: Services by Minnesota Union. There are a variety of services and amenities that Minnesota Union contributes to campus life. This session will cover the following projects:

- A. Reservations
- B. Communication/Media
- C. Concessions/Information
- D. Outdoor Recreation Rental/Sales
- E. Leases
- F. Public Space
- G. Student Organization Office Support
- H. Graphics/Duplication

Session Six: Keeping it clean and maintained. The Minnesota Union has over _____ square feet of space that provides common space, meeting rooms, office and multi-purpose program areas. This session will focus on the goals the Union has set to maintain, provide security and clean these facilities.

Session Seven: Administration.

To focus our time and attention on the governance and management of the Minnesota Union we have created three projects in this area. The projects - governance, general administration, and public relations - and their goals will be discussed during this session.

Session Eight: Budgets

Whence it comes and where does it go? This session will provide a general overview of where Minnesota Union derives its income, how it reviews and determines its goals and expenditures, and what the impact of President Keller's pursuit of excellence for the University of Minnesota will have on the Minnesota Union.

These eight sessions form the basis of the orientation responsibilities of the buddy system. Constituent Unions may wish to add content or revise the order of presentation. The content of these eight sessions, however, is essential and should not be slighted in its dissemination to new members.

C. Process

The experienced member of the buddy-pairing has the responsibility to insure that new members have acquired the information in the orientation program. The staff have a responsibility to insure that the experienced members are provided the information in each session and to instruct experienced members in methods of effective communication, and instruction.

Buddy meetings will last approximately an hour to an hour-and-a-half for each session. It is an expectation of new members that they will come to the sessions with assignments completed and ready to discuss the content of each. At the conclusion of each session, assignments and questions need to be answered for the next meeting.

RFK:dij
9/3/85
copied 4-22-87 vj

CMU Board of Governors
Buddy System Partners

Lori - Liz - Molly

Laura - Maggie - Jim

Patrick - Ken - Mary

Penny - Barry - Aron

Bobbee - Richard

1/4/88

Coffman

Board of Governors

11 January, 1988

Agenda

- I. Call to Order
John H. Wright, Presiding
- II. Approval of Minutes
2 December, 1987
4 January, 1988
- III. Report of the Chairman
Fees pole report
Ground Floor renovation
* Guest presentation
- IV. Unfinished Business
Facilities and Services projects review
- V. New Business
None
- VI. Reports
Director
- VIII. Announcements & process
UBOG Meeting Schedule:
11, 25 January
8, 22, February
7, March
- IX. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

11 January 1988

A meeting of the Union Board of Governors was held on Monday, January 11, 1988 at 12:15 pm in room 346 Coffman Memorial Union. A quorum was present.

The Chairman, Mr. John Wright, presided.

Present:	John Wright	Chair	Lora Pollari	CLA
	Roberta Bengston	V-C Program	Penny Kilis	MISA
	Molly Anderson	V-C H&F	Aron Pilhofer	MSA
	Ken Martin	MN Alumni	Maggie Towle	CMU
	Barry Bridges	UBOG Alumni	Liz Andersen	CMU
	Mary Misukanis	GC	Rufus Simmons	CMU
	Erich Bertsch	IT		

Guest: Mary Litheim CMU

APPROVAL OF MINUTES

Approval of the minutes of January 4 was delayed to the meeting of January 25.

The Chair introduced Erich Bertsch as the new IT rep and announced the official appointment of Lora Pollari as CLA rep.

Mary Litsheim reviewed the program "Week of Giving" and encouraged Board involvement in the week of activities.

REPORT OF CHAIRMAN

John Wright noted the high visibility of CMU in the Daily of recent days. The story on the Whole, the positive response in the fees poll which indicated high usage and high satisfaction of the fee payers.

Ground Floor

Mr. Simmons reviewed the ground floor developments. The regents have approved the plans for ground floor, Phase II, projected cost \$450,000. The construction to be completed by the beginning of fall quarter.

Mr. Simmons reviewed the service, facility, governance, administration PPBS. The project annual and quarterly reports will be forthcoming within a week.

Mr. Simmons spoke of a need for the Board to examine having an evaluation planning retreat. Mr. Wright reinforced the need for such planning.

Mr. Wright indicated that the committee assignments, programs and House and Finance and Executive Committee will use the off Monday and Wednesday to process the business of committee agenda.

The meeting adjourned at 1:00 pm.

Respectfully submitted,

Rufus L. Simmons
Secretary

University of Minnesota
Coffman Memorial Union
Union Board of Governors

25 January 1988

A meeting of the Union Board of Governors was held on Monday, January 25, 1988 at 12:15 pm in room 346 Coffman Memorial Union. A quorum was present.

The Chairman, Mr. John Wright, presided.

Present: John Wright Chair
 Roberta Bengston V-C Program
 Molly Anderson V-C H&F
 Ken Martin MN Alumni
 Barry Bridges UBOG Alumni
 Mary Misukanis GC
 Erich Bertsch IT
 Lora Pollari CLA
 Penny Kilis MISA
 Aron Pilhofer MSA
 Maggie Towle CMU
 Richard Melton CMU
 Rufus Simmons CMU

Absent: Liz Andersen CMU
 Patrick Mendis COGS
 Leslie Bowman Fd Service (exc.)

Guests: Sue Oatey, Acting Coordinator, MU; Vi Justice, CMU

APPROVAL OF MINUTES

The minutes of December 2 were approved as written.
The minutes of January 4 were approved as written.

REPORT OF CHAIRMAN

Mr. Wright reported the directors and board chairs are continuing to meet regarding the fee request. Fee request hearings will occur between the 2nd and 6th of February. The three board chairs are working well together on the fee request. A letter has been sent to the fee sub-committee, who will review the budget and fee request, stating that the union is committed to the union idea. The three unions have decided to submit the fee request as a whole. The letter invited the sub-committee to meet before the hearing to answer any questions.

The following memo was received from Geoff Pollock of the fee committee:

- " - How extensive is student involvement/participation in all activities of the Unions, from services to planning to programming.
- What have the Unions done to deserve a refund of last year's decrease?
- What are the reserves of the respective unions and MU.
- In what ways hve the Unions tried to increase and maintain student participation?
- After the dissolution of MUCB how has the BOG to Administration relationship developed.

These are some questions I have others, both specific and general. I will forward these to each of you next week. The sub-committee meetings will most likely be on the 2nd, 3rd, or 4th of February."

The fee committee is concerned about union reserves.

Sue Oatey noted many of the union reserves are designated.

Budget Process

Rufus Simmons reviewed the budget planning document, noting the cover sheet outlines the intent of the document and the yellow sheets indicate specific responsibilities for governors, administration and staff. Board responsibilities are on the left hand side of the document. Mr. Simmons emphasized the importance of meeting specified timelines. Key instruments to focus on: annual report; 7 organizational objectives; 87-88 PPBS; 6-month (fall quarter) report; proposed changes directed to the fee committee. Mr. Simmons defined PPBS as the process in which the organization sets specific planning and programming to accomplish objectives, and allocating of resources to the plans in a disciplined, organized manner.

The service and program committees will review the 6-month reports with project managers, dividing the areas as they relate to programs and service.

Service Committee
* Molly Anderson
Liz Anderson
Erich Bertsch
Leslie Bowman
Barry Bridges
Patrick Mendis
Rufus Simmons

Program Committee
* Roberta Bengston
Penny Kilis
Dean Joula
Ken Martin
Aron Pilhofer
Lora Pollari
Richard Melton

NEW BUSINESS - none

OLD BUSINESS - none

DIRECTORS REPORT

Staff Development. Mr. Simmons noted two consultants have been engaged from University Consulting Bureau to conduct staff workshops in staff team building. The student employee committee is meeting to talk about opportunities for student employee development.

Ground Floor. The Regents have approved going ahead on the ground floor project. There are some code requirements that will increase the budget i.e. relocating the men's restroom on ground floor. The project will begin in July 88 and is scheduled for completion the end of September 88.

Night Manager. The reestablishment of the position/incidents of fulltime night manager is being considered due to a series of situations occurring in the games room and in looking at increasing evening programs, evening personnel needs to be strengthened. Ken Martin asked, have you looked at an alternative of having a TV monitor in the games room that would show at the information desk? Mr. Simmons said the option had been looked at.

The meeting adjourned at 12:55.

Respectfully submitted,

Rufus L. Simmons
Secretary

collman

Board of Governors

2-22-88

Agenda

- I. Call to Order
John H. Wright, Presiding

- II. Approval of Minutes
January 11
January 25

- III. Report of the Chairman
committee meeting schedual
1988-89 fees allocotatin report

- IV. Unfinished Business
none

- V. New Business
none

- VI. Reports
Geoff Pollack, Sub Committee chair.
Report of 88/89 fees allocation

- VIII. Announcements & process

- IX. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

February 22, 1988

A meeting of the Union Board of Governors was held on Monday, February 22, 1988 at 12:15 pm in room 346 Coffman Memorial Union. A quorum was present.

The Chairman, Mr. John Wright, presided.

Present: John Wright Chair
 Roberta Bengston VC-Program
 Molly Anderson VC H&F
 Ken Martin MN Alumni
 Barry Bridges UBOG Alumni
 Erich Bertsch IT
 Aron Pilhofer MSA
 Lora Pollari CLA
 Penny Kilia MISA
 Leslie Bowman Fd Service
 Maggie Towle CMU
 Richard Melton CMU
 Rufus Simmons CMU
 Liz Andersen CMU

Absent: Dean Juola Ed
 Patrick Mendis COGS
 Mary Misukanis GC

Guests: Sue Oatey, Acting Coordinator, MU; Vi Justice, CMU
 Geoff Pollak, Chair, Fee Sub-Committee

APPROVAL OF MINUTES

The minutes of January 11 and January 25 will be approved at the next meeting.

REPORT OF THE CHAIRMAN

Mr. Wright reported the budget fee process is not complete. He introduced Geoff Pollak, Chair of the fee sub-committee, who was present to answer questions and clarify fee committee needs.

Mr. Pollak noted the fee committee stayed at a "global level" when allocating funds. The committee needs to know reasons for a requested increase. What do you plan to put the increase toward? Where is it going to go? Give comparative figures. The budget will be cut back unless it is justified.

Mr. Pollak noted the CMU report on volunteers was not explained.

Mr. Melton noted the format used for the report on volunteers is useful to the Union. Information regarding volunteers included a comparison with last year. There has been a significant increase in the number and quality of volunteers. If the fee committee needs different information, why was it not requested?

Mr. Martin expressed concern that the fee committee questioned the level of programming money devoted to the Nash Gallery because it does not have volunteers. He noted the union is presenting programs to stimulate new interests. Until students are exposed to and become interested in the Gallery, you won't have volunteers.

Mr. Pollak said there were problems with the budget. St. Paul asked for money for co-curricular and there is no co-curricular. Issues and Ideas requested \$17,000 over last year. Why is it needed?

It was noted Issues and Ideas had a shift in staff time, not an increase in budget.

Union Board of Governors
22 February 1988
Minutes
Page 25

Mr. Simmons noted Coffman's request was for fees to operate the Union. The tentative budget will be put into place at a later date.

Mr. Pollak said the Fee Committee was given a general level. It needs to have an individual level for each union.

Ms. Bengston asked, if the union cannot back up its justification for an increase, what will happen?

Mr. Pollak said, because you went together as a group, you suffer a group problem.

It is possible for the fee committee to recommend amount for the three unions. The fee committee could designate funds to each union. A problem is that the unions allocate by percent. They do not evaluate. The fee committee is not saying where you can spend your money. It is saying how much you can get. The fee committee represents the students and community in looking over tax. Should an increase be merited, he will fight for the increase. The Fee Committee wants to give a fair allocation to the unions.

Mr. Simmons asked if the student poll had been used much.

Mr. Pollak noted the student poll did not come out until last couple of weeks.

The fee committee will be meeting today at 3:00; Friday from 8:00-9:00; and all day Saturday.

The meeting adjourned at 1:50 pm.

Respectfully submitted,

Rufus L. Simmons
Secretary

John W

JUSTIFICATION FOR UNION FEES

ORGANIZATION MINNESOTA UNION/OPERATIONS

1987-1988 FEE SUPPORT (FEE)	\$2,080.600 (20.60)
REQUESTED 1988-1989 SUPPORT (FEE)	\$2,408,060 (24.08)
RECOMMENDED 1988-89 SUPPORT (FEE)	\$2,148,000 (21.48)
SUMMER 1988 SUPPORT (FEE)	\$ _____ (____)
RECOMMENDED SUMMER 1989 SUPPORT (FEE)	\$ _____ (____)

OPINION

The Minnesota Unions presented four increases:

5.5 % This figure was established by Vice President Wilderson as a cap for student service fees. The presenters stated that the reason for the increase was because of Vice President Wilderson's memo. The subcommittee felt that since this was not justified, 4.25% would be given.

3 % This figure represents a 1% discretionary fund and a 2% wage rate left over from raises given during the co-curriculum center in 1985-86. The subcommittee does not give discretionary funds nor should students have to pay for previous wages that were not dealt with at the time.

\$125,000 This figure was taken away from the Minnesota Unions last year, as a result of inadequacy in programming. This money will not be replaced.

\$334,000 This figure is for accounting, public relations, and COMS. This figure was no granted

In explanation, the 5.5% figure was not justified by any of the presenters. I believe John Wright stated, - frankly, we asked for it because we could get it. The fees committee grants money for justifiable reasons. The fees committee decided on a 4.35% increase after analyzing the presentation and realizing civil service will increased 2.5%.

The 3% represents two figures. The first, a 1% increase, was admitted to be a discretionary fund by Charles Rausch. The fees committee does not grant discretionary funds. The other 2% was a left over addition from co-curricular. This event happened 2 years ago and the current students should not pay for a problem that could have been solved earlier. There are two possible resolutions of this salary problem: 1) close out existing high salary job, and open lower salary job at appropriate level, or 2) put the people who are currently receiving excess dollars on a non-full time job.

The 125,000 was a one time deduction and will not be replaced nor included until ample justification can be given.

The 334,000 for accounting, pr, and COMS was not granted. Please note, if the above increase were granted the figure would be above \$2,408,060.

ORGANIZATION MINNESOTA UNIONS/FACILITIES

1987-1988 FEE SUPPORT (FEE)	\$540,350	(5.35)
REQUESTED 1988-1989 SUPPORT (FEE)	\$757,000	(7.57)
RECOMMENDED 1988-89 SUPPORT (FEE)	\$560,000	(5.60)

The facilities will increase at the prescribed 25 cents per year.

collman

Board of Governors

9 March, 1988

Agenda

- I. Call to Order
John H. Wright, Presiding
- II. Approval of Minutes
22 February, 1988
- III. Report of the Chairman
Fee Request
College Union in the Mn. Daily
Budget Cycle
Spring Quarter Agenda
- IV. Unfinished Business
None
- V. New Business
None
- VI. Reports
Director
- VII. Announcements & Process
- VIII. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

March 9, 1988

A meeting of the Union Board of Governors was held on Wednesday, March 9, 1988 at 12:15 pm in room 315 Coffman Memorial Union. A quorum was present.

The Chairman, Mr. John Wright, presided.

Present: John Wright Chair
 Roberta Bengston VC-Program
 Molly Anderson VC H&F
 Ken Martin MN Alumni
 Barry Bridges UBOG Alumni
 Lora Pollari CLA
 Aron Pilhofer MSA
 Leslie Bowman Fd Service
 Liz Andersen CMU
 Maggie Towle CMU
 Rufus Simmons CMU

Absent: Dean Juola Ed
 Patrick Mendis COGS
 Penny Kilis MISA (exc)
 Erich Bertch IT
 Mary Misukanis GC
 Richard Melton CMU

Guests: Vi Justice CMU

APPROVAL OF MINUTES

The minutes of February 22 were approved as written.

REPORT OF THE CHAIRMAN

Fee Request

Mr. Wright reported the Unions will get a 6% increase which is 8% short of the original request. The budget is stalled pending determination of reduction of project funds. Rufus Simmons, Richard Melton and Sue Oatey put together information for the fees committee about the past 6-months union activities.

Community Criticism of Unions

Mr. Wright called attention to the article in the Minnesota Daily dated February 26, 1988, in which the unions were criticized by Patty Anderson, Chairwoman of the Fees Committee. There was discussion whether the statements made were correct. Mr. Pilhofer noted the fee committee was not satisfied with what Coffman is doing, based on what it is asking for. The statement that money was budgeted for a non-existent co-curriculum was disturbing. The 14% increase requested was not given because figures did not match. The inconsistency of statements hurt the Unions.

Bobbie Bengston agreed with Aron. We need to be more informed about what is occurring. She would like to see what it is the constituency would like improved. What are the inadequacies? She thought commuter students would be influenced negatively by the statements made in the Daily.

Lora Pollari said she would like to see Board members attending Union programs to see what is going on in the Union.

Ken Martin asked when the results would be available on the user survey? He suggested getting a list of upcoming union activities in advance and require a that a minimum of two board members sign up to attend the events.

The Chair noted in the past there was free attendance to events for board members. This has been complicated by the Whole having to charge. The policy should be reviewed.

Mr. Martin suggested setting aside a portion of the Board food budget to be used for paid events.

Molly Anderson asked if the fees committee has to justify why they don't give the total amount requested?

The chair said he will meet with Patty Anderson, chair of the fee committee, today regarding the statement in the daily.

Mr. Pilhofer said, we need to find out what is wanted in order to get the money.

Mr. Martin said, write down what we want to do and what is needed to carry it out.

Mr. Bridges noted the average increase given was 4.5% The Board is concerned about other things in addition to programming. It is important to attend activities programs but it is also important to look at the Gallery, the Rec Center, etc. We need to know what people want. Ask Board members to find out what is wanted by their constituency. Make a better presentation to the fees committee of what we provide. Make it clear that this is our program and if not funded at this level, this is what will happen.

Mr. Simmons said, in regard to the co-curriculum statement, this was not so. Staff was redeployed. Coffman is presently conducting a staff job review. If misaligned, classifications and salaries will be adjusted appropriately. In regard to volunteer data, Geoff Pollak asked Richard Melton about the data. Coffman Union will stand on the information we presented to the fee committee. We asked the fee committee what information they wanted and addressed their concerns. In the future it would be wise to get what the fee committee wants on the front side. In regard to the CMU User/Satisfaction Survey, the data should be available spring quarter.

Molly Anderson asked, would it be better, for clarity, to go as separate unions next year?

Mr. Simmons said Coffman would not want to be in a position of competitiveness. There are two geographic locations - St. Paul and Minneapolis. We need to work on a single program on the Minneapolis Campus - tie things together administratively but not a single governance.

Mr. Bridges asked, was the problem not providing enough detail?

The chair said, we went as a unified union with the money to be divided according to percentage. This confused the fee committee. The Board Chairs and Directors were satisfied with the percentage of distribution.

The chair asked, are we informed? Program attendance is a good way to get informed. Also, he would like to see the new chair and vice chairs have the opportunity to visit a Big 10 Union to share ideas.

Mr. Martin noted the proposed decrease of enrollment could have a big impact on fee received in the future.

Spring Quarter Agenda

- 1) Strategy for reducing budget.
- 2) PSO space allocation.
- 3) Constitution. The constitution has not been passed since dissolving of MUCB. Exec will work through the constitution and present to the Board for approval.
- 4) Leadership Transition. The Chair and two Vice Chair positions will be open.
- 5) Recognition. Mr. Wright asked the Board to think about what they would like to do for recognition.
- 6) Mr. Bridges asked that the tobacco policy be recalled from the table. Mr. Simmons noted the smoking policy is being reviewed.
- 7) Programming on the bridge.

Ground Floor

Mr. Simmons said the ground floor remodeling is over budget by 100,000 to 150,000 dollars. There is a need for a special meeting of the full board or Exec to review. The overrun is due to code requirements - sprinkler, relocating men's rest room, handicap facility in women's rest room. We need to scale back or else provide more funds. We need to keep the project moving.

Mr. Bridges noted there are usually unanticipated costs that come up when remodeling.

Ken, Molly and Barry volunteered to work with Rufus on an ad hoc committee to look at what might be deducted from the project and report to the Board.

Resolutions from Fee Committee

- 1) Unions focus efforts to serve their constituency by getting needs and putting into planning base.
- 2) Review assessment of method of allocating MU fee resource to constituent unions.

The meeting adjourned at 1:25 pm.

Respectfully submitted,

Rufus L. Simmons
Secretary

March 4, 1988

To: Governor Molly Anderson
Governor Roberta Bengston
Governor Erich Bertsch
Governor Leslie Bowman
Governor Barry Bridges
Governor Dean Juola
Governor Penny Kilis
Governor Ken Martin
Governor Patrick Mendis
Governor Mary Misukanis
Governor Aron Pilhofer
Governor Lora Pollari

Fr: John Wright

Room 315-

At the last meeting of winter quarter, Wednesday, March 9, I would like to take time to summarize our winter quarter work and review the spring quarter agenda. This includes the following:

- 1) Summarize the 88/89 fee request (the sub committee recommended a 6% increase rather than the 14% increase that we requested).
- 2) Summarize where we are with the 88/89 budget cycle, and make plans to conclude the process during spring quarter.
- 3) Review the spring quarter agenda:
 - Scholarship
 - Constitution
 - Space allocation in SOAC
 - Leadership transition
 - Recognition Dinner

I have enclosed a letter from the progressive student organization related to the space allocation policies in the Student Organization Activities Center and an article which was printed in the Daily on Friday, Febuary 26, concerning the Fee request and Union operations

jw

Copy: Liz Andersen
Richard Melton
Sue Oatey
Rufus Simmons
Maggie Towle

collman

Board of Governors

28 March 1988

Agenda

- I. Call to Order
John H. Wright, Presiding

- II. Approval of Minutes
9 March 1988

- III. Report of the Chairman
Minnesota Unions Working Group
Board of Governors Lunch
West Bank Union "Tri Union get together" April 6th

- IV. Unfinished Business
none

- V. New Business
CMU Constitutional Revision discussion

- VI. Reports
Director

- VII. Announcements & Process
Spring Quarter meeting schedual: every Monday thru May 23.
An additional meeting in June is possible.

- VIII. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

28 March 1988

A meeting of the Union Board of Governors was held on Monday, March 28, 1988 at 12:15 pm in room 346 Coffman Memorial Union. A quorum was present.

The Chairman, Mr. John Wright, presided.

Present: John Wright Chair
 Roberta Bengston VC Program
 Molly Anderson V-C H&F
 Ken Martin MN Alumni
 Erich Bertsch IT
 Lora Pollari CLA
 Penny Kilis MISA
 Aron Pilhofer MSA
 Barry Bridges UBOG Alumni
 Patrick Mendis COGS

Absent: Maggie Towle CMU
 Leslie Bowman Fd Service
 Richard Melton CMU
 Mary Misukanis GC
 Liz Andersen CMU
 Rufus Simmons CMU
 Dean Juola Ed

Guests: Sue Oatey, Acting Coordinator, MU; Vi Justice, CMU

REPORT OF THE CHAIRMAN

MU Working Group. Mr. Wright explained that Dr. Wilderson appointed Charles Rausch, Sue Oatey and Neal Barbatsis as a working group to coordinate the level of funding and programs for the Minnesota Unions, to look comprehensively at the unions and to give a total package to the fee committee when requesting funds. Lora Pollari has been assigned as CMU student rep to the work group. A letter will be coming out later this week asking each board to appoint two people as a second work group. The chair noted this process may influence how the unions operate into the 21st century. Ms. Pollari said she was looking forward to serving on the committee.

UBOG Lunches. Mr. Wright noted some interest has been expressed for another kind of lunch setup. He suggested the following three options:

- Set up a voucher with food service and board members pick up their lunch downstairs.
- Have box lunches.
- Continue with lunch as we have been doing.

Lora Pollari said it was nice to have the lunch but didn't think we should pay for it.

Molly Anderson said she doesn't mind a box lunch. "We don't need a dinner set-up."

Erich Bertsch preferred a less formal lunch in the Board room to going downstairs for lunch.

Ken Martin said he would have a problem with the charge and going downstairs. He suggested if the board is not going to be furnished a lunch they should bring a bag lunch and have pop and coffee available.

Tri Union Get-Together. The Board is invited to a tri-union get-together on April 6, 7:00-9:00 pm, 130 West Bank Skyway. A count of those planning to attend will be taken at next Monday's meeting for RSVP

Constitution. Mr. Wright reviewed modifications to the constitution made by the Executive Committee last year to bring the constitution in line with that of MUCB. One week's notice is required prior to acting on revisions. Next week the Board will go through the constitution, complete revisions and act on it.

Ms. Oatey noted the constitution should be titled the Board of Governor Constitution, not the Coffman Memorial Union Constitution. The administrative line of authority is being clarified.

There are four potential revisions and the addition of an at-large representative from the Twin City Campus. The at large member would increase board membership to 25.

West Bank Union Board is all at-large members at present but talking about going to college union representation.

There was discussion regarding the appointment of an at large voting member. Mr. Wright asked, should the at large member be appointed by the Chair and approved by the Board or elected by the Board?

Mr. Bertsch thought an at large position would be a good idea.

Suggestion was made to advertise the at large position in the Daily the beginning of fall quarter.

Suggestion was made that the Board review applications and appoint the person by election.

Question was asked, since there is a problem in getting participants from colleges, should all reps be at large?

Suggestion was made to fill the college positions that do not fill with at large members but to avoid a predominant appointment from one college.

Mr. Martin noted the basic concept of the board rep has been constituent based. At large is a good way to fill empty seats at the table. Emphasis should fall on recruitment.

Board Responsibility. Mr. Wright noted that the Board is delegated its responsibilities by the Director of the Union, yet the Board is held accountable for Union operations by the community. Administration does, however, utilize the partnership between students and Union staff. Ms. Pollari said she would like to think the Board has more administrative power than delegated.

Ms. Oatey said the bottom line is that parameters need to be worked out. Everyone needs to be clear about parameters. Also the operating mode needs to be made clear - who has the last word? There is a difference between the delegation of responsibility and ultimate power. Just because responsibility is delegated does not mean responsibility is narrow. We need to be aware of the appeal process.

Union Board of Governors
28 March 1988
Minutes
Page 31

It was noted the director is accountable to the Board for areas the board sets up.

Mr. Bridges asked, what is meant by governance? How would you like to see it done differently? What is the procedure of resolution for the Board to get their day in court?

Ms. Bengston said we need to recognize the line of authority above us. The Board should be included in the line of authority. The director should be held accountable to the union.

Mr. Wright said if the organization is being funded by student/staff/faculty/alumni, it can only be facilitated within the partnership of student/staff/faculty and alumni. No element of the group should be eliminated from the process.

NEW BUSINESS

YW Lease. Ms. Pollari called attention to the fact that the YW lease has expired and they were being evicted without the Board's knowledge. It was her concern that the issue of space is not brought to the Board. She would like to see a moratorium on space allocation until the Board's role is determined.

Mr. Martin noted two years ago the office of student affairs took over the Men's Lounge before the Board know about it; COOL was given space in the Union before the Board knew about it; and the Credit Union space negotiated before the Board knew about it. When does the Board get involved?

Mr. Wright noted the Board of Govrnors should be responsible for allocating space in the union. He will ask the director to hold off on the Y lease until the Board discusses it.

Sue Oatey suggested setting a date far enough in advance to allow discussion of space allocation on both sides. Discuss space in general rather than dealing with the exception.

The Board woud like to look at all requests for space allocation.

Respectfully submitted,

Rufus L. Simmons
Secretary

coffman

Board of Governors

To: Governor Roberta Bengston
Governor Molly Anderson
Governor Ken Martin
Governor Barry Bridges
Governor Lora Pollari
Governor Aron Pilhofer
Governor Dean Juola
Governor Patrick Mendis
Governor Penny Kilis
Governor Erich Bertch
Governor Mary Misukanis
Governor Leslie Bowman

From: John H. Wright

The Board of governors will meet on the first Monday of spring quarter, Monday, March 28. At this time a revision of the Coffman Union Constitution will be presented for discussion. In accordance with the Constitution the process for amending will be as follows:

1. Amendments presented Monday, March 28. Amendments are discussed.
2. Amendments considered Monday, April 4. Amendments are acted on.

At this time the board will also discuss the following items:

1. Minnesota Union Working Group
2. Possible lunch options for the Board.
3. West Bank Union "Tri Union get-together"

Copy: Liz Andersen
Maggie Towle
Rufus Simmons
Richard Melton
Sue Oatey

3/23/88



UNIVERSITY OF MINNESOTA
TWIN CITIES

Office of the Coordinator

Department of Minnesota Unions
250 Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455

(612) 624-6650

February 18, 1988

TO: Members, St. Paul Student Center Board of Governors
Members, Coffman Union Board of Governors
Members, West Bank Union Board of Governors

FR: Minnesota Unions Work Group
Nick Barbatsis, Acting Assistant Vice President
for Student Affairs
Sue Oatey, Acting Coordinator, Minnesota Unions
Charles Rausch, Director, St. Paul Student Center

RE: Union Long Range Planning

At the initiation of Frank Wilderson, Vice President for Student Affairs (see enclosure), the Unions are about to undertake a comprehensive and detailed planning process that will take the Unions into the 21st Century. It is in the development of this document that we seek your participation.

In preparing their Strategies for Focus document, the Unions identified a number of programmatic changes, spoke to the need for expansion and renovation projects, and renewed their commitment to providing and supporting an environment conducive to interactions of student to student and student to faculty. Because programmatic and other changes will have an impact on the University community well beyond the Unions, we are consulting broadly in order to develop a long range plan that can be supported by a variety of constituencies.

Issues we will be dealing with are:

Union Space: Those who occupy and the rationale for inclusion; renovation and expansion projects.

Programs: Future priorities and goals; programs that will change, be eliminated, or be created; the relationship between future program goals and facilities -- design, location, size.

Finances: costs of recommended renovation/expansion; funding of Unions in the face of shrinking enrollments.

Institutional Relationships: Relationships between Union programs and those of other University units; methods for collaboration and combined programming.

Management: New models and methods for achieving efficient and effective management of the Unions and their programs.

Thank you in advance for your cooperation. We look forward to meeting with you on Thursday, February 25 from 4:15 - 5:30 pm in CMU rooms 351-352.

JSO:26



UNIVERSITY OF MINNESOTA

Office of the Vice President for Student Affairs
Morrill Hall
100 Church Street S.E.
Minneapolis, Minnesota 55455

January 6, 1988

TO: Rufus Simmons
Associate Director, Minnesota Union

John Wright
Chair, Coffman Memorial Union Board of Governors

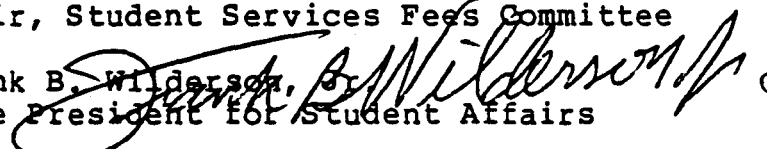
Ron Krumm
Director, West Bank Union

Keith Niemi
President, West Bank Union Board of Governors

Charles Rausch
Director, St. Paul Student Center

John Elholm
President, St. Paul Student Center Board of Governors

Patti Anderson
Chair, Student Services Fees Committee

FROM: Frank B. Wilderson, Jr. 
Vice President for Student Affairs

RE: Student Unions

There is an important need for a number of expansion and renovation projects in the university's unions at the present time. These needs are identified in the Strategies for Focus Plans developed by the Union administration and the student boards. Following upon these plans is a need to develop a working document to serve as the guide for comprehensive programming/planning. This document should reflect the university priorities of improving the quality of undergraduate and graduate student life, providing increased opportunities for quality student and faculty interaction, and increasing opportunities for students to interact with other students. It should provide a detailed programmatic statement which indicates future priorities. This effort affords the unions a significant opportunity to become a more visible, integrated and vibrant part of student life at the University of Minnesota.

In order to prepare a comprehensive request, ensure the appropriate consultation with you and other interested parties, and to secure the needed support for this effort, I am appointing a work group of Nicholas Barbatsis, Sue Oatey and Charles Rausch to

January 6, 1988
Page Two

develop a planning/programming document. I support this effort and look forward to continuing reports from the work group.

Among the issues I am asking the work group to address are:

Tenants of Union Facilities

Currently the unions provide space for a number of university departments, student organizations and commercial enterprises. The function of each of such groups and the rationale for union space occupancy must be reviewed. Recommendations for new tenants should be made as well as possible deletions.

Additionally, the issue of the future of the Campus Club should be explored as the future location has a significant impact on the space needs of Coffman Memorial Union.

Programmatic Statement

In light of Commitment to Focus, all university departments must develop statements of future priorities and plans for achieving them. This process focuses on future goals as opposed to historical ones and requires that existing programs must change or be eliminated to meet these goals; new programs must be created. The unions must prepare a comprehensive programmatic statement which describes future priorities and goals, programs which will change, be eliminated and be created to meet these goals, and the relationship between future programs and facility needs.

This statement should also explore the relationship between union programs and those of other university departments and describe methods of achieving greater future effectiveness and efficiency. The same should be reflected in the management of the unions, the future should see a shift of resources from administration to programming. Among the items which should be developed are the relationships between the unions and Student Organization Development Center and Orientation. The concept of matrix programming should be explored.

Financial Consideration

A thorough analysis must be conducted of the proposed list of expansion requests to determine the priority of these items,

January 6, 1988
Page Three

accurate cost estimates, funding options and appropriate categorization of items for new funds or existing funds. A review must occur of the appropriate existing union reserve accounts to determine effects of future expansion and necessary adjustments.

Space Accommodations

Alternatives must be developed for land space which would be used if new construction is to be done. Other units affected must be determined and related issues described.

Consultation

A strategy and plan for a broad spectrum of consultation must be developed. The groups/individuals affected must be identified and appropriate roles described for each. Among those included should be boards of governors, Student Activities units, faculty groups, student organizations and other departments.

Timeline

It is critical that an appropriate process be developed for this effort. Within the next two to three months a basic description of the program statement and expansion plan should be forwarded to both the Fees Committee and the Board of Regents for their discussion. Approval of the concept of the plan will be requested at that time. Detailed plans and a request for funding should be finalized by October, 1988 for presentation to the 1988-89 Fees Committee.

FBW/r

cc: Nicholas Barbatsis
Acting Assistant Vice President for Student Affairs

Sue Oatey
Acting Coordinator of the Minnesota Unions

University of Minnesota
Coffman Memorial Union
Board of Governors

Agenda item for consideration

I. Title: Constitution proposed by Exec

- xx Discussion
- Information
- Motion for action requested

II. Recommended or proposed action:

Modifications in the following Articles have been recommended by Exec:

Constitution

Article I, sec 3
Article II, sec 1, A
Article IV, sec 2, B, D, G
Article V, sec 1, B
Article VI, sec 3
Article VIII, sec 1-5
Article IX, sec 2
Article IX, sec 4, 5
Article X, sec 1

Bylaws

Article II, sec 2
Article III, sec 1
Article IV, sec 1, 2
Article V,

III. Intent of item:

1. To bring constitution into line with structural changes in the Union.
2. To make appropriate modifications in the constitution to insure the delivery of quality Union operations for the community.

IV. Presented by: Exec.

IV. Date: 28 March, 1988

**Coffman Memorial Union
Constitution**

Article I Name

- Sec. 1. The name of this organization shall be the Coffman Memorial Union, hereinafter called the Union.
- Sec. 2. The Union is herein defined as an organization whose objectives are to provide a Twin-Cities Campus out-of-class program of social, recreational, cultural, and educational activities and a University community center.
- Sec. 3. The organization shall be a member of the Minnesota Unions, and shall serve the interests of the Twin Cities campus community through individual Union goals that focus a significant and primary emphasis of service within the unique geographic proximity of Coffman Memorial Union.

Article II Purposes

- Sec. 1. The purpose of this organization shall be:
- A. To make a substantial contribution to the community life of the University by providing the services, conveniences, and amenities to members of the University community.
 - B. To be particularly attuned to student needs so as to provide them with the most valuable return for their student service fees.
 - C. To make free time activity a cooperative factor in total education.
 - D. To provide for its members maximum opportunity for self-realization and for growth in individual competency and group effectiveness.
 - E. To provide for an open forum for discussion of various opinions.

Article III Membership of the Union

- Sec. 1. Every student of the Twin Cities campus possessing the student fee statement with student services fee included is a member of the Union. Members are invited to take full advantage of the facilities, programs, and activities provided by the Union.

- Sec. 2. Members of the faculty, staff, and alumni of the University are invited to use the services and facilities provided by the Union and shall be represented in its governance.
- Sec. 3. A student member who wishes to become active on the Coffman Memorial Union Board of Governors or a committee within the Union, must be eligible for participation as defined by the Assembly Committee on Student Affairs.

Article IV CMU Board of Governors

- Sec. 1. The Union shall be governed by the Coffman Memorial Union Board of Governors which shall be a representative body of students, faculty, and alumni, as designated in Article V.
- Sec. 2. The board shall:
- A. Establish policies which will fulfill the purposes of the Union.
 - B. The board shall approve a budget for funds to be allocated and earned for the operations of the Union.
 - C. Oversee the administration of all funds in accordance with the approved budget and university procedures and render an annual financial report which shall be available to any member of the university community.
 - D. Establish rules and regulations concerning conduct in and use of Union facilities, subject only to University regulations.
 - E. Participate in the recruitment, selection, and evaluation of the Director.
 - F. Establish and maintain active liaison with all departments and organizations operating within Coffman Memorial Union to insure essential coordination and fullest satisfaction to the users of the building.
 - G. Take such other actions that it deems necessary to fulfill the role of a responsible governing organization.

Article V Membership of the board

Sec. 1. The student voting membership of the board shall be:

- A. The Chair of the Board.
- B. The Vice Chair / Services and Facilities.
- C. The Vice Chair / Program.
- D. The President of the Coffman Union Program Council, or his/her designate.
- E. One representative of the Minnesota Student Association or corresponding body.
- F. One representative of the Minnesota International Student Association or corresponding body.
- G. One representative from each college, institute, or school having its primary location on the Minneapolis East bank and having an elected student or student/ faculty governing organization; provided that such an organization is not subsumed under a larger academic structure with a superior student or student/ faculty governing organization. Representatives shall be elected by the governing organization from among interested candidates enrolled within the college, institute, or school.

Sec. 2. The non-student voting membership of the board shall be:

- A. Two faculty representatives appointed by the President of the University from among persons recommended by the board and/ or the Vice President for Student Affairs. The term of office for faculty representatives shall normally be two years. (The terms shall be staggered rather than concurrent to provide for greater continuity.)
- B. One representative of the University of Minnesota Alumni Association, appointed by that organization.
- C. One Alumnus of the board, elected annually by the board from among interested applicants.

Sec. 3. Voting members of the board shall be appropriately designated prior to October 31 of each year, after which time they shall take office and serve until their successors have been designated and qualified.

Sec. 4. The non-voting membership of the board shall be:

- A. The Director of Food Services or his/her designated representative.
- B. The Director of Coffman Memorial Union.
- C. Operations and program personnel as designated by the Director of Coffman Memorial Union.

Sec. 5. A voting member of the board with two unexcused absences from regular board meetings shall automatically relinquish his/her board membership and privileges. The individual may appeal to the board for reinstatement at the next board meeting. Excused absences shall be granted by the Chair of the board, Secretary, or Executive member.

Sec. 6. A member of the Union requesting removal of a voting member of the board shall register his/her complaint in writing to the chair of the board. In the event the chair is involved, the vice chair/ house and finance shall receive the complaint. The executive receiving the complaint shall first try to mediate the difficulty. If he/she is unsuccessful, the matter shall be brought to the board for appropriate action.

Sec. 7. Vacancies occurring on the board shall be filled by the organization whose representation shall have been lost by the vacancy. If such group does not name a replacement within two weeks of being notified of such vacancy the board may elect to fill such positions from among applicants of the group to be represented.

Sec. 8. No person shall sit on the board as a representative of more than one category of membership as defined in Article V.

Article VI Officers

Sec. 1. The officers of the board shall be:

- A. Chair of the Board.
- B. Vice Chair/ Services and Facilities.
- C. Vice Chair/ Program.
- D. Secretary of the Board.

Sec. 2. The duties of the officers shall be defined in Article II of the Bylaws of the Coffman Memorial Union Board of Governors.

Sec. 3. Election of officers:

- A. The Chair of the board, the Vice Chair/ Service and Facilities and the Vice Chair/ Program shall be elected from board membership not later than the end of Spring quarter; and each shall relinquish his/her constituency and each shall become an at large member.
- B. The board Secretary shall be the Director of Coffman Memorial Union.

Sec. 4. All elective officer vacancies shall be filled immediately in accordance with Article VI.

Article VII Meetings

Sec. 1. The board shall meet in regular session at least twice during each academic quarter and at least once during summer session.

Sec. 2. The Chair of the board or the Director of Coffman Memorial Union shall call the first meeting of the board following its formation. Such meeting shall be called within 30 days of the qualification of board members.

Sec. 3. A simple majority of the qualified voting members of the board shall constitute a quorum for the conduct of business. Notification of other than regular meetings shall normally be provided to all members at least 24 hours prior to such meeting and shall state the business to be conducted. Business not specified in the call shall not be considered except by a 2/3 vote of those present.

Sec. 4. The current edition of Sturgis Standard Code of Parliamentary Procedure shall govern in all parliamentary situations not provided for in the law, the constitution, and the bylaws of this organization.

Article VIII Committees

Sec. 1. Executive committee, Services and Facilities, and program committee, of whose composition and duties as defined in Article IV, of the bylaws of the Coffman Memorial Union Board of Governors.

- Sec. 2. The board shall designate all other committees as may be appropriate to the conduct of its business and shall conform to Article IV, of the Bylaws of the Coffman Memorial Union Board of Governors.
- Sec. 3. A majority of the members of any committee shall constitute a quorum for conducting the committee's business. When it is known that a quorum will not be present, the chair of the board shall designate a member of the board to serve as a substitute member.

Article IX Bylaws

- Sec. 1. The board shall adopt by majority vote of those voting members present such bylaws as may be required for its operation.
- Sec. 2. Bylaws shall be consistent with this constitution and shall be reported to the appropriate agency of the Office of Student Affairs.
- Sec. 3. Notification in writing shall be provided to all members of the board at least one week prior to any meeting at which bylaws or amendments are considered.

Article X Amendments

- Sec. 1. This constitution may be amended by a 2/3 vote of the voting members of the board present providing that notice of the proposed change shall have been submitted in writing to all board members at least one week in advance of the meeting at which the amendment is considered. Amendments shall be filed with the appropriate agency of the Office of Student Affairs.

Significant Dates of Action

Approved, UBOG, May 10, 1971 Special Meeting
Approved, MUCB, November 18, 1971
Approved, ACSA, January 7, 1972
Amended, UBOG, March 1, 1972
Amended, UBOG, October 4, 1972
Approved, MUCB, October 25, 1972
Revised, UBOG, May 9, 1974
Approved, MUCB, October 22, 1974
Revised, UBOG, June 2, 1980
Approved, MUCB, December 1, 1980
Revised & Amended, UBOG, May 2, 1983
Approved, MUCB, May 19, 1983
Amended, UBOG, September 24, 1984
Amended, UBOG, May 20, 1985
Approved, MUCB, May 28, 1985
Revised, Ubog, April 4, 1988

University of Minnesota
Coffman Memorial Union
Board of Governors

Agenda item for consideration

I. Title: Possible Constitutional Amendments

- xx Discussion
- Information
- Motion for action requested

II. Recommended or proposed action:

The following modifications or additions have been proposed yet not considered by Exec. They are presented for board consideration:

1. Addition of At-Large representation
2. Article I, Sec. 3. Modifications in bold:

The organization shall be a member of the **Department** of the Minnesota Unions, and shall serve . . .

3. Addition of Section 4 to Article I.:

The union board's responsibilities shall be delegated by the President of the University of Minnesota to the Vice President for Student Affairs, the Coordinator of Student Activities, and Directors of each campus union.

4. Addition of representatives from West Bank, and the St. Paul campus.

III. Presented by: John H. Wright, Chairman

IV. Date: 28 March, 1988

Be it resolved; That the University of Minnesota, Twin Cities campus Department of Minnesota Unions shall consist of three autonomous unions, each with a separate director and a separate governing board. These unions shall be known as Coffman Memorial Union, the St. Paul Student Center, and the West Bank Union. This department of unions shall collectively serve the interests of the Twin Cities campus community through individual union goals that focus a significant and primary emphasis of service within the unique geographic campus area of proximity to each union's facilities.

The union boards shall be responsible annually to set goals, objectives, and policy, and to establish and approve budgets within their respective union. The boards shall also recommend fee support, sources of revenue, and other auxiliary support.

The union boards' responsibilities shall be delegated by the president of the University of Minnesota to the vice president for student affairs, the coordinator of student activities, and directors of each campus union.

Union directors shall be held accountable to their respective union board for the delivery of union services, facilities, and activities.

The unions and their boards shall collaborate when desirable and appropriate to facilitate the delivery of amenities, services, and activities to the university community.

Be it further resolved, that the existing Minnesota Union Coordinating Board and its constitution be disestablished in the following manner:

The constitution and bylaws of the "Minnesota Union and its Coordinating Board" are hereby disestablished, effective 12:00 midnight, 30 June 1987. Until that time the duties of the MUCB shall be carried out under interim procedures as defined by the executive committee.

The constituent union boards are hereby charged with amending their constitutions and bylaws to reflect this resolution within relevant University of Minnesota policies and rules. The current MUCB executive committee shall facilitate union constitutional development through an information sharing process. The amended constitutions shall be presented for information to MUCB no later than 1 June 1987. Final approval of these constitutions shall be made by the Board of Regents.

The interim director of Minnesota Unions shall be charged with developing a process for the awarding of the Minnesota Unions' Scholarships beyond 1987-88. to be presented to Minnesota Union Coordinating Board for approval not later than 1 June 1987.

The interim director of Minnesota Unions shall be charged with developing a process for the identification and disposition of the Minnesota Union operations and reinvestment reserves. to be presented to MUCB for approval not later than 1 June 1987.

The interim director of Minnesota Unions shall be charged with developing a historical Minnesota Union Coordinating Board policy document. This document shall be presented to the union boards no later than 31 October 1987.

Resolution approved, unanimously, by the MUCB, 30 April 1987

Bylaws
Coffman Memorial Union
Board of Governors

Article I Special Meetings

Sec. 1. Special meetings of the board shall be called by the Chair of the board, or, at the request of five voting members, the Vice Chair/ Service and Facilities, the Vice Chair/ Program, or the Secretary. Notification shall be sent by mail or telephone at least three calendar days before the time of the meeting whenever possible.

Article II Duties of Officers

Sec. 1. Chair of the board. It shall be the duty of the Chair to call all regular meetings, call special meetings, preside over all meetings of the board, Executive committee, serve as Ex-officio member of all committees, name the appointive members of all standing and special committees of the board, and fill all vacancies in the membership of such committees, in accordance with the constitution and bylaws. The Chair of the board shall represent the Union to the university community.

Sec. 2. The Vice Chair/ Service and Facilities In the absence of the Chair, the Vice Chair/ Service and Facilities shall assume the duties of the Chair until a new Chair is elected. The Vice Chair/ Service and Facilities shall chair the meetings of the Service and Facilities committee and shall represent that committee to the board. The Vice Chair/ Service and Facilities shall be an Ex-officio member of all special committees of the board.

Sec. 3. The Vice Chair/ Program. In the absence of the Chair, the Vice Chair/ Service and Facilities the Vice Chair/ Program shall assume the duties of the Chair until a new Chair is elected. The Vice Chair/ Program shall Chair the meetings of the Program committee and shall represent that committee to the board. The Vice Chair/ Program shall be an Ex-officio member of all special committees of the board.

Sec. 4. Secretary of the board. The secretary shall keep minutes of all meetings of the board. He/she shall file, index, and preserve carefully all minutes, papers, and documents pertaining to the business of the board. He/she shall certify the validity of all copies of minutes, papers, documents of the board. He/she shall call special meetings of the board upon receipt of a request as specified in Article I.

Article III Rules of Procedure

Sec. 1. The order of business of regular meetings of the board shall be:

1. Call to Order.
2. Approval of the minutes of previous meeting.
3. Reports of the officers.
4. Reports of standing committees.
5. Reports of special committees.
6. Unfinished Business.
7. New Business.
8. Announcements.
9. Process.
10. Adjournment.

Sec. 2. Meetings. All meetings of the board shall be open to the public. A request for a hearing of a position to the board by anyone who is not a board member may be presented by any member of the board to the Executive committee for hearing at a regularly scheduled meeting. Prior to each meeting of the board, the Chair shall place the subject or subjects on the agenda. Each resolution, committee recommendation, petition, amendment, or other matters in the general category shall ordinarily be reduced to writing and read to the board before it is acted upon. The discussion of any particular motion or resolution shall be limited to a reasonable time.

Sec. 3. Minutes. The minutes of the board meetings shall record official action taken upon all business voted upon by the board and may contain a summary of reports and pertinent discussion. All minutes of the board shall be an open record and may be distributed to any member of the University community upon request. Where board action is not by a unanimous vote, the "ayes" and "nays" and abstention of individual board member shall be recorded only upon the request of any member of the board. Remarks, personal views, or vote explanations of any individual board member shall be included in the minutes only upon his/her request.

- Sec. 4. In cases where practicable or desirable, before action is taken on any subject or measure coming clearly within the sphere of any Standing committee, the board may refer it to such committee, which shall submit its recommendations, in writing, together with any appropriate resolutions necessary to effect such recommendations.

Article IV Committees

- Sec. 1. The Executive Committee shall consist of the Chair of the board, the Vice Chair/ Service and Facilities, the Vice Chair/ Program, and the Secretary of the board. The Executive committee shall act as a steering committee for matters brought before the board. The Executive committee shall determine that:
- A. The business is not germane to Coffman Memorial Union; no further action.
 - B. The business is not timely; table.
 - C. The business is not adequately prepared for consideration; refer back to developer.
 - D. The business is a management matter; refer to Director.
 - E. The business is substantive, timely, fully prepared, and within the jurisdiction of the board; the Executive committee will establish a timeline for action and refer the business to the appropriate committee for recommendation to the board. The Executive committee shall also consider matters related to the general planning and policy not encompassed by other standing committees, and shall assist in preparing the agenda for board meetings.
- Sec. 2. The Service and Facilities committee will consider all matters related to the services, facilities, and financial operations of the union.
- Sec. 3. The Program committee will consider all matters related to the activities of the union.
- Sec. 4. Other committees of the Coffman Memorial Union Board of Governors:
- A. Special committees shall be temporary in nature, not exceeding the term of the chair of the board.

- B. Except as otherwise provided, members of all standing and special committees, one of whom shall be designated as Chair, shall be appointed by the Chair of the board with approval of the board. Committees shall be composed of both faculty and/or staff members and students who are members of the board. Members shall serve from time of appointment until their successor have been appointed or until the committee is dissolved.
- C. It shall be the duty of the Chair of each committee to call, and preside over, all meetings of his/her committee and to cause to be prepared such reports and resolutions as may be appropriate.

Article V Funds

- Sec. 1. This organization shall not provide monetary gain, incidentally or otherwise, to its directors, officers or membership. This does not restrict the payment of wages, salaries or incentives by the organization for services rendered.
- Sec. 2. At such time in which this organization disestablishes itself one-hundred percent, all properties and unused funds will remit to the Minnesota Unions or its successor.

University of Minnesota
Coffman Memorial Union
Union Board of Governors
Committee of the Whole

April 1, 1988

A special meeting of the Committee of the Whole was held on Friday, April 1, 1988 at 12:15 pm in room 230 Coffman Memorial Union. A quorum was lacking.

The chairman, Mr. John Wright, presided.

Present: John Wright Chair
Molly Anderson V-C H&F
Ken Martin MN Alumni
Maggie Towle CMU
Rufus Simmons CMU
Lora Pollari CLA
Aron Pilhofer MSA
Barry Bridges UBOG Alumni
Liz Andersen CMU
Richard Melton CMU

Absent: Roberta Bengston V-C Program
Mary Misukanis GC
Erich Bertsch IT
Patrick Mendis COGS
Leslie Bowman Fd Service
Dean Juola Ed
Penny Kilis MISA

Guests: Susan Severeid, Daily; Vi Justice, CMU

REPORT OF THE CHAIRMAN

The meeting was called for the purpose of discussing Union Board involvement in space assignment in the Union and, in particular, the University YW lease.

Past policies and current procedures documents were distributed and reviewed by Liz Andersen, Administrative Assistant.

Mr. Simmons noted the policy having to do with SOAC space reflects current priorities in the allocation of space to student organizations within the SOAC area. This is the result of H&F Committee declining interest to be involved in the complexity of awarding space in the SOAC area. The issue relating to space other than student organizations began last year with the co-curriculum occupation of the men's lounge. Request for space for COOL came from the University President's office. There is a need to provide space for the Student Activities Coordinators Office in order to free up the men's lounge. Before signing a lease extending time to the U-YW, it is advisable to review all the space needs/options in the light of available space. There is a need to have the Board more involved with the space process. Mr. Simmons has accountability to both the Administration and to the Board.

Mr. Bridges said he does not have the feeling of urgency regarding the Y's space that he felt at Monday's Board meeting. April 1 was the date the Y needed to be notified if their contract was not to be renewed. We have 90 days to decide what we are gong to do.

Ken Martin asked, when Student Activities was asked to move from the men's lounge, was it pointed out to them that we would be displacing a student organization?

Mr. Wright said the decision was to reestablish the lounge space. Reallocation of space was not an issue. At that time Carl was on planning on space in Fraser Hall.

It was noted the Coordinator of MU position may be discontinued at the end of this year. Options for Office of Student Affairs space could include a third floor meeting room, the Y space or the Coordinator of MU space.

Mr. Martin suggested the Board could solve the problem temporarily until things are resolved by extending the date of Student Affairs occupancy of the lounge one year.

Mr. Simmons would not want to limit redeployment of the lounge as he feels the Office of Student Activities can be accommodated in other space.

Mr. Wright noted this meeting is to discuss options informally. Decisions will be made Monday, April 4. He asked that those present tour the available options for space. (A tour was taken.)

Mr. Bridges suggested the following be distributed at April 4th Board meeting: Floor plan of available space; list of tenants (with the type of organization they are).

Lora Pollari asked Mr. Simmons what he would statement he would make to the U-Y?

Mr. Simmons said he has made a commitment to work toward housing the Y in the building.

Molly Anderson asked, how long are we committed to space for COOL?

Mr. Simmons said it would be based on the lease signed. He would suggest going with a year's lease for COOL.

Lora Pollari asked if the MSA Corporation needs as much space as they are assigned. Mr. Simmons said the MSA Services are willing to give up half of their quad space.

It was noted past participation and commitment to the U-YW needs to be given consideration.

Ms. Pollari said it is troubling to her that decisions are being made on the assumptions of Minnesota Union and Student Affairs offices.

Mr. Simmons noted the current Assistant Vice President for Student Affairs said that it is desirable for the Office of Student Activities to be in Coffman Union.

A suggestion was made to invite the Vice President to Monday's meeting.

Mr. Wright noted Sue Oatey believes the Office of Student Activities should be in Coffman Union and feels the appropriate space is the YW space.

Committee of the Whole
April 1, 1988
Page 3

Ms. Pollari said there is an issue of student space needs being placed on a lower level of priority than administration space. We need information about other areas that Student Activities oversees -- why isn't Student Activities with them?

Mr. Simmons said he does not see the need to make a decision Monday, rather take some time for assessment of all current needs. ISTC will be moving into the men's lounge space this summer when the ground floor remodeling is being done. Make a decision by the end of spring quarter who will have what space in the union.

Mr. Wright noted the following items of business pending: budget, scholarship, constitution, leadership change (May 4). He thought action required by the Board regarding space should be made on Monday.

Ms. Pollari noted she would appreciate being better informed in a more timely fashion.

The meeting adjourned at 1:30.

Respectfully submitted,
Rufus L. Simmons
Secretary



UNIVERSITY OF MINNESOTA
TWIN CITIES

Board of Governors
Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455

March 28, 1988

Rufus,

The Board has further concerns related to the Process of Space Allocation in Coffman Memorial Union.

We are concerned that the same problems exemplified by COOL, the Men's Lounge, and Credit Union allocations have also affected the YW lease proceedings.

The Board requests that you exaggerate the end of the YW lease until we have discussed the allocation policy. Next Monday is set for discussion to facilitate a process free of the concerns presented by the recent processes.

John Wright

MEMORANDUM

TO: Rufus
FROM: Liz
DATE: October 7, 1987

SUBJECT: Lease Policy Revision

I recommend that an adjustment be made to the CMU Board of Governors Lease Policy dated 6 January 1986 as follows:

- Page 2 Change A) Group 3 U of M Departmental Staffed Office
to group 4.
B) Add and Enterprise
- Change A) Group 4 Non-Profit Student Enterprise to
group 3.
- Page 3 Change A) 3 under Lease Rates for Organization Type,
Organization Group to 3*.
B) 58% under Lease Rate for Organization Type,
% of Base to 100%. (for group 4).

The effect of these changes allows for:

- 1) An updating of the category of Departmental-Staffed Offices to include Enterprises so that the Photocopy Center can be properly classified,
- 2) for the departmental rate guideline to be 100% of the base rather than 58% of base,
- 3) A logical listing of the groupings from student organizations to departments to non-University organizations.

Attachment: Lease Policy with adjustments noted.

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
LEASE POLICY

PREAMBLE

The purpose of this statement is to present the rationale for the rental structure for organizations housed in CMU. The Minnesota Union and Coffman Memorial Union are intergral parts of the University Community, facilitating the educational experiences of the University Community through programs, services, and facilities. The Union recognizes the value of organized student life and the vital role student organizations play in fostering enrichment of university life and as such the Union is committed to their existence and facilitation in the Union.

1. Student Organization

All student volunteer groups registered by the Student Organization Development Center as authorized by ACSA and with financial support through membership dues with only an occasional fund-raising program. No external financial support, all work effort on a voluntary basis. Student organizations in the Union divide into four basic categories related to level of services provided. These categories are:

- a) On a daily basis, limited intermittent use of facilities such as duplicating facilities, typewriters, mail box service and message center in the Student Organization Activities Center.
- b) On a weekly basis, services identified in "a" above, plus assignment of smallest unit office, plus telephone services in SOAC.
- c) On a monthly basis or longer, services identified in "a" above, plus assignment of "Desk-n-File" units in SOAC.
- d) On a quarterly or annual basis, all of the services in "a" above, plus assignment of major office units, plus telephone services in SOAC.

2. Student Organization with Established Funding Sources (Student Fee Support)

Principally a student volunteer group. May or may not have a dues structure, but will include a broader base of financial support to include local, state or national branch/chapter or incidental fees support. The major thrust is not revenue spending.

3. Non-Profit Student Enterprise

Business or retail enterprise organized around and supervised by a governing board comprised principally of students and registered as a student organization. Major thrust is sales and services that are non-profit oriented.

4. University of Minnesota Department Staffed Offices and Enterprises

A University department or branch of a University department. Full-time paid staff (director, manager, coordinator) and/or part-time paid staff. Financial support through 0100 or 0500 funds. If a university department is affiliated with student organization. That portion of the student organization housed in department space shall be classified in category 1 or 2 as applicable.

5. Non-University Enterprise

Private business or retail enterprise. Major thrust being sales and service that is profit oriented. No University affiliation except through a lease contract for space rental.

Student Organization Activity Center/ Room 235

Provides administrative space for student enterprises, organizations, organization services, and committees.

1. The policy for space allocation in SOAC shall be based upon contribution to the quality of campus life.
2. In descending order, space will be granted to organizations utilizing a three priority system:
 - a. PRIORITY I: All-Campus Council and Governing Boards. Organizations whose operation and decisions affect many/most community members.
 - b. PRIORITY II: All-Campus Service/Enterprise Organizations. Organizations who provide a service or enterprise for many/most community members.
 - c. PRIORITY III: All Others. This will encompass Leadership/Recreation, Special Interest, Political/Social action, etc.
3. An organization's priority shall be based upon its classification by the Student Organization Development Center.

4. Student organizations having primary or substantial space elsewhere on the Twin Cities campus will be ineligible for SOAC allocation.
5. Continued occupancy shall be granted from one year to the next if an organization has used the space adequately and according to the terms of its lease.

Major Occupants. A University department or branch of a University department supervised by University Administration or a voluntary membership organization supervised by a governing board or corporation with a strong affiliation to the University. This group differs from other building occupants in that it is responsible for equipping and operation of its space and in making a contribution to general building operations cost. Organized as a business or retail enterprise. Major thrust is sales and service that is non-profit-oriented. Employing full-time staff (director, manager, coordinator) and other support staff and part-time staff -- no voluntary staff. Corporation board membership with a strong affiliation to the University.

LEASE RATES FOR ORGANIZATION TYPES

Organization Grouping	% of Base
1	13%
2	33%
3*	58%
4*	100%
5*	200%

The major occupants will be treated on an individual basis. The Union will seek to establish a uniform percentage of general building maintenance. The document "Cost To Maintain a Square Foot of Space in CMU" will form the base for the above lease rates.

* Guideline for rate charge. Each contract would be negotiated separately for percentage of gross or a reasonable charge based upon the market.

6 January 1986 -- PASSED
Coffman Memorial Union
Board of Governors

Present Form

Application Received _____

University of Minnesota
Department of The Minnesota Union
Coffman Memorial Union

APPLICATION FOR STUDENT OFFICE SPACE

198__-__

Name of Organization _____

Name of President/Chairperson _____

Home Address _____
City Zip

Home Phone Number _____

Purpose of Organization _____

NOTE: Prospective tenants must be registered with The Student Organization Development Center at the time of application and for the duration of occupancy in SOAC.

PHILOSOPHY OF SPACE ASSIGNMENT AND UTILIZATION

Assignment of space in SOAC is based upon the principle of contribution to the life of the University community. Your group will be given a level of priority relative to the nature and impact of activities and services offered which are available and open to the University community.

SOAC space is to be understood as administrative space. If organizations need space for group meetings or social events we encourage them to use CMU facilities better suited for those purposes.

TYPES OF SPACES

1. Quad space: fully enclosed by doors and walls
2. Open Air: consists of a desk with storage bin and file
3. Lockers: storage cabinets with pull-out writing surface (located in south corridor of SOAC)

Maximum occupancy by any one group is 1/2 of one quad, one open-air, or one locker. If you wish to petition for more space, please check box and explain why on the reverse side.

CHOICE OF SPACE

Please rank order (number) your preference for space in SOAC (mark only one or two if appropriate):

1/2 QUAD SPACE

1/4 QUAD SPACE

OPEN AIR

LOCKER

Please indicate the goals and purposes of your group. (Use reverse side if necessary.)

In what ways does your group contribute to the quality of life within the University community? (Use reverse side if necessary.)

I certify that the information contained herein is accurate and truthful to the best of my knowledge:

_____, President/Chairperson
(signature)

If you wish to provide additional information or comment, please use the reverse side of this sheet.

SOAC SPACE ASSIGNMENT
PROCESSES/PROCEDURES

Applications Received

Renewals Granted - Good tenants,
sufficient use

Lapsed/Late applications - Set aside — Late Applications

Questionable use groups checked out
and avised. If evicted, space open.

All new, timely, applications
reviewed.

If more space than
applications all
assigned.

If more applications
than space, point
system used to
assign to capacity.

Remaining new, timely applications
on waiting list by points.

Late applications on waiting list
by points behind new and timely
applications.

Space Assigned (to UBOG)

Additional applications on waiting
list by date received.

If Quad space vacated, announced
and applications received.

Vacated Quad space assigned.

New space assigned as vacancies occur.

SOAC APPLICATION CRITERIA

Basic Principles

1. If a current tenant applies in a complete and timely fashion, and has been seen using the space at least occasionally*, the application is automatically approved.
 2. Provided we have more space than applications, all further applications are approved provided they are complete and timely.
 3. If there are more applications than available space, 1) current tenants are given space first, 2) then new applications which are complete and timely are considered, 3) and finally, the late applications which are complete are considered.**
 - a. If there is competition among the timely, new applicants, their applications are scored and space allocated according to these scores before late applications are considered.
 - b. Then, after timely applications are considered, if there is still more space available, but not enough to satisfy all applicants, the late applications are scored and space granted according to these scores.
 4. After recommendations are sent to House & Finance, any remaining applications are placed on a waiting list according to date of receipt. If H&F rejects recommendations, these and further late applications may be reviewed and considered according to their scores for subsequent recommendations. But whenever House & Finance and UBOG approve the recommendations, all late applications are filed and considered strictly according to their date of receipt.
- * If the tenant has "rarely" used the space, H&F will be advised to review the situation with the tenants to determine whether or not the usage warrants renewal.
- ** Some leeway might be exercised toward applications that are submitted within a few hours after the official deadline. This is to be decided by the committee in preparation for making recommendations.

Also, current tenants who file late applications are considered in the same manner as the other late applications.

SOAC Application Criteria

1. Number of Members 2-10 1
 11-20 2
 21-up 3

2. Who makes up 75-100 3
 Membership 50-75 2
 % of students 25-50 1

3. Persons served A 3
 C & D 2
 E 1

4. Hours of use A 1
 B 2
 C 3
 D 4
 E 5
 F 6
 G 7

5. Programs A 1-5

6. 5 Points if organization has been in SOAC and is reapplying.

Date of application _____

University of Minnesota
Department of Minnesota Union
Coffman Memorial Union

APPLICATION FOR STUDENT OFFICE SPACE

Academic Year 198__ - __

PLEASE FILL OUT COMPLETELY

Name of Organization _____

Name of President _____

Home Address _____
City Zip

Home Phone Number _____

Purpose of Organization _____

NOTE: To be eligible for SOAC office space, prospective tenants must be registered with SODC, 340 CMU, at the time of application and for the duration of their occupancy at SOAC.

Is your organization currently registered with the Student Organization Development Center? _____ Please present your Student Organization I.D. to SOAC receptionist.

Philosophy of organization space:

Office space for student organizations at Coffman is provided so that the officers and committee chairpersons will have a place to transact the business of their organization. It is important to note that the space for which this application applies is for administrative space only. If organizations need space for group meetings or social events we encourage them to use CMU facilities better suited for these purposes. With this in mind, would you please give us an accurate breakdown of your organization on the following pages so the correct type of office space can be assigned to your organization.

Application for Student Office Space - 2

1. How many members does your organization currently have? _____

2. Who makes up the membership of your organization?

% Students _____ % Staff _____ % Faculty _____ % Non-University _____

% Other _____ (Please specify)

3. Check below the types of groups your organization serves...

a. Students _____

b. Special interest group (please specify) _____

c. Faculty _____

d. Staff _____

e. Public _____

f. Combination of above (please specify) _____

4. Check below the amount of time your organization would spend each week in using your space only as an administrative office:

	FALL	WINTER	SPRING
a. 1-3 hours	_____	_____	_____
b. 4-6 hours	_____	_____	_____
c. 7-9 hours	_____	_____	_____
d. 10-12 hours	_____	_____	_____
e. 13-15 hours	_____	_____	_____
f. 16-18 hours	_____	_____	_____
g. 19 hours or more	_____	_____	_____

Please specify if your organization would have peak usage during a particular quarter:

 Fall

 Winter

 Spring

Application for Student Office Space - 3

5. List five programs or projects in Coffman Memorial Union that you have conducted over the past year (if possible) that were of interest to the general public, and ten programs that were of general interest to the college community.

a. General Public

Name of Event	Date	Location
---------------	------	----------

b. College Community

Name of Event	Date	Location
---------------	------	----------

6. Check the three different times most people in your organization would use your office space:

_____ 8-10	_____ 12-2	_____ 4-6	_____ 8-10
_____ 10-12	_____ 2-4	_____ 6-8	_____ 10-closing

7. Type of facility requested (rank according to preference):

a. _____ Quad (enclosed office) b. _____ Open Air Office c. _____ Locker

8. Provide a rationale for your request for space. (Use reverse side for additional remarks.)

9. Does your organization presently have office space at SOAC? _____
On campus? _____

If you have campus space outside of SOAC, justify request.

10. What are some of the things your group would like to accomplish next year? (Use reverse side if necessary.)

collman

Board of Governors

4, April 1988

Agenda

I. Call to Order

John H. Wright, Presiding

II. Approval of Minutes

28, March 1988

III. Report of the Chairman

Tri Union get-together
Wednesday April 6th 7 to 9 pm
West Bank Union Skyway

IV. Unfinished Business

Space allocation discussion/action

V. New Business

VI. Reports

VII. Announcements & process

Elections and Leadership transition; Monday, 9 May

VIII. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

4 April 1988

A meeting of the Union Board of Governors was held on Monday, April 4, 1988 at 12:10 pm in room 346 Coffman Memorial Union. A quorum was present.

The Chairman, Mr. John Wright, presided.

Present: John Wright Chair
Roberta Bengston V-C Program
Ken Martin MN Alumni
Barry Bridges UBOG Alumni
Erich Bertsch IT
Liz Andersen CMU
Lora Pollari CIA
Penny Kilis MISA
Aron Pilhofer MSA
Maggie Towle CMU
Richard Melton CMU
Rufus Simmons CMU

Absent: Molly Anderson V-C H&F
Mary Misukanis GC
Leslie Bowman Fd Service (exc.)
Dean Joula ED
Patrick Mendis COGS

Guests: Representatives from CUDSA, UYW, ISTC and Minnesota Daily;
Vi Justice, CMU

The meeting opened with a round robin of introductions.

APPROVAL OF MINUTES

The minutes of March 28 were approved as written.

REPORT OF CHAIRMAN

The Union Get-together, sponsored by West Bank Union, will take place 7:00 to 9:00 pm, 130 Skyway, West Bank. The Chair will RSVP for five (5).

Order of Agenda

- 1) University YW lease.
- 2) Role the Board would like to play in lease allocation.
- 3) Director of Student Activities position and housing.

Lora Pollari introduced the following Resolution for U-YW space:

***RESOLUTION TO THE COFFMAN UNION BOARD OF GOVERNORS
APRIL 4, 1988***

WHEREAS, the University YW has been in Coffman Memorial Union since its origin. The U-YW is an integral part of the University serving the student body.

WHEREAS, that Coffman Memorial Union is a student union and should give priority space to student organizations.

WHEREAS, it has not been proven or adequately determined that the Director of Student Activities should reside within Coffman Memorial Union.

THEREFORE, be it resolved that the University YW have their lease renewed.

Ms. Pollari moved the resolution, with a second by Aron Pilhofer.
MOTION 88-7 (Pollari-Pilhofer)

Mr. Wright stated the Board should agree to housing the YW, but thought the second floor space needs should be re-assessed. The resolution would eliminate the ability for the YW space to be subjected to the needs assessment.

Mr. Simmons noted the intent was not to be locked into any option.

Mr. Pilhofer explained the reason for the resolution was that there were strong feelings about what is happening to the second floor and the YW. People don't want to see the U-YW displaced by administration.

Mr. Bridges said, it is implicit in the resolution that the YW lease would be renewed for existing space. We still have 90 days to consider space needs.

Pat from the YW remarked that the only question of urgency is that the Y is not sure what the "90 days" means.

Mr. Simmons explained that if there is a change or discontinuance of lease a notice of change is to be presented to the leasing organization. The leasing organization must be given a 90-day notice.

Mr. Pilhofer spoke against the motion noting options were discussed at Friday's meeting. He felt, considering the historical value of the YW, the YW having been in the Union since 1940, that the possibility of assigning a different space to the Y should not even be discussed.

Mr. Pollari said, taking action on renewing of lease now will allow the Board to move forward on looking for space for the Student Activities.

Mr. Simmons said a central question is "what role does the Board wish to play in allocating space?" He cautioned the Board about acting immediately on this issue until the whole issue is examined.

Mr. Wright said the Board should state that it agrees in principle that the YW remain in second floor space. The second floor space needs to be assessed. The motion, as posed, would eliminate the ability to assessment of that space and confine some other options.

AMENDMENT 88-7 (Bridges - Bengston)

Divide the motion into two parts:

- 1) Provide lease space to U-YW in Coffman Union.
- 2) The lease space provided to be Room 244.

AMENDMENT Carried 4 yes 2 no 1 abstention

MOTION 88-7A (Bridges-Bengston)
Provide lease space to U-YW in Coffman Union

MOTION CARRIED 1 abstention

MOTION 88-8 (Bridges-Bengston)
The lease space provided to the U-YW will be Room 244.

Discussion followed the motion. Mr. Bridges said we have shown a linkage in things that need to be considered. We need to look at the role of the Board in the Student Activities position.

Mr. Simmons remarked, the issue is how do we want to order our priorities for organizations wanting space in the Union?

MOTION 88-9 (Bridges-Bengston)
Move to table Motion 88-8.

Question Called 2 yes 2 no 4 abstention
The Chair broke the tie with his vote to table the motion.

MOTION 88-9 CARRIED

Mr. Simmons noted Student Activities has been responsible for SODC, ISTC, the Unions, Legal Services, and Rec Sports, most of which are housed in Coffman Union. It is beneficial to student organizations to have the Student Activities office in the Union for ease of communication service.

Mr. Pilhofer asked, in what practical way has Carl Nelson enhanced the student organizations?

Mr. Wright noted Mr. Nelson is not presently affiliated with the student organizations.

Mr. Simmons said the quality/convenience of communication possible through close proximity of the Student Activities Office would enhance student organizations and campus life.

Ms. Pollari said she does not see how geographic location would facilitate communication with the Student Activities Office.

Mr. Wright said he has found his access to MU Coordinator important.

Pat Thompson (U-YW) asked if there was a possibility of evaluating space needs.

Mr. Simmons noted we need to have more clarification of specifications for space needs. At this time we can look at space for the Student Activities Coordinator and secretary.

Ms. Pollari asked, if the MU Coordinator position is discontinued, why doesn't the Student Activity Coordinator move into that space?

MOTION 88-10 (Pilhofer-Pollari)

That the space currently occupied by the MU Coordinator be made available to the Coordinator of Student Activities.

MOTION FAILED

Mr. Simmons noted the representatives from PSO will not sign their contract until this is settled. Do you want to do the space allocation piece-meal or look at the whole picture?

Mr. Bridges said we need to get a picture of what is available.

Mr. Wright asked for a motion that the Board agrees in principle to house the Student Activities Coordinator and, pending space needs assessment, we will allocate space for that organization within Coffman Union. There was no support for a motion.

Mr. Martin said perhaps we are looking at situations that are potentially bigger than the Board. Perhaps MSA should be in Morrill Hall where they would be close to Administration. We need to decide on what issue space is allocated.

Charles Betz said there needs to be some criteria for decision. He is unhappy with managerial approach to assigning of space. MSA needs to be where the students are. He would like to see a better process for space allocation.

Mr. Bridges noted some organization names are large enough to be self-sustaining. A function of SODC is to help small organizations to exist and to be effective. The role of the Board has not yet been defined. A goal statement needs to be developed. He would like to see what the current demands are on space. What space is movable?

Charles Betz said he agreed that smaller organizations should be empowered.

Ms. Bengston agreed with Barry that the Board needs to hear what we are going to do with space allocation and she agreed with Charles that we have groups who are displeased with their space. We should see what is wrong. Look at how much the organization uses the space.

Ms. Pollari would like the Board to be more open to appeals.

Mr. Wright said he does not think the Board has been unfair.

Ms. Bengston said the Board should be involved in space allocation. The Board should be informed about space needs. There should be a system whereby the Board is made aware. She asked that Motion 88-8 be brought back to the table. She felt it is imperative to get the U-YW some answer today.

Pat Thompson noted the Y has been in its present space since 1976.

Union Board of Governors
4 April 1988
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Mr. Martin said he thought it inappropriate to ask an organization of long standing to move.

Mr. Simmons suggested referring the issue to House and Finance.

Ms. Pollari said she would not like to see the issue go to H&F as she did not feel it would be acted on. The PSO request was not acted on by H&F.

Mr. Martin suggested charging H&F to resolve the situation and come back to the Board in two weeks.

Mr. Simmons said he was not aware if H&F had met to deliberate on the PSO request.

Ms. Bengston said she did not think it would be fair to charge H&F since Molly Anderson is not at the meeting. She would recommend charging XC to come up with some answer.

Question was asked, who would be in favor of tabling the motion?
2 yes, 1 no, 2 abstain

Ms. Pollari requested information about available space be provided the Board at next week's meeting.

Ms. Bengston said she would like to see the U-YW issue resolved within two weeks.

Charles Betz said, as CLA senator, he feels there is some appeal process needed for student organizations. He doesn't feel students should be totally responsible for space allocation.

Mr. Wright asked Charles what his observations are about the second floor?

Charles suggested looking at the space between the quads. The use of space should be looked at.

Judy Grew (MSA) thought there should be something written into the space allocation policy. In observing second floor she has noticed a lot of desks are not being used. There should be a followup of organizations not using space to see if they would be willing to give up the space.

MOTION 88-11 (Bengston -)
Mandate XC to develop information for space dealing with U-YW. What space is available for assignment? What funds are available for reconfiguring space. What is the role of the Board? What are the demands on space?

The meeting adjourned at 1:45 pm.

Respectfully submitted,
Rufus L. Simmons
Secretary

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Board of Governors

11 April 1988

Agenda

- I. Call to Order
John H. Wright, Presiding

- II. Approval of Minutes
4 April 1988

- III. Report of the Chairman
Tri Union Get-Together

- IV. Unfinished Business
Space Allocation action

- V. New Business

- VI. Reports

- VII. Announcements & process
Scholarship discussion Monday, April 18.
Elections and leadership transition; Monday, 9 May.

- VIII. Adjournment

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University of Minnesota
Coffman Memorial Union
Union Board of Governors

11 April 1988

A meeting of the Union Board of Governors was held on Monday, April 11, 1988 at 12:10 pm in room 346 Coffman Memorial Union. A quorum was present.

The Chairman, Mr. John Wright, presided.

Present: John Wright Chair
 Roberta Bengston V-C Program
 Molly Anderson V-C S & F
 Barry Bridges UBOG Alumni
 Erich Bertsch IT
 Ken Martin MN Alumni
 Lora Pollari CLA
 Penny Killis MISA
 Aron Pilhofer MSA
 Maggie Towle CMU
 Richard Melton CMU
 Rufus Simmons CMU
 Liz Andersen CMU

Absent: Mary Misukanis GC
 Leslie Bowman Fd Service
 Dean Joula Ed
 Patrick Mendis COGS

Guests: Pat Thompson, U-YW; Sue Severeid, MN Daily; Vi Justice, CMU

REPORT OF CHAIRMAN

Agenda Items: -Motion 88-8, tabled 4 April meeting: "The lease space provided to the U-YW will be Room 244."

-Two recommendations from Exec:

A. Role of the Board

Space allocation packages shall be established by House and Finance in partnership with administration and approved by the board.

B. SOAC Long-Range Plans

House and Finance shall work in partnership with administration to identify effective and efficient use of the SOAC areas.

Motion 88-12 (Pollari-Pilhofer) To bring Motion 88-8 to the table.

Erich Bertsch noted it was his understanding the U-YW would stay in 244 for the time being. During the summer the Y's space needs would be reviewed like other organizations.

Mr. Simmons noted, for point of information, that a significant item that continues to reoccur re the YW space is the question of religious (church/state) and preferential treatment that is perceived. He received a call from the civil liberties union regarding the situation. To treat the Y different from other student organizations would make a problem for us.

Ms. Thompson said there was a question in 1970 about the same issue. The name was changed from YWCA to U-YW, and the Y is now a secular organization.

Mr. Simmons noted preferential treatment is the problem.

Mr. Pilhofer asked, is the space not being renewed because administration is looking at using the space?

Mr. Wright said he wants to get the board involved in space allocation. The U-YW would stay in 244 until a decision is made that something else should be placed in there. The Union should not be locked into a lease situation until an analysis is made of space needs.

Mr. Simmons noted the U-WY has changed from staff to student organization status over the years.

The Chair asked Mr. Simmons, at this point, where would you put Student Activities?

Mr. Simmons said he does not know the needs of the Student Activities Office or the needs of the student organizations. He would like to see their needs stated on an application.

Mr. Wright said he thinks the best space for the Student Activities Office right now is the MU office space, with 244 designated as U-YW space on an ongoing one-year lease.

Ms. Pollari said she had requested that alternative space for Student Activities be presented today.

Mr. Wright noted it is in the best interest of students in maintaining a line of communication to Student Activities, that the Board and Administration in partnership allocate space in the Union to Student Activities.

Molly Anderson said she thinks all student organizations should be treated the same.

Mr. Bertsch said the issue is whether the U-YW should be located in 244. They should be there until the space allocation committee decides otherwise.

Mr. Bridges spoke in opposition to the motion as it seemed the discussion focussed more on the resolution. He would amend the resolution to indicate a timeline for the U-YW. It was noted the special relationship of the U-YW/CMU would be considered in the present house policies.

AMENDMENT 88-8 (Pilhofer-Pollari) That Room 244 remain U-YW space until the space allocation committee decides otherwise.

Mr. Bridges noted the amendment was not needed. The Y remains in the space until June 30th. If the committee has not made a decision by then the contract would expire anyway.

Mr. Simmons noted all leases are discussed at the end of the year.

Ms. Pollari said she was concerned about when this would happen. How long it would take?

Ms. Bengston noted the intent of the resolution is to leave the U-YW in 244 for one year, then look at space needs along with other student organizations.

MOTION 88-8 as amended carried.

Pat Thompson (U-YW) asked how can you do space allocation during the summer?

It was noted organizations submit application in spring which are reviewed during summer and implemented in the fall.

Liz Anderson said a space needs analysis needs to be part of the new application form. The application should include the number of people in the space, programs, and extent of use of space.

Mr. Bridges asked if everyone understood what SOAC constitutes? Ms. Andersen said it is Room 235. Mr. Bridges suggested SOAC long-range plans should be changed to Administrative Zone 1 instead of SOAC.

Mr. Bridges asked to make Exec Recommendations a motion, amending B to read: Service and Facilities shall work in partnership with administration, using existing house policies to identify effective and efficient use of Administrative Zone 1 areas.

MOTION 88-13 (Bridges-Martin)

A. Role of the Board

Space allocation packages shall be established by House and Finance in partnership with administration and approved by the Board.

B. SOAC Long-Range Plans

Service and Facilities shall work in partnership with administration, using existing house policies to identify effective and efficient use of Administrative Zone 1 areas.

Mr. Simmons noted there is a commitment to clear the men's lounge by fall quarter.

Ms. Thompson asked if any other student organization had a lease that ran longer than one year?

Mr. Simmons noted MSA Service Corporation's lease was for 5 years.

Mr. Martin suggested charging Service and Facilities, in conjunction with developing A and B, to develop a process for grievance or hearing after space allocation is announced.

Union Board of Governors
11 April 1988
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AMENDMENT 88-13 (Martin-Bridges)

That Service and Facilities develop a grievance or hearing process to occur in spring quarter to review procedures each year so that comments pro or con to problem situations can be considered in conjunction with allocation process.

AMENDMENT 88-13 Carried

Question called.

MOTION 88-13 as amended carried.

Items for consideration at meeting, Monday, April 18:
Scholarship
Leadership Transition

Respectfully submitted,

Rufus L. Simmons
Secretary

University of Minnesota
Coffman Memorial Union
Board of Governors

Agenda item for consideration

I. Title: space allocation

Discussion
Information
XX Motion for action requested

II. Recommended or proposed action:

A. Role of the Board

Space allocation packages shall be established by House and Finance in partnership with administration and approved by the board.

B. SOAC Long-Range Plans

House and Finance shall work in partnership with administration to identify effective and efficient use of the SOAC area.

III. Purpose or intent of item:

To establish the most effective process for allocating SOAC space.

IV. Presented by: Exec

V. Date: 11 April 1988

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Board of Governors

18 April 1988

Agenda

- I. Call to Order
John H. Wright, Presiding

- II. Approval of Minutes
4 April
11 April

- III. Report of the Chairman
West Bank Tri Union get-together
Recognition
Leadership transition
Constitution

- IV. Unfinished Business

- V. New Business
Scholarship discussion

- VI. Reports
Director:
Budget cycle

- VII. Announcements & Process
Elections and Leadership Transition; Monday, 9 May
Nominations for officers next Meeting

- VIII. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

18 April 1988

A meeting of the Union Board of Governors was held on Monday, April 18, 1988 at 12:15 pm in Room 346 Coffman Memorial Union. A quorum was present.

The Chairman, Mr. John Wright, presided.

Present: John Wright Chair
 Roberta Bengston V-C Program
 Molly Anderson V-C S&F
 Ken Martin MN Alumni
 Leslie Bowman Fd Service
 Barry Bridges UBOG Alumni
 Lora Pollari CLA
 Penny Kilis MISA
 Liz Andersen CMU
 Maggie Towle CMU
 Rufus Simmons CMU

Absent: Mary Misukanis GC
 Dean Juola Ed
 Erich Bertsch IT
 Patrick Mendis COGS
 Richard Melton CMU (exc)

Guests: Vi Justice CMU

APPROVAL OF MINUTES

The minutes of April 4 were approved with the following correction:
Page 2, paragraph 9, change Mr. to Ms. Pollari.

The minutes of April 11 were approved as written.

REPORT OF THE CHAIRMAN

The Chair and Roberta Bengston attended the West Bank Tri Union get-together.

Leadership transition will take place May 9. The three chair positions will be open for election.

NEW BUSINESS

The Chair brought to the Board a recommendation from Executive Committee titled "Scholarship Revision Process" with a request for a motion for action.

Proposed action: 1) The alum of the Board shall preside over the remaining revision process and over the awarding of the scholarship.
2) Revision process: a) board recommendations, b) administrative recommendations, c) scholarship committee recommendations, d) final approval of the Board on April 25.

The purpose or intent of the item is to assure that the process for awarding the scholarship is inclusive of concerns from all elements of the Coffman Union volunteers.

MOTION 88-14 (Exec -)
To appoint the UBOG alumni representative to preside over the remaining revision process and over the awarding of the scholarship. That the alumni representative appoint a scholarship committee composed of director, or designate; program director, or designate, volunteer representative and student employee representative.

Following discussion, the Motion carried.

The draft of CMU Gordon L. Starr Scholarship was distributed for discussion/revision.

"Extent of Scholarship" was discussed and agreement reached that it should be spelled out that funds would be remitted up to \$2,600 and that one-third of the award would be given at the beginning of each quarter.

"Qualifications for application to scholarship" was discussed. It was agreed that applicant must be a student as defined by the Assembly Committee for Student Affairs. It was agreed that (6 credit minimum) should be added to the statement.

"Applicants of the Gordon L. Scholarship will be evaluated in the following way:" was discussed. It was agreed that the applicants should be evaluated by a committee of 5 members.

MOTION 88-15 (Bridges - Anderson)
That the Scholarship document be amended to include the agreed upon additions noted above.

Motion carried.

REPORTS

The directors report on budget cycle was postponed to the next meeting due to lack of time.

ANNOUNCEMENTS

Officer nominations - Monday, April 25.
Election and Leadership Transition - Monday, 9 May

The meeting adjourned at 1:30.

Respectfully submitted,

Rufus L. Simmons
Secretary

coffman

Board of Governors

University of Minnesota
Coffman Memorial Union
Board of Governors

Agenda item for consideration

I. Title: Scholarship revision process

Discussion
Information

XX Motion for action requested

II. Recommended or proposed action:

I. The alum of the Board shall preside over the remaining revision process and over the awarding of the scholarship.

II. Revision process:

A. Board recommendations.

B. Administrative recommendations.

C. Scholarship Committee recommendations.

D. Final approval of the Board (^{APRIL 25} ~~May 9~~)

III. Purpose or intent of item:

To assure that the process for awarding the scholarship is inclusive of concerns from all elements of the Coffman Union volunteers.

IV. Presented by: Exec

V. Date: 18, April 1988

University of Minnesota
Coffman Memorial Union
Minnesota Unions

Scholarship for Leadership and Service

Application

You are encouraged to apply for the Gordon L. Starr Scholarship. The criteria for selection of recipients are:

The Scholarship is to be used during the following academic year. Qualifications for application to Scholarship:

1. The applicant must be a "student" as defined by the Assembly Committee for Student Affairs.
2. The applicant must be in good academic standing as defined by his or her school of enrollment. The applicant must not be on academic probation.
3. Anyone who has participated in the Union for one year is eligible if he or she agrees to a commitment of one additional year. Those who have participated for two or more years are eligible with no additional requirement.
4. Anyone who has already received a Gordon L. Starr Scholarship is ineligible for another such scholarship.

This application along with interviews of appropriate advisor(s)/-volunteers will be used to determine the quality of involvement and service.

Name (please print or type) _____
Local Address _____
City, state, zip _____
University ID # _____ phone number _____
Permanent Address _____
City, state, zip _____
Social security # _____ phone number _____
College or academic program or unit _____ Overall GPA _____
Expected graduation _____

Please complete the attached application page(s) as demonstrated below. Give as much information as possible -- it is to your best advantage.

Participation and Service	
(Preceding year, chronological order, earliest date first)	
Area:	(Program area(s), Governing Board, etc.)
Term:	(Academic quarter and year)
Chairperson/Advisor:	(Name of chairperson or advisor)
Time Committed:	(Hours per week)
Participation Description:	(Describe the specific results/outcomes of your participation.)

Participation and Service
(Please list all activities in chronological order, earliest date first)

Area:

Term:

Chairperson/Advisor:

Time Committed:

Participation Description:

Area:

Term:

Chairperson/Advisor:

Time Committed:

Participation Description:

Area:

Term:

Chairperson/Advisor:

Time Committed:

Participation Description:

Note: Add additional pages if needed.

Scholarship Application
Page Three

Provide any additional information which may be pertinent.
(Use back of this sheet or additional pages if needed.)

Please list two person whom the Scholarship Committee may interview as your references. The persons must know about your union participation and leadership.

Name _____ Phone # _____

Name _____ Phone # _____

"I authorize the University of Minnesota's Office of Admissions and Records to certify that I am a currently enrolled student on the Twin Cities campus and to verify any requirements for the position for which I have applied."

Signed _____ Date _____

RETURN TO:
220 Coffman Memorial Union, 300 Washington Avenue SE, Minneapolis, MN
55455. Applications must be received by _____.

GORDON L. STARR SCHOLARSHIP

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

APPLICATION

Purpose of the scholarship:

1. The Gordon L. Starr Scholarship was established in honor of Mr. Starr for his dedication and service as the Director of Coffman Union.
2. To recognize and reward outstanding volunteer service and leadership in Coffman Union.
3. To foster leadership development in Coffman Union.
4. To enhance volunteerism at Coffman Union.

Extent of scholarship:

1. The recipient(s) of the scholarship shall receive \$2,640 in three checks. (amount may vary with rising and falling interest rates) Checks shall be issued by Financial Aid at the beginning of each of three quarters. The scholarship is designated for tuition, fees and books.

Qualifications:

1. Applicant must be a student as defined by the Assembly Committee for Student Affairs. (Minimum of 6 credits per quarter at the time of application and throughout the period in which the scholarship is awarded.)
2. Applicant must be in good academic standing as defined by his or her school of enrollment; student must not be on academic probation.
3. Individuals who have participated in the Union for one year are eligible with the minimum commitment of one additional year. Individuals who have participated for two years or more are eligible with no additional commitment.
4. Any individual who has received the Gordon L. Starr scholarship becomes ineligible for the scholarship in the future.

**Coffman Memorial Union
Gordon L. Starr Scholarship**

Criteria upon which the applicants will be judged:

1. Level of understanding and dedication to the Union idea.
2. Excellence in leadership.
3. Excellence in service and impact on actualization of the Union's goals.

Applicants will be evaluated according to the following process:

1. Nominations are not necessary for this scholarship; applicants need only complete an application form to be considered. All Coffman Union volunteers are encouraged to apply.
2. The Scholarship committee will use the application to assess data which volunteers wish to be considered. (Hours or quarters of service, number of positions held, responsibilities, ect.)
3. The Scholarship committee shall assess any additional information by contacting respective chairpersons/advisors of positions held. Any Contacts which the applicant wishes to provide for the committee should be included on the scholarship application.
4. The Scholarship committee shall interview the finalists for the scholarship. The interview will serve to further evaluate information related to Union leadership and service.
5. The Scholarship shall be awarded at the Spring volunteer recognition event or at the next most appropriate opportunity.

GORDON L. STARR SCHOLARSHIP

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

APPLICATION

Name (please print of type) _____

Local address _____

City, state , zip _____

Phone # _____

Permanant address _____

City, state, zip _____

Phone # _____

University ID # _____

Social Security # _____

College, academic program or unit _____

Expected graduation _____

Please complete the attached application page(s) as demonstrated below
Give as much information as possible -- it is to your best advantage.
(Chronological order, earliest date first)

Participation and service:

Area: (program committee, governing board, etc.)

Term: (Academic quarter and year)

Chairperson/Advisor: (Name of chairperson or advisor)

Time Committed: (Hours per week)

Participation Description: (Describe the specific results/outcomes
of your participation)

(detach previous pages and submit application to room 230 CMU)

GORDON L. STARR SCHOLARSHIP
COFFMAN MEMORIAL UNION

Name _____

Participation and Service
(Please list all activities in chronological order, earliest date first)

Area:

Term:

Chairperson/Advisor:

Time Committed:

Participation Description:

Area:

Term:

Chairperson/Advisor:

Time Committed:

Participation Description:

Area:

Term:

Chairperson/Advisor:

Time Committed:

Participation Description:

Note: Add additional pages if needed.

GORDON L. STARR SCHOLARSHIP
COFFMAN MEMORIAL UNION

List any additional information which may be pertinent.
(use additional pages if necessary)

Please list two persons whom the Scholarship Committee may
interview as your reference. The persons must know about your
Union participation and leadership.

Name _____ Phone # _____

Name _____ Phone # _____

GORDON L. STARR SCHOLARSHIP

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

VERIFICATION OF GOOD ACADEMIC STANDING

STUDENT

Name: _____

University ID #: _____

College of enrollment: _____

STUDENT AUTHORIZATION

"I authorize my University of Minnesota college office to
verify my academic standing."

Signed _____ Date _____

COLLEGE OFFICE VERIFICATION

(sign the appropriate statement and place an "X" on the other)

"I certify that the above student is in good academic standing
and is not on academic probation."

Signed _____ Date _____

"I certify that the above student is not in good academic
standing and is on academic probation."

Signed _____ Date _____

coffman

Board of Governors

25 April 1988

Agenda

I. Call to Order
Bobbee Bengston, Presiding

II. Approval of Minutes
18 April

III. Report of the Chairman
none

IV. Unfinished Business
Scholarship action

V. New Business
Nominations for 88/89 officers

VI. Reports
Director Budget Cycle information

VII. Announcements & process
Coffman Union volunteer recognition Monday May 23rd.
Elections and Leadership transition next meeting Monday
9 May.

VIII. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

25 April 1988

A meeting of the Union Board of Governors was held on Monday, April 25, 1988 at 12:15 pm in Room 346 Coffman Memorial Union. A quorum was present.

Vice Chair for Program, Roberta Bengston, presided.

Present:	John Wright	Chair	Lora Pollari	CLA
	Roberta Bengston	V-C Program	Penny Kilis	MISA
	Ken Martin	MN Alumni	Liz Andersen	CMU
	Barry Bridges	UBOG Alumni	Maggie Towle	CMU
	Erich Bertsch	IT	Rufus Simmons	CMU
			Richard Melton	CMU
Absent:	Molly Anderson	VC S&F (exc)	Dean Juola	Ed
	Mary Misukanis	GC	Patrick Mendis	COGS
	Aron Pilhofer	MSA	Leslie Bowman	Fd Service (exc)

APPROVAL OF MINUTES

The minutes of April 18 will be approved at the April 25 meeting.

REPORT OF CHAIRMAN

None

UNFINISHED BUSINESS

Scholarship. Two scholarships, one drafted by the Board and one by Administration were distributed. Richard Melton reviewed the differences between the two drafts.

John Wright said he inquired as to whether the recipient of the scholarship would be required to pay tax on the money and he was told there would not be a tax if the money is used for tuition, fees and books. He also reviewed the Zander and presidential leadership award documents, as to how they are stated, and he feels the Board is beyond their level of achievement in identifying the process for the scholarship.

It was noted the West Bank Scholarship asks six questions of the applicant which are graded according to response. Recommendations from staff are also graded. Mr. Simmons suggested the criteria from the West Bank scholarship be taken into consideration. He felt it would be a simpler process with fewer steps.

Lora Pollari said it was easier for her to follow the Board document than the administration document.

John Wright recommended going through the documents item by item and combine the best into one document.

Using the Board scholarship draft as a base the items were compared.

Purpose of scholarship, Item 1, years of service for Mr. Starr were added. Items 2, 3 and 4 were combined as written in administration draft.

Extend of scholarship was changed to indicate the endowment shall be increased commensurate with tuition increase. Ken Martin suggested the scholarship amount be set annually as part of the budget process, using \$2,640 as a base of reference.

Qualifications, item 2, "must not be on academic probation" changed to "not qualified if on probation."

Due to the lateness of the hour a motion was made to have the scholarship committee complete combining of the two drafts.

MOTION 88-16 (Pollari - Martin)

Move that Scholarship Committee meet this week and combine documents and present to Board for approval next week.

John Wright made a friendly amendment that the scholarship committee clarify that \$2,640 be given to each scholarship recipient.

Amendment accepted and MOTION CARRIED.

NOMINATIONS

MOTION 88-17 (Pollari - Bridges)

To open nominations for 1988-89 Board of Governors.
CARRIED

Mr. Wright noted nominations would be open until next week or until elections. Board members interested in running for a chair position need not be nominated to be elected. Anyone interested in running for a position should write a statement of interest.

Ms. Bengston distributed a letter indicating her interest in serving as Chair in 1988-89. Lora Pollari nominated Ms. Bengston for the position.

Ken Martin nominated Erich Bertsch for the position of Vice Chair, Service and Facilities. Mr. Bertsch accepted the nomination.

There were no nominations for Vice Chair, Programs.

DIRECTORS REPORT

Mr. Simmons distributed a draft of Update 1988-89 PPBS for Board information. Board members were asked to review the document and bring questions to the next meeting. Mr. Simmons noted a final draft will be forthcoming.

Union Board of Governors
25 April 1988
Minutes
Page 45

ANNOUNCEMENTS

Recognition will be held May 23.
CMU UBOG leadership election at May 9 UBOG meeting.
Mr. Simmons was presented with a grandson this morning.

The meeting was adjourned at 1:06.

Respectfully submitted,

Rufus L. Simmons
Secretary

coffman

Board of Governors

April 25, 1988

To: Coffman Union Board of Governors

Fr: Roberta Bengston

On May 9 there will be an election for Board officers, I am running for the position of Chair of the Board of Governors and I would greatly appreciate your support.

I have been a member of this student board for the last fifteen months.

During this time I have held the position of representative to the College of Education and more recently Vice-Chair of Programming. I now feel that I am ready to take on the responsibility of the Chair of the Board.

As Vice-Chair of Programming I have worked with the Executive Committee and Administration to create a strong Union. I am committed to the future success of the Union and our service to the community.

I believe we have already begun to set the stage for the next year and there are several areas which are my particular concerns. Recruitment and Orientation for the Board as well as the resolution of our constitution. In the next month we must also finish the 88-89 budget and begin work in the summer and fall and the 89-90 budget. I am excited about the Board's involvement in the space allocation cycle. I am also interested in building a strong relationship with St. Paul Student Center and West Bank Union.

In closing, I'd like to say that I am confident in my ability to serve the Board of Governors and the community we serve. I would appreciate your support.

Sincerely,

Roberta Bengston

Roberta Bengston

April 25, 1988

TO: CMU Board of Governors and Administrative Team
FR: Rufus L. Simmons
RE: Update 1988-89 Program Planning Budget System (PPBS)

INTRODUCTION:

CMU staff is emersed in the budget planning process. To date significant progress has been made in adjusting to the loss of \$114,000 in fee revenue to delivering CMU's programs, services, and facilities. The first budget drafts are under review and modification; and as of this memo we are \$38,860 under budget.

The Board of Governors will need to schedule a meeting to review in detail the staff budget recommendation for 1988-89.

The following information should provide a general overview of our current status, to include (A) Fee Funding; (B) Inflation Guidelines; (C) Budget Strategies; (D) Fee Support Budget Targets with the footnotes, (E) Project performance data.

CMU
RLS

1988-89 CMU Budget Development Update

A) 1988-89 Fee Funding Base

1. The 1987-88 fee of \$1,227,851 includes \$114,000 MU reserves; the expected 1988-89 fee funding will be between (a) \$1,333,309 and (b) \$1,354,434

<u>Option (a):</u>	based upon	\$1,290,482	57.2% of 1988-89 MU fees without SA Coms and Public Relations cost
		<u>42,827</u>	MU Directors <u>tentative</u> allocation SA Coms and Public Relations cost
		\$1,333,309	

Option (b): \$1,354,432 (57.2% of 1988-89 MU Fee support).

2. The variance between (a) and (b) is \$21,125 which could be available for reallocation.

B) 1988-89 Inflation Adjustment

Full-time Academic Staff	2.5%
Student	0%
Supplies and Expense	Staff to use marketplace projection to determined appropriate increase.
Utilities	4.0%
Fringe (Civil Service)	23.0% increased 2%
Academic	29.0% increased 3%

C) CMU Prioritized Budget Strategies Guidelines

CMU Staff participate in the development of five major categories for Budget Development they are included for your review.

1. Revenue Enhancement

Review rate subsidies and income generation for all projects (Rec Center, Reservations, Concessions.)

Increase space rental and lease rates, with particular focus on free, and/or low-cost, non-student organization facility use.

Assess the impact of rate increase and increase where negative PR/Revenue impact would be minimal.

2. Project Consolidation - Activities

Consolidate the CMU activities projects (14) into a smaller number to achieve accounting/management efficiency and improved intra/inter union collaboration and co-sponsorship of programs and activities.

3. Examine Subsidy to Projects

Eliminate the literary arts project.

Reduce the subsidy to visual arts.

Reduce the subsidy to the studio.

Reduce the subsidy to volunteer development.

Reduce the subsidy to human resource development and PR/marketing research and special events.

Reduce the subsidy to housekeeping and maintenance projects.

Examine subsidy for Issues and Ideas.

Examine subsidy for Performing Arts.

4. Guidelines for Project Budget

Proposed plan to focus 75% of activities' resources toward student/staff-driven, high-visibility, low-cost per participant i.e., 50% of activities' resources would fund programs costing \$1-\$2/per participant; 25% would fund programs costing between \$2-\$3 per participant.

The remaining 25% of activities' resources would be directed toward student/staff-driven programs aimed at enhancing recruitment and involvement of volunteers, particularly faculty/staff.

Guidelines for budget bottomline determined in advance. Managers determine how to meet bottomline.

5. Clarify WBU/CMU Relationship

D) 1988-89 Budget Fee Support Targets

	<u>Budget 1987-88</u>	<u>Budget Guidelines Target 1988-89</u>	<u>1st Draft 1988-89 Budget</u>
Visual Arts	31,445	30,563	30,952
Performing Arts	25,067	24,485	24,874
Literary Arts	4,395	0	0
* Film Arts	8,302	8,310 (A)	10,824
Issues and Ideas	32,582	46,279 (A)	35,393
International	0	6,127 (A)	6,127 (C)
American Indian	13,355	12,977	12,977
Asian American	13,355	12,977	12,977
Black American	13,355	12,977	12,977
Chicano Latino	13,355	12,977	12,977
Social Rec	9,904	25,168 (A)	19,908) (D) 5,256)
Crafts	38,578	24,812	25,303
Social Education	0	11,683 (A)	11,683
Volunteer Development	16,114	19,472 (A)	Combined w/HRD (E)
Games	(94,821)	(95,000)	(86,170) (F)
Reservations	13,379	17,425 (A)	17,311
Comm Media	1,790	2,739	18,681 (G)
Concessions	(1,820)	6,015	13,319 (H)
Post Office	15,423	10,481	15,399 (I)
Housekeeping	690,225	641,423	641,423
Maintenance	172,216	167,144	151,161 (G)
Leases	(130,316)	(137,548) (A)	(147,568) (J)
UBOG	6,491	6,662	6,662
Planning & Operations	335,477 D	258,131	258,131
Recordkeeping (Internal)		79,911	71,866 (K)
Recordkeeping (SA Coms)		28,159	28,159
Human Resource Development		32,067 (A)	51,539 (E)
PR - Special Events		32,308 (A)	32,308
	<u>1,227,851</u>	<u>1,297,932 (B)</u>	<u>1,294,449</u>

FOOTNOTES:

- A. F.T.E. and appropriate supplies and expense switched from P&O.
- B.

\$1,333,309	Minimum Fee Support
<u>1,297,932</u>	Retrenched 1987-88 Fee Support
\$ 35,377	Available for Reallocation
- C. New project derived from multicultural program.
- D. Includes both Social and Recreation Trips and Outings.
- E. Combined with HRD.
- F. Supervision Salary Cost - Increased facility security and program development enhancement.
- G. Salary cost \$16,000 transferred from maintenance budget.
- H. College Work Study decrease \$5,000, plus sales decrease. Cost reduction options - \$.25 check cashing fee.
- I. College Work Study decrease \$5,000.
- J. Denotes an aggressive projected revenue based upon rent increase from 5.5% to 31.58% which will result in a per sq.ft. cost increase ranging from \$.24 to \$1.35.
- K. The \$8,000 reduction needs closer examination. This is a reassigned project responsibility for CMU.

E. Project Performance Data

-5-

	<u>1987-88</u>	<u>1988-89</u>
<u>Visual Arts</u>		
Exhibitions	9	5
Reception	17	5
Third Floor Displays	2	5
Total Attendance	14,310	12,830
Volunteers	3	80
<u>Performing Arts</u>		
Program Series	10-14	10-12
Events	53-71	55-60
Attendance	4,425 - 6,200	6,000
Volunteers		
Core	8-11	8-10
Ad-hoc	13-16	12-16
<u>Literary Arts</u>		
Program Series	6	DISCONTINUED
Events	14-18	AS A
Attendance	850-1,100	CMU
Volunteer		PROJECT
Core	0	
Ad-hoc	2-3	
<u>Film</u>		
Program Series	6	3
Events	50-60	30
Attendance	4,500 - 5,250	3,250
Volunteers		
Core	3-5	3-5
Ad-hoc	2-4	2-4
<u>Issues & Ideas</u>		
Program Series	18	20
Events	79	102
Attendance	8,050	10,500
Volunteers		
Core	4	5
Ad-hoc	10	10
<u>International</u>		
Program Series	---	<u>To Be Determined</u>
Events	36	
Attendance	4,000	
Volunteers		
Core		
Ad-hoc		
<u>American Indian</u>		
Program Series		<u>To Be Determined</u>
Events	12-14	
Attendance	2,000	
Volunteers	5	

	<u>1987-88</u>	<u>1988-89</u>
<u>Asian American</u>		
Program Series	---	<u>To Be Determined</u>
Events	10	
Attendance	700	
Volunteers	5	
 <u>Black American</u>		
Program Series	---	<u>To be Determined</u>
Events	12-14	
Attendance	3,000	
Volunteers	5	
 <u>Chicano Latino</u>		
Program Series	---	<u>To Be Determined</u>
Events	10-12	
Attendance	800	
Volunteers	5	
 <u>Social/Recreation</u>		
Program Series	---	6
Events	22	61
Attendance	2,500	9,790
Volunteers		
Core	4	6
Ad-hoc	24	26
 <u>Crafts (The Studio)</u>		
Minicourses Taught	60	-
Minicourse Registrations	480	
Minicourse "Users"		1,980
Total Daily "Users"	4,740	4,290
 (Ceramics, woodworking, sculptures, stained glass, matting/framing, mini courses, photo lab)		
 <u>Social/Recreation</u>		
Program Series	NOT IN	5
Events	EXISTENCE	32
Attendance		1,234
Volunteers		
Core		5
Ad-hoc		10
 <u>Social Education (Minicourses)</u>		
Number of Mini Course		105
Registration Total		2,100
Average Attendance per Course		20
Average Number of Sections		
Per Course		6
 <u>Volunteer Development</u>		
Core Volunteer	50-75	COMBINED WITH
Ad Hoc Volunteers	20-30	HUMAN RESOURCE
Open House	5	DEVELOPMENT
Orientation	5	
Life Skill Training Session	20-30	

	<u>1987-88</u>	<u>1988-89</u>
Volunteer Data Base	1	
Recognition Sanctions	4	
Multicultural Education Strategy	1	

Recreation Center

Games

Bowling	70,000 Games	70,208 Games
Billiards	24,000 Hours	25,350 Hours
Table Tennis	4,440 Hours	3,217 Hours
Amusement Games	447,761 Plays	500,000 Plays
Table Soccer	500 Hours	400 Hours

Reservations

Number of Reservations	10,800	9,500
Number of Events	9,650	7,500
Number of People Served	246,500	190,000
Reservation Customers	9,400	8,500
Evaluation Rating	4.6	4.6
Evaluation Reports	--	4

Comm/Media

Number of programs worked	600	650
C/M Evaluation	4.5	4.5
A/V Evaluation	4.5	4.5

Service Center

Post Office

Number of Customers	146,400	136,487
MTC	22,627	22,758
Parking Coupons	13,832	11,589
Locker Rental	850	840
Postal Customers	99,091	101,300
Discount Movie Passes	10,000	10,333
Postal Sales	280,000	288,720

Housekeeping

Performance Data Sheet

Maintenance

In Process

Leases

Number of Leases Administered		
Non-U Organization	3	4
U of M Dept	4	4
Student Organization	<u>79</u>	<u>97</u>
TOTAL	86	105
\$ per sq. foot yielded		
Non U Organization	\$16.25	\$17.62
U of M Dept	7.84	8.08
Student Organization		
Enterprise	6.67	8.02
w/est. Source of Income	3.80	4.88
w/no External Support	1.50	1.74

Union Board of Governors	In Process
Recordkeeping (Internal)	"
Recordkeeping (SA-COMS)	"
Human Resource Development	"
Public Relations/Marketing & Special Events	"

CMU/rls
Revised 4/27/88

colbman

Board of Governors

2 May 1988

Agenda

- I. Call to Order
John H. Wright, Presiding
- II. Approval of Minutes
25 April
- III. Report of the Chairman
MU Working Group
- IV. Unfinished Business
Budget Cycle 88/89
- V. New Business
- VI. Reports
Scholarship
- VII. Leadership Transition
Nomination of New Officers
- VIII. Announcements & Process
- IX. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

2 May 1988

A meeting of the Union Board of Governors was held on Monday, May 2, 1988 at 12:15 pm in Room 346 Coffman Memorial Union. A quorum was present. The Chairman, Mr. John H. Wright, presided.

Present: John Wright Chair
 Roberta Bengston V-C Program
 Molly Anderson V-C H&F
 Barry Bridges UBOG Alumni
 Erich Bertsch IT
 Ken Martin MN Alumni
 Lora Pollari CLA
 Penny Kilis MISA
 Liz Andersen CMU
 Rufus Simmons CMU

Absent: Aron Pilhofer MSA
 Leslie Bowman Fd Service
 Patrick Mendis COGS
 Maggie Towle CMU

The Chair asked that Dean Juola and Mary Misukanis be taken off the list of governors as they were no longer attending.

APPROVAL OF MINUTES

The minutes of April 25 were approved as written.

REPORT OF CHAIRMAN

The MU Working Group has requested each union appoint two people to work as an initial hearing committee to review and make recommendations before presenting information to the Boards. Lora Pollari is on the committee. Ken Martin will serve on the committee. The Chair will recommend that the next Board Chair sit on the work group.

Ms. Pollari reported the Working Group met last week for the first time. They talked about agenda setting and the role of sub-committee. The plan is to talk to people, consolidate information and get a report together by October. The group may meet bi-weekly during the summer. Nick Barbatsis, Sue Oatey, Charles Rausch, Lora Pollari, Kate Harrigan and Melanie Lineburg are the initial group.

DIRECTOR REPORT

Mr. Simmons said he would take questions regarding the budget cycle. The budget at this time is within \$28,000 of available resources. Where is the Board's priorities? Examine the performance data. The budget proposal will be completed this week.

Question was asked, what is social education? It was noted it is mini courses.

Question was asked, what is the difference between Options A and B? Mr. Simmons noted A is 57.2% MU 1988-89 Fees plus approximately 1/3 of MU student activities COMS and PR Marketing fee support, and B is 57.2% of total fee support.

Ms. Pollari noted leases is a concern. Mr. Simmons reported that the strategy communicated to the Fees Committee would be to increase rent if we did not receive fee funding requested. CMU has the task of operating with \$114,000 less resources than budgeted for 1987-88.

Liz Andersen explained that the rent increase is intended to bring student organizations back to the original rent policy level of subsidy through staged increases over the next 5 years.

The Chair recommended Service and Facilities Committee review lease rates and Program Committee go through their items this week for discussion next week.

Mr. Simmons suggested board members discuss priorities with their constituencies and get their feedback. He would like XC and board members to make statements of intention, in the form of objectives for 1988-89.

G.L. Starr Scholarship

Mr. Bridges noted the Scholarship Committee met and combined UBOG/Administration scholarship forms in accordance with directive of Motion 88-15.

Page 2, Criteria: the committee shifted back from "excellence" to "demonstrated impact on." 5-step evaluation process was added. Item 4, questions have not been formulated at this time for interviewing finalists. Interview questions will not be published in advance.

Page 4, Application: GPA and Expected Graduation added. Suggestion was made to change dates on Application, 87-88 and 88-89, to this year and next year. Four questions were added to the application for applicant respondent.

It was noted because of the timeline, the award would not be able to be given at the award ceremony this year but a decision should be made by the end of the academic year.

MOTION 88-18 (Bridges-Pollari) That the Board approve the G.L. Starr Scholarship Application Form as presented.

Penny Kilis asked if applicants are aware of the timeframe? It was suggested due date for applications be noted on a cover letter.

The scholarship will be promoted to the Board and CUPC volunteers through project managers and staff advisors.

MOTION CARRIED.

Union Board of Governors
2 May 1988
Minutes
Page 48

Leadership Transition. Elections will take place next Monday for Chair and Vice Chairs, Service and Facilities and Programs. The new Chair will take over the meeting after elected.

Bobbie Bengston has been nominated for Chair, Erich Bertsch for Vice Chair-Service and Facilities. There is no nominatin for Vice Chair-Programs.

ANNOUNCEMENTS

Review User Survey. Roger Harrold, Rufus Simmons and Richard Melton will work up information rgarding the survey.

Mr. Wright asked if the survey would be conducted on a bi-yearly basis?

Mr. Simmons thought it would be worthwhile to do the survey every five years and survey questions needing further research on a bi-yearly basis.

Mr. Wright asked if there would be any personnel changes as a result of the \$114,000 deficit?

FTE changes are not anticipated at this time however student employees in the housekeeping area will be reduced. FT personnel in housekeeping will be shifted to times where it is difficult to recruit student employees.

There will be personnel changes in the activities area. A fulltime staff position may be filled by Grad Students. It is not definite at this time.,

Mr. Martin asked if an overview sheet of the budget could be prepared for ease in comparison.

Respectfully submitted,

Rufus L. Simmons
Secretary

Total # respondents = 700, 84% of original sample

Coffman Memorial Union Users' Satisfaction Survey 1988

Gender distribution:

Women - 49%
Men - 51%

Ethnic Distribution:

Black 1.9%
Am Indian 0.9%
Asian Am 4.0%
Int'l 6.7%
White 86.5%

Project Directors:

Roger Harrold, Ph. D.
Richard Melton
Rufus Simmons

Winter 1988

INSTRUCTIONS

1. Clearly mark your answers with pen or pencil right in the survey booklet.
2. Please take time to answer all questions. We would appreciate it.
3. If you have any questions, call Rufus Simmons, 625-5170.
4. When you have finished, just fasten the booklet with the adhesive strip and drop in a campus mail or U.S. mail box.

CONFIDENTIALITY

Your responses in this survey will be treated confidentially. In order to obtain a completed survey from a high percentage of the study, we have assigned a number in the box, below, to the survey booklet. This is only for purposes of follow-up with those who have not returned their survey. Once an acceptable number of surveys have been completed and returned, we will destroy all identifying information.

PART 1. BACKGROUND INFORMATION

PLEASE CIRCLE THE APPROPRIATE NUMBER OR FILL IN THE BLANK.

1. Year in College:

- (1) 1st year undergraduate 12%
- (2) 2nd year undergraduate 12%
- (3) 3rd year undergraduate 16%
- (4) 4th year undergraduate 14%
- (5) 5th year or more undergraduate 14%
- (6) graduate or professional 30%
- (7) adult special or other 2%

2. Marital Status:

- (1) Not Married 78%
- (2) Married 22%

3. Please circle your current living arrangement:

- (1) I live with parents or relatives 22%
- (2) I own or rent a house 21%
- (3) I live in a University residence hall 11%
- (4) I live in a fraternity or sorority house 3%
- (5) I rent my own apartment 18%
- (6) I share rent on an apartment 17%
- (7) I rent a room in a house 6%
- (8) Other (please specify) 2%

4. Do you consider yourself to be a commuter student?

- (1) Yes 59%
- (2) No 41%

5. How many hours a week do you work for pay?

- (1) None 23%
- (2) Less than 10 hours 6%
- (3) 10-20 hours 36%
- (4) 21-39 hours 24%
- (5) 40 or more hours 11%

6. On which part of the Twin Cities Campus do you spend most of your time?

- (1) East Bank of the Minneapolis Campus 66%
- (2) West Bank of the Minneapolis Campus 25%
- (3) St. Paul Campus 9%

7. If there were an activity or program of interest to you on campus this quarter, would you be likely to participate in a one-hour program at the following times of the days indicated below: (Please circle a Yes or No for each time period for the days indicated)

Time Period	Mondays or Wednesdays	Tuesdays or Thursdays	Fridays	Saturdays or Sundays
Before 8am	95% No Yes 5%	No Yes 4%	No Yes 5%	No Yes 6%
8-10am	84% No Yes 16%	No Yes 14%	No Yes 14%	No Yes 14%
10-12am	78% No Yes 22%	No Yes 22%	No Yes 24%	No Yes 27%
12-1pm	65% No Yes 35%	No Yes 33%	No Yes 33%	No Yes 35%
1-3pm	70% No Yes 30%	No Yes 31%	No Yes 29%	No Yes 41%
3-5pm	65% No Yes 32%	No Yes 31%	No Yes 31%	No Yes 37%
5-7pm	72% No Yes 28%	No Yes 28%	No Yes 29%	No Yes 34%
7-9pm	60% No Yes 40%	No Yes 40%	No Yes 37%	No Yes 34%
9-11pm	84% No Yes 20%	No Yes 22%	No Yes 26%	No Yes 24%
9-1 am	88% No Yes 12%	No Yes 13%	No Yes 20%	No Yes 18%

8. At what time do you normally arrive on campus on the following days this quarter?

- (a) Mondays and Wednesdays 9am
- (b) Tuesdays and Thursdays 9am
- (c) Fridays 9am

9. At what time do you normally leave campus for the day on the following days this quarter?

- (a) Mondays and Wednesdays 3pm
- (b) Tuesdays and Thursdays 3pm
- (c) Fridays 2pm

10. What radio station do you listen to most often (CIRCLE ONE ONLY)

- percents →
- (01) KQRS 19.5
 - (02) WLOL 19.0
 - (03) KRSI 0.3
 - (04) KDWB 12.3
 - (05) KSTP 5.5
 - (06) WDGY 0.5
 - (07) WMMR 0.3
 - (08) WCCO 4.7
 - (09) WCAL 0.3
 - (10) KUOM 0.2
 - (11) KTIS 2.9
 - (12) KEEY 0.5
 - (13) WAYL 0.2
 - (14) KTCR 1.0
 - (15) WWTC -
 - (16) KSJN 6.6
 - (17) KMOJ 4.2
 - (18) Other 22.1

11. On the average, how often do you come to Coffman Union?

- (1) Never 17%
- (2) Occasionally, but less than once a week 43%
- (3) About once a week 13%
- (4) 2-3 times a week 15%
- (5) About once a day 9%
- (6) Several times a day 3%

12. How would you describe the atmosphere or the various atmospheres of Coffman Union? (Circle all descriptors which apply)

- includes use who never use Coffman Union
- a) friendly 28%
 - b) spacious 36%
 - c) comfortable 32%
 - d) sterile 8%
 - e) noisy 48%
 - f) dark, dingy 14%
 - g) relaxing 23%
 - h) empty, unused 2%
 - i) active, exciting 32%
 - j) neglected, shabby 4%
 - k) cold, uninviting 9%
 - l) "neat" place 14%
 - m) dirty, unkempt 10%
 - n) quiet 4%
 - o) drab 9%
 - p) over-crowded 43%
 - q) contemporary 16%
 - r) "dead," unexciting 6%
 - s) interesting 30%
 - t) uncomfortable 9%
 - u) warm, inviting 9%
 - v) bright, clean 15%
 - w) unfriendly 5%
 - x) colorful 17%
 - y) out-moded 6%
 - z) busy 64%

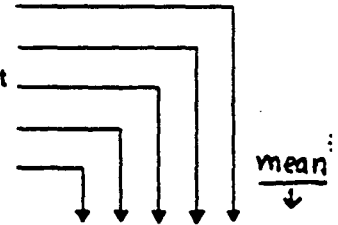
3. How do you *most often* learn about events held in Coffman Union or on campus? (CIRCLE ONE ONLY)
- | | | |
|-----------------------|-----------------------------------|-----------------------------------|
| (1) Daily ads 51% | (4) posters, fliers on campus 17% | (7) word of mouth 13% |
| (2) Daily articles 9% | (5) city newspapers 2% | (8) posters, fliers in Coffman 5% |
| (3) radio 1% | (6) U events calendar 2% | |

PART 2. IMPORTANCE OF SERVICES, FACILITIES, AND PROGRAMS

* based on 1-5 scale. The higher the mean, the more important.

14. Please circle how important it is to you personally (assuming you'll participate in or use) that Coffman Union provide a place to . . .

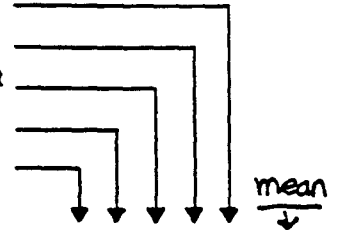
Very important
Important
Moderately important
Slightly important
Of no importance



	1	2	3	4	5	mean
a) Play billiards, table tennis, amusement games, or bowl.						2.386
b) Meet friends, interact with people.						3.042
c) Make new friends, interact with people.						2.581
d) Lounge, relax, and be comfortable.						3.307
e) Study quietly.						2.846
f) View art exhibits.						2.438
g) Purchase tickets, parking coupons, MTC bus passes.						3.050
h) See an inexpensive recent movie.						2.894
i) Meet informally with faculty.						2.185
j) Buy books, magazines, records, newspapers, candy, tobacco.						3.064
k) Make pottery, develop pictures, do carpentry (arts & crafts).						1.783
l) Get a ride/offer ride for trips within and out of state.						1.991
m) Rent outings equipment (tents, skis, snowshoes, etc.).						2.057
n) Contact a cultural center (Black, Asian, American Indian, Hispanic).						1.871
o) Use a banking (credit union) facility.						2.612
p) Contact the <i>Minnesota Daily</i> advertisement services.						1.922
q) Rent video tapes (movies).						1.986
r) Purchase stamps/use postal services.						3.255
s) Casually watch TV.						2.085
t) Participate in tournaments and/or leagues (chess, bowling, billiards, table tennis).						1.905
u) Cash a check.						2.953
v) Learn of global news and events via satellite TV.						2.287
w) Use or have access to personal computers at a modest fee.						2.422
x) Provide separate men's and women's lounge space.						1.613

15. Please circle how important it is to *you personally* (assuming you'll participate in these) that Coffman Union provide the following activities?

Very important
 Important
 Moderately important
 Slightly important
 Of no importance



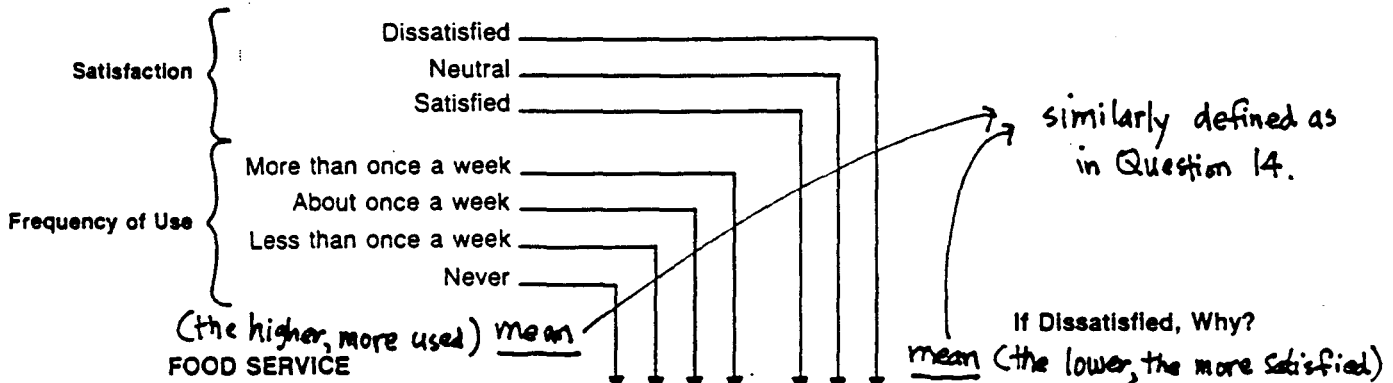
	1	2	3	4	5	mean
a) Jazz concerts.....						2.495
b) Experimental music concerts.....						2.361
c) Comedy acts.....						2.684
d) Non-alcoholic bar or nightclub environment.....						2.291
e) Rock concerts.....						2.574
f) Ethnic music/international music/entertainment.....						2.423
g) Classical music recitals and concerts.....						2.485
h) Programs on health and lifestyle issues.....						2.513
i) Notable visiting speakers and scholars.....						3.100
j) Classic films.....						2.726
k) Small group discussions.....						2.135
l) Film/video documentaries.....						2.371
m) Outings and trips such as skiing, canoeing, hiking, etc.....						2.225
n) Cultural and recreational outings within the Twin Cities and to other urban centers.....						2.137
o) Lectures and discussions with U of M faculty.....						2.438
p) Popular music (Top 40) concerts.....						2.445

16. Is there a program or activity that you would like Coffman Union to provide and that you would attend or participate in?

The results in this section exclude those who never use Coffman Union.

PART 3. USE AND SATISFACTION WITH SERVICES AND FACILITIES

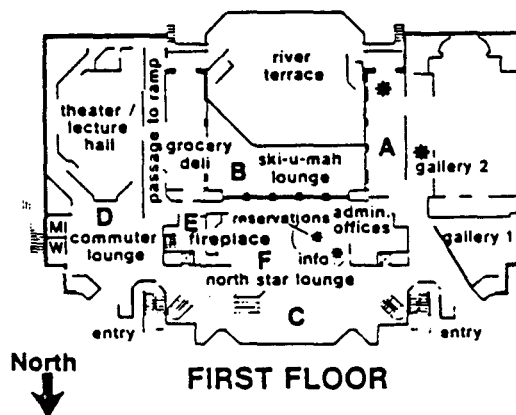
17. For each of the services and facilities below, indicate how often you use them. If you use them, indicate if satisfied. If dissatisfied, indicate why.



	Mean	1	2	3	4	1	2	3	Mean
1) The Barrel (popcorn and pizza) in the basement	1.463								1.741
2) The Whole's food/beverage bar in the basement	1.377								1.794
3) Food vending machines in the basement	1.878								1.643
4) Soup'r (popcorn, ice cream, spaghetti) on ground floor	1.483								1.659
5) Little Brown Jug (cafeteria) on ground floor	1.927								1.588
6) Food vending machines on ground floor	1.870								1.654
7) Deli on the first floor	1.533								1.661

STUDY/LOUNGE SPACE

	Mean	1	2	3	4	1	2	3	Mean
8) TV Room in the basement	1.274								1.833
9) The Whole in the basement	1.388								1.754
10) Large area of tables and chairs on ground floor	1.885								1.831
11) Gallery Lounge on first floor (area A on layout)	1.314								1.816
12) Ski-U-Mah Lounge on first floor (area B)	1.363								1.831
13) North Star Lounge on first floor (area C)	1.365								1.833
14) Commuter Lounge on first floor (area D)	1.274								1.950
15) Fireplace Lounge on first floor (area E)	1.239								1.873
16) Main Floor Lounge next to Info Center (area F)	1.416								1.770
17) Women's Lounge on the second floor	1.179								1.877
18) Space along the main hallway on third floor	1.156								1.879

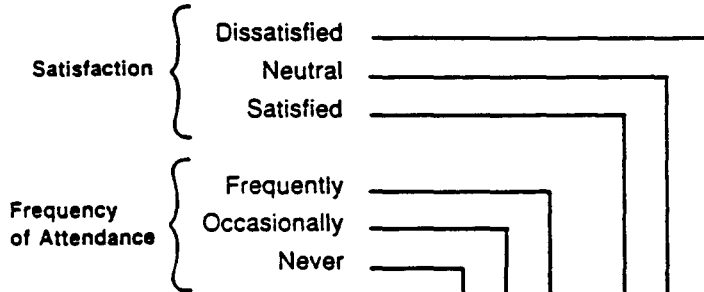


SERVICES	Dissatisfied				Neutral			Satisfied			mean	If Dissatisfied, Why? (the lower, the more satisfied)	
	1	2	3	4	1	2	3	1	2	3			
19) Recreation Center in basement (bowling, billiards, etc.)	1.505	1	2	3	4	1	2	3	1	2	3	1.608	
20) Aircraft Studio in the basement	1.126	1	2	3	4	1	2	3	1	2	3	1.878	
21) Arcade on the ground floor (amusement games)	1.310	1	2	3	4	1	2	3	1	2	3	1.768	
22) Post Office/Service Center on ground floor	1.933	1	2	3	4	1	2	3	1	2	3	1.366	
23) Newsstand on ground floor	1.608	1	2	3	4	1	2	3	1	2	3	1.479	
24) MSA Store on ground floor	1.971	1	2	3	4	1	2	3	1	2	3	1.362	
25) International Study/Travel Center on ground floor	1.259	1	2	3	4	1	2	3	1	2	3	1.723	
26) Copy Center on ground floor	1.472	1	2	3	4	1	2	3	1	2	3	1.564	
27) Golden Razor (barber/beauty salon) on ground floor	1.125	1	2	3	4	1	2	3	1	2	3	1.814	
28) Information Center on first floor	1.645	1	2	3	4	1	2	3	1	2	3	1.446	
29) Art Gallery on first floor	1.349	1	2	3	4	1	2	3	1	2	3	1.630	
30) Ride Board on first floor	1.211	1	2	3	4	1	2	3	1	2	3	1.741	
31) MTC Bus Schedule Rack on first floor	1.520	1	2	3	4	1	2	3	1	2	3	1.500	

FACILITIES

32) Rest rooms in basement	1.715	1	2	3	4	1	2	3	1	2	3	1.638	
33) Rest rooms on ground floor	1.976	1	2	3	4	1	2	3	1	2	3	1.605	
34) Student group contact tables for info and sales on ground floor	1.278	1	2	3	4	1	2	3	1	2	3	1.746	
35) Rest rooms on first floor	1.658	1	2	3	4	1	2	3	1	2	3	1.668	
36) River Terrace Patio on back of first floor	1.413	1	2	3	4	1	2	3	1	2	3	1.580	
37) Theatre/Lecture Hall on first floor	1.266	1	2	3	4	1	2	3	1	2	3	1.656	
38) Student group contact tables for info and sales on first floor	1.228	1	2	3	4	1	2	3	1	2	3	1.796	
39) Rest rooms on second floor	1.378	1	2	3	4	1	2	3	1	2	3	1.756	
40) Student Organization Activities Center on second floor	1.220	1	2	3	4	1	2	3	1	2	3	1.808	
41) Rest rooms on third floor	1.230	1	2	3	4	1	2	3	1	2	3	1.814	
42) Meeting rooms on third floor	1.276	1	2	3	4	1	2	3	1	2	3	1.694	

18. For each of the programs indicate how frequently you attend. If you attend, indicate if satisfied. If dissatisfied, indicate why.



(the higher, the more used) → Mean

Program	Mean	Frequency of Attendance			Satisfaction			Mean	If Dissatisfied, Why?
		1	2	3	1	2	3		
1) Lectures, Debates, Discussions, or Open Forums	1.345	1	2	3	1	2	3	1.621	(the lower, the more satisfied)
2) Dances	1.194	1	2	3	1	2	3	1.741	
3) Movies/Films	1.406	1	2	3	1	2	3	1.532	
4) Theatrical Performances	1.178	1	2	3	1	2	3	1.722	
5) Art Exhibits (3rd floor)	1.228	1	2	3	1	2	3	1.674	
6) Literary Readings (poetry, prose, storytelling)	1.101	1	2	3	1	2	3	1.867	
7) Mini Courses (short, informal courses)	1.111	1	2	3	1	2	3	1.795	
8) Music Concerts in the Whole	1.229	1	2	3	1	2	3	1.731	
9) Music Concerts (other than the Whole)	1.225	1	2	3	1	2	3	1.746	
10) Multicultural/International Programs or Celebrations	1.200	1	2	3	1	2	3	1.746	

GORDON L. STARR SCHOLARSHIP
UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Purpose of the Scholarship:

The Gordon L. Starr Scholarship was established in honor of Mr. Starr for his dedication and service as the Director of Coffman Union, 1952 - 1967.

The Scholarship is committed to developing, recognizing, and rewarding outstanding leadership and volunteer service within Coffman Union.

Extent of Scholarship:

1. The recipient(s) of the scholarship shall receive \$2,640 in three checks. Amount may vary proportional to changes in tuition and endowment return. Checks shall be issued by Financial Aid at the beginning of each of three quarters. The scholarship is designated for tuition, fees and books.

Qualifications:

1. The applicant must be a student as defined by the Assembly Committee for Student Affairs. The applicant must have a minimum of 6 credits per quarter at the time of application and throughout the period in which the scholarship is awarded.
2. The applicant must be in good academic standing as defined by his or her school of enrollment. The applicant must not be on academic probation.
3. Individuals who have participated in the Union for one year are eligible with the minimum commitment of one additional year. Individuals who have participated for two or more years are eligible with no additional commitment..
4. Any individual who has received a Gordon L. Starr Scholarship becomes ineligible for the scholarship in the future.

Coffman Memorial Union
Gordon L. Starr Scholarship

Criteria upon which the applicants will be judged:

1. Demonstrated understanding of and dedication to the "Union Idea".
2. Demonstrated impact upon the achievement of Union goals and objectives.
3. Evidence of significant volunteer leadership in Union affairs.

Applicants will be evaluated according to the following process:

1. Nominations are not necessary for this scholarship; applicants need only complete an application form to be considered. All Coffman Union volunteers are encouraged to apply.
2. The Scholarship Committee will use the application form to assess the applicant's qualifications.
3. The Scholarship Committee may contact any references which should be included on the scholarship application.
4. The Scholarship Committee shall interview the finalists for the scholarship. The interview will serve to further evaluate information related to Union leadership and service.
5. The Scholarship shall be awarded at the Spring volunteer recognition event or at the next most appropriate opportunity.

COFFMAN MEMORIAL UNION
GORDON L. STARR SCHOLARSHIP

Skills which the Scholarship Committee will look for while measuring
achievement in leadership and service:

1. Adaptability
2. Assertiveness
3. Communication
4. Creative Thinking
5. Critical Thinking
6. Decisionmaking
7. Financial Management
8. Follow-through
9. Implementation
10. Initiative
11. Respect for Persons
12. Planning
13. Relationship Building
14. Problem Solving
15. Risk Tolerance
16. Stress Tolerance

CMU
4/27/88

GORDON L. STARR SCHOLARSHIP

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

APPLICATION

Name (please print or type) _____

Local Address _____

City, State, Zip _____

Phone # _____ Work Phone # _____

Permanant Address _____

City, State, Zip _____

Phone # _____

University ID # _____ Social Security # _____

Major, Academic Program or Unit _____ GPA _____

Expected Graduation _____

Credits This Year Fall _____ Winter _____ Spring _____ Summer _____

Next Year Fall _____ Winter _____ Spring _____ Summer _____

Please complete the attached application page(s) as demonstrated below.
Give as much information as possible — it is to your best advantage.
(Chronological order, earliest date first)

Participation and service:

Area: (name of program committee, governing board, etc.)

Term: (academic quarter and year)

Chairperson/Advisor: (name of chairperson or advisor)

Time Committed: (hours per week)

Participation Description: (describe the specific results/outcomes
of your participation)

(Detach previous pages and submit application to room 230 CMU)

GORDON L. STARR SCHOLARSHIP
COFFMAN MEMORIAL UNION

Name _____

Participation and Service

(Please list all activities in chronological order, earliest date first)

Area:

Role or Postion:

Term:

Chairperson/Advisor:

Time Committed:

Participation Description:

Area:

Role or Position:

Term:

Chairperson/Advisor:

Time Committed:

Participation Description:

Area:

Role or Position:

Term:

Chairperson/Advisor:

Time Committed:

Participation Description:

Please list two persons who the Scholarship Committee may interview as your references. The persons must know about your Union participation and leadership.

Name _____ Phone # _____

Name _____ Phone # _____

Note: Add additional pages if needed.

GORDON L. STARR SCHOLARSHIP

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

VERIFICATION OF GOOD ACADEMIC STANDING

STUDENT

Name: _____

University ID #: _____

College of Enrollment: _____

STUDENT AUTHORIZATION

"I authorize my University of Minnesota college office to verify my academic standing."

Signed _____ Date _____

COLLEGE OFFICE VERIFICATION

(sign the appropriate statement and place an "X" on the other)

"I certify that the above student is in good academic standing and is not on academic probation."

Signed _____ Date _____

"I certify that the above student is not in good academic standing and is on academic probation."

Signed _____ Date _____

GORDON L. STARR SCHOLARSHIP

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

APPLICATION SUPPLEMENT

1. Of the various Union projects or activities for which you have provided leadership, describe the one that most contributed to the accomplishment of Union mission, goals, and objectives. Be very specific.

2. What skills (see attached list) did you use and/or develop in achieving the above outcomes? Again, be specific.

3. How many persons and/or groups have you recruited into the Union? Describe, both numerically and qualitatively, the outcome of your efforts:

4. Describe the impact of your Union volunteer experience on your own personal growth.

collman

Board of Governors

9 May 1988

Agenda

- I. Call to Order
John H. Wright, Presiding
- II. Approval of Minutes
May 2
- III. Report of the Chairman
Lease Hikes Discussion
- IV. Unfinished Business
Budget Cycle 88/89
Information
- V. New Business
- VI. Reports
Director
- VII. Leadership Transition
- VIII. Announcements & process
- IX. Adjournment

University of Minnesota

Coffman Memorial Union
Union Board of Governors

9 May 1988

A meeting of the Union Board of Governors was held on Monday, May 9, 1988 at 12:15 pm in Room 346 Coffman Memorial Union. A quorum was present.

The Chairman, Mr. John H. Wright, presided.

Present:	John Wright Chair	Lora Pollari CLA
	Roberta Bengston V-C Program	Penny Kilis MISA
	Aron Pilhofer MSA	Liz Andersen CMU
	Barry Bridges UBOG Alumni	Richard Melton CMU
	Ken Martin MN Alumni	Maggie Towle CMU
Absent:	Molly Anderson V-C H&F	Erich Bertsch IT
	Patrick Mendis COGS	Leslie Bowman Fd Service
	Rufus Simmons CMU (exc)	

Guests: John Welbes, MN Daily; Judy Grew, Laura Cavallo, Tim Erickson, MSA; Sue Oatey, Acting Coord, MU; Vi Justice, CMU

APPROVAL OF MINUTES

The minutes of May 2 were approved as written.

REPORT OF THE CHAIRMAN

Mr. Wright noted the lease hikes would be discussed at this meeting and in meetings with tenants sometime this week and then acted on at the meeting of Monday, May 16. He suggested holding leadership transition until next Monday so that he could facilitate discussion of leases. Bobbie Bengston said she would be in favor of postponing the transition of leadership until the next meeting.

Leases. The Chair noted since the meeting of May 2 there has been an article in the Daily and concern expressed by several organizations that Coffman is "getting back" at the fees committee. The YW is concerned that the increase in lease is an attempt to move them out of the space they occupy. A document projecting base increase for 88-89, rate guidelines and data comparison for types of organizations was distributed for discussion. Liz Andersen said in 1976 the Board decided the goal rates of 20% Student Organization; 50% Student Organization with Est. Sources; 100% Non Profit Student Enterprise; 100% Department - Office or Enterprise; 200% Non-U Enterprise were appropriate. In 1986 the cost for square foot of space formula was adjusted to reflect non-work study student salary.

Barry Bridges said he thought the 1976 percentages were appropriate.

UBOG
Minutes
9 May 1988
Page 50

Lora Pollari asked if there was any information available as to other unions' charge/subsidy.

Mr. Bridges said in 1976 the Board looked at other unions and the numbers set up were in line with other unions at that time. The charge for non-U enterprise is in line with downtown rent.

Question was asked if CUPC and CMU administration pay for space.

Mr. Wright noted it would serve no purpose as the money would only come back to the Union.

Judy Grew asked if category for ISTA/ISTC should be changed to student organization and not enterprise?

It was noted if it was established as a student organization, it would be established as a student organization with est. sources.

Ms. Andersen noted ISTA/ISTC may be moving toward department category.

Sue Oatey suggested giving consideration to the following:

- If an organization had known they would get an increase in rent they would have put it in their budget.
- When presenting fee request, present budget rather than proposed budget.
- Look at notion of subsidy - student organization with source.
- Update information as to other unions' leasing of space.

Lora Pollari asked, are large organizations who cannot fit into small space being penalized?

Penny Kilis said she did not think organizations who can't afford it should be charged more.

Ms. Andersen said this is considered to be an aggressive budget in line with guidelines agreed to by the Board to try to create additional revenue through service and facilities to make up deficit. This is a first draft. It is important to look at basic principles, prime space and subsidy.

Ms. Pollari said, keep in mind this is a student organization.

Bobbie Bengston said, keep in mind student organizations did not have opportunity to plan for increase, however she thinks the increase will have to come - perhaps next year.

Ken Martin - no comment.

Aron Pilhofer noted he is biased and not happy with the increase. He senses the union is trying to increase their portion of the student fee. Whose responsibility was the budget deficit in the first place?

Barry Bridges said discussion of philosophy and principle is not the end product we need. Look at how we should modify the document. How do we want to change it so we can take action on the document. If we don't take from subsidy, look at where else we take it.

The Chair noted the information would be shared with tenants this week and discussed next Monday. He would like all board members to attend the tenant meetings.

Elections.

Nominations were opened for Vice Chair Service and Facilities, Vice Chair Program and Chair.

Bobbie Bengston was nominated for Chair at May 2 meeting. Erich Bertsch was nominated for Vice Chair S&F. There was no nomination for Vice Chair Program.

MOTION 88-19 (Martin-Pollari) Move to close nominations.
CARRIED

Ms. Bengston took questions from the floor:

Q - When do you expect to graduate?

A - Spring of 1989.

Q - What is your credit load?

A - 16 credits every quarter.

Q - Will credit load affect your availability?

A - Plan to cut back on work hours.

Q - What are your thoughts on recruitment and keeping a better base of students attending meetings?

A - Letters to college boards, Daily advertising.

Q - What would be your agenda for the year?

A - Complete constitution by end of quarter; complete budget cycle; work with Rufus during summer on next year's budget cycle.

A vote will be taken at the next meeting due to lack of quorum.

Volunteer Recognition, May 23.
RSVP to Denni Andersen, 625-7666.

The meeting adjourned at 1:05.

Respectfully submitted,

Rufus L. Simmons
Secretary

Leases
88-89 Projection

11.50 Base (87-88) + 5% inflation = 12.08 (88-89) Base Rate

Goal	87-88 % of Base	\$	% inc for 5 years to Goal	88-89 % pd of Base	Absolute Change Real	% of Change %	88-89 Rate
20% Student Organization	13%	1.50 SF	+ 1.4%	14.4%	.24	16%	1.74
50% Stu Org w/ Est Sources	33%	3.80 SF	+ 3.4%	36.4%	.60	16%	4.40
100% Non Profit Stu Ent.	58%	6.67 SF	+ 8.4%	66.4%	1.35	20%	8.02
100% Dept. - Office or Ent.	100%	11.50 SF	---	100%	.58	5%	12.08
200% Non-U Ent.	200%	23.00 SF	---	200%	1.16	5%	24.16

Rate Guidelines		87-88 @ 11.50 CMSF		88-89 @ 12.08 CMSF	
	% of CMSF	Rate	% of CMSF	Rate	
Stu Org	13%	1.50	14.4%	1.74	
Stu Org w/Est. Sources	33%	3.80	36.4%	4.40	
Stu Org Enterprise	58%	6.67	66.4%	8.02	
Department	100%	11.50	100%	12.08	
Non U Enterprise	200%	23.00	200%	24.16	

Changes in structure from 87-88 to 88-89

1. Move organizations to original level of subsidy over 5 year period (1988-93).
2. Add 5% to subsidized organizations' rent that are considered to be occupying prime space (Room 240, 244, 328, 321-322).

1987/88 to 1988/89
5/5/88

Type of Organization	Square Footage		\$ per sq foot		Total Rent		87-88 to 88-89		Term of Lease
	(87-88)	88-89)	87-88 proj.	88-89 proj.	87-88 proj.	88-89 proj.	\$ Change	% of Chg.	
Non-University Groups (200%)									
Golden Razor	1491	1504	14.50	15.37	21,620	23,116	+ 1,496	6.9%	1 Year
TCF Cash Machine		18	578.00	578.00	10,406	10,406	---	---	3 Years (1990)
Credit Union	1769 temp / 1144 perm		12.00	12temp/16perm	12,312	19,035	+ 6,723	5.5%	1 Year
Purolator Courier		3	---	24.16	---	72	+ 72	---	1 Year
TOTAL	3281	2669	Average 13.52	19.72	44,338	52,629	+ 8,291	18.7%	

Department - Office and Enterprise (100%)

Vending	24		50.00	50.00	1,200	1,200	---	---	Ongoing
Photocopy Center	608		11.50	12.08	6,992	7,345	+ 353	5%	5 Yr (1990)
SODC/SOF/Orientation	3,351		6.88*	7.22*	23,050	24,194	+ 1,144	5%	Ongoing
TOTAL	3,983		Average 7.84	8.22	31,242	32,739	+ 1,497	4.8%	

Student Organization Enterprise (58% - 66.4%)

ISTA	1,710		6.67	8.02	11,406	13,714	+ 2,308	20%	1 Year
HSA Services	272	136	6.67	8.02	1,814	1,091	- 723	20%	1 Year
HSA Store	3,073		6.67	8.02	20,497	24,645	+ 4,148	20%	1 Year
TOTAL	5055	4919	Average 6.67	8.02	33,717	39,450	+ 5,733	17%	

Student Organizations w/ Est. Sources (33% - 36.4%)

HPIRG	Quad	136	3.80	4.40	517	598	+ 81	16%	1 Year
COOL	Quad	136	3.80	4.40	517	598	+ 81	16%	1 Year
Bd of Publications	Quad	68	3.80	4.40	258	299	+ 41	16%	1 Year
HISA	Quad	408	3.80	4.40	1,550	1,795	+ 245	16%	1 Year
HSA Forum	Prime	1,309	3.80	5.00	4,974	6,545	+ 1,571	32%	1 Year
WHMR	Prime	947	3.80	5.00	3,599	4,735	+ 1,136	32%	1 Year
U-YW	Prime	744	3.80	5.00	2,827	3,720	+ 893	32%	1 Year
TOTAL		3,748	Average 3.80	4.88	14,242	18,290	+ 4,048	28%	

PRIME SPACE RATE
=
36.4% + 5.0% =
41.4%
41.4% of 12.08 =
5.00

Student Organizations (13% - 14.4%)

Lockers	160	Flat Fee	15.00	Flat Fee	15.00	300	300	Range	---	---	1 Year
Open Air	1,016		1.50	1.74	1,524	1,768	from 2.88-7.68				1 Year
Quad	1,088	(Most included in above)	1.50	1.74	102	355	from 16.32 to 81.60				1 Year
Storage	97		---	1.74	---	168	New Chg. \$7 or \$12				1 Year
TOTAL		Dependent upon total of Stu Org w/ Est. Sources.	1.50	1.74	1,926	2,591	+ 665	3.5%			* Rent Formula excludes Equipment Repair & Replacement cost

Lease Data
 Comparison 87-88 to 88-89

Lockers No Change \$15.00/yr.

	From	To	Act. Chg.	From	To	Act. Chg.	From	To	Act. Chg.
<u>Open Airs</u>	<u>13%</u>	<u>14.4%</u>		<u>33%</u>	<u>36.4%</u>		<u>58%</u>	<u>66.4%</u>	
12 SF	18.00	20.88	+ 2.88	45.60	52.80	+ 7.20	80.05	96.24	+ 16.19
32 SF	48.00	55.68	+ 7.68	121.60	140.80	+ 19.20	213.45	256.64	+ 43.19
<u>Quad</u>									
(1/4) 68 SF	102.00	118.32	+16.32	258.40	299.20	+ 40.80	453.55	545.36	+ 91.81
(1/2) 136 SF	204.00	236.64	+32.64	516.80	598.40	+ 81.60	907.10	1,090.72	+183.62
(3/4) 204 SF	306.00	354.96	+48.96	775.20	897.60	+122.40	1,360.70	1,636.70	+276.00
(Full) 272 SF	408.00	473.28	+65.28	1,033.60	1,196.80	+163.20	1,814.20	2,181.44	+367.24

TED: 4-26-88

COFFMAN UNION
ASSIGNABLE SPACE COST

	1985-86 ACTUAL	1986-87 BUDGET	1986-87 ACTUAL	1987-88 BUDGET	% OF CHANGE	LEGEND
HOUSEKEEPING EXPENSE						
EXPENSES BEFORE CWS REIMBURSEMENT	697,839	712,226	736,994	824,527	15.77%	
OTHER REIMBURSEMENT	(21,212)	(23,100)	(23,792)	(24,000)	3.90%	86-87 ACT:CC 15437+FS 2892+GR 958+MS 3128
SET-UP INCOME	(24,029)	(22,800)	(28,646)	(25,000)	9.65%	87-88 BUD:CC 6500+FS 11500+IS 800+MS 1200+GR 95
TOTAL HOUSEKEEPING EXPENSE	652,598	666,326	684,556	775,527	16.39%	
MAINTENANCE EXPENSE						
EXPENSES BEFORE CWS REIMBURSEMENT	128,356	175,129	186,217	192,906	10.15%	
OTHER REIMBURSEMENT	(5,352)	(4,000)	(15,757)	(5,600)	40.00%	86-87 ACT:CC 11757
TOTAL MAINTENANCE EXPENSE	123,004	171,129	170,460	187,306	9.45%	87-88 BUD:CC 5600
DEFERRED MAINTENANCE	120,593	120,593	120,593	120,593	0.00%	
REPAIRING & REMODELING	183,300	183,300	183,300	183,300	0.00%	\$1 FOR EA USABLE FOOT OF BLDNG SPACE
FURNITURE & EQUIP REPLACEMENT	66,606	66,606	66,606	66,606	0.00%	
RELATIVE OVERHEAD						
HOUSEKEEPING EXPENSE	652,598	666,326	684,556	775,527	16.39%	
MAINTENANCE EXPENSE	123,004	171,129	170,460	187,306	9.45%	
TOTAL HSKPNG & MAINT EXPENSE	775,602	837,455	855,016	962,833	14.97%	
TOTAL ANNUAL BUDGET	1,917,077	1,974,589	1,750,771	2,179,241	10.36%	TOTAL OP EXP; NO INCOME OR REIMBURSEMENT
ADMINISTRATIVE OVERHEAD PERCENT	40.46%	42.41%	48.84%	44.18%	4.17%	HSKPNG & MAINT EXP/CMU BUDGET
ADMINISTRATIVE EXPENSE	421,870	434,526	406,066	379,622	-12.64%	INCL:PROJ EXP FR UBOG,P&O,RCRDKPNG,HRD,&PR
ADMIN EXPENSE X OVERHEAD %	170,678	184,289	51,799	167,725	-8.99%	
MU ADMIN COST X OVERHEAD %	123,704	60,281	738,923	152,351	152.73%	MU ADMIN EXP/TOT MU EXP(3 UNIONS + CTRL EXP) X CMU UNION HSKPNG MAINT EXP
TOTAL ADMIN OVERHEAD COSTS	294,382	244,570	790,722	320,076	30.87%	
TOTAL COST TO MAINTAIN A SQ FT	1,440,483	1,452,524	2,016,237	1,653,408	13.83%	INCL: HSKP & MAINT EXP,DEF MAINT,RED & REM, FURN & EQUIP REPL,TOT ADMIN OVERHEAD COST
ASSIGNABLE SQUARE FOOTAGE	129,463	129,463	129,463	129,463	0.00%	
ANNUAL COST TO MAINTAIN SQ FT	\$11.13	\$11.22	\$15.57	\$12.77	13.83%	TOT CMSF/ASSNBL SQ FT
TOTAL ANNUAL SCHEDULED HOURS	4,706	4,726	4,726	4,729	0.06%	SEE ANNUAL OPS SCHEDULE
PER HOUR COST	0.00236	0.00237	0.00330	0.00270	13.76%	ANN CMSF/ANNUAL SCH HRS

collman

Board of Governors

16 May 1988

Agenda

- I. Call to Order
John H. Wright Presiding
- II. Approval of Minutes
May 9, 1988
- III. Report of the Chairman
- IV. Unfinished Business
Lease package
- V. New Business
none
- VI. Reports
Director
- VII. Leadership Transition
Election of Officers
- VIII. Announcements & process
Recognition May 23
- IX. Adjournment

University of Minnesota

Coffman Memorial Union
Union Board of Governors

16 May 1988

A meeting of the Union Board of Governors was held on Monday, May 16, 1988 at 12:15 pm in Room 346 Coffman Memorial Union. A quorum was present.

The Chairman, Mr. John H. Wright presided.

Present:	John Wright	Chair	Lora Pollari	CLA
	Roberta Bengston	V-C Program	Penny Kilis	MISA
	Molly Anderson	V-C S&F	Liz Andersen	CMU
	Barry Bridges	UBOG Alumni	Richard Melton	CMU
	Ken Martin	MN Alumni	Maggie Towle	CMU
	Aron Pilhofer	MSA	Rufus Simmons	CMU
	Erich Bertsch	IT	Leslie Bowman	Fd Service

Absent: Patrick Mendis COGS

Guest: John Welbes, MN Daily; Vi Justice, CMU

APPROVAL OF MINUTES

The minutes of May 9 were approved with the following correction: Erich Bertsch was nominated for Vice Chair S&F. There were no nominations for Vice Chair Program.

REPORT OF THE CHAIRMAN

No report.

UNFINISHED BUSINESS

Lease Policy. Liz Andersen distributed and reviewed the following lease information: Lease Policy, Data Comparison 1987/88 to 1988/89; Timeline for SOAC Assignment; and draft of Application for Student Office Space.

The Lease Policy was revised to eliminate the grandfather clause which permitted occupancy from one year to the next.

Student organizations will receive a 5.5% across the board rent increase. Non university group rent will remain the same.

A plan is being developed to bring the rent rate back to original subsidy within 10 years, starting 1989-90. Differentiation of office space is not a part of this proposal. The plan will be distributed to organizations so they can budget accordingly.

Barry Bridges suggested increasing to 6% this year in order to get started on the 10 year program.

Liz Andersen noted there is a .5% increase. Tenants are not prepared to deal with any more than inflation this year.

Ken Martin thought the package looked good overall, but expressed concern about the short appeal time. He suggested in the future that the application process begin spring quarter.

The chair noted letters will not be signed until after all appeals are heard.

MOTION 88-20 (Martin-Bengston) Move to accept lease data comparison as presented at this meeting.

Barry Bridges said he would like to see the 10-year plan spelled out in the lease document.

Bobbie Bengston said she thought a memo would be sufficient to notify tenants of the 10-year plan.

Question called. **MOTION 88-20 APPROVED**

MOTION 88-21 (Bridges-Bertsch) Move to prepare document that indicates to all that we have 10-year program in preparation to increase rental rates to reach level of 1958. (Liz Anderson to prepare and have available for discussion at the next Board meeting.)

MOTION 88-22 (Anderson-Pollari) Move to table motion 88-21.
MOTION CARRIED 1 abstention

SOAC Application

The Chair asked board members to review the draft of SOAC Application and note questions for discussion at next week's meeting.

Liz Andersen was given go ahead to send out applications to organizations.

LEADERSHIP TRANSITION

Election of Officers

MOTION 88-23 (Pilhofer-Pollari) Move to open nominations.
CARRIED

Roberta Bengston nominated for Chair.

Erich Bertsch nominated for Vice-Chair Service and Facilities.

Nomination for Vice-Chair Program was called for. There were no nominations. Nominations were closed.

MOTION 88-24 (Pilhofer -) Move to elect Roberta Bengston by unanimous ballot.

CARRIED

Roberta Bengston elected Chair of UBOG for 1988-89.

UBOG
Minutes
May 16, 1988
Page 54

MOTION 88-25 (Bridges-Bengston) Move to elect Erich Bertsch Vice Chair Service and Facilities.
CARRIED

Erich Bertsch elected Vice Chair of Service and Facilities, UBOG, 1988-89.

MOTION 88-26 (Martin-Anderson) Move that the new Chair identify person(s) for Vice Chair Program by next meeting.
CARRIED

ANNOUNCEMENTS

Recognition Dinner, May 23. RSVP to reception desk, 220.

Congratulations were extended to Molly Anderson who announced she is getting married September 10.

The meeting adjourned at 12:55.

Respectfully submitted,

Rufus L. Simmons
Secretary

MEMORANDUM

May 18, 1988

To: Rufus Simmons
 From: Elizabeth Andersen
 Subject: Recommendation for Lease Project

I recommend the following rates and plans:

A. 1988-89 Rates

11.50 Base (87-88) + 5% inflation = 12.08 (88-89) Base Rate

	87-88 % of Base	87-88 \$	88-89 % pd. of Base	Absolute Change	% of Change	88-89 Rate
Student Organization	13%	1.50 SF	13%	.08	5.5%	1.58
Student Organization with Est. Sources	33%	3.80 SF	33%	.21	5.5%	4.01
Non Profit Student Enterprise	58%	6.67 SF	58%	.37	5.5%	7.04
Department - Office or Enterprise	100%	11.50 SF	100%	.58	5%	12.08
Non-U Enterprise	200%	23.00 SF	200%	1.16	5%	24.16

B. Prime Space

The office location (prime space) issue should be addressed by the Board. Policy decision on whether a surcharge should be assessed and the percentage level it should be at is required.

C. 1989-99 Plan to Reduce Level of Subsidy to Student Organizations

The attached ten-year plan allows for a steady percent of increase to be assessed in order to reach a goal of returning to the original (1976) Board-approved level of subsidy which is:

Type of Organization	1988 Level	1999 Level
Student Organization	13%	20%
Stu Org w/ Est. Sources	33%	50%
Non-Profit Stu. Enterprise	58%	100%

Ten Year Plan to Reduce Level of Subsidy
to Student Organizations for Leased Space

Year	Rate	% Inc.	Student Organizations				Student Organizations w/Est. Sources				Non-Profit Student Enterprise							
			% Subsidy	Rate	% Inc.	Absolute Change	% Subsidy	Rate	% Inc.	Absolute Change	% Subsidy	Rate	% Inc.	Absolute Change				
88-89	\$12.08		13.1%	\$1.58				33.20%	\$4.01					58.3%	\$ 7.04			
89-90	\$12.68	5.00%	13.7%	\$1.74	10.13%	.16		34.69%	\$4.40	9.73%	.39			62.1%	\$ 7.88	11.93%	.84	
90-91	\$13.32	5.00%	14.4%	\$1.92	10.36%	.18		36.38%	\$4.85	10.12%	.45			66.2%	\$ 8.82	11.93%	.94	
91-92	\$13.98	5.00%	15.1%	\$2.11	10.10%	.19		38.07%	\$5.32	9.88%	.47			70.3%	\$ 9.83	11.50%	1.01	
92-93	\$14.68	5.00%	15.8%	\$2.32	9.87%	.21		39.76%	\$5.84	9.66%	.52			74.4%	\$10.92	11.12%	1.09	
93-94	\$15.42	5.00%	16.5%	\$2.54	9.65%	.22		41.45%	\$6.39	9.46%	.55			78.5%	\$12.10	10.79%	1.18	
94-95	\$16.19	5.00%	17.2%	\$2.78	9.45%	.24		43.14%	\$6.98	9.28%	.59			82.6%	\$13.37	10.48%	1.27	
95-96	\$17.00	5.00%	17.9%	\$3.04	9.27%	.26		44.83%	\$7.62	9.11%	.64			86.7%	\$14.74	10.21%	1.37	
96-97	\$17.85	5.00%	18.6%	\$3.32	9.11%	.28		46.52%	\$8.30	8.96%	.68			90.8%	\$16.21	9.97%	1.47	
97-98	\$18.74	5.00%	19.3%	\$3.62	8.95%	.30		48.21%	\$9.03	8.81%	.73			94.9%	\$17.78	9.74%	1.57	
98-99	\$19.68	5.00%	20.0%	\$3.94	8.81%	.32		50.00%	\$9.84	8.90%	.81			100.0%	\$19.68	10.64%	1.90	
TOT INCREASE					250.6%	\$2.36		TOT INCREASE			246.8%	\$5.83		TOT INCREASE			280.84%	\$12.64

(5% Increase Per Year added to Base Rate for Inflation)

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
LEASE POLICY

PREAMBLE

The purpose of this statement is to present the rationale for the rental structure for organizations housed in CMU. The Minnesota Union and Coffman Memorial Union are integral parts of the University Community, facilitating the educational experiences of the University Community through programs, services, and facilities. The Union recognizes the value of organized student life and the vital role student organizations play in fostering enrichment of university life and as such the Union is committed to their existence and facilitation in the Union.

1. Student Organizations

All student volunteer groups registered by the Student Organization Development Center as authorized by ACSA and with financial support through membership dues with only an occasional fund-raising program. No external financial support, all work effort on a voluntary basis. Student organizations in the Union divide into four basic categories related to level of services provided. These categories are:

- a. On a daily basis, limited intermittent use of facilities such as duplicating facilities, typewriters, mail box service and message center in the Student Organization Activities Center.
- b. On a weekly basis, services identified in "a" above, plus assignment of smallest unit office, plus telephone services in SOAC.
- c. On a monthly basis or longer, services identified in "a" above, plus assignment of major office units, plus telephone services in SOAC.

2. Student Organization with Established Funding Sources
(Student Fee Support)

Principally a student volunteer group. May or may not have a dues structure, but will include a broader base of financial support to include local, state or national branch/chapter or incidental fees support. The major thrust is not revenue spending.

3. University of Minnesota Department Staffed Offices and Enterprises

A University department or branch of a University department. Full-time paid staff (director, manager, coordinator) and/or part-time paid staff. Financial support through 0100 or 0500 funds. If a university department is affiliated with student organization, that portion of the student organization housed in department space shall be classified in category 1 or 2 as applicable.

4. Non-Profit Student Enterprise

Business or retail enterprise organized around and supervised by a governing board comprised principally of students and registered as a student organization. Major thrust is sales and services that are non-profit oriented.

5. Non-University Enterprise

Private business or retail enterprise, major thrust being sales and service that is profit oriented. No University affiliation except through a lease contract for space rental.

Student Organization Activity Center/ Room 235

Provides administrative space for student enterprises, organizations, organization services, and committees.

1. The policy for space allocation in SOAC shall be based upon an organization's level of activities and upon contribution to campus life.
2. In descending order, space will be granted to organizations utilizing a three priority system and an Application Criteria Form:
 - a. PRIORITY I: All-Campus Council and Governing Boards.
Organizations whose operation and decisions affect many/most community members.
 - b. PRIORITY II: All-Campus Service/Enterprise Organizations.
Organizations who provide a service or enterprise for many/most community members.
 - c. PRIORITY III: All Others.
This will encompass Leadership/Recreation, Special Interest, Political/Social action, etc.
3. An organization's priority shall be based upon its classification by the Student Organization Development Center.

- 4. Student organizations having primary or substantial space elsewhere on the Twin-Cities campus will be ineligible for SOAC allocation.
- 5. ~~Continued-occupancy-shall-be-granted-from-one-year-to-the-next-if-an-organization-has-used-the-space adequately-and-according-to-the-terms-of-its-lease-~~

Major Occupants. A University department or branch of a University department supervised by University Administration or a voluntary membership organization supervised by a governing board or corporation with a strong affiliation to the University. This group differs from other building occupants in that it is responsible for equipping and operation of its space and in making contribution to general building operations cost. Organized as a business or retail enterprise. Major thrust is sales and service that is non-profit oriented. Employing full-time staff (director, manager, coordinator) and other support staff and part-time staff - no voluntary staff. Corporation board membership with a strong affiliation to the University.

LEASE RATES FOR ORGANIZATION TYPES

Organization Grouping	% of Base
1	13%
2	33%
3*	100%
4*	58%
5*	200%

The major occupants will be treated on an individual basis. The Union will seek to establish a uniform percentage of general building maintenance. The document "Cost To Maintain a Square Foot of Space in CMU" will form the base for the above lease rates.

* Guideline for rate charge. Each contract would be negotiated separately for percentage of gross or a reasonable charge based upon the market.

22 January 1976 - PASSED
 Coffman Memorial Union
 Board of Governors

Revised 6 January 1986

Revised 16 May 1988

Timeline for SOAC Assignment

Application distributed/publicity initiated: Monday, May 16

Reminder Notices distributed: Monday, May 23

Application Deadline: Friday, May 27

Application review: Tuesday, May 31 - Friday, June 3

June 6 - ~~Oct. 7~~: Opportunity for organization appeal of allocation.

Board Approval of Allocation: Monday, June 6

Notice of Assignment: Wednesday, June 8

Board Final Approval of Allocation: Oct. 7

Deadline for signing lease: October 9

Notice to vacate: June 8

Vacating Deadline: End of SSII - August 23

June 3 - Last day of class
June 4 - Study day
June 6-11 - Final Exams
June 11 - Last Day of Spring Quarter

5-16-88

draft
5-10-88

Application Received _____

University of Minnesota
Department of the Minnesota Union
Coffman Memorial Union

APPLICATION FOR STUDENT OFFICE SPACE

198__-__

Name of Organization _____

Name of President/Chairperson _____

Home Address _____
City Zip

Home Phone Number _____

Purpose of Organization _____

NOTE: Prospective tenants must be registered with The Student Organization Development Center at the time of application and for the duration of occupancy in SOAC.

PHILOSOPHY OF SPACE ASSIGNMENT AND UTILIZATION

Assignment of space in SOAC is based upon the principle of contribution to the life of the University community. Your group will be given a level of priority based upon the level of activity and upon its contribution to the quality of campus life.

SOAC space is to be understood as administrative space. If organizations need space for group meetings or social events we encourage them to use CMU facilities better suited for those purposes.

TYPES OF SPACE

There are four kinds of available space in SOAC:

1. Quad space: area fully enclosed by doors and walls
2. Open Air: Consists of a desk with storage bin and file
3. Desk and File Unit: Storage cabinets with pull-out writing surface (located in south corridor of SOAC)
4. Storage Cupboards: Storage space only (located in print room of SOAC)

University of Minnesota
Coffman Memorial Union
Union Board of Governors

23 May 1988

A meeting of the Union Board of Governors was held on Monday, May 23, 1988 at 12:15 pm in Room 346 Coffman Memorial Union. A quorum was present.

The Chair, Ms. Roberta Bengston presided.

Present: Roberta Bengston Chair
Erich Bertsch V-C S&F
Barry Bridges UBOG Alumni
Ken Martin MN Alumni
Aron Pilhofer MSA
Leslie Bowman Fd Service
Lora Pollari CLA
Penny Kilis MISA
Richard Melton CMU
Maggie Towle CMU
Rufus Simmons CMU

Absent: Patrick Mendis COGS
Liz Andersen CMU (exc)

Guests: John Wright, Outgoing Board chair; Vi Justice, CMU;
John Welbes, MN Daily

APPROVAL OF MINUTES

The minutes of May 16 were approved with the following corrections:
Date of meeting corrected to May 26 16. Page 2, The chair noted letters leases will not.... Motion 88-20...to reach level of 1958 1976.

CHAIR REPORT

Ms. Bengston reported she and Ken Martin attended a meeting regarding expansion and renovation in university's unions. They will act as a sub group to the working group established by Frank Wilderson to take feedback from the Board to the working group. A memo from Dr. Wilderson was distributed to Board members. The memo outlined some of the issues the work group will address:

Tenants of Union Facilities
Programmatic Statement
Financial Consideration
Space Accommodations
Consultation
Timeline

The Chair asked the Board to review the memo for discussion/feedback at the next Board meeting.

UNFINISHED BUSINESS

Lease Policy. The preamble to the lease policy was discussed. Mr. Wright said housing organizations is one element of the union, but the primary role of the union is, do we provide service? What service do we provide? How beneficial is it to the needs of the campus? Lora Pollari expressed concern that new organizations would not be able to come up with past experience data and thus not be able to compete for space with established organizations. Barry Bridges wondered if #5 referred to continued occupancy of the same space from one year to the next.

Timeline. It was suggested that a timeline for appeal should be stated. It was suggested that organizations be able to appeal after returning from summer vacation, up to mid October. Ms. Pollari asked if Board members will be involved in process? Mr. Simmons noted the Board would act on the recommendations of administration.

Ideally, space allocation should begin early spring quarter with grievance to the end of spring quarter and transition of space over summer.

MOTION 88-27 (Bridges-Martin) That the Board accept the timeline for SOAC assignment with the following changes:

June 6 - October July* 7: Opportunity for organization appeal for allocation.
Board Approval of Allocation: Monday, June 6
(Organizations have 30 days to appeal decisions.)*

* change/addition

CARRIED

MOTION 88-28 (Pollari-Pilhofer) Move to table discussion of prime space and level of subsidy reduction to fall quarter.

CARRIED

MOTION 88-29 (Bridges-Bertsch) That the Board accept the lease policy as written, with item 5 deleted.

CARRIED

The next meeting of the Board will be June 6.

Respectfully submitted,

Rufus L. Simmons
Secretary



UNIVERSITY OF MINNESOTA

Office of the Vice President for Student Affairs
Morrill Hall
100 Church Street S.E.
Minneapolis, Minnesota 55455

January 6, 1988

TO: Rufus Simmons
Associate Director, Minnesota Union

John Wright
Chair, Coffman Memorial Union Board of Governors

Ron Krumm
Director, West Bank Union

Keith Niemi
President, West Bank Union Board of Governors

Charles Rausch
Director, St. Paul Student Center

John Elholm
President, St. Paul Student Center Board of Governors

Patti Anderson
Chair, Student Services Fees Committee

FROM: Frank B. Wilderson, Jr.
Vice President for Student Affairs

RE: Student Unions

There is an important need for a number of expansion and renovation projects in the university's unions at the present time. These needs are identified in the Strategies for Focus Plans developed by the Union administration and the student boards. Following upon these plans is a need to develop a working document to serve as the guide for comprehensive programming/planning. This document should reflect the university priorities of improving the quality of undergraduate and graduate student life, providing increased opportunities for quality student and faculty interaction, and increasing opportunities for students to interact with other students. It should provide a detailed programmatic statement which indicates future priorities. This effort affords the unions a significant opportunity to become a more visible, integrated and vibrant part of student life at the University of Minnesota.

In order to prepare a comprehensive request, ensure the appropriate consultation with you and other interested parties, and to secure the needed support for this effort, I am appointing a work group of Nicholas Barbatsis, Sue Oatey and Charles Rausch to

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Page Two

develop a planning/programming document. I support this effort and look forward to continuing reports from the work group.

Among the issues I am asking the work group to address are:

Tenants of Union Facilities

Currently the unions provide space for a number of university departments, student organizations and commercial enterprises. The function of each of such groups and the rationale for union space occupancy must be reviewed. Recommendations for new tenants should be made as well as possible deletions.

Additionally, the issue of the future of the Campus Club should be explored as the future location has a significant impact on the space needs of Coffman Memorial Union.

Programmatic Statement

In light of Commitment to Focus, all university departments must develop statements of future priorities and plans for achieving them. This process focuses on future goals as opposed to historical ones and requires that existing programs must change or be eliminated to meet these goals; new programs must be created. The unions must prepare a comprehensive programmatic statement which describes future priorities and goals, programs which will change, be eliminated and be created to meet these goals, and the relationship between future programs and facility needs.

This statement should also explore the relationship between union programs and those of other university departments and describe methods of achieving greater future effectiveness and efficiency. The same should be reflected in the management of the unions, the future should see a shift of resources from administration to programming. Among the items which should be developed are the relationships between the unions and Student Organization Development Center and Orientation. The concept of matrix programming should be explored.

Financial Consideration

A thorough analysis must be conducted of the proposed list of expansion requests to determine the priority of these items,

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Page Three

accurate cost estimates, funding options and appropriate categorization of items for new funds or existing funds. A review must occur of the appropriate existing union reserve accounts to determine effects of future expansion and necessary adjustments.

Space Accommodations

Alternatives must be developed for land space which would be used if new construction is to be done. Other units affected must be determined and related issues described.

Consultation

A strategy and plan for a broad spectrum of consultation must be developed. The groups/individuals affected must be identified and appropriate roles described for each. Among those included should be boards of governors, Student Activities units, faculty groups, student organizations and other departments.

Timeline

It is critical that an appropriate process be developed for this effort. Within the next two to three months a basic description of the program statement and expansion plan should be forwarded to both the Fees Committee and the Board of Regents for their discussion. Approval of the concept of the plan will be requested at that time. Detailed plans and a request for funding should be finalized by October, 1988 for presentation to the 1988-89 Fees Committee.

FBW/r

cc: Nicholas Barbatsis
Acting Assistant Vice President for Student Affairs

Sue Oatey
Acting Coordinator of the Minnesota Unions

Student Organization Activities Center

Algorithm for the allocation of student office space

Applications Received
++

Late Applications Received
++

++
||
| All new and renewing applications are reviewed by the Coffman Memorial Union |
| Board of Governors Service and Facilities Committee. The Application Criteria |
| Form is applied to establish a coded ranking for each individual application. |
| Once individually coded, the applications are categorized according to: 1) the |
| organization's ranking in the priority system and the type of space applied for. |
| Groups will be scored within each priority. In the event of a coded tie between |
| an organization seeking expansion (see S.O.A.C. policy on organization expansion) |
and a new organization, a priority ranking will be given to the new organization.
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||
| If there is more space available than |
| applications, all are assigned space as |
| determined by their ranking on the |
Application Criteria Form.
++

++
||
| If there are more applications than space available, |
| the assignment of space will go to those applications |
| with the highest ranking in the priority system and |
on the Application Criteria Form.
++

++
||
| Remaining applications are placed on a waiting list |
| according to their ranking in the priority system and |
on the Application Criteria Form.
++

++
||
| If space is still available, Late Applications |
| are ranked according to the Application Criteria |
| Form. Space is allocated to those Late |
| Applications with the highest ranking only after |
| all timely applicants have received space. The |
| remaining Late Applicants are placed on a |
| waiting list according to their ranking on the |
Application Criteria Form.
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||
| Late Applications are placed on the waiting list |
| according to their ranking in the Priority System and |
| on the Application Criteria Form behind the above |
remaining, timely applicants.
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||
| Proposed to |
| Coffman Memorial Union |
Board of Governors
++

++
||
| Space is allocated | * 30 Day Period of Appeal to Allocation

++

++
||
New space is allocated to members of the waiting list as vacancies occur.
++



UNIVERSITY OF MINNESOTA
TWIN CITIES

Administration Office
Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455
(612) 625-7666

MEMORANDUM

To: All SOAC Office Holders
From: Elizabeth Andersen, Associate Administrator
Date: May 11, 1988
Subject: Student Organization Activities Center (SOAC) Usage

In order to maintain a safe and aesthetically appealing atmosphere within the SOAC area, I ask that all office-holders observe the following regulations:

1. The SOAC area is a NO-SMOKING area.
Those who would like to smoke may use the specially-designated spaces in the Commuter Lounge or the Deli on first floor, or the Gopher Court area on ground floor.
2. Posters are to be placed on bulletin boards only.
The SOAC Receptionist is responsible to post all posters on the bulletin boards at the east and west end of the office area. Other literature that you may wish to have posted in your individual office location is to be placed on the fabric covered bulletin boards only, i.e., the flipper doors or panels. Please do not post things on any hard surface, i.e., walls, doors, glass.
3. Storage of materials is to be within the file cabinet or storage bin assigned to each organization.
 - Items are not to be hung from the overhead grid system. (Electrical and other lines are contained within the grid system.)
 - Items should not be stored on top of the flipper cabinets. Boxes and other things can easily be slid over the back edge of the cabinet when the flipper door is pushed back.
 - Items should not be stored under the desks. The floor area needs to be left clear so as to allow for regular cleaning.
4. No additional office furniture may be brought in without advance approval by myself or the CMU Director.
5. The office space is to be used for conducting your organization's business. Please remember to be considerate of each other and to limit appropriate activities to your space.

Thank you for your cooperation in observing the above regulations. If you have special circumstances which make it difficult or impossible to adhere to the regulations noted, I would be very willing to discuss the problem with you and to try to work out some alternatives which will address the need.

cc: UBOG Executive Committee
Rufus Simmons, Director

! Appeal Process: !

An organization may appeal a space allocation decision by forwarding a registered letter to the Chairperson of the Union Board of Governors (with a copy to the Director, CMU), addressed to Room Number 220, Coffman Union, no later than thirty (30) days after the date of the allocation decision.

The Chair shall respond to the organization within thirty (30) days of receipt of the letter of appeal, specifying the action taken in response to the appeal request.

5/11/88

: Expansion Policy :

Policy: That the Coffman Memorial Union Board of Governors allow for a relative ceiling for student organization expansion in terms of space allocation within the Student Organization Activities Center.

Detail: If an organization wishes to expand upon its current space, it may do so at a rate not to exceed one (1) Open Air unit per academic year.

This allocation may occur only at the beginning of the academic year at the time of annual S.O.A.C. reapplication.

In order to expand upon its current space an organization must receive a coded mean of three (3) for both operational and community levels of organizational activity on the Application Criteria Form. The organization's request for additional space must also meet with approval from the Board. This process must occur annually; thereby, the organization will be asked to annually justify its request.

The space allocated for expansion will remain hereafter referred to as "expansion space". Expansion space will never adopt the connotation of "permanent space" unless deemed so by the Board.

5/11/88

1987/88 to 1988/89
5/5/88

Type of Organization	Square Footage (87-88 88-89)	\$ per sq foot 87-88 proj.	\$ per sq foot 88-89 proj.	Total Rent 87-88 proj.	Total Rent 88-89 proj.	87-88 to 88-89 Absolute \$ Change	% of Chg.	Term of Lease
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Non-University Groups (200%)

Golden Razor	1491 1504	14.50	15.37	21,620	23,116	+ 1,496	6.9%	1 Year
TCF Cash Machine	18	578.00	578.00	10,406	10,406	---	---	3 Years
Credit Union	1769 temp / 1144 perm	12.00	12temp/16perm	12,312	19,035	+ 6,723	5.5%	1 Year
Purolator Courier	3	---	24.16	---	72	+ 72	---	1 Year
TOTAL	3281 2669	Average 13.52	19.72	44,338	52,629	+ 8,291	18.7%	

Department - Office and Enterprise (100%)

Vending	24	50.00	50.00	1,200	1,200	---	---	Ongoing
Photocopy Center	608	11.50	12.08	6,992	7,345	+ 353	5%	5 Yr (1990)
SODC/SOF/Orientation	3,351	6.88*	7.22*	23,050	24,194	+ 1,144	5%	Ongoing
TOTAL	3,983	Average 7.84	8.22	31,242	32,739	+ 1,497	4.8%	

Student Organization Enterprise (58%)

ISTA	1,710	6.67	7.04	11,406	12,038	+ 632	5.5%	1 Year
HSA Services	272 136	6.67	7.04	1,814	957	- 857	5.5%	1 Year
HSA Store	3,073	6.67	7.04	20,497	21,634	+ 1,137	5.5%	1 Year
TOTAL	5055 4919	Average 6.67	7.04	33,717	34,629	+ 912	2.7%	

Student Organizations w/ Est. Sources (33%)

NPIRG	Quad 136	3.80	4.01	517	545	+ 28	5.5%	1 Year
COOL	Quad 136	3.80	4.01	517	545	+ 28	5.5%	1 Year
Bd of Publications	Quad 68	3.80	4.01	258	273	+ 15	5.5%	1 Year
HISA	408	3.80	4.01	1,550	1,636	+ 86	5.5%	1 Year
HSA Forum	1,309	3.80	4.01	4,974	5,249	+ 275	5.5%	1 Year
WMMR	947	3.80	4.01	3,599	3,797	+ 198	5.5%	1 Year
U-YW	744	3.80	4.01	2,827	2,983	+ 156	5.5%	1 Year
TOTAL	3,748	Average 3.80	4.01	14,242	15,028	+ 786	5.5%	

Student Organizations (13%)

Lockers	160	Flat Fee 15.00	Flat Fee 15.00	300	300	Possible Range --- ---	---	1 Year
Open Air	1,016	1.50	1.58	1,524	1,605	from .96 - 11.83	---	1 Year
Quad	(Most included in above) 1,088	1.50	1.58	102	355	from 5.44 - 100.68	---	1 Year
Storage	97	---	1.58	---	153	New Chg. \$7 or \$12	---	1 Year
TOTAL	Dependent upon total of Stu Org w/ Est. Sources.	1.50	1.58	1,926	2,413	+ 487	2.5%	

* Rent Formula excludes Equipment Repair & Replacement cost.

Lease Data
 Comparison 87-88 to 88-89

Lockers No Change \$15.00/yr.

	13%		Act.	33%		Act.	58%		Act.
	From	To	Chg.	From	To	Chg.	From	To	Chg.
<u>Open Airst</u>									
12 SF	18.00	18.96	+ .96	45.60	48.12	+ 2.52	80.05	84.48	+ 4.43
32 SF	48.00	50.56	+ 2.56	121.60	128.32	+ 6.72	213.45	225.28	+ 11.83
<u>Quad</u>									
(1/4) 685 SF	102.00	107.44	+ 5.44	258.40	272.68	+ 14.28	453.55	478.72	+ 25.17
(1/2) 136 SF	204.00	214.88	+10.88	516.80	545.36	+ 28.56	907.10	957.44	+ 50.34
(3/4) 204 SF	306.00	322.32	+16.32	775.20	818.04	+ 42.84	1,360.70	1,436.16	+ 75.46
(Full) 272 SF	408.00	429.76	+21.76	1,033.60	1,090.72	+ 57.12	1,814.20	1,914.88	+100.68

Application for Student Office Space - 2

1. How many members does your organization currently have? _____

2. Who makes up the membership of your organization?

% Students _____ % Staff _____ % Faculty _____ % Non-University _____

% Other _____ (Please specify)

3. Check below the types of groups your organization serves...

a. Students _____

b. Special interest group (please specify) _____

c. Faculty _____

d. Staff _____

e. Public _____

f. Combination of above _____ (please specify)

4. Check below the amount of time your organization would spend each week in using your space only as an administrative office:

	FALL	WINTER	SPRING
a. 1-3 hours	_____	_____	_____
b. 4-6 hours	_____	_____	_____
c. 7-9 hours	_____	_____	_____
d. 10-12 hours	_____	_____	_____
e. 13-15 hours	_____	_____	_____
f. 16-18 hours	_____	_____	_____
g. 19 hours or more	_____	_____	_____

Please specify if your organization would have peak usage during a particular quarter:

Fall Winter Spring

Application for Student Office Space - 3

5. List five programs or projects in Coffman Memorial Union that you have conducted over the past year (if possible) that were of interest to the general public, and ten programs that were of general interest to the college community.

a. General Public
Name of Event

Date

Location

b. College Community
Name of Event

Date

Location

6. Check the three different times most people in your organization would use your office space:

____ 8-10

____ 12-2

____ 4-6

____ 8-10

____ 10-12

____ 2-4

____ 6-8

____ 10 - closing

7. Type of facility requested (rank according to preference):

a. ____ 1/2 Quad b. ____ 1/4 Quad c. ____ Open Air Office

d. ____ Desk and File Unit e. ____ Storage Cupboard

8. Provide a rationale for your request for space. (Use reverse side for additional remarks.)

Maximum occupancy by any one group is 1/2 of one quad, one open-air, or one desk and file unit. If you wish to petition for more space, please check box and explain why on the reverse side.

9. Does your organization presently have office space at SOAC? _____
On campus? _____

If you have campus space outside of SOAC, justify request on reverse side.

10. What are some of the things your group would like to accomplish next year? (Use reverse side if necessary.)

I certify that the information contained herein is accurate and truthful to the best of my knowledge: _____, President/Chairperson
Signature

If you wish to provide additional information or comment, please use the reverse side of this sheet.

Coffman

Board of Governors

6 June 1988

Agenda

- I. Call to Order
Roberta Bengston Presiding

- II. Approval of Minutes
May 23

- III. Report of the Chairman
None

- IV. Unfinished Business

- V. New Business
88/89 Budget
Union Expansion discussion/action

- VI. Reports
SOAC Assignment

- VII. Announcements & Process

- VIII. Adjournment

University of Minnesota

Coffman Memorial Union
Union Board of Governors

6 June 1988

A meeting of the Union Board of Governors was held on Monday, June 6, 1988 at 12:15 pm in Room 346 Coffman Memorial Union. A quorum was present.

The Chair, Ms. Roberta Bengston presided.

Present: Roberta Bengston Chair
Barry Bridges UBOG Alumni
Ken Martin MN Alumni
Rufus Simmons CMU
Maggie Towle CMU
Lora Pollari CLA
Orina Charles MISA
Richard Melton CMU
Liz Andersen CMU

Absent: Erich Bertsch V/C S&F
Patrick Mendis COGS
Molly Anderson V/C Programs
Leslie Bowman Fd Service
Aron Pilhofer MSA

APPROVAL OF MINUTES

The minutes of May 23 were approved as written.

CHAIR REPORT - The Chair introduced and welcomed Orina Charles to Board membership as MISA representative, replacing Penny Kilis.

UNFINISHED BUSINESS - none

NEW BUSINESS

Appointment of Summer Board

The Chair asked for volunteers to serve with Executive Committee this summer. Barry Bridges, Ken Martin, Orina Charles and Lora Pollari volunteered.

MOTION 88-30 (Bridges-Martin) Move to empower XC and additional members who can attend meetings to be the official organization to speak for the Board over the summer.

MOTION CARRIED

It was suggested and agreed to call summer meetings at 3:30 on Mondays when business warranted meeting.

1988-89 Budget

The 88-89 line item budget for each project and project performance data (what will be produced with the resources) were reviewed by Mr. Simmons. Maggie Towle noted the following changes in 88-89 performance figures for Reservations:

# of Reservations	11,000
# of Events	9,700
Customers	10,490

Liz Andersen noted the following changes to 88-89 performance figures for Leases:

Student Organization	
Enterprise	\$7.04
w/est. Source of Income	4.01
w/no External Support	1.58

Following discussion a motion was made to approve the 88-89 budget.

MOTION 88-31 (Bridges - Pollari) To approve the 88-89 budget.

MOTION CARRIED

Union Expansion Letter

Ms. Bengston asked board members to respond to her in writing their reaction/suggestions to Dr. Wilderson's union expansion letter.

SOAC Space Allocation

Liz Andersen reviewed the 1988-89 SOAC Space Allocations document. She noted there were 141 applications submitted for space (two additional applications came in late). The majority of applicants wanted the same space they had before. Student organizations will be notified of space that is still available. It is anticipated all space will be filled by October.

MOTION 88-32 (Bridges - Martin) Move to approve SOAC assignments as listed.

MOTION CARRIED 1 Abstention

The meeting adjourned at 1:07.

Respectfully submitted,

Rufus L. Simmons
Secretary

COFFMAN UNION
BUDGET SUMMARY SHEET
FISCAL YEAR 1988-89

PROJECT NAME	REGULAR SALARIES	FRINGE BENEFITS	CWS SALARIES	NWS SALARIES	SUPPLIES EXPENSES	MERCH RESALE	TOTAL EXPENSE	EARNED INCOME	OTHER INCOME	CWS REIMBRS	TOTAL INCOME	NET FEE SUPPORT	REG FTE	STD FTE
CULTURAL	\$29,604	\$6,809	\$3,095	\$11,387	\$35,989	\$0	\$86,884	\$17,000	\$750	\$2,167	\$19,917	\$66,967	120%	100%
EDUCATION	\$28,763	\$6,615	\$0	\$709	\$36,898	\$0	\$72,985	\$25,444	\$0	\$0	\$25,444	\$47,541	100%	6%
MULTI-CULTURAL	\$36,105	\$10,250	\$0	\$0	\$11,680	\$0	\$58,035	\$0	\$0	\$0	\$0	\$58,035	110%	0%
SOCIAL	\$5,815	\$1,338	\$0	\$0	\$25,999	\$0	\$33,152	\$11,205	\$0	\$0	\$11,205	\$21,947	20%	0%
GAMES	\$34,522	\$7,940	\$3,848	\$47,389	\$33,350	\$3,000	\$130,049	\$207,515	\$0	\$2,100	\$209,615	(\$79,566)	125%	395%
RECREATION	\$4,531	\$1,042	\$0	\$0	\$11,949	\$0	\$17,522	\$7,840	\$0	\$0	\$7,840	\$9,682	10%	0%
PUBLIC RELATIONS	\$8,286	\$1,905	\$0	\$4,620	\$47,894	\$0	\$62,705	\$0	\$0	\$0	\$0	\$62,705	45%	32%
CRAFTS	\$18,712	\$4,031	\$5,733	\$1,129	\$5,154	\$7,667	\$42,426	\$13,600	\$0	\$4,012	\$17,612	\$24,814	89%	56%
RECORDKEEPING	\$41,461	\$9,536	\$0	\$4,405	\$16,663	\$0	\$72,065	\$200	\$0	\$0	\$200	\$71,865	200%	30%
RESERVATIONS	\$23,320	\$5,364	\$8,354	\$20,996	\$7,478	\$0	\$65,512	\$36,620	\$5,735	\$5,848	\$48,203	\$17,309	150%	224%
COMM-MEDIA	\$25,535	\$5,873	\$8,330	\$8,330	\$9,843	\$0	\$57,911	\$33,400	\$0	\$5,831	\$39,231	\$18,680	100%	134%
HRD	\$22,716	\$5,225	\$0	\$0	\$23,307	\$0	\$51,248	\$0	\$0	\$0	\$0	\$51,248	110%	0%
CONCESSIONS	\$4,160	\$957	\$19,003	\$61,462	\$11,042	\$148,110	\$244,734	\$217,835	\$0	\$13,302	\$231,137	\$13,597	15%	632%
POST OFFICE	\$0	\$0	\$15,000	\$12,800	\$3,100	\$0	\$30,900	\$7,360	\$0	\$10,500	\$17,860	\$13,040	0%	230%
HOUSEKEEPING	\$289,457	\$66,575	\$7,140	\$95,920	\$254,756	\$0	\$713,849	\$67,428	\$0	\$4,998	\$72,426	\$641,423	1330%	811%
MAINTENANCE	\$44,388	\$10,209	\$0	\$10,514	\$91,650	\$0	\$156,761	\$5,600	\$0	\$0	\$5,600	\$151,161	170%	75%
LEASES	\$13,866	\$3,190	\$0	\$0	\$5,117	\$0	\$22,173	\$0	\$162,345	\$0	\$162,345	(\$140,172)	50%	0%
BOARD OF GOV	\$0	\$0	\$0	\$0	\$6,795	\$0	\$6,795	\$0	\$0	\$0	\$0	\$6,795	0%	0%
PLANNING & OPS	\$146,372	\$33,665	\$0	\$11,354	\$42,021	\$0	\$233,412	\$0	\$0	\$0	\$0	\$233,412	590%	76%
TOTAL	\$777,613	\$180,524	\$70,503	\$291,015	\$680,685	\$158,777	\$2,159,118	\$651,047	\$168,830	\$48,758	\$868,635	\$1,290,483	3334%	2801%

Project Performance Data

	<u>1987-88</u>	<u>1988-89</u>
<u>Visual Arts</u>		
Exhibitions	9	5
Reception	17	5
Third Floor Displays	2	5
Total Attendance	14,310	12,830
Volunteers	3	80
<u>Performing Arts</u>		
Program Series	10-14	10-12
Events	53-71	55-60
Attendance	4,425 - 6,200	6,000
Volunteers		
Core	8-11	8-10
Ad-Hoc	13-16	12-16
<u>Literary Arts</u>		
Program Series	6	DISCONTINUED
Events	14-18	AS A
Attendance	850-1,100	CMU
Volunteers		PROJECT
Core	0	
Ad-Hoc	2-3	
<u>Film</u>		
Program Series	6	3
Events	50-60	30
Attendance	4,500 - 5,250	3,250
Volunteers		
Core	3-5	3-5
Ad-Hoc	2-4	2-4
<u>Issues & Ideas</u>		
Program Series	18	20
Events	79	102
Attendance	8,050	10,500
Volunteers		
Core	4	5
Ad-Hoc	10	10
<u>International</u>		
	New Project Expenses	
Program Series	36	8
Events	36	8
Attendance	4,000	900
Volunteers		3
<u>American Indian</u>		
Program Series	18	8
Events	18	8
Attendance	8,000	2,000
Volunteers	5	3

	<u>1987-88</u>	<u>1988-89</u>
<u>Asian American</u>		
Program Series	15	8
Events	15	8
Attendance	2,000	1,000
Volunteers	5	3

<u>Black American</u>		
Program Series	36	8
Events	36	8
Attendance	5,300	1,000
Volunteers	5	3

<u>Hispanic</u>		
Program Series	26	8
Events	28	8
Attendance	2,000	600
Volunteers	5	3

<u>Social/Recreation</u>		
Program Series	—	6
Events	22	61
Attendance	2,500	9,790
Volunteers		
Core	4	6
Ad-Hoc	24	26

<u>Crafts (The Studio)</u>		
Minicourses Taught	60	—
Minicourse Registrations	480	
Minicourse "Users"		1,980
Total Daily "Users"	4,740	4,290

(Ceramics, woodworking, sculptures, stained glass, matting/framing, mini courses, photo lab)

<u>Social/Recreation</u>		
Program Series	NOT IN	7
Events	EXISTENCE	29
Attendance		888
Volunteers		
Core		2
Ad-Hoc		10

<u>Social Education (Minicourses)</u>		
Number of Mini Courses		105
Registration Total		1,260
Average Attendance per Course		12
Average Number of Sections Per Course		6

<u>Volunteer Development</u>		
Core Volunteers	50-75	COMBINED WITH HUMAN RESOURCE DEVELOPMENT
Ad Hoc Volunteers	20-30	
Open House	5	
Orientation	5	
Life Skill Training Session	20-30	

	<u>1987-88</u>	<u>1988-89</u>
Volunteer Data Base	1	
Recognition Sanctions	4	
Multicultural Education Strategy	1	

Recreation Center

Games

Bowling	70,000 Games	70,208 Games
Billiards	24,000 Hours	25,350 Hours
Table Tennis	4,440 Hours	3,217 Hours
Amusement Games	447,761 Plays	500,000 Plays
Table Soccer	500 Hours	400 Hours

Reservations

Number of Reservations	10,800	9,500 11,000
Number of Events	9,650	7,500 9,700
Number of People Served	246,500	190,000
Reservation Customers	9,400	8,500 10,490
Evaluation Rating	4.6	4.6
Evaluation Reports	—	4

Comm/Media

Number of programs worked	600	650
C/M Evaluation	4.5	4.5
A/V Evaluation	4.5	4.5

Concession/Information

Number of Cash Customers	244,622	249,690
Number of Info Assists	88,929	84,697
Number of Checks Cashed	47,128	43,726

Post Office

Number of Customers	146,400	136,487
MTC	22,627	22,758
Parking Coupons	13,832	11,589
Locker Rental	850	840
Postal Customers	99,091	101,300
Discount Movie Passes	10,000	10,333
Postal Sales	280,000	288,720

Housekeeping and Maintenance

See attached data sheets.

Leases

Number of Leases Administered		
Non-U Organization	3	4
U of M Dept	4	4
Student Organization	<u>79</u>	<u>97</u>
Total	86	105

\$ per sq. ft. yielded

Non-U Organization	\$16.25	\$17.62
U of M Dept	7.84	8.08
Student Organization		
Enterprise	6.67	8.02 7.04
w/est. Source of Income	3.80	4.88 4.01
w/no External Support	1.50	1.74 1.58

Project: Housekeeping

<u>Performance Data</u>	<u>1987-88</u>	<u>1988-89</u>
Total Expense	777,890	713,849
Total Income Reimbursements	71,387	72,426
Fee Support, (Net Expense)	706,503	641,423
Fee Support, % of Expense	90.82%	89.85%
Total Utility Expense	199,406	207,382
Utilities, % of Expense	25.63%	29.05%
Supplies	50,036	47,382
Full Time Salary Expense	256,500	289,258
Fringe Benefits	55,755	66,298
Student Salary Expense	207,193	103,298
Net Salaries and Supplies	578,484	506,467
FTE Full Time	12.40	13.30
FTE Students	16.50	8.13
FTE Total	28.90	21.43
CWS, % of Student FTE	12.97%	7.10%
FTE Cleaning	27.22	19.75
FTE Room Set Ups	1.30	1.30
FTE Security	0.38	.38
FTE Total	28.90	21.43
Net Expense Per FTE	18,285	21,425
Gross Square Feet Maintained	240,416	240,416
Net Square Feet Maintained	185,330	185,330
AVG. Area Cleaned Per FTE	6,413	8,649
Cleaning Cost Per Square Foot	3.12	2.73
Minutes Per Sq. Ft. Cleaning	19.46	14.43
% Carpet of Floor Space	45.8%	45.8%
Hourly Rate, Average	8.79	10.30

Project: Maintenance

<u>Performance Data</u>	<u>1987-88</u>	<u>1988-89</u>
Total Expense	184,233	156,761
Total Income Reimbursement	8,148	5,600
Fee Support (Net Expense)	176,085	151,161
Fee Support, % of Expense	95.6%	96.4%
Shop Repair Ticket Expense	60,068	47,784
% of Expense	32.6%	30.5%
Number of Shop Tickets	270	240
Avg. Cost per Shop Ticket	222	199
Supplies	112,614	91,650
Salaries Full-time	51,715	44,388
Fringe Benefits	34,509	10,209
Student Salary Expense	10,405	10,514
Net Salaries and Supplies	209,243	156,761
FTE Full-time	2.00	1.70
FTE Students	0.75	0.75
FTE Total	2.75	2.45
CWS, % of Student FTE	34.70%	0.00%
FTE Preventive Maintenance	NA	NA
FTE Repair Maintenance	NA	NA
FTE Service Maintenance	NA	NA
FTE Restroom Maintenance	NA	NA
FTE System Maintenance	NA	NA
Net Expense per FTE	76,088	63,984
Gross Square Feet Maintained	348,470	348,470
Structural Area	49,396	49,396
Non Assignable Area	54,562	54,562
Net Assignable Area	244,512	244,512
Maintenance Cost Per Net Area	0.75	0.64
Hourly Rate, Average	16.89	12.78

SOAC SPACE ALLOCATIONS 1988-89

Open Air Spaces :

28 assigned (58%)
 20 Open Spaces
 48 Total

ORGANIZATION NAME	LOCATION
U. Folkdancers	1A
Men's Tennis Club	1B
Children of the Night	1C
Greek Student Assn.	1D
Honors Stu. Assoc.	2A
Vo Lam Vietnam Orig. Kung Fu Club	2B
Hmong Stu. Academic Dev. Ctr.	2C
Circle K	2D
Sailing Club	2E
Amnesty International	3A
	3B
Muslim Students Assn.	3C
	3D
	3E
Univ. Gay Community	3F
	4A
IVCF - Mpls.	4B
Philosophical Society	4C
	4D
	4E
University DFL	4F
	5A
MN Chinese Stu. Assn.	5B
Guthrie Theatre Club	5C
	5D
Skydiving Club	6A
	6B
	6C
C.A.R.P.	6D
Lutheran Collegians	6E
Christian Science Org.	7A
	7B
	7C
Ski Club	7D
Flying Gophers	7E
	8A
	8B
	8C
NORML	8D
Ballroom Dance	9A
United Laotian Students	9B
	9C
MN College Republicans	12A
	12B
Pakistan Int'l Students	12C
	13A
	13B
	13C

: Quad Space :

8 Assigned (100%)
8 Total

ORGANIZATION NAME	LOCATION
MISA (MN Int'l Stu. Assn.)	10A
MISA (MN Int'l Stu. Assn.)	10B
MISA (MN Int'l Stu. Assn.)	10C
MISA (MN Int'l Stu. Assn.)	10D
MISA (MN Int'l Stu. Assn.)	11A
MISA (MN Int'l Stu. Assn.)	11B
Delta Sigma Theta	11C
Community Service Program	11D
MSA Svc. Corp.	14A
MSA Svc. Corp.	14B
Ad Club	14C
Bd. of Publications	14D
MPIRG (MN Public Interest	15A
Research Group)	15B
Progressive Students Org. (PSO)	15C
Progressive Students Org. (PSO)	15D

: Desk N File Units (Lockers) :

6 assigned (30%)
14 unassigned
20 Total

ORGANIZATION NAME	LOCATION
(International Committee for Liberal Religion) Unitarian Universalists	1
	2
	3
	4
	5
Grad. Student Christian Fellowship	6
	7
Beta Rho Delta	8
University Gay Community	9
	10
	11
	12
	13
	14
Christians in Action	15
	16
Students for Jackson	17
	18
	19
	20

Storage Cabinets

4 assigned (18%)
18 unassigned
22 Total

ORGANIZATION NAME

LOCATION

Muslim Stu. Assoc.
MISA

Christian Science Org.

IVCF

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
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- 21
- 22

University of Minnesota
Coffman Memorial Union
Union Board of Governors

20 June 1988

Minutes

A special meeting of the Union Board of Governors was held on 20 June 1988, at 3:00 pm, in the board room, 346 Coffman Memorial Union; a quorum was present.

Present: Roberta Bengston Chair Lora Pollari CLA
Erich Bertsch VC S&F Orina Charles MISA
Ken Martin MN Alumni Liz Andersen CMU
Pat Thompson COGS Richard Melton CMU

Absent: Leslie Bowman Fd Service Barry Bridges UBOG Alumni (exc)
Rufus Simmons CMU (exc) Maggie Towle CMU (exc)
Aron Pilhofer MSA

Guests: Vi Justice, CMU

The meeting was called to discuss the information presented at the June 14 meeting with Frank Wilderson, Nick Barbatsis, and Sue Oatey.

Special needs of the Minnesota Unions:

- 1) A priority document for Commitment to Focus
- 2) Preparation of material for legislative request and fee request.
- 3) Development of facilities expansion effort and programming thrust.
- 4) Specific needs of ongoing program and facilities areas.

Options to meet special needs:

- 1) Reassignment of directors: Ron Krumm to St Paul fulltime. Rufus Simmons assigned to Coffman and West Bank Programs fulltime; Charles Rausch assigned to West Bank and Coffman Facilities 70% and 30% to Orientation. (1-year appointment)
- 2) Status quo, using a percentage of each director's time to be assigned to special projects.
- 3) Hiring consultant for special projects.
- 4) Hire an additional person.

A problem with option two above is that it does not assign fulltime directorship to St. Paul Student Center.

Question was asked, what is it we are trying to solve? What is the problem? What are the needs?

Erich Bertsch noted he would not want to see Coffman's director shifted around. It is more efficient to keep people in positions they are familiar with. What are the relative sizes of the three buildings? Why not take time from the West Bank Union Director as the smaller union?

Which director would sit on what Board?

Union Board of Governors
Special Meeting
20 June 1988
Page 2

Question was asked, how would taking a percentage of directors time affect the Student Center? Would Charles then have 50% time assigned to St. Paul?

A suggestion was made to take Charles' time out of orientation and put it back into the Student Center, then hire a person to work on orientation and legislation. It was noted that pulling Charles from Orientation is not a live option.

Concern was expressed that the restructuring and interim would create major difficulties for staff.

It was noted that staff have already expressed their concerns to administration.

What is it that specifically requires 20% of directors' time?

It was suggested that staff be deployed to accomplish the needed day-to-day tasks rather than moving directors around. Leave it up to the directors to assign part of the work.

Utilize funding from legislature for expansion and for housekeeping.

Programming should come from student fees, otherwise the board would not have input in policy and programs.

Programmers should make program recommendations to directors.

How about targeted fund raising?

MOTION 88-33 (Martin - Bertsch) That the Board charge the director to respond to the Board how Option two, status quo with % of time assigned to tasks, would affect his schedule. What CMU Tasks would he not accomplish?

Following discussion, the motion was withdrawn. A meeting was set for Monday, June 27 at 3:30 in 346 in order to get input from the director before making a recommendation.

Respectfully submitted,

Richard Melton
for Rufus Simmons



UNIVERSITY OF MINNESOTA
TWIN CITIES

Office of the Coordinator

Department of Minnesota Unions
250 Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455
(612) 624-6650

June 15, 1988

To: Ron Krumm
Charles Rausch
Rufus Simmons

Fr: Sue Oatey *Sue*

As a follow-up to the meetings Vice President Wilderson held with staff and board members, I would like to summarize the next steps which will be taken.

For the boards

- Directors and board chairs are responsible for conducting discussions with boards to discuss both the goals and needs presented by Dr. Wilderson and options to meet the goals and needs. Comments and suggestions should be developed and shared with other directors and boards.
- I will arrange a meeting with Dr. Wilderson and Nick for the week of July 11 to discuss this.

For staff

- I am requesting that each director have discussions with all staff to review the needs and goals presented by Dr. Wilderson and to develop comments and suggestions in the same manner as the boards. This information should also be shared.
- I will arrange for a meeting with Dr. Wilderson to discuss this information.

Next Steps
June 15, 1988

Page Two

Ron, Charles and Rufus -- please take the responsibility for sending the materials developed by your boards and staff to each other and to me. Also, please be sure to distribute the materials to staff and board members. I will share the materials with Dr. Wilderson and Nick; also I will arrange for the meeting times and inform you so that you can inform staff and board members. In order to be sure that Dr. Wilderson and Nick have the opportunity to review the comments and suggestions please have all materials to me by July 7. Please keep each other and me informed about meeting dates and when materials will be ready.

I believe that key points of these discussions are Dr. Wilderson's expectations regarding the preparation of the priorities document for Commitment to Focus, preparation of materials for a legislative request, development of a facilities expansion effort and the specific needs of the on-going program and facilities areas. It is based on these needs that responses and options are being considered. In addition the need for a full-time director at the St. Paul Student Center and the Orientation directorship are factors. If anyone needs further information please let me know -- I have detailed notes from both the meeting with staff and with board members.

This is a crucial set of needs and decisions for the unions and the information which is shared must be accurate and comprehensive to result in excellent results. I think we have a significant opportunity to develop lasting and influential plans -- let's take advantage of it!

cc: Nick Barbatsis
Roberta Bengston
Rachelle Schaap
Jim Wallerius

jso:27

JUN 16 1988

*Refused
FYI*



UNIVERSITY OF MINNESOTA
TWIN CITIES

Administration Office
Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455
(612) 625-7666

June 15, 1988

Dr. Frank Wilderson, Jr.
Vice President of Student Development
110 Morrill Hall

Dear Dr. Wilderson:

Thank you for meeting with us on Monday to share your ideas about the immediate future of the Minneapolis Unions. While we appreciated the exchange, we continue to have very serious reservations about the plan that is under consideration and we want to be on record with respect to our concerns:

*Though a number of the elements in your proposal remain unclear to us, the ultimate goal of acquiring alternative funding for utilities and for expansion of the Unions is legitimate, and we support it. The need to examine our program intentions in light of Commitment to Focus is real, and we recognize it.

However,

*Failure to enroll staff and students in the plans may result in considerable organizational turmoil leading to the diversion of valuable time and energy to repair the damage. Achievement of the goals could be jeopardized.

*The plan calls for an "interim" administrative structure, quite probably requiring further reorganization a year from now. We would hope that a method could be found to avoid such an outcome.

*Coffman Union has undergone a year long process of team development with the assistance of outside consultants. We view your plan for restructuring the administration as a serious disruption to organizational healing and to what was an emerging sense of trust, shared purpose, and vision.

*We question whether the administrative staffing needs of some units (i.e. St. Paul Student Center, Orientation) are being met at the expense of other units (Coffman Union and West Bank Union).

Letter to Dr. Wilderson
Page Two

As a result of these concerns, we urge you to delay your decision on this matter until an appropriate dialogue has taken place with key stakeholders. We further recommend the utilization of the services of the consulting team assigned to Coffman Union as facilitators in this process.

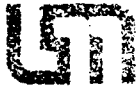
Thank you for your attention to this subject. We look forward to further discussion.

Sincerely,

Elizabeth Andersen *Elizabeth Andersen*
Sue Grieger *Sue Grieger*
Richard Melton *Richard Melton*
Bernie Molitor *Bernie Molitor*
Juan Moreno *Juan C. Moreno*
Darren Pfeifer *Darren Pfeifer*
Margaret Towle *Margaret Towle*

cc: Nick Barbatsis
Sue Oatey

JUN 22 1988



UNIVERSITY OF MINNESOTA
TWIN CITIES

West Bank Union
130 WBU Skyway
271 19th Avenue South
Minneapolis, Minnesota 55455

June 15, 1988

TO: Dr. J. Sue Oatey
FROM: West Bank Union Staff
RE: Reassignment of Directors

At the West Bank Union staff meeting on Monday afternoon, Ronald Krumm and Bernie Molitor shared with us their notes and recall from the meeting you, Nick Barbatsis and Dr. Wilderson had with some staff from the three unions. Ron indicated that comments and feedback need to be addressed to you. Here are our comments.

We strongly support what Dr. Wilderson wishes to accomplish with the enhancement of out-of-classroom experiences for students, getting some expenses for unions moved to state funding, and developing space for students organizations. Meeting these needs for students is long overdue.

The proposal to reassign directors within the constituent unions is not acceptable to us. In our opinion it is the most disruptive, least productive choice you put forward as options. The year before this when director assignments were made in mid-year to handle a supposedly 6-month temporary assignment of Charles Rausch to the orientation office, staff and students were displeased. The displeasure was with the lack of prior consultation with Boards and the absence of a director in West Bank. The bottom line was a loss of productivity, morale, and a sense that the University administration could care less about respect and loyalty to this institution. We feel that a move this soon after that experience will again jeopardize our effectiveness, our enthusiasm, our mental health. Ronald Krumm brings out the very best in all of us. We have not seen that type of leadership forthcoming in Charles Rausch or Rufus Simmons.

We do not feel that a great deal of thought has been given to this problem. Once again it seems to us that the administration will attempt to play 'the union shuffle' and disregard what staff

feels, much less thinks. We don't think the administration has thought of feelings or emotions of the staff, much less of the students who volunteer and/or work here. There are other alternatives to be looked into in order for administration to reach its goals. Shuffling directors on a moments-notice is not one of them.

Last year we attended 'well-being' sessions with a Mr. Goettle-at administrations request. A number of issues were identified along with solutions recommended by the directors and staff. It is important to state again what was said about the problems of communications and crisis management.

Problem Statement #001 - Communication:

No communication from administration when organizational changes occur creates problems. It is a problem because; 1) people affected do not know who to report to; 2) people affected do not know what is expected of them; and 3) people affected do not know who is responsible for what (the pieces of a job of a person).

Staff Recommended Actions:

1. Advance notice of staff change with transfer of duties elaborated, temporary or permanent time interval, so it is obvious who is doing what for how long.

3. Information on next stage of change needs to be known when change is made. Ask for affected person's input for suggestions for next step if needed.

Directors' Recommendations:

5. Better planning to make changes known -- discussed in advance -- should be implemented.

6. Directors' meeting minutes are now available to staff.

7. Providing staff a way to put items of concern on the directors' agenda and discuss these.

8. Key to better communication is linkage between directors and staff.

Problem Statement #004 - Communications:

No timely downward communication in the following areas: changes in organization, job responsibilities, lines of authority, and plans. We cannot perform our jobs effectively.

Staff Recommended Actions:

Provide information with adequate lead time for us to be effective in our jobs. Eliminate surprises!

Directors' Recommendations:

See Problem Statement #001.

Problem Statement #006 - Crisis Management:

There is crisis management because of lack of planning.

Staff Recommended Actions:

2. Need to know the objectives/goals of the Director.
3. Need lead time for long and short term planning, and an agreed upon completion date.
4. Need progress reports for the organization and opportunity to provide input.
5. Need to know the reasons for the change so that we don't make assumptions.

Directors' Recommendations:

1. Yes, we have been operating in a crisis mode and we will change this.

J. Sue Oatey
June 15, 1988
Page 4

2. Planning will occur.
3. Timelines will be known, lead time given.
4. More explanation for matters will be available -- also directors' minutes, quarterly reports will be made available.

What did administration learn from those meetings? From the actions taken this year, it appears that nothing was learned. Once again the Minnesota Unions are working in 'stress mode', with the usual 'hurry up and do something even if that something is wrong' attitude. And that attitude is counter-productive to the union mission which is the health and welfare of the students, and staff of those unions.

We urge you to reconsider this current plan. We urge you to let the unions be for at least one year while you, the administration, think about, and make plans for the well being of not only students and staff, but also the three unions, Coffman Memorial Union, St Paul Student Center, and West Bank Union.

CC: Nick Barbatsis
Ronald Krumm
Charles Rausch
~~Rufus Simmons~~
Frank Wilderson

Signed: Staff of West Bank Union

Barbara L. Sullivan

David A. Siders

Jennifer R. Gage

Amy E. Clear

Kathryn A. Nobby

Dwight R. ...

RH ...

University of Minnesota
Coffman Memorial Union
Union Board of Governors

27 June 1988

Minutes

A special meeting of the Union Board of Governors was held on 27 June 1988, at 3:00 pm, in the board room, 346 Coffman Memorial Union; a quorum was not present.

Present:	Roberta Bengston Chair	Ken Martin MN Alumni
	Pat Thompson COGS	Barry Bridges UBOG alumni
	Rufus Simmons CMU	Liz Andersen CMU
		Maggie Towle CMU
Absent:	Erich Bertsch VC S&F	Lora Pollari CLA (exc)
	Orina Charles MISA	Richard Melton CMU
	Leslie Bowman Fd Service	Aron Pilhofer MSA

Guests: Vi Justice, CMU

The meeting was called to continue discussion of information presented at the June 14 meeting with Frank Wilderson, Nick Barbatsis and Sue Oatey.

Ms. Bengston reported receiving a letter from Sue Oatey inviting interested staff and board members to an "update" meeting with Frank Wilderson, Nick Barbatsis and herself. The meeting is scheduled for July 13, 10:00 am to noon, in 320 CMU.

Rufus Simmons was asked how it would affect his responsibilities to have 20% of his time (1 day a week) assigned to special administrative projects. Mr. Simmons distributed copies of CMU Director's 88-89 Planning Agenda, noting someone else would need to pick up the leadership role to coordinate the agenda items. There would be some time lost in delegation and "re-tooling."

Ms. Bengston noted CMU Board expressed concern about receiving funding from legislature.

Mr. Simmons said he would support the institution request for legislative fund for a portion of capital costs i.e. air conditioning and furnishings. Utilities--- heat, lights, water and sewer are 10% of the budget. He noted there are few unions across the country that are liable for all operating costs. The Big 10 unions receive utility support (lights, heat, air conditioning). He would be concerned about competing with academics for resources for activities programming. Programs should be supported with student fees. He would hesitate about including custodial expense in legislative request as the University has had a lower square foot cost than the Union (lower standards), due, in part, to less traffic in the classroom usage.

Receiving legislative support would enable the unions to lower lease fee for student organizations. The Union's present sources of income are 35% from revenue generated from programs, services and activities; 65% from student tuition. Look at 20% reduction through legislative support. Front side pre conditions and expectations need to be stated.

Union Board of Governors
Special Meeting
27 June 1988
Page 2

Ms Bengston said if all goes well, we could expect legislative support for 1990-91 school year.

Feedback was requested re the option "status quo and bringing in a consultant."

Mr. Martin noted the option would enable Coffman to maintain a fulltime director however it would not provide St. Paul with a fulltime director. A consultant would have an objective viewpoint not biased to the organization, but would lack internal operating knowledge. Use Plant Service for facility consultant; a regent professor for academic overview; student group to do ground work to directors.

Mr. Simmons noted he has worked with consultants on a number of CMU projects. He has used consultants to review plans. It depends on the scope of the task and the resources you want to put forward to accomplish the task.

It was suggested that Administration pay for consultants as the option was suggested by Administration.

It was suggested leadership from the three unions meet and prepare a joint recommendation for Administration.

Mr. Simmons noted it was his understanding that St. Paul would like to get the Boards' leadership together to discuss the issues.

Barry Bridges said, have administration determine what they want for the consultant. Hire a consultant for one year...6-months to draw up a contract and 6-months to sell the program for the 1990-91 biennial. We need to have someone from the outside present the program we have in a dynamic way.

We need to have the problem well identified and staff to achieve the outcome and not change the leadership of the unions at this time.

Ken Martin said there are a myriad of issues. Facilities, expansion, and improvements need to be separate from commitment to focus. The situation needs to be more defined. We are trying to get a short term answer to a long term problem.

Rufus Simmons questioned, have all options been exhausted? He suggested the working committee sharpening the mission outcome objective statement. He noted matrix management is another option.

The meeting adjourned at 4:35.

Respectfully submitted,

Rufus L. Simmons
Secretary

collman

Board of Governors

8 August, 1988

Agenda

- I. Call to Order
 Roberta Bengston Presiding

- II. Approval of Minutes
 6 June 1988
 20 June 1988
 27 June 1988

- III. Report of the Chairman
 Union Reorganization
 Director Review
 Rep to MSA

- IV. Unfinished Business
 none

- V. New Business
 SODC Advisors
 Task Force on Union Development
 Legislative Funding
 Discussion

- VI. Reports
 Director

- VII. Announcements & process
 Next meeting ~~15~~ August
 22

- VIII. Adjournment

University of Minnesota
Coffman Memorial Union
Union Board of Governors

8 August 1988

Minutes

Present: Roberta Bengston Chair	Ken Martin MN Alumni
Liz Andersen CMU	Richard Melton CMU
Barry Bridges UBOG Alumni	Lora Pollari CLA
	Rufus Simmons CMU
Erich Bertsch VC S&F	Pat Thompson COGS
Orina Charles MISA	Aron Pilhofer MSA
Leslie Bowman Fd Service	Maggie Towle CMU (exc)

I. Call to Order

The meeting was called to order at 3:35 pm by the Chair, Roberta Bengston.

II. Approval of Minutes

Approval of the minutes of 6 June, 20 and 27 was postponed until the next Board meeting.

III. Report of the Chairman

The Chair reviewed the following documents: 1) Update of Directors' Assignments. Decision of V.P. Wilderson on Directors' assignments/Union reorganization, and 2) Student Plan for the Minnesota Union, drafted by the Chairs of the Unions.

The Chair has requested an extension on the due date for Director's review. The report is due to Coordinator of Student Activities and Minnesota Unions.

Aron Pilhofer will represent MSA to UBOG and serve as UBOG's representative to MSA.

IV. Unfinished Business

None.

V. New Business

SODC Advisors

The Chair lead discussion on the issue of SODC advisor: assistance would be sought on skill development, parliamentary procedures, opinion/advice on broad issues. The position would be non-voting and probably would not attend the Board meetings.

SODC Advisors (Cont'd)

Board members queried the Chair on the role and purpose of the SODC advisor noting that this would be a departure from present operations.

Discussion focused upon role responsibilities of the advisor - the potential for role confusion and conflict between the SODC advisor and director. It was noted a clear definition of role responsibility would be an important task to be completed in the inclusion of data and information for board action.

Task Force on Union Development

The Chair outlined the desired outcome of the task force as one of "Empowerment of Students." She noted a potential issue of responsibility between the Minnesota Unions Working Planning Group and the Task Force.

Ken Martin raised the issue of process responsibility for UBOG member constituent representatives being pre-empted by the task forces.

The question was raised, "What is missing with the Board?" The chair responded, "Loss of power. There is a need to strengthen the student impact to insure that student needs are addressed."

Do we need another board to address the needs of constituent board/communities? What is the goal? What is necessary to unify the unions?

Strong emphasis was placed on the board's rediscovery of basic board functions rather than establishing new structures. Student chairs and union directors need to work in partnership on common issues.

Legislative Funding

Legislative support was discussion for feedback to the chair.

Support was given to support for utilities, possibly housekeeping, air conditioning and limited construction. The concern for who controls resources was raised.

Director's Report

The director updated the board on the following:

- . Ground Floor proceeding on schedule. Substantial completion September 17, 1988.
- . Annual report is underway. Will be ready fall quarter.
- . A new CMU logo is under development with input from staff, board and volunteers.
- . The union has received complaints regarding the 8-women artist display.
- . Staff are involved in Performance/Project Evaluation, 1988-89 PPBS and MBO planning.

VI. Announcements and Process

Next meeting - 22 August, 1988, 3:30, Room 346.

VII. The meeting was adjourned at 4:37 pm.

Respectfully submitted,

Rufus L. Simmons
Secretary

rls/vj

UPDATE

Directors' Assignments

Ron WBU Director , Help Charles with the reserves items.

Rufus CMU Director , work with Ron to develop Academic
Priorities: Next Step documents and the coordination
of Minneapolis campus programs.

Charles SPSC and Orientation director, charged with
development of Expansion Plan and background material
for Legislative request, develop recommendations for
revision of facility-related reserve accounts.

Task force Membership Change

2 people from each Union (1 to be a faculty, alumni, or
civil service person if possible)

1 staff person from each Union

1 student from Orientation Office

1 student from the St. Paul Board of Colleges

2 students from the Minnesota Student Association (1 to be
from the student Service Fee Committee)

1 Ex-officio Administrator

3 Directors

July 21, 1988

TO: Members of the University Community

FROM: Roberta Bengston, Chair CMUBOG
Rachelle Schaap, Chair SPSCBOG
Jim Wallerius, Chair WBUBOG

RE: Student Plan for the Minnesota Unions

Upon reexamining the student plan we proposed on July 13th at the student-staff meeting attended by Dr. Wilderson, Mr. Barbatsis, and Ms. Oatey, we have decided that we can begin to act on the solutions derived from that needs based analysis. While each of the four goals are valid and should be used in the final plan, we believe that only one of them can be acted upon at this time without further delay: The student task force on long range planning.

For the past five years, the University has tried with varying success to make and fulfill long range plans. In 1986, the Student Activities unit submitted their planning documents; however, in 1988 these documents seem outdated and no longer viable. Indeed, there is a long history of assessing the needs of student. In 1984, for instance, a Task force on the Student Experience also looked at the long range needs of students.

In 1988, there is again the need to examine where we are, and where we plan to be. To derive these goals, the university community must look at the needs of students in today's world, while emphasizing the amazing diversity of this university. Therefore, we are establishing a Task Force on Union Development. This task force will be charged with the examination and evaluation of the current and future needs of students, as well as, the development of a plan to allow each union to be the unifying force for their respective and different communities. The task force will begin fall quarter and include the following people:

- 2 people from each of the 3 union boards (1 to be a faculty, alumni, or civil service person if possible)
- 1 staff person from each of the 3 unions
- 1 student from the Orientation Office
- 1 student from the St. Paul Board of Colleges
- 2 students from the Minnesota Student Association (1 to be from the Student Service Fees Committee)
- 1 person from the director's group
- 1 Ex-officio Administrator

The chair of the task force will be elected at the first meeting and will be a student. This task force's first objective is to expand on the definition of its charge, examine past initiatives, and derive a suitable timetable for completion of its charge.

In closing, we believe this is a positive step toward building a stronger campus community and a revitalization of the Minnesota Unions. We hope that the university community will work with us to improve our university and look forward to implementing the conclusions of this task force.

C:

Richard Sauer, President of the University of Minnesota
Duane Wilson, Secretary to the Board of Regents
Frank Wilderson, Vice President for Student Development
Nick Barbatsis, Asst. Vice President of Student Development
Sue Oatey, Acting Coord. of Student Activities and Minn. Unions
Roger Harrold, Director of Student Org. Development Center
Minnesota Unions Directors
John Bradford, Student Body President
Bindya Jadav, President of the St. Paul Board of Colleges
Toby Egan and Rani Murdoch, Co-Coordinator of Orientation/New
Student Weekend
Patty Anderson, Chair of the Student Services Fees Committee
Geoff Pollak, Chair of the Student Reps. to the Board of Regents

Coffman Memorial Union
Director's 1988-89 Planning Agenda

Draft I

6-7-88	SS I	SSII	F	W	S
1 Summer Session Program Calendar					
2 Staff Project Evaluation					
3 Staff Performance Evaluation					
4 Staff Assignment 1988-89					
5 Completion of 88-89 PPBS					
6 1988-89 MBO Development					
7 1989-90 Budget & Fee Request					
8 Mpls Union Development					
9 UBOG/CUPC Meeting & Operations					
10 UBOG/CUPC Development					
11 CUPC Office Operations					
12 CMU Performing Arts/PR Staffing					
13 CMU Employee Recruitment/Orientation					
14 CMU Ground Floor Construction and Internationalization					
15 CMU Community Outreach/Development					
16 CMU Annual Report					
17 CMU Quarterly Reports					
18 CMU MBO Quarterly Reviews					
19 CMU Marketing, Public Relations Image Development and Promotion					
20 The A to Z's in Programming					
21 HRD Program Development					
22 Welcome Week					
23 Open Houses					
24 Cultural Celebrations					
25 Minnesota Unions Long-Range Planning					
26 CMU Research Analysis & Development					

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27 "Coffman Underground" Development					
28 Multicultural Planning/Staff Develop					
29 CMU Office Staff Mgt Operations					
30 CMU Reserve Scheduling/Planning					
31 Sigglekow Retreat					
32 ACU-I Regional Conference					
33 ACU-I National Conference					
34 Big Ten Financial Summary/Agenda/Mtg					
35 CMU Holiday Celebrations					
36 Lease Operations Development					
37 Atkinson Collection					
38 50th Anniversary & Alumni Develop					
39 Lounge Refurbishing/Interior Decor					
40 1991 Special Olympic's					
41 Outing Rental/Craft/Minicourse Devel					
42 DMU Art Collection Program					
43 Weekly Income/Activities Report/Eval					
44 Admin Team Mtgs					
45 Operation Team Mtgs					
46 Activities Team Mtgs					
47 Office Hours/Staff Performance/ Operations Norms & Policy Manuals					

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