

1954-1955

UNION BOARD MINUTES

August 3, 1954

Members Present: Mary McDermott, Cliff Plank, Bob Snow, Priscilla Pierce, Leonard Nelson, Alden Galbraith, Harvey Klein, Gordon Starr, Marilyn Schulz.

Others Present: Joyce Smith, Marion Timothy, Clifton French, Hans Hopf, James Felber, Nicky Chafos.

The meeting was called to order at Mr. Starr's home at 7:40 p.m. with Mary McDermott corresponding secretary, serving as President.

The minutes of the meeting were read and approved.

House and Public Relations Committee Report: The request for use of the Main Ballroom for Schoolmen's Week was recommended for April 5, 1955, with the stipulation that they would stand the cost of moving the Union Square Dance to the Cafeteria.

The request for the Main Ballroom for the following dates for the Faculty Dance Club was recommended: Friday, October 8; Friday, November 13; Tuesday, December 13; Friday, January 7; Saturday, February 12; Saturday, March 12; Saturday, April 9; Saturday, May 7; and Saturday, June 4.

Mr. Snow raised the question of our policy of blanket reservations. It was explained that these dates are not in conflict with student activities, we received a rental fee for use of the ballroom.

The request of the Israel-American Club, University Flying Club, and the Fraternity Purchasing Association to be tabled until an inventory of the present student offices can be made.

It was recommended that the request from the Gopher for sale of its yearbook in front of the Junior Ballroom and on Main Floor for period of September 27 to October 3 be denied.

Motion ^{N-1} ~~K-145~~ The motion was made that Gophers be on sale during Welcome Week only on the Main Floor.

The motion was lost for lack of second.

It was recommended that WSR be allowed to place a poster in the west end of the third floor.

It was recommended that the House and Public Relations Committee make a study of the changes of rental and other services with view towards an upward revision.

The problem of the distribution of the Date Digest was discussed. Without the use of post office boxes various plans were considered such as distribution through the Minnesota Daily, through the Athletic Department and the Union Information Desk.

It was suggested that the House and Public Relations Committee study the best pattern of distribution and to make recommendations for next year.

The Sam and Seymore brochure has been revised and will be distributed to incoming Freshmen. Due to the late date of printing we will be unable to distribute the brochure to the first two weeks of Orientation.

It was recommended that a study was made of the present policy concerning contact tables be referred to the House and Public Relations Committee for action to be taken at the next board meeting.

^{N-2}
Motion K-348: A motion was made that the Gopher be granted space between the door of the Main entrance and the east hallway to sell the Gopher.

The motion was seconded and defeated.

^{N-3}
Motion K-347: A motion was made to approve the recommendations of the House and Public Relations Committee.

It was seconded and defeated.

^{N-4}
Motion K-348: A motion was made to amend the previous motion and to include the recommendation of the House and Public Relations Committee in addition to the Gopher request.

The amendment and the motion was seconded and withdrawn.

^{N-5}
Motion K-349: A motion was made to make each recommendation individually with the Gopher request first.

It was seconded and passed.

Miss Nicky Chafos, Secretary of the Board of Publication, was invited to speak on behalf of the Gopher request.

^{N-6}
Motion K-350: A motion was made allowing the Gopher to solicit in the outer lobby of the main entrance between the outer and inner doors during Welcome Week only

The motion was seconded and passed.

^{N-7}
Motion K-351: A motion was made to amend the existing policy concerning displays and selling on the first floor to comply with the Gopher request.

The motion was seconded and defeated. It was felt that this complied with the policy insofar as each case was handled individually.

^{N-8}
Motion K 352: A motion was made that Schoolmen's Week from April 5 be approved with the provision that they will take the cost of moving the Square Dance to the Cafeteria.

The motion was seconded and passed.

^{N-9}
Motion K-353: A motion was made for the request for Faculty Dancing group for the evenings of Friday, October 8, Friday, November 13, Tuesday, December 13, Friday January 7, Saturday, February 12, Saturday, March 12, Saturday, April 9, Saturday, May 7, and Saturday, June 4.

The motion was seconded and passed.

^{N-10}
Motion K-354: A motion was made to allow the WCR to move their sign in the front of the main lobby of third floor.

The motion was seconded and passed.

^{N-11}
Motion K-355: A motion was made for the request and space condition of office space being available to be tabled until an inventory can be made.

The motion was seconded and passed.

^{N-12}
Motion K-356: A motion was made that the present policy concerning contact tables be moved until the next House and Public Relations meeting.

The motion was seconded and passed.

Old Business:

Mary McDermott introduced Mr. James Felber, Director of Food Services who gave a progress report on the moving of the Commuters Lunchroom. He stated that his department did not have funds for the adequate renovation of the areas into which they were moving and that he would appreciate financial help from the Board. Food Service was prepared to spend the following sums based on Physical Plant estimates:

Moving equipment and restoring:	\$2,197.00
Installation of Automatic Vending Machines for milk and coffee	<u>830.00</u>
	\$3,027.00

Additional work which should be done and for which funds were not available and where Board assistance was desired:

Refinishing of tables and chairs (owned by Food Service) to blend with color scheme.	est.	\$3,200.00
Removal of Lost and Found partition to establish serving area.	est.	1,546.00
Air conditioning the old Craftshop area		4,500.00
Covering floor in old Craftshop area with rubber tile.		<u>5,208.00</u>
	est.	\$14,454.00

These figures were based on estimates submitted by the Physical Plant Office. Not included in the above was the possibility of purchasing additional tables and chairs.

It was pointed out that the University administration had made available \$6800.00 toward removal of post office boxes and repair work in the post office area and that the Union Board has appropriated \$17,000.00 to cover the cost of moving the Aircraft shop renovating the Old Commuter Lunchroom and repairing the old Craftshop area.

Considerable discussion followed.

It was moved and seconded to refer this matter to the House and Public Relations and Finance Committees for study.

The motion was carried.

Personnel Committee:

Mr. French made the personnel report on behalf of Miss Nancy Forte. She indicated in her report that there are openings for Quarterback Session and considerable help is needed to facilitate the Welcome Week program. General Chairmanships are 50% better than last year. There is considerable openings for committee positions.

Welcome Week:

Welcome Week plans were presented by Priscilla Pierce. The Talent Bureau will present a show for the first noon luncheon of Welcome Week, with Bill Dean in charge of the noon luncheon entertainment. Coffman Cappers will tell the story of the Union. The show will be held on Monday night with Tom Millot conducting the show. Chuck Holmquist is to get an acombo from 10-12 for dancing.

The estimate cost of the Coffman Cappers and the dance would be approximately \$200.00.

^{N-13}
Motion ~~K-357~~: It was moved to refer the matter of finances and plans back to the Welcome Week Committee for completion of the Unions part in Welcome Week.

The motion was seconded and passed.

Program Committee:

Many of the same events are being held this summer such as the Square Dance and Friday Night Social Dance. The Outings program with the Minnesota Rovers have had a number of successful events through the efforts of Mr. and Mrs. Dolryple.

Homecoming: Offers have been received from various name bands, however no band has been selected.

New Business:

Mrs. Joyce Smith the new Program Consultant was introduced and Mrs. Marion Timothy Program Consultant was introduced. These people will replace Miss Genevieve Dankroger and Mrs. Francis Siftar respectively.

Mr. Starr tabled his report on the Big Ten Directors Conference with the exception of the recommendation made by the Big Ten Union Directors concerning the student conference. A letter has been received from the National Executive Committee regarding the continuance of the Big Ten Student Meeting. It is felt that this Student Conference would be to the detriment of the Association of Regions. It was recommended to the National Committee that this conference would be held again this year with three student and two staff delegates.

Word has just been received confirming the date for the Regional meeting to be held at North Dakota Agricultural College on November 19 and 20.

Cliff French presented the idea of advertisement of the Coffman Memorial Union in the Daily for Welcome Week. Last year we had a full page ad of the Union with the cost of \$90. The same ad would cost \$80 this year. It was suggested to having a page ad with four colors costing us approximately \$180. The total cost would be \$323.50 with the Daily absorbing the difference.

^{N-14}
Motion K-358: A motion was made to refer the matter to the House and Public Relations Committee for action.

The meeting was adjourned at 11:00 p.m.

Respectively submitted,

Gordon L. Starr
Recording Secretary

AGENDA FOR UNION BOARD MEETING

September 15, 1954

- I. Call to Order
- II. Minutes of last meeting
- III. President's Report
- IV. Director's Report ← *Craft shop*
10 min R
Balloon
Bowling *Committee for*
- V. Standing Committee Reports
 - A. House & Public Relations
 1. Date Digest Distribution
 2. College of Education
 3. Table Policy
 4. SLA Week
 5. Office Space
 6. Israel American Club
 7. Staff Office - 110
 8. FPA
 9. Minn. Christian Fellowship
 10. YWCA
 11. Revision of house rules.
 - B. Personnel
 1. Committee & Board Vacancies
 2. Fall Training Programs
 3. Sign-up Day
 - C. Program
 1. Foreign Student Committee Report
 2. Bridge Committee
 3. Square Dance Committee
 4. Admission policy for Variety Dance and Square Dance
- VI. Old Business
 - A. Welcome Week Plans
 - B. Coffman Capers
- VII. New Business
 - A. Craft Shop & Commuter lunch room name contest
 - B. Fall Open House
- VIII. Adjournment

COFFMAN CAPER NIGHT BOARD RESPONSIBILITIES

ARTCRAFT SHOP - Pete Von Eschen

Joan Teske - Nothing doing as it won't be ready *

DANCE - Marilyn Schulz

Let's Dance - Jim Herberg }
Variety Dance - Carol Stiles } Al Wiklund Women's Lounge

FINE ARTS - Board Vacancy

A poster identifying the exhibit area

GAMES - Dave Giese

Bowling }
Billiards } Needs to coordinate these activities so that bowling alleys are kept filled.

MUSIC - Alden Galbraith

Classical Listening - Jim Gainsley Terrace Room

OUTINGS - Con Nordquist

Rovers - Pat Hood
- Jim Dalrymple

RADIO & THEATRE ARTS - Bill Dean

WMMR - Chuck Imm Station

Talent Bureau - Pat Lalim }
Tom Millott } Coffman Capers
Dick Hunder }

Noon Show Bill Ottman

SOCIAL SKILLS # Pris Pierce

Charm, Inc. Carol Chader Miss Alice Murray Main Lounge

SPECIAL EVENT Chuck Holmquist - Stop the Music. Every Area Director
is to assist Chuck in this part of the program - Coffman
Caper Night

Coffman Caper Night - Pris Pierce and Chuck Holmquist

EXTRA NOTE: All Board Members are to be here and helping from 6:30 to
closing on Coffman Caper Night

UNION BOARD MINUTES
September 15, 1954

Members Present: Jim Bell, Gordon Starr, Alden Galbraith, Peter von Eschen, Martin Snoke, Bill Dean, Len Nelson, Mr. Plank, Nancy Forte, Margaret Jane Robertson, Dr. Mork, Dr. Shhoffner, Mary McDermott, Priscilla Pierce.

Others Present: David Seamans, Joyce Smith, Cliff French.

The meeting was held at Cliff French's home and was called to order at 7:30 p.m.

The minutes of the last meeting were approved.

President's Report:

Jim Bell mentioned the activities of last summer. Tom Malotte and Bill Dean are working on a show for the forthcoming Welcome Week. The show is called Campus Capers and will be on September 22, 1954. Tom and Bill have been working very hard on the show and it is shaping up very well. The president will be giving a talk on the Union Board of Governors and the activities at the Union at the Convocation on Friday, September 24, 1954 at 1:00 p.m.

Mr. Starr reported that we now have about \$148,000 of the \$300,00 goal for the St. Paul Campus Fund Drive. A considerable sum should be coming in before Christmas from various business firms which have been contacted. The picture of the plans for the new St. Paul Union and a thermometer showing the status of the fund drive have been made and will be placed in the outer Union Board Office.

House and Public Relations:

^{N-15}
Motion K-359: It was moved that we grant the request to the College of Education for the use of the Women's Lounge, Friday, December 10, 1954, from 9 a.m. to 5:30 p.m.

Motion was seconded and carried.

^{N-16}
Motion K-360: It was moved to approve the recommendation of the Public Relations Committee concerning reducing the contact tables on the main floor from five to three.

Motion was seconded and carried.

^{N-17}
Motion K-361: It was moved that the request from the Chairman of SLA "Koffee Klutches" Hour be granted the use of the Women's Lounge at 3:30 p.m. October 19, 20, 21, 1954.

Motion was seconded and carried.

At the last meeting there were requests from the RCP and various organizations on the Campus for office space in the Union. The House and Public Relations Committee made a survey and found there was no office space available.

However, the Committee recommended that filing space which was available be given the RCP and a meeting room on request.

^{N-18}
Motion K-362: It was moved that the RCP be granted filing space and meeting room.

Discussion of available office space. Motion seconded and carried.

The Committee recommended that the request for office space of the Israel American Club be denied. It was suggested that the Club discuss sharing office space with the Cosmopolitan Club or that they be given filing space and meeting room. Mr. French Suggested that the Chairman of the Foreign Student Activities Committee help on these discussions.

^{N-19}
Motion K-363: It was moved that we deny the Israel American Club permanent office space in the Union, but to recommend to them that they consult with the House Public Relations Committee and whom they may invite regarding space.

Motion seconded and carried.

It was suggested by Mr. Snoke that those people requesting office space be given a general idea of what is available to get their reaction before making a recommendation to the Board.

The Committee recommended that Room 110 be made into a permanent staff office for one of our staff directors, the Fine Arts Consultant.

^{N-20}
Motion K-364: It was moved that we accept the Public Relations Committee recommendation that Room 110 be made into a permanent staff office for the Fine Arts Consultant, one of our staff Directors.

Motion seconded and carried.

^{N-21}
Motion K-365: It was moved that the request of the FPA for additional office space be denied.

Motion seconded and carried.

The IWCA requested additional office space. The Committee will discuss this with them further.

^{N-22}
Motion K-366: It was moved that we approve the House Public Relations Committee recommendation that the request of the Minnesota Christian Fellowship be granted room 320 each Fifth Hour on Thursday of fall quarter not booked up except on September 30, 1954.

Motion seconded and carried.

Mr. Snoke suggested that the Committee might check with the Religious Coordinator on the question.

Mr. Schoffner asked if office space was given out on a first come, first served basis. Len Nelson said that this was the usual procedure unless there were numerous requests.

Revision of House Rules. The Committee is now in the process of going through the pamphlet last revised October 1951. The President asked that they make every effort to have them ready in three weeks for the first fall training session, as a common understanding of the House Rules early in the year makes things easier.

The House and Public Relations Committee has been working on the question of the Date Digest distribution and brought the matter up for discussion. The following methods of distribution were suggested.

1. With the Daily around the Campus and also with the copies of the Daily delivered to the fraternities and sororities.
2. Boxes could be made to place on the Daily boxes for distribution of the Date Digest and other matter we wish to circulate in the future.
3. Distribute them at the Information Desk.
4. Distribute them at the program Coffman Capers on September 20.
5. Distribute them at Cook Hall.
6. Some could be left With the book stores and at the end of the lunch line.
7. Post Office Boxes in the dorms.
8. St. Paul Campus.
9. Campus Club.

Personnel Committee: It was recommended that a workshop for chairman of the Committees be held this fall, the suggested date being October 12, which is a holiday. The present plan is to go to some camp for an outing and meeting to discuss and define the definite responsibilities of the chairmen.

N-23

Motion K-367: It was moved to hold a fall training program.

Motion seconded and carried.

N-24

Motion K-368: It was moved that the Personnel Committee look into what is available or perhaps take this suggestion to find a time that is most convenient for most of the people to attend, by phone or dropping a line to them.

Priscilla Pierce offered a home and acres of woodland for the workshop meeting place.

Motion was seconded and carried.

The Personnel Committee discussed the necessity of setting a definite day for students to sign up for Union activities. It was suggested that we have a Union sign-up day which would probably fall in the second week of school at which time we would probably set a period in the afternoon at which all the Committee Chairmen and Sponsors would be on a program and explain the various activities.

N-25

Motion K-369: It was moved to establish a sign-up day to recruit Union committee members.

Motion was seconded and carried.

Program Committee: Peg Robertson reported on her trip to the Seminar on International Relations, the USNSA International Leadership Project at Harvard University. She attended lectures and discussion groups. The discussions were generally about student movements around the world and the effects of present day conditions on uniting student movements and what the American student can do to make the foreign student welcome.

She suggested informal discussions to which we would invite some American students and many foreign students to discuss world problems, as rearmament, the EDC program, or something like Islam versus Christianity.

There is a formal reception for all foreign students on October 3, 1954, to which we could invite Committee people and students interested in coming later for the discussion groups. A coffee hour was suggested for the informal discussions. It was suggested that the Foreign Student Committee might start working with the Comopolitan Club and SPAN, but to wait until the students are back to set up a Committee.

Peg contributed substantially to at least two NSA publications on international student problems and copies of the publications will be received by the Program Office as soon as they are published. Her complete report on the Seminar and the contact she made in the East with recommendations is on file in the Program Office.

Bridge Committee: Mr. French reported on the Bridge Committee which he said is the most enthusiastic one we have ever been blessed with. They are proposing a weekly doubles tournament and to be affiliated with the American Contract Bridge League to get the authority to give the masters rating in bridge. We requested the supplies for twenty-five. This is in addition to the usual bridge instruction program we have had in the Union.

Difficulty has arisen in that it takes time to direct the tournaments. The Committee has typed up a schedule and presented it to the Program Office which has approximately nine nights of tournament play and includes the Intercollegiate Tournament. We are now faced with the problem of hiring a director of play. The regular rate is \$10.00 with the usual charge at \$12.00 to \$15.00. Alternatives to paying this fee are as follows: 1. Ask the Committee to handle this on a volunteer basis completely. 2. Accept the resignation of Mike Nicora, Chairman of the Bridge Committee, and hire him as a specialist at \$4.00 per tournament for fall quarter on a trial basis. The Committee proposes to charge \$.50 per person at the tournaments. They usually have eight tables and, therefore, would be able to pay the \$4.00 fee.

^{N-26}
Motion K-370: It was moved that the resignation of Mike Nicora, Chairman of the Bridge Committee, be accepted and that he be hired as a specialist for the weekly Bridge Tournaments at \$4.00 per Tournament.

Motion seconded and carried.

Square Dance Committee: The Committee requested having a square dance on October 12, 1954, when the Union is normally closed. The Committee wants to find out if square dancing is dead or if it still is worthwhile. We have had an average of 3,000 in attendance for each of the last two years and it required \$75 or \$80 to subsidize the program because it did not carry itself, but this is not much per person. The trouble is that we have more non-students participating than students; many are former students who started dancing at the Union.

Motion K-371: It was moved to grant the Square Dance Committee the use of the ballroom on October 12, 1954.

Motion seconded and carried.

Admission Policy for Variety Dance and Square Dances:

Variety Dance Problems

Motion K-372: ^{N-27} It was moved to adopt a \$.10 charge for those students carrying a University fee statement and a \$.35 charge for those not carrying a fee statement.

Motion seconded and carried.

This motion does not provide for any sort of guest card system. It is the President's recommendation to the Board that the Program Committee study this very closely and report to the Board two weeks from this meeting on some sort of policy.

Welcome Week Plans: All Union facilities will be open.

1. Noon Varieties
2. Campus Capers
3. Quarterback session in the Men's Lounge

Each area will be responsible for its own posters and having enough people there. This a good time to have people sign up and there should be people there to take the information. All Freshmen should be directed to the ballroom in time for Coffman Capers. There will be a dance after the program from nine until ten. All Committee Chairman should be in the ballroom at the end of Coffman Capers to assist with the clearing of the ballroom for the dance.

Friday, September 24, 1954, is Activities Day. Jim Bell will speak at the Activities Day Convocation on the Union facilities.

The Union Board Office should be open to give out information all during Welcome Week and especially to foreign students. As many Board members as possible should attend the Foreign Students Reception.

A request was made by Bill Dean that as many Board members as possible be in Coffman Capers in the crowd scenes.

New Business.

Motion K-362: ^{N-28} It was moved to accept Mr. Harvey Gline's letter of resignation.

Motion seconded and carried.

It was recommended that the Public Relations Committee should plan a name contest for the Craft Shop and commater's lunch room and that they should include the Craft Shop in this project.

The matter of the night of the night of the Board Meeting was brought up.

Motion N-29 K-363: It was moved to have the Personnel Committee poll the Board members as to the night they would prefer to have Board Meeting.

Motion seconded and carried.

Mr. Starr deleted his report because of the numerous matters on the Agenda with the exception of the matter concerning the Bowling Alleys. The Situation in the bowling alleys is not good as we have few pinsetters. Mr. Starr recommended that we increase our charge on bowling to \$.35 per line. This is the standard downtown rate. This increase would enable us to pay the pinsetters better and insure more pinsetters for open bowling.

Motion N-30 K-364: It was moved to raise the rate of bowling to \$.35 per line.

Motion seconded and carried.

The meeting adjourned at 10:40 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

Adopted September, 1954

PROCEDURE FOR PROCESSING FILING SHEETS *

1. Applicant procures filing sheet in Room 230. If possible, a program staff member or board member should discuss the various possibilities and responsibilities in the Union committee system. The merit system ought to be explained briefly.
2. Applicant returns the completed filing sheet to Room 230. Secretary stamps date of receipt.
3. Filing sheet is turned over to the Board Personnel Committee Chairman, who notifies the chairman of the committee in which the applicant is interested.
4. The committee chairman personally contacts the applicant and determines whether the applicant is to be accepted or rejected. It would be well for the Board Area Director to sit in on this interview, if at all possible.
5. The committee chairman sends the filing sheet appropriately marked, accepted or rejected, back to the Board Personnel Chairman. If marked accepted, the filing sheet is filed in the committee's personnel folder after a permanent record card has been made out for the master personnel file. (This 3 x 5 card for the master file is made out by either the Program Office secretary or the Personnel Bureau - preferably the latter, if and when it starts to function).

If the filing sheet is marked rejected, the personnel chairman will notify the committee chairman of the applicant's second choice and the same procedure as indicated above will apply.

Should there be no second choice, or in the case of a second rejection, the personnel chairman will inquire of the applicant if he desires to be placed on the waiting list for the committee of his choice.

Procedure for Processing Filing Sheets (continued)

* This procedure does not apply for those people recruited by a chairman for his own committee. In this case the chairman must see to it that a filing sheet has been filled out by the committee member and the procedure follows as stated in #5 above.

Area Directors must assume a partnership role with their committee chairmen and the Board Personnel Committee for the recruitment, training, and development of an abiding interest in Union activities in Union Committee personnel.

To this end, the building up of a waiting list for each committee would seem an excellent objective for which we strive.

AGENDA FOR UNION BOARD MEETING

September 29, 1954

- I. Call to Order
- II. Minutes of last meeting
- III. President's Report
 - A. Big 10 Conference
 - B. Dean's Retreat
- IV. Program Director's Report
- V. Standing Committee Reports
 - A. Exec. committee
 1. Committee appointment
 2. Excuse Policy
 - B. House & Public Relations
 1. YWCA
 2. Ballroom request
Talent Bureau request for space
 - C. Personnel
 1. Committee & Board Vacancies
 2. Fall Training Programs
 3. Sign-up Day
 4. Meeting Poll
 - D. Program
 1. Music Area Revision
 2. Calendar
 - E. Finance
 1. Program Budget
- VI. Old Business
 - A. Open House
 - B. Foreign Student Reception
 - C. Homecoming Dance
- VII. New Business
 - A. By-Law Revision
 - B. Election of Member-at-large to Exec. Committee
- VIII. Adjournment

1954-'55 Budget Allotment and Quarterly Expenses and Balances

AREAS	1954-'55 Budget	Fall '54 Expenses	Jan. 5, '55 Balances	Winter '55 Expenses	Apr. 1, '55 Balances	Spring '55 Expenses	June Balance
<u>ARTCRAFT WORKSHOP</u>							
Instruct. & Promotion	100.00						
Photography	50.00						
<u>DANCE AREA</u>	\$800.00						
Friday Nite	200.00						
Saturday Nite	None						
Let's Dance	500.00						
Private	None						
Variety	None						
Square	100.00						
<u>Special Dances</u>							
Homecoming	None						
Christmas Semi-Formal	None						
Snow Ball	None						
Mardi Gras	None						
Stardust	None						
<u>FINE ARTS</u>	\$650.00						
Gallery	500.00						
Humanities Lounge	150.00						

1954-'55 Budget Allotment (Continued)

AREAS
 1954-'55
 Budget

GAMES AREA \$675.00

Billiards

Inst. & Promotion \$ 50.00

Tournaments 50.00

Bowling

Inst. & Promotion 50.00

Tournaments 50.00

Big 10 " ~~250.00~~
 Bridge 250.00

Instr. & Promotion 50.00

Tournaments 75.00

Game Room Activities 100.00

Checkers

Chess

Scrabble

MUSIC AREA \$840.00

Band Concerts 80.00

Christmas Sing 35.00

Coffman Musicale 175.00

Folk Song Fests 50.00

Music Listning-"Classical" 50.00

Music Listning-"Pops" 50.00

Record Lending Library 400.00

AREAS	Budget 1954-'55
-------	--------------------

<u>OUTINGS</u>	\$500.00
----------------	----------

<u>RADIO & THEATRE ARTS</u>	\$1,350.00
---------------------------------	------------

Noon Movies	400.00
-------------	--------

Noon Varieties	100.00
----------------	--------

Qtrback Sessions	150.00
------------------	--------

Talent Bureau	100.00
---------------	--------

WMMR	600.00
------	--------

<u>SOCIAL SKILLS</u>	999x99 1,200.00
----------------------	-------------------------------

Charm, Inc.	150.00
-------------	--------

Etiquette	100.00
-----------	--------

Student-Faculty Relations	100.00
---------------------------	--------

Departmental Coffee Hrs.	400.00
--------------------------	--------

Foreign Student	300.00
-----------------	--------

Toastmasters	75.00
--------------	-------

Toastmistresses	75.00
-----------------	-------

<u>SPECIAL EVENTS</u>	1,500.00
-----------------------	----------

Open Houses	400.00
-------------	--------

Snow Week	None
-----------	------

Welcome Week	200.00
--------------	--------

Graduate Student	300.00
------------------	--------

Program Development	600.00
---------------------	--------

<u>PROGRAM OFFICE</u>	\$900.00	
Supplies		200.00
Telephone		275.00
Postage		25.00
Travel		400.00
<u>PUBLICITY</u>	950.00	
Date Digest		150.00
Gopher Coverage		300.00
Photo Service		250.00
Union Brochure		150.00
Union Relations		100.00
<u>UNION BOARD ACTIVITIES</u>	985.00	
Big 10 Convention		400.00
Christmas Cards		50.00
Christmas Decorating Party		25.00
Leadership Outing		135.00
Merit Recognition		250.00
Miscellaneous		<u>125.00</u>
<u>TOTAL</u>		\$10,250.00 + 250.00

UNION BOARD MINUTES

September 29, 1954

Members Present: Jim Bell, Bill Dean, Nancy Forte, Martin Snoke, Alden Galbraith, Marilyn Schulz, Roy Talmo, Byron Warmee, Priscilla Pierce, Mary McDermott, Dr. Mork.

Others Present: Joyce Smith, David Seamans, Cliff French, Marian Timothy.

The meeting was called to order at 7:20 p.m.

The minutes of the last meeting were approved.

President's Report:

There will be a Big Ten Student Union Conference at the University of Illinois October 15, 16, and 17, 1954. Delegates will discuss problems of Unions, setting up interesting programs and training personnel. The Executive Committee selected three students and two staff people to represent Coffman Memorial Union at the conference, and they are as follows: Nancy Forte, Alden Galbraith, Jim Bell, Marian Timothy, Cliff French. They will stop at the Wisconsin Union on the way to the Conference to see how they operate and possibly they will stop at the Union at Iowa University on the way back.

The Dean's Retreat is this week. Nancy Forte is representing the Union Board and will report on the Retreat at next week's meeting.

Program Director's Report:

There are certain activities which stand out now which are worthy of mention. One is the bridge program. We have a very active Bridge Committee and they have planned the most ambitious program of tournament play and instruction that Coffman Union has ever had.

We are continuing with our foreign student program which started last spring which will supplement what the foreign student office and other organizations are doing on Campus. The purpose of this program is to assist in the process of orienting foreign students into our Campus life and activities.

In the Outings Area a good start was made last spring but much remains to be done before we can feel that it is permanently established. However, the situation in this area now looks very good and we can feel quite optimistic about its future. If it works out it certainly will be a worthy addition to the recreational opportunities which we now are offering.

One of the major objectives for this year is the strengthening of our whole Committee system. The Board, collectively and individually, must help in making the merit system work. We must staff our Committee with capable people, train them well, and kindle a spirit of loyalty in them

to the Union activities. In terms of holding Committee personnel in comparison with other Unions our record, last year at least if not over a longer period of time, is a poor one. This revitalizing of our Committee system is again of major importance and is the responsibility of all the Board members and the Program Staff.

Executive Committee:

Len Nelson resigned as Chairman of the House and Public Relations Committee. Alden Galbraith has been appointed the new House and Public Relations Committee Chairman.

Byron Warmee set forth the excuse policy. A member must notify the Board prior to the meeting to be excused. It is sufficient to put a note in Byron's box in the Union Board office. A member will be dropped from the Board if he has six unexcused absences from Committee Meetings or three unexcused absences from Board Meetings.

House and Public Relations:

This year the YWCA would like to use the special activities room, room 131, for a Campus Chest office for November 1 through 17 or a minimum time of November 3 through November 14. This would be after Homecoming and well in advance of Sno Week. There are no other rooms available. It was the general concensus of the Board that this request be granted.

Mr. Vernon Ausen has requested the use of the Main Ballroom to be used for finals December 10 through 14.

N-31
Motion: K-365: It was moved to uphold the decision of the House Public Relations Committee to deny the request of Mr. Vernon Ausen for the use of the Main Ballroom for finals.

Motion was seconded and carried.

The Talent Bureau has requested filing space and a telephone. It is impossible at this time to grant this request. After discussion it was pointed out that the outer office of the Union Board Office is available for Committee use and that the Talent Bureau might make use of these facilities. Rooms on third floor could be used for meetings.

The President suggested that the House Committee postpone action at this time and wait until an over-all look has been made in the Union and that at a later date some arrangement could be made that would be comfortable to everyone.

Personnel:

Nancy Forte reported that vacancies exist on the following Committees: Variety Dance, Saturday Night Dance, Toastmasters, Quarterback Sessions,

Noon Varieties, Sno Week. Interviews will be held October 7, 1954.

The Fall Training Program will be held at the Pierce Farm on October 12, 1954. Transportation will be provided. More information concerning this meeting will be given out later. Some of the topics to be discussed are as follows:

1. How Chairmen can work effectively with Committee members.
2. The relationship of the Board, especially Area Directors, to Committee Chairman.
3. The organization of the Board and its responsibilities.
4. The relationship of the Union Board to other Campus activities.

The Area Directors and Chairmen should meet before the workshop to discuss program and problems so that these may be discussed at the workshop. Area Directors should be acquainted with the Committee Chairman and the functions of the Committees. Everyone should be prepared to take part in discussion groups. It is felt that more workshops should be held, possibly two each quarter with all Chairmen to air problems. Material will be sent out before the workshop begins so that everyone will be prepared.

Sign-up Day has been postponed until the information listed below is obtained through the Area Directors.

1. Statement of purpose for every Committee. What the objectives are and how it is planned to attain it.
2. Number of members now on the Committee.
3. Number of members needed.

This information should in by next Tuesday, October 5, 1954

Jim Bell pointed out to the Board that a few people on the Board have done much work this summer and so far during the year. Certain responsibilities were to be assumed when members were elected or appointed. The success of the Union depends on all the Board members. The Board should not be bothered with organizational matters. We are a service Board, a source of recreation and culture to the students. The Commuters Lunchroom was moved because of pressure by the student body. This was not due to a far sighted Union Board. I hope we begin to progress a little faster in the next month and if we don't assist the Personnel Committee, the Program Committee, or the professional staff steps will be taken to correct the rough spots here in the Union.

A copy of the Procedure for Processing Filing Sheets was distributed to the members. This is very important and should be carefully noted.

Nancy Forte reported on the Meeting Poll. The majority of members preferred to meet on Tuesday nights.

^{N-32}
Motion: K-888: It was moved that we have the Union Board Meetings for fall quarter on Tuesday instead of Wednesday night.

Motion was seconded and carried.

Eyron Warmee asked that the Committee Chairmen and Area Directors contact him to set a time for a meeting to discuss their program areas.

Program:

It was requested that the Coffman Musicale Committee be broken up into separate Committees. At the present time each Committee member has taken over one function of the Committee ~~as~~ the work required is too much for one person to handle.

^{N-33}
Motion: R-347: It was moved that the Coffman Musical Committee be created into a separate Committee along with the Record Lending Library, Classical Listening Hour, and Comedy Listening Hour.

Motion was seconded and carried.

A quarterly calendar will soon be placed in the outer Union Board Office. This will be a permanent calendar to which scheduled events may be attached.

Next week we will start getting reports from all the Area Directors.

Finance:

Roy Teimo distributed to the Board members the proposed 1954-1955 program budget. He requested that the Area Directors go over the proposed budget with the Committee Chairman and report back to him if the allotments are insufficient, etc. This should be done this week so that the budget can be set.

Old Business:

Last year the Musicians Union donated a band for our Open House. This year our request was denied as we fell down on the amount of publicity given the Musicians Union last year. It will cost us \$175.00 more this year, therefore, for Tony Grise's Band. It was mentioned that in the future the fall Open House should be held later in the quarter to enable all Committees to be ready for it with a booth, posters, etc. This year there will be free bowling, free billiards, and a free dance.

The Foreign Student Reception will be held October 3, from 3:00 p.m. to 5:00 p.m. in the Main Ballroom. The Committee has been sending out invitations to foreign students, student leaders, some of the Deans of the University, and prominent people in the community. The Union Board is invited to participate in the reception. The foreign student have been invited to the Union Open House. This is part of a larger program of orientation for foreign students. The program they have been sent includes this along with some other thing we are doing which will add to their orientation.

Homecoming:

The Chairman of the Homecoming Dance Committee, Roger Johnson, and the Board Area Director of Special Events, Chuck Holmquist, started last June to book a name band for the Homecoming Dance. There have been many "near misses" but as yet we do not have a name band. The general plan for Homecoming is similar to last year in that we plan to have a band in the Armory as well as three bands in the Union, with the name Band being in the Main Ballroom. We also plan to have two shuttle buses going back and forth between the Armory and the Union. Three local bands have been booked. These are Dick Marrone, Bobby Kaye, and "Doc" Evans. The Committee is working every day on the development of the Homecoming program and arrangements.

New Business

By-Law Revisions:

Amendment I to the By-Laws was presented to the Board to be voted on next week. This Amendment creates a Public Relations Committee and combines the Finance and the House Committee to be known as House and Finance Committee, and shifts subsections and terms.

The Amendment will be posted in the Union Board Office and will be brought to a vote next week.

Election of Member-at-Large to Executive Committee:

Due to the resignation of Harvey Klein there is a vacancy on the Executive Committee.

Mary McDermott nominated Priscilla Pierce. Nancy Forte nominated Pete von Eschen. A secret ballot was taken. Pete von Eschen was elected the new Member-at-Large on the Executive Committee.

Mr. French thanked the Board for the flowers which were sent to his father's funeral last week.

The meeting adjourned at 9:00 p.m.

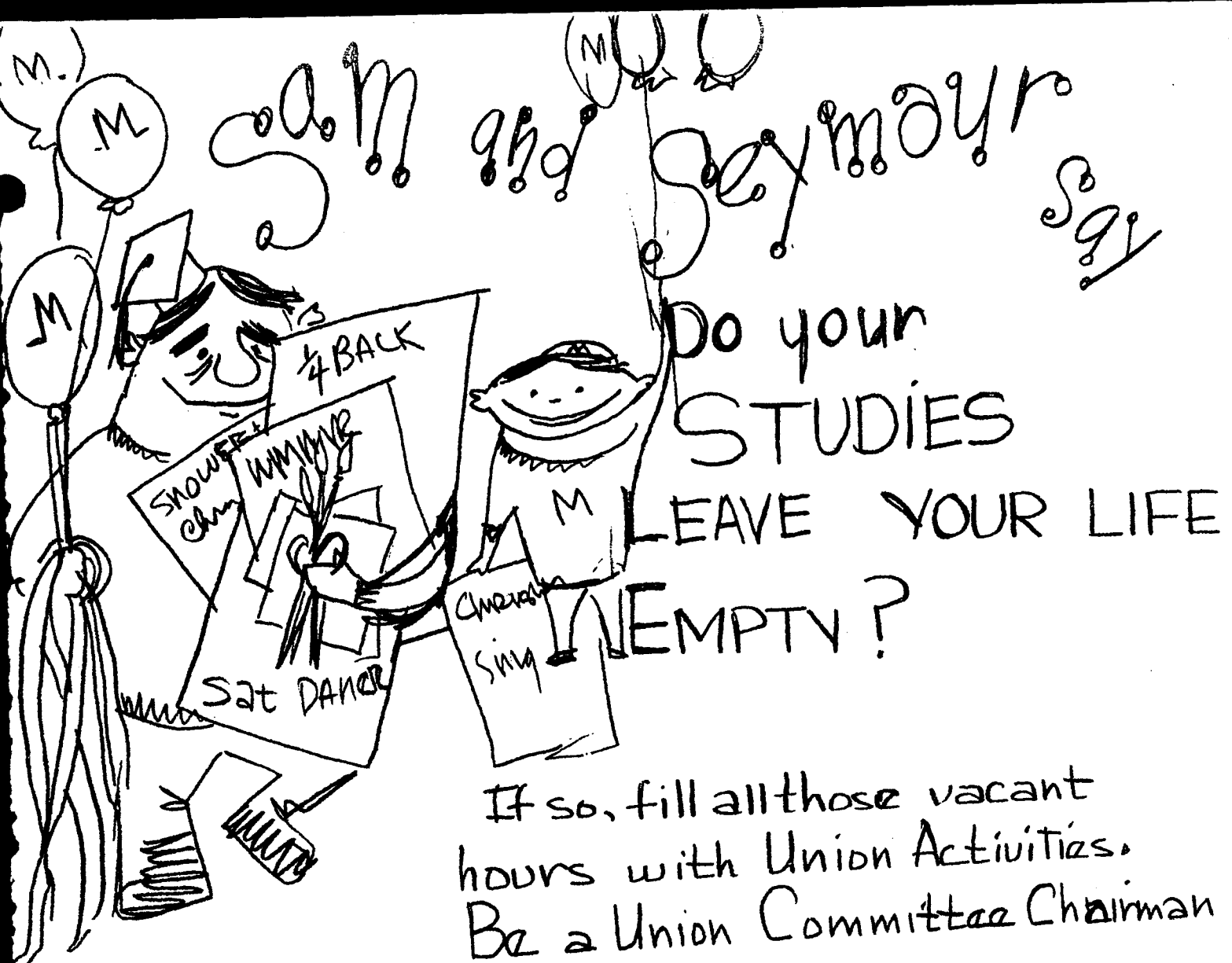
Respectfully submitted,

Clifton French
Acting Recording Secretary

AGENDA FOR UNION BOARD MEETING

October 5, 1954

- I. Call to Order
- II. Minutes of last meeting
- III. Vice-President's Report
 - A. Daily
 - B. Foreign Student Reception
- IV. Director's Report
- V. Standing Committee Reports
 - A. Executive
 1. Excuses
 - B. House & Public Relations
 1. Room Request
 - C. Personnel
 1. October 12 Training Session
 - D. Program
 1. WMMR
 - E. Finance
 1. Program Budget
- VI. Old Business
 - A. By-Law Revision
- VII. New Business
- VIII. Adjournment



Do your
STUDIES
LEAVE YOUR LIFE
EMPTY?

If so, fill all those vacant
hours with Union Activities.
Be a Union Committee Chairman

The following Chairmanships are open;

Quarter Back Sessions

Saturday Nite Dance

Variety Dance

Sno Week

Comedy Listening Hours

Noon Varities

Christmas Sing

Auctioneer for Campus Chest

* UNION BOARD VACANCY MUSIC AREA

Filing sheets are available in
Room 230 Union

UNION BOARD MINUTES

October 5, 1954

Members Present: Byron Warmee, Chuck Holmquist, Bill Dean, Len Nelson, Nancy Forte, Roy Talmo, Alden Galbraith, Con Nordquist, Marilyn Schulz, Mr. Plank, Mr. Starr, Mr. Snoke, Priscilla Pierce, Mary McDermott, Pete von Eschen, Dr. Mork, Mr. Schoffner.

Others Present: Cliff French

The meeting was called to order at 7:15 p.m.

The minutes of the last meeting were approved.

Vice-President's Report:

Byron Warmee mentioned the good publicity which the Union has been getting this week in the Daily, especially the article on the front page on the Fine Arts Center. A letter to the Editor appeared October 5, 1954, in the Daily on the new commuters lunch room expressing some discontent. It was suggested that the Public Relations Committee write an answer in the form of a letter to the Editor of the Daily.

The Foreign Student Reception went off well, but it was felt that the Union Board could have done more on this project. It was very unfortunate that Jim Bell was unable to attend and act as Master of Ceremonies as the Union Board and Union activities were not mentioned as much as they could have been.

No attendance reports on Committee meetings have been turned in by the area directors. In the event no meetings have been held for particular Committees the Executive Committee should also be notified.

Director's Report:

Mr. Starr brought up the matter of the Union Christmas tree and the question of having one inside or outside as the stakes must be taken care of before the ground freezes. This matter was taken up under new business.

Part of the new commuters lunch room has been opened and the remaining portion will soon be completed. Mr. Starr suggested that contests to name this new area as well as the new Artscraft shop get underway as soon as possible.

Mr. Starr reported on the National Recreation Conference in St. Louis.

Mr. Starr suggested that a study of the cost of operating the Main Ballroom be made. This suggestion was referred to the House Committee.

Mr. Starr also recommended that a survey be made to determine the best use of the new commuters lunch room before 10:00 a.m. and after 2:00 p.m.

Executive Committee Report:

The following people have unexcused absences from last week's Board Meeting: Dave Giese, Con Nordquist, Chuck Holmquist.

House and Public Relations Committee:

^{N-34}
Motion K-368: It was moved to grant the request of the Minnesota Christian Fellowship for the use of Room 315, Monday through Friday, from 7:50 a.m. to 9:20 a.m., for this school year, for prayer.

Motion was seconded and carried.

^{N-35}
Motion K-369: It was moved to grant the request of the Christian Medical Society for the use of Room 346 each Thursday from 12:30 - 1:30, October 14 through December 2 with the exception of November 25 and the use of Room 346 for a Coffee Hour on October 4, 16, and 30, and November 6 and 13, 1954.

Motion was seconded and carried.

Personnel Committee:

Nancy Forte gave the details on the Training Program on October 12, 1954. All those attending the program will meet in front of Comstock Hall at 8:30 a.m. October 12, 1954. All those who will be driving are to notify Nancy. All Area Directors and Committee Chairmen are requested to attend. Where Committee Chairmen vacancies exist the Area Directors should select a Committee member to attend.

It was decided by those present at the meeting that all staff and Board members would bring a box lunch for two and that Board members and Chairmen would bid pennies for lunches.

Finance Committee:

Roy Talmo requested that the forms which he left in the post office boxes in the Union Board Office be filled in and returned to him by Friday.

Program Committee:

WGBR will be making a live broadcast from the Grill on the main floor of the Union this Friday, October 8 from 3:30 - 4:00 p.m. This is a feature of Bob Roddy's program "An Afternoon of Music."

Old Business:

^{N-36}
Motion K-370: It was moved to accept the By-Lay Amendment presented last week to the Board the effect of which will be the merging of the House

and Finance Committees and making the Public Relations Committee a separate Committee.

Motion seconded and carried.

Chuck Holmquist reported on the Open House held October 2, 1954. The Open House was a success. Despite the fact that there was some problem with publicity 2,160 people attended. The entire cost of the Open House was \$320. This is considerably more than last year due to the fact that the Musicians Union did not grant us a free band this year.

New Business:

Byron Warmee, acting President pointed out that we should all be concerned with the activities and policies of the Board as a whole and that the reason for setting up Committees was to expedite the work.

^{N-37}
Motion K-371: It was moved that we have two Christmas Trees this year, one outside and one inside.

Motion was seconded and approved.

Homecoming Dance: As yet we have no name attraction for this year's Homecoming. The Committee is trying to get the Four Aces. We have contracted a Chicago Band with which the Four Aces will appear if we are able to book them.

Mr. Starr suggested starting a Junior Bowling League for sons and daughters of faculty members. Instruction classes and later league bowling for children twelve years old and up to college age could be held in the Bowling Alley Saturday morning. This suggestion was referred to the Program Committee to be studied and brought up at a later Board Meeting.

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNION BOARD AGENDA

October 19, 1954

- I. Call to Order
- II. Minutes
- III. Vice President's Report
 1. Commuter's Lunchroom
 2. St. Paul Campus
 3. Big - 10 Conference
- IV. Homecoming Report - Roger Johnson
- V. Standing Committee Report
 - A. Exec - Pete von Eschen
 1. Excuses
 - B. House & Finance - Roy Talmo
 1. Program Budget
 - C. Personnel - Nancy Forte
 1. Variety Dance Chairman
 - D. Program - Marilyn Schulz
 1. Noon Varieties Request
- VI. Old Business
 - A. Union Staff Passes
- VII. New Business
 - A. Regional Meeting, North Dakota Agr. College
- VIII. Adjournment

UNION BOARD MINUTES

October 19, 1954

Members Present: Byron Warmee, Mr. Snow, Roy Tolmo, Len Nelson, Bill Dean, Priscilla Pierce, Gordon Starr, Pete von Eschen, Con Nordquist, Mr. Shoffner, Marilyn Schulz, Nancy Forte, Mr. Snoke.

Others Present: Cliff French, Roger Johnson and Daily reporter Beverly Kroona.

The meeting was called to order at 7:10 p.m.

The minutes of the last meeting were approved.

Vice-President's Report:

The official opening of the Communter's Lunch room was at 11:00 a.m. Tuesday, October 19, 1954.

Byron Warmee attended a meeting of the St. Paul Campus Union Board last Thursday. He found it very interesting and urged other members to attend these meetings.

Bill Dean reported on the Big Ten Conference. The delegates stopped at the Wisconsin Union on their way to the Conference to observe their methods of operation. They attended a Board meeting while there. They arrived at the Illini Union on Friday and after registration visited Allerton Park. Workshop sessions were held that evening and Saturday with a dance Saturday evening. They visited the Iowa Union on Sunday afternoon where they talked with the program director and saw their new Union building. The delegates obtained many ideas from other schools and were very inspired by the Conference. Detailed report will be given next week.

Homecoming Report:

Roger Johnson reported on the Homecoming dance preparations. We still do not have a name band. The Committee has decided to get two more local bands and hold the entire dance in the Union using all available space. Because they will not have the large expense item involved in using a name band they have decided to go all out on decorations, publicity, and may include refreshments in the price of the ticket. The proposed budget for the dance is still far below last year's, therefore, it would be possible to lower the prices of tickets.

^{N-38}
Motion K-372: It was moved that the Homecoming Committee be permitted to use their discretion as to the price of Homecoming tickets with a maximum limit of \$1.50 per ticket.

Seconded and carried.

Tom Millott reported on the Noon Varieties program scheduled for Homecoming week "Deadwood U.S.A." He requested the Board members to wear western clothes on Monday, Tuesday, and Wednesday, of next week and buttons advertising the show.

Executive Committee Report:

The Executive Committee requested that attendance reports from the standing committees be turned in prior to the Executive Committee meeting which is every Tuesday afternoon at approximately 2:30 p.m.

House and Finance Committee:

The only objection which came in on the proposed budget was from Tom Millott on the budget for Noon Varieties. He would like to have the amount increased from \$100 to \$525 because the shows have become musical productions rather than a collection of variety acts and, therefore, costs have gone up. The Committee does not have the funds to allot to Noon Varieties unless the appropriate from the reserve and so it was suggested that Noon Varieties make a 10% admission charge. This matter was taken up under Program later in the meeting.

^{N-39}
Motion K-373: It was moved that the proposed budget for 1954-1955 be accepted.

Seconded and carried.

The House and Finance Committee granted blanket reservations to the following organizations: Residence Counseling Program of the Office of the Dean of Students, SLA Week Committee, Dental Choir, The Christian Medical Society.

Personnel Committee Report:

We have a vacancy for a Variety Dance Chairman. The Personnel Committee recommended that Don Backstrom be appointed as Chairman of this Committee.

^{N-40}
Motion K-374: It was moved that Don Backstrom be made Variety Dance Chairman.

Seconded and carried.

The Personnel Committee requested that the application blanks of people on Committees be turned by the Committee Chairmen. All the application blanks carry a second choice and occasionally they like to recommend them to the second choice. Nancy Forte would like these blanks in by Friday, October 29, 1954.

Program Committee:

^{N-41}
Motion K-375: It was moved that Noon Varieties charge admission of 10% per person and the possession of a Homecoming Button at their show on October 27, 1954.

Seconded and ~~debated~~.

^{N-42}
Motion K-376: It was moved that we only require a Homecoming Button as admission to the Noon Varieties Show on October 27, 1954.

Seconded and carried.

^{N-43}
Motion K-377: It was moved that a 10¢ charge be made at Noon Variety shows, after October 27, 1954, and that the practice be referred to the Program Committee and the effect studied.

Seconded and carried.

Old Business:

^{N-44}
Motion K-378: It was moved to grant the Union staff passes to attend all Union functions.

Seconded and carried.

It was mentioned that the ticket takers at all events should be notified about these staff passes as well as Union Board passes as in the past they were reluctant to admit individuals carrying such passes as they were unfamiliar with them.

New Business:

Mr. Starr reported on the Regional Meeting of the Association of College Unions which will be held at North Dakota Agricultural College, Fargo, North Dakota, on November 19th and 20th, 1954. The program for the meeting is coming along very well. It was suggested at the Big Ten Conference that at least one of the delegates to the Big Ten also attend the Regional meeting. The St. Paul Campus will be sending 7 or 8 delegates. It was suggested that we send 1 or 2 delegates to the Regional Meeting. This matter will be taken up at a later meeting.

There was a general discussion of taking on the Campus Chest Auction this year.

^{N-45}
Motion K-379: It was moved that the Union Board accept the responsibility for the Campus Chest Auction.

Seconded and carried.

^{N-46}
Motion K-380: It was moved that the next meeting of the Board to be a dinner meeting.

Seconded and carried. This motion was referred to the Executive Committee and all Board Members will be notified as to whether or not we will have a dinner meeting next week.

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

PROPOSED CONSTITUTION

Preamble

The Minnesota Rovers is a group of the total University community prepared to make available an appreciation of and a participation in informal outdoor recreation through group outings both in Minnesota and nearby states. The group encourages the skilled person to share with the novice in order to further extend outdoor interests through participation.

Article 1.

The name of this group shall be the "Minnesota Rovers," hereinafter called the "Rovers."

Article 2.

Section 1. The Rovers are organized as one of the activities under the overall guidance of the Union Board of Governors to make available the opportunities of outdoor activities, as specified in the preamble, to students, staff, and spouses, of the University community. For this end, the Rovers are organized.

Section 2. The Rovers are organized under the Outings Area of the Union Board of Governors and that Area Director shall act as liaison between the Rovers and the Union Board of Governors. The Rovers are subject to all the regulations of the Union Board of Governors.

Article 3.

Membership shall be classified as "Active," "Participating", and "Regular".

Section 1. Active Members are the voting members of the Rovers. They attain this position by their active interest and participation in the program. To become an Active Member, the member must be a regularly enrolled student who has met the specific requirements of participation stated in the By-Laws. ?

Section 2. Participating Members are those who have met all the requirements for Active Members, except that they are not regularly enrolled students. Participating Members have all the privileges and responsibilities of Active Members except that they may not vote or hold office. ?

Section 3. Regular members are all others in the University community who have shown interest in the Rovers.

Article 4.

Section 1. The officers are: Chairman, Trips Director (Vice-Chairman), Treasurer, Secretary, Equipment Chairman, and Publicity Chairman. The officers are members of the Executive Committee. The Executive Committee is primarily concerned with the successful operation of all parts of the organization.

Section 2. All officers shall be Active Members. All officers shall be elected once a year by the Active Members, as stated in the By-Laws.

Section 3. The advisor shall be a member of the Union Program Staff.

Section 4. In the event no officers are available the Area Director may assume the duties of Chairman.

Article 5.

Amendments to this constitution shall become effective by approval of the Union Board of Governors and two-thirds of the Active Members present and voting where three-fourths of the total active membership shall constitute a quorum. Amendments must be submitted in writing to all Active and Participating Members and posted in the Rovers office at least two weeks before being voted on.

Article 6.

This constitution shall become effective immediately upon its approval by the Union Board of Governors and its ratification by a majority of all voters voting on this constitution.

PROPOSED BY-LAWS

Article 1.

Section 1. There shall be four regular meetings of the membership each year. They shall occur: One within the first ten days of each quarter and one in the month of February. The three at the beginning of each quarter are for the purpose of outlining the program for the quarter and for encouraging students to become active members. The February meeting is for the purpose of electing officers.

Section 2. Other meetings of the membership shall be called as deemed necessary by the Chairman and the Executive Committee, or by the members themselves. It is stressed, however, that the objectives of the Rovers shall be attained by activities outside, and that the meetings serve only to make these activities available.

Section 3. All meetings of the membership and of committees shall be open to the entire membership.

Section 4. Those attending a meeting shall constitute a quorum, except as specified in the Constitution, Article 5, and the By-Laws, Article 6.

Article 2.

Section 1. There shall be standing and special committees. The standing committees shall serve at all times. The special committees shall serve during the time the need they satisfy exists.

Section 2. The standing committees shall be: Executive Committee, Trips Committee, Equipment Committee, and Publicity Committee.

Section 2a. The Executive Committee shall be composed of the officers. The Chairman of the Rovers acts as chairman of the Executive Committee; the Secretary of the Rovers as secretary of the Executive Committee.

The Chairman shall appoint all special committee chairmen and other special officers, subject to approval by the Executive Committee.

The Treasurer shall handle the finances. He may secure what aid he needs, but shall not have a standing committee.

The Secretary shall keep all the permanent records of the organization.

The Executive Committee shall meet at least once every other week.

Any member of the Executive Committee who has three unexcused absences from Executive Committee meetings shall automatically lose his office and be replaced as stated in Article 5, Section 5.

Section 2b. The Trips Committee shall plan a program of trips. The Trips Director shall be chairman of the Trips Committee. A general program shall be presented to the Executive Committee in time for them to present it at the opening meeting of each quarter. Since the purpose of the Rovers is to participate in activities, there shall be no general requirement of approval by the Executive Committee of individual trips. It may occur that trips will be planned on short notice to fill the needs of the membership.

The Trips Director shall appoint or approve all trip leaders. The Trip leaders shall be chosen for ability and the welfare of the participants. In general, the trip leader shall find helpers, but no formal committee need be organized. The trip leader is solely responsible for the leading of the trip, and in the event that he can not go on the trip because of some emergency it is his responsibility to make certain that there is a qualified trip leader to take his place.

Section 2c. The Equipment Chairman shall be chairman of the Equipment Committee. He is responsible for the maintenance and acquisition of equipment.

The Equipment Committee shall aid the Chairman in the maintenance and procural of equipment, although he shall retain the primary responsibility for that maintenance and procurement. All major items must be presented to the Executive Committee for approval. Any purchases must comply with the regulations of the Constitution and of the Union Board of Governors, as stated in the Constitution, Article 2.

The Equipment Committee shall be responsible for instruction in the proper use of all equipment.

Section 2d. The Publicity Chairman shall be chairman of the Publicity Committee. The committee shall be responsible for publicizing all meetings, trips, and activities.

Section 3. Special Committees. These shall include the Nominating Committee and any other committees which are found necessary. These committees shall be appointed for specific purposes. The duties of the Nominating Committee are outlined under Article 6.

Trip leaders are not committee chairman and therefore do not need to be approved by the Executive Committee. See Article 2, Section 2b.

Section 4. Committee chairmen, except as noted below, shall appoint their own committees.

The membership of the Executive Committee must meet with the requirements of the Constitution and By-Laws, and therefore is not appointed by the Chairman.

Section 5. The Advisor shall be an ex-officio member of all committees.

Article 3.

Section 1. The requirements for becoming Active and Participating Members are the same except as defined in the Constitution, Article 3. ✓

Section 2. The points required for Active and Participating Members may be earned as follows: 3 points for an overnight trip, 2 points for a day trip, 1 point for trip leader, 1 point for each two hours of service. ✓

Points required for becoming an Active or Participating Member are 8, to be earned as follows: at least 4 points from going on trips, and 2 points from service, the remaining points may be acquired in any fashion specified above.

No record of points shall be kept for any member after he has met the requirements for becoming an Active or Participating Member.

Section 3. Active and Participating Members shall be eligible to wear the Rovers emblem and are encouraged to do so.

Article 4.

The Chairman shall see that there are sufficient regular or temporary officers to carry on the functions of the Rovers during the summer. This group shall be in the nature of a skeleton crew which will organize all interested persons during the summer sessions.

Article 5.

Section 1. The Chairman shall appoint a Nominating Committee in January. The Nominating Committee shall nominate two persons for each of the regular offices and shall post the names one week before the election. The Nominating Committee shall obtain the consent of each nominee before using his name. The Nominating Committee is recommended to nominate for Chairman members of the Junior class. However, no class requirement, either undergraduate or graduate, is stated for any office in order to make possible the securing of the most able officers from among the regularly enrolled students.

Section 2. Nominations from the floor shall be called for by the presiding officer during the election meeting before each office is voted on. Offices shall be filled in the order in which they are listed in the Constitution.

Section 3. Election of officers shall be held in February.

Section 4. Officers shall take office the third week in February.

Section 5. When vacancies occur among the officers, the Chairman shall immediately appoint a new officer to fill the vacancy. The appointee must be approved by the Executive Committee. If, at the time the vacancy occurs, there are less than two months remaining until the next regular election, the appointee shall hold office until the new officers are installed. If there are more than two months left until the next regular election, then the Executive Committee shall call a special election to fill the vacancy, the appointee holding office until the special election is concluded.

If a vacancy occurs in the Chairmanship, the Trips Director shall become Chairman. If there are less than two months remaining until the next regular election, he shall appoint a new Trips Director as directed in the preceding paragraph. If more than two months remain, the Executive Committee shall call a special election to fill the Chairmanship.

In the event a regular officer is elevated to a higher post at a special election, the newly created vacancy shall be filled by election at the same special meeting.

Article 6.

Amendments to the By-Laws shall become effective upon approval

by a majority of the Active Members present and voting where two-thirds of the active membership shall constitute a quorum. Amendments must be submitted in writing to all Active and Participating Members and posted in the Rovers office at least two weeks before being voted on.

UNION BOARD AGENDA

October 26, 1954

- I. Call to Order
- II. Minutes
- III. ~~Minutes~~ President's Report
 - A. Guests
 - B. Mr. George C. Mohlke, Jr.
 - C. Appointment to Exec. Committee
- IV. Standing Committee Report
 - A. Executive
 - Village Board Appointment
 - B. House & Finance - Roy Talmo
 - General Information
 - C. Personnel - Nancy Forte
- V. Old Business
- VI. New Business
 - A. Regional Meeting, North Dakota Agr. College
 - B. N.S.A. Regional Assembly
- VII. Adjournment

FILE COPY
DO NOT REMOVE

- I. Explanation of Summer Orientation Programs
 - A. Purpose
 - B. Program
 - C. Groups Handling Program
- II. Explanation of Orientation Commission
 - A. Makeup
 - B. Purpose
- III. Union Board Proposal - To take over Summer program
 - A. Stress Campus Activities
 1. A back drop chart
 2. Campus Leader called upon to explain chart
 - B. Stress Union Board Activities
 1. Union Board member to explain Union set-up chart.
 - C. Entertain new Freshmen
 1. Rotate various committees presenting their programs - e.g. Square Dance, Charm, Noon Varieties, Coffman Musicale.

UNION BOARD MINUTES

October 26, 1954

Members Present: Jim Bell, Pete von Eschen, Mr. Plank, Priscilla Pierce, Con Nordquist, Roy Talmo, Mr. Starr, Len Nelson, Nancy Forte, Mr. Snoke, Marilyn Schulz, Bill Dean, Mary McDermott, Alden Galbraith, Dr. Mork

Others Present: Cliff French, Marian Timothy, Chuck Mohlke, Dan Webster, and Daily reporter Beverly Kroona, and Tom Millot.

The meeting was called to order at 7:10 p.m.

The minutes were approved with the following corrections: Motion K-372 change of the word maximum to "minimum,"; Motion K-373 - addition of \$10,500 after the word budget.

President's Report:

Dan Webster of the St. Paul Campus Union Board was a guest at the Union Board of Governors meeting. Mr. Webster passed out a brochure called "Club Service and Take Out Foods" and briefly described the take out services offered by the St. Paul Campus Union which include food and equipment such as tables, chairs, etc.

Chuck Mohlke of All-University Congress covered some of the plans and problems of the Congress and expressed a desire that the Union Board and the Congress work together more harmoniously for the benefit of the student body and thereby strengthen their own groups. He suggested that at some time in the future the Union Board of Governors and the All-University Congress have a joint meeting so that the members could become acquainted.

Executive Committee:

On November 16, 1954, the Union Board will meet at the home of Mr. Malcolm Willey. Notices concerning this meeting will be posted in the Union Board office at a later date.

^{N-47}
Motion K-391: It was moved that we accept Phyllis Cook as our appointee to the Village Union Board.

Seconded and carried.

The problem of scheduling activities during the time that convocations are held was discussed in connection with the recent overlap of events. It has been the general policy not to schedule events during convocations and this policy will continue in the future.

The Executive Committee recommended that the Union Board of Governors make application for handling the program portion of summer orientation. These programs, to be given in the evening during orientation of freshmen, would try to give an explanation to the freshmen of all University activities and their relationship to each other and the whole University. It was the general opinion of the Board that application should be made for handling the program portion of summer orientation.

House and Finance Committee:

Roy Talmo reported that the curtains in the main ballroom have now been replaced and that the stage curtain will be replaced and will bear a large "M".

The name contest for the new commuters lunch room is being referred to the Public Relations Committee.

The President called on Tom Millot, Noon Varieties Chairman, who requested help on two problems. 1. Getting a loud speaker car to go around Campus Wednesday advertising "Deadwood U. S. A." Priscilla Pierce of the Homecoming Committee said that the car had been previously granted to the Homecoming Committee to publicize the dance, but that Tom might approach them to also mention "Deadwood". 2. Getting publicity from the Daily. Two stores have been cut on "Deadwood" recently and other Committees are having difficulty getting publicity. Alden Galbraith of the Public Relations Committee stated that he and Mary McDermott will be going to the Daily this week to discuss this problem.

Personnel Committee:

Jim Goff was recommended for the position of Chairman of Snow Week.

^{N-48}
Motion K-382 It was moved that the Union Board accept Jim Goff as Chairman of Snow Week.

Seconded and carried.

The Executive Committee will discuss the Regional Meeting of the Association of College Unions at the North Dakota Agricultural College, in detail at the next meeting.

Anyone interested in attending the National Students Association Regional Assembly should contact Dave Cadwell or Jim Bell for information.

The Rovers presented a proposed constitution to the Board. Con Nordquist will try to answer any questions the Board members may have concerning this matter at the next meeting. Board members are requested to contact him previous to the meeting and give him their questions in writing.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNION BOARD AGENDA

November 2, 1954

- I. Call to Order
- II. Minutes
- III. President's Report
 - A. Guests
 - B. Board Vacancy
 - C. Delegates to Regional Conference
- IV. Standing Committee Report
 - A. Executive
 1. Meeting Time
 - B. House & Finance - Roy Talmo
 - C. Personnel - Bill Dean
 1. Sno Week
- V. Old Business
 1. Proposed Constitution Minnesota Rovers
- VI. New Business
- VII. Adjournment

COFFMAN MEMORIAL UNION

UNION BOARD MEETING

November 2, 1954

Members Present: Jim Bell, Pete von Eschen, Priscilla Pierce, Con Nordquist, Roy Talmo, Mr. Starr, Mr. Snoks, Marilyn Schulz, Mary McDermott, Mr. Plank, Dr. Shoffner.

Others Present: Cliff French, Margaret Robertson, Don Brown, "Boots" Nelson, Dave Seamans.

The meeting was called to order at 7:30 p.m.

The minutes were approved.

President's Report:

"Boots" Nelson, assistant general chairman of the Homecoming Committee, inquired about the Union Board of Governors pass policy. Many of the people on the Homecoming Committee were not granted passes and were caused some embarrassment. He suggested that the Committee members each receive a pass and that their Executive Committee receive two passes. It was recommended that the matter be referred to the Program Committee for study and be brought to the Board for review.

There are now two vacancies on the Board caused by the resignation of Chuck Holmquist and Dave Giese. It was the general consensus of the Board to accept these resignations.

Mr. Starr gave a brief summary of the activities which will be taking place at the Regional Meeting of the Association of College Unions at North Dakota Agricultural College, Fargo, North Dakota, November 19 and 20. Highlights of the program include tours of their new student Union, which is one of the newest and most modern in the country, Workshop sessions, and the main speaker of the conference is Dr. Hale Aarnes of North Dakota Agricultural College.

The Executive Committee recommended that the following Board members represent Coffman Memorial Union at the Regional Meetings: Priscilla Pierce, Bill Dean, Byron Warmee. Priscilla Pierce stated that should be unable to attend.

^{N-49}
Motion #383. It was moved that Pete von Eschen, Bill Dean and Byron Warmee represent Coffman Memorial Union at the Regional meeting of the Association of College Unions.

Seconded and carried.

Executive Committee:

The Executive Committee will meet in room 345 on Friday, November 5, 1954 at 3:30. All standing Committee Chairmen are expected to be present. The topic for discussion will be "How to solve the problems of the standing committees."

Personnel Committee:

Jim Goff is now working on the various openings for the Sno Week Committee. Board members were requested to send anyone they might know who is interested to room 231 in the Union to sign up for this Committee.

It was the recommendation of the Personnel Committee that Board members and Committee chairman spend two to three hours a week in the Board office giving assistance to Committee members.

Old Business:

The proposed constitution of the Minnesota Rovers was brought to the Board for discussion. One of the main points discussed was the question of whether or not the Minnesota Rovers would be considered a new student organization and, therefore, not be under the jurisdiction of the Union Board if they have a constitution. It was pointed out that Article 2, Section 2 of the proposed constitution states "The Rovers are organized as one of the activities under the overall guidance of the Union Board of Governors."

The proposed constitution was referred to the Rovers and program staff to make some necessary minor changes. It was recommended that the decision be postponed on this matter for two weeks and further consideration be given to it at that time.

New Business:

The main topic for discussion at next week's meeting will be the report on income and expenditures of last year's operations.

The meeting was adjourned at 9:35 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

COFFMAN MEMORIAL UNION
UNION BOARD MEETING

November 9, 1954

Members Present: Jim Bell, Pete von Eschen, Priscilla Pierce, Con Nordquist, Roy Talmo, Mr. Snoke, Mary McDermott, Mr. Plank, Alden Galbraith, Byron Warmee, Bill Dean, Len Nelson, Nancy Forte.

Others Present: Cliff French, Hans Hopf, Mr. Bateman, Don Hastings, and Carol Goral, Daily Reporter.

The meeting was called to order at 7:15 p.m.

The minutes were approved.

President's Report:

The President introduced two guests, Don Hastings, President of the St. Paul Campus Union Board, and Mr. Stanly Bateman, Business Manager of the Medical Center at the University of California, San Francisco, California. Mr. Bateman is here observing Union organization and operation as they are planning a student Union for the Medical Center.

The Program Office staff meets regularly on Monday morning at 9:30. These meetings are open to Board members and they are welcome to attend.

There will be a meeting this Friday, November 12, 1954 at 3:30 p.m. in the Union Board office of the Executive Committee together with the Area Directors to discuss the problems of the Area Directors.

The Liaison Committee will have a luncheon meeting at 12:30 on Monday, November 15, 1954, in room 354.

There will be a meeting with Byron Warmee of the Area Directors on Monday, November 15, 1954, at 2:30 p.m. in the Union Board Office.

The President submitted the following names for appointment to the Liaison Committee: Alden Galbraith, Nancy Forte. The appointments were approved by the Board.

House and Finance Committee:

Copies of the Operational Statement for the year July 1, 1953 to June 30, 1954 showing income and expense were distributed to the Board. The statement was reviewed by members of the board. There was an open discussion on both income and expenditure. The figures were compared to previous years operational statement. The balance showed a deficit of \$28,722.27.

The policy concerning building operation on holidays was discussed.

^{N-50}
Motion K-394: It was moved that the building be open on Armistice Day to accommodate the Food Service if they are willing to pay a reasonable charge for this service.

Seconded and carried.

The President mentioned that the Student Activities Bureau is having a Training Session on Tuesday, November 16, 1954, from 3:00 p.m. to 5:30 p.m. at the University YMCA. The registration fee will be 15¢

Personnel Committee:

At the present time there are three vacancies on the Board. Interviews will be held on Monday, November 15, 1954 from 1:30 p.m. to 4:30 p.m. All Board members are requested to give this information to anyone they know who might be interested.

Jim Goff, Chairman of Snow Week, is holding a meeting from 12:30 on Friday in the Union Board office recruit Committee members.

The Board requested that Jim Goff be present at the Union Board meeting Tuesday, November 23, 1954, to report on Snow Week.

There will be vacancies at the end of fall quarter in Humanities Forum and Record Lending Library. Vacancies exist at the present time in the following Committees: Saturday Night Dance, Snow Week, Christmas Semi-Formal, Folk Sings.

Board members will meet at 6:30 p.m. in the Union Board office on November 16, 1954, and from there will go to Mr. Willey's home for the board meeting.

Public Relations Committee:

The Public Relations Committee has recently increased from two to six members.

The Union Board handbook will soon be out and included in this will be a section of information about Union services compiled by the Public Relations Committee.

The Committee is now looking into the matter of a Newsletter and will report on this in the near future.

The Committee has discussed publicity with the Daily and feels that relations are much better. It was recommended that all Committees seeking publicity with Daily first consult the Public Relations Committee. The Committee recommended that the Board approve payment of a bill of \$130 from the Daily for a color ad during Welcome Week. The bill was originally \$180 but the Committee succeeded in obtaining this reduced price. The Board approved payment of the bill.

Program Committee:

The Program Committee has discussed the Pass Policy and will present specific recommendations for change in the Pass Policy at the meeting next Tuesday.

It has been decided to have a merit party on December 5, 1954, at 1:30 p.m. to trim the Christmas tree and other areas in the Union. Entertainment will be provided by the Union staff.

New Business:

Byron Warmee recommended that the Union Board send Jim Bell to the Regional Meeting of the Association of College Unions, November 19 and 20. Jim declined because of school work.

The Program Committee will have a meeting Friday, November 12, 1954 at 2:30 p.m. in the Union Board office to discuss the ^Rovers. Anyone interested in attending is invited to come.

The Finance Committee suggested that the Union Board hire a part time secretary to be on duty in the Union Board office each afternoon. The cost would be \$1.01 per hour. This will be taken up and acted upon at the next meeting.

^{N-51}
Motion K-385 It was moved that the Union observe summer schedule of hours and services on Friday, November 26, 1954, and be closed on Saturday and Sunday November 27, and 28, 1954.

Seconded and carried.

The Vice President of the University Village Union Board passed away on Monday, November 8, 1954. The corresponding secretary was instructed to send a card of sympathy on behalf of Coffman Union Board.

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

**FILE COPY
DO NOT REMOVE**

UNION BOARD AGENDA

November 16, 1954

Meeting at Vice-President Willey's House

- I. Call to Order
- II. Minutes
- III. President's Report
 - A. Liaison Committee Meeting
 - B. Staff Meeting
 1. 9:30 Monday morning
 - C. Notes from Wisconsin
- IV. Standing Committee Report
 - A. Executive
 - B. House & Finance - Roy Talno
 1. Board Secretary
 - C. Personnel - Nancy Forte
 1. Christmas Semi-Formal
 - D. Public Relations
- V. Area Director's Report - Pris Pierce
- VI. Old Business
- VII. New Business
- VIII. Adjournment

**FILE COPY
DO NOT REMOVE**

A. No expenditures - such as - for dinners, taxi fare, lodging, tickets to events etc. shall be incurred in excess of the amount stipulated in a contract, if at all, of a paid entertainer. There will be no reimbursement to an individual violating this motion.

B. Such individuals as: queen finalists, judges, chairmen of the event, etc., shall be able to incur an expense up to five (\$5.00) per person, with the total numbers ^{or more} subject to Board approval - and if time does not allow for Board action - the decision shall rest with the Executive Committee.

FILE COPY
DO NOT REMOVE

UNION BOARD ANNUAL XMAS PARTY

Sunday, December 5th - starting at 1:30 p.m.

This Annual event has traditionally been called the "Tree Trimming Party." Here each member of the Board acts as a host or hostess, as the case may be, for all the students who have been working on Union Board Activity Committees for the Fall quarter. This is your chance to meet the students who work in Areas outside of your own, as well as, to show those whom you do know that their efforts are appreciated.

All work and no play has its reverse switch, s-o-o, there will be starting at 1:30 the beeg decorating spree. This project has all been parcelled among various areas. (see below)

Your job is to personally contact the people in your areas and cordially invite them to come. This should be done before the next Board meeting. Please urge your people to come in to the Board office to sign the Xmas Party sheet if they are coming. This sheet will be organized according to areas so you can see which areas can get out the best attendance.

To continue with the program - at 4:00 p.m. the decorating should be finished and the refreshments begin and the fun continues. Singing under the tree and then that big musical extravaganza (we almost slipped and said farce) put on by your own Coffman Union Staff.

Following is the organizational break down for this Xmas Party. Remember its your party. Get with it and make it go!

MEN'S LOUNGE - Outings & Art Craft - Nordquist & von Eschen

WOMEN'S LOUNGE - Social Skills - Pris Pierce

Terrace Room - Music & Fine Arts Areas - Len Nelson

MAIN LOUNGE - Tree Main Entrance - Dance , Games, Special Events,
Balcony Info Desk Radio & Theatre Arts, Standing
Committee Chairman

Byron Warmee
Nancy Forte and Marilyn Schulz

1. All meet at 1:30 and report to proper area and start decorating. When finished in Men's Lounge, Women's Lounge & Terrace Room then go to Main Lounge and help finish this room.
2. At 4:00 p.m., there will be refreshments and singing
3. At 5:00 p.m. all will go to the Main Ballroom where the Staff will entertain? with their first and we hope Annual Christmas Show for themselves.
4. Area Directors are to get together with Byron Warmee to plan the decorations for their respective assigned rooms so that supplies can be ordered. This planning must be completed before next Board meeting on November 23.

COFFMAN MEMORIAL UNION
UNION BOARD MEETING

November 16, 1954

Members Present: Jim Bell, Byron Warmee, Bill Dean, Alden Galbraith, Pete von Eschen, Mr. Snoke, Marilyn Schulz, Mr. French, Mary McDermott, Nancy Forte, Con Nordquist, Pris Pierce, Dr. Mork, Roy Talmo, Dr. Shoffner, Mr. Plank.

Others Present: Dr. Willey, Bill Walters, Daily Reporter.

The meeting was held at Dr. Willey's home and was called to order at 7:20 p.m.

The minutes were approved.

President's Report:

There was a meeting of the Liaison Committee on Monday, November 15, 1954. The policy of building operation on holidays is being worked out with Mr. Felber. Meetings were scheduled by Mr. Felber on November 11, because the Continuation Center could not accommodate the Football Team and Mr. Felber was serving the Team. The Campus Club will pay for the steam pipe which had to be repaired last spring. Service Enterprises will undertake operating the small commuters lunchroom with the soda fountain in the evening on a trial basis. It was suggested that the menu be discussed with Mr. Felber and worked out to the best advantage for all. Having the small commuters lunchroom open in the evening would add much to the Union program.

All Board members are invited to attend the Program Staff Meetings on Monday mornings at 9:30.

The University of Wisconsin Union has invited University of Minnesota students to attend the dances in their Union on Friday, November 19, and Saturday, November 20, 1954. They will also be glad to arrange tours of their Union.

Executive Committee:

There will be a meeting of the Executive Committee, Friday, November 19, 1954 at 3:30 p.m. in Room 345.

House and Finance Committee:

The Board discussed the matter of hiring a part time secretary to be on duty in the Board Office as receptionist, stenographer and file clerk.

^{N-52}
Motion K-385: It was moved that the House and Finance Committee secure a secretary and that the details as to hours and duties be worked out by the appropriate people.

Seconded and carried.

It was mentioned that the YDFL has requestion action on office space. It was stated that because of the shortage of office space our policy has been to suggest the sharing of office space when it is felt it can be better utilized.

The following resolution was recommended by the House and Finance Committee: "No expenditures - such as - for dinners, taxi fare, lodging, tickets to events, etc. shall be incurred in excess of the amount stipulated in a contract, if at all, of a paid entertainer. There will be no reimbursement to an individual violating this motion."

After a general disucssion the resolution was referred back to the House and Finance Committee for revision and presentation to the Board in the near future.

Another resolution was presented to the Board by the House and Finance Committee and was out into the form of a motion as follows:

^{N-53}
Motion K-387: It was moved that such individuals as: queen finalists, judges, chairmen of the event, etc, shall be able to incur an expense up to five dollars (\$5.00) per person, with the total number of individuals incurring this expense subject to Board approval - and if time does not allow for Board action - the decision shall rest with the Executive Committee.

Seconded and carried.

Personnel Committee:

It was recommended by the Personnel Committee that Don Backstrom be accepted as Chairman for the Christmas Semi-formal. This recommendation was approved by the Board.

It was recommended that Pete Lindberg be accepted for the Board vacancy in the Special Events area. The Board approved this recommendation.

Vacancies exist in the Music and Games area. There have been filings for these positions, but no recommendations were presented to the Board at this time.

Public Relations Committee:

It has been our procedure in the past to purchase eleven pages in the Gopher, two of which the St. Paul Campus uses and they reimburse us for them. The cost involved is \$400. There are sufficient funds in the budget to cover this expense and it was recommended that the Union Board purchase eleven pages in the Gopher. It was felt that by careful plaming with each area director the space could be very well used.

^{N-54}
Motion K-388: It was moved that the Union Board purchase elegen (11) pages in the Gopher at a cost of \$400.

Seconded and carried.

Area Director's Report:

Pris Pierce reported on the Social Skills Area. The Foreign Student Committee is having a Coffee Hour Wednesday, November 17, 1954, at 3:30 p.m. in the Womens Lounge of the Union. The subject for discussion will be "Women the World Over -- What do you think of them?" It is felt that Margaret Robertson is doing a splendid job with this Committee. This program is developing slowly but smoothly and strongly.

The Toastmasters are very strong and active. The Toastmistresses is not very strong as yet. There will be a joint meeting of Toastmasters and Toastmistresses. The Toastmistresses plan to assist with the Coffee Hours serving, introducing people and generally making the atmosphere more cordial.

The Coffee Hours are going very well. The original plan called for 18 or 6 per quarter, but the demand has been greater and more have been scheduled. The budget will be reviewed shortly to see what funds are on hand and if additional funds will be needed.

Charm is doing very well. Style shows are planned for Stardust and the Snow Ball. Regular classes are held in modeling and self improvement which are directed by a professional woman from Minneapolis. The girls are not filling these classes as well as they could and since this is their main source of income it curtails their operations somewhat.

There is under development a program listed in the budget as "Etiquette". This is mainly for freshmen fellows and girls. The program is planned to be discussion groups about campus life - what to do and when - and will include general etiquette procedures. "Date Menus" will be another feature of the program, giving inexpensive ideas for dates.

The Area Directors are setting up a file in the Union Board office which will give current information on their areas and will be at the disposal of the Board members for reference. This will be helpful in keeping up with activities in other areas.

Area Directors are requested to check with the Personnel Committee as to the people on their Committees to see that all filing sheets are correct.

Old Business:

The Union Board Christmas Party will be held Sunday, December 5th, 1954 beginning at 1:30 p.m. The Area Directors are requested to contact Byron Warmee by Monday, November 22, 1954 with suggestions for decorations for their assigned decorating areas so that supplies can be ordered. Assigned areas are as follows:

Men's Lounge - Outings and Artcraft - Con Nordquist, Pete von "achen
Women's Lounge - Local Skills - Pris Pierce
Terrace Room - Music & Fine Arts - Len Nelson
Main Lounge Tree
Main Entrance Balcony
Information Desk - Dance, Games, Special Events, Radio and Theater Arts.
Standing Committee Chairman - Byron Warmee, Nancy Forte,
and Marilyn Schulz.

New Business:

The proposed benefit show for the St. Paul Campus Fund Drive to be held April 1 and 2, 1955 was mentioned. It was brought to the attention of the Board that this will have to be approved by the Social Service Council at their meeting in December. This will be brought to the next Board meeting for action.

Mr. Willey thanked the Board for the telegram sent him by the Board on the occasion of his birthday.

He spoke of the progress of the Union in terms of staff, physical facilities, and the Union Board, and student participation since he has been on Campus. We should be looking ahead to the increased enrollments in the next ten or 15 years and what we can do to pave the way for smoother going in the future when the many problems involved will be upon us. The completion of the St. Paul Campus Union would greatly help in this respect.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,
Gordon L. Starr

COFFMAN MEMORIAL UNION
Board of Governors Meeting
November 23, 1954

Members Present: Jim Bell, Mr. Snoke, Byron Warmee, Bill Dean, Alden Galbraith, Pete von Eschen, Marilyn Schulz, Mr. French, Mary McDermott, Nancy Forte, Con Nordquist, Pris Pierce, Roy Talmo, Mr. Snow, Len Nelson, Pete Lindberg.

Others Present: Virginia McHugh of the S. L. A. Board, Vic Jorge, of the St. Paul Campus Union Board, Beverly Kroona, Daily Reporter, Jim Goff, and Dave Haight, Virginia Flanagan, Tom Millot.

The meeting was called to order at 7:10 p.m.

The following correction was made to last week's minutes in the President's report. "Meetings were scheduled by Mr. Felber on November 11, because the Football Team was being served here and there was an overflow from the Continuation Center which the Union Food Service was asked to handle also."

President's Report:

The President, Jim Bell, introduced Virginia McHugh of the S. L. A. Board who will be sitting in at Board meetings.

The President also introduced Vic Jorge of the St. Paul Campus Union Board. Mr. Jorge stated that funds for the new St. Paul Campus Union now total approximately \$500,000 and an approximately additional \$140,000 will be needed. He brought to the attention of the Union Board a joint resolution passed by the Coffman Union Board of Governors and the Farm Union Board of Governors recommending the development of a new St. Paul Campus Union and pledging to bring the plan to an early and successful conclusion. He also brought to the attention of the Board a matter concerning the revision of fees paid to the Student Unions. When the revision was made from \$3.00 to \$4.00 per quarter \$.30 of this \$1.00 increase was to go to the St. Paul Campus Union.

Vice President's Report:

Byron Warmee, Pete von Eschen, and Bill Dean reported on the Regional Meeting of the Association of College Unions in Fargo, North Dakota, on November 18 and 20, 1954. It was felt that much was gained at this conference especially with regard to information about other schools, their programs and facilities. The delegates felt that it was hard to compare the Regional Meeting and the Big Ten Conference because many of the schools in Region Seven do not have Union buildings, and therefore, the problems differ greatly. A Resolution was passed at the Regional Meeting to have a better exchange of ideas and program information between institutions in the Region. A Resolution to include Wisconsin in Region Seven was defeated.

The next Regional Meeting of Region Seven will be held here at Coffman Memorial Union. Board members felt that the greater part of the work of planning this Regional Meeting should be done by present Board members as we will have almost a completely new Board next fall.

The Board Christmas Party will be December 5, 1954 and decorations will begin at 1:30 p.m. Aramen - Contact your Committee Chairman and Committee members.

The Board received a note from Mr. Willey expressing his thanks for the Birthday telegram and cake.

House and Finance Committee:

Motion K-^{N-55}~~390~~ No expenditures - such as - for dinners taxi fare, lodging, tickets to events etc. shall be incurred in excess of the amount stipulated in a contract, if at all, of a paid entertainer unless the Union Board feels that such expenditure is necessary for publicity and will be beneficial to the event. Such an expenditure can be approved by the Union Board on the recommendation of the Public Relations Committee. There will be no reimbursement to an individual violating this rule.

Seconded and carried.

The House and Finance Committee reported that as yet no secretary for the Union Board office has been secured.

Craftshop:

Jean Teske reported that the Craftshop Open House was a big success. The Committee worked very hard on the project. Approximately 300 people were served punch or coffee and doughnuts between 3:00 and 5:00 p.m. All areas of the Craftshop were open and a weaving demonstration and a jewelry making demonstration were given. Many interested people have been coming into the Craftshop as a result of the Open House.

Public Relations Committee:

Alden Galbraith reported that the Public Relations Committee has received letters from Michigan State and Pennsylvania State College giving information about what they have done in the way of public relations and asking us for ideas.

Personnel Committee:

Motion K-^{N-56}~~390~~ It was moved to approve the appointment of Esther Swanson as a member of the Union Board of Governors in the Music area.

Seconded and carried.

Motion K-^{N-57}~~391~~ It was moved to accept the recommendation of the Personnel Committee and approve the following appointments.

Christmas Sing
Chess Committee
Talent Bureau

Co-Chairman Bonney Hagen and Donald Nord
Adelia Hans
Frances Haeg

Seconded and carried.

The resignations of Pat Lollim of Talent Bureau, and Jim Goff, Snow Week, Chairman, were accepted.

Snow Week:

Jim Goff reported on Snow Week. Chairman for all the Committees have been selected with the exception of the Publicity Committee, Button Sales and Brochure.

Snow Week will run for 9 days this year as compared with 7 last year. The proposed schedule is as follows:

January 13	Ice Capers
" 14	Ice Capers
" 15	Snow Train
" 16	Snow Train
" 17	Screening of Queen contestants
" 18	1st day of competitive events
" 19	Polar Party - Crowning of Queen at intermission - Style Show afternoon.
" 20	Last day of competitive events
" 21	Judging of House Decorations
" 22	Snow Ball evening - Ski Meet in the afternoon

A bid has been put in for Jerry Gray for the Snow Ball. One new feature of the program will be the Ski Meet to be held in Moon Valley with buses running from the Campus. Another new feature will be the enlarging of the Ice Capers Show to include a student band, chorus, and actors.

Jim Goff also presented an estimated Snow Week budget, but due to his resignation the Board will take action on this budget when it is submitted by the new Snow Week Chairman.

The Committee tentatively plans to print 10,000 buttons for Snow Week. Possession of a button will entitle admission to the Polar Party, chance to enter the Style show contest for door prizes. Here again the final plans will await development by the new Snow Week Chairman.

Dave Haight reported on the Ice Capers Show. He asked approval of the Board on the proposed budget of \$2,955 for Ice Capers. The reason for the high figure is the enlargement of the show which will require costumes, staging equipment, and an orchestra. It was pointed out that the cost of costumes would be an initial cost and in the future would be much less because they will be altered.

N-58
Motion K-392: It was moved to accept the proposed Ice Capers budget of \$2,955.00.

Seconded and carried.

N-59
Motion K-393: It was moved to approve the Ice Capers ticket plan as follows:

\$1.50	advance sale reserved seats to be sold off Campus
.75	advance sale reserved seats to students to be sold on Campus
1.00	general admission at the door
.75	children

Seconded and carried.

Virginia Flanagan, President of the Figure Skating Club, said that the Club is very enthusiastic about Ice Capers and think it will be very successful.

New business:

^{N-60}
Motion ~~N-594~~ It was moved to accept the Pass Policy of the Union Board of Governors dated November 23, 1954.

Seconded and carried.

St. Paul Building Fund Program:

There was a general discussion of the proposal to have a benefit show for the St. Paul Campus Union to be held in Northrop Auditorium on April 1 and 2, 1955. An all student production of "On the Town" has been proposed. The Board discussed possible budget and the method of handing publicity and selling tickets.

It was suggested that the Board should take action of this matter in the following steps.

1. Decide on whether or not the Board wishes to participate in fund raising project for the St. Paul Campus Union.
2. Determine whether the Union Board should invite other Campus organizations such as Congress, IFC, etc. to join with them in a common fund raising project.
3. Determine what the project will be. If other organizations are involved then this decision should be a joint one.

To reach a decision of these questions more information than was presently available was needed also more time for discussion, consequently.

A meeting of the Executive Committee was called for Monday, November 27, 1954, at 2:30 p.m. in the Union Board office to discuss this problem. All interested parties are invited and urged to attend this meeting.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Clifton French
Acting Recording Secretary

UNION BOARD AGENDA

November 23, 1954

**FILE COPY
DO NOT REMOVE**

- I. Call to Order
- II. Minutes
- III. President's Report
 - A. Guests
 1. S.L.A. Board - Union Board Liaison
 - B. Sno-Week - Jim Goff
 - C. St. Paul Building Fund Program - Tom Millott
- IV. Vice-President's Report
 - A. North Dakota Union Conference
 - B. Board Christmas Party
- V. Standing Committee Report
 - A. House & Finance - Roy Talmo
 - B. Personnel - Nancy Forte
 1. Appointments
 - C. Public Relations
- VI. Old Business
- VII. New Business
- VIII. Adjournment

November 23, 1954

COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

FILE COPY
DO NOT REMOVE

PASS POLICY

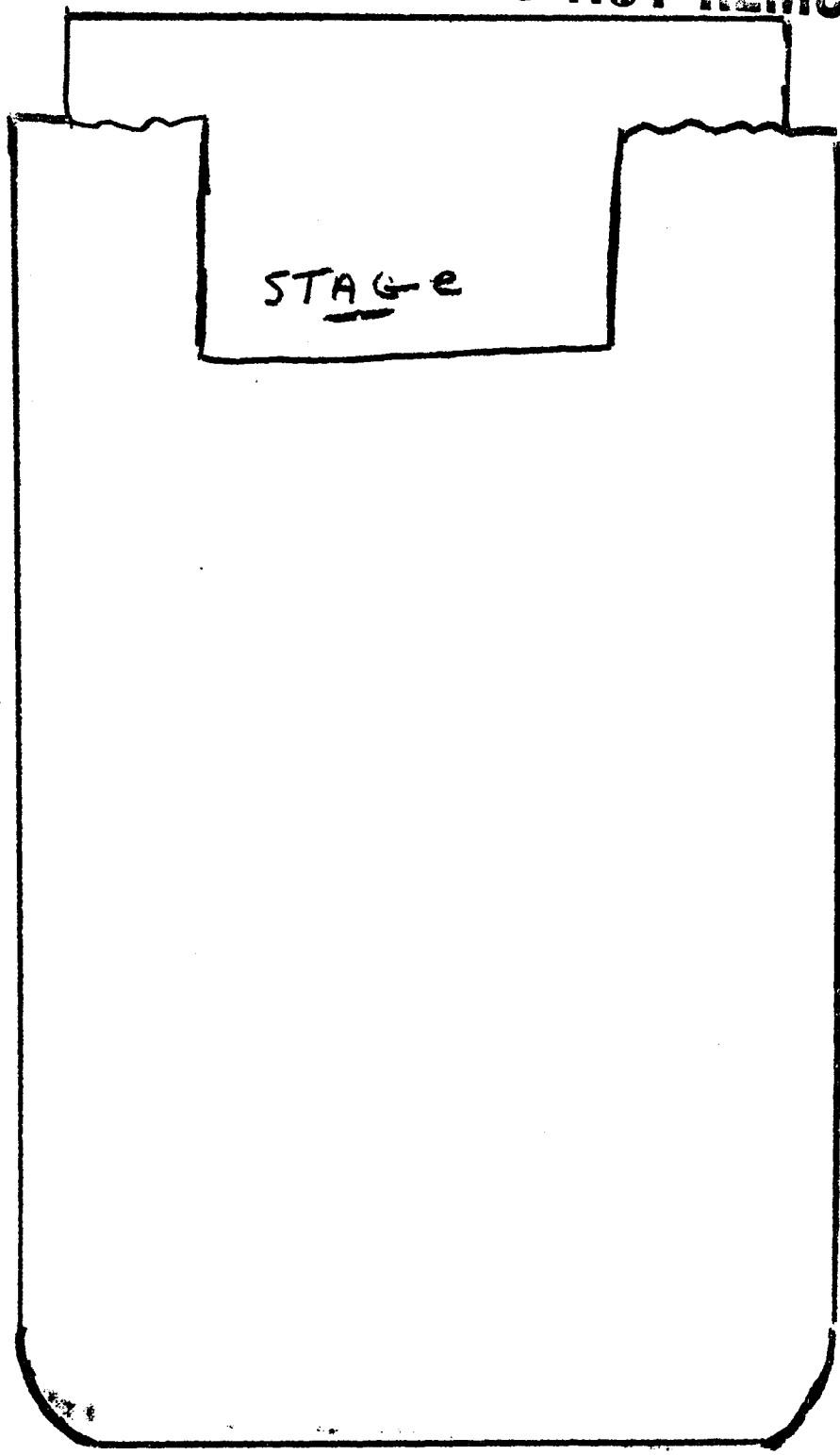
- I. The Union Pass Policy will be executed by means of a pass list, with the exception of the Homecoming Dance. The signature of the person attending the event on the pass list is required before entry to the event.
 - A. Determination of Persons eligible to receive passes.
 1. Union Board members receive double passes.
 2. A General Chairman of an event receives double passes to all his events.
 3. Chairman of sub-committees under the general chairman receive a single pass to all events and a double pass to his particular event.
 4. Sub-Chairman of individual events receive one pass to their events.
 5. Any personnel essential to an event receive one pass.
 6. Board of Regents receive double passes.
 7. St. Paul Union and Village Union Board members receive double passes.
 8. Staff personnel receive double passes.
 9. Queens receive single passes to all events except those which require an escort, in which case they shall receive double passes.
 10. Ten passes to the Press.
 - a. Minnesota Gopher, two passes.
 - b. Minnesota Daily, two passes
 - c. Twin Cities newspapers and Radio & TV stations, six passes.
- II. Homecoming
 - A. Card Passes for the Homecoming dance and other Union sponsored Homecoming events shall be given to the Homecoming General Chairman for his distribution. The total number of passes given will be determined as follows.
 1. General Chairman receives a double pass.
 2. Chairman of sub-committees under the general chairman receive a single pass to all events and a double pass to his particular event.

PASS POLICY (Continued)

III. General Procedure

- A. Whenever possible, the pass list shall be made up at a meeting of the chairman of the event and either program Personnel and/or members of the Board.
- B. When the pass list is completed, it shall be made available to the chairman of the event, in order to notify personnel concerned.

FILE COPY
DO NOT REMOVE



STAGE

V. Ave.

COMMITTEE MEMBER RATING SHEET

NAME OF MEMBER _____

COMMITTEE _____

AREA _____

SUB-COMMITTEE (if applicable) _____

RATER _____
(Chairman)

DATE RATED _____

In each group of statements below, place a check mark beside the phrase that is most descriptive of the member.

- ___ 1. Will do extra work when necessary, in addition to assigned work, without prompting.
- ___ 2. Does assigned work independently until it is done.
- ___ 3. Shows effort at first and then slacks off. Needs occasional prompting.
- ___ 4. Apathetic towards work assignments from the start and needs constant pushing to get work done on time.

- ___ 1. Shows initiative and often contributes original ideas.
- ___ 2. Occasionally contributes ideas and suggestions.
- ___ 3. Lets other members contribute the ideas.

- ___ 1. Well-liked by other members of group. (if checked; check one of below a, b, c)
 - ___ a. because of cooperation only.
 - ___ b. because of personality along with cooperation.
 - ___ c. in spite of the fact that he/she does not cooperate fully with group.
- ___ 2. Not well-liked because he/she does not cooperate with group.
- ___ 3. Not well-liked because of some other reason.

- ___ 1. Attended all or most of the committee meetings.
- ___ 2. Seldom or never attended meetings.

Would you say this person cooperated well in attitude and effort in carrying out the goals of your committee?

- ___ 1. Yes
- ___ 2. No

Does this person follow orders?

- ___ 1. Yes
- ___ 2. No

Comments: _____

COFFMAN MEMORIAL UNION

Area Director's Quarterly Report

Area _____

For Period _____
 Quarter Year

This report is an evaluation of programs under your supervision. It will be used as a guide in planning future activities. Fill out one form for each committee and return to Union Board Vice-President, Chairman of the Board Program Committee.

Name of Committee _____

1. Purpose of committee activity: _____

2. To what extent was your objective attained?

_____ Completely Nearly Only Partially Poorly Not at all

3. Do you feel that this type of activity meets the current needs and interests of students? _____ Yes _____ No

What recommendations would you make for changing or improving this activity?

4. In regard to your entire area, what additions, changes, or improvements would you recommend?

Date _____

Signed _____

Area Director

ESTIMATED BUDGET - SNOW WEEK, 1955

	<u>EXPENSES</u>	<u>INCOME</u>
BUTTONS	\$ 510.00	\$ 1,975.00
FIELD EVENTS	160.00	
HOUSE DECORATIONS	70.00	
KING & QUEEN	130.00	
POLAR PARTY	140.00	
SKI TRAIN	2,400.00	2,400.00
PROMOTION	800.00	
OFFICE	64.00	
SNO BALL	<u>3,280.00</u>	<u>3,750.00</u>
TOTAL	\$7,554.00	\$8,125.00

\$ 7,634

UNION BOARD AGENDA

November 30, 1954

FILE COPY
DO NOT REMOVE

- I. Call to Order
- II. Minutes
Directors Report
- III. President's Report
 - A. Guests
 1. All-U-Congress - I.F.C.
 - B. Sno-Week - Pete Lindberg
 - C. St. Paul Building Fund Program
- IV. Vice-President's Report
 - A. Board Christmas Party
- V. Standing Committee Report
 - A. House & Finance - Roy Taimo
 - B. Personnel - Nancy Forte
 1. Evaluation Sheet
 - C. Public Relations - *Alden Galbraith*
- VI. Old Business
- VII. New Business
- VIII. Adjournment

COFFMAN MEMORIAL UNION
Board of Governors Meeting
November 30, 1954

Members Present: Jim Bell, Mr. Snoke, Bill Dean, Alden Galbraith, Pete von Eschen, Marilyn Schulz, Mr. French, Mary McDermott, Nancy Forte, Con Nordquist, Pris Pierce, Roy Talmo, Pete Lindberg, Mr. Starr, Esther Swanson.

Others Present: Virginia McHugh of the S. L. A. Board, and Beverly Kroona, Daily Reporter.

The meeting was called to order at 7:20 p.m.

The following correction was made to last week's minutes in the President's report. After Farm Union Board of Governors insert "in 1949". The minutes were approved as corrected.

Director's Report:

Mr. Starr mentioned that recently a student violated the rules of our Billiard Room and was informed that he would lose his privileges in that room if he continued to do so. This was mentioned so that the Board might be aware of these rules should they be questioned about the matter. The student in question did continue to violate the rules and was informed that he could no longer use the Billiard Room.

Mr. Starr reported briefly on the Regional Meeting of the Association of College Unions. He felt that it was one of the smoothest run meetings to date and complimented the Coffman Union delegates on their participation in the activities there. He mentioned that the University of Saskatchewan is in the process of building a new student Union, the Duluth Branch of the University of Minnesota has just turned ground for beginning construction of a new Union, and the St. Paul Campus has their set of plans for a new building. St. Olaf and Gustavus Adolphus are raising funds for new student Union buildings. St. John's College has shown considerable interest in a student Union building.

Our delegates to the Regional Meeting accepted the offer to have the Eighth Annual Regional Meeting at the University of Minnesota. At the Business Meeting it was voted to have a student as the General Chairman for next year. Mr. Starr suggested the the Board consider this matter because some work will have to be done throughout the coming year in preparation for the Regional Meeting in the fall.

President's Report:

All University Congress and Inter Fraternity Council will send members to our Board meetings in the future. A schedule will be worked out so that we can have Board members attending their meetings.

A joint meeting of All University Congress and the Union Board has been tentatively scheduled for the third week in January.

Snow Week:

There has been one application for the position of Snow Week Chairman. In the absence of a Chairman the Committees have been working hard. They are experienced people and are doing a good job. As yet a Publicity Chairman has not been selected.

The Ice Capers proposed budget was questioned and it was suggested that the budget be reviewed by the House and Finance Committee at their meeting on Friday, December 3, 1954, in order that they might make recommendations to the Snow Week Committee.

It was suggested that the method of selling tickets for Ice Capers be referred to the Snow Week Committee for consideration. It was mentioned that last year it was decided that in the future Union Board sponsored events should not have competitive ticket sales.

Executive Committee:

The Executive Committee met on Monday, November 29, 1954, concerning action to be taken concerning the benefit show for the St. Paul Campus Union Fund Drive. It was recommended that the Union Board should present to the Social Service Council a tentative reservation for Northrup Auditorium for April 1, and 2, 1955, for a benefit show. The Union Board will try to enlist the help of the Inter Fraternity Council, Panhellenic Council, All University Congress, and any other organizations that would like to join in this effort to meet a University need. Net proceeds from this venture would go to the St. Paul Campus Union Fund Drive and should there be a loss all would share in proportion to investment.

Vice President's Report:

In connection with the Christmas Party to be held December 5, 1954 all Committee members should be contacted and information as to who will attend the party should be contacted and information as to who will attend the party should be in the Vice President's box in the Union Board Office not later than Thursday, December 2, 1954.

House and Finance Committee:

The House and Finance Committee recommended a schedule of hours to be in effect during Christmas vacation. This is the same schedule as has been in effect in previous year's.

^{N-61}
Motion K-355: It was moved to accept the recommendation of the House and Finance Committee to have the following schedule of hours during Christmas vacation.

Building Hours December 17 through January 2, 1955;
7:00 a.m. Week Days, closed Saturday's and Sunday's

Craftshop - December 17 - December 23, 1955, 12:00 m. to 8:00 p.m.
December 24 - January 3, 1955, closed
Billiard Room - 7:30 a.m. to 4:00 p.m.
Bowling Alleys - closed
Check Room - closed
Game Room - closed
Information Desk - 8:00 a.m. to 5:00 p.m.
News Stand - closed
Terrace Reading Room - 8:00 a.m. - 7:30 p.m.

Seconded and carried.

Public Relations:

A contest will be held the first week of winter quarter to name the new commuters lunch room.

Recently we have been having trouble with students eating their lunches in the lounges and in the halls. The Program Committee has been trying to schedule something in the Main Ballroom every noon hour because of the crowded conditions in the commuters lunch rooms. It was suggested more tables and chairs be purchased to be put in the old craft area. The problem was referred to the Finance meeting to be held Friday, December 3, 1954.

The Public Relations Committee now has eight members. Alden Galbraith, Chairman, recommended that if any Committees have public relations problems or publicity problems they should contact the Public Relations Committee. The Public Relations Committee meets at 12:30 in the Union Board office each Monday afternoon. Anyone interested in attending the meetings will be welcome.

Personnel Committee:

The Personnel Committee made no report.

New Business:

The Board will meet next week at 6:00 p.m. in Room 315 of the Union.

The Christmas Get-Together was discussed by the Board. This is an informal get-together of present and former Board members during Christmas vacation. The Board approved the appointment of Hal Rindal as Arrangement Chairman.

All Board members were invited to attend a Coffee Hour on Monday, December 6, 1954, at 3:30 p.m. in the Women's Lounge in honor of three visiting Korean dignitaries. The Foreign Student Committee is sponsoring this Coffee Hour in cooperation with the Foreign Students Office and All-University Congress. All Korean students are being invited.

All board members were also invited to attend the Christmas Semi-formal to be held in the Main Ballroom this Saturday night, December 4, 1954, at 9:00 p.m. Tony Grise's band will play.

It was suggested that items for the Union Board Agenda which Board members feel may overlap into other areas should be presented to the Executive Committee at their meeting each Friday afternoon so that they may be referred to the appropriate Committees before being presented to the Board at its meeting.

No excuses have been turned in for the past few weeks in connection with absences from Board meetings. Excuses should be in prior to Board meetings if possible or at least within the week following the meeting.

^{N-62}
Motion K-59; It was moved that new Board passes be made, laminated, and distributed to Board members.

Seconded and carried.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNION BOARD AGENDA

December 7, 1954

FILE COPY
DO NOT REMOVE

- I. Call to Order
- II. Minutes
- III. Director's Report
- IV. President's Report
 - A. Snow Week - Pete Lindberg
 - B. St. Paul Building Fund Program
- V. Vice-President's Report
 - A. Board Christmas Party
 - B. Area Directors' Reports
- VI. Standing Committee Report
 - A. House & Finance - Pete von Eschen
 - B. Personnel - Nancy Forte
 - C. Public Relations - Aiden Galbraith
- VII. Old Business
- VIII. Area Director's Reports
 - A. Bill Dean - Radio & Theater Arts
 - B. Marilyn Schulz - Dance
- IX. New Business
- X. Adjournment

UNION BOARD AGENDA

December 7, 1954

- I. Call to Order
- II. Minutes
- III. Director's Report
- IV. President's Report
 - A. Snow Week - Pete Lindberg
 - B. St. Paul Building Fund Program
- V. Vice-President's Report
 - A. Board Christmas Party
 - B. Area Directors' Reports
- VI. Standing Committee Report
 - A. House & Finance - Pete von Eschen
 - B. Personnel - Nancy Forte
 - C. Public Relations - Aiden Galbraith
- VII. Old Business
- VIII. Area Director's Reports
 - A. Bill Dean - Radio & Theater Arts
 - B. Marilyn Schulz - Dance
- IX. New Business
- X. Adjournment

ESTIMATED BUDGET - SNOW WEEK, 1955

	<u>EXPENSES</u>	<u>INCOME</u>
BUTTONS	\$ 510.00	\$ 1,975.00
FIELD EVENTS	160.00	
HOUSE DECORATIONS	70.00	
KING & QUEEN	130.00	
POLAR PARTY	140.00	
SKI TRAIN	2,400.00	2,400.00
PROMOTION	800.00	
OFFICE	64.00	
SNO BALL	<u>3,200.00</u>	<u>3,750.00</u>
TOTAL	\$7,554.00	\$8,125.00

ESTIMATED BUDGET - SNOW WEEK, 1955

	<u>EXPENSES</u>	<u>INCOME</u>
BUTTONS	\$ 510.00	\$ 1,975.00
FIELD EVENTS	160.00	
HOUSE DECORATIONS	70.00	
KING & QUEEN	130.00	
POLAR PARTY	140.00	
SKI TRAIN	2,400.00	2,400.00
PROMOTION	800.00	
OFFICE	64.00	
SNO BALL	<u>3,200.00</u>	<u>3,750.00</u>
TOTAL	\$7,554.00	\$8,125.00

COMMITTEE MEMBER RATING SHEET

NAME OF MEMBER _____

COMMITTEE _____

AREA _____

SUB-COMMITTEE (if applicable) _____

RATER _____

DATE RATED _____

(Chairmen)

In each group of statements below, place a check mark beside the phrase that is most descriptive of the member.

___ 1. Will do extra work when necessary, in addition to assigned work, without prompting.

___ 2. Does assigned work independently until it is done.

___ 3. Shows effort at first and then slacks off. Needs occasional prompting.

___ 4. Apathetic towards work assignments from the start and needs constant pushing to get work done on time.

___ 1. Shows initiative and often contributes original ideas.

___ 2. Occasionally contributes ideas and suggestions.

___ 3. Lets other members contribute the ideas.

___ 1. Well-liked by other members of group. (if checked; check one of below a, b, c)

___ a. because of cooperation only.

___ b. because of personality along with cooperation.

___ c. in spite of the fact that he/she does not cooperate fully with group.

___ 2. Not well-liked because he/she does not cooperate with group.

___ 3. Not well-liked because of some other reason.

___ 1. Attended all or most of the committee meetings.

___ 2. Seldom or never attended meetings.

Would you say this person cooperated well in attitude and effort in carrying out the goals of your committee?

___ 1. Yes

___ 2. No

Does this person follow orders?

___ 1. Yes

___ 2. No

Comments: _____

ESTIMATED BUDGET - SNOW WEEK, 1955

	EXPENSES	INCOME
BUTTONS	<u>\$ 510.00</u>	\$ 1,975.00
FIELD EVENTS <i>100 tickets @ 2/3</i>	160.00	
HOUSE DECORATIONS <i>tapes</i>	70.00	
KING & QUEEN	130.00	
POLAR PARTY <i>40 @</i>	140.00	
SKI TRAIN	2,400.00	2,400.00
PROMOTION <i>250 Brochure 4/22</i>	800.00	
OFFICE <i>450 @</i>	64.00	
SNOW BALL <i>3,000 @</i>	<u>3,200.00</u>	<u>3,750.00</u>
TOTAL	\$7,554.00	\$8,125.00

3/5
 2 or to No 126

COFFMAN MEMORIAL UNION
Board of Governors Meeting
December 7, 1954

Members Present: Jim Bell, Mr. Snoke, Byron Warmee, Bill Dean, Alden Galbraith, Pete von Eschen, Marilyn Schulz, Mr. French, Mary McDermott, Len Nelson, Pete Lindberg, Esther Swanson, Mr. Schoffner, Mr. Starr.

Others Present: Virginia McHugh of the S. L. A. Board, Dick Hunder, Chuck Imm, Jim Goff, Dick Getshell, Francis Haag.

The meeting was called to order at 6:15 p.m.

The minutes of the last meeting were approved.

Director's Report:

Mr. Starr reported that during Christmas vacation painting and other renovation in the building will be done.

He also reported briefly on the numerous aspects of the St. Paul Union Fund Drive.

Snow Week Report:

Jim Goff, former Sno Week Chairman, and Dick Getshell, Snow Week Chairman, presented the proposed Snow Week budget to the Board for approval. Estimated expenses total \$7,554.00. This figure does not include Ice Capers. Bids are in for Gerry Gray or Eddie Howard and the Crew Cuts for the Sno Ball.

In view of the fact that Friday night of the Snow Week schedule seemed to be a little uninteresting the Rovers are considering a toboggan and skating party to be at the Theodore Wirth Chalet. In cooperation with the dance area which has a square dance planned for that evening, the square dance caller will be taken to the chalet and the dance will be held there as part of the party. This project is being taken up at their meeting, December 7, 1954 to see if it is feasible.

^{N-63}
Motion #395: It was moved to approve the 1955 Snow Week budget of \$7,554.00 (this figure does not include Ice Capers).

Seconded and carried.

The Christmas Semi-formal had an attendance of approximately 280. The dance was felt to be a success for the people who were there. The event cost about \$85.00.

The proposed benefit program for the St. Paul Campus Union Fund Drive to be held April 1 and 2, 1955, has been taken to the Social Service Council and they have referred the matter to a special sub-committee which will report back at their first meeting in January.

The President appointed Pete von Eschen and Mary McDermott to serve on a nominating committee with three student representatives of the other Union boards to recommend a student chairman for next year's Regional Meeting for the Association of College Unions.

It was suggested to the House and Finance Committee that a survey or investigation be considered as to whether or not it would be feasible to increase the Union fee.

Area Director's Report:

Dick Hunder, music director for Noon Varieties, reported for Tom Millot who could not be present. This year the Committee has put on four shows.

Coffman Capers, during Welcome Week - approximate attendance 1,750
Deadwood U. S. A., during Homecoming - approximate attendance 1,600
All Gershwin Review - approximate attendance 550 (one performance)
Staff Show for the decorating party.

The Committee will be working with Ice Capers next quarter. It is planned to make the show a bigger production this year to include singers, a chorus, and orchestra. The Committee will also work on the benefit show for the St. Paul Campus Union if this project is taken on. He felt that such a musical could be a success at Minnesota because we have the talent and such musicals are successful at Wisconsin, Harvard, Yale and other Universities.

Chuck Imm, of WSMR, reported on the station's activities. During fall quarter the station has more than doubled the size of their staff. With the increased staff they have established a News Department and a Continuity Department. Because of the larger staff the quality of their work has been better because they can demand more. During fall quarter their new equipment went into use which caused many unforeseen expenditures from their budget. Chuck felt that the attitude of the staff was excellent and cooperation is very good. The station plans to revise their operating policies in winter quarter and present them to the Board. Included will be recognition of staff members. The station is contemplating increased broadcasting which includes getting a transmitter for the Fraternities and Sororities. The station is also trying to work more closely with the Departments of Speech and Journalism to better plan their broadcasts.

Bill Dean introduced the new chairman of Talent Bureau, Francis Haeg. Bill gave a little background on Talent Bureau, explaining that bookings are taken for shows on Campus and off Campus. Talent is on a volunteer basis unless payment is offered. Talent Bureau was swamped this fall with bookings for from two to three shows a week calling for up to four acts each. Francis Haeg reported that a meeting of potential bookers for Talent Bureau will be held on December 26, 1954. It is planned to have one person handling the bookings each week.

Pill Dean reported that at present there is no Chairman for Noon Movies. The movies for next quarter have been selected and will cost \$30.00. In fall quarter \$70 was spent. More movies may be obtained this quarter and noon movies held twice a week to aid with the computer lunch room problem.

Vice President's Reports:

Byron Warner reported that the Christmas Party Sunday, December 5, 1954, was very successful. The party was attended by about 75 people. The decorations were taken care of and the staff show was enjoyed by all.

Forms were passed out for Area Director's Quarterly Reports. Byron requested that these be turned in before Christmas vacation. Area Directors should pick up one for each of their Committees. The forms are available in the Board office. The Program Committee will go over the sheets the first part of winter quarter for evaluation.

House and Finance Committee Report:

As yet no secretary has been secured for the Union Board office. The possibility of using the girls at the information desk for typing was discussed, but the Board felt that this would not fill the need.

^{N-64}
Motion K-396. It was moved that the staff secure a secretary at the necessary rate of pay for a maximum of fifteen (15) hours per week in the afternoon beginning January 3, 1956, to be available to Board and Committee members.

Seconded and carried.

The work to be given the secretary will be channeled through Mary McDermott and Jim Bell. The secretary will be responsible to someone on the full-time Civil Service staff.

Personnel Committee Report:

Sign-up Days for Committee chairmen and members will be held January 5, 6, and 7, 1956. Area Directors are requested to be in the Union Board office on those days between 12:30 and 1:30 p.m.; 3:30 and 4:30 p.m. to explain activities and procedures to students wishing to sign up.

A revised Committee Member Rating Sheet was distributed to Board members. Several suggestions for further revision of the form were mentioned to the Committee and will be included in the final form. Copies may be obtained in the Board office. These forms should be filled out by all Committee Chairmen and returned to the Board office by Friday, December 17, 1954.

The Personnel Committee is contemplating reviewing the current personnel and merit system and revising our policies.

Public Relations:

The Public Relations Committee plans to send Christmas cards to committee members, parents of Board members and to various organizations on Campus.

The Committee is also planning a calendar of events to be distributed, bi-weekly to organizations on Campus giving Union activities for each day and at the bottom listing events which will be coming up in the near future. All Committee Chairmen are requested to submit to Adam Galbraith events scheduled so that they may be included on the calendar.

The Daily has been contacted in connection with One Week and it was felt that we will get good coverage on this event.

Area Director's Report:

Karilyn Schuls reported on the Dance area. Saturday Night Dance has been doing well and has made about \$1,000.00. This will probably be used as a padding in winter quarter. Board members were requested to refer interested parties to sign up. Variety Dance has done very well. The attendance is not as great at each dance this year but it was quite steady and the Committee has made about \$400. Ron Backstrom the Chairman, has been doing a very good job in this area. The Square Dance has been doing exceptionally well. They haven't used any of their budget and have made \$70 so far this year. They plan to have only four dances winter quarter and have them on Friday nights to eliminate the problem of non-student attendance. The Let's Dance program is not doing well. It has consistent attendance, but the figure is very low. The Committee is working on having non-time instruction in the ballroom which would also help with the courtiers lunch room problem.

New Business:

The President suggested that the Board be looking for prospective Board members for next year and encourage present Committee Chairmen in the development and creation of the Union program.

The Chairman of the Executive Committee of the Big Ten Union Association has written asking whether or not we were interested in holding the Big Ten Student Union Conference here at Minnesota next fall. In view of the fact that we will be holding the Regional Meeting of the Association of College Unions here at Minnesota it was the general consensus of the Board that we decline this offer.

Yvonne DeCarle will make a personal appearance of 11:30 a.m. in the main ballroom and will speak on motion picture careers. A program of Christmas music by the Cadillacs will be presented at 12:15 p.m. in the main ballroom.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

COFFMAN MEMORIAL UNION
UNIVERSITY OF MINNESOTA
MINNEAPOLIS 14

OFFICE OF THE DIRECTOR

December 13, 1954

Non-Student Board Members

Luncheon Meeting

Agenda

The following questions are usually raised by new faculty members.

1. Do I, or should I, attend all Union Board meetings?
2. What is my responsibility as to the Standing Committee?
3. How can I be of help in regard to the activities program?
4. How can I represent the faculty and administrative point of view without losing the confidence of the students?
5. What is the relationship of the Student Unions and the Dean of Students office?
6. What are the objectives for this year?
7. What kind of students do we have on the Union Board? What are their academic standings? What are their interests, associations, etc.?
8. To what extent should I participate in the Union Board discussion?
9. What are the physical needs of the three Unions?
 - a. Coffman Memorial Union
 - b. St. Paul Campus Union
 - c. Village Union
10. From what you have observed, where do you think we can improve?

COFFMAN MEMORIAL UNION
UNIVERSITY OF MINNESOTA
MINNEAPOLIS 14

OFFICE OF THE DIRECTOR

December 13, 1954

Non-Student Board Members

Luncheon Meeting

Agenda

The following questions are usually raised by new faculty members.

1. Do I, or should I, attend all Union Board meetings?
2. What is my responsibility as to the Standing Committees?
3. How can I be of help in regard to the activities program?
4. How can I represent the faculty and administrative point of view without losing the confidence of the students?
5. What is the relationship of the Student Unions and the Dean of Students office?
6. What are the objectives for this year?
7. What kind of students do we have on the Union Board? What are their academic standings? What are their interests, associations, etc.?
8. To what extent should I participate in the Union Board discussion?
9. What are the physical needs of the three Unions?
 - a. Coffman Memorial Union
 - b. St. Paul Campus Union
 - c. Village Union
10. From what you have observed, where do you think we can improve?

COFFMAN MEMORIAL UNION
UNIVERSITY OF MINNESOTA
MINNEAPOLIS 14

OFFICE OF THE DIRECTOR

December 13, 1954

Non-Student Board Members

Luncheon Meeting

Agenda

The following questions are usually raised by new faculty members.

1. Do I, or should I, attend all Union Board meetings?
2. What is my responsibility as to the Standing Committees?
3. How can I be of help in regard to the activities program?
4. How can I represent the faculty and administrative point of view without losing the confidence of the students?
5. What is the relationship of the Student Unions and the Dean of Students office?
6. What are the objectives for this year?
7. What kind of students do we have on the Union Board? What are their academic standings? What are their interests, associations, etc.?
8. To what extent should I participate in the Union Board discussion?
9. What are the physical needs of the three Unions?
 - a. Coffman Memorial Union
 - b. St. Paul Campus Union
 - c. Village Union
10. From what you have observed, where do you think we can improve?

OF

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

I. MEETINGS

A. Annual Meetings

The annual meeting of the Board shall be held not later than ~~the~~ following spring elections each year.

B. Regular Meetings

1. There shall be a minimum of five meetings each quarter of the academic year, September 16 to June 15 inclusive.
2. Regular meetings shall be those meetings scheduled by the Board on a quarterly basis.
At the last regular meeting of the Board in each quarter the executive committee shall present to the Board for approval a schedule of regular meetings for the next quarter.
3. There shall be a minimum of two meetings summer quarter, June 16 to September 15 inclusive.

C. Special Meetings

Special meetings of the Board may be called by the president of the Board or by any eleven members of the Board at such time and place as they may deem expedient, and for the purpose of handling only specially designated business.

D. Place of Meetings

All meetings of the Board shall be held in the Coffman Memorial Union building at the University of Minnesota unless otherwise ordered by the Board.

E. Quorum

A majority of the entire board shall be necessary to constitute a quorum, except as otherwise provided herein. A smaller number may receive the reports of the committees and declare an adjournment; and if a majority of the members of the executive committee are present, those present may resolve themselves into a meeting of that committee. During the summer quarter, June 16 to September 15 inclusive, a quorum for meetings shall consist of all board members available but in no case less than 5.

F. Notification and Attendance

1. Every member must be duly notified of the annual, regular, and special meetings of the Board.
2. In the case of special meetings notification may be made by mail, by telephone, or by personal contact.
3. Any ~~student~~ member absent from a duly called meeting must present a written excuse to the executive committee prior to the next regular meeting of the executive committee. The executive committee shall review the excuse and report to the Board.

FILE COPY
DO NOT REMOVE
three weeks

4.

a. Any ^{Board} student member who has during a year, three or more unexcused absences from Board meetings of which he has been duly notified shall automatically relinquish his board membership. As a result of such membership termination, the dismissed ~~student~~ member shall relinquish any claim to Union Board Key and "Life Pass" privilege.

b. A ^{Board} student member with six unexcused absences at any regular standing committee meeting within one year, or three within any one quarter, automatically relinquishes his Union Board membership. Any ~~student~~ member missing more than the first 15 minutes of a standing committee meeting will be considered absent. ^{Board} A Board member missing more than the first 15 minutes of a regularly scheduled Board meeting will be considered absent until the member can be reconnected by the Exec. Comm.

Jan 31 '56

G. Business Before the Board

Matters for consideration by the Board shall be submitted in writing to the Executive Committee prior to the meeting of the Board at which action is expected. The Executive Committee may refer these matters to the proper committee in order that the committee may report thereon to the Board.

H. Order of Business

The order of business unless otherwise ordered shall be as follows:

1. Approval of minutes
2. Reports
3. Old business
4. New business

I. Rules of Procedure

All business coming before the Board shall be conducted according to Robert's Rules of Parliamentary Procedure except as modified by the Board. Each member of the Board who is present shall vote on every question unless excused from voting by the Board. Meetings of the Board shall be open except upon approval by the Board when the Board may wish to enter an executive session.

J. Minutes of Proceedings

Minutes of the proceedings of the Board shall be kept by the recording secretary. As soon as practicable after the record of proceedings has been perfected, the recording secretary shall transmit to each member of the Board a copy of such a record. All lengthy reports shall be referred to in the minutes, and shall be kept on file as part of the board records; but such reports need not be incorporated in the minutes except as and when ordered by the Board.

II. OFFICERS OF THE BOARD

A. Enumeration of

1. The officers of the Board shall be president, vice-president, corresponding secretary, and such others as the Board may designate.
2. The officers shall be chosen by the Board from its student membership provided that the board may make an exception in the case of the recording secretary.
3. The Director of Student Unions shall be Recording Secretary of the Board.

B. Mode of Election and Term

The officers of the Board shall be elected by the Board at the annual meeting and shall hold office for a term of one year and until their successors are elected.

C. Vacancies

Vacancies in the student membership of the Board shall be filled by the Board. Vacancies in the non-student membership shall be filled by the corresponding appointing official. All vacancies shall be filled only for the balance of the unexpired term.

Student members of the Board appointed by the Board must meet the same eligibility requirements for membership as those elected.

D. Duties of

1. President of the Board

The president of the Board shall perform such duties as are usual to the office. He shall preside at all meetings of the Board but the vice-president or a member may act as chairman of the Board at his request. When the office of president is vacant or the president is absent, the vice-president shall act as president pro tem.

2. Vice-president

a. The vice-president shall in the absence of the president perform all the duties of the president.

b. The vice-president shall be ~~chairman of the Program Committee.~~

an ex-officio member of all Standing & Special Committees

3. Corresponding Secretary

The Corresponding Secretary shall be a member of the Executive Committee, Public Relations Committee and Chairman of the Office Committee. It shall be the duty of the corresponding secretary to perform such duties as the Board may from time to time direct.

4. Recording Secretary

It shall be the duty of the Recording Secretary to record all the proceedings of the Board and carefully preserve all its books and papers and to perform such other duties as the Board may from time to time direct.

III. COMMITTEES OF THE BOARD

A. Standing Committees

There shall be the following Standing Committees:

1. Executive
2. House and Finance
3. Public Relations
4. Personnel
5. Program

and such other committees as the Board may from time to time determine.

B. Manner of Appointment

Except as otherwise provided herein and subject to approval of the Board, the executive committee shall select all standing committee chairmen and members at the first regular meeting following the annual meeting and fill any vacancies arising from any cause whatsoever. The president of the Board shall be a member ex officio with power to vote on all of the committees.

C. Special Committees

Representatives of the Board in appropriate number and qualification shall be appointed at the will of the Board to serve on special committees such as Liaison, Convocation and Orientation and other special committees deemed necessary.

D. Program Committees

The Board is authorized to create whatever committees are needed to carry out desirable activities in the program areas such as Aircraft Workshop, Dance, Fine Arts, Games, Music, Outings, Radio and Theater Arts, Social Skills and Special Events, and other as deemed necessary.

E. Membership of Standing Committees

1. Executive Committee

The executive Committee shall be composed of the Pres. Vice-Pres., Corresponding Sec'y, one student member and one non-student member elected by the Board. The Director of Student Unions or his representative shall meet with the Executive Committee.

2. House & Finance Committee

The House and Finance Committee shall be composed of a student chairman, two student members, and one non-student member. A Staff member designated by the Executive Committee shall meet with the Finance Committee.

3. Public Relations Committee

The Public Relations Committee shall be composed of a student chairman, the Corresponding Sec'y, one non-student member and one student member. A Staff member designated by the Executive Committee shall meet with the Public Relations Committee.

4. Personnel Committee

The Personnel Committee shall be composed of a student chairman, two student members and one non-student member. A staff member designated by the Executive Committee shall meet with the Personnel Committee.

5. Program Committee

The Program Committee shall be composed of ^{House +} ~~the Board as chairman~~, ^{a student chairman,} the vice-president of the Finance Committee, three student members and one non-student member. A staff member designated by the Executive Committee shall meet with the Program Committee.

F. Meetings

Meetings of the standing committees of the Board may be called by the chairman and shall be called by the chairman upon the request of two members of the committee or upon request of the president of the Board.

G. Duties

The duties of the several standing committees shall be those indicated below and all actions of these committees shall be reported to and be subject to approval of the Board except as otherwise directed by the Board.

1. The Executive Committee shall select all the standing committee chairmen and members, and the Board Area Directors subject to the approval of the Board; it shall report and act for the Board during intervals between meetings.
2. The House and Finance Committee shall
 - a. prepare and present to the Board an annual budget for its consideration and approval.
 - b. examine and report on quarterly financial operations and results.
 - c. recommend from time to time changes in financial policy.
 - d. prepare and promulgate rules for the use of the Union facilities and conduct in the building.
 - e. consider all matters concerning the general use of Union facilities.
 - f. consider and report on all problems relating to identification for use of Union facilities and admittance to Union functions.
 - g. conduct surveys on usage of facilities in the Union.
 - h. undertake such other duties as the Board may from time to time direct.
3. The Public Relations Committee shall
 - a. endeavor to promote a feeling of good will and cooperation in the student body.
 - b. consider and implement plans to keep the University community and the public at large continually informed on appropriate Union needs and activities.
 - c. be the coordinator of the Union Board publicity.
 - d. assume a major role in handling relations with other University unions.
 - e. establish a Public Relations Bureau of non-board members whose activities will be directed by the chairman of the Public Relations Committee.
 - f. undertake such other duties as the Board may from time to time direct.

- 4. The Personnel Committee shall
 - a. Study with a view to developing and improving the personnel policies of the Board.
 - b. Consider and recommend to the Board changes in and improvements of the personnel system.
 - c. Work cooperatively with Area Directors and chairmen of standing committees to accomplish an effective functioning of the merit system.
 - d. Establish a Personnel Bureau of non-board members whose activities will be directed by the chairman of the Personnel Committee.
 - e. Recommend to the Board, candidates whom the committee deems competent and desirable for filling Union Board vacancies.

f. In recognition of service of Chairmen and Committee members of Union Committees and with the approval of the Union Board, give an annual award ~~five weeks~~ prior to the termination of the Board's term of service: *within a period of 5 weeks prior*

- (1) These awards shall be made at a special recognition meeting arranged for by the Personnel committee. In attendance at this meeting shall be all Union chairmen, committeemen, Board members, and specially invited guests.
- (2) The award shall be in the form of a service key, pin, insignia, or certificate.
- (3) Awards to chairmen shall be granted on the basis of those who have:
 - (a) served satisfactorily as chairman of a special event or at least 2 quarters as chairmen of a regular event.
 - (b) kept rating sheets and reports of committee activities satisfactorily
 - 1. Merit Rating Sheet
 - 2. Event Reports
 - 3. Summary Report of Committee events
- (4) A certificate award shall be granted to committee members who have given two quarters of satisfactory service in regular events or served satisfactorily on one special event committee.

g. The Personnel Committee in cooperation with Personnel Bureau shall

(1) Present merit recognition list to the Board previous to the recognition meeting for the Board's approval.

h. Undertake such other duties as the Board may from time to time direct.

i. Merit awards to be made

(1) see April 10

2.

2

3

5. The Program Committee shall
 - a. Study with a view to coordination and improvement, the program activities of the Board.
 - b. Consider and recommend changes in and improvements of the program.
 - c. Be responsible for scheduling Union Board activities sufficiently far in advance so that adequate program plans and publicity can be developed.
 - d. Endeavor to coordinate Union program activities with those of other campus organizations.
 - e. Undertake such other duties as the Board may from time to time direct.
 - f. *Be responsible for all Spec. Inv.*
6. The Public Relations Bureau shall
 - a. Work under the general direction of the standing committee on Public Relations.
 - b. Work cooperatively with all Union committees on public relations matters.
 - c. Act as hosts for tours of Union and Campus.
 - d. Display Union committee activities at open houses
 - e. Prepare and distribute a monthly Union activity bulletin
 - f. Assist in making arrangements for Union Committees' contacts with non-campus publicity mediums such as the press, radio, and television. This would include the arranging of photos for papers and anything else that would relate to these outside agencies.
 - g. Serve as an advisory group to the individual Union Committees, making suggestions and aiding them in their campus publicity.
7. The Personnel Bureau shall
 - a. Work under the general direction of the standing committee on personnel.
 - b. Work cooperatively with Area Directors and program committee chairmen in all matters pertaining to an effectively functioning personnel system.
 - c. Be jointly responsible with Area Directors and program committee chairmen for the recruitment, selection, training and merit ratings of Union personnel.
 - d. Keep the personnel records of the Board.

- e. Keep the merit rating sheets for all Union Chairmen and all committee members and to see that these sheets are turned in to the chairman promptly.
- f. Recommend all Union chairmen to the Area Director and approve all committee members.
- g. Recommend to the Personnel Committee, candidates whom the Bureau feels are competent and desirable for filling Union Board appointed membership when needed.

The System

a. To obtain a Union committee position:

- (1) All individuals would register in the ~~program consultants office~~ ^{Union Board of Government Office}. The Personnel Bureau in cooperation with the program consultants would try to put all applicants on the committee the applicant was interested in.
- (2) The chairman of each activity would have the power to appoint committee members from these applications with the approval of the Personnel Bureau.
- (3) The Personnel Committee would recommend chairmen to the Union Board from three or more recommendations given them by the Personnel Bureau.
 - (a) When a vacancy occurs in a chairmanship, the Personnel Bureau will announce general filing for the position.
 - (b) The Personnel Committee would interview the recommended people with the Area Director and give the Area Director any information desired.
 - (c) The Area Director has the right to appeal directly to the Board in case he feels the Personnel Committee is not justified in their recommendation.

b. The Merit Records:

- (1) Merit Sheets recording the essential details of the activities work of the committee members will be filled out by the chairman and given to the Personnel Bureau. The Personnel Bureau will be given a chance to question chairmen at any time about their reports.
- (2) Merit Sheets recording the essential details of the activity work of committee chairmen will be filled out by the Area Director.

IV. AREA DIRECTORS

- A. One Area Director for each program area shall be appointed from the Board.

B. Responsibilities of Area Directors to the Board shall be

1. To serve as a link between the Committee and Board of Governors.
2. To be responsible to the Board for the activity of the Committee.
3. To obtain thorough knowledge of the Committee's activities
 - a. By attending Committee meetings
 - b. By attending Committee functions
 - c. By reading the reports of past Area Directors
 - d. By close personal relationship with the chairman
4. To keep in touch with Program Consultants at all times as to Committee's activities.
5. To give guidance, encouragement, and suggestions to the Chairmen.
6. To be on the alert for new Union committee people.
7. To be on the alert to suggest improvements in functions, as well as to develop new events.
8. To make an annual report of Committee's activities.
9. To make monthly informal reports of the Committee's activities to the Board.
10. To see that all merit reports and event reports of the Chairmen are in promptly.

C. Responsibilities of Area Directors to Chairmen of Committees shall be

1. Not to assume the direction of the activities of the Committee except
 - a. When there is no chairman.
 - b. When the chairman fails to fulfill his responsibilities.
2. To make every effort to become personally acquainted with the chairman.
3. To consult with the chairman frequently.
4. To encourage and assist the chairman to file proper reports of the Committee and its activities.

V. PROCEDURE FOR THE UNION BOARD APPOINTING COMMITTEE

- A. The Appointing Committee shall meet one week prior to the closing of filing for Spring elections as specified by the All-University Congress.
- B. The male member appointed by the Union Board shall call the first meeting, at which time the Committee shall choose its own chairman by a majority vote, and any committee procedure or policy not specified by those By-Laws shall be decided by a majority vote of the Committee.

- C. The members of the Appointing Committee shall inform themselves as completely as is practical as to the duties and qualifications of Union Board membership.
- D. Candidates shall be required to fill out a questionnaire devised by the Union Board of Governors. This questionnaire shall include such information as the candidate's activities, record in high school and college, scholarship ratings, college enrollment, etc. These questionnaires shall be filed with the Union Director's office in advance of the Appointing interview.
- E. The Appointing Committee shall interview the candidates.
- F. The Appointing Committee shall utilize the Union activity and merit records of those candidates who have participated in Union activities, and also any data from any rating systems or records of other campus-wide organizations.
- G. In passing upon candidates, the Appointing Committee shall consider the qualifications of the candidate as based upon the following factors:
 - 1. They shall consider both the volume and quality of the scholastic record of the student.
 - a. High school
 - b. College
 - 2. They shall consider the volume and quality of the extra-curricular activities of the candidate.
 - a. High school activities
 - b. Union activities
 - c. Campus-wide organizations
 - d. Other offices or recreational organizations
 - e. Athletic and sports activities
 - 3. They shall also consider such personal qualities as:
 - a. Ability to organize projects and assign responsibilities, and delegate authority.
 - b. Ability to cooperate effectively with other students and members of the Union staff.
 - c. Ability to carry out assignments and to furnish reports.
 - d. Ability to work effectively with other campus organizations and to extend the Union services to the entire student body.
 - 4. They shall consider the amount of part-time employment in which the candidate is engaged.
 - 5. They shall ascertain the amount of time the candidate will have available for Union activities in relation to his other activities, studies, and part-time employment.
- H. Within the scope of these By-Laws, the Appointing Committee shall be an independent body, and the individual members of the Committee shall act in accordance with his own judgment and should not be considered as representing the organization which named him to the Committee.

In the case of freshmen candidates, only those who, in the minds of the Committee, have demonstrated exceptional maturity and ability should be appointed.

VI. GENERAL RULES AND REGULATIONS

A. No member of the Board shall be employed and paid from any budget under the control of the Board.

B. Each board member shall be privileged to have a non-transferable pass for himself or herself and guest to events sponsored by the Board.

They shall determine who has to receive passes to Union events.

C. Each student committee chairman shall be privileged to have a pass to all of his committee functions.

D. The chairman of an event and the Board shall approve passes for those committee members and others essential to an event.

E. Any individual expenses incurred by any Board member or student committee or sub-committee chairman who has a pass shall not be paid from Board funds.

VII. APPROVAL AND AMENDMENT OF BY-LAWS

These By-Laws shall become effective after approval by two-thirds of the whole Board at any meeting and may be amended by two-thirds vote of the whole Board at any meeting provided, however, that notice of any proposed change must be given in writing to the members of the Board at least one week in advance of the meeting scheduled to consider such change.

FILE COPY
DO NOT REMOVE

UNION BOARD AGENDA

January 4, 1955

- I. Call to Order
- II. Minutes
- III. Director's Report
- IV. President's Report
 - A. Delegates to All-U-Congress Meetings
 - B. Joint Congress - U.B.G. Meeting
 - C. Board Secretary
- V. Vice-President's Report
 - A. North Dakota Bowling Match
- VI. Standing Committee Report
 - A. Program - Byron Warme
 - B. Personnel - Nancy Forte
- VII. Old Business
- VIII. New Business
- X. Adjournment

UNION BOARD PERSONNEL RECORDS

NAME _____ **QUARTER** _____ **YEAR** _____

ADDRESS _____ **PHONE** _____ **CLASS** _____

MAJOR _____ **COLLEGE** _____

CAN USUALLY BE REACHED _____

Where: _____

When: _____

Phone: _____

Please check your Committee Memberships and Area Directorship:

COMMITTEES

AREA DIRECTORSHIP

- 1. Executive _____
- 2. House & Finance _____
- 3. Public Relations _____
- 4. Program _____
- 5. Personnel _____
- 6. Special Committees _____
 - a. Liaison _____
 - b. Orientation _____
 - c. Convocation _____
 - d. Welcome Week _____
 - e. Social Service Council _____

- 1. Dance _____
- 2. Fine Apts _____
- 3. Games _____
- 4. Arts & Crafts _____
- 5. Radio - Television Apts _____
- 6. Social Skills _____
- 7. Special Events _____
- 8. Music _____
- 9. Outings _____

(Over)

UNION BOARD PERSONNEL RECORDS

NAME _____ QUARTER _____ YEAR _____

ADDRESS _____ PHONE _____ CLASS _____

MAJOR _____ COLLEGE _____

CAN USUALLY BE REACHED _____

Where: _____

When: _____

Phone: _____

Please check your Committee Memberships and Area Directorship:

COMMITTEES

AREA DIRECTORSHIP

- 1. Executive _____
- 2. House & Finance _____
- 3. Public Relations _____
- 4. Program _____
- 5. Personnel _____
- 6. Special Committees _____
 - a. Liaison _____
 - b. Orientation _____
 - c. Convocation _____
 - d. Welcome Week _____
 - e. Social Service Council _____

- 1. Dance _____
- 2. Fine Apts _____
- 3. Games _____
- 4. Arts & Crafts _____
- 5. Radio - Television Apts _____
- 6. Social Skills _____
- 7. Special Events _____
- 8. Music _____
- 9. Outings _____

(Over)

COFFMAN MEMORIAL UNION
Board of Governors Meeting
January 5, 1955

Members Present: Jim Bell, Dr. Shoffner, Dr. Mork, Mr. Starr, Pete von Eschen, Alden Galbraith, Con Nordquist, Byron Warmee, Cliff French, Bill Dean, Pris Pierce, Martin Snoke, Esther Swanson, Roy Talmo, Mary McDermott, Marilyn Schulz, Nancy Forte, Pete Lindberg.

Others Present: Charlene Petersen, Daily Reporter, Jim Roberts, President of the Inter-Fraternity Council, Mr. Perry Dean.

The meeting was called to order at 7:15 p.m.

The minutes of the last meeting were approved.

Director's Report:

Mr. Starr felt that the Union activities were off to a very good start this quarter as the activities planned for the quarter are already well organized.

He reported that the second annual Christmas Get-Together, December 26, 1954, was a success. Many former Board members and present Board members were present for a very enjoyable afternoon.

There will be a dinner held in the main ballroom honoring Attorney General Burnquist on January 8, 1955. We have been requested to waive the usual service charge to cover costs of the use of the main ballroom. This charge is in addition to the cost of the banquet. Mr. Starr presented this request to the Board for action and it was the general concensus of the Board that the rental policy be upheld.

President's Report:

It was the opinion of the Board fall quarter that we exchange representatives at regular meetings with the All-University Congress. The Board will follow the Union Board Directory of members, one person attending a meeting, in alphabetical order. The President, Jim Bell, will attend the first meeting. The meetings are held Wednesday evenings at 7:00 p.m. in room 109 Nicholson Hall.

Pete von Eschen will represent the Union Board at the Inter-Fraternity Council meeting Wednesday, January 5, 1955.

January 18, 1955, has been tentatively set for the joint meeting of All-University Congress and the Union Board of Governors.

Miss Ruth Beemer has been hired to serve as stenographer in the Union Board office. Any work which Board members have for Miss Beemer is to be channeled through Jim Bell or Mary McDermott.

Jim Bell introduced the guests for the evening. Jim Roberts, President of the Inter-Fraternity Council and Mr. Perry Dean.

Mr. Dean gave some interesting comments on the beginning of the old Men's Union. Mr. Dean then showed a movie entitled "By Jupiter" with the theme that the public is always right as they have the right to expect courteous service.

Vice President's Report:

Byron Warmee reported that a bowling match is planned for Saturday, January 8, 1955, between the North Dakota Agricultural College Memorial Union team and the Coffman Union bowling team. He presented to the Board for approval the financing of a dinner for the teams. It has been the custom in the past that the host school provide for a dinner for the teams. It was the general consensus of the Board that the \$2.10 steak dinner be served to the team members, alternates, and Board representatives.

Program Committee Report:

Byron Warmee requested that all area directors turn in their reports by Thursday at 1:30 p.m. Additional forms for this purpose have been placed in the boxes in the Board office.

There will be a meeting of the Program Committee on Thursday, January 6, 1955 in the Union Board office.

Personnel Committee Reports:

Sign-up for all Union Board Committees will be held from 12:30 to 1:30 p.m. and 3:30 to 4:30 p.m. in the main ballroom Wednesday, January 5, 1955 and Friday January 7, 1955. Board members were asked to consult with Nancy Forte about the floor plan for tables and about posters. Volunteers were called for to help set up the booths. All Board members were asked to be present in the ballroom at the above mentioned hours or to be represented by Committee members.

Public Relations Committee:

Alden Galbraith asked all area directors to send in, as soon as possible, all the information they have on coming events in the Union so that they may be included in the information sheet to be distributed on Campus.

There will be a meeting of the House and Finance Committee at 11:30 a.m. Friday, January 7, 1955.

Old Business:

Jim Bell mentioned that the notebooks provided for the area directors may be taken home. The purpose of the notebooks is to provide a manual for new Board

members next year and any information that might be helpful to someone new should be inserted.

New Business:

The Pass Policy for the forthcoming Ice Capers show was discussed. The Athletic Department prefers to have us issue complimentary tickets instead of having a pass list at the door and, therefore, some modification of the present pass policy would have to be made to authorize issuing complimentary tickets. It was the consensus of the Board that complimentary tickets be issued and that distribution of them would be discussed at a later date. All Board members were requested to contact Mr. French by 12:00 m. Wednesday, January 5, 1955 as to whether they want tickets for the Thursday or Friday evening performance of Ice Capers. Unless notified tickets for Friday night will be obtained.

It was mentioned that no passes will be given Board members for the Sno Train.

Board members were asked to volunteer to usher at the Thursday night performance of Ice Capers. It was agreed that all Board members would help usher if at all possible.

Mr. French asked that all Board members verbally publicize Ice Capers as much as possible and also asked for ideas on publicity for the show.

^{N-65}
Motion K-396 It was moved to adjourn the meeting.

Seconded and carried.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

FILE COPY

DO NOT REMOVE

UNION BOARD AGENDA

January 11, 1955

- I. Call to Order
- II. Minutes
- III. Director's Report
- IV. President's Report
 - A. Delegates to All-U-Congress Meetings
 - B. Joint Congress - U.B.G. Meeting
 - C. Board Secretary
 - D. Sno-Week Report, Dick Getchell
- V. Vice President's Report
- VI. Standing Committee Reports
 - A. Program - Byron Warmee
 - B. Personnel - Nancy Forte
 - C. House & Finance - Roy Talmo
 - D. Public Relations - Alden Galbraith
- VII. Old Business
- VIII. New Business
- X. Adjournment

MEMORANDUM

January 11, 1955

TO: Union Board of Governors

FROM: Executive Committee

SUBJECT: Joint meeting of the Union Board of Governors and
the All-University Congress

Agenda items, reports or discussions at the joint All-U-
Congress U.B.G. Meeting January 18, 1955:

1. The Homecoming dance, the distribution of profits and loss, and administration and relation to the total Homecoming program.
2. The proposal for a St. Paul campus fund drive to be held early in the spring quarter.
3. The advantages of close coordination and consultation between the Congress and the Union Board.
4. The future need for physical expansion of Coffman Union.
 - a. Should Student Organizations pay rent for use of space in the Union and if so, how much?
5. Methods to improve candidates' qualifications and selections in all-campus elections.

MEMORANDUM

January 7, 1954

TO: All Union Board Members

FROM: James B. Bell, President
Union Board of Governors

SUBJECT: Joint meeting of the Union Board of Governors and
the All-University Congress

I would like to confirm a tentative plan for a joint dinner meeting of the Congress and the Union Board for the evening of January 18, 1955. It has been suggested that we attempt to schedule dinner for the Campus Club with the objective of establishing relations with that group and also providing our members with an opportunity which they otherwise might not have. I am certain the surroundings will be far more congenial and conducive to some good discussion.

As possible agenda items I have thought of either informal reports or discussion of the following:

1. The Homecoming dance, the distribution of profits and loss, and administration and relation to the total Homecoming program.
2. The proposal for a St. Paul campus fund drive to be held early in the spring quarter.
3. The advantages of close coordination and consultation between the Congress and the Union Board.

I hope the suggested date meets with your approval. The agenda will of course have to be the product of the work of our respective executive committees.

WINTER QUARTER AGENDA
UNION BOARD OF GOVERNORS

- I. January 11

- II. January 18
 - A. Joint Meeting with All-U Congress

- III. January 25
 - A. Meet at Mr. Star's House

- IV. February 1
 - A. St. Paul Union Board Meeting

- V. February 8
 - A. Parents Night

- VI. February 15
 - A. Meet at the Village Union

- VII. February 22
 - A. Holiday

- VIII. March 1
 - A. Last meeting of the Quarter

Possible Topics for Board Discussion:

1. What is the purpose of the Union Board?
2. What are our specific responsibilities as Union Board Members and as Area Directors.
3. How does the Union Board "fit into" campus student activity? What is our relationship to other organizations?
4. Do we let student groups know about facilities available to them in the Union?
5. Is there a need for research into the needs of:
 - A. Union Programming
 - B. Union physical facilities
6. What are the Union's comments on the proposed All-University Judicial System?
7. How is the fee investigation to be handled?
 - A. Who should be consulted to make this effort meaningful.
8. Where do we begin with Union Board Orientation?
9. How can we raise the level of interest and participation in Union activity?

UNION BOARD AGENDA

January 11, 1955

- I. Call to Order
- II. Minutes
- III. Director's Report
- IV. President's Report
 - A. Delegates to All-U-Congress Meetings
 - B. Joint Congress - U.B.G. Meeting
 - C. Board Secretary
 - D. Sno-Week Report, Dick Getchell
- V. Vice President's Report
- VI. Standing Committee Reports
 - A. Program - Byron Warmee
 - B. Personnel - Nancy Forte
 - C. House & Finance - Roy Talmo
 - D. Public Relations - Aldon Galbraith
- VII. Old Business
- VIII. New Business
- X. Adjournment

MEMORANDUM

January 11, 1955

TO: Union Board of Governors

FROM: Executive Committee

SUBJECT: Joint meeting of the Union Board of Governors and
the All-University Congress

Agenda items, reports or discussions at the joint All-U-
Congress U.B.G. Meeting January 18, 1955:

1. The Homecoming dance, the distribution of profits and loss, and administration and relation to the total Homecoming program.
2. The proposal for a St. Paul campus fund drive to be held early in the spring quarter.
3. The advantages of close coordination and consultation between the Congress and the Union Board.
4. The future need for physical expansion of Coffman Union.
 - a. Should Student Organizations pay rent for use of space in the Union and if so, how much?
5. Methods to improve candidates' qualifications and selections in all-campus elections.

1-11-55

DETAILED PASS LIST TO ICE CAPERS '55

	<u>Thursday</u>	<u>Friday</u>
Union Board		40
St. Paul Union Board	?	?
Village Union Board	?	?
Sno Week Committee		
Dick Getchell	2	
George Deach	1	
Bernie Chaus	1	
Jean Teske	1	
Barb Hill	1	
Joanne Clemens	1	
George Meyers	1	
Bev Knutson	1	
Bob Siegel	1	
Bruce Katter	1	
Roger Born	1	
Bill McGlone	1	
Ronnie Hower	1	
Don Beckstrom	1	
Barb Ingvaldson	1	
Peg Shank	1	
Ann Carlson	1	
Dayton Display		
Mr. Jamer	2	
Mr. McMahon	2	
Mr. Pepin	2	
Ice Capers		
Dave Hright		5
Tom Millott	6	4
Dick Hunder		4
Don Peterson		4
Virginia Flanagan		2
Enid Klein		2
Josie Pateroh		2
Marianne Janisch	2	
Joanne Lindusky	2	
Mary Stevenson	2	
Joanne Jonson	2	
Joe Dahle	2	
MacReynolds	2	
Suzanne Hill	2	
Mimi Heman	2	
Del Conroy	2	
Skate Lead	2	
" "	2	
Jim O'Brien		2

PASSES TO ICE CAPERS #55

	<u>Thursday</u>	<u>Friday</u>
Coffman Union Board		40
St. Paul Union Board	7	7
Village Union Board	7	7
Union Staff (Coffman (St. Paul (Village	24	14
Sno Week Committee	18	
Ice Capers		
Direction Staff		19
Technical Staff	12	6
Cast (Leads)	16	
Dayton Display	6	
Press, Radio, TV (thru News Service)	12	
University Officials	12	16

UNIVERSITY OFFICIALS

	<u>Thursday</u>	<u>Friday</u>
Pres. Morrill	2	
V.P. Willey	2	
V.P. Middlebrook	2	
Dean Williamson	2	
Mr. Lombard	2	
Mr. Lund	2	
Mr. Armstrong	2	
Mr. Ryman	2	
Mr. Kingsley	2	
Mr. Brostrom	2	
Dr. Whiting	2	
Mr. Harris	2	
Mr. Muhl	2	
Mr. Shepherd	2	
Mr. Art Ernest	2	

COFFMAN MEMORIAL UNION
Board of Governors Meeting
January 11, 1955

Members Present: Jim Bell, Alden Galbraith, Bill Dean, Marilyn Schulz, Esther Swanson, Mr. Snoke, Mr. Starr, Roy Talmo, Len Nelson, Pete Lindberg, Con Nordquist, Pete von Eschen, Byron Warmee, Mary McDermott, Pris Pierce.

Others Present: Virginia McHugh, S. L. A. Board representative, Pat Thorn, Daily Reporter, Mr. Robert Leach, Dick Getchell, Sno Week Chairman.

The meeting was called to order at 7:15 p.m.

The minutes of the last meeting were approved.

President's Report:

In view of the fact that Bill Dean and Nancy Forte will be tied up with Ice Capers a volunteer was called for to attend the All-University Congress meeting, Wednesday, January 12, 1955, at 7:00 in room 109 of Nicholson Hall. Pete von Eschen volunteered.

The joint meeting of All-University Congress and the Union Board will be a dinner meeting on January 18, 1955 and will be held in the ~~main~~ lounge of the Campus Club. All Board members are to meet in the main lounge at 5:30 so that the Board picture for the Gopher may be taken before going to the Campus Club for the dinner. The Daily reporter and S. L. A. Board representative were also invited to attend the meeting. Items for the agenda include Homecoming dance distribution of profits and loss, proposal for St. Paul Campus Union fund drive spring quarter, coordination of All-University Congress and the Union Board.

The President requested that Board members explain to the secretary in the Board Office a little bit about themselves and their role in the activities and organization of the Union so that she may be better acquainted with the Board and its functions.

Dick Getchell was asked to report on Sno Week. The plans for Sno Week are well organized and all running smoothly with the exception of the Ice Capers. Ticket sales for this event have not been as satisfactory as expected and it was decided to run a series of ads in the ~~water~~ sections of the St. Paul and Minneapolis newspapers. All tickets for the Sno Train have been sold and they are now planning to have a short trip on Sunday for \$6.00. Button sales will begin Thursday. Buttons entitle holders to vote for the Sno King and to door prizes at other events. Mrs. Orville Freeman, the State's first lady, will be one of the judges and will crown the queen.

The pass list for Ice Capers was presented to the Board for approval. It was suggested that the Board of Regents, the St. Paul Campus Union Board, and the Village Union Board be granted two passes each.

N-66

Motion K-387: It was moved that we accept the pass list for Ice Capers including two passes for each member of the Board of Regents, St. Paul Campus Union Board, and the Village Union Board.

Seconded and carried.

Roy Talmo introduced Mr. Robert Lesch. Mr. Lesch displayed and explained a group of sketches for the mural in the main ballroom annex. The mural will be predominately white with accents of bright color. After discussion the following motion was made.

N-67

Motion K-388: It was moved that we approve the plans for the mural in the main ballroom annex and that the budget approval be considered by the House and Finance Committee at a later date.

Seconded and carried.

Program Committee Report:

The Program Committee will hold their weekly meetings on Wednesdays at 2:30 p.m. in room 227. However, there will be no meeting this week.

The Program Committee plans, as its first project for spring quarter, to inventory the program materials in the program storeroom. Volunteers were asked to help with the inventory.

Director's Report:

The President announced that Mr. Starr has recently been appointed to the Research Committee of the Association of College Unions.

The Director gave the Board some background on Mr. Robert Lesch. He has studied at the University of Minnesota, Walker Art School, Minneapolis School of Art, and in Florence, Italy, and has taught at the St. Paul School of Art. He has had many exhibits in the Twin Cities and some of his work is included in collections across the country. The mural in the lobby of the McKnight building was executed by Mr. Lesch.

House and Finance Committee:

The A. W. S. office in room 227 has been under discussion. The matter has been discussed with them and it was concluded to allow them to have office space in room 349 which is now occupied by the Flying Club. The Flying Club has agreed to this. Room 227 will be used for meetings of Union Board committees.

Public Relations Committee:

All area directors and standing committee chairman are asked to turn in a

list of activities and dates so that they may be put on the sheet which the Public Relations Committee plans to distribute. This information should be in by January 19, 1955.

In view of the fact that we have approximately twenty-five Committee Chairman it will be very difficult to put separate pictures of these Chairman in the Gopher, therefore, it was suggested by Alden Galbraith that one picture of all the Committee Chairman appear with the names and Chairmanships. Pictures of area events will appear on other pages. As yet no date has been set for this picture.

New Business:

Mary McDermott reported that a proposal has been presented to the Orientation Commission for approval in connection with the Union Board handling the evening programs during summer orientation. The plan provides that the Chairman of the evening program will be a member of the Panhellenic Council and the Assistant Chairman will be a Union Board member.

^{N-68}
Motion K-389: It was moved to adjourn the meeting.

Seconded and carried.

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

COFFMAN MEMORIAL UNION
Board of Governors Meeting
January 13, 1955

Members Present:

Jim Bell, Mr. Snow, Mr. Shoffner, Len Nelson, Dr. Mork, Mr. Snoke, Mary McDermott, Nancy Forte, Pete Lindberg, Roy Talmo, Mr. French, Marilyn Schulz, Bill Dean, Pete von Eschen, Alden Galbraith, Byron Warmee, Pris Pierce, Esther Swanson.

Others Present:

Virginia McHugh, S. L. A. Board representative, Pat Thorn, Daily reporter, Mr. Vince Dong, Joe Robinson, Jim McIntosh, Mr. Hopf.

The meeting was called to order at 7:05 p.m.

The minutes of the last meeting were approved.

Director's Report:

Mr. Starr was unable to attend the meeting because of a St. Paul Campus Union Fund Drive Meeting.

Mr. Hopf reported that recently there was a meeting of the Senate Committee on Recreation. This committee is planning a survey of recreation on the campus.

Mr. Starr attended a meeting of the University Camp Committee. This idea originated with the Union Board some years ago.

Snow Week is going very well this year, in fact better than in previous years and the committee is to be congratulated on their fine work.

It was announced that Mr. Clifton French has been appointed Recreation Director of Edina and has submitted his resignation to be effective April 1, 1955. The President expressed the Board's best wishes for Mr. French in his new position although it will be hard to lose him.

President's Report:

The President introduced Vince Dong who has recently been added to the staff at Coffman Memorial Union as an Administrative Fellow. Mr. Dong will assist with the guiding of public relations and publicity. He is presently working on a survey on the Ice Capers show.

Program Committee:

On Wednesday, January 19, 1955 from 2:30 p.m. to 4:30 p.m., the Program Committee plans to inventory the program materials storeroom near the Terrace Reading Room. They plan to also evaluate the kinds of materials we have, with the thought in mind of better use of the materials available, by our committees.

House and Finance Committee:

The House and Finance Committee decided that the building will be open on February 12 and February 22, 1955. The only facilities open will be the Bowling Alleys for use in the evening.

The House and Finance Committee met on Friday, January 14, 1955, with Mr. Hopkins, the color Consultant Designer for the University, with regard to the mural for the annex of the main ballroom. At that meeting the amount of \$800 was discussed as the price for the services of Mr. Robert Lesch to paint the mural. The matter was discussed by the Board and it suggested that the House and Finance Committee look into the possibility of the Art Department of the University doing the mural as a project. It was also suggested that a contest might be held with the prize being the commission to paint the mural in the ballroom. It was also mentioned that perhaps other areas in the building might be decorated with murals. It was also felt that the Board should get some professional opinions on Mr. Lesch's work and on the alternatives.

^{N-69}
Motion K-400:

It was moved to rescind Motion K-398 approving the plans for the mural in the main ballroom annex and that the House and Finance Committee investigate the possible alternatives before final action is taken on the mural.

Seconded and carried.

International Relations Club:

Joseph Robinson, the President of the International Relations Club, presented a proposal to the Board whereby the Club asked that the Union Board sponsor with them a forum consisting of four afternoon meetings and culminating in an all afternoon conference. It is felt by the club that the lectures will be of utmost importance to University students and the Union and to all students in the area interested in international relations and understanding. The talks will be given by outstanding experts from or connected with the areas concerned and the main theme is the African situation. It was also felt that this program would work in well with the Board's Foreign Student Committee.

The following were included in the proposal.

1. Approval of the use of the Women's Lounge from 3:30 to 5:00 p.m.

on January 27, February 3, February 10, and February 17 and from 12:30 to 5:00 p.m. on February 25, 1955.

2. Subsidizing coffee hours for the first four Thursday forums.
3. Union support in securing advertising such as posters.

N-76

Motion K-401

It was moved to accept the proposal of the International Relations Club and authorize the Program Committee to investigate the details of financing this endeavor.

Seconded and carried.

The need for a policy on use by outside organizations of program material and equipment was referred to the Program Committee to review and form a policy for guiding the Union Board in making available to other organisations any property or program materials we have on hand as scenery, props, etc. The Program Committee was asked to present their recommendations to the Board before February 15, 1955.

There will be a joint meeting of All-University Congress and the Senate Committee on Student Affairs on Thursday evening January 20, 1955, at 7:30 p.m. in the Union's Womens Lounge. The topic for discussion will be the All University Judiciary Council Proposal. The Union Board of Governors has been invited to participate in this discussion. All Union Board members are urged to attend this meeting if at all possible.

Mr. French said that we should welcome an opportunity such as the joint meeting of All-University Congress and the Senate Committee on Student Affairs. We should try to see the Campus as a whole. The Union has looked only at itself for too long and if we are to grow and improve we must stay abreast of the needs and interests of the students and consider the problems of other campus organizations, whether big or small, if we are to fully discharge our function as a student Union. The Board has a legal and moral responsibility to the student body individually and collectively which should be kept in mind.

Proposal for extending the hours of night operation for station WMR.

Chuck Imm of station WMR presented the proposal to extend broadcasting hours for the station on Monday through Thursday from 10:30 to 12:00. A maximum number of two people would be needed to operate the station. The names of the individuals to be in the station after the building closes can be given to the custodian on duty and they can be checked out with him.

M-71
Motion K-402:

It was moved to accept the proposal of station WMMR, that they be allowed to broadcast until 12:00 Monday through Thursday each week on the condition that there will not be more than two people in the station beyond 10:30 with the possibility that if a larger number in the station is necessary that the additional individuals be cleared with the Program Committee and the Program Office or in case of emergency with the Night Manager.

Seconded and carried.

Snow Week:

Bill McClone, Chairman of the Snow Week Queen contest, presented his budget to the Board for approval. At the present time there is a maximum amount of \$60.00 which can be spent for dinners, etc. for contests such as this. In view of the fact that we have five Snow Week King finalists in addition to the Queen finalists it has been difficult to stay within this limit. Bill reported that he is \$1.40 over the \$60.00 maximum on dinners, but that he is still \$20.00 under his budget.

N-72
Motion K-403:

It was moved to allow the Chairman of the Snow Week Queen and King contest to appropriate money from his general budget toward purchasing of additional dinners, trophy for the Queen, and a gift for the King.

Seconded and carried.

The House and Finance Committee was appointed to work in conjunction with the St. Paul Union Ground Breaking Committee on the matter of increasing student Union fees. A meeting of this committee is scheduled for January 19, 1955 in Room 7 of the St. Paul Campus Union, at 12:00 m.

Items for the Union Board meeting agenda should be channeled through the Executive Committee meeting each Friday afternoon so that any consideration which needs to be given these items can be taken care of before the Union Board meeting.

Mr. French asked that the Board be looking forward to the end of this quarter and the completion of several projects which have been undertaken.

1. Complete the revision of the Board members manual. Board members should complete their individual parts of the manual. This should include a statement by each Board member of their specific role in the Union Board organization and include details on their work.
2. A training session for new Board members should be set up in view of the fact that there is a large number of seniors on the Board.

3. Revision of the House Rules should be completed.
4. Building of next year's budget. This should be started on a Committee level and turned in to the Board members for review and then all proposed budgets brought together for final review and completion.
5. Setting of next year's calendar, keeping in mind the program problems of this year with recommendations for next year.
6. A source book for staff so that new members will be quickly and more easily acquainted with Union procedures and University procedures.

These projects should be completed by the end of winter quarter because the graduating Board members will be concerned with their own affairs as the school year draws to a close and we want to leave a job well done.

Mary McDermott announced that she will call for the completed Board members manuals at the last meeting of this quarter.

Mr. Snoke mentioned to the Board the unnecessary waste of time in making hasty decisions and then reversing them. He suggested that the Board try to better organize material and discussions so that this does not happen in the future.

The President asked that in preparing committee reports and recommendations that careful consideration be given to the consequences of the action recommended and to clear with others concerned before making recommendations.

The following resolution was presented to the Board by Pete Lindberg.

"That the Union Board select a 1956 Snow Week Chairman before the new Union Board convenes, and stipulate that he select a Chairman for the 1956 Ice Capers show by the beginning of the 1955 school term--the Ice Capers Chairman to direct an all skating ice production during the 1956 Snow Week.

"If no Chairman for Snow Week has been selected by the time the new Board convenes, they will assume responsibility for choosing him before school ends this spring (1955) according to all the stipulations above attached to the Ice Capers Chairmanship."

There was a general discussion of the Ice Capers show and it was the consensus of the Board that before taking action on this resolution we should take into consideration the survey being made by Vince Dong on this event.

N-73
Motion K-404:

It was moved to table this resolution until more information is available and refer it to the Program Committee for presentation at a future meeting.

Seconded and carried.

N-74
Motion K-405:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary.

COFFMAN MEMORIAL UNION
Board of Governors Meeting
January 13, 1955

Members Present:

Byron Warmee, Bill Dean, Nancy Forte, Len Nelson, Roy Talmo, Pete von Eschen, Alden Galbraith, Mr. Snoke, Mr. Starr, Mr. Plank, Con Nordquist, Pete Lindberg, Pris Pierce, Jim Bell, Marilyn Schulz, Esther Swanson.

Others Present:

Charleen Petersen, Daily Reporter, Virginia McHugh, S. L. A. Board Representative, Betty Berg, Minnesota Daily Editor, Dick Tandyke, Treasurer of All University Congress.

The meeting was called to order at 7:05 p.m.

The minutes of the last meeting were approved.

Program Committee:

Byron Warmee reported that at the last meeting of the Program Committee the project for the St. Paul Campus Union Fund Drive was discussed. The possibility of an all student show this spring and the alternatives were reviewed and a recommendation will be presented to the Board at next week's meeting.

The Mardi Gras scheduled for February 19, 1955 was also discussed. This event falls during Greek Week and it was the decision of the Program Committee in view of the fact that there is no Chairman for the event at present that if no Chairman is selected within the week that the event will be cancelled for this year.

The need for more research in the program area was discussed at the Program Committee meeting and it was felt that an allotment should be made in next year's budget to cover this type of work.

The Wednesday night dance for February 2, 1955 has been extended to 11:00 p.m.

The matter of bowling tournaments was brought up. It was mentioned that last year at this time we had already had two tournaments. There is no area director in the game area and in view of this the Program Committee will look into this matter. Board members were urged to be looking for an individual to fill the Board vacance in the games area.

House and Finance Committee:

The proposal to have a mural in the annex of the main ballroom was

discussed to great length. In view of the suggestion at last week's meeting to sponsor a contest for painting the mural, the House and Finance Committee brought up the question of who should judge this contest and if the judges were not Board members or were not staff members of the University, would the Board be willing to accept their decision.

^{N-75}
Motion K-406.

It was moved that we do not have a mural painted on the wall in the annex of the main ballroom.

Seconded and defeated.

^{N-76}
Motion K-407.

It was moved that we have a mural painted on the wall in the annex of the main ballroom.

Seconded and carried.

It was the general feeling of the Board members that they were not qualified to decide on the particular type of art which should be chosen for the mural and, therefore, the House and Finance Committee was asked to consult with various experts on or off campus to get qualified opinions and to report on their findings at the next meeting of the Board. Pris Pierce volunteered to consult with staff members of the Art Department on the possibilities of using student art.

There will be a meeting of the House and Finance Committee at 11:30 a.m. in room 106 on Friday, January 28, 1955.

Jim Bell introduced the guests for the evening, Betty Berg, Editor of the Minnesota Daily, and Dick Tandyke, Treasurer of All University Congress. Dick Tandyke mentioned that Union Board members are invited to attend the meeting of All University Congress in room 109 Nicholson Hall, Wednesday, January 26, 1955. The draft of the Charter for the All University Judiciary Council will be discussed.

The Program Committee presented a proposed policy for the use of Union Program property by outside organizations to the Board. This would enable us to bring in revenue on properties which would otherwise be stored. The policy would go into effect as soon as finances permit the completion of the storeroom in the basement near the Craftshop.

^{N-77}
Motion K-408.

It was moved that the policy presented by the Program Committee in

connection with the use of Union Program property by outside organizations be adopted.

Seconded and carried.

Board Meeting Agenda:

A list of steps to be taken to clear an item for the Board meeting Agenda was passed out.

1. Take your proposal in writing to the President of the Board. He will channel the topic to the proper standing Committee.
2. The standing Committee Chairman will then refer his proposal to the Executive Committee for review and placement on the Agenda.
3. All Agenda topics must be cleared by the Executive Committee.

The President mentioned that this would help to see that all major items are cleared with the proper Committees before being presented to the Board for action.

It was asked that a tentative Agenda be posted in the Board office prior to the meeting. Jim Bell said that in view of the above steps to be taken in regard to topics for the Agenda that they could be cleared at the Executive Committee meeting each Friday afternoon and a tentative agenda placed in the Board office either Friday or Monday.

Reservation of Room 227:

Ruth Beemer will be handling reservations of Room 227 for Committee meetings. She is on duty in the Board office afternoons. Individuals desiring to reserve the room are asked to place reservations at least twenty-four hours in advance.

The report of the All University Congress and the Senate Committee on Student Affairs on the Charter for the All University Judiciary Council was passed out to Board members for review. Suggestions may be turned in at the All University Congress office.

A memorandum from Mrs. Shippee, Secretary, Senate Committee on Student Affairs on the Policy to Minimize Calendar Conflicts was passed out to Board members. It was mentioned that all Committees consider other organizations when scheduling events. Programs should be submitted to the Program Committee for placement on the Student Activities Bureau calendar.

Next Week's Board Meeting:

The Union Board has been invited by the St. Paul Campus Union Board to hold their next meeting February 1, 1955, at the St. Paul Campus Union. The schedule for next week's meeting is as follows:

5:45 p.m. Meet and eat at St. Catherine's College in St. Joseph's Hall. Dinner \$1.00

7:15 p.m. Meet at receptionist's desk in lobby of the 2nd floor of St. Joseph's Hall for a half hour tour of their new Union.

8:30 p.m. Union Board convenes at St. Paul Campus Union.

Jim Bell will look into the possibility of scheduling the tour a little earlier. Board members were asked to stop at the Board office or call for details on transportation. Those who cannot be present at dinner were asked to go directly to the St. Paul Campus Union for the Board meeting.

Volunteer's were asked for to be members of the St. Paul Campus Union Ground Breaking Committee. This is a self appointed committee of the St. Paul Campus Union Board. As there were no volunteers the House and Finance Committee will look into the matter of getting one or two members from the Coffman Union Board for the Committee.

Noon Varieties:

Bill Dean invited all Board members to attend the Noon Varieties program in the main ballroom at either 11:30 a.m. or 12:30 p.m. Wednesday, January 26, 1955. The program will be "The Roaring 20's".

N-78

Motion K-4091

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary.

UNION BOARD AGENDA

JANUARY 18, 1955

- I. Call to order
- II. Approval of the minutes of the previous meeting
- III. Standing Committee Reports
- IV. Report on progress of the Mural Project
- V. Report on Proposal for Joint sponsorship of African Forum
by International Relations Center and the Union Board
of Governors.
- VI. Need for a policy on use by outside organizations of
Union property.
- VII. Joint meeting of All*U-Congress and Senate Committee on
Student Affairs on Thursday evening January 20, at
7:30 P. M. in the Union's Women Lounge.
Topic for discussion: All University Judiciary
Council Proposal.
- VIII. WLMR proposal for extending the hours of night radio
operation.
- IX. Appointments to the St. Paul Union Ground Breaking
Committee

Resolution =

That the Union Board select a '56 Sno Week chairman before the new Union Board convenes, and stipulate that he select a chairman for the '56 Ice Capers' show by the beginning of the '55 school term - the Ice Show chairman to direct an all-sleating ice production during Sno Week.

If no chairman for sno week has been selected by the time the new Board meets, they will assume responsibility for choosing him before school ends this spring according to all the stipulations above attached to the Ice Capers chairmanship.

PROPOSAL

Submitted by Joseph Robinson, President
International Relations Club

The officers and faculty advisors of the International Relations Club met on January 14, 1955 for the purpose of discussing the formulation of a forum consisting of four (4) afternoon meetings culminating in an all-afternoon conference.

We decided on what we believe to be a tremendous program, and will be of utmost importance, not only to University students and the Union, but to all educational institutions in the area, interested in international relations and understanding.

The meetings will consist of talks (approximately one hour) by outstanding experts from or connected with the areas concerned, and followed by questions and discussion periods.

The tentative program is as follows:

Middle East --- Richard Nolte, January 27.

Latin America --- Rene Otero (Bolivia) and staff, February 3.
(Or supplementary to this, a panel discussion or debate on U.S. Foreign Policy in Latin America or Central America by Guncio, Beatty and Jones.)

Southeast Asia --- Robert Spencer (just back from Burma), Feb. 10.

Western Europe ----Levi and Deutsch, February 17.
(German Rearmament)

Thursday Afternoons, 3:30, women's Lounge of the Union

Last Conference, February 25, Topic - Africa
Conference (Maybe 12:30 - 5:15 lunch and Conference)
Speakers:

Artur Gaitskell

Hills

Spilhaus

Cooper -- Hamline University, African Area Study, Hill Foundation

Ethiopian Student

Nigerian Student

John B. George (D.C.) American University Field Staff, Sudan

(One more)

The IRC with the assistance of the International Relations Center is financially unable to support such a program, and would, therefore, petition to the Union Board of Governors to co-sponsor with us the following:

2.

1. Approval of use of Women's Lounge for four consecutive Thursdays starting January 27, 1955.
2. Subsidizing coffee hours for these four Thursday Forums.
3. Union support in securing advertising such as posters.

CHARTER OF THE ALL UNIVERSITY JUDICIARY COUNCIL

Preamble

A judiciary system operating under the policies and regulations of the University of Minnesota is established in order to:

- provide a more comprehensive judiciary structure for the protection of the interests of the individual, the group, and the University;
- bring the responsibility of judicial action as close to the governed as possible;
- serve to strengthen and expand organizational judiciaries;
- provide for increasing joint student-faculty participation in decisions relative to student conduct;
- contribute to the education of students through development of individual and group responsibility to the University-wide community;
- and implement the policies of the University of Minnesota concerning consultation, conduct responsibility, and the rehabilitation philosophy of disciplinary action.

Article I. Authority and Jurisdiction

Section 1. The All-University Judiciary Council shall be concerned with disciplinary matters involving student organizations and activities. All other judiciary boards or committees shall be subject to the rulings of the Judiciary Council in instances properly within jurisdiction of the Judiciary Council. The Judiciary Council, however, shall respect the integrity of other judiciary bodies within the limits of their established authority and shall act in cooperation with these bodies and with the Office of the Dean of Students, the college offices, and any other related agencies to provide an inclusive structure for the fair adjudication of disciplinary matters.

Section 2. The Judiciary Council shall serve three functions as follows:

1. It will exercise original jurisdiction in cases which are in the first instance of All-University significance and cases which are not properly subject to the jurisdiction of boards existing at the time of their occurrence. At all times, however, cases shall be handled on the lowest possible level consistent with the principle that the responsibility for judicial action be as close to the governed as possible.
2. It will exercise appellate jurisdiction when one of the parties to a controversy submits a request through the Secretariat of the Judiciary Council, in accordance with the policy of appeals as defined in Article IV of this Charter.
3. It will survey judicial actions, procedures, and problems relating to student conduct. In this capacity the Judiciary Council may review decisions of lower judiciary committees and the practices used thereby in adjudicating cases and may survey situations which are potential sources of group misconduct and may make appropriate recommendations for remediation in the light of University regulations, organization, and experience with student discipline and rehabilitation.

Section 3. Upon demonstration by this Judiciary Council that it can adequately handle the jurisdiction granted it in the area of group conduct, further study shall be given to the question of integrating the jurisdictions of group and individual conduct. This objective shall be recognized with the ratification of this Charter.

Article II. Composition

- Section 1. The All-University Judiciary Council shall be composed of four students and three faculty members, the latter ranking as instructor or above, and a non-voting Secretary. Of this membership one must be a faculty person from the Law School and one must be either a student or faculty person from the St. Paul Campus. Graduate students shall be eligible to be student members.
- Section 2. The members of the Judiciary Council shall be selected as follows:
1. The All-University Congress shall recommend persons for appointment by the President of the University to be student members of the Judiciary Council. This recommendation shall be made at the same time as, and by procedures similar to those used for the selection of persons to be recommended by the Congress to the President for Senate and Administrative Committees. The recommendations by the Congress must be in accordance with the specifications of this Charter and should be based on consideration of attaining the broadest possible composition of the Council in terms of college, living area, organizational contact, and experience.
 - 2.. The Dean of Students shall recommend persons for appointment by the President of the University to be faculty members of the Judiciary Council. This recommendation shall be made at the same time that student members are recommended by the All-University Congress. The recommendations by the Dean of Students must include one member from the Law School and must be otherwise in accordance with the specifications of this Charter and should be based on consideration of attaining the broadest possible coverage of the various colleges.
 3. The Secretary shall be a professional person provided by the Office of the Dean of Students.
 4. In the event of a vacancy in membership of the Judiciary Council in mid-term, the Judiciary Council shall inform the proper authority (the All-University Congress if a student's position is to be filled, or the Dean of Students if a faculty member's position is to be filled) and that agency shall recommend to the President of the University, in accordance with the above regulations, a person to fill the remainder of the unexpired term.
- Section 3. To be eligible for membership on the Judiciary Council a student must:
1. Be regularly enrolled as a student;
 2. Meet all-University eligibility requirements;
 3. Certify that he will be in residence at the University as a student for two years following his appointment.
- Section 4. The term of office of members of the Judiciary Council shall be governed as follows:
1. Each member, excluding the Secretary, shall be appointed to serve a term of two years. In the selection of initial members, however, the All-University Congress shall recommend to the President two students to serve a term of two years and two students to serve a term of one year; and the Dean of Students shall recommend to the President two faculty members to serve a term of two years and one faculty member to serve a term of one year, in order that the terms may subsequently be staggered so as to insure continuity of membership.
 2. The term of office of each member shall begin on the first Monday following the announcement by the President of his appointments, and shall be terminated when the appointment of his successor becomes effective.
 3. The term of office of the Secretary shall be indeterminate, the Secretary remaining in office at the discretion of the Dean of Students.

4. During the term of office, any member may disqualify himself from sitting on a particular case on the grounds of close association with or involvement in the case to be considered. Should a member fail to disqualify himself, but the Judiciary Council deem such disqualification appropriate, the Judiciary Council may disqualify him on these same grounds by a majority vote of a quorum of the Judiciary Council, in which the member in question may not vote.
5. A member shall be allowed to serve his term during good behavior; however, he may be removed from office by the President of the University upon recommendation by a majority vote of the entire membership of the Judiciary Council in which the member in question may not vote.

Section 5. The Judiciary Council shall elect its own chairman from among its student members to serve a term of one year. The Chairman shall preside over the meetings, voting only in case of a tie.

Section 6. Five voting members of the Judiciary Council shall constitute a quorum.

Section 7. The first official meeting of the Judiciary Council shall be called by the person designated by the Dean of Students to be the Secretary within two weeks subsequent to the date at which the appointments of members become effective. After the election of a Chairman, meetings may be called by him or by the Secretary.

Article III. Secretariat

Section 1. A staff person shall be designated by the Dean of Students to serve as Secretary of the All-University Judiciary Council, and to set up a permanent agency known as the Secretariat of the Judiciary Council.

Section 2. The duties of the Secretary shall include the following:

1. To provide assistance to the All-University Judiciary Council and its chairman in the determination of correct jurisdiction for a disciplinary situation, preparation of agendas or dockets, preparation of relevant materials, publication of official minutes, and arrangements for meetings.
2. To maintain necessary centralized records of disciplinary incidents and actions occurring on the campus.
3. To assist the Judiciary Council in preparation and presentation of cases.
4. To consult with individuals and groups referred to, or asking for a hearing by, the Judiciary Council; and to consult with appropriate University officials concerning disciplinary cases occurring in their areas of responsibility.
5. To advise the Judiciary Council concerning types of action consistent with University regulations, organization, and experience with student discipline and rehabilitation.
6. To follow up the actions of the Judiciary Council.

Section 3. The Secretary shall have the right to attend all meetings of the Judiciary Council with the privilege of full participation in its deliberations except for the vote and original motion.

Section 4. All actions taken by the Secretary shall be reviewable by the Judiciary Council.

Article IV. Appeals

- Section 1.** Original cases of student misconduct on the group level shall be handled by organizational judiciary committees having jurisdiction. All appeals at this level, by members of the group or by staff members of the University, must be directed to intermediate judiciary where such exist. Appeal from intermediate judiciaries and from organizations not within the jurisdiction of intermediate judiciaries must be presented in writing to the Secretary of the Judiciary Council. Here a determination will be made, subject to the consultation and reviewability clauses previously set forth in Article III of this Charter, concerning the appropriateness of requesting a rehearing before the judiciary whose decision is being appealed, of placing the case on the docket of the Judiciary Council, or of refusing to grant the appeal.
- Section 2.** Appeals from the decision of the All-University Judiciary Council may be made to the Senate Committee on Student Affairs in accordance with the appeal procedures of that body.
- Section 3.** The following shall be the recognized grounds for appeal to the All-University Judiciary Council:
1. The decision violates an over-riding University policy or regulation.
 2. The decision is based on a policy or regulation which does not apply.
 3. Evidence not available at the time of the decision, but now available, would affect the decision itself.
 4. The case was initiated or conducted according to improper procedure.
 5. The decision embodies an extreme penalty.
- Section 4.** Appeals must be requested within ten days after the hearing in a lower court and, if granted, must be heard by the Judiciary Council within thirty days after receipt of the written request.

Article V. Amendment

- Section 1.** Amendments to this Charter may be proposed by the All-University Congress upon a vote of two-thirds of its membership, or the All-University Judiciary Council upon a vote of five of its members.
- Section 2.** Such amendments shall become effective when approved by the Senate Committee on Student Affairs and the Dean of Students.

Article VI. Ratification

This Charter shall become effective immediately upon approval by the Senate Committee on Student Affairs and the Dean of Students.

January 20, 1955

TO: The All-University Congress, and the Senate Committee on Student Affairs

FROM: John D. French, Chairman, All-University Congress Committee for the Establishment of an All-University Judiciary.

SUBJECT: Activities of the Committee and presentation of a draft Charter for the All-University Judiciary Council.

The following report is presented as a comprehensive survey of the history of thinking on this campus on the judiciary subject and of the activities of the Committee itself. It is intended to serve as an explanatory introduction to the proposed draft Charter for the Judiciary Council which represented the culmination of the work of the Committee.

I. History prior to the Committee's work

Serious thought of establishing an All-University Judiciary Council took form in the Spring Quarter of 1954 at the time of all-campus elections. After the formation of the All-University Congress Executive Committee somewhat later, more discussion of such a project took place, with the Congress Vice-President, Bill Sorem, and Secretary, John French, subsequently collecting additional pertinent information at the National Student Congress in August, 1954.

The Congress Executive Committee secured further assistance from the Office of the Dean of Students and had, by the beginning of Fall Quarter, 1954, compiled much of the relevant information. At the Congress meeting of September 29, 1954, a motion was passed directing the Congress Executive Committee to establish a committee to study the establishment of an All-University Judiciary. Announcement of the appointments to this Committee was made at the meeting of October 12, 1954, and the Committee began its work shortly thereafter.

II. Composition of the Committee

The Committee, chosen on the basis of experience in the field, interest in the program, and diversity of background is as follows:

Robert Beck	Professor of Education and member of the Senate Committee on Student Affairs
Frank Elevitch	Chairman, Pioneer Hall Judiciary Committee
*Mary Kelly Sullivan	Associate Director, Student Activities Bureau
Jennifer McDonald	Chairman, Panhellenic Council Judiciary Committee
Donald Mogen	All-University Congress
L.F. Snoxell	Disciplinary Counselor
Yvonne Wilson	President, Comstock Hall
*John Wolter	Chairman, Interfraternity Council Judiciary Committee
John D. French	Secretary, All-University Congress - Committee Chairman

* Charles Lewis of the Student Activities Bureau attended a number of meetings for Mary Kelly Sullivan.

** Subsequently, John Wolter was replaced by Howard Simon and then by Robert Bardwell.

In addition, Jackie Silker, All-University Congress, served as recording secretary for the Committee. Frank Elevitch and Yvonne Wilson and John French, Committee Chairman, served as the drafting subcommittee for the group.

III. Operations of the Committee

Following the appointment of personnel the Committee began work, holding eight meetings during the balance of Fall Quarter and eight meetings since school began, January 3, 1955. The full committee participated in all phases of discussion which centered around materials presented by the Chairman, the Office of the Dean of Students, and outside sources solicited by the Committee members. In addition, the Committee chose its own methods of procedure, usually quite informal, and arranged its own order of topics to be discussed.

Consideration was given, as may be seen from the Charter document itself, to basic principles, composition of the Judiciary Council, selection of members, a secretariat, jurisdiction, appeals, relation to present University structure, and procedure for approval and amendment.

The meetings were held in close sessions in order to avoid confusing any visitors who might possibly have misconstrued various materials or statements by Committee members as final conclusions instead of tentative proposals for recurring consideration. The situation was particularly susceptible to this sort of misrepresentation due to the fact that debate on some segments of the Charter occupied two or three meetings and substantial alterations were made from one meeting to the next which an occasional visitor would not have understood. For this reason, the Committee relied chiefly on its own research and information in the hope that the diversity of experience represented by its members would be sufficient for the preparation of a draft. It is the desire of the Committee, therefore, that this document not be considered final and that any questions or suggestions as to its alteration be raised now and in the subsequent consultation period.

IV. Proposed Schedule of Operation

The Committee has been following a tight schedule to insure completion of its draft by this January 20 deadline. After consultation by the Chairman with interested persons and agencies, the following suggestions for further target dates have been made:

1. January 26. After review of comments by the Senate Committee on Student Affairs and the All-University Congress, the Committee will present the draft document to the Congress for tentative approval as was done effectively by the Senate Committee in handling the Conduct Policy adoption.
2. January 28. The Committee will make a similar presentation for tentative approval by the Senate Committee.
3. January 28 to March 2. Consultation with student organizations will be held with open sessions of the Committee for oral presentations if desired.
4. March 2. The Committee will make its final report and will present the revised Charter to the Congress.
5. March 2 to 11. The Committee will make a similar presentation some time during this period to the Senate Committee.

Should the Charter be approved according to this schedule, a follow-up timetable will be set up as to the procedures and dates for putting the Judiciary Council into operation.

V. Conclusion

The Chairman of the Committee would like to express his gratitude to the Committee members for their extensive time and effort involved in the preparation of this Draft and to the various University agencies and offices which contributed to the Committee's operations. The latter include the Office of the Dean of Students, the Disciplinary Counseling Office, the Student Activities Bureau, and the Senate Committee on Student Affairs. In addition, the work of the recording secretary, Jackie Silker, has been indispensable in our functioning. The following draft Charter for an All-University Judiciary Council is hereby respectfully submitted for your consideration and recommendations.

UNIVERSITY OF MINNESOTA
Office of the Dean of Students
Student Activities Bureau

January 20, 1955

MEMORANDUM

TO: All Student Organizations

FROM: (Mrs.) Betty Shippee, Secretary, Senate Committee on Student Affairs

SUBJECT: Policy to Minimize Calendar Conflicts

On January 7, 1955 the Senate Committee on Student Affairs endorsed the following seven point policy as a guide for student organizations in planning and scheduling their events:

1. All parties, departments, and student organizations concerned with organizing and scheduling campus events should be guided by the proposition that those conflicting and competitive events likely to be detrimental to each other should be discouraged.
2. It is inevitable that we will have conflicts or at least some overlapping of programs on a campus with such wealth of educational and social programs.
3. Rules and rigid policies concerning priorities for events would be difficult, if not impossible, to develop. Such rules and policies, furthermore, would create dissatisfaction and the necessity for frequent judgment and arbitration on the part of some agency, presumably the Senate Committee on Student Affairs, in the case of events sponsored by student organizations.
4. All student groups and departments producing events for students are urged to register their events in the Student Activities Bureau's master calendar schedule at an early date. While such registration does not permit monopoly of any date for the registered event, yet such information will tend to cause other groups to seek to avoid competition for student attendance.
5. Consultation between the chairman of conflicting events is the most desirable method of resolving our schedule problems, and the Student Activities Bureau staff will urge such consultation when indicated.

6. Consultation will generally reduce the number of conflicting events. But it is possible that conflicting events may be operated even after consultation if student organizations desire to run the risk of reduced attendance. In some such cases, review by the Senate Committee may be utilized (see 3 above) if the Office of the Dean of Students or a student organization wishes to initiate such a review of conflicting events.

7. Any group or department planning a campus-wide event has the privilege to request, either by direct consultation or through the procedure referred to in 5 and 6 above, other events to reschedule their time of meeting.

This memorandum constitutes official notification to your organization of the establishment of this policy. Please place this statement among your permanent records so that future officers will follow it, too.

UNION BOARD GEMMA

January 24, 1956

- I. Call to order.
- II. Approval of minutes of previous meeting.
- III. Standing Committee Reports
 - A. Personnel
 - B. Public Relations
 - C. House and Finance
 - D. Program
 - E. Executive
- IV. Area Reports
 - A. Art Craft Area
- V. Director Report
- VI. Old Business
- VII. New Business
- VIII. Adjournment

FILE COPY
DO NOT REMOVE

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Minneapolis 14

Union Board of Governors

January 25, 1956

Edith Stedman
Student Activities Advisor
Student Activities Bureau
University of Minnesota

Dear Miss Stedman:

The University of Minnesota Union Board of Governors has received the Conduct Control Policy and the attached request for fulfillment of obligation. Upon due consideration we have come to the conclusion that until we have clarified the situation discussed below, we are not able to take complete action at this time.

The situation is that the Union and its governing board are considered to be in the dual position of a department and yet a student activity. This position is untenable at present as our areas of responsibility and authority are not clearly defined. This conflict is quite apparent in the handling of our finances.

We are considered as a student activity and yet bank as a department, but nowhere is this arrangement defined. At present we are trying to clarify this and other questions through a committee set up specifically for this purpose. We will greatly appreciate your help in this concern.

A second factor is that it is not clear to us whether we are to be held responsible for the board itself and its activities or for all the committees sponsored by the board. This situation, we believe, can be clarified much more easily than the first but we consider them both distinct problems.

Up to this time no judicial action by the board has been necessary. Discipline is now well handled through our individual committees or the office of the director of student unions. However, any major infraction of such a serious nature as to be acted upon by the board will be reported to the appropriate University authorities.

Respectfully,

Roderick H. Rude
Union Board of Governors

~~Seconded and carried.~~

UNION BOARD OF GOVERNORS

January 25, 1955

Steps to be followed to place a topic on the Union Board
Agenda:

1. Take your proposal in writing to the President of the Union Board. He will then channel the topic to the proper standing Committee (Executive, House & Finance, Personnel, Public Relations or Program) for discussion. You may present to the Committee your proposal and any alternative plans or suggestions. The plan should be well organized in writing and in as much detail as possible.
2. The Standing Committee Chairman then must refer his Committee's report to the Executive Committee for review and placement on the Board's agenda. It is hoped that all major questions can be answered prior to presentation to the Union Board.
3. All agenda topics must be cleared by the Executive Committee.

UNION BOARD OF GOVERNORS AGENDA

January 25, 1955

- I. Call to Order
- II. Approval of the Minutes of the previous meeting
- III. Standing Committee Reports
- IV. Proposals for handling of the Mural Project
- V. Proposed policy for use of Union Program property by outside organizations.
- VI. Channels to be followed to get an item on the Board Agenda.
- VII. How to reserve the Board's Committee Room for your Committee meetings.
- VIII. Next Week's Board Meeting Site.

FILE COPY
DO NOT REMOVE

FILE COPY
DO NOT REMOVE

UNIVERSITY OF MINNESOTA
Office of the Dean of Students
Student Activities Bureau

January 20, 1955

MEMORANDUM

TO: All Student Organizations

FROM: (Mrs.) Betty Shippee, Secretary, Senate Committee on Student Affairs

SUBJECT: Policy to Minimize Calendar Conflicts

On January 7, 1955 the Senate Committee on Student Affairs endorsed the following seven point policy as a guide for student organizations in planning and scheduling their events:

1. All parties, departments, and student organizations concerned with organizing and scheduling campus events should be guided by the proposition that these conflicting and competitive events likely to be detrimental to each other should be discouraged.
2. It is inevitable that we will have conflicts or at least some overlapping of programs on a campus with such wealth of educational and social programs.
3. Rules and rigid policies concerning priorities for events would be difficult, if not impossible, to develop. Such rules and policies, furthermore, would create dissatisfaction and the necessity for frequent judgment and arbitration on the part of some agency, presumably the Senate Committee on Student Affairs, in the case of events sponsored by student organizations.
4. All student groups and departments producing events for students are urged to register their events in the Student Activities Bureau's master calendar schedule at an early date. While such registration does not permit monopoly of any date for the registered event, yet such information will tend to cause other groups to seek to avoid competition for student attendance.
5. Consultation between the chairman of conflicting events is the most desirable method of resolving our schedule problems, and the Student Activities Bureau staff will urge such consultation when indicated.

6. Consultation will generally reduce the number of conflicting events. But it is possible that conflicting events may be operated even after consultation if student organizations desire to run the risk of reduced attendance. In some such cases, review by the Senate Committee may be utilized (see 3 above) if the Office of the Dean of Students or a student organization wishes to initiate such a review of conflicting events.

7. Any group or department planning a campus-wide event has the privilege to request, either by direct consultation or through the procedure referred to in 5 and 6 above, other events to reschedule their time of meeting.

This memorandum constitutes official notification to your organization of the establishment of this policy. Please place this statement among your permanent records so that future officers will follow it, too.

UNION BOARD OF GOVERNOR'S MEETING SITE
February 1, 1955

The Coffman Union Board has been invited by the St. Paul Campus Union Board to meet at the St. Paul Union for its regularly scheduled meeting on February 1, 1955.

However, a tour of the new St. Catherines College Union (St. Joseph's Hall) has been arranged prior to the meeting next Tuesday night at 7:15 P.M. A dinner can be purchased at the college for \$1.00. You will eat in the College's dining room, seated with the student body. The following is the schedule for our meeting next Tuesday night:

5:45 P.M. Meet & eat at St. Catherine's St. Joseph's Hall

7:15 P.M. Meet at the receptionist's desk in the lobby of the 2nd floor of St. Joseph's Hall for a half hour tour of the Union.

8:30 P.M. Union Board convenes at St. Paul Campus Student Union.

Policy for Rental of Union Program Property

To: Union Board of Governors
From: Program Committee
Subject: Rental of Program Property

Property belonging to the Program Department of Coffman Memorial Union is available to recognized student and faculty organization rental. Rules at which this property will be rented will be determined by the program committee, which shall be responsible for the accounting process involved in such rental.

The program committee suggests that miscellaneous property of the Program Departmental of the union be made available to such authorized groups which might request them. We feel that by doing this, more of the investment in the various property can be made available to those who desire to rent them at a considerably lower rate than the material could be obtained at retail purchase.

It is suggested that a down payment be made, at a rate of one-third of the estimated value of the property. Also required would be the name of the person, organization, and time the property will be returned.

It is further suggested that all property to be rented be stored in the area between the Minnesota Rovers Area and the Art Craft Shop. The program consultant or assistant would be in charge of the transactions, operating from the present office opposite the Art Craft Shop.

Hours for rental should be limited to perhaps two (2) hours per day, at the discretion of the program assistant in charge.

This policy would become effective at the completion of a program storeroom in the art craft area.

Byron Warnes
Program Committee

UNION BOARD OF GOVERNORS

January 25, 1955

Steps to be followed to place a topic on the Union Board

Agenda:

1. Take your proposal in writing to the President of the Union Board. He will then channel the topic to the proper standing Committee (Executive, House & Finance, Personnel, Public Relations or Program) for discussion. You may present to the Committee your proposal and any alternative plans or suggestions. The plan should be well organized in writing and in as much detail as possible.
2. The Standing Committee Chairman then must refer his Committee's report to the Executive Committee for review and placement on the Board's agenda. It is hoped that all major questions can be answered prior to presentation to the Union Board.
3. All agenda topics must be cleared by the Executive Committee.

January 20, 1955

TO: The All-University Congress, and the Senate Committee on Student Affairs

FROM: John D. French, Chairman, All-University Congress Committee for the Establishment of an All-University Judiciary.

SUBJECT: Activities of the Committee and presentation of a draft Charter for the All-University Judiciary Council.

The following report is presented as a comprehensive survey of the history of thinking on this campus on the judiciary subject and of the activities of the Committee itself. It is intended to serve as an explanatory introduction to the proposed draft Charter for the Judiciary Council which represented the culmination of the work of the Committee.

I. History prior to the Committee's work

Serious thought of establishing an All-University Judiciary Council took form in the Spring Quarter of 1954 at the time of all-campus elections. After the formation of the All-University Congress Executive Committee somewhat later, more discussion of such a project took place, with the Congress Vice-President, Bill Sorem, and Secretary, John French, subsequently collecting additional pertinent information at the National Student Congress in August, 1954.

The Congress Executive Committee secured further assistance from the Office of the Dean of Students and had, by the beginning of Fall Quarter, 1954, compiled much of the relevant information. At the Congress meeting of September 29, 1954, a motion was passed directing the Congress Executive Committee to establish a committee to study the establishment of an All-University Judiciary. Announcement of the appointments to this Committee was made at the meeting of October 12, 1954, and the Committee began its work shortly thereafter.

II. Composition of the Committee

The Committee, chosen on the basis of experience in the field, interest in the program, and diversity of background is as follows:

Robert Beck	Professor of Education and member of the Senate Committee on Student Affairs
Frank Elevitch	Chairman, Pioneer Hall Judiciary Committee
*Mary Kelly Sullivan	Associate Director, Student Activities Bureau
Jennifer McDonald	Chairman, Panhellenic Council Judiciary Committee
Donald Mogen	All-University Congress
L.F. Snoxell	Disciplinary Counselor
Yvonne Wilson	President, Comstock Hall
*John Wolter	Chairman, Interfraternity Council Judiciary Committee
John D. French	Secretary, All-University Congress - Committee Chairman

* Charles Lewis of the Student Activities Bureau attended a number of meetings for Mary Kelly Sullivan.

** Subsequently, John Wolter was replaced by Howard Simon and then by Robert Bardwell.

In addition, Jackie Silker, All-University Congress, served as recording secretary for the Committee. Frank Elevitch and Yvonne Wilson and John French, Committee Chairman, served as the drafting subcommittee for the group.

III. Operations of the Committee

Following the appointment of personnel the Committee began work, holding eight meetings during the balance of Fall Quarter and eight meetings since school began, January 3, 1955. The full committee participated in all phases of discussion which centered around materials presented by the Chairman, the Office of the Dean of Students, and outside sources solicited by the Committee members. In addition, the Committee chose its own methods of procedure, usually quite informal, and arranged its own order of topics to be discussed.

Consideration was given, as may be seen from the Charter document itself, to basic principles, composition of the Judiciary Council, selection of members, a secretariat, jurisdiction, appeals, relation to present University structure, and procedure for approval and amendment.

The meetings were held in close sessions in order to avoid confusing any visitors who might possibly have misconstrued various materials or statements by Committee members as final conclusions instead of tentative proposals for recurring consideration. The situation was particularly susceptible to this sort of misrepresentation due to the fact that debate on some segments of the Charter occupied two or three meetings and substantial alterations were made from one meeting to the next which an occasional visitor would not have understood. For this reason, the Committee relied chiefly on its own research and information in the hope that the diversity of experience represented by its members would be sufficient for the preparation of a draft. It is the desire of the Committee, therefore, that this document not be considered final and that any questions or suggestions as to its alteration be raised now and in the subsequent consultation period.

IV. Proposed Schedule of Operation

The Committee has been following a tight schedule to insure completion of its draft by this January 20 deadline. After consultation by the Chairman with interested persons and agencies, the following suggestions for further target dates have been made:

1. January 26. After review of comments by the Senate Committee on Student Affairs and the All-University Congress, the Committee will present the draft document to the Congress for tentative approval as was done effectively by the Senate Committee in handling the Conduct Policy adoption.
2. January 28. The Committee will make a similar presentation for tentative approval by the Senate Committee.
3. January 28 to March 2. Consultation with student organizations will be held with open sessions of the Committee for oral presentations if desired.
4. March 2. The Committee will make its final report and will present the revised Charter to the Congress.
5. March 2 to 11. The Committee will make a similar presentation some time during this period to the Senate Committee.

Should the Charter be approved according to this schedule, a follow-up timetable will be set up as to the procedures and dates for putting the Judiciary Council into operation.

V. Conclusion

The Chairman of the Committee would like to express his gratitude to the Committee members for their extensive time and effort involved in the preparation of this Draft and to the various University agencies and offices which contributed to the Committee's operations. The latter include the Office of the Dean of Students, the Disciplinary Counseling Office, the Student Activities Bureau, and the Senate Committee on Student Affairs. In addition, the work of the recording secretary, Jackie Silker, has been indispensable in our functioning. The following draft Charter for an All-University Judiciary Council is hereby respectfully submitted for your consideration and recommendations.

UNION BOARD OF GOVERNORS

January 25, 1955

Steps to be followed to place a topic on the Union Board

Agenda:

1. Take your proposal in writing to the President of the Union Board. He will then channel the topic to the proper standing Committee (Executive, House & Finance, Personnel, Public Relations or Program) for discussion. You may present to the Committee your proposal and any alternative plans or suggestions. The plan should be well organized in writing and in as much detail as possible.
2. The Standing Committee Chairman then must refer his Committee's report to the Executive Committee for review and placement on the Board's agenda. It is hoped that all major questions can be answered prior to presentation to the Union Board.
3. All agenda topics must be cleared by the Executive Committee.

CHARTER OF THE ALL UNIVERSITY JUDICIARY COUNCILPreamble

A judiciary system operating under the policies and regulations of the University of Minnesota is established in order to:

- provide a more comprehensive judiciary structure for the protection of the interests of the individual, the group, and the University;
- bring the responsibility of judicial action as close to the governed as possible;
- serve to strengthen and expand organizational judiciaries;
- provide for increasing joint student-faculty participation in decisions relative to student conduct;
- contribute to the education of students through development of individual and group responsibility to the University-wide community; and
- adjudicate disputes in accordance with such policies of the University of Minnesota as the Basic University Policy Concerning Student Organizations and Their Activities, the Consultation Policy, the Conduct Control Policy, the rehabilitation philosophy of disciplinary action, and other fundamental policies of the Senate Committee on Student Affairs and the University or regulations based upon these policies.

Article I. Authority and Jurisdiction

Section 1. The All-University Judiciary Council shall have authority in matters of student conduct arising out of the operations and activities of student organizations. All student organizations at the University of Minnesota shall be subject to the rulings of the Judiciary Council in instances properly within jurisdiction of the Judiciary Council. The Judiciary Council, however, shall respect the integrity of other judiciary bodies within the limits of their established authority and shall act in cooperation with these bodies and with the Office of the Dean of Students, the President's Committee on Discipline, the college offices, and any other related agencies to provide an inclusive structure for the fair adjudication of disciplinary matters.

Section 2. The judicial function of the Senate Committee on Student Affairs shall be delegated to the All-University Judiciary Council, the decisions of which shall have the same binding authority as those of the Senate Committee on Student Affairs.

Section 3. The jurisdiction of the Judiciary Council shall extend to cases arising from:

1. Individual behavior in connection with the functions of student organizations.
2. Non-compliance of student organizations with policies of the Senate Committee on Student Affairs or with organizational regulations.
3. Non-compliance of student organizations with policies and regulations of the University of Minnesota.

Section 4. The Judiciary Council shall serve three functions as follows:

1. It will exercise original jurisdiction in cases which are in the first instance of All-University significance, cases which are not properly subject to the jurisdiction of boards existing at the time of their occurrence, and cases in which lower judiciary boards do not assume jurisdiction. At all times however, cases shall be handled on the lowest possible level consistent with the principle that the responsibility for judicial action be as close to the governed as possible.
2. It will exercise appellate jurisdiction when one of the parties to a controversy submits a request through the Secretariat of the Judiciary Council, in accordance with the policy of appeals as defined in Article IV of this Charter.

3. It may survey judicial actions, procedures, and problems relating to student conduct. In this capacity the Judiciary Council may review decisions of lower judiciary committees and the practices used thereby in adjudicating cases and may survey situations which are potential sources of group misconduct and may make appropriate recommendations to the Senate Committee on Student Affairs for consideration and possible remediation in the light of University regulations, organization, and experience with student discipline and rehabilitation. In pursuit of the above mentioned survey and review the Judiciary Council may take no legislative action.

Section 5. Within one to three years after the ratification of the Charter of the Judiciary Council study shall be initiated by the Senate Committee on Student Affairs or an organization which it designates of the question of integrating the jurisdiction of group conduct with that of individual conduct as now administered by the President's Committee on Discipline.

Article II. Composition

Section 1. The All-University Judiciary Council shall be composed of four students and three faculty members, the latter ranking as instructor or above, and a non-voting Secretary. Of this membership one must be a faculty person from the Law School and one must be either a student or faculty person from the St. Paul Campus. Graduate students shall be eligible to be student members.

Section 2. The members of the Judiciary Council shall be selected as follows:

1. The All-University Congress shall recommend persons for appointment by the President of the University to be student members of the Judiciary Council. This recommendation shall be made at the same time as, and by procedures similar to those used for, the selection of persons to be recommended by the Congress to the President for Senate and Administrative Committees. The recommendations by the Congress must be in accordance with the specifications of this Charter and should be based on consideration of attaining the broadest possible composition of the Council in terms of college, living area, organizational contact, and experience.
2. The President of the University shall also appoint persons to be faculty members of the Judiciary Council at the same time that student members are appointed. This selection of faculty persons must include one member from the Law School and must be otherwise in accordance with the specifications of this Charter and should be based on consideration of attaining the broadest possible coverage of the various colleges.
3. The Secretary shall be a professional person appointed by the President from the staff of the Office of the Dean of Students subject to the approval of the All-University Judiciary Council.
4. In the event of a vacancy in membership of the Judiciary Council in midterm, the Judiciary Council shall inform the proper authority (the All-University Congress if a student's position is to be filled, or the President of the University if a faculty member's position is to be filled) and that agency shall take action in accordance with the above regulations to select a person to fill the remainder of the unexpired term.

Section 3. To be eligible for membership on the Judiciary Council a student must:

1. Be regularly enrolled as a student;
2. Meet all-University eligibility requirements; and
3. Certify that it is his present intention to be in residence at the University as a student for the length of the term for which he is applying.

Section 4. The term of office of members of the Judiciary Council shall be governed as follows:

1. Three faculty members and two student members shall be appointed to serve a term of two years. The other two student members shall be appointed to serve a term of one year. In the initial selection of members, however,

two faculty members shall be appointed to serve a term of two years and one faculty member shall be appointed to serve a term of one year; and the All-University Congress shall recommend to the President one student to serve a term of two years and three students to serve a term of one year in order that the terms may subsequently be alternated so as to insure continuity of membership. The term of office of members of the Judiciary Council in succeeding years shall be subject to the previously mentioned specifications.

2. The term of office of each member shall begin on the first Monday following the announcement by the President of his appointments, and shall be terminated when the appointment of his successor becomes effective.
3. The term of office of the Secretary shall be indeterminate, the Secretary remaining in office at the discretion of the President of the University and the All-University Judiciary Council.
4. During the term of office, any member may disqualify himself from sitting on a particular case on the grounds of close association with or involvement in the case to be considered.
5. A member shall be allowed to serve his term during good behavior; however, he may be removed from office by the President of the University upon recommendation by a majority vote of the All-University Congress and the Senate Committee on Student Affairs.

Section 5. The Judiciary Council shall elect its own chairman from among its student members to serve a term of one year. The Chairman shall preside over the meetings, voting only in case of a tie.

Section 6. Five voting members of the Judiciary Council shall constitute a quorum.

Section 7. The first official meeting of the Judiciary Council shall be called by the person designated by the President to be the Secretary within two weeks subsequent to the date at which the appointments of members become effective. After the election of a Chairman, meetings may be called by him or by the Secretary.

Article III. Secretariat

Section 1. A staff person shall be designated by the President of the University to serve as Secretary of the All-University Judiciary Council, and to set up a permanent agency known as the Secretariat of the Judiciary Council.

Section 2. The duties of the Secretary shall include the following:

1. To provide assistance and make recommendations to the All-University Judiciary Council and its Chairman in the determination of correct jurisdiction for a disciplinary situation, preparation of agendas or dockets, preparation of relevant materials, and arrangements for meetings.
2. To maintain necessary centralized records of disciplinary incidents and actions occurring on the campus.
3. To assist in preparation and presentation of cases.
4. To consult with individuals and groups referred to, or asking for a hearing by, the Judiciary Council; and to consult with appropriate University officials concerning disciplinary cases occurring in the areas of their responsibility.
5. To advise the Judiciary Council as to alternative types of action consistent with University regulations, organization, and experience with student discipline and rehabilitation.
6. To follow up the actions of the Judiciary Council.

Section 3. The Secretary shall have the right to attend all meetings of the Judiciary Council with the privilege of full participation in its deliberations except for the vote and original motion.

Section 4. The functions of the Secretary shall be carried out in the name of the Judiciary Council, and may be reviewed by the Judiciary Council.

Article IV. Procedures

Section 1. Original cases of student misconduct on the group level shall be handled by organizational judiciary committees having jurisdiction as approved by the Senate Committee on Student Affairs. All appeals at this level by members of the group or by staff members of the University, must be directed in writing within ten days to intermediate judiciaries where such exist. Appeal from intermediate judiciaries and from organizations not within the jurisdiction of intermediate judiciaries must be presented in writing to the Secretary of the Judiciary Council. Here a determination will be made, subject to the consultation and reviewability clauses previously set forth in Article III of this Charter, concerning the appropriateness of requesting a rehearing before the judiciary whose decision is being appealed, of placing the case on the docket of the Judiciary Council, or of refusing to grant the appeal.

Section 2. Appeals from the decision of the All-University Judiciary Council may be made to the Senate Committee on Student Affairs in accordance with the appeal procedures of that body.

Section 3. The following shall be the recognized grounds for appeal to the All-University Judiciary Council:

1. The decision violates an over-riding University policy or regulation.
2. The decision was based on a policy or regulation which does not apply.
3. Evidence not available at the time of the decision, but now available, would affect the decision itself.
4. The case was initiated or conducted according to improper procedure.
5. The decision embodies an extreme penalty.

Section 4. Appeals must be requested within ten days after the hearing in a lower court, and, if granted, must be heard by the Judiciary Council within thirty days after receipt of the written request.

Section 5. In order that procedures may be developed for regularizing the operation of the Judiciary Council, the Judiciary Council shall be required to draw up and submit to the Senate Committee on Student Affairs a set of by-laws before commencing its judicial activities. No cases may be heard by the Judiciary Council prior to approval of these by-laws by the Senate Committee on Student Affairs.

Section 6. The Judiciary Council shall be required to submit a yearly report of its operations to the Senate Committee on Students Affairs at least two weeks prior to the effective date upon which members vacate office at the conclusion of their regular terms.

Section 7. At a time approximately two years after the Judiciary Council commences operations it shall be required to conduct a review of the provisions of its Charter and by-laws and administrative procedures and to present the findings of their study to the Senate Committee on Student Affairs for consideration and possible action.

Article V. Amendments

Section 1. Amendments to this Charter may be proposed to the Senate Committee on Student Affairs by any student organization on the campus upon a vote of a majority of its membership.

Section 2. Such amendments shall become effective when approved by the Senate Committee on Student Affairs.

Article VI. Ratification

This Charter shall become effective immediately upon approval by the Senate Committee on Student Affairs.

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS AGENDA
JANUARY 31, 1956

- I. Call to Order
- II. Approval of Minutes of Previous Meeting
- III. Standing Committee Reports
 - A. House and Finance
 - B. Program
 - C. Personnel
 - D. Executive
- IV. Directors Reports
- V. Old Business
- VI. New Business
- VII. Adjournment

**FILE COPY
DO NOT REMOVE**

COFFMAN MEMORIAL UNION
University of Minnesota

January 27, 1956

Report of the House and Finance Committee

Members present: Mr. Cheese, Neil Swanson, Nancy Wallgren,
Mr. Hopf representing Mr. Starr.

Members absent: Lee Lynch

Recommendations to the Union Board of Governors:

1. that a letter be sent to the Bookstore requesting that they discontinue displaying books in the hallway of the basement.
2. that Alpha Phi Omega be granted permission to use the Main Ballroom Friday, April 13, 1956, for an Explorer Scouts Ball that they are sponsoring.
3. that Minnesota Home Economics Association be granted permission to use the Main Ballroom Friday, April 6, 1956, for a banquet given for high school women throughout the State.
4. that the Junior Ballroom be provided for the square dance on these two above days.
5. that the Variety Dance Committee be given permission to hang 4" x 8" posters from the light fixtures in the halls of the second and main floor February 1 through 8, 1956. The posters will publicize the Variety Dance to be held February 8, 1956.
6. that at the present time there is not sufficient need to keep the building open on Sundays as it would only be used as a lounge area. A program should first be developed to attract attention before we consider keeping the building open.
7. WMMR Financial Report.

Income as of 1/30/56	\$419.24
Contracted income to be paid by 7/1/56	1,275.20
Union Budget	850.00
	<u>\$2,544.54</u>
Expenses as of 1/30/56	\$2,365.34
	<u>179.20</u>

The above includes contracted income to date. Much more is expected before the end of the fiscal year. We shall not attempt, however, to estimate this figure.

COFFMAN MEMORIAL UNION
University of Minnesota

January 27, 1956

Page Two, House and Finance Committee .

8. In the future any committee which has an actual amount of money budgeted to them at the beginning of the year shall check with the House and Finance Committee before they may be allowed to overdraw on their budget.
9. Letter from Engineers and Foresters.

The Committee recommends that no bill be sent to the two groups for the clearing of the second floor walls. It is felt that they realize the seriousness of the matter and that they will take adequate precautions in the future to see that no such incidents happen again.

Submitted by

Neil Swanson, Chairman
House and Finance Committee

Nsby

SNOW WEEK FINANCIAL REPORT
DATED January 31, 1956
Final report at later date

		EXCESS	LOSS
SKI TRAIN			
Expenses.....	\$3301.20		
Income.....	<u>3585.50</u>		
	EXCESS	\$ 284.30	
	284.30		
CAROUSEL SHOW			
Expenses.....	1532.34		
Income.....	<u>1206.45</u>		
Loss.....	325.89		\$ 325.88
SNO BALL			
Expenses.....	2501.58		
Income.....	<u>3117.00</u>		
	EXCESS	\$15.42	
	615.42		
POLAR PARTY			
Expense.....	148.25		
Income.....	<u>NONE</u>		
	LOSS		148.25
	148.25		
TOBOGGAN PARTY			
Expenses.....	20.00		
Income.....	<u>3.75</u>		
	LOSS		16.25
	16.25		
EVENTS			
Expense.....	10.00		
Income.....	<u>NONE</u>		
	LOSS		10.00
	10.00		
BUTTON SALES			
Expenses.....	434.25		
Income.....	<u>1163.25</u>		
	EXCESS	729.00	
	729.00		
PUBLICITY			
Expenses.....	811.10		
Income.....	<u>NONE</u>		
	LOSS		811.10
	811.10		
MISCELLANEOUS *			
Expenses.....	441.57		
Income.....	<u>NONE</u>		
	LOSS		441.57
	441.57		
TOTAL EXPENSES		\$9200.29	
TOTAL INCOME		<u>9084.45</u>	
TOTAL LOSS		115.15	

*Includes - King and Queen, House Decorations, Badges, Misc. supplies.

COFFMAN MEMORIAL UNION
PROGRAM BUDGET 1955-1956
ADJUSTED JAN. 1, 1956

COMMITTEE	ORIGINAL	FALL QTR.	ADJUSTED		ADJUSTED
	55-56 BUDGET	BALANCE	SUBSIDIY	CREDIT	BALANCE
ARTCRAFT WORKSHOP					
Instruction and Promotion	\$125.00	\$125.00			\$125.00
Photography	50.00	50.00			50.00
DANCE AREA					
Saturday Nite	NONE	1003.7.		\$803.71	\$200.00
Let's Dance	400.00	261.85			261.85
Private Dance	NONE	32.50			32.50
Variety Dance	NONE	354.86		254.36	100.00
Square Dance	75.00	166.11		75.00	91.11
FINE ARTS AREA					
Gallery	400.00	378.38			378.38
Humanities Forum	150.00	116.99			116.99
Creative Writing	100.00	100.00			100.00
GAMES AREA					
Billiards					
Instruction & Promotion	50.00	NONE	\$ 25.00		25.00
Tournaments	50.00	50.00			50.00
Bowling					
Instruction & Promotion	40.00	40.00			40.00
Tournaments	60.00	31.05			31.05
Big Ten	200.00	200.00			200.00
Bridge					
Instruction & Promotion	75.00	18.30			18.30
Tournaments	25.00	21.00			21.00
Game Room Activity Class	50.00	50.00			50.00
Chess	NONE	NONE			NONE
Table Tennis	NONE	NONE			NONE
MUSIC AREA					
Coffman Musicale	175.00	125.22			125.22
Christmas Sing	35.00	9.18		9.18	NONE
Band Concerts	80.00	73.04			73.04
Song Fests	50.00	23.56			23.56
Classical Listening	50.00	10.52			10.52
Popular Listening	50.00	41.96			41.96
Record Lending Library	400.00	317.89			317.89
OUTINGS AREA					
Co-Recreational Activities	NONE	NONE	\$ 25.00		25.00
Travels	483.50	386.70		240.00	146.70

RADIO & THEATER ARTS AREA

Noon Movies	400.00	354.70			354.70
Union Varieties	360.00	314.18			314.18
Talent Bureau	50.00		75.00		51.15
WMMR	850.00	781.97			781.97
Quarterbacks	50.00		56.46		NONE

SOCIAL SKILLS AREA

Charm, Inc.	250.00	150.53			150.53
Student-Faculty	500.00	271.10			271.10
Foreign Students	300.00	254.41			245.41
Toastmasters	100.00	64.05			64.05
Toastmistress	100.00	60.09			60.09
Graduate Students	300.00	300.00			300.00
Welcome Week	225.00	18.51			NONE

PROGRAM DEVELOPMENT

Recreational Reading					100.00
Advanced Dance					15.00
Creative Programs	400.00	400.00			285.00

OPEN HOUSES

	500.00	500.00		100.00	400.00
--	--------	--------	--	--------	--------

UNION BOARD ACTIVITIES

Leadership Outing	150.00	1.43		1.43	NONE
Merit Recognition	360.00	360.00			360.00
Big Ten Convention	200.00	2.76		2.76	NONE
Christmas Cards	50.00	3.00	3.00		3.00
Christmas Dec. Party	50.00	37.50		37.50	NONE
Christmas Decorations	NONE	169.52	169.52		NONE
Alumni Reunion	100.00	60.00		50.00	NONE
*Board Activities	400.00	197.17	765.62		197.17

SUMMER EXPENSE 1955

**Program & Orientation	250.00	765.62			NONE
-------------------------	--------	--------	--	--	------

SUMMER EXPENSES 1956

Program	To Be Allocated				
Orientation	To Be Allocated				

PUBLICITY

Date Digest	150.00	.84		.84	NONE
***Gopher	300.00	108.00			108.00
Photo Service	250.00	220.60			220.60
Union Relations	100.00	94.60			94.60

CONTINGENCY FUND

	300.00	300.00	435.39		735.39
--	--------	--------	--------	--	--------

SOCIAL EVENTS -

REVOLVING FUND	NONE	3493.03	3493.01		3493.01
----------------	------	---------	---------	--	---------

COMMITTEE

ORIGINAL
55-56 BUDGETFALL QTR.
BALANCEADJUSTED
BALANCE

PROGRAM ADMINISTRATION

	ORIGINAL 55-56 BUDGET	FALL QTR. BALANCE	ADJUSTED BALANCE
Supplies	360.00	276.81	276.81
Postage	75.00	81.73	81.73
Telephone	300.00	175.36	175.36
Travel	400.00	321.84	321.84
Recreational Equipment	350.00	269.44	269.44

* Includes \$91.15 charged against Regional Conference 1955

** Includes \$271.10 for Orientation 1955 which may be reimbursed

*** Includes \$108.00 charged against Village & St. Paul Unions

UNION EXPANSION SURVEY

1. IN WHICH ORDER WOULD YOU LIKE TO SEE THESE DEVELOPMENTS COME?

(Indicate 1, 2, 3) Recondition Present Building _____
Addition to Coffman Union _____ Union Outing Center _____

2. RECONDITIONING

- (a) Would retain present decorative plan _____ Change plan _____
Change how and why? _____
- (b) Present lighting adequate _____ Inadequate _____
Indicate desired change _____
- (c) Ventilation adequate _____ Inadequate _____
Indicate desired change _____

3. ADDITION TO COFFMAN UNION (Check facilities which you would want expanded in an expansion program.)

- (a) Lounges
Men's _____ Women's _____ Co-educational _____
- (b) Dining Services
Cafeteria _____ Commuter's Lunch _____ Fountain Grille _____
Quick Lunch Counter _____ Others _____
- (c) Recreational
Billiards _____ Bowling Alleys _____ Art Craft Workshop _____
Card Room _____ Browsing Library _____ Others _____
- (d) Bookstore _____ (e) Conference Rooms _____
- (f) Ballroom _____ (g) Student Organizational Offices _____

Indicate interest in new facilities and services.

- (a) Photo Darkroom _____ (b) Music Rooms _____ (c) Art Exhibit Room _____
(d) Travel Bureau _____ (e) Napping Room _____ (f) Table Tennis _____
(g) Movie Theater _____ (h) Public Stenographer _____ (i) Ticket Sales Bureau _____
(j) Chapel and Meditation Room _____ Others _____

4. UNION OUTING CENTER (Check the type of activities or facilities you would like to see incorporated into such a building.)

- (1) Site
Less than 50 miles of campus _____ 75 miles _____ 100 miles _____
- (2) Facilities in Lodge
Dining Hall _____ Kitchen _____ Assembly Hall _____
Table Tennis _____ Billiards _____ Equipment Storage _____
Dormitory _____ Others _____
- (3) Recreational Facilities
- (a) WINTER SPORTS
Skiing _____ Skating _____ Sleighing _____ Ice Boating _____
- (b) SUMMER SPORTS
Tennis _____ Swimming _____ Sailboating _____ Outdoor Handball _____
Riding _____ Fishing _____ Volley Ball _____ Shuffleboard _____
Hiking _____ Canoeing _____ Kittenball _____ Others _____
- (c) FALL AND SPRING
Trap and Skeet Shooting _____ Pow Wows _____ Others _____

- Whereas there is at present an uneven distribution of responsibility among the Program Area Directors which should be remedied;
- Whereas there has been cited and found reasonable, a need for a Noon-program Area;
- Whereas the duties of the vice-president and Program Committee Chairman might reasonably be divided between two people, and the Program Chairman maintained on the executive committee;
- Therefore, a proposed plan should be made by the Program Committee, and presented to the Union Board at the next meeting.

Executive Committee Minutes

We have received an invitation to have a joint meeting on ~~Jan~~ Feb. 7 with the Village Union Board, starting at 7:00.

copy →
↓

Appointments to Special Special Committees

Steering Committee for Proposed Addition to C.N.U.

- Public Relations.....~~Robert~~ Jin Heltzer
- House and Finance.....Lee Lynch
- Executive.....Nancy Forte
- Program.....~~John~~ *Nancy Hope Beauvette*

Function: Set up to determine physical and program needs of C.N.U. in relation to proposed additional facilities. It is recommended that a student poll be taken to ascertain the students' opinions on future programs.

Display Committee

- House and Finance.....^{+ auto draft} Jeanne Teske
- Program.....Hope Beauvette
- Fine Arts Area.....Hansie Brown
- Advisor.....Jane Kopf

Function: To study areas where display facilities could advantageously be set up. type of cases, number of cases cost, what use they would have, and who would be allowed to use them.

1/31/56

Re: Attendance at Meetings

By-Laws---

Article I, Section F, 3, 4a., 4b.

As it now reads:

3. Any student member absent from a duly called meeting must present a written excuse to the executive committee prior to the next regular meeting of the executive committee. The executive committee shall review the excuse and report to the Board.

4a. Any student member who has during a year three or more unexcused absences from Board meetings of which he has been duly notified shall automatically relinquish his board membership. As a result of such membership termination, the dismissed ~~Board~~ student member shall relinquish any claim to Union Board Key and "Life Pass" privilege.

4b. A student member with six unexcused absences at any regular standing committee meeting within one year, or three within any one quarter, automatically relinquishes his Union Board membership. Any student member missing more than the first 15 minutes of a standing committee meeting shall be considered absent.

Proposed Amendment:

3. Any Board member absent from a duly called meeting must present a written excuse to the executive committee prior to the next meeting of the executive committee. The executive committee shall review the excuse and report to the Board.

4a. Any Board member who has during a year, three or more unexcused absences from Board meetings of which he has been duly notified shall automatically relinquish his board membership. As a result of such membership termination, the dismissed Board member shall relinquish any claim to Union Board Key and "Life Pass" privilege.

4b. A Board member with six unexcused absences at any regular standing committee meeting within one year, or three within any one quarter, automatically relinquishes his Union Board membership. Any Board member missing more than the first 15 minutes of a standing committee meeting will be considered absent.

Handwritten signatures and notes:
1. 6 15 15 15 15 15
1. 6 15 15 15 15 15

It was the consensus of the Board that the following sentence be added to 4b. A Board member ~~missing~~ missing more than the first 15 minutes of a regularly scheduled Board meeting will be considered absent until the matter can be reviewed by the Executive Committee.

UNION BOARD OF GOVERNOR'S MEETING SITE
February 1, 1955

The Coffman Union Board has been invited by the St. Paul Campus Union Board to meet at the St. Paul Union for its regularly scheduled meeting on February 1, 1955.

However, a tour of the new St. Catherines College Union (St. Joseph's Hall) has been arranged prior to the meeting next Tuesday night at 7:15 P.M. A dinner can be purchased at the college for \$1.00. You will eat in the College's dining room, seated with the student body. The following is the schedule for our meeting next Tuesday night:

5:45 P.M. Meet & eat at St. Catherine's St. Joseph's Hall

7:15 P.M. Meet at the receptionist's desk in the lobby of the 2nd floor of St. Joseph's Hall for a half hour tour of the Union.

8:30 P.M. Union Board convenes at St. Paul Campus Student Union.

COFFMAN MEMORIAL UNION
Board of Governors Meeting
February 1, 1955

Members Present:

Jim Bell, Esther Swanson, Pete von Eschen, Roy Talmo, Marilyn Schulz,
Bill Dean, Mr. Snoke, Mr. Starr, Dr. Shoffner, Mary McDermott.

Members Absent:

Nancy Forte, Alden Galbraith, Pete Lindberg, Len Nelson, Con Nordquist,
Byron Warmee, Dr. Mork, Mr. Plank, Mr. Snow, Pris Pierce.

Guests Present:

Tom Millot, Mrs. William Paterek, Dick Hunder, Fred Klien.

The meeting was called to order at 8:30 p.m. in the west coral of the St. Paul Campus Union following a dinner and tour of St. Katherine's College Union. A joint meeting was held with the St. Paul Campus Union Board for the purpose of meeting together and considering a proposed musical benefit show for the new St. Paul Campus Union.

The usual order of business was deferred so that the matter of the fund drive benefit show could be presented to both Union Board's. Mr. Bell outlined the problem and asked for comments.

Mr. Starr made a correction in a letter which had been issued from the Student Activities Bureau which stated that he had asked Mr. Millot to plan and organize a musical show, whereas he had advised him to look into the possibilities of such a show. A graph showing the estimated sales of tickets was presented along with an estimated budget of approximately \$3,750.00.

Tom Millot presented an outline of the suggested musical show, "On The Town". The suggested dates would be April 1 and 2, 1955, which is the first week of the spring quarter. This show would involve seventeen (17) abstract sets with over two hundred (200) people taking part in the show. He introduced Mrs. William Paterek, who designed the costumes for the Ice Capers Show, Mr. Fred Klien, Assistant Art Director for Pillsbury Mills, and Mr. Dick Hunder, Music Director of Noon Varieties, each of which gave their comments and views on the possibilities of the show. The matters of publicity, budget and personnel were discussed and consideration was given to the thought of hiring an outside entertainer such as George Gobel, Sammy Kaye, etc., to be on a show with the main purpose of raising money.

^{N-79}
Motion K-410.

It was moved that the Union Board move into an Executive Committee session and that Mr. Starr remain.

Seconded and carried.

Careful consideration was given to all aspects of the show.

^{N-80}
Motion K-411r

It was moved to endorse and back financially the proposed musical benefit show for the new St. Paul Campus Union.

Seconded and defeated.

The Board wished to go on record that they thoroughly recognized and appreciate the outstanding talent of the committee and fine work which has been done by them and that it is the feeling of the Board that while this plan is not feasible at this time the Board would be open to all alternative suggestions for a student show.

Mr. Bell asked for corrections or additions to the previous minutes. Mr. Dean noted that the date should have read January 20, 1955 instead of January 13, 1955. The minutes were approved as corrected.

A letter of resignation from Leonard Nelson was read by Mr. Bell. No action was taken.

Due to the lateness of the hour the standing committee reports were deferred until the next meeting.

Mr. Talmo reported that the mural project will be brought up at the next meeting of the Board.

Miss McDermott mentioned that she will bring up the matter of the orientation project at the next regular Board meeting.

Mr. Starr reported that a duplicate key for the parking area to the rear of Coffman Memorial Union is being made and the space will again be made available to Board members during regular meetings as has been the previous practice.

Mr. Bell stated that the next scheduled meeting will be held at the Village Union at 7:00 p.m. on February 9, 1955.

The meeting adjourned at 10:25 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNION BOARD
PUBLIC RELATIONS COMMITTEE
PROCEDURAL MEMO

The function of the Publicity Committee is to aid in publicizing Union activities. This aid may come in any of the following forms and others:

1. Help in design of posters.
2. Printing up dodgers and distributing them around the Union.
3. Assisting publicity committees of large functions.
4. Contacting or telling who to contact at Newspapers, T.V. and Radio Stations, Minnesota Daily, WTR, etc.
5. Suggesting forms of and ideas for publicity.

If there is some help the Publicity Committee can give to any Union group, let us know by contacting the Union Board Office in 231 CTR, Al Bromley at PL 2187, or any stranger on the street.

RATING SHEET FOR CHAIRMAN

Chairman's Name _____

Date _____

Committee _____

Rater _____

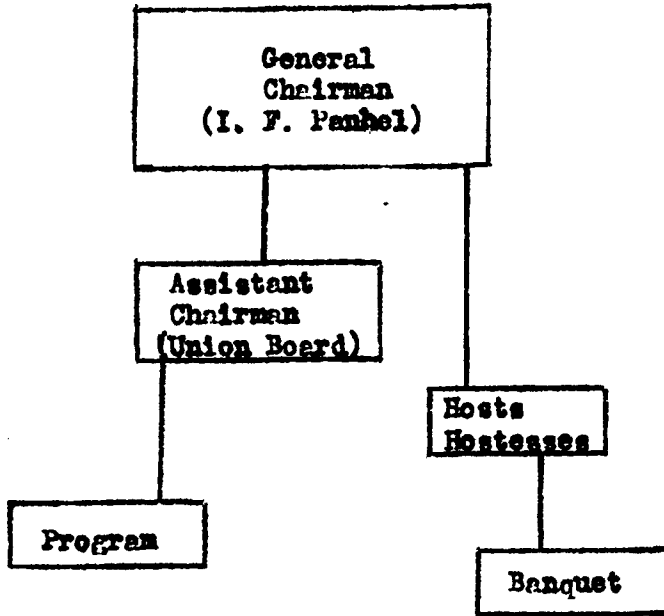
Rater's Position _____

Please answer the following questions as accurately as possible.
If it is a "Yes" or "No" answer, support it with reasons.
If any question requires more space, use reverse side.

1. How well he (she) carried out committee's projects.
 - a. Were events well planned out in advance?
 - b. Did the events planned work out successfully?
 - c. Did he (she) show interest in the group's activities?
 - d. Did he (she) try to promote more new activities?
2. Communication
 - a. Does he keep his (her) committee well "integrated"?
 - b. Does the group follow his (her) suggestions readily?
 - c. Is he (she) receptive to ideas from the group?
3. Does he (she) delegate this (her) work?
4. Did he (she) cooperate with you (area director) as much as expected?
5. Do you think he (she) did a good job as chairman of this committee? Why or why not?
6. What are his (her) weak points as a leader?

Remarks: (Use reverse side)

SUMMER ORIENTATION EVENING PROGRAM



COFFMAN MEMORIAL UNION
Board of Governors Meeting
February 8, 1955

Members Present:

Jim Bell, Byron Warmee, Pris Pierce, Mr. Snoke, Roy Talmo,
Pete von Eschen, Con Nordquist, M r. Starr, Bill Dean, Nancy Forte.

Members Absent:

Alden Galbraith, Pete Lindberg, Mary McDermott, Marilyn Schulz,
Mr. Plank, Mr. Snow, Dr. Mork, Dr. Shoffner, Esther Swanson.

Others Present:

Virginia McHugh of the S. L. A. Board, Joyce Smith, Program
Consultant, Charlene Peterson, Daily Reporter.

Due to the fact that a quorum of voting members was not present by 7:30 p.m.
the meeting was not called to order and was cancelled.

It was recommended that the matter of unexcused absences be taken up at the
Executive Committee Meeting on Friday, February 11, 1955, in room 227
of the Union at 3:30 p.m.

The next regular meeting of the Union Board of Governors will be held at
5:30 p.m. in room 355 of Coffman Memorial Union on Tuesday, February 15, 1955.

This will be a dinner meeting.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

by

UNION BOARD OF GOVERNORS AGENDA

February 8, 1955

- I. Call to Order
- II. Approval of the minutes of the previous meeting
- III. Vice President's Report
- IV. Standing Committee Reports
- V. Board Resignation
- VI. The Union and the Orientation Program
- VII. Personnel Rating Sheet

RATING SHEET FOR CHAIRMAN

Chairman's Name _____

Date _____

Committee _____

Rater _____

Rater's Position _____

Please answer the following questions as accurately as possible.
If it is a "Yes" or "No" answer, support it with reasons.
If any question requires more space, use reverse side.

1. How well he (she) carried out committee's projects.
 - a. Were events well planned out in advance?
 - b. Did the events planned work out successfully?
 - c. Did he (she) show interest in the group's activities?
 - d. Did he (she) try to promote more new activities?
2. Communication
 - a. Does he keep his (her) committee well "integrated"?
 - b. Does the group follow his (her) suggestions readily?
 - c. Is he (she) receptive to ideas from the group?
3. Does he (she) delegate this (her) work?
4. Did he (she) cooperate with you (area director) as much as expected?
5. Do you think he (she) did a good job as chairman of this committee? Why or why not?
6. What are his (her) weak points as a leader?

Remarks: (Use reverse side)

UNION BOARD
PUBLIC RELATIONS COMMITTEE
PROCEDURAL MEMO

The function of the Publicity Committee is to aid in publicizing Union activities. This aid may come in any of the following forms and others:

1. Help in design of posters.
2. Printing up dodgers and distributing them around the Union.
3. Assisting publicity committees of large functions.
4. Contacting or telling who to contact at Newspapers, T.V. and Radio Stations, Minnesota Daily, WTR, etc.
5. Suggesting forms of and ideas for publicity.

If there is some help the Publicity Committee can give to any Union group, let us know by contacting the Union Board Office in 231 CMR, Al Bromley at PL 2187, or any stranger on the street.

BS

To: Union Board of Governors

From: House and Finance Committee

Subject: The facts considered leading to this committee's recommendations as to a mural in the annex of the Coffman Memorial Union Ballroom.

1. In carrying out the general plans in the painting and refurnishing of the Ballroom, the matter of the annex was considered. The previous committee with the consultation of Mr. Hopkins considered the feasibility of wallpaper murals and wall coverings. The decision was the desirable solution to the overall plan.
2. The possibility of students tackling a project of such magnitude is not advisable because of the lack of experience of the usual art student.
3. The matter of a contest was considered inadvisable for this particular mural because of the character of the room, problem of time schedule, and the choice of judges. To elaborate further on the latter point -- the judges' prejudices may influence the students' entering the contest.
4. The physical plant has hired specialists in the field of color and interior decoration to assist with the selection of furnishings and the color schemes of the various buildings.
5. The atmosphere of the Ballroom should be in good taste, with the many varied functions that are held in this area such as banquets, dances, graduation receptions, etc. There are other areas in the building which would be more adaptable to student art such as the Commuters Lunchroom, Game Room, etc.
6. On the basis of the previous action of the Board, Mr. Lesch has spent approximately 50 hours in the study of the use of a mural in this area and the preparation of sketches.
7. An estimated 200 hours will be required to complete the mural.

Recommendation of House and Furnishing Committee:

With the stated facts presented, this committee unanimously moves that we commission Mr. Lesch as the artist to do this mural in the annex of Coffman Memorial Union Ballroom to complete the project he has begun and to finish the murals by April 1, 1955, the price being \$500 including the time of the artist, paints required and other miscellaneous expenses that he may incur.

LES

UNION BOARD OF GOVERNORS AGENDA

February 8, 1955

- I. Call to Order
- II. Approval of the minutes of the previous meeting
- III. Vice President's Report
- IV. Standing Committee Reports
- V. Board Resignation
- VI. The Union and the Orientation Program
- VII. Personnel Rating Sheet

**FILE COPY
DO NOT REMOVE**

UNION BOARD
PUBLIC RELATIONS COMMITTEE
PROCEDURAL MEMO

The function of the Publicity Committee is to aid in publicizing Union activities. This aid may come in any of the following forms and others:

1. Help in design of posters.
2. Printing up dodgers and distributing them around the Union.
3. Assisting publicity committees of large functions.
4. Contacting or telling who to contact at Newspapers, T.V. and Radio Stations, Minnesota Daily, WTR, etc.
5. Suggesting forms of and ideas for publicity.

If there is some help the Publicity Committee can give to any Union group, let us know by contacting the Union Board Office in 231 CHR, Al Bromley at PL 2187, or any stranger on the street.

RATING SHEET FOR CHAIRMAN

Chairman's Name _____

Date _____

Committee _____

Rater _____

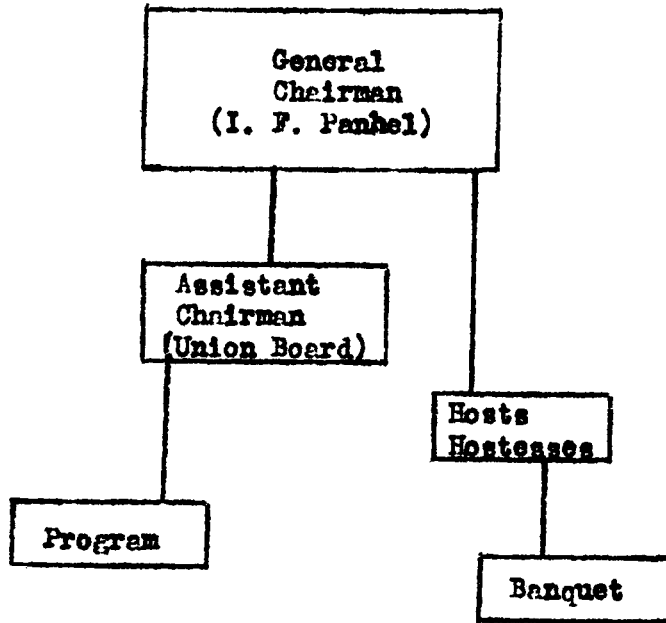
Rater's Position _____

Please answer the following questions as accurately as possible.
If it is a "Yes" or "No" answer, support it with reasons.
If any question requires more space, use reverse side.

1. How well he (she) carried out committee's projects.
 - a. Were events well planned out in advance?
 - b. Did the events planned work out successfully?
 - c. Did he (she) show interest in the group's activities?
 - d. Did he (she) try to promote more new activities?
2. Communication
 - a. Does he keep his (her) committee well "integrated"?
 - b. Does the group follow his (her) suggestions readily?
 - c. Is he (she) receptive to ideas from the group?
3. Does he (she) delegate this (her) work?
4. Did he (she) cooperate with you (area director) as much as expected?
5. Do you think he (she) did a good job as chairman of this committee? Why or why not?
6. What are his (her) weak points as a leader?

Remarks: (Use reverse side)

SUMMER ORIENTATION EVENING PROGRAM



UNION BOARD AGENDA

Feb. 15, 1955

**FILE COPY
DO NOT REMOVE**

- I. Call to Order
- II. Approval of the minutes of previous meeting
- III. Vice President's Report
 - A. Methods of accomplishing effective Committee & Board efforts.
- IV. Standing Committee Reports
 - A. Executive Committee
 1. W.M.K.R. & broadcasting of sports events.
 - B. Program Committee
 1. Benefit Concert
 - C. Personnel Committee
 1. Board appointments
 - D. House & Finance Committee
 1. Mural project recommendation
 2. Report on Union Traffic Survey
- V. Report of Esther Swanson - Music Area Director

February 15, 1955

REVIEW OF BOARD PROCEDURE

One of the topics under consideration by the Executive Committee this quarter has been an examination of the efficiency of the legislative function of the Board. This efficiency, or lack of it, in making decisions on problems being considered, manifests itself in two ways. First and most important, it greatly increases the chances of error in board decisions. Secondly, a lack of efficiency is a waste of time -- time which could be used to better advantage in either increased volume of Board work or additional time for personal matters. If either of these two wastes occur, it should be borne in mind that we are not only doing an injustice to those students who we represent, but also to ourselves by not utilizing our full capacity for making intelligent decisions.

With this background in mind, the Executive Committee felt that there was a need for a definite procedure to be followed in bringing matters before the Board. It is in the hope of satisfying this need that the following procedure was formulated. It is our intention that this should not be a harness of red tape, but rather a plan of individual organization which would help expedite all Board proceedings.

I. Problem

A. Definition

1. This should be a written explanation of the specific area of conflict.

B. Considerations

1. What actions or inactions are implicit or assumed in the above definition?
2. Is there any decision which is necessary to be made before action on this particular problem?
3. Is this the completion of a previous commitment?

II. Background

A. Past Experience:

1. Why is the problem coming up now?
2. How has the problem been handled in the past?
3. Are there any Union Board precedents?
4. Does this problem conflict with any standing University or Union Board policies?

B. Date and Time:

1. What other University events are scheduled at this time?
2. If there is a conflict, is it detrimental to the success of the program?
3. How soon is action necessary?

C. Solutions:

1. What alternative actions could be taken?
2. What are the respective strengths and weaknesses of the alternatives?
3. What are your suggestions on these propositions?

III. Placing topic on Agenda

A. President

1. Take your proposal in writing to the President of the Union Board. He will then channel the topic to the proper standing committee.

B. Standing Committee

1. If the proposal has to have the approval of one or more of the standing committees, it may be necessary to appear before these committees to present the above data.

C. Executive Committee

1. The Executive Committee will clear all topics for the agenda.

IV. Board Action

A. Discussion

1. Present the problem to the Board

B. Motion

1. Conclude your remarks with a motion, if necessary.

V. Post Action

A. Notification

1. Those persons affected by the motion should be notified as quickly as possible as to the outcome.

B. Action

1. Contact those who will act on the result of the decision.

Date: Feb. 11, 1955

TO: Union Board of Governors
FROM: WMOR
SUBJECT: Proposed sports network

1. WMOR plans to broadcast the Minnesota-Wisconsin game from Madison February 21, 1955. To do so, WMOR has received revenue from on-campus sponsors. A total of \$74.50 has been pledged the station from The Minnesota Alumni Assn., Campus Carnival, and the 1955 Gopher. The project has been sanctioned by both athletic departments of the Universities of Minnesota and Wisconsin and by the University Radio and Television committee. Copies of the R & T committee's approval will be provided upon request. Money from sponsors will be received in advance of the broadcast. WMOR asks only that the Union Board allow it to put the money in its budget and have Northwestern Bell Telephone Co. bill WMOR directly.
2. The purpose of WMOR's Madison remote broadcast is to evaluate the possibilities of inaugurating a sports network in 1955-56. This would mean that WMOR would be the "feeding" station to outstate stations in broadcasting Minnesota basketball and perhaps football games. Clearance for such a network is accessible from the Federal Communications Commission. For such broadcasts, WMOR would become the official University sports station. There is no official sports station at the present time. WMOR would profit by such a venture by receiving royalties from outstate stations. This revenue would more than pay expenses of the broadcasts. WMOR feels that this arrangement in no way infringes upon policies set down for the station by the Radio and Television committee. Approval of the Union Board for the project in general is needed by WMOR before any details can be worked out. WMOR is confident that the Union Board will recognize the importance of this plan to WMOR, for it can lead to improvement of scholastic broadcasting at the University.

PROPOSED MOTION TO UNION BOARD OF GOVERNORS

February 15, 1955

1. As there will be no television coverage of the Feb. 21 basketball game between Minnesota and Wisconsin, the Union Board of Governors hereby authorizes WMMR to broadcast into Coffman Memorial Union main lounge as well as the area normally served by WMMR.

TO: Union Board of Governors

FROM: House and Finance Committee

Subject: The facts considered leading to this committee's recommendations as to a mural in the annex of the Coffman Memorial Union Ballroom.

1. In carrying out the general plans in the painting and refurnishing of the Ballroom, the matter of the annex was considered. The previous committee with the consultation of Mr. Hopkins considered the feasibility of wall-paper, murals, and wall coverings. The decision this committee reached was that a mural was the desirable solution to the over-all plan.
2. The possibility of students tackling a project of such magnitude is not advisable because of the lack of experience and time by the usual art student.
3. The matter of a contest was considered inadvisable for this particular mural because of the character of the room, problem of time schedule, and the choice of judges. To elaborate further on the latter point -- the judges' prejudices may influence the students entering the contest.
4. The physical plant has hired specialists in the field of color and interior decorating to assist with the selection of furnishings and the color schemes of the various buildings.
5. The atmosphere of the Ballroom should be in good taste, with the many varied functions that are held in this area such as banquets, dances, graduation receptions, etc. There are other areas in the building which would be more adaptable to student art such as the Computers' Lunchroom, Game Room, etc.
6. On the basis of the previous action of the Board, Mr. Lesch has spent approximately fifty hours in the study of the use of a mural in this area and the preparation of sketches. An estimated two hundred hours more will be required to complete the mural.
7. Dr. Arnason of the Art Department was asked for his professional comments on this project.
 - a. He generally agreed with the facts as presented.
 - b. He supported the fact that Mr. Lesch is a qualified artist.
 - c. He stated that the price for the project is very reasonable.
Mr. Arnason didn't think we could get the project done with so little expense by a commercial artist.
8. The House & Finance Committee will call on the Art Department and Mr. Hopkins for consultation on the progress of the mural project.

Recommendation of House and Finance Committee:

With the stated facts presented, this committee unanimously moves; that we commission Mr. Lesch as the artist to do this mural in the annex of Coffman Memorial Union Ballroom. He will be contracted to complete the project he has begun and to finish the mural by April 1, 1955. The price of the mural is \$500.00. This includes the time of the artist, paints required and other miscellaneous expenses that he may incur.

UNION TRAFFIC SURVEY

I. Significant Facts concerning use of Union

A. Count made during week of Jan. 31 - Feb. 4, 1955

B. Study last made in 1950

C. Comparison figures

1. Enrollment (Mpls. & St. Paul) 1950 - 21,695 1955 - 17,383
2. Peak from 11:00 A.M. to 1:00 P.M. - average - 4,000
3. Total number for week, excluding Saturday, was 57,409
4. Total daily average - 11,482
 - a. Figure fairly constant for entire week
 - b. Fluctuation only around 400 per day

D. Changes in Union since 1950 study

1. Removal of P.O. Boxes
2. Daily distribution change
 - a. In 1950 only had Union as central distribution center
 - b. In 1955 have Daily distribution in every building, etc.
3. Commuter lunch room change
 - a. 1955 have two commuter lunch rooms, nicer conditions, and provide a larger seating capacity.

E. Other changes on the campus

1. Centennial Hall has been added to our Campus
2. Parking area added behind the Union

F. Fall Quarter Program attendance

1954 - 36,295

1949 - 38,743

(Note: Decrease in total number, but note drop in enrollment by nearly 4,000 with drop of only 2,000 in program attendance)

COFFMAN MEMORIAL UNION
Board of Governors Meeting
February 15, 1955

Members Present:

Jim Bell, Roy Talmo, Bill Dean, Nancy Forte, Alden Galbraith, Pete Lindberg, Esther Swanson, Mr. Starr, Mr. Spoke, Mr. Plank, Marilyn Schulz, Con Nordquist, Pris Pierce, Byron Warmee, Pete von Eschan, Mary McDermott.

Members Absent:

Dr. Mork, Mr. Snow, Dr. Shoffner.

Guests Present: Pat Thorn, Daily Reporter, Betty Berg, Daily Editor.

The meeting was called to order at 6:45 p.m. in room 355 of Coffman Memorial Union following dinner. The minutes of the previous week were corrected to indicate that Pris Pierce was present. The minutes were approved as corrected.

Vice President's Report:

The Executive Committee presented to the Board a written outline of Board Procedure to be placed in Board members's manuals. The main points of the procedure—The Problem, Background, Placing of a Topic on the Agenda, Board Action, and Post Action—were discussed by the Board. It was the suggestion of the Executive Committee that motions should be formed beforehand so that the recommended action will be very clear and that motions should be followed through after action is taken so that the individuals effected will be notified of the Board's decision.

Executive Committee:

At the meeting of the Executive Committee on Friday, February 11, 1955, the resignation of Leonard Nelson was approved and the appointment of George Meyers as Star Dust Dance Chairman.

Radio and Theater Arts Area:

Jim Ramsberg of Station WMMR presented to the Board for approval a proposal concerning the transmitting of the Minnesota-Wisconsin basketball game on February 21, 1955 from Madison, Wisconsin. After discussion the following motion was made.

^{N-81}
Motion K-411:

It was moved to accept and approve the following proposal presented by WMMR. WMMR plans to broadcast the Minnesota-Wisconsin game from Madison, February 21, 1955. To do so, WMMR has received revenue from on-campus sponsors. The project has been sanctioned by both athletic departments of the Universities of Minnesota and Wisconsin and by the University of Minnesota Radio and Television Committee.

Money from sponsors will be received in advance of the broadcast. WMMR asks only that the Union Board allow it to put the money in its budget. As there will be no television coverage of the February 21, 1955, basketball game between Minnesota and Wisconsin, the Union Board of Governors hereby authorizes WMMR to broadcast into Coffman Memorial Union main lounge as well as the area normally served by WMMR.

Seconded and carried.

Mr. Ramsberg stated that the purpose of the transmitting of the game from Madison is to evaluate the possibility of inaugurating a sports network in 1955-56. This would mean that WMMR would be the "feeding" station to outstate stations in broadcasting Minnesota basketball and perhaps football games. WMMR asks that the Union Board give its approval to the investigation of such a project. Following discussion of this proposal the following resolution was made.

N-82
Motion K-432

It was moved to adopt the following resolution. "Be it resolved that since the WMMR proposal of acting as a transmitter station for the University of Minnesota sports broadcasts appears to be feasible at the present time we encourage the staff of WMMR to investigate the detail possibilities of this matter for presentation to the Board formally for final action.

Seconded and carried.

Program Committee:

The Program Committee has investigated possibilities and consulted with Mr. Lombard on a benefit show for the new St. Paul Campus Union. At the present time the services of Stan Kenton's Band have been offered at \$4,000 for two nights. This is a twenty-three piece band and is able to plan concerts and for dances. It was the recommendation of the committee that the Star Dust Dance be held May 21, 1955 and that a benefit concert be undertaken for May 20, 1955, featuring this band. It was asked that the Board take action authorizing the Program Committee to contract a band due to the fact that a bid must be made in the very near future to secure this band or possibly some other "name" band.

N-83
Motion K-433

It was moved that the Union Board approve a budget of \$4,500.00 for the Program Committee to secure a band for May 20, and 21, 1955, for the purpose of the Star Dust Dance and the new St. Paul Campus Union benefit concert.

Seconded and carried.

It was mentioned that this project will be cleared with the proper organizations and officials.

Personnel Committee:

Nancy Forte, Chairman of the Personnel Committee, asked the President if it would be in order for the Board to review an applicant for Board membership

in view of the fact that the individual was interviewed by only one member of the committee, but was approved by two members of the committee. It was felt by the entire Board that this would be acceptable, therefore, the committee recommended Dick Getchell for appointment to the Board in the Games Area for the remainder of the school year. After a short discussion of the applicants qualifications and commitments the following motions was made.

^{N-84}
Motion K-114

It was moved to accept the recommendation of the Personnel Committee that Dick Getchell be appointed to the Board as the Games Area Director for the remainder of this school year.

Seconded and carried.

The Board was also asked to consider Russell Tempelman for appointment to the Board in the fine Arts area. After discussion of this candidate the following motion was made.

^{N-85}
Motion K-115

It was moved that Russell Tempelman be appointed to the Board in the Fine Arts area for the remainder of this school year.

House and Finance Committee:

The House and Finance Committee presented a written report to the Board giving the facts considered leading to the committee's recommendations concerning the mural in the annex of the Coffman Memorial Union Ballroom. After discussion of these facts the committee's recommendation was presented and the following motion was made.

^{N-86}
Motion K-116

It was moved that the Board commission Mr. Robert Lesch as the artist to do the mural in the annex of Coffman Memorial Union Ballroom, and that he be contracted to complete the project he has begun and to finish the mural by April 1, 1955. The price of the mural is to be \$500.00 which will include the time of the artist, paints required and other miscellaneous expenses that he may incur.

Seconded and carried.

A summary of the Union traffic survey was presented to the Board. This count was made during the week of January 31, 1955, through February 4, 1955. The last study of this type was made in 1950. Comparisons of enrollment, daily and weekly figures were made. The figures are proportionately the same. The total number of individuals entering the building during the week was 57,409. The changes in the Union since the 1950 study were mentioned such as the removal of the post office boxes and the change in the distribution of the Minnesota Daily. Campus changes which effected the study are the added parking areas to the rear of the Union and the construction of Centennial Hall.

Music Area:

Ether Swanson reported on the activities of the Music area. The Folk Song Fest is considering changing the name of the activity slightly and at present is using the name Song Fest. There will be a Song Fest on February 28 in the Union Main Lounge.

Coffman Musicale has tripled its attendance this quarter over last. They started out with early publicity and have a well planned schedule. Next quarter the committee plans an exchange program with Carleton College.

Classical Listening Hours and the Record Lending Library are doing very well. The Listening Hours are always crowded and many times the committee is forced to turn students away because of lack of space. The committee feels that the programs should, however, be made even more interesting to students. They plan to increase the hours for the Record Lending Library. Many flyers have been made on the activity and a master list of the records available has been distributed to regular participants. The committee is in the process of listening to all the records to determine whether or not they are still in good condition so that necessary repurchases can be made. They are also checking on the type of records most asked for to determine future new purchases. Plans for renovation of the Terrace Room are now being made which include listening rooms and high fidelity systems which will be submitted to the Board for approval and presentation to Physical Plant for estimates. Several alternate plans will be made so that the most feasible change may be made.

NEW BUSINESS:

The Mardi Gras Committee has asked that an exception to the Pass Policy be made. Following discussion of the situation the following motion was made.

Motion N-87 K-117:

It was moved that the Board allow the Mardi Gras Committee to make an exception in the Pass Policy in the case of the cartoonist for the Mardi Gras Dance in that he be allowed free admission for his date.

Seconded and carried.

Those Board members planning to use their passes for the Mardi Gras Dance are asked to notify Louise DeValois in room 229 in view of the fact that tables will be reserved for this dance.

Next Week's Meeting:

Following a discussion of time and place to hold the meeting it was decided to accept the cordial invitation of Mr. Starr and meet at 6:30 p.m., Tuesday, February 22, 1955, for an informal buffet supper and meeting at Mr. Starr's home, 5017 17th Avenue South. BUFFALO BURGERS A LA STARR WILL BE SERVED.

R.S.V.P. Miss Yaunick, Extension 121-122 by 12:00 m. Monday, February 21, 1955.

The committee which was appointed to choose a student chairman for the Regional Meeting of the Association of College Unions announced that Nancy Forte was their choice. Final action on this matter will be taken at the next meeting.

Con Nordquist mentioned the difficulty he has had in entering the Rover office and suggested that keys be made for Board members for their particular areas and perhaps elevator keys also. This matter was referred to the House and Finance Committee for presentation to the Board next week.

^{N-88}
Motion K-118

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

by

UNION BOARD AGENDA

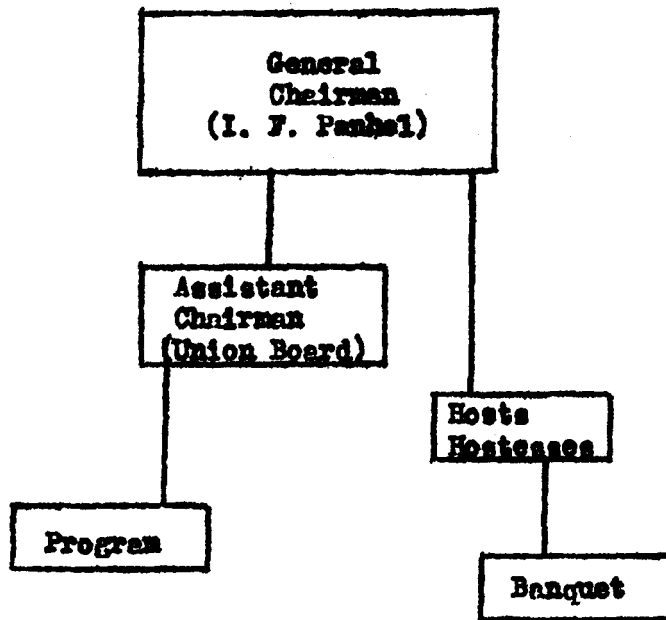
Feb. 22, 1955

- I. Call to Order
- II. Approval of the minutes of previous meeting
- III. Standing Committee Reports
 - A. Executive Committee
 1. Summer Orientation Project Report
 - B. Program Committee
 1. Benefit Concert - Progress Report
 - C. Personnel Committee
 1. Chairman's Rating Sheet
 - D. House & Finance Committee
 1. Three Month Union Financial Operation Report
- IV. Terrace Reading Room Committee's Progress Report
- V. Regional Union Conference Committee Report

FILE COPY
DO NOT REMOVE

FILE COPY
DO NOT REMOVE

SUMMER ORIENTATION EVENING PROGRAM



The Orientation Commission has approved a plan whereby the Union Board of Governors will participate in the Evening Program of Summer Orientation.

This share in the program is assumed by the Board in the hope that it will serve as a service to the University, the new freshman and publicity for the Union programs and committees.

A member of the Board or a student the Board selects will serve as assistant chairman of the program and be paid out of the funds set up for the program by I-F-Panhel. The particular area we are in charge of is entertainment. This area is an advantageous one in which to plug our activities and urge student participation in our program as well as participation in over-all University activities.

We would like consideration of an estimated \$350 budget to cover meals for performers, prizes, properties and a professional recreational leader to be brought in for a week to train our students in games and recreation suitable to the program.

RATING SHEET FOR CHAIRMAN

Chairman's Name _____

Date _____

Committee _____

Rater _____ Rater's Position _____

Please answer the following questions as accurately as possible.
If it is a "Yes" or "No" answer, support it with reasons.
If any question requires more space, use reverse side.

1. How well he (she) carried out committee's projects.
 - a. Were events well planned out in advance?
 - b. Did the events planned work out successfully?
 - c. Did he (she) show interest in the group's activities?
 - d. Did he (she) try to promote more new activities?
2. Communication
 - a. Does he keep his (her) committee well "integrated"?
 - b. Does the group follow his (her) suggestions readily?
 - c. Is he (she) receptive to ideas from the group?
3. Does he (she) delegate this (her) work?
4. Did he (she) cooperate with you (area director) as much as expected?
5. Do you think he (she) did a good job as chairman of this committee? Why or why not?
6. What are his (her) weak points as a leader?

Remarks: (Use reverse side)

PROPOSED HI-FI SYSTEMS
FOR TERRACE READING ROOM PROJECT

SYSTEM #1

1	General Electric RFX052 cartridge with two diamonds - plays 3 speeds	\$ 34.05
1	Livingston "Universal" pickup arm - plays up to 16" records	18.75
1	Rek-O-Kut LP743 12" turntable - plays 3 speeds	59.50
*1	Heath A9B Amplifier in Kit form - Heath Co., Benton Harbor, Michigan	35.50
1	Bozak B207 12" coaxial loudspeaker - To be enclosed in a box of 6 cu. ft. or	76.50
1	University 308 12" loudspeaker - Needs a more expensive cabinet type	56.45
	Total with Bozak speaker:	<u>\$ 224.30</u>
	Total with University speaker:	<u>\$ 204.25</u>

*To be constructed by control room personnel.

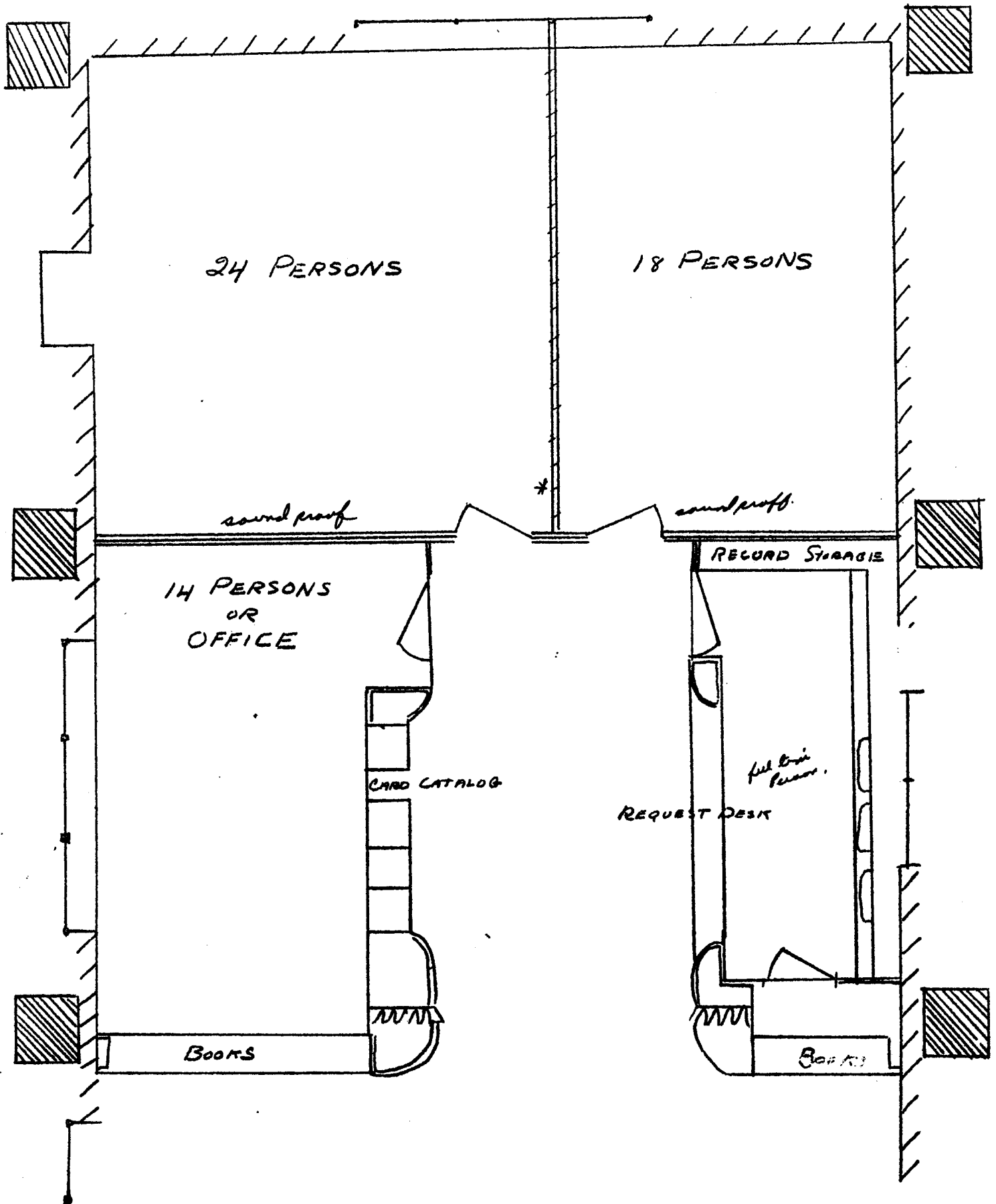
SYSTEM #2

	Same arm, cartridge and turntable as #1	\$ 112.30
	Bogen LB20 20W amplifier	99.00
	Altec Lansing 604C 15" speaker	156.00
	Total for System #2	<u>\$ 367.30</u>

RECOMMENDED SYSTEM

	Same as #2, only Bozak 12" in place of Altec Lansing 15"	<u>\$ 287.80</u>
--	--	------------------

PROPOSED TERRACE READING ROOM RENOVATION



COFFMAN MEMORIAL UNION
Board of Governors Meeting
February 22, 1955

Members Present:

Jim Bell, Pete Lindberg, Bill Dean, Byron Warmee, Mr. Plank, Con Nordquist, Nancy Forte, Esther Swanson, Mary McDermott, Pris Pierce, Dick Getchell, Russ Tempelman, Alden Galbraith, Mr. Starr, Roy Talso.

Members Absent:

Pete von Eschen, Dr. Mork, Dr. Shoffner, Mr. Snoke, Mr. Snow, Marilyn Schults.

The meeting was called to order at 7:40 p.m. following a buffet supper of Buffalo Buffalo Burgers at the home of Mr. Starr.

Motions K-117 and K-118 of the minutes of last week should appear as K-417 and K-418. The minutes were approved as corrected.

Executive Committee:

The Orientation Commission has approved a plan whereby the Union Board will participate in the Evening Program of Summer Orientation. An individual selected by the Board will serve as assistant chairman of the program and will be paid out of funds set up for the program by the Interfraternity Council and the Panhellenic Council. The Committee recommended that a budget of \$350 be approved to cover meals for performers, prizes, properties, and a professional recreational leader to be brought in for a week to train our students in games and recreation suitable to the program. Following discussion of this matter the following motion was made.

Motion K-418¹¹⁻⁸⁹

It was moved that the Union Board approve a budget not to exceed \$350.00 for the Summer Orientation evening Programs during the summer of 1955 and that the money be spent at the discretion of the assistant chairman of orientation under the guidance of the Union staff.

Seconded and carried.

Program Committee:

A bid of \$3,200 has been entered with a booking agency for the services of Stan Kenton on May 20 and 21, 1955. We have been informed that Mr. Kenton is not playing concerts this season but is playing dance engagements. It is possible that we may be able to obtain Duke Ellington for the two night engagement. It may be that we will have to use two bands to cover the Stardust Dance and the benefit concert, however, other bids will be made. A report on this project will be made next week.

Personnel Committee:

A Rating Sheet for Chairman Personnel form was presented to the Board for approval. This form is used to determine whether or not the responsibilities undertaken are carried through by chairmen, as a guide in merit rating and for possible future employment references.

The form is to be used by area directors to rate committee chairmen. The forms will be on file in the program office and will be available to Board members for reference purposes, however, these forms are to be considered confidential. After general discussion the following motion was made.

^{N-90}
Motion R-480:

It was moved that the Rating Sheet for Chairman form be approved as presented.

Seconded and carried.

There will be a meeting of the Personnel Committee in room 227, on Wednesday, February 23, 1955, at 4:30 p.m. to plan the orientation program for new Board members. The committee would like to have as many Board members as possible present at this meeting.

The House and Finance Committee and the Executive Committees will have their pictures taken on Friday, February 25, 1955 for the Minnesota Gopher at the time they have their regular meeting.

House and Finance Committee:

The three month financial operational report for the Union will be presented at the next meeting.

At the Committee's meeting on Friday, February 18, it was concluded to recommend that keys for specific areas should not be given to area directors and also that keys for the elevators should not be given to Board members because the service elevators are not to be used by anyone other than staff members. It is contemplated that the locks on the elevators in the Union will be changed so that those individuals from other buildings who have keys that fit the Union elevators will not add to the congestion on the service elevators.

Terrace Reading Room Committee's Progress Report:

The proposed Terrace Reading Renovation Plan and the Proposed Hi-Fi Systems for the Terrace Reading Room Project were presented to the Board for review. The committee's proposed renovation of the reading room provided for three large listening rooms and a request desk from which three separate high fidelity systems will transmit music to the rooms. This modification of the

room will take about one-third of the area for record listening rooms and the rest of the area will remain as a writing and reading area. Following discussion the following motion was made.

N-91
Motion K-421:

It was moved that the Terrace Reading Room Committee be authorized to investigate further the renovation of the Terrace Reading Room and that the expenditure of the necessary funds be authorized to have the plans reviewed by the Physical Plant and if they are feasible to have the plans drawn by the Physical Plant.

Seconded and carried.

Regional Union Conference Committee Report:

Miss Nancy Forte has accepted the co-chairmanship of the Regional Conference of the Association of College Unions.

New Business:

There will be a Noon Varieties program on Wednesday at 12:30 p.m. directed by Francis Haeg.

There will be a Song Fest on Monday, February 28, 1955 in the Main Lounge following the Iowa game. Refreshments will be served.

N-92
Motion K-422:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:09 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

Policy for Rental of Union Program Property

To: Union Board of Governors
From: Program Committee
Subject: Rental of Program Property

Property belonging to the Program Department of Coffman Memorial Union is available to recognized student and faculty organization rental. Rules at which this property will be rented will be determined by the program committee, which shall be responsible for the accounting process involved in such rental.

The program committee suggests that miscellaneous property of the Program Departmental of the union be made available to such authorized groups which might request them. We feel that by doing this, more of the investment in the various property can be made available to those who desire to rent them at a considerably lower rate than the material could be obtained at retail purchase.

It is suggested that a down payment be made, at a rate of one-third of the estimated value of the property. Also required would be the name of the person, organization, and time the property will be returned.

It is further suggested that all property to be rented be stored in the area between the Minnesota Rovers Area and the Art Craft Shop. The program consultant or assistant would be in charge of the transactions, operating from the present office opposite the Art Craft Shop.

Hours for rental should be limited to perhaps two (2) hours per day, at the discretion of the program assistant in charge.

This policy would become effective at the completion of a program storeroom in the art craft area.

Hyron Warnoe
Program Committee

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

AGENDA

FEBRUARY 28, 1956

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES OF PREVIOUS MEETING
- III. STANDING COMMITTEE REPORT
 - A. House and Finance
 - B. Public Relations
 - C. Personnel
 - D. Program
- IV. AD HOC PROGRESS REPORT
- V. SPEAKER POLICY--Wayne Templeman
- VI. DAKOTA TRIP--Jim Heltzer
- VII. DIRECTOR REPORT--Mr. Starr
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. ADJOURNMENT

**FILE COPY
DO NOT REMOVE**

**FILE COPY
DO NOT REMOVE**

University of Minnesota
Coffman Memorial Union

February 28, 1956

House and Finance Committee Meeting
February 24, 1956

Members Present: Neil Swanson, Nancy Wallgren, Mr. Starr,
(Mr. Hopf)

Members Absent: Mr. Cheese

Recommendations:

1. That Miss Helen Thian, University Color Consultant, be asked to submit new samples of materials for drapes for the Women's Lounge as the committee did not like what was proposed and that samples of materials be brought to the committee for the meeting rooms 325, 126, 327, and 343, 344, 345.
2. The approval of expenditure of \$240.00 for acoustical tile for sound proofing of WMMR station.
3. That in view of the mix-up on Square Dance Federation Dance that we absorb the cost (estimated actual cost \$6.05 for custodial work).
4. That our display for Coffman Memorial Union that is located presently in the St. Paul Depot for University of Minnesota week be placed in front of the Main Lounge upon its return to us.
5. That \$400 be taken from the contingency fund to supplement the \$350 already allotted for the Merit Reception.

Proposed budget -

350 Smorgasbord @ \$1.75	\$600
Invitations	20
20 Board Keys	100
10 chains	15
10 tie clasps	15
	<u>750</u>
on hand	350
	<u>\$ 400</u>

Respectfully submitted,

Neil Swanson, Chairman

February 28, 1956

Report of the Ad Hoc Committee

1. The University of Minnesota Union operates as a University department, headed by a Director of Student Unions, and administratively responsible to the Vice President, Academic Administration, through the Director.
2. The governing body of the Union is the Union Board of Governors with powers as enumerated in Article II, Section 1 (a-f) of the constitution, as approved by the Board of Regents.
3. The agent of the Board is the Director of Student Unions, and it is his responsibility to carry out the policies and actions of the Board, and as department head to serve as the link between the administration and the Board.
 - a. The Director is responsible to the Board for maintaining a high level of cooperation between the staff of the Union and the Board in all matters pertaining to administration and programming.
 - b. The Director initiates the preparation of the annual budget for the department, which budget must then be carried to the Board for approval, prior to transmission to the Academic Vice President as part of the normal University budget process.
 - c. The Director of Unions shall prepare an annual report on income and expenditures and this should be presented to the Board for information and discussion prior to submission to the Academic Vice President
 - d. Responsibility for initiating recommendations for staff vacancies rests with the Director, but his recommendation or recommendations should be cleared by the Board prior to transmission to the Academic Vice President.
 - e. In the event of a vacancy, any recommendation of the Academic Vice President for the directorship should be carried to the Board by the Academic Vice President for discussion and approval prior to submission to the President and the Board of Regents.

- f. Fiscally the Union operates as a University department. It is a responsibility of the Board to exercise oversight of income and expenditures on the basis of current information supplied by the Director.
4. The direct responsibility for the program of the University of Minnesota Unions lies with the University of Minnesota Union Board of Governors.
 5. The professional program staff are responsible to the Minnesota Union Board of Governors through the Director of Student Unions, and appointments to the staff should be made on the basis of recommendations of the Board.
 6. The assistant to the Director of Student Unions and the administrative staff are directly responsible to the Director of Student Unions.
 7. This statement of working relationships and all subsequent similar statements shall be clarified in a statement of explanation drawn up by the executive committee of the University of Minnesota Union Board of Governors. Final interpretation of these statements of working relationships and clarification shall rest with the University of Minnesota Union Board of Governors.

1. The University of Minnesota Union operates as a University department, headed by a Director of Student Unions, and administratively responsible to the Vice President, Academic Administration, through the Director.
2. The governing body of the Union is the Union Board of Governors with powers as enumerated in Article II, Section 1 (a-f) of the constitution, as approved by the Board of Regents.
3. The agent of the Board is the Director of Student Unions, and it is his responsibility to carry out the policies and actions of the Board, and as department head to serve as the link between the administration and the Board.
 - a. The Director is responsible to the Board for maintaining a high level of cooperation between the staff of the Union and the Board in all matters pertaining to administration and programming.
 - b. The Director initiates the preparation of the annual budget for the department, which budget must then be carried to the Board for approval, prior to transmission to the Academic Vice President as part of the normal University budget process.
 - c. The Director of Unions shall prepare an annual report on income and expenditures and this should be presented to the Board for information and discussion prior to submission to the Academic Vice President.
 - d. Responsibility for initiating recommendations for staff vacancies rests with the Director, but his recommendation or recommendations should be cleared by the Board prior to transmission to the Academic Vice President.
 - e. In the event of a vacancy, any recommendation of the Academic Vice President for the directorship should be carried to the Board by the Academic Vice President for discussion and approval prior to submission to the President and the Board of Regents.
 - f. Fiscally the Union operates as a University department. It is a responsibility of the Board to exercise oversight of income and expenditures on the basis of current information supplied by the Director.
4. The direct responsibility for the program of the University of Minnesota Unions lies with the University of Minnesota Union Board of Governors.
5. The assistant to the Director of Student Unions and the administrative staff are directly responsible to the Director of Student Unions.

6. This statement of working relationships and all subsequent similar statements shall be clarified in a statement by the University of Minnesota Union Board of Governors. Final interpretation of these statements of working relationships and clarification shall rest with the University of Minnesota Union Board of Governors.
7. The Program Staff is responsible through the Director of Student Unions to the University of Minnesota Union Board of Governors.

(The following appeared in the Harvard Alumni Bulletin, March 12, 1949)

FREEDOM IN THE COLLEGE: A POLICY

The world is full of dangerous ideas, and we are both naive and stupid if we believe that the way to prepare intelligent young men to face the world is to try to protect them from such ideas while they are in college. Four years spent in an insulated nursery will produce gullible innocents, not tough-minded realists who know what they believe because they have faced the enemies of their beliefs. We are not afraid of the enemies of democracy who are willing to express their ideas in the forum. We have confidence in the maturity and intelligence of Harvard students. We have confidence in the strength of our free and dynamic American democracy. There is no danger from an open communist which is half so great as the danger from those who would destroy freedom in the name of freedom. These decadent descendants of Jefferson and Lincoln reveal their lack of faith in American ideals and in Americans. If Harvard students can be corrupted by an Eisler, Harvard College had better shut down as an educational institution.

I know of no faster way of producing communists than by making martyrs out of the handful of communists we now have. Forbidding them to speak would be not only treason to the ancient traditions of Harvard and American: It would be proof that we have something to hide, that we have lost faith in our principles and in our way of life. It would be accepting communist practices in the name of Americanism. Whatever may have happened elsewhere, Harvard still believes in freedom and the American way.

Our policy for student organization is simple. Any recognized student organizations can hold a meeting in a Harvard building, if they can find a room available, and listen to any speaker they can persuade to come. The fact that a man speaks at Harvard does not mean that Harvard in any way endorses his views or even that the organization involved does. If the Dean's Office were to attempt to decide who would be allowed to speak to a Harvard organization, whose views were safe and whose weren't, the views of those permitted to speak would then carry Harvard's official endorsement. Furthermore, it would be impossible in practice to agree on what speakers threatened to corrupt our youth...The answer is not suppression of "dangerous" ideas as in Russia or Japan or Hitler's Germany, but more vigorous statement of American ideas, and faith - which would be well-founded - in the ability of our students to distinguish between good and evil.

Harvard College is dedicated to the task of producing mature and independent educated men. I devoutly hope that the time will never come when we are faced with the sorry spectacle of a great University and a great country trembling timorously in fear of the words of a communist or of a demagogic commentator.

Wilbur J. Bender, Dean

AN EVALUATION OF UNION BOARD MEETINGS

In an effort to improve the operation, efficiency and in order to carry out the purposes of the Union Board of Governors, the Executive Committee is asking each Board member for an honest appraisal of this Board meeting. We would like to know such things as:

1. Are the topics being considered worth deliberation by the Board?
2. Is there enough preparation and investigation to allow for intelligent presentation, discussion and decision of topics on the agenda?
3. How well has the meeting been conducted?

I. Please rank (1, 2, 3, etc.) in order of importance to you the items on tonight's agenda in the left hand column on the agenda.

II. Was there enough time for adequate discussion on the topics considered tonight?
Yes _____ No _____

III. List topics on the agenda that you think should not have been discussed or considered by the Board tonight:

- a) _____
- b) _____
- c) _____

In considering reasons for the above listing, please check as many as you think apply:

_____ d) The topics listed should have been considered and approved by a Standing Committee.

_____ e) There should have been more adequate preparation of the topic before the presentation to the Board.

_____ f) The topics were not of concern to the Board.

IV. Should some other topics have been considered by the Board at this meeting?
Yes _____ No _____

If yes, what are the topics?

- a) _____
- b) _____

V. Were there topics considered tonight that could have been discussed more intelligently if information about them had been distributed prior to the meeting?

Yes _____ No _____

If yes, which topics were they?

- a) _____
- b) _____

VI. What topic(s) or idea(s) mentioned tonight might help you in executing your duties and responsibilities as an Area Director and Standing Committee Member?

- a) _____
- b) _____

VII. Please check the following items concerning the procedural operation of tonight's Board meeting:

- a) Chairman's handling of the meeting was good _____, fair _____, poor _____.
- b) Standing Committee reports were presented in an intelligent, well organized and well documented manner. Yes _____ No _____
If your answer is no, please list the Standing Committees that did not meet the above standards:

- 1) _____
- 2) _____

VIII. Please give your general interpretation of the total effect of this meeting. You must keep in mind, however, that all Board members do not or cannot participate equally on all topics. Please check one or more of the following statements that you think characterized this meeting:

- a) Each topic was adequately and efficiently covered.
- b) The topics were handled efficiently, but with too much restriction from an individual to stress his points of view.
- c) The topics were well presented and discussed but not channeled to cover relevant ideas.
- d) The topics were poorly presented and the discussion marked by irrelevant ideas.
- e) Other - Please comment _____

IX. Will you please in a critical manner evaluate this form. To what extent have we suggested and evaluated the basic functions of a Union Board Meeting?
Complete Mostly Some Only a Part Hardly any

If this form fails to evaluate some important parts of tonight's proceedings, will you please list those items we neglected?

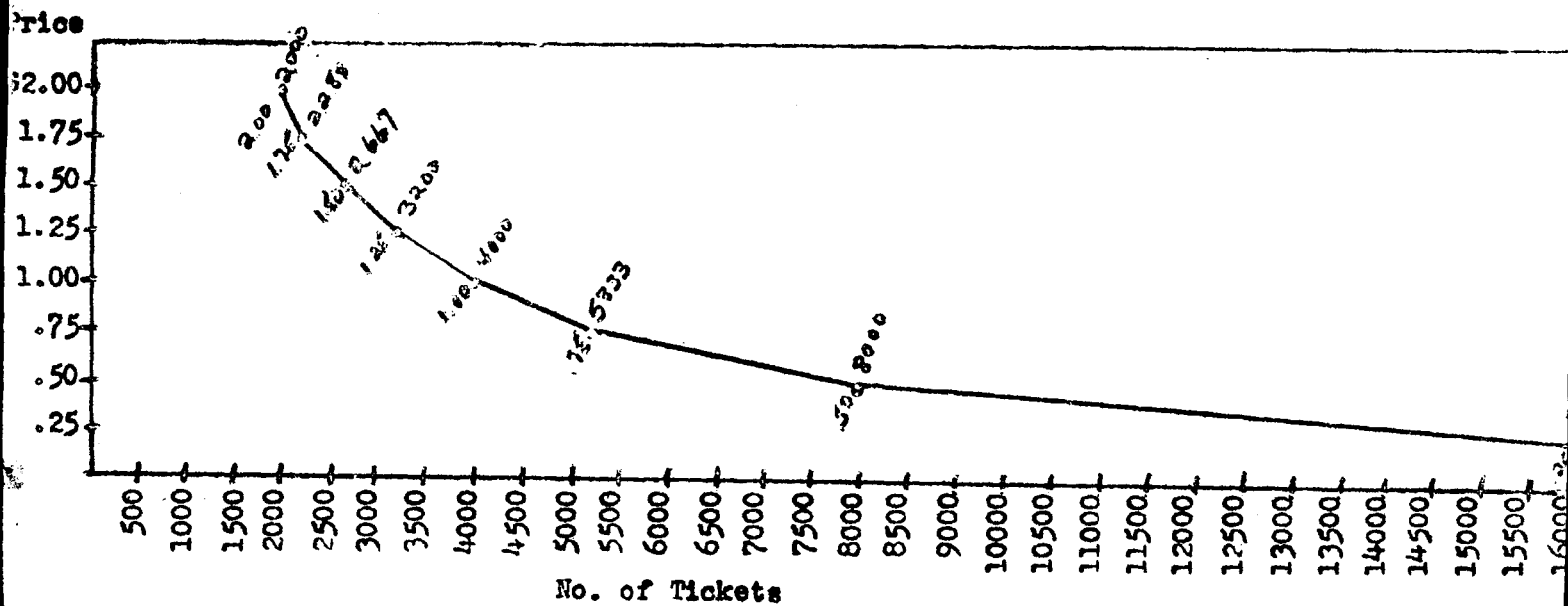
- a) _____
- b) _____
- c) _____

ST. PAUL FUND SHOW - NORTHERUP AUDITORIUM
 April 1, 2, 1955

ON THE TOWN - MUSICAL COMEDY
PROPOSED BUDGET

Music (orchestra, rights & rehearsal time)	\$ 1,900
Costumes (clothes worn on stage)	250
Sets (there are 17 of them)	725
Advertising (city wide stuff)	850
Total	\$ 3,725

BREAK-EVEN GRAPH
 PRICE RANGE & NO. OF TICKETS



MEMORANDUM

TO: All Student Organizations

FROM: John D. French, Chairman, All-University Congress Committee for the Establishment of an All-University Judiciary Council

SUBJECT: Proposed draft Charter for an All-University Judiciary Council

As most of you probably know by now, the Committee cited above has been at work for some months preparing a draft Charter for some sort of all-University judicial organization. This organization is envisioned as being the capstone to an arch of organizational and intermediate judiciaries already operating in many areas on the campus.

As you will see from the draft Charter, it is proposed that this Judiciary Council exercise only appellate jurisdiction in areas now having judicial bodies and original jurisdiction where no body for this action exists. Thus, in one way or another, it could possibly have influence in the disciplinary matters of every student organization on campus. For this reason, we have come to you as one having direct interest in its operations for suggestions to aid us in our work.

This draft has already been "approved in principle" for further consultation with you by the All-University Congress and the Senate Committee on Student Affairs. This approval was, however, a general one only of the basic ideas, not necessarily the wording, of the Charter, and it was also a tentative one pending your comments and criticisms.

In order to help you in your discussion of the document, I have been directed by the Senate Committee on Student Affairs to bring some of the more vital points forward for your closer scrutiny.

1. This Judiciary Council would in no way alter the present regulations applying to student organizations. All these rules now enforced by some other agency would simply be adjudicated here instead.
2. The entire Charter is based on the "Partnership Concept", meaning that its authors look on this University as a community in which both students and faculty are citizens and therefore have a responsibility to work as partners in this citizenship in such matters as the solution of disciplinary problems.

Although approved by the Senate Committee on Student Affairs this principle has been questioned by proponents of autonomous operations by students in such matters as this. Main points of contention on this principle to which you should refer in the draft Charter are: 1) Preamble, and 2) Article II, section 1.

3. The Charter, in Article I, section 3, allows for a survey of misconduct problems by the Judiciary Council. This section was included because it was felt that the Judiciary Council would be the most qualified to carry out such an activity. However, it has been questioned as being an improper occupation for a judicial body.

4. Article II, section 2, paragraph 3 and Article III, section 3 concerning the Secretary of the Judiciary Council, have also become points of debate. Questions such as "Who selects the Secretary? From what agency should the Secretary come? What may the Secretary do in a meeting?" etc., have all been raised.

We hope you will submit comments on these points in particular. Undoubtedly, however, it will be necessary for you to read the entire document to understand these items in context and we hope that any other suggestions which come to mind will be forwarded also.

Since it is our desire to have the final draft ready by March 2, early consideration and reply will be highly appreciated.

Please address your replies to:

John D. French
All-University Congress
213 Coffman Memorial Union

UNION BOARD AGENDA

March 1, 1955

FILE COPY
DO NOT REMOVE

- _____ I. Call to Order
- _____ II. Approval of the minutes of previous meeting
- _____ III. Report of the Director
- _____ IV. Standing Committee Reports
 - _____ A. Executive Committee
 - _____ 1. Campus Chest
 - _____ 2. Next Week's Board Meeting
 - _____ B. Program Committee -1
 - _____ C. Personnel Committee
 - _____ 1. Merit Reception
 - _____ D. House & Finance Committee
 - _____ 1. Three Month Union Financial Operation Report
 - _____ 2. Meeting room Reservation Policy
 - _____ 3. Financial accounting procedure for Union Committees
- _____ V. Report & Evaluation of the 1955 Sno-Week Program
- _____ VI. Discussion & Suggestions of All-University Judiciary Council Proposal
- _____ VII. Evaluation of tonight's Board Meeting

Coffman Memorial Union
 Summary of Income & Expenditures
 July 1 - December 31, 1954
 Schedule I

<u>Income</u>	<u>1954</u>	<u>1953</u>
Student Fees (7202-3500)	85,479.47	81,613.10
Rental Service (7202-3500)	2,442.31	3,361.92
Program Administration (7202-4500)	9,252.22	10,491.48
Billiard Room		
Billiard (7237-2500)	5,138.79	5,551.14
Merchandise (7238-4500)	17,131.46	18,515.70
Bowling Alleys		
Bowling fees (7238-2500)	9,177.59	9,538.19
Merchandise (7238-4500)	1,207.68	1,465.75
Artcraft Shop (7202-9500)	967.86	878.86
Village Union		
Program (7211-2500)	320.00	433.85
Fountain (7211-4500)	<u>7,978.00</u>	<u>8,508.03</u>
Total Income	139,095.38	139,358.02

<u>Expenses</u>	<u>1954</u>	<u>1953</u>
Administrative (7202-2500)		
Salaries	14,174.49	14,315.04
Supplies & Expenses	2,788.93	5,920.37
Program (7202-4500)		
Salaries	9,618.52	8,743.91
Supplies & Expenses	9,690.07	9,627.82
Maintenance (7202-6500)		
Salaries	26,995.73	28,308.24
Supplies & Expenses	20,378.69	15,628.82
Artcraft Shop (7202-8500)		
Salaries	919.43	685.58
Supplies & Expenses	1,300.49	1,498.42
Billiards (7237-2500 & 4500)		
Salaries	5,373.58	5,099.26
Supplies & Expenses	13,804.81	13,848.42
Bowling Alleys (7238-2500 & 4500)		
Salaries	5,891.96	6,183.69
Supplies & Expenses	3,828.60	2,583.21
Village Union (7211-2500)		
Salaries	2,571.04	2,506.62
Supplies & Expenses	1,737.75	1,548.43
Village Union (7211-4500)		
Salaries	1,597.63	1,853.69
Supplies & Expenses	<u>5,938.77</u>	<u>7,913.03</u>
Total Expenses	126,610.49	126,264.55
Net Balance	12,484.89	13,093.47

1954-'55 Budget Allowment and Quarterly Expenses and Balances

ITEMS	1954-'55 Budget	Fall '54 Expenses	Jan. 5, '55 Balances	Winter '55 Expenses	Apr. 1, '55 Balances	Spring '55 Expenses	June Balances
<u>AIRCRAFT WORKSHOP</u>							
Instruct. & Promotion	100.00	36.20	13.80				
Photography	50.00	None	50.00				
<u>DANCE AREA</u>	\$300.00						
Friday Nite	200.00	None	200.00				
Saturday Nite	None	+999.07	999.07				
Let's Dance	500.00	127.27	372.63				
Private	None	+116.00	116.00				
Variety	None	+425.53	425.53				
Square	100.00	+ 75.55	175.55				
<u>Special Dances</u>							
Homecoming	None	+1,458.80	1,458.80				
Christmas Semi-Formal	None	169.10	-169.10				
Snow Ball	None	None					
Mardi Gras	None	None					
Stardust	None	None					
<u>FINE ARTS</u>	\$650.00						
Gallery	500.00	37.44	412.56				
Humanities Forum	150.00	72.50	77.50				

1954-'55 Budget Allotment (Continued)

AREAS	1954-'55 Budget	Fall '54 Expenses	Jan. '55 Balances	Winter '55 Expenses	April '55 Balances	Spring '55 Expenses	June '55 Balances
<u>GAMES AREA</u>	\$675.00						
Billiards							
Inst. & Promotion	\$ 50.00	128.44	-78.44				
Tournaments	50.00	None	50.00				
Bowling							
Inst. & Promotion	50.00	None	50.00				
Tournaments	50.00	None	50.00				
Big 10	250.00	None	250.00				
Bridge							
Instr. & Promotion	50.00	59.90	-9.90				
Tournaments	75.00	57.51	17.49				
Game Room Activities	100.00	None	100.00				
Checkers							
Chess							
Scrabble							
<u>MUSIC AREA</u>	\$840.00						
Band Concerts	80.00	None	80.00				
Christmas Sing	35.00	35.44	-.44				
Coffman Musicale	175.00	43.98	131.02				
Folk Song Fests	50.00	16.18	33.82				
Music Listning-Class.	50.00	12.14	37.86				
Music Listning-"Pops"	50.00	None	50.00				
Recording Library	400.00	107.14	292.86				

1954-'55 Budget Allotment - Page 3

AREAS	Budget 1954-'55	Fall '54 Expenses	Jan. 5 -'55 Balances	Winter '55 Expenses	April '55 Balances	Spring '55 Expenses
<u>OUTINGS</u>	\$500.00		\$340.13			
Splash Parties		\$ 20.10				
Rovers		139.77				
<u>RADIO & THEATRE ARTS</u>	\$1,350.00					
Noon Movies	400.00	125.60	274.40			
Noon Varieties	100.00	110.92	-10.92			
Qtrback Sessions	150.00	21.38	128.62			
Talent Bureau	100.00	6.63	93.37			
WMAE	600.00	389.08	210.92			
<u>SOCIAL SKILLS</u>	\$1,200.00					
Charm, Inc.	150.00	201.36	-51.36			
Etiquette	100.00	None	100.00			
Student-Faculty Relations	100.00	None	100.00			
Departmental Coffee Hrs.	400.00	189.00	231.00			
Foreign Student	300.00	284.78	15.22			
Toastmasters	75.00	26.05	49.95			
Toastmistresses	75.00	18.95	57.05			
<u>SPECIAL EVENTS</u>	\$1,500.00					
Open Houses	400.00	282.88	117.12			
Snow Week	None	None	None			
Welcome Week	200.00	232.31	-32.31			
Graduate Student	300.00	None	300.00			
Program Development	600.00	None				

	1954-'55 Budget	Fall '54 Expenses	Jan. '55 Balances	Winter '55 Expenses	April '55 Balances	Spring '55 Expenses	June '55 Balances
<u>PROGRAM OFFICE</u>	\$900.00						
Supplies	\$200.00	109.41	90.59				
Telephone	275.00	109.00	166.00				
Postage	25.00	11.16	13.84				
Travel	400.00	119.93	280.07				
<u>PUBLICITY</u>	\$950.00						
Date Digest	150.00	147.75	2.25				
Gopher Coverage	300.00	None	300.00				
Photo Service	250.00	136.60	117.40				
Union Brochure	150.00	168.85	-18.85				
Union Relations	100.00	None	100.00				
<u>UNION BOARD ACT.</u>	985.00						
Big 10 Convention	400.00	211.82	188.18				
Christmas Cards	50.00	None					
Christmas Dec. Party	25.00	49.88	-24.88				
Leadership Outing	135.00	20.21	114.79				
Merit Recognition	250.00	8.15	241.85				
Miscellaneous	125.00	188.31	-63.31				
Board Reunion Party	None	49.25	-49.25				
Recreation Equipment	None	174.87	-174.87				
<u>TOTAL</u>	\$10,500.00						

FINANCIAL RECAP FOR 1955 SNO WEEK

<u>EVENT</u>	<u>BUDGET</u>	<u>INCOME</u>	<u>EXPENSES</u>	<u>PROFIT</u>	or	<u>LOSS</u>
SNO BALL	\$ 3,200.00	\$1,522.25	\$2,297.08			\$ 774.83
FIELD EVENTS	160.00	29.00	101.40			72.40
HOUSE DECORATIONS	70.00	None	49.36			49.36
KING & QUEEN	130.00	None	108.28			108.28
POLAR PARTY	140.00	46.90	59.34			12.44
SKI TRAIN	2,400.00	2,184.10	2,027.42	156.68		
OFFICE & PROMOTION #280*	864.00	190.00	1,378.65			1,188.65
STYLE SHOW	None	None	49.79			49.79
#ICE CAPERS	2,955.00	1,983.25	2,790.66			807.41
BUTTONS	510.00	1,943.25	597.48	1,345.77		
	<u>\$10,429.00</u>	<u>\$7,898.75</u>	<u>\$9,459.46</u>	<u>\$1,502.45</u>		<u>\$3,083.75</u> .16

TOTAL EXPENSES: \$9,459.46

TOTAL INCOME: \$7,898.75

SUBSIDY \$1,560.71

* #280 - 1000

2) 10000 on 1000 + 1000

229 COFFMAN MEMORIAL UNION
University of Minnesota
Minneapolis 14

14 February 1955

TO: President
Union Board of Governors
231 Coffman Memorial Union

Director
Student Unions
106 Coffman Memorial Union

Program Director
Coffman Memorial Union
229 Coffman Memorial Union

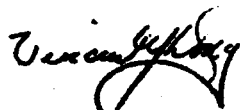
SUBJECT: Report on Poll of "Ice Capers of 1955"

1. Pursuant to your instructions of January 17, 1955, submitted herewith are the results of the three-part poll on the production, "Ice Capers of 1955," sponsored by the Union Board of Governors and held January 13 and 14 at the Williams Arena, University of Minnesota.

2. In view of the results obtained, the continuance of the poll as a medium for securing student, staff, and faculty opinion on matters relating to the Student Unions seems justified.

3. Grateful acknowledgment is made of the assistance of Dr. R. L. Jones, Director of the Research Division, University of Minnesota School of Journalism, who made statistical tests for reliability of the data in Part I of the poll.

4. The undersigned alone, however, is to be held responsible for all interpretations and conclusions in this report. Questions on results not included herein, or on the methodology of the poll are welcomed.



Vincent Y. Dong
Administrative Fellow

3 Incl.

1. Poll of Student Population
2. Poll of Complimentary Pass List
3. Poll of "Ice Capers of 1955" Cast

FOLL ON "ICE CAPERS OF 1955" - PART I
STUDENT POPULATION

PROBLEM

1. Determining the percent of respondents attending "Ice Capers of 1955."
2. Determining the percent of respondents not attending, and reasons therefor.
3. Determining the medium from which respondents first heard or read about the production.
4. Determining which performance respondents attended.
5. Determining the source from which respondents obtained tickets.
6. Determining what respondents liked about the performance.
7. Determining what respondents did not like about the performance.
8. Determining whether respondents favored sponsorship by the Union Board of Governors of an annual ice show.

METHOD

1. Random sampling of student opinion.
2. Sample consisted of top and bottom names on each page of 1954-55 Student Address Book.
3. Each individual in sample was mailed a questionnaire, an introductory letter and a return address envelope.
4. Questionnaires were tabulated according to the characteristics of class, college, and sex, and whether or not respondents attended.

RESULTS*

1. Questionnaires

	T	%
Mailed	428	
Returned	205	47.8
Unusable	5	1.1
Usable	200	46.7

3. College of Respondents

	Universe		Y	Sample		%
	T	%		N	T	
SLA	5166	23.3	8	45	53	26.5
IT	2425	13.9	5	27	32	16.0
GR	2358	13.5	2	27	29	14.5
ED	1949	11.2	9	18	27	13.5
GC	1528	8.7	1	9	10	5.0
IA	1332	7.6	3	12	15	7.5
MED	1040	5.9	3	17	20	10.0
BA	636	3.6	3	7	10	5.0
DEN	416	2.3	1	2	3	1.5
LAW	336	1.9	1	0	1	.5
PH	140	.8	0	0	0	0
UC	57	.3	0	0	0	0
	<u>17383</u>		<u>36</u>	<u>164</u>	<u>200</u>	

2. Class of Respondents

	Universe		Y	Sample		%
	T	%		N	T	
FR	3646	20.9	8	30	38	19.0
SO	3474	19.9	4	39	43	21.5
JR	3800	21.8	8	32	40	20.0
SR	3480	20.4	14	35	49	24.5
GR	2358	13.5	2	26	28	14.0
AS	625	3.5	0	2	2	1.0
	<u>17383</u>		<u>36</u>	<u>164</u>	<u>200</u>	

4. Sex of Respondents

	Universe		Sample	
	T	%	T	%
Male	12430	71.5	128	64
Female	4953	28.5	72	36
	<u>17383</u>		<u>200</u>	

(* Y=Attender N=Non-attender T=Total
M=Male F=Female)

5. Did you attend a performance of "Ice Capers of 1955"?

	<u>M</u>	<u>%</u>	<u>F</u>	<u>%</u>	<u>T</u>	<u>%</u>
Yes	17	14.1	19	26.3	36	18
No	<u>111</u>	85.9	<u>53</u>	73.7	<u>164</u>	82
	128		72		200	

6. If you did not attend, what was the main reason for this?

	<u>M</u>	<u>F</u>	<u>T</u>	<u>%</u>
No time	40	24	64	38.9
Not interested	45	17	62	37.8
Do not like ice shows	11	1	12	7.3
Did not know about it	9	1	10	6.1
Price of admission	3	4	7	4.3
Other reasons	<u>3</u>	<u>6</u>	<u>9</u>	5.6
	111	53	164	

(Balance of the results given below pertain only to those respondents who did attend)

7. Which performance did you attend?

	<u>T</u>	<u>%</u>
Thursday, January 13	4	11.1
Friday, January 14	28	77.8
Both performances	<u>4</u>	11.1
	36	

8. From which source did you first hear or read about the show?

	<u>T</u>	<u>%</u>
Word of mouth	15	41.7
Daily advertisement	12	33.3
Daily news story	5	13.8
Posters	2	5.6
Minneapolis Tribune news story	1	2.8
Television program	<u>1</u>	2.8
	36	

9. Where did you obtain your ticket?

	<u>T</u>	<u>%</u>
Union Ticket Booth	24	66.7
Complimentary Pass	6	16.7
Williams Arena	3	8.3
Others	<u>3</u>	8.3
	36	

10. Should the Union Board of Governors sponsor an annual ice show?

	<u>T</u>	<u>%</u>
Yes	29	80.6
No	6	16.6
Undecided	<u>1</u>	2.8
	36	

11. What did you like most about the show?

	<u>Mentions</u>
Skating	27
"Little Red Riding Hood"	5
Scenery	4
Lighting	3
Music	3
Costumes	2
Play	2
Stage Dancing	2
Ending	1
Soloists	1
"Whole Set-Up"	1

12. Have you any criticisms of the show?

	<u>Mentions</u>
Sound System	30
Stage Show	9
Script	4
"Overall work"	3
Band	2
Price	2
Skating	2
Arena too cold	1
Chorus Line	1
Lighting	1
"Too long"	1

**POLL ON "ICE CAPERS OF 1955" - PART II
COMPLIMENTARY PASSES**

PROBLEMS

1. Determining from which source respondents first heard or read about "Ice Capers of 1955".
2. Determining which performance respondents attended.
3. Determining what respondents liked about the show.
4. Determining what criticisms respondents had about the show.
5. Determining whether respondents felt that those seeing the show left with a favorable or unfavorable attitude toward the University, Union, "Ice Capers," Figure Skating Club.
6. Determining whether respondents favored sponsorship by the Union Board of Governors of an annual ice show.

METHOD

1. Questionnaires, along with an introductory letter and return address envelope were mailed to thirty-seven (37) individuals who were given complimentary passes to a performance of "Ice Capers of 1955."
2. Questionnaires were tabulated according to points cited above.

RESULTS

1. Questionnaires

	<u>I</u>	<u>%</u>
Mailed	37	
Returned	22	59.4

3. Which performance did you attend?

	<u>I</u>	<u>%</u>
Thursday, January 13	8	36.4
Friday, January 14	10	45.4
Both performances	4	18.2

2. From which source did you first hear or read about the show?

	<u>I</u>	<u>%</u>
Word of mouth	14	63.6
Committee membership	5	22.5
Daily news story	2	9.2
Daily advertisement	1	4.7

4. Should the Union Board of Governors sponsor an annual ice show?

	<u>I</u>	<u>%</u>
Yes	18	90.6
No	2	4.7
Undecided	2	4.7

5. Do you believe those seeing the show left with a favorable or unfavorable attitude toward:

	<u>Undecided</u>	<u>Favorable</u>	<u>Unfavorable</u>
University of Minnesota	7	14	1
Coffman Memorial Union	10	12	0
Ice Capers of 1955	5	3	14
University Figure Skating Club	3	16	3

6. What did you like most about the show?

	<u>Mentions</u>
Ice Skating	11
Music	8
Costumes	5
"Little Red Riding Hood"	4
Scenery	5
"Cast put on good show despite the obstacles"	1
"New endeavor in the collegiate field"	1
Staging	1
Theme	1

7. Have you any criticisms of the show?

	<u>Mentions</u>
Sound system	14
"Too much stage, not enough ice"	6
Direction and Continuity	2
Ice and Stage Coordination	2
Music for Vocal Groups	1
Band	1
Speaking Parts	1
"Should be an ice show only"	1

7. Comments

	<u>Mentions</u>
"Good ideas in show, not carried out to capacity"	2
"Just plain ice show only"	2
"Took step backward by adding stage show"	1
"Orchestra too large and too high up"	1
"Spectators most likely did not find it enjoyable"	1
"Performance should have been Friday and Saturday"	1
"Like idea of using stage and position of orchestra"	1
"More practice"	1
"If sound changed, ice and stage might be good"	1
"Need improved lighting"	1
"Show should be annual event"	1
"Unfortunate show did not go well after all that work"	1

POLL ON "ICE CAPERS OF 1955" - PART III

CAST

PROBLEMS

1. Determining what respondents believed to be the high points of the show.
2. Determining what criticisms respondents had of show.
3. Determining number of hours respondents worked on show.
4. Determining whether respondents felt there had been adequate publicity.
5. Determining whether respondents felt that those seeing the show left with a favorable or unfavorable attitude toward the University, Union, "Ice Capers," Figure Skating Club.
6. Determining whether respondents favored sponsorship of the Union Board of Governors of an annual ice show.
7. Determining whether respondents favored including an ice show as part of Sno Week.
8. Determining whether respondents felt that each of following elements were appropriate to the show: music, scenery, singing, lighting, sound, and price of ticket.

METHOD

1. Questionnaires, along with introductory letter and return address envelope, were mailed to sixty (60) members of the staff and cast of "Ice Capers of 1955."
2. Questionnaires were tabulated according to points cited above.

RESULTS

1. Questionnaires

	<u>T</u>	<u>%</u>
Mailed	60	
Returned	30	50

2. Do you believe there was adequate publicity about the show?

	<u>T</u>	<u>%</u>
Yes	21	70.0
No	8	26.7
Undecided	1	3.3

3. Should the Union Board of Governors sponsor an annual ice show?

	<u>T</u>	<u>%</u>
Yes	21	70.0
No	8	26.7
Undecided	1	3.3

4. Should some type of an ice show be part of the Sno Week program?

	<u>T</u>	<u>%</u>
Yes	28	93.3
No	1	3.3
Undecided	1	3.3

5. About how many hours did you personally spend in rehearsals and/or work on the show?

	<u>T</u>	<u>%</u>		<u>T</u>	<u>%</u>
10-19	2	6.7	50-59	4	13.3
20-29	2	6.7	60-69	3	10.0
30-39	4	13.3	Over 70	2	6.7
40-49	10	33.3	Unknown	3	10.0

6. Do you believe that those seeing the show had a favorable or unfavorable attitude towards:

	<u>Favorable</u>	<u>Unfavorable</u>	<u>Undecided</u>
University of Minnesota	21	4	5
Coffman Memorial Union	20	4	6
Ice Capers of 1955	12	16	2
University Figure Skating Club	21	6	3

7. Regarding each of the following elements, do you consider it appropriate to the show?

	<u>Yes</u>	<u>%</u>	<u>No</u>	<u>%</u>	<u>Undecided</u>	<u>%</u>
Musical Score	21	70.0	9	30.0	0	0
Scenery	27	90.0	3	10.0	0	0
Singing	14	43.7	15	50.0	1	3.3
Lighting	19	63.3	10	33.4	1	3.3
Sound	6	20.0	24	80.0	0	0
Price of Ticket	22	73.3	6	20.0	2	6.7

8. What do you think were the high points of the show?

9. Do you have any criticisms of the content and/or management of the show?

	<u>Mentions</u>		<u>Mentions</u>
Skating	22	Direction	8
"Little Red Riding Hood"	9	Rehearsals not well planned	8
Scenery	5	Sound system	7
Music	4	Too much stage show	6
"Dream" Ballet	2	Poor coordination of ice, stage	3
Opening Scene	2	Music unskatable	2
Costumes	2	No team spirit	2
Herman Solo	1	"Skating club should have supported show in an adult manner"	1
"Cooperation of everyone"	1	Musical direction	1
Acting	1	Switch from stage to ice	1
Singing	1	Dialogue long, weak	1
"Sexy number on stage and ice"	1	"Show should have been 3 nights"	1
Severson Solo	1		
"Ideas in show"	1		

10. Comments

	<u>Mentions</u>
"Sound system poor"	6
"Ice C.pers should be skating only"	6
"Impossible to skate to music"	5
"Director and staff were not working together"	4
"Rehearsals were not well planned"	4
"Singing need improvement"	2
"Need better marriage of stage, ice and sound"	2
"Costumes were inappropriate"	2
"Script terrible, needed re-writing"	1
"Must OK for strictly stage show"	1
"Ice props were very good"	1
"Spotlight somewhat slow"	1
"People should realize it was a student show"	1
"Little continuity in producing show"	1
"It was a good show"	1
"Student price good"	1
"Show was good idea and can be worked into something very good"	1
"Stage show should be shortened"	1
"Tremendous experience"	1
"Program should have explanation of show"	1
"Give show last part of January"	1

DISCUSSION

1. Readers are urged to place emphasis on the broad trends and suggestions evident in the findings of all three parts of the poll, instead of undue concern on the specific statistical results.

a. No attempts were made to secure a breakdown by objective characteristics of the samples in Parts II and III, since we were primarily interested in the views and

opinions of respondents in these two categories (complimentary pass list, and cast and staff). We sought to determine whether their views concided or varied with those of the sample of student population. It was felt that there would adequate returns of questionnaires in these two parts to reflect the views of the group concerned.

b. It should be pointed out that in giving the results of the two questions on what respondents liked and criticized in the production, only the frequency with which a point was mentioned is given in this report. Since respondents may have mentioned more than one point in each of these two questions, the total number of mentions will exceed the number of respondents answering.

c. As to attendance of the student population, there seems to be an adequate distribution as to college and sex. However, among classes, a larger proportion of upper classmen (seniors and juniors) attended, than did lower classmen (sophomores and freshmen).

2. From the results of the poll, these points of consensus emerge:

a. A majority of the attenders went to the Friday performance, which is in agreement with figures compiled at Williams Arena.

b. "Word of mouth" was mentioned most frequently as the primary source of information about the show.

c. Skating in general was mentioned most frequently as the element of the production best liked, with the "Little Red Riding Hood" ballet mentioned second most frequently.

d. The sound system received the most number of unfavorable mentions, with the stage play in general mentioned second most frequently.

e. A substantial majority of the respondents favored sponsorship by the Union Board of Governors of an annual ice show.

f. A majority of the respondents felt that those seeing the show left with favorable attitudes toward the University of Minnesota, Coffman Memorial Union, and the University Figure Skating Club, but with unfavorable attitude toward "Ice Capers of 1955."

RECOMMENDATION

In view of criticisms of the stage portions of "Ice Capers of 1955" it would seem that any proposal to produce an ice show combining skating with a stage play should be carefully considered. It would seem safe to expect that a purely "ice" show, maximizing skating sequences, would be an acceptable commodity.

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
March 1, 1955

Members Present:

Jim Bell, Bill Dean, Dick Getchell, Nancy Forte, Russ Tempelman, Mr. Starr, Dr. Shoffner, Mr. Snoke, Pete von Eschen, Roy Talmo, Esther Swanson, Pete Lindberg, Con Nordquist, Mary McDermott, Pris Pierce, Mr. Plank, Mr. Snow.

Members Absent:

Marilyn Schulz, Dr. Work

Guests Present:

Vince Dong, Clifton French, Hans Hopf, Virginia McHugh, S. L. A. Board Representative, Pat Thorn, Daily Reporter.

The meeting was called to order at 7:10 p.m. The President introduced Josephine Hein, President of the Figure Skating Club, and Vince Dong of the Union staff.

The Director reported that the St. Paul Campus Union netted approximately \$500 on their recent Fun Fair which will be added to the fund drive for the new Union building.

Mr. Starr brought out the need for study of the charges made for the use of the Union by non-student groups so that a policy may be set to handle the many requests.

It was mentioned that as yet no replacement has been found to fill the position of Bowling Alley Manager, but that the students are carrying on very well in view of this handicap.

The Director has been asked to assist with some affairs at the National Convention of the Association of College Unions. He mentioned that awards will be given this year to Mr. G. Ray Higgins and to Mr. Minton Anderson, former Directors of the Minnesota Unions by the Association of College Unions in recognition of their contributions in the Union field.

Executive Committee:

A letter has been received from the Social Service Council requesting that the Union Board sponsor the Campus Chest drive next year. The Executive Committee felt that this involved more responsibility than we would want to take on, however, it was felt that we would be willing to assume the responsibility of the Campus Chest Auction. A reply to this effect has been made and final action will probably be taken by the Social Service Council during the spring quarter and we will be informed as to whether or not we will be handling this part of the project.

The Committee recommended that this be the final meeting of the Board this quarter. There were no objections to this recommendation, therefore, the next regular meeting of the Union Board will be held March 29, 1955 in room 320 of the Union at 7:00 p.m.

Program Committee:

The Program Committee recommended that the Board approve the investigation of the possibility of the Noon Varieties Committee conducting a television show. The Committee Chairman has talked with the staff of station KEYD concerning a fifteen minute program. This project would not involve the expenditure of funds as excerpts from previous Noon Varieties Shows would be used. Scripts would have to be cleared with the University Radio and Television Committee. After discussion the following resolution was made.

N-93
Motion K-4251

It was moved to adopt the following resolution.

Resolved that the Union Board of Governors endorse the Noon Varieties Committee in the investigation of possibilities of conducting a television show.

Seconded and carried.

A report on this investigation will be made at the first Board meeting of spring quarter.

The Program Committee presented to the Board for discussion the Let's Dance Program. This is one of the weaker committees and suggestions were asked for to improve conditions. Attendance has been falling off steadily in this area. It was suggested that a small charge be made for this dance instruction as an effort to keep a steady attendance. It was felt that this free dance instruction may be of more interest during fall quarter because of the new freshmen class and possibly this activity could be for spring quarter. If consideration is given to dropping this activity completely the Union policy concerning free dance instruction should be reviewed. This matter was referred back to the Program Committee for further review and consideration.

Byron Warmee reported that as yet we have had no reply to our bid of \$3,600 for Stan Kenton's Bank for the benefit concert and Stardust Dance. The committee will continue to work on this project.

Area Directors were requested to turn in their reports on program activities in their particular areas during winter quarter by March 18, 1955.

Personnel Committee:

The Personnel Committee recommended that the Board approve an all inclusive merit recognition reception or banquet as the case may be, to which all committee members for the past school year would be invited. It was the feeling of the Board that all committee members should be invited, and that keys and certificates would be awarded as in the past, but in view of the limited budget for this event the matter was referred back to the Personnel Committee for study and presentation to the Board at a later date.

House and Finance Committee:

The following recommendations were presented by the House and Finance Committee:

1. That any organized or unorganized group of students may have the privilege of using the facilities of Coffman Memorial Union as long as they comply with the general policies concerning Student Affairs.
2. To affix any financial responsibility of damage to Coffman Memorial Union property done by an unrecognized group. The group, at the time of their meeting shall complete and turn in an attendance roster.

Following discussion it was felt that these recommendations should be referred back to the committee for clarification particularly as to what constitutes a group and more specific explanation of the financial responsibility involved.

The Semi-annual summary of Income and Expenditures for the period of July 1, 1954 to December 31, 1954 was presented to the Board for discussion and review. It was pointed out that bills for rental service were sent out in 1953 and payment was received in 1953 whereas the bills for 1954 were sent out the last of December and payment was not received until January and, therefore, the amounts were not included in the total.

The 1954-55 Program Budget Allotment and Quarterly Expenses and Balances were presented to the Board for review. It was mentioned that figures have changed since the time this report was made. It was recommended by the House and Finance Committee that small ledger books, such as those used by the Student Activities Bureau, be distributed to committee chairmen so that they will be aware of the financial status of their committee at all times and it is hoped they will make careful consideration in the expenditure of the program funds. These ledger books would be reviewed periodically by the House and Finance Committee. This matter will be given further consideration and will be presented for action at a later date.

It was recommended by the committee that we send two staff members to the National Convention of the Association of College Unions in White Sulphur Springs, West Virginia.

N-94

Motion K-424:

It was moved that two staff members, Mr. G. L. Starr and Mr. H. E. Hopf, be allotted funds to attend the National Convention of the Association of College Unions at White Sulphur Springs, West Virginia, April 1, 2, 3, 1955.

Seconded and carried.

Snow Week:

Dick Getchell, chairman of the 1955 Snow Week, presented the financial report on this event to the Board. It was pointed out that although the report shows a subsidy of \$1,560.71 for this event there was an initial investment of over \$800 in costumes, scenery, and equipment for the ice show and these materials can be used in the future.

Mr. Vince Dong presented to the Board his report on the poll taken on the "Ice Capers of 1955". The poll was taken from representative students chosen at random, those individuals who received complimentary tickets, and the members of the cast. The report was reviewed by the Board. Mr. Dong presented the following recommendation: "In view of criticisms of the stage portions of "Ice Capers of 1955" it would seem that any proposal to produce an ice show combining skating with a stage play should be carefully considered. It would seem safe to expect that a purely "ice" show, maximizing skating sequences, would be an acceptable commodity."

Dick Getchell, Snow Week Chairman, reported on the activities of the event. Snow Week was very successful this year as far as participation was concerned. His recommendations for next year include keeping the ticket booth open later, starting the brochure earlier and trying to get more ads in it, Snow Week should be confined to one week, Ice Capers should be separate from the Snow Week general committee in personnel and budget, the Ski Train should be enlarged to accommodate a larger number of students with the possibility of taking a real train to a ski area. The complete report including the individual committee chairmen's reports will be on file in the program office. A scrape book has been made of all the publicity on Snow Week and this will also be on file. Dick was given a rising vote of thanks by the Board members for his fine work.

The University Judiciary Council Proposal was presented to the Board for discussion. After considerable discussion and consideration the Board members were asked to write their comments on the draft and turn them in to the President for forwarding to the All-University Congress.

An Evaluation of the Board Meeting was made by the members and turned over to the President.

N-95

Motion K-425:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 10:45 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary.

UNION BOARD AGENDA

March 29, 1955

- I. Call to Order.
- II. Approval of the minutes of previous meeting.
- III. President's Report.
- IV. Standing Committee Reports
 - A. Personnel Committee
 1. Merit Reception
 - B. House & Finance Committee
 1. Room reservation policy
- V. WMR Commercialization Proposal.
- VI. Big 10 Union Conference suggestions
- VII. Adjournment

FILE COPY
DO NOT REMOVE

FILE COPY
DO NOT REMOVE

MERIT RECEPTION - PERSONNEL COMMITTEE

By-Laws -

III. Sec. G. Article 4f

As it now reads:

"In recognition of service of Chairmen and Committee members of Union Committees and with the approval of the Union Board, give an annual award five weeks prior to the termination of the Board's term of service."

Changed to:

"In recognition of service of Chairmen and Committee members of Union Committees and with the approval of the Union Board, give an annual award within a period of five weeks prior to the termination of the Board's term of service."

UNION BOARD PERSONNEL RECORDS

NAME _____ QUARTER _____ YEAR _____

ADDRESS _____ PHONE _____ CLASS _____

MAJOR _____ COLLEGE _____

CAN USUALLY BE REACHED _____

Where: _____

When: _____

Phone: _____

Please check your Committee Memberships and Area Directorship:

COMMITTEES

AREA DIRECTORSHIP

- 1. Executive _____
- 2. House & Finance _____
- 3. Public Relations _____
- 4. Program _____
- 5. Personnel _____
- 6. Special Committees _____
 - a. Liaison _____
 - b. Orientation _____
 - c. Convocation _____
 - d. Welcome Week _____
 - e. Social Service Council _____

- 1. Dance _____
- 2. Fine Apts _____
- 3. Games _____
- 4. Arts & Crafts _____
- 5. Radio - Television Apts _____
- 6. Social Skills _____
- 7. Special Events _____
- 8. Music _____
- 9. Outings _____

(Over)

MERIT RECEPTION

Sunday, May 8, 1955; 3:00 P.M.

Campus Club

Program to be held in the Campus Club with the reception to follow on the Campus Club Porch.

Program: entertainment, musical preferably.

Proposed Speakers: Freeman, Orville

Presentation of Awards:

Receptions: will be held on the porch, where recipients of awards and guests will meet the Union Board, old and new, and staff. R E F R E S H M E N T S will be served...

RESPONSIBILITIES OF THE AREA DIRECTORS

If your chairmen haven't already filled out Merit Rating Sheets, for this quarter, have them do so before April 9. Be sure they are in the Personnel drawer not later than April 11.*

As area directors, you will be responsible for the recommendation of awards to any deserving people. These recommendations should also be in by April 11.* (at the latest)

* April 11 is the date on which the Personnel Committee will make their final decision.

Date: March 1, 1955

TO: All Union Board Members

FROM: House & Finance Committee

SUBJECT: Use of Coffman Memorial Union Facilities by
recognized and non-recognized organizations

1. That any organized or unorganized group of students may have the privilege of using the facilities of Coffman Memorial Union as long as they comply with the general policies concerning Student Affairs.
2. To affix any financial responsibility on damage to Coffman Memorial Union property done by an ~~organization~~ *group*, the group at the time of their meeting shall complete and turn in an attendance roster.

NOT recognized group

POLICY GOVERNING CONFERENCE ROOMS

1. Conference rooms shall normally include the following:

315 326 344
320 327 345
325 343 346

Dining rooms when available may be used as conference rooms at the rate applicable to other meeting rooms. Such rooms may be scheduled at the Information Desk after 8:00 a.m. on the morning of the day of the meeting.

2. Rooms shall be reserved at the Information Desk for one meeting only. Groups shall be permitted to make future reservations one day prior to the previously scheduled event.
3. No advance room reservations shall be accepted for individual piano practice, however individuals may be assigned a room for that purpose at the time of need if such a room is available.
4. The conference rooms shall normally be available to all approved groups. Such groups shall be:
- a. Organizations approved through the Office of the Dean of Students.
 - b. A University Dept. or
 - c. A non-University group where it is in the interest of the University to accommodate them.
5. Conference rooms shall be available to ~~non-recognized~~ student groups provided they comply with the general policies concerning student affairs. Such a group shall be defined as consisting of three or more individuals, two-thirds of which shall be currently enrolled at the University. The representative of such a group requesting meeting room space shall complete a signed statement explaining the purpose of the meeting and shall make payment in advance of any estimated charges. Rates shall be the same as charged to recognized student organizations. The Director or his representative may deny the use of meeting room space if the granting of such request appears to be inconsistent with existing Union and University policies.

REQUEST FOR MEETING ROOM SPACE BY NON-RECOGNIZED
STUDENT GROUP

Time and date of meeting _____

Number expected to attend _____

Purpose of meeting _____

Name and profession of speaker _____

Is speaker a member of the University of Minnesota faculty, staff
or student body? (yes) (no)

If not has speaker approval been secured from Dean of Students? _____

Number of University ⁶²students expected to attend _____

Number of non-University ~~students~~ ²¹ expected to attend _____

Date _____ Signed _____

Phone _____ Address _____

C O P Y

UNIVERSITY OF MINNESOTA

Minneapolis 14

Office of the Director of
University Relations

March 4, 1955

Mr. James Ramsberg
WMNR, 321 Union Building

My dear Mr. Ramsberg:

Under the radio policy of the University, it will be possible for you to carry programs under commercial sponsorship over WMNR. So there can be no criticism, I should like to know the sponsor and work with you in the approval of the commercials.

The problem of WMNR supplying feeds to commercial radio stations when the programs involve intercollegiate athletic contests is not an easy one, and can be handled only within the framework of University policy, which in the first instance must be cleared with the Athletic Department since obviously two educational institutions are involved in each such broadcast.

Sincerely yours,

(signed)

William L. Nunn, Director
University Relations

UNION BOARD'S PREVIOUS CONSIDERATION OF
COMMERCIALIZATION OF WMR

Now Business: There was quite a bit of discussion on the advantages and disadvantages of commercializing radio station WMR. There also was some question as to whether this would be in opposition to University policies, and if the profit from this commercializing should flow back into the Union.

A motion was made and defeated to refer this matter to the Liaison Committee.

A motion was made and defeated to refer this matter to the Sterring Committee.

^{N-96}
Motion I-137: A motion was made and passed that the chairman of the House, Finance, Public Relations, and the Sponsor of WMR be the members composing a committee to discuss this matter and present the results to the Board next week. 11-7-51

^{N-97}
Motion I-141: Mr. Arnason moved that the Union Board committee, along with representatives of the staff of WMR, draw up a proposed plan of operation for the commercialization of WMR to be presented to the Union Board for approval. The motion was seconded and passed. 11-7-51

^{N-98}
Motion I-142: Mr. Arnason moved that the research into the commercialization possibilities of WMR and the report that is to be presented to the Union Board concerning a possible organization of the entire program be channeled in the same manner concerning final authority as now exists, under the exclusive control of the Union Board itself. 11-7-51

A motion was made and defeated to table the motion.

^{N-99}
Motion I-143: After further heated discussion, a motion was made, seconded, and passed for moving the question. 11-7-51

Motion I-142 was carried.

^{N-100}
Motion I-156: The Union Board of Governors approves the commercializing of WMR and requests a committee composed of the President of the Board, the WMR sponsor, and two representatives from WMR to present this policy question to the Senate Committee on Student Affairs. 11-7-51

Amendment I to Motion I-156: The word "commercializing" was to be struck out and "to sell air time" was to be put in its place. This amendment was passed.

Amendment II: In the statement to the Senate Committee, all questions of operational policies of WMR be settled from time to time by the Union Board. This amendment was passed.

Amendment III: It was moved that before any action on Motion I-156 be taken that a statement be secured from the Senate Committee on Student Affairs and Vice President Malcolm Willey as to whether or not the Union Board

Union Board's Previous Consideration of
CommercIALIZATION of WMMR

-2-

was subject to the Senate Committee's jurisdiction. This motion was defeated.

The entire motion with amendments is stated as follows:

The Union Board of Governors approves the selling of air time on WMMR and requests that a committee composed of the President of the Board, the WMMR sponsor, and two representatives from WMMR present this policy question to the Senate Committee on Student Affairs. In the statement to the Senate Committee, all questions of operational policies of WMMR are to be settled from time to time by the Union Board. This entire motion was finally passed with a ten to five roll call vote. Votes for and against are as follows: 11-14-51

Against

Al Arnason
Hal Harrie
Jay Pinzel
Dorothy Snyder
Donald Woods

For

Jim Booth
Beverly Canfield
Dale Epland
Jim Hayness
Nancy Erickson
Liz Hall
Les Hansen
Shirley Matzoll
Ralph McCarthy
Wayne Taves

N-161

Motion I-228: A motion was made and passed approving WMMR's having an extension or an additional telephone line put in, depending on the comparative cost after the item has been checked by Building and Grounds. 1-16-52

N-162

Motion I-229: A motion was made and passed to send our approval of WMMR's selling of air time to Vice President Willey for action. 1-16-52

March 29, 1955

PROPOSED MOTION SUBMITTED TO THE UNION BOARD OF GOVERNORS BY WMMR

The Coffman Memorial Union Board of Governors hereby concurs with the recent decision of the University of Minnesota's Radio-Television Policy committee and sanctions the immediate commercialization of radio station WMMR.

BACKGROUND OF WMMR PROPOSAL

A recent letter from Mr. William Nunn of the University of Minnesota's Radio-Television Policy committee to WMMR stated that the committee approves the commercialization of WMMR. The only stipulation within the committee's decision is that all paid commercials to be broadcast on WMMR be approved by the office of Mr. Nunn and stay within the boundaries of discretion and good taste.

The staff of WMMR now asks the Union Board of Governors for final approval of this measure for the following reasons:

1. Commercialization of WMMR in no way conflicts with the policies of the University of Minnesota or Coffman Memorial Union.
2. Commercialization of WMMR in no way conflicts with station policies as submitted by John Peter Fenney and accepted by the Union Board of Governors in 1953.
3. Commercialization of WMMR in no way conflicts with the policies of the Federal Communications Commission, the governmental agency which has sanctioned WMMR to operate as a "wired-wireless" station.
4. Commercialization of WMMR will serve a two-fold purpose in aiding the station to attain its ultimate goal of serving more listeners with the finest technical and programming standards possible. This means that:
 - a. Revenue obtained from commercialization will permit the addition of audio equipment which will raise broadcast fidelity.
 - b. Reception will be improved in the dormitories which furnish WMMR's basic audience.
 - c. Expansion to fraternities and sororities will soon become a reality.
 - d. It may become possible to furnish programming to the St. Paul campus and University village. (This was recommended by the Union Board of Governors on April 4, 1952.)
 - e. The scope of programming will be widened to include remote broadcasts and productions which are now financially impractical.
 - f. WMMR will be finally able to obtain a teletype which is invaluable to its function as a news reporting media.
 - g. Additions to WMMR's music library will be made to provide listeners with the finest music of all types.
 - h. An electrical transcription library will be installed and maintained. (This was recommended by the Union Board of Governors on April 4, 1952.)

- i. The eventual plan of paying employees of the station will become feasible. This will reward the loyal service given WMR by its present staff members and give incentive to the aims of better programming.
- j. These improvements comprise a rather small list of things that can, and if this proposal is passed, will be done at WMR.

The staff of WMR submits the above reasons as being basis enough to commercialize the station. Although this move may be considered radical by some, it must be remembered that without commercialization, these improvements cannot be made and will remain only in the hopes of WMR, which since its beginning in 1948 as WCMU, has had one basic goal -- that of serving the students of the University of Minnesota. We ask, therefore, that the Union Board of Governors help WMR achieve this goal, and that the motion proposed be considered and accepted immediately.

March 29, 1955

HOUSE AND FINANCE

Motion N-105 moved to accept the policy governing conference rooms as presented by the house and finance committee with the exception of the first two sentences of paragraph 5 read as follows: "conference rooms ; shall be available to qualified personnel provided they comply with the general policy concerning student affairs. Such personnel shall be defined as consisting of three or more individuals 2/3 of which shall be currently enrolled at the University.

supersedes

7
1

COPY

March 15, 1955

Mr. Gordon L. Starr
Director of Student Unions
Coffman Memorial Union
University of Minnesota
Minneapolis, Minnesota

Dear Mr. Starr:

Most of the Union Convoys are off the road and bedded down for the year, but the planning end of all conferences is in the embryo stage. Hence, the reason for this letter.

As a member of the Big Ten Executive Committee, I am particularly interested in the relations of the Big Ten Conference to the Region Conferences.

I feel very strong that the Big Ten Conference must be and has been an aid to the Region meetings. I am sure that all of us agree that a Big Ten workshop which draws together Unions of like sizes, background, and problems is invaluable. At the same time such collectivism must not weaken the regions. The reports that the Executive Committee received at our Chicago meeting from the Regions Conferences held thus far, indicate that the training and experience gained from the Big Ten Conference benefited the Regions. I know this was true in my case.

It would be highly desirable if the following three proposals were seriously discussed and considered at the National Association meeting in April.

1. A Big Ten Conference on an Annual basis. For the following reasons I favor the proposal:
 - (a) Continuity for any plans is the key to following through on various suggestions made at the conferences.
 - (b) Since Union officers change every year, it is desirable that future officers broaden their scope of Union knowledge and concepts. We cannot be assured that future officers would be in attendance at a biennial meeting.
 - (c) Communication between the Unions is a natural problem and to allow a two year span to lapse before a real "elbow to elbow" get together would not help the exchange of ideas and progress.

March 15, 1955

2. Permanent or early approval of the Big Ten Conference subject to its annual success. From the standpoint of the planners of the conference, this proposal would be ideal. In order to evaluate, extend location bids, schedule, select worthwhile topics and to prepare discussion leaders, etc., time is of the essence. If the Executive Committee knew it had the authority, the plans could be started early and on a definite basis. Since the Big Ten directors meet late in the spring or summer, we lose valuable working months.

I realize that several of the directors will want to review the Conference and its affects for very valid reasons. Perhaps temporary approval could be given immediately following the Big Ten Conference until the Directors' meeting in the spring.

3. Authority and recognition of the Executive Committee. In the past, the Executive Committee has operated and met as an elected group without formal recognition and authority from the Big Ten Directors. Out of necessity we have proceeded in our arrangements before the Conference has been approved in any form or on any basis. I am sure that I speak for the Committee when I say that we sincerely desire your vote of confidence and express recognition so that coordination between the committee and the Directors can be improved.

Financial matters creep into all of our plans and conferences are not an exception. We are working to keep the fees low and arranging the conference site at a central location to reduce the transportation costs.

In closing this lengthy disertation, I want to stress the Psychological benefits of conferences. For two years I have seen Union personnel return from conferences amazed and impressed with the scope and importance of Union work and purposes. This type of feeling is what inspires offices and lesser subordinates to work just a little harder and with more maturity.

Hard work, inspiration, maturity, and knowledge are the elements that develop Unions as assets to the universities that they are dedicated to serving.

It is my hope that this letter will be helpful and informative.

Sincerely,

Richard L. Pinkerton
Executive Secretary, Michigan Union
Big Ten Executive Committee

THE STATE UNIVERSITY OF IOWA
Iowa City
Iowa Memorial Union

March 10, 1955

Office of the Director

Mr. Gordon L. Starr, Manager
Coffman Memorial Union
University of Minnesota
Minneapolis, Minnesota

Dear Mr. Starr:

The following is the report of the Big Ten Student Executive Committee held at the LaSalle Hotel on February 6, 1955.

First, we want to clarify our position in regard to the letter sent to all of the Directors in December which seems to have been partially misinterpreted. We realize that the conference is very tentative and that it must be approved by the Big Ten Directors. It was felt that tentative plans prepared by the Committee would give the Directors an opportunity to see what the Committee is striving to accomplish and at the same time would facilitate the planning of a conference later on if approved. All of our plans are in the open and tentative.

The Regional Meetings were discussed and it was felt that meetings held in Regions V, VI, and VIII this year were excellent and much improved over last year. This could be partially due to the fact that at the Big Ten Conference emphasis was placed on the Regionals and also that the experience gained there prepared many of the participants for roles as Discussion Leaders and Planners for the Regional Meeting. Therefore, we feel that the Big Ten Conference is beneficial to all concerned.

The following are the Student Executive Committee Recommendations:

1. That the Big Ten Directors authorize the Student Executive Committee to accept Wisconsin's bid to act as host school by providing the facilities of George Williams Camp located 70 miles southeast of Madison, Wisconsin.
2. That the dates of the conference be tentatively set for October 14-16, barring any conflicts that might arise as a result of Regional Meetings being held at the same time.
3. That the Big Ten Directors authorize the Student Executive Committee to extend an invitation to all schools acting as host schools for their respective Regional Meetings so that they might attend the Big Ten Conference in order to gain some experience in organizing and planning a conference.

Mr. Gordon L. Starr, Manager

-2-

March 10, 1955

4. That the limitation of delegations (five members including staff) be continued and that the conference retain "Workshop" Atmosphere.
5. That the Big Ten Conference be established definitely on an annual basis in order to insure continuity.

We hope that this information will be of value to you in discussing The Big Ten Student Conference for next year at your Directors Meeting in April.

Sincerely yours,

Socrates Pappajohn, Chairman
Big Ten Student Executive Committee

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
March 29, 1955

Members Present:

Jim Bell, Marilyn Schulz, Alden Galbraith, Nancy Forte, Mr. Plank,
Pete von Eschen, Roy Talmo, Russ Tempelman, Mr. Snoke, Bill Dean, Con Nordquist,
Mary McDermott, Pris Pierce, Pete Lindberg, Esther Swanson.

Members Absent:

Dr. Shoffner, Mr. Snow, Mr. Starr, Dick Getchell, Byron Warmee.

Others Present:

Mr. Hans Hopf, Assistant to the Director, Hugh Smith, Jim Ramsberg, of station
WMMR, Pat Thorn, Daily Reporter, Betty Berg, Daily Editor, Mr. French,
Mr. Seamans, Mrs. Timothy, Virginia McHugh, S. L. A. Board Representative.

The meeting was called to order at 7:20 p.m. The minutes of the meeting of March 1,
1955 were approved.

A Gopher photographer was present and took pictures of the standing committees.

The President asked that the Board members fill out the form provided giving
their class schedule for the spring quarter. He also requested that those
area directors who have not turned in their winter quarter evaluation sheets
have them in by the end of the week. The job evaluation sheets for the Board
members manuals have not been made out and the President asked that these be
completed as soon as possible.

It was mentioned that Mr. Hopf was representing Mr. Starr who is in route to
the conference at Greenbrier. Mr. Hopf will be leaving the end of the week
to take part in the conference.

Each year a committee of five consisting of two members selected by the Union
Board, one appointed by the All-University Congress, one appointed by the
Dean of Students Office and one by the Vice President of Academic Administration,
appoints six new student members for the Board. The President recommended that
Esther Swanson, and Mr. Snoke be appointed to this committee.

N-103
Motion K-426.

It was moved to accept the recommendation of the president that Esther Swanson
and Mr. Snoke be appointed to the committee for the appointment of six new
student members for the Board.

Seconded and carried.

The President pointed out that in the next three weeks it will be important
for the Board members to complete any unfinished work especially with the
various committees because the new Board will soon be taking office and the

Board will be concerned with orientation of the new Board members.

The President presented to the Board for approval the resignation of Dr. Mork. Dr. Mork found that with his professional commitments he was unable to give the necessary time to being an effective Board members.

N-104
motion K-427:

It was moved to accept the resignation of Dr. Mork.

Seconded and carried.

It was announced that the Board meeting would be broadcast to the dormitories by station WDMR beginning at 8:00 p.m.

Personnel Committee:

The committee presented an amendment to Section III G. Article 4f of the By-Laws as follows:

III. Sec. G. Article 4f

As it now reads:

"In recognition of service of Chairmen and Committee members of Union Committees and with the approval of the Union Board, give an annual award five weeks prior to the termination of the Board's term of service."

Changed to:

"In recognition of service of chairmen and Committee members of the Union Committees and with the approval of the Union Board, give an annual aware within a period of five weeks prior to the termination of the Board's term of service."

As the By-Laws now read the merit reception would have to be held very shortly and it would conflict with other plans. The amendment provides that the annual awards be given within a period of five weeks prior to the termination of the Board's term of service. The amendment will be posted in the Board Office and action will be taken at the next meeting.

The Campus Club has been reserved for Monday, May 8, 1955, for the Merit Reception. The tentative program includes entertainment, preferably musical, a speaker, presentation of awards, and refreshments.

Area Directs will be responsible for the recommendation of awards to any deserving people and are therefore, urged to turn in Merit Rating Sheets before April 11 as the Personnel Committee will make their final decision on that date.

House and Finance Committee:

The committee is in the process of revising the House Rules and presented to the Board the Policy Governing Conference Rooms for approval. Following discussion a motion for approval was made.

N-105

Motion K-428:

It was moved to accept the Policy Governing Conference Rooms as presented by the House and Finance Committee with the exception that the first two sentences of paragraph five read as follows:

"Conference rooms shall be available to qualified personnel provided they comply with the general policies concerning student affairs. Such personnel shall be defined as consisting of three or more individuals, two-thirds of which shall be currently enrolled at the University."

Seconded and carried.

Mr. French reported on the New St. Paul Campus Union benefit show. The signed contracts have been received from Duke Ellington for Friday, May 20 and Saturday, May 21, 1955, for the concert at Northrop Auditorium on Friday, and the Stardust Dance on Saturday. This project has been approved by the Social Service Council. Mr. French mentioned that the concert will be promoted throughout the Twin Cities and the dance will be promoted on campus. He also mentioned that the Board will have to decide soon the manner of allocation of the receipts of these two events. A report on the project will be given next week by George Meyer the general chairman.

A question was raised as to the chairmanship. The Executive Committee of the Board previously approved George Meyer's appointment as Stardust Dance chairman, but no action has been taken in regard to his chairmanship of the benefit show.

N-106

Motion K-429:

It was moved that George Meyer be appointed chairman for the Stardust Dance and the St. Paul Campus Union fund drive benefit concert.

Seconded and carried

WAMR Commercialization Proposal:

Jim Ramsberg of station WAMR presented to the Union Board the following proposed motion submitted by WAMR.

"The Coffman Memorial Union Board of Governors hereby concurs with the recent decision of the University of Minnesota's Radio-Television Policy Committee and sanctions the immediate commercialization of radio station WAMR."

Mr. Ramsberg also presented a letter from Mr. Nunn the Director of University Relations stating that it will be possible for the station to carry programs under commercial sponsorship and suggesting that commercials be approved through University Relations in order to avoid criticism.

Excerpts from Union Board Meeting Minutes of 1951 and 1952 giving previous action and information on commercialization of the station were presented to the Board for review.

It was mentioned that this matter was presented to the Board for discussion in order that the Board will be well informed and that the proper committees of the Board will be carefully reviewing the problem and will make recommendations at a later date. The proper officials and organizations will be consulted before recommendations are made.

The proposal was made by the station with the thought in mind that the station might be self-sustaining and that the station might be self-sustaining and that the money obtained from commercials would be used to purchase and improve the equipment and programming of the station, and thereby better serve the campus population. It is the intention of the station to keep the commercials at a minimum and in good taste.

A question was raised as to whether or not there were individuals or groups interested in purchasing advertising time. Mr. Ramsberg stated that they were very confident of selling time.

The matter of rates was discussed briefly. Mr. Ramsberg stated that they will be either flexible or flat and will be high enough to be beneficial to the station but not overly high so that they would be unattractive. This matter will be considered by the appropriate committee. Rate schedules are being obtained from other collegiate stations to in the study of this aspect.

A question was raised as to the need of physical expansion under this program. Mr. Ramsberg said that at present they would like more office space but realize the need of conference rooms. The staff of the stations feels that they can operate in their present quarters for sometime, but eventually they may need space. This will depend on the development of the station.

It was mentioned that this plan would not require any initial outlay of funds and that the station will expand operations when they have sufficient funds.

The question of the stations relationship to the Union Board should this proposal be adopted was raised. It was felt that the whole matter should carefully be studied; the history of the station and its original purpose should be taken into consideration as well as the ultimate goal. It was also mentioned that commercialization was not the only answer, as the Union Board could allot this committee more funds should it so desire. Mr. Snoke mentioned that the Senate Committee on Student Affairs is now studying the problem of commercializing student activities. Roy Talmo who is a member of the committee asked the permission of the Board to present this proposal for study at the next meeting.

It was suggested that the authority to limit commercials be given the Union Board.

It was asked whether or not this proposal would be feasible under the FCC. Mr. Ramsberg said that it would be possible to commercialize the station but that permission would have to be obtained if extensive expansion were undertaken.

It was felt by many Board members that the station should not try to copy commercial stations, but that a unique type of programming especially attractive to University students should be undertaken by the station.

It was suggested by the President that this investigation be made as rapidly as possible, but if it is not completed within a week that recommendations be delayed until such time as definite action could be taken.

A report on this matter will be given next week and at that time the station would like approval on a trial basis in order that they may broadcast the home baseball games during spring quarter.

Big Ten Union Conference Suggestions:

Two letters addressed to Mr. Starr, one from Mr. Richard Pinkerton of the Big Ten Executive Committee, and one from Mr. Socrates Pappajohn, Chairman, of the Big Ten Student Executive Committee, were presented to the Board. The letters asked for suggestions on the Big Ten and Regional Conferences and whether or not both conferences should be continued. The Board was asked to give their opinion on the matter so that Mr. Starr may be informed as this will be discussed at the National Conference of the Association of College Unions. After discussion it was the consensus of the Board that both conferences should be continued. The President stated that he will write Mr. Starr to inform him of the Board's reaction.

New Business:

A report of the evaluation sheets written out at the March 1, 1955 of the Board will be made at the next meeting.

The Personnel Committee is designing new Merit Certificates. Anyone interested in the project was asked to stop at the Board office to approve the designs.

Mr. Clifton French, Program Director, will be leaving this week to take over his duties in Edina. A rising vote of thanks was given for the help Mr. French has been to Board members and for the work he has done.

Mr. French thanked the Board and suggested that they make the orientation program for the new Board members the best possible and that they be on the lookout for well qualified personnel to fill the Board positions.

Pris Pierce invited the Board to Pierce Turkey Farm No. 4 on a weekend before the end of spring quarter. The date can be decided at a later time.

N-107

Motion K-450:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Hans E. Hopf
Acting Recording Secretary

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
April 5, 1955

Members Present:

Jim Bell, Russell Tempelman, Pete von Eschen, Dick Getchell, Byron Warmee, Mr. Snoke, Nancy Forte, Bill Dean, Con Nordquist, Alden Galbraith, Mary McDermott, Marilyn Schulz, Dr. Shoffner, Mr. Plank, Esther Swanson.

Members Absent:

Pete Lindberg, Pris Pierce, Roy Talmo, Mr. Snow, Mr. Starr.

Others Present:

Pat Thorn, Daily Reporter, Virginia McHugh, S. L. A. Board Representative, Paul Larson, Manager, St. Paul Union, Dave Seamans.

The meeting was called to order at 7:10 p.m. The minutes of the meeting of March 29, 1955, were approved.

The President mentioned the projects which should be completed as soon as possible namely the Board Members' Manuals, personnel and area directors' reports, new Board members orientation program. Board members were asked to be as complete and as thorough as possible in completing the manuals so that they give as much information as possible to new Board members. He also asked Board members to encourage any qualified people to file for election or appointment to the Board.

Public Relations:

Alden Galbraith reported that the suggestion boxes are being constructed and will be ready for installation possibly within a week. The Public Relations Committee is getting underway and their first project this spring will be a publicity campaign for the Art-Craft Shop. This will be an experiment to see just what the committee can do and will also serve to train the committee. The Art-Craft Shop was arbitrarily chosen as the first area to be publicized. The committee plans an over-all program which will acquaint the student body with the Union Board and its functions. Mr. Galbraith concluded with the comment that any suggestions which the Board might have that could be used at this time or passed on to future Board members would be very welcome.

Program Committee:

The Program Committee met on Tuesday afternoon, April 5, 1955, to discuss various program matters which have been pending.

The possibility of televising former Noon Varieties programs on station KEYD has been dropped as the station has withdrawn its offer of free time.

The Lets Dance program was discussed. The basic question is whether or not the Union should sponsor free dance instruction. The committee felt that the program should be continued but that the problems of this area could not be remedied this spring quarter. The main difficulty in the area is personnel and it was felt that fall quarter would be the best time for a reorganization of this area. A report on the Lets Dance program incorporating suggestions made this year and in the past will be presented to the new Board's Dance Area Director.

The allocation of funds from the St. Paul Union benefit show and the Stardust Dance was discussed. It was the committee's recommendation that the profits of both events minus any loss incurred be equally divided between the St. Paul Campus Union Fund Drive and the Coffman Memorial Union program budget. This was agreeable to all present and it was felt that this would insure promotion of both events.

N-108
Motion K-431

It was moved to accept the report and recommendations of the Program Committee:

Seconded and carried.

MINNESOTA ROVERS:

A few of the presently active members of the Minnesota Rovers joined the meeting. The proposed Rules of Operation and By-Laws of the Minnesota Rovers had been distributed to the Board members prior to the meeting. Questions, comments, and suggestions were asked for by the Rovers.

Background on the organization of the Rovers was given by Con Nordquist. Comments on the activities of the Rovers this school year were given by members of the Rovers.

The Rules of Operation and By-Laws were reviewed by the Board and it was the general concensus that active membership should be more clearly defined and that a section setting forth the financial procedures of the group be included.

The revised Rules of Operation and By-Laws will be presented for approval at the next meeting of the Board.

OLD BUSINESS:

The amendment presented at the last meeting by the Personnel Committee was presented for action.

As it now reads:

III. Sec. G. Article 4f

In recognition of service of Chairmen and Committee members of Union Committees and with the approval of the Union Board, give an annual award five weeks prior to the termination of the Board's term of service.

The amendment:

III. Sec. G. Article 4f

In recognition of service of Chairmen and Committee members of the Union Committees and with the approval of the Union Board, give an annual award within a period of five weeks prior to the termination of the Board's term of service.

N-109
Motion K-432:

It was moved to accept the amend to III. Sec. G. 4f.

Seconded and carried.

Byron Warmee commented on the Coffman Union Weekly Activities Review which was passed out to the Board members.

Virginia McHugh passed out the S. L. A. Board Newsletter to the Board members.

N-110
Motion K-433:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 8:25 p.m.

Respectfully submitted,

David M. Seamans
Acting Recording Secretary

UNION BOARD AGENDA

April 5, 1955

**FILE COPY
DO NOT REMOVE**

- I. Call to Order.
- II. Approval of the minutes of previous meeting.
- III. President's Report.
- IV. Standing Committee Reports
 - A. Public Relations Committee
 - B. Program Committee
- V. Proposal for the operation of the Rovers
- VI. Approval of Amendment to the By-Laws
- VII. Adjournment

MINNESOTA ROVERS

RULES OF OPERATION

I. Name

The name of this group shall be the "Minnesota Rovers", hereinafter called the "Rovers", and it shall be under the over-all guidance of the Union Board of Governors.

II. Purpose

A. General

To make available an appreciation of and a participation in informal outdoor recreation through group outings.

B. Specific

1. To provide outing opportunities for University people.
2. To encourage the skilled person to share with the novice in order that all may learn to make the most of and enjoy to the fullest their outing experiences.
3. To develop leadership qualities.

III. Membership classification

A. Active members or "Rovers"

Those who have met specific participation requirements as stated in the By-Laws. They are the patch-wearing members.

B. New members or "Tenderfeet"

All interested people who have not yet completed specific participation requirements for active membership.

IV. Governing Body

A. Officers (Composing Executive Committee)

1. Chairman
2. Trips Director (Vice Chairman)
3. Secretary)
4. Treasurer) Can be combined
5. Equipment Chairman
6. Publicity Chairman (or two Co-Chairmen)
7. Union Board Area Director

B. Qualifications

1. All officers except the Area Director must be Active members and regularly enrolled students.
2. Officers shall be elected once a year as stated in the By-Laws.

Minnesota Rovers - Rules of Operation

C. Advisor shall be a member of the Union Program Staff.

D. In the event no officers are available, the Area Director may assume the duties of Chairman.

V. Changes and additions

A. Must be submitted in writing to all Active members presently living in the Twin Cities community, and posted in the Rover Office at least two weeks before voting takes place.

B. Amendments to these Rules of Operation shall become effective by approval of two-thirds of the Active members present, where two-thirds of the total Active membership now living in the community shall constitute a quorum, and by approval of the Union Board of Governors.

VI. These Rules of Operation shall become effective immediately upon their approval by the Union Board of Governors and their ratification by a majority of all voters voting on them.

MINNESOTA ROVERS

BY-LAWS

I. Meetings

- A. There shall be four regular meetings of the membership each year. They shall occur: One within the first ten days of each quarter and one in the month of February. The three at the beginning of each quarter are for the purpose of outlining the program for the quarter and for encouraging students to become active members. The February meeting is for the purpose of electing officers.
- B. Other meetings of the membership shall be called as deemed necessary by the Chairman and the Executive Committee, or by the members themselves. It is stressed, however, that the objectives of the Rovers shall be attained by activities outside, and that the meetings serve only to make these activities available.
- C. All meetings of the membership and of committees shall be open to the entire membership.
- D. Those attending a meeting shall constitute a quorum, except as specified in the Rules of Operation, Article V, and the By-Laws, Article VIII.

II. Committees

- A. There shall be standing and special committees. The standing committees shall serve at all times. The special committees shall serve during the time the need they satisfy exists.
- B. The standing committees shall be: Executive Committee, Trips Committee, Equipment Committee, and Publicity Committee.

The Trips Director, Equipment Chairman and the Publicity Chairman shall be the chairmen of their respective committees. They shall select their committee members from the general membership. Tenderfoot as well as Rovers may serve on these committees.

1. Executive Committee

- a. The Executive Committee shall be composed of the officers of Rovers and the Outings Area Director.
- b. The Chairman of the Rovers shall act as the chairman of the Executive Committee. He shall appoint all special committee chairmen and other special officers, subject to approval by the Executive Committee.
- c. The Secretary of the Rovers shall act as the secretary of the Executive Committee. He shall keep all of the permanent records of the organization.

Minnesota Rovers - By-Laws

- d. The Treasurer shall handle the finances. He may secure what aid he needs but shall not have a standing committee.
- e. The Executive Committee shall meet at least once every other week.
- f. Any member of the Executive Committee except the Outings Area Director, who has three unexcused absences from Executive Committee meetings, shall automatically lose his office and be replaced as stated in Article V, Section E.
It is desired that the Area Director attend as many meetings as possible.

2. Trips Committee

- a. The Trips Director shall be chairman of the Trips Committee.
- b. This committee shall plan a program of trips. The trips program shall be presented to the Executive Committee in time for them to present it at the opening meeting of each quarter. Since the purpose of the Rovers is to participate in activities, there shall be no general requirement of approval by the Executive Committee of individual trips. It may occur that trips will be planned on short notice to fill the needs of the membership.
- c. The Trips Director shall, with the approval of the Staff Advisor, appoint or approve all trip leaders. The trip leaders shall be chosen for ability and for the welfare of the participants. In general, the trip leader shall find helpers, but no formal committee for an individual trip need be organized. The trip leader is responsible for the leading of the trip, and in the event that he cannot go on the trip because of some emergency, he should find some qualified person to take his place.
- d. A trip fee of ten cents per person will be charged for every person except staff members and chaperones, on every trip where Rover-owned equipment is used. This money will go into the Rover Incidental Fund, which will be used to cover the cost of lost or damaged equipment and other small miscellaneous expenses unforeseeable on the regular budget.

3. Equipment Committee

- a. The equipment Chairman shall be chairman of the Equipment Committee. He is responsible for the acquisition, maintenance, and rental of Rover equipment.
- b. The Equipment Committee shall be responsible for instruction in the proper use of all equipment.
- c. The Equipment Committee shall aid the Chairman in the maintenance and procural of equipment. All major items must be submitted to the Executive Committee for approval. All purchases must comply with the regulations of the Union Board of Governors.

Minnesota Rovers - By-Laws

4. Publicity Committee

- a. The Publicity Chairman shall be chairman of the Publicity Committee. The committee shall be responsible for publicizing all meetings, trips and activities.

C. Special Committees

These shall include the Nominating Committee and any other committees which are found necessary. These committees shall be appointed for specific purposes. The duties of the Nominating Committee are outlined under Article V.

- D. Committee Chairmen, except as noted below, shall appoint their own committees.

The membership of the Executive Committee must meet with the requirements of the Rules of Operation and the By-Laws, and therefore is not appointed by the Chairmen.

- E. The Staff Advisor shall be an ex-officio member of all committees.

III. Membership

A. Who may belong

Anyone living near enough to the University to participate may belong to the Rovers. However, since this is a Union-sponsored organization, only regularly enrolled University students may serve on the Executive Committee.

B. Requirements for Active membership

- 1. To become an "Active" member, or a "Rover", the prospective member must earn 16 points by going on trips and doing some work coincident with these trips or in the maintenance of equipment, etc. All members who have not yet earned their 16 points are designated "Tenderfoot". When a Tenderfoot becomes a Rover, it is an occasion for ceremony. He is entitled to a Rover patch, sewed on by the lady of his choice (or vice versa). He then becomes a voting member.

2. Requirements for becoming a Rover normally are:

Participating on 2 one-day trips	-	4	points
" " 1 overnite trip	-	3	"
Assisting trip leader	- - - - -	2	" - (buying groceries, etc.)
* Six hours service	- - - - -	3	" - (equipment repair, etc.)
Loading a trip	- - - - -	4	"
		<u>16</u>	Total points

Substitutions of points can be made in extenuating circumstances.

*One point can be earned by sewing on a patch (must be good work!!)

- 3. After a member becomes a Rover, no record of additional points will be kept.

Minnesota Rovers - By-Laws

IV. Summer Officers

The Chairman shall see that there are sufficient regular or temporary officers to carry on the functions of the Rovers during the summer. This group shall be in the nature of a skeleton crew which will organize all interested persons during the summer sessions.

V. Elections

A. Nominating Committee

The Chairman shall appoint a Nominating Committee in January. The Nominating Committee shall nominate two persons for each of the regular offices and shall post the names one week before the election. The Nominating Committee shall obtain the consent of each nominee before using his name.

The Nominating Committee is recommended to nominate for Chairman members of the Junior Class. However, no class requirement, either undergraduate or graduate, is stated for any office in order to make possible the securing of the most able officers from among the regularly enrolled students.

B. Nominations from the floor

Nominations from the floor shall be called for by the presiding officer during the election meeting before each office is voted on. Offices shall be filled in the order in which they are listed in the Rules of Operation.

C. Election of officers shall be held in February.

D. Officers shall take office the second week after elections.

E. Vacancies

When vacancies occur among the officers, the Chairman shall immediately appoint a new officer to fill the vacancy. The appointee must be approved by the Executive Committee. If, at the time the vacancy occurs, there are less than two months remaining until the next regular election, the appointee shall hold office until the new officers are installed. If there are more than two months until the next regular election, then the Executive Committee shall call a special election to fill the vacancy, the appointee holding office until the special election is concluded.

If a vacancy occurs in the Chairmanship, the Trips Director shall become Chairman. If there are less than two months remaining until the next regular election, he shall appoint a new Trips Director as directed in the preceding paragraph. If more than two months remain, the Executive Committee shall call a special election to fill the Chairmanship.

In the event a regular officer is elevated to a higher post at a special election, the newly created vacancy shall be filled by election at the same meeting.

Minnesota Rovers - By-Laws

VI. Relations with other special-interest organizations on campus.

- A. To cooperate with and plan joint activities with, if desired.
- B. To charge rental fee for use of Rover equipment by student organizations outside the Union.

VII. Future plans

When membership has grown sufficiently, we hope to be able to form special interest groups, such as mountaineers, within the Rovers.

VIII. Amendments

Amendments to the By-Laws shall become effective upon approval by a majority of the Active members present, where two-thirds of the total Active membership in the community shall constitute a quorum, and must be approved by the Union Board of Governors. Amendments must be submitted in writing to all Active members and posted in the Rover Office at least two weeks before being voted on.

Coffman Union

WEEKLY ACTIVITIES REVIEW

WEEK OF APRIL 6, 1955

<i>day</i>	<i>activity</i>	<i>place</i>	<i>att</i>	<i>remarks</i>
Tues- day	Intercollegiate Bridge Tournament	Men's L.	8	Two tables plus two chummies.
Wednes- day	Variety Dance	MBR	264	
Thurs- day	Bridge Tournament	Men's L.	?	Still at it.
Friday	Noon Movies	MBR	350	"Game of Love" ??
Saturday	Saturday Night Dance	MBR	329	Good for first dance.
Monday	Gopher Progressive Caucus	MBR	?	Platform item: "Review Union Program".
Tuesday	Union Board Meeting	320	???????	Anything for a program.

WHAT'S COMING UP:

- Wednesday: Noon Varieties
Coffman Musicales- Joan Lindusky, wonderful contralto.
Variety Dance- Mambo
- Thursday: Classical Listening Hour
Record Lending Library- Take them out over the long weekend!
Bridge Tournament
- Monday: Charm Style Show

Student, Faculty Opinions Sampled on Merits of SCT

A questionnaire to students and major advisors has been sent out this past quarter by the Student Personnel committee.

This committee hopes to find if the test is being used enough by the advisors to merit its continued use and if the students have found it valuable in selecting future courses.

The questionnaire asks whether a low percentile rank in a field discourages or encourages students from taking those courses, and if the SCT is a fair test of overall knowledge.

At the present time the results of the test are used as part of the requirements for graduation honors in SLA.

To qualify for a magna or summa cum laude, a student must place above the 60th percentile in three of the five fields and pass the two others.

ON THE INSIDE

Suggestion boxes are a vital part in getting student opinion. Read page 2.

Parliamentary procedure will be the newest course in SLA. Learn about it and others on page 3.

Scholarships are for you in SLA. Find out the details on page 4.

Study Break Recommendation to Appear Before Scheduling Committee

A study break between the end of classes and the beginning of finals proposed by the SLA board will be discussed by the All University Scheduling committee early in this quarter.

The committee on Improvement of Instruction investigated student dissatisfaction with the final exam schedule and final test irregularities and found eight out of nine questioned were in favor of a study break.

A report which has been sent to organizations on campus states that irregularities exist in the present final exam schedule. "Students have been allowed by the instructors to vote as to their preference of final examination dates and hours rather than by abiding by the official schedule," the report states.

The report goes on to explain that "many courses having laboratory sections...hold their final examinations on the last period of the quarter." Some Liberal Arts courses also hold tests on the last day which tends to bunch up the examinations in the last week and destroys study time which would be devoted to regularly scheduled examinations, the committee report said.

New Health Courses Proposed by Board

Public Health 3 has been a subject of discussion by the SLA board for the past two quarters.

The board has now passed a recommendation made by the Curriculum committee stating public health should be kept a requirement for graduation but that two courses be offered, one in public health, the other in the personal health field.

These two courses, both on a junior college level, would satisfy the graduation requirement. The present senior college course, FH50, includes public and personal health and also satisfies the graduation requirement.

This new proposal will be given to the Natural Science divisional council and then a recommendation will be made to the Medical school which offers the course in SLA.

laboratory sections...hold their final examinations on the last period of the quarter." Some Liberal Arts courses also hold tests on the last day which tends to bunch up the examinations in the last week and destroys study time which would be devoted to regularly scheduled examinations, the committee report said.

A questionnaire which is included in this report submits three ideas for the new study break.

- A study break on Thursday immediately preceding final examination period, with the testing period to begin on a Friday;

- A study break on Friday, with final examinations to begin on Saturday;

- A study break over the weekend between the last day of classes and the first day of final examinations.

The University of Minnesota is the only Big Ten school that doesn't have a study break.

Editorial

Newsletter to Report SLA Information

The purpose of this newsletter is to increase the contact of the SLA board with the students of the college by bringing you information and to effectively represent student opinion.

We hope that the NEWSLETTER will stimulate you to make your opinions known to the board on the problems of the college.

This year's SLA board has passed on a number of problems that directly affect you as a student within the college. Such proposals as the parliamentary procedure course, a study break before final examinations and the board's consideration of PH3 were all problems that are important to students of the college. An active student body, giving its opinions on these matters, aided the board's considerations.

The SLA board offers the students of this college an opportunity to participate in many important decisions of the college.

The board suggests names of students to the dean for positions on the important committees of the college. There are student members on nearly all of the college's committees. The board also advises the Dean on instructional and counseling problems in the college.

We hope that the NEWSLETTER will be the first in a series of methods to obtain student opinion so that you may more effectively participate in the discussions of the board that directly affects you.



It's Official

Spring Has Sprung

It's been spring at the U since March 21 and the familiar tennis and saddle shoes have ushered in the season again.

We hear there was one instructor who felt sorry for the poor girls who wore the tennies until he found they were the latest style.

The news was passed along this winter that some professors actually hold classes outside during the warm spring weather.

You could identify the professors by the red dot that appeared before their classes the first day after registration began.

THERE'S GOOD NEWS

March

31 Claude Rains convocation

April

8-10 Easter vacation

14 "Hedda Gabbler"

University theatre

15-16 Midwest debate tournament

18-22 Academic Freedom week

28-21 Spring elections

May

2 "Hiawatha" U theatre

12 Metropolitan Opera convo

17 New York Philharmonic

24 Minneapolis Symphony orchestra concert

30 Holiday

June

4 Finals begin again

Bright Blue Boxes Appear on Campus

Blue and white suggestion boxes can be found in major buildings on campus since the Board Relations committee began its campaign to obtain student opinion.

The committee hopes these boxes will make it easier for students to express complaints and suggestions.

The notes received in the boxes will get prompt attention by chairmen of the committees of the SLA board.

Students making the suggestions are encouraged to work on the committee that handles the suggestion so the student can explain his viewpoint.

Boxes can be found in the dormitories, many of the sororities and fraternities, Folwell hall, Ford hall, the commuter's lunch room and outside the board office in Johnston hall.

105 Johnston

In the Board Office

● Filings for the SLA board representative to the All-U-Congress are now open. Filing sheets can be filled out in the board office, 105 Johnston hall.

● Places on the freshman council of SLA board are now open. Application forms are available in the office.

● Anyone who is interested in working on the board committees can file an application in the board office.

Course in Religions to Be Considered by Divisional Council

A non-prerequisite course covering the history and the theologies of the Judaic-Christian religions has been recommended for the college curriculum by the SLA board.

The need for this course was brought to the attention of the board through suggestion boxes in buildings on campus.

The board Curriculum committee contacted the Big Ten schools and others throughout the country that offer the course to find the response to, the demand for, and the methods of approach to courses on religion offered within the curriculum.

Dr. Henry Allen, University Religious co-ordinator and Dean Russell W. Cooper, chairman of the department of general studies, were contacted for their opinions of the proposed course.

Board Favors Course

After favorable results were received, the committee submitted a recommendation to the board and it was passed unanimously.

The resolution has now been submitted to the Humanities Divisional council. They are working out specific suggestions from the departments within their jurisdiction. If this faculty divisional council approves the course, a special committee will be set up to work out the details, and the course will be added to the SLA curriculum.

THE ECHO



Aaand, you can't hardly get them good grades no more.

PROCEDURE COURSE TO BE GIVEN IN FALL

The speech department will have a course in parliamentary procedure next fall.

During the past quarter, students requested through the suggestion boxes, that the SLA board investigate the possibility of having a course of this type.

Committee members talked to Dr. William Howell of the speech department and there are now plans for the course.

The two credit, non-prerequisite course will be offered on the junior college level and it will satisfy requirements in the humanities field.

The sections will be kept relatively small, so that practical experience in handling problems of procedure can be stressed.

SLA Senior Goes from Bottom to Top

Have you ever been placed on scholastic probation?

There is one fellow who will admit he has been and has learned the value of education because of it.

This fellow is James Polzak, SLA senior, who was placed on probation at the end of his sophomore year when his grades fell below a C average.

Polzak now has a 2.8 honor point ratio and was one of the top men scholastically in his junior year.

"If a student receives low marks it doesn't necessarily mean he has low ability," Polzak said. "There are problems that can cause a poor record and a student owes it to himself to find solutions to them so that college can become a worthwhile experience," he said.

"A person who has been on scholastic probation should not feel he has failed," Polzak said. "It is only a time for self-analysis and re-assertion. If you don't feel you can solve the problem yourself, there is a staff of trained counselors who can certainly be helpful when you need them," he said.

Did You Know?

Did you know that this NEWSLETTER was begun for the special purpose of getting your views on student problems? That's right!

This NEWSLETTER will be published again next year if you like it and use it.

the SLA board
105 Johnston hall

Scholarships Available for Students; Do You Take Advantage of Them?

How about you? You'd like a scholarship, wouldn't you? Don't laugh, it's a real possibility. SLA alone offers its students 27 scholarships and there are many more University scholarships offered to deserving students.

These scholarships are given to deserving students in a chosen field for advancement in that field. They give financial aid to a student with high potential who might be discouraged by money matters. Loans are similar to scholarships in that they are given to the most deserving and most needy students.

SLA offers scholarships in most of its fields, English, music, social work and others-27 in all!

Perhaps one of the most unique scholarship funds is that of the college Quiz Bowl team. The money they won has been given to a fund to be divided into smaller portions and given as scholarships. It is interesting to note that this group alone contributed more money to scholarships than all others combined.

The place to go for information about scholarships is to the Bureau of Student Loans and Scholarships in Eddy hall to make an appointment with George Misty, director of the bureau.

He will give you an application to fill out. This application will be presented to a special faculty committee who will award the scholarships on the basis of academic potential, leadership potential, personal attributes, vocational promise and relative need.

Now you know all about scholarships, why not take full advantage of them?

Freshman Council Considers Problems of SLA Students

Last fall, during Welcome week, freshmen orientation groups elected a representative to serve on the freshman council of the SLA board. These members have been working with problems concerning freshmen for the past two quarters and they serve as a "voice of opinion" for the board.

For the first few meetings the group discussed its role in the affairs of the college and later it turned to the problem of freshman advising and counseling.

This quarter the group plans to hear an explanation of the Eddy hall testing programs, the Student Health service and others.

They will also be working with the board to find student opinion on RH3, the advisability of having a language requirement for graduation and the study break.

Oriental Humanities Studied by Council

An Oriental humanities course, passed in theory by two faculty divisional councils, is being studied by the third, the Humanities divisional council.

A tentative proposal for a three quarter course sequence was drawn up, but rejected by the council. At the present time the proposal is in committee where the department suggestions for the course curriculum are being studied.

The Catch-All-Corner

The bulletin board in the SLA office is a familiar posting place for meeting dates and times. Most of the messages are rather routine, but every now and then one like this appears instead:

Tonight's board meeting at 7:20 p.m. will be very important. Everyone must be there or you will lose your space patrol badges.

Signed the Head Ranger

Board members are still selling student discount service cards for 25 cents in the office, 105 Johnston hall. They last until October 15, 1955, so there's plenty of time left to buy and use them. A list of stores that give from 5% to 35% discounts are listed for you.

University of Minnesota Union Board of Governors
Meeting of April 10, 1956

Members Present:

Rod Rude, Fred Mecklenburg, Neil Swanson, Hope Bouvette, Nancy Walgren, Mr. Cheese, Bob Winandy, Wayne Tempelman, Don Trask, Jeanne Teske, Al Bromley, Mary Jean VanValkenburg, Jim Heltzer, Mr. Pfleider.

Members Absent:

Nancie Brown, Nancy Forte, Jon Wempner, Mr. Richter, Dr. Layton, Dr. Erlandson.

Others Present:

Hugh Smith, Daily Editor, Pat Jaster, Daily reporter, Virginia McHugh, Mr. Hans Hopf, Lamonte Nelson, Beverly Yaunick.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved with the following corrections and additions.

It was asked that under the Executive Committee Report it be noted that only building keys must be authorized by the Physical Plant and that duplicates may be made for rooms within the building.

It was asked that the following figures on votes taken at the previous meeting be included in the minutes.

Motion K-658: carried 10 in favor, 5 opposed
Motion K-659: defeated 8 in favor, 9 opposed
Motion K-660: carried 14 in favor, 2 opposed
Motion K-661: withdrawn
Motion K-662: carried 14 in favor, 2 opposed
Motion K-663: carried 9 in favor, 6 opposed
Motion K-664: carried 9 in favor, 6 opposed

It was suggested that Mr. Gordon Starr be listed in the minutes under Others as he is not a Board member and that Miss Yaunick also be listed under Others when she is present.

House and Finance Committee:

Neil Swanson announced that the Committee had no report to make.

Personnel Committee:

Jeanne Teske presented to the Board the following By-Law Amendment on behalf of the Committee. Following discussion and correction of some wording, action as follows was taken:

N-111

Motion K-665:

It was moved to approve the following Amendment to the By-Laws:

G. Duties

4. The Personnel Committee shall--

1. Merit awards to Board members

(1) Appointment committee for Merit Awards to Board members shall be made up of the President of the Board, Vice President of the Board, Director of the Union, Program

staff member and a student not a member of the Union Board or Union Committees as appointed by the Personnel Committee.

- (a) The final approval for recommendations of this committee shall come from the Personnel Committee.
 - (b) The student not a member of the Union Board or Union Committees shall serve as a chairman of this committee.
- (2) The guiding criteria for selection of awardees shall be a minimum of two quarters of satisfactory service. The time element may be waived in exceptional cases with the approval of the Personnel Committee.
 - (3) Every Board member upon appointment or election shall receive a service pin.
 - (4) Every Board member recommended by the Selection Committee and approved by the Personnel Committee shall receive a merit pin.

Seconded and carried.

Program Committee:

Referring to the memorandum from the Program Office to all Board members and staff, Fred Mecklenburg stated that although the form was not proper, it was nevertheless to the point and justified since the "Moon Is Blue" Committee was most anxious to meet its budget.

Fred Mecklenburg presented to the Board a request to run "Moon Is Blue" production for an additional performance on Sunday, April 15, 1956. The request was made on the condition that they be almost sold out for Friday and Saturday night on Thursday morning. The extra performance would then be publicized on Friday. Additional costs were discussed and it was found that \$10.00 additional in royalties would have to be paid and that custodial help to open the building and be on hand would be needed.

Fred mentioned the two new brochures on the Fine Arts and the Games Area which have recently been printed and distributed. He urged all Area Directors to consider brochures and include the necessary amount in their budget request for the coming year.

The Program Committee has initiated a new policy in connection with Event reports. Event Reports will be due no later than one week following the event and they will be reviewed at the Program Committee Meetings.

Motion K-666:

It was moved to approve the report of the Program Committee with the exception of the additional performance of "The Moon Is Blue".

Seconded and carried.

Motion K-667:

It was moved to approve an additional performance of the "Moon Is Blue" to be held Sunday, April 15, 1956.

Seconded and carried.

It was recommended that the additional performance be publicized in the dormitories.

Public Relations Committee:

Al Bromley announced that the Committee had no report to make.

Executive Committee:

Rod Rude announced to the Board that a letter had been received concerning the Foreign Students' Brother-Sister Program and that the letter would be posted in the Board Office for their information.

He also announced that no report was ready on the keys at that time.

Nancy Wallgren asked for a volunteer to introduce Mr. Robert Lesch, the artist who painted the mural in the ballroom, at the dedication of the mural at a coffee hour on Wednesday, April 11, 1956. There were no volunteers and it was suggested that she contact the members of the Board absent from the meeting.

Stardust Dance:

Lamonte Nelson, Stardust Dance Chairman, reported that 1705 tickets had been sold for the dance. Twelve Stardust Queen candidates have entered the contest and several more are expected. The Queen will be chosen by popular vote.

Plans for the dance include coke bar in the cafeteria which will be set cabaret style with tables.

The Men's and Women's Lounges will be set informally with piped-in music and dancing, the Terrace Reading Room will be set with tables and a coke bar. The Junior Ballroom will be set with tables around the sides and Doc Evars will play. During intermission the queen will be crowned by last year's queen and Mr. Goodman. Lamonte Nelson will act as master of ceremonies and will announce the names of those who worked on the dance.

Question was raised on the publicity to the general public on tickets.

Lamonte stated that all publicity for the general public states that tickets will go on sale on April 16, 1956. It was mentioned that some disc jockeys are not announcing the ticket sales in this manner by rather that tickets are available now.

Minnesota Daily:

Hugh Smith, editor of the Daily, stated that the Daily reporter was not allowed to attend the meeting of the non-student members of the Board held on Friday, April 6, 1956. He said that the Daily many times attends a closed meeting with the understanding that no report will be made on the proceeding. He said that had the Daily been given the opportunity to make such an agreement with the Board members it would have been advantageous to all. As the Daily is trying to report fairly in all cases, much background can be gained by attending closed meeting with the agreement that they will not report and thus a fair report may be given at such time as the decisions are made known.

Opinions were expressed by many on the subject, some in favor of closed meeting and some in favor of open meetings.

It seemed to be the general concensus that the situation last Friday was unfortunate and that all efforts for cooperation with the Daily should be made; however, the Board and its Committee reserve the right to have executive sessions and closed meetings in the interests of Board business.

Director's Report:

Mr. Hopf reported for Mr. Starr. He mentioned that Dr. Schwartlander of the University of Mains in Germany recently visited the Union. He is touring the country observing student activities and was much impressed with the Union and its facilities and organization.

Mr. Hopf mentioned the color TV set which is presently on the balcony of the Ballroom and will remain there through Friday. The set was a gift to the University from WCCO and will be next at the St. Paul Campus Union. The commuters' lunchrooms' name signs have been completed. Mr. Hopf mentioned that two graduate Administrative-Fellowships will be open for next year, one at the Village Union as manager and one in the Artcraft Workshop. We are still looking for a full-time manager for the Artcraft Workshop. We have had one applicant but no action was taken.

It was suggested that the Public Relations Committee place some posters in the building concerning the color TV so that students will be aware that the set is here. Al Bromley made note of this suggestion.

Old Business:

Neil Swanson voiced an opinion that he was disappointed that the meeting was adjourned so abruptly last week. He said he felt that we should not adjourn when there were still items on the agenda which had not been covered.

Jim Heltzer said he felt that many times little was accomplished by staying late at meetings and that he felt last week might be excused because of the extenuating circumstances involved.

New Business:

Fred Mecklenburg asked for the feeling on the Board concerning the financing of student recitals as Union Programs.

During the discussion it was the feeling of the Board that students interested in the Union Creative Society and in putting on programs should be encouraged. Whether or not these programs are senior recitals should not be of first consideration, but rather how the particular program will further the interests of the Union and the students.

Hope Bouvette asked for approval of an individual to be named by the Personnel Committee to accompany the Chess Team to Chicago so that this person could visit other Unions and get ideas for the games area here in the Union.

Motion ^{N-112} K-668:

It was moved that a person be designated by the Personnel Committee to accompany the Chess Team to Chicago, Illinois, to study the games area in the Unions around Chicago.

Seconded and carried.

Motion ^{N-113} K-669:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Hans E. Hopf
Acting Recording Secretary

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
April 12, 1955

Members Present:

Jim Bell, Byron Warmee, Mr. Starr, Marilyn Schulz, Pete Lindberg, Mr. Snoke, Nancy Forte, Dick Getchell, Roy Talmo, Bill Dean, Mary McDermott, Alden Galbraith, Dr. Shoffner, Pris Pierce, Esther Swanson, Pete von Eschen, Con Nordquist.

Members Absent:

Mr. Snow, Mr. Plank, Russell Tempelman

Others Present:

Pat Thorn, Daily Reporter, Virginia McHugh, S. L. A. Board Representative, George Meyer, Dave Seemans, Einar Aase, Chairman, Minnesota Rovers

The meeting was called to order at 7:20 p.m. The minutes of the meeting of April 5, 1955, were approved.

An information session was held for candidates for Union Board positions. Standing committee Chairmen were asked to review the particular functions of their committees. Roy Talmo, Chairman, House and Finance Committee, and Byron Warmee, Chairman, Program Committee, reported. Bill Dean, Radio and Theatre Arts Area Director, and Marilyn Schulz, Dance Area Director, reviewed the duties of the Area Directors.

Directors Report:

Mr. Starr, who had just returned from the Association of College Unions National Conference in West Virginia, reported that the weather is much warmer in Minnesota.

The faculty hand book will soon be published and Mr. Starr raised a question on the faculty use of the building as this will be set forth in the book. Heretofore the faculty has used the building on the same basis as students but faculty members pay no fee. This matter was referred to the House and Finance Committee for review and recommendation.

Mr. Starr reported that the Conference of the Association of College Unions this year was, he felt, one of the most fruitful he has attended. Literature from other student Unions was distributed to Board members to look over.

Mr. Starr was able to see the new Union at the University of Indiana Medical Center enroute to the Conference.

A meeting of the Regional Representatives was held prior to the conference. Some of the Regions have already set the date for their Regional Meetings. The date of our Regional Meeting will be set very shortly so that plans can be made for this meeting. It was apparent from this meeting that there has been tremendous growth in Unions at smaller colleges and Universities.

Two former directors of the Minnesota Union, Mr. G. Ray Higgins and Mr. Minton Anderson were honored at the Conference. Both of these men were former presidents of the Association of College Unions.

Mr. Starr met with the Research Committee of the Association for the first time to outline their program of studying Union work.

Mr. Starr mentioned that an excellent colored movie on the Wisconsin Union was shown which is available and may be used in our new Board members orientation program.

Mr. Starr interviewed a number of candidates for the positions open at the Union. He attended the first public showing of the new Brunswick-Balke-Collender automatic pinspotting equipment. This new equipment would cause approximately \$8,000 per alley. It may be purchased outright, however, and is not on a lease basis as is some other equipment which is available. Production will take place in the latter part of 1955.

Mr. Starr felt that the entire trip was very worthwhile and will pay dividends during the next year on a program level as well as on an administrative level.

President's Report:

Mr. Bell asked that the Board Members Manuals be completed as soon as possible so that as complete a record as possible will be available to guide new Board members. He also asked that Board members remind any prospective candidates that the deadline for filing for the Board Appointments is April 18, 1955.

George Meyer reported on the progress of the St. Paul Campus Fund Drive Benefit Concert and the Stardust Dance. The publicity plans are made and information will be released the first part of May. The publicity will be quite extensive and it was felt by the committee that it would be best to begin the first part of May so that it would not become stale. Mr. Meyer stated that the rental charge for Northrop Auditorium and the fee for the stand-by orchestra cannot be waived and therefore will have to be paid.

The theme of the Stardust Dance will be 'ood Indigo. This song was introduced by the band contracted to play. The tickets for the dance will have stubs which can be used for voting for the Stardust Queen, thereby eliminating much of the expense of the Queen judging. Posters have been completed for this event.

Mr. Meyer reported that the financial report on the two events should be available next week and will be presented to the Board.

Personnel Committee:

The proposed schedule for orientation and training of new Board members was presented by the Personnel Committee for review and discussion. The program is quite thorough, beginning April 26, 1955 and continuing through May 12, 1955. Nancy Forte announced that one of the speakers scheduled would not be able to serve and asked for suggestions from the Board. Several suggestions were given. The President asked for the Board's support and cooperation in connection with the orientation program.

Program Committee:

The Program Committee is currently working on the schedule of events for next year. A calendar has been made which will be presented to the Student Activities Bureau very shortly. Board members wishing to make additions to this calendar were asked to contact the Program Committee.

Mr. Warmee called attention to the Coffman Union Weekly Activities Review especially mentioning the events coming up in the near future, Noon Varieties, Wednesday, April 13, 1955 and Co-Recreation Night at Cooke Hall, Friday, April 15, 1955.

Minnesota Rovers:

The revised Rules of Operation for the Rovers were presented to the Board for review and action. The membership section was revised giving enrolled students membership and voting privileges and alumni, faculty, and staff association membership without voting privileges. A section giving the general financial policy was added to the Rules of Operation.

^{N-114}
Motion ~~X-434~~

It was moved to adopt the Minnesota Rovers of Operation as presented dated April 12, 1955.

Seconded and carried

Mr. Einar Aase, Chairman of the Minnesota Rovers, thanked the Board for accepting the Rules of Operation. He distributed the spring quarter trip schedule of the Rovers and invited the Board members to attend.

The President asked Con Nordquist, the Outings Area Director to present the Rules of Operation to the Senate Committee on Student Affairs for discussion.

New Business:

Bill Dean mentioned that he attended a meeting of the Convocation Committee. The convocations for the coming year were discussed at the meeting. The committee will be meeting again very shortly to decide whether twelve major convocations will be held next year or if the present plan of one convocation per week should be continued. The new plan of twelve convocations would enable the committee to spend more per convocation and thereby have convocations of higher quality. This would not involve any cost to students. A straw vote was taken to get the Board members' opinion. They were in favor of fewer convocations and higher quality.

Esther Swanson reported on the progress of the renovation of the Terrace Reading Room. She met with Mr. Winston Close, University Advisory Architect, and he informed her that the proposed revision is possible but not the most practical. The estimated cost of the walls alone would be \$5,000.00. The committee will continue to work on this project, and a full report on their progress will be included in the Board Members Manual so that this project may be carried on.

Motion N-115
K-435:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

April 18, 1955

To: Union Board of Governors

From: Executive Committee

Subject: Proposed Constitutional Amendment

The following material concerns a proposal to amend Article III of the Union Board of Governors Constitution. In considering this proposal, it is suggested that the reader follow the order in which it is presented:

- I. Brief Sheet - A General Background
- II. Proposed Amendment
- III. Arguments in favor of the amendment
- IV. Procedure for Action

I. Brief Sheet - Background Information

The proximity of spring elections and board appointment time brings to the fore several problems connected with the establishment and the membership of the oncoming Board. The problems to which I am referring are those which arise from our unique system of determining the membership of the Board of Governors. Let me review the qualifications for membership briefly, as they are set up in the Constitution, in order to understand the basis of this problem.

(a) First, there is the division of the Board according to sex, the exact ratio of men to women (or boys to girls, as the case may be) is limited to the same proportion as the current enrollment at the University. (Art. III, Sect. 1b)

(b) Secondly, the Board is determined partially by elections and partially by appointments. The ratio now established by the Constitution is nine members elected and six members to be appointed. (Art. III, Sect. 3a)

(c) Thirdly, there is a factor of the time relationship between the appointments and the elections. Whether the appointments precede or follow the elections will in a good part determine the emphasis given to each method of selection. (Art. III, Sect. 3B and 1,)

The problem which these three provisions create is that each in a different way could result in a deviation from our immediate goal -- the annual creation of the best Board possible. Taking the points in order, we can see how this deviation could occur.

In point (a), it is easy to see that there might be a situation where the fifteen best qualified candidates would not be in the same ratio of the sexes as are currently enrolled in school. The odds are that a situation like this will occur more often than not, and because of this particular provision, we have probably missed some qualified Board members.

The second point is considerably more abstract and consequently more controversial. Basically, it is a question of whether we obtain "better" people through the electoral process or through appointment. This is a matter of personal opinion, but it is safe to say that the different forms of selection will, in the long run, produce different types of people. Taken individually, each

Proposed Constitutional Amendment

method has its advantages and disadvantages, but if we are to obtain the best in each method, then it is necessary to compromise between the two systems. This compromise becomes then a matter of emphasis determined by the selection-election ratio.

Continuing in the same vein as above, point (c) also concerns the relative emphasis to be given the appointment or the electoral system. It works this way: If the election is before the appointments, a candidate who wants to use every means, short of bribery, to get on the Board will first run for election and, if defeated, then file for appointment. This implies that the people who would seek appointment might be the politically undesirable people. A second point to be considered is the ease of holding office and de-emphasizes the appointment procedure. Assuming that we want as many incumbents back on the Board as possible, it might be wise to encourage the use of the appointment system, if it preceded the election, thereby largely eliminating the need for the incumbent to go through the bother of an election if it is not necessary.

In the preceding comment, we have cited the existence of a problem, and several of the reasons for its existence. These reasons are what must be attacked if the problem is to be solved. In this case what is necessary is a Constitutional Amendment. It just so happens that I have one.....

April 18, 1955

II. Proposed Constitutional Amendment

Article III, Section 1

Change from:

Section 1. The Board shall be composed of:

- (a) Five non-student members
- (b) Fifteen student members, the ratio of men to women shall be the same as the ratio of men to women regularly enrolled in the University during which the appointments or elections are scheduled. In determining the ratio, the Board shall use the enrollment figures released by the University Recorder at the end of the second week of the quarter. In filling Board vacancies that occur between annual elections by appointments, the existing ratio may be exceeded by three. However, the ratio of men to women on the Board shall never exceed twelve to three.

Change to:

Section 1. The Board shall be composed of:

- (a) Five non-student members
- (b) Fifteen student members, the ratio of men to women or women to men shall never exceed twelve to three.

Article III, Section 3

Change from:

Section 3. Nine of the student members of the Board shall be elected from the University at large under the prevailing electoral system designated by the appropriate University governing body. Six of the student members shall be appointed by a committee which shall be composed of two members selected by the Union Board, one appointed by All-University Congress, one by the Dean of Student's office and one by the Vice President of the Academic Administration.

This committee shall be established at least two weeks prior to the Spring elections.

The appointments to the Board shall be made according to the following provisions:

1. They shall be made within ten days following official spring elections.
2. The appointment procedure shall be so as to provide for the correct ratio of men and women.
3. Each appointment shall be made upon the concurrence of four of the five members of the committee.
4. The committee shall consider the following factors in making its appointments: Motivation of Candidate, demonstrated leadership, time available, understanding of the Union's function, scholarship, and sincerity.

II Proposed Constitutional Amendment

Change to:

Section 3. Six of the student members of the Board shall be elected from the University at large under the prevailing electoral system designated by the appropriate University governing body. Nine of the student members shall be appointed by a committee which shall be composed of two members selected by the Union Board, one appointed by the All-University Congress, one by the Dean of Student's Office and one by the Vice President of Academic Administration.

This committee shall be established at least four weeks prior to the Spring elections.

The appointments to the Board shall be made according to the following provisions:

1. They shall be made at least fourteen days prior to the first day of spring elections.
2. The appointment procedure shall be so as to provide for the correct ratio of men and women.
3. Each appointment shall be made upon concurrence of four of the five members of the committee.
4. The committee shall consider the following factors in making its appointments: Motivation of candidate, demonstrated leadership, time available, understanding of the Union's function, scholarship and sincerity.

III. Arguments in Favor of the Amendment

Section 1

In this section the amendment attempts to increase the flexibility of the rules governing membership on the Board as to the sex of the candidate. In both the electoral and appointment processes, any limitation as to sex of the candidate may result in a less qualified individual getting the position on the Board, since a criterion not concerning the candidate's qualifications is being used.

If this argument were carried to the extreme, then there should be no limitation on the composition of the Board as to sex whatsoever. However, it is the feeling of the Executive Committee that there should be an upper limit based on the reasoning that the presence of a minimum number of either sex is desired for their viewpoints and other particular characteristics peculiar to one sex alone. Also it seems that in the structure of the Board there are several positions which by their nature are filled best by a person of one sex, for example the secretarial position which is best filled by a girl. This was the primary consideration in setting the proposed ratio at twelve to three.

Section 3

Section 3 deals with both the number of students elected and appointed and the time of appointments. The major alteration provides for nine appointed positions and six elected rather than nine elected and six appointed. The thought behind this specific change is the belief that the appointment procedure will better fulfill the need of the Board for experienced personnel. The reasoning behind this conclusion is as follows: The nature of the Board's work is semi-technical in that each member has a specific job to do, as an Area Director, etc. This job is best filled by a person who has had experience or who has demonstrated a strong interest in that specific field. It follows that this type person will more likely be known within the Union and hence be more likely to file for the Board through appointment than to run for election.

Secondly, the electoral method in the process of putting an individual on the Board will necessarily consider factors which do not necessarily contribute to that person's becoming a good Board member. Examples of these criteria are party affiliation, living group membership, number of similar representatives on the slate, etc.

The sum of this one argument is that there is a tendency to produce more experienced Board members by appointment than through election. The assumption that an experienced Board member is better than an inexperienced one is open to question on the grounds that the elected member, by expanding Board representation, adds "new blood". In a decision between these two concepts, it seems that the experience aspect should be more emphasized than the qualities which representation brings.

The second argument for expanding the appointment process is that it aids in the continuity of the Board by encouraging incumbent members to file for the appointments rather than go through the process of election. The increased number of appointments under the proposed constitutional amendment would enable a larger number of incumbents to make use of this method to Board membership, rather than use the less certain electoral process. It may be added

III. Arguments in Favor of the Amendment - Cont'd

in passing, that the review process does not assure continued membership on the Board, and will consider factors in the applicant's record which because of their confidential nature could not be considered either by the electorate or party nomination committees.

These two arguments favor an increased number of appointments to the Board. However, the electoral process does have many merits and therefore should be given a prominent role in the determination of Board membership. The proposed Constitutional amendment attempts to fulfill both of these requirements.

The second alteration proposed in Section 3 changes the time that appointments are to be made from ten days following the elections to fourteen days prior to them. This is in a sense an extension of the arguments given above, for the proposed shift favors the appointment process over the electoral. By having the appointments made before the election, those candidates who win appointments will not have to run for election. The effect of this is intended to be an incentive to incumbents. It will also make the jobs of the political parties more effective in that they will tend to draw the "new blood" into the Board rather than running the incumbents. This is the job which they most adequately fulfill.

the

The other arguments pro and con/shift in the appointment date are the same as those which were used in the question of shift from election to selection in general, and will not be reviewed here.

IV. Procedure For Action

In order for an amendment to be made to the Union Board of Governor's Constitution, it is necessary for the following steps to be accomplished:

1. "A majority of the entire membership of the Board deem it necessary ... " (Art. V, Sect. 2a).

2. "Amendments proposed by the Board shall become effective immediately after ratification by a majority of all voters voting on the amendment at regular or special election and approval by the Board of Regents of the University of Minnesota."

If the amendment is to be in effect in time for next year's election, it is necessary for the Board to pass the amendment at this meeting so that it can be presented to the Electorate in tomorrow's election.

UNION BOARD AGENDA

April 19, 1955

**FILE COPY
DO NOT REMOVE**

- I. Call to Order
- II. Approval of the minutes of previous meeting
- III. Information session for Union Board candidates
- IV. Union Director's Report
- V. President's Report
 1. Board Members Manual
- VI. Standing Committee Reports
 - A. Personnel Committee
 1. Merit Reception
 - B. Public Relations Committee
- VII. Discussion on proposed Constitutional Amendment
- VIII. Adjournment

NEXT WEEK

1. New Board Orientation Program Begins
2. St. Paul Fund Project Budget Report
3. House Rules

April 18, 1955

To: Union Board of Governors

From: Executive Committee

Subject: Proposed Constitutional Amendment

The following material concerns a proposal to amend Article III of the Union Board of Governors Constitution. In considering this proposal, it is suggested that the reader follow the order in which it is presented:

- I. Brief Sheet - A General Background
- II. Proposed Amendment
- III. Arguments in favor of the amendment
- IV. Procedure for Action

I. Brief Sheet - Background Information

The proximity of spring elections and board appointment time brings to the fore several problems connected with the establishment and the membership of the oncoming Board. The problems to which I am referring are those which arise from our unique system of determining the membership of the Board of Governors. Let me review the qualifications for membership briefly, as they are set up in the Constitution, in order to understand the basis of this problem.

(a) First, there is the division of the Board according to sex, the exact ratio of men to women (or boys to girls, as the case may be) is limited to the same proportion as the current enrollment at the University. (Art. III, Sect. 1b)

(b) Secondly, the Board is determined partially by elections and partially by appointments. The ratio now established by the Constitution is nine members elected and six members to be appointed. (Art. III, Sect. 3a)

(c) Thirdly, there is a factor of the time relationship between the appointments and the elections. Whether the appointments precede or follow the elections will in a good part determine the emphasis given to each method of selection. (Art. III, Sect. 3B and 1.)

The problem which these three provisions create is that each in a different way could result in a deviation from our immediate goal -- the annual creation of the best Board possible. Taking the points in order, we can see how this deviation could occur.

In point (a), it is easy to see that there might be a situation where the fifteen best qualified candidates would not be in the same ratio of the sexes as are currently enrolled in school. The odds are that a situation like this will occur more often than not, and because of this particular provision, we have probably missed some qualified Board members.

The second point is considerably more abstract and consequently more controversial. Basically, it is a question of whether we obtain "better" people through the electoral process or through appointment. This is a matter of personal opinion, but it is safe to say that the different forms of selection will, in the long run, produce different types of people. Taken individually, each

Proposed Constitutional Amendment

method has its advantages and disadvantages, but if we are to obtain the best in each method, then it is necessary to compromise between the two systems. This compromise becomes then a matter of emphasis determined by the selection-election ratio.

Continuing in the same vein as above, point (c) also concerns the relative emphasis to be given the appointment or the electoral system. It works this way: If the election is before the appointments, a candidate who wants to use every means, short of bribery, to get on the Board will first run for election and, if defeated, then file for appointment. This implies that the people who would seek appointment might be the politically undesirable people. A second point to be considered is the ease of holding office and de-emphasizes the appointment procedure. Assuming that we want as many incumbents back on the Board as possible, it might be wise to encourage the use of the appointment system, if it preceded the election, thereby largely eliminating the need for the incumbent to go through the bother of an election if it is not necessary.

In the preceding comment, we have cited the existence of a problem, and several of the reasons for its existence. These reasons are what must be attacked if the problem is to be solved. In this case what is necessary is a Constitutional Amendment. It just so happens that I have one.....

UNION BOARD AGENDA

April 19, 1955

- I. Call to Order
- II. Approval of the minutes of previous meeting
- III. Information session for Union Board candidates
- IV. Union Director's Report
- V. President's Report
 1. Board Members Manual
- VI. Standing Committee Reports
 - A. Personnel Committee
 1. Merit Reception
 - B. Public Relations Committee
- VII. Discussion on proposed Constitutional Amendment
- VIII. Adjournment

NEXT WEEK

1. New Board Orientation Program Begins
2. St. Paul Fund Project Budget Report
3. House Rules

III. Arguments in Favor of the Amendment

Section 1

In this section the amendment attempts to increase the flexibility of the rules governing membership on the Board as to the sex of the candidate. In both the electoral and appointment processes, any limitation as to sex of the candidate may result in a less qualified individual getting the position on the Board, since a criterion not concerning the candidate's qualifications is being used.

If this argument were carried to the extreme, then there should be no limitation on the composition of the Board as to sex whatsoever. However, it is the feeling of the Executive Committee that there should be an upper limit based on the reasoning that the presence of a minimum number of either sex is desired for their viewpoints and other particular characteristics peculiar to one sex alone. Also it seems that in the structure of the Board there are several positions which by their nature are filled best by a person of one sex, for example the secretarial position which is best filled by a girl. This was the primary consideration in setting the proposed ratio at twelve to three.

Section 3

Section 3 deals with both the number of students elected and appointed and the time of appointments. The major alteration provides for nine appointed positions and six elected rather than nine elected and six appointed. The thought behind this specific change is the belief that the appointment procedure will better fulfill the need of the Board for experienced personnel. The reasoning behind this conclusion is as follows: The nature of the Board's work is semi-technical in that each member has a specific job to do, as an Area Director, etc. This job is best filled by a person who has had experience or who has demonstrated a strong interest in that specific field. It follows that this type person will more likely be known within the Union and hence be more likely to file for the Board through appointment than to run for election.

Secondly, the electoral method in the process of putting an individual on the Board will necessarily consider factors which do not necessarily contribute to that person's becoming a good Board member. Examples of these criteria are party affiliation, living group membership, number of similar representatives on the slate, etc.

The sum of this one argument is that there is a tendency to produce more experienced Board members by appointment than through election. The assumption that an experienced Board member is better than an inexperienced one is open to question on the grounds that the elected member, by expanding Board representation, adds "new blood". In a decision between these two concepts, it seems that the experience aspect should be more emphasized than the qualities which representation brings.

The second argument for expanding the appointment process is that it aids in the continuity of the Board by encouraging incumbent members to file for the appointments rather than go through the process of election. The increased number of appointments under the proposed constitutional amendment would enable a larger number of incumbents to make use of this method to Board membership, rather than use the less certain electoral process. It may be added

III. Arguments in Favor of the Amendment - Cont'd

in passing, that the review process does not assure continued membership on the Board, and will consider factors in the applicant's record which because of their confidential nature could not be considered either by the electorate or party nomination committees.

These two arguments favor an increased number of appointments to the Board. However, the electoral process does have many merits and therefore should be given a prominent role in the determination of Board membership. The proposed Constitutional amendment attempts to fulfill both of these requirements.

The second alteration proposed in Section 3 changes the time that appointments are to be made from ten days following the elections to fourteen days prior to them. This is in a sense an extension of the arguments given above, for the proposed shift favors the appointment process over the electoral. By having the appointments made before the election, those candidates who win appointments will not have to run for election. The effect of this is intended to be an incentive to incumbents. It will also make the jobs of the political parties more effective in that they will tend to draw the "new blood" into the Board rather than running the incumbents. This is the job which they most adequately fulfill.

the

The other arguments pro and con/shift in the appointment date are the same as those which were used in the question of shift from election to selection in general, and will not be reviewed here.

IV. Procedure For Action

In order for an amendment to be made to the Union Board of Governor's Constitution, it is necessary for the following steps to be accomplished:

1. "A majority of the entire membership of the Board deem it necessary ... " (Art. V, Sect. 2a).

2. "Amendments proposed by the Board shall become effective immediately after ratification by a majority of all voters voting on the amendment at regular or special election and approval by the Board of Regents of the University of Minnesota."

If the amendment is to be in effect in time for next year's election, it is necessary for the Board to pass the amendment at this meeting so that it can be presented to the Electorate in tomorrow's election.

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
April 19, 1955

Members Present:

Jim Bell, Marilyn Schulz, Bill Dean, Nancy Forte, Con Nordquist, Alden Galbraith, Pris Pierce, Pete Lindberg, Mr. Starr, Russ Templeman, Byron Warmee, Mary McDermott, Dick Getchell, Esther Swanson, Roy Talmo, Pete von Eschen.

Members Absent:

Mr. Snow, Dr. Shoffner, Mr. Plank, Mr. Snoko.

Others Present:

Tom Willot, Dick Hunder, Pat Thorn, Daily Reporter, Virginia McHugh, S. L. A. Board Representative, Joyce Smith, Al Bromley, Nancy Brown, Nancy Walgren, Rod Rude.

The meeting was called to order at 7:15 p.m.

Motion N-116
K-100r

It was moved to accept the minutes of the previous meeting of the Board.

Seconded and carried.

A second information session was held for Union Board candidates reviewing the functions of Board members. The President stated that following the elections there will be a more thorough and systematic introduction to the Board for the new members.

Alden Galbraith, Chairman of the Public Relations Committee, outlined the duties of the committee as co-ordination of Union publicity and the promotion of good will and cooperation in the student body. The committee found this year that it worked out better to act in an advisory capacity for major activities rather than to do the actual making of poster etc, themselves, because of the knowledge required to do a successful job.

Nancy Forte, Chairman of the Personnel Committee, reviewed the functions of her committee. The Personnel Committee maintains a Personnel Bureau for the recruiting of members for committees in the Union and selecting committee chairmen from the committee members. The committee maintains the merit system, working from a committee member to committee chairman and possibly to a Board position. The Personnel Committee conducts training sessions for new committee members and new Board members. The committee also maintains the personnel records.

Con Nordquist, Outings Area Director, reviewed the activities in the Outings Area. This area includes the rental of the bicycles, making arrangements and publicizing the Splash Parties, and the outings group the Minnesota Rovers. Mr. Nordquist felt that the Rovers were the most

progressive part of this area as they have grown in a very short time from non-existence to a group with a nucleus of approximately thirty-five. The group is looking forward to further expansion with the possibility of a University camp in the future.

Director's Report:

Mr. Plank was unable to attend the Board meeting because of work with the legislature and Mr. Snow was unable to attend because of sickness.

Mr. Starr pointed out the need for the Union Board to make a study of long range needs. This should include sources of income, recommendations of improvement in the present facilities and additions to the building. He pointed out that such Universities as Purdue, Michigan, Iowa and Iowa State are now adding to their buildings in preparation for the influx of student enrollment. He suggested that this study be made on a 10 to 15 year basis and that this project should get underway as soon as possible.

President's Report:

Mr. Bell requested those Board members who have not done so, to complete the information sheet giving their responsibilities as an area director or standing committee chairman so that they may be included in the Board Member Manuals.

Personnel Committee:

Nancy Forte reported that invitations to the Merit Reception to be held May 8, 1955 in the Campus Club will be sent out this week. Reply has not as yet been received from Governor Freeman who has been asked to speak at the reception.

Miss Forte requested that rating sheets be turned in before the end of the week.

A question was raised as to whether or not parents of those individuals receiving merit keys should be invited to the Merit Reception.

^{N-117}
Motion K-437:

It was moved that the parents of those students receiving Merit Keys and the parents of members of the Board be invited to the Merit Reception to be held May 8, 1955.

Seconded and carried.

Public Relations Committee:

Alden Galbraith reported that the recreation class which was going to construct the suggestion boxes has been cancelled. The boxes are, however, being constructed and will cost approximately \$30.00. The boxes will be completed shortly and will be placed throughout the building.

The committee is working on publicity for the Art-Craft Shop and will launch its campaign on this area next week. Mr. Galbraith stated that information on publicity will be included in the directory sheet being prepared for the Board Members Manuals.

House and Finance Committee:

A recommendation on the matter of the use of the Art-Craft Shop by faculty and alumni was presented to the Board in the form of a motion.

N-118

Motion K-438:

It was moved that all faculty, staff, alumni, and other persons who have contributed to the student Unions have the privilege of using the Art-Craft Shop and other similar special facilities at no charge by requesting a privilege card obtainable at the office of the Director. Other faculty, staff, and alumni may request a privilege card at a nominal fee by applying at the office of the Director.

Seconded and carried.

Mr. Talmo asked that the budget requests for the coming year be made as soon as possible and that they be turned over to the House and Finance Committee by May 10, 1955. A written report is all that is necessary unless a drastic change is requested. In the latter case a personal presentation of the request at the committee's regular meeting is required.

The committee recommended that the construction of period costumes be authorized and that they be rented to Phi Mu and Sigma Alpha Iota for their opera productions this spring. The approximate cost would be \$130 and the music organizations Phi Mu and Sigma Alpha Iota would pay a rental fee of \$30.00 for the use of the costumes. The costumes would become permanent program properties for use next year.

N-119

Motion K-439:

It was moved that the Union Board allot \$100.00 of the Program Development Funds/purchase of costumes from various periods from Phi Mu Alpha and Sigma Alpha Iota to become permanent property of the Union.

Seconded and carried.

Mr. Talmo announced that the minimum price on cigarettes in the Union will be raised to 25¢ in view of increased costs and to be consistent with other departments on campus.

Constitutional Amendment:

The following proposed amendment to the constitution was presented to the Board.

II. Proposed Constitutional Amendment

Article III. Section 1

Change from:

Section 1. The Board shall be composed of:

- (a) Five non-student members
- (b) Fifteen student members, the ratio of men to women shall be the same as the ratio of men to women regularly enrolled in the University during which the appointments or elections are scheduled. In determining the ratio, the Board shall use the enrollment figures released by the University Recorder at the end of the second week of the quarter. In filling Board vacancies that occur between annual elections by appointments, the existing ratio may be exceeded by three. However, the ratio of men to women on the Board shall never exceed twelve to three.

Change to:

Section 1. The Board shall be composed of:

- (a) Five non-student members
- (b) Fifteen student members, the ratio of men to women or women to men shall never exceed twelve to three.

Article III, Section 3

Change from:

Section 3. Nine of the student members of the Board shall be elected from the University at large under the prevailing electoral system designated by the appropriate University governing body. Six of the student members shall be appointed by a committee which shall be composed of two members selected by the Union Board, one appointed by All-University Congress, one by the Dean of Student's office and one by the Vice President of the Academic Administration.

This committee shall be established at least two weeks prior to the Spring elections.

The appointments to the Board shall be made according to the following provisions:

1. They shall be made within ten days following official spring elections.
2. The appointment procedure shall be so as to provide for the correct ratio of men and women.
3. Each appointment shall be made upon the concurrence of four of the five members of the committee.
4. The committee shall consider the following factors in making its appointments: Motivation of Candidate, demonstrated leadership, time available, understanding of the Union's function, scholarship, and sincerity.

II Proposed Constitutional Amendment

Change to:

Section 3. Six of the student members of the Board shall be elected from the University at large under the prevailing electoral system designated by the appropriate University governing body. Nine of the student members shall be appointed by a committee which shall be composed of two members selected by the Union Board, one appointed by the All-University Congress, one by the Dean of Student's Office and one by the Vice President of Academic Administration.

This committee shall be established at least four weeks prior to the Spring elections.

The appointments to the Board shall be made according to the following provisions:

1. They shall be made at least fourteen days prior to the first day of spring elections.
2. The appointment procedure shall be so as to provide for the correct ratio of men to women.
3. Each appointment shall be made upon concurrence of four of the five members of the committee.
4. The committee shall consider the following factors in making its appointments; Motivation of candidate, demonstrated leadership, time available, understanding of the Union's function, scholarship and sincerity.

Following discussion of the amendment the following motions were made.

^{N-120}
Motion K-440:

It was moved to accept the following amendment to the constitution:

Article III Section I

The Board shall be composed of:

- (a) Five non-student members
- (b) Fifteen student members, the ratio of men to women or women to men shall never exceed twelve to three.

Seconded and carried

^{N-121}
Motion K-441:

It was moved to accept the following amendment to the constitution.

Article III Section 3

Section 3. Six of the student members of the Board shall be elected from the University at large under the prevailing electoral system

designated by the appropriate University governing body. Nine of the student members shall be appointed by a committee which shall be composed of two members selected by the Union Board, one appointed by the All-University Congress, one by the Dean of Student's Office and one by the Vice President of Academic Administration.

This committee shall be established at least four weeks prior to the Spring elections.

The appointments to the Board shall be made according to the following provisions:

1. They shall be made at least fourteen days prior to the first day of spring elections.
2. The appointment procedure shall be so as to provide for the correct ratio of men and women.
3. Each appointment shall be made upon concurrence of four of the five members of the committee.
4. The committee shall consider the following factors in making its appointments: Motivation of candidate, demonstrated leadership, time available, understanding of the Union's function, scholarship and sincerity.

Seconded and carried

In view of the fact that these amendments will be presented to the electorate on April 20, 1955 question was raised as to whether they should be voted on as a whole or separately.

N-122
Motion K-442:

It was moved that the amendments be presented to the electorate to be voted on separately.

Seconded

Following discussion of the ballot and the amendments the motion and second was withdrawn.

Comments were made by the Union Board candidates on the amendments.

Byron Warme assumed responsibility for preparing the ballots on the amendment to the constitution distributing them to the polling places and counting the ballots after the election. Volunteers from the Board were called for the assist with this project.

N-123
Motion K-442:

It was moved to adjourn.

Seconded and carried

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNION BOARD AGENDA

April 26, 1955

- I. Call to Order
- II. Approval of the minutes of previous meeting
- III. President's Report
 - A. Board Members Manual
 - B. St. Paul Fund Project Budget Report
 - C. Establishment of Special Committee
- IV. Standing Committee Reports
 - A. House & Finance
 1. Winter Quarter Budget Report
 2. Part I - House Rules Revision
- V. W.M.M.R. Commercialization Proposal
- VI. Adjournment

**FILE COPY
DO NOT REMOVE**

STARDUST CONCERT
Estimated Budget 1955

PURCHASES:		ESTIMATED COST:
Programs		\$ 30.00
Tickets		32.19
Gas		20.00
Misc.		50.00
PUBLICITY		1250.00
Daily & Misc	130.00	
Posters	75.00	
Newspapers	750.00	
Radio	300.00	
SPECIAL SERVICES:		
Stand By Orch		225.00
Orchestra		1875.00
EMPLOYEES:		
Ticket employees		125.00
Stagehands		210.00
P & I		50.00
RENTALS:		
Northrop		180.00
TOTAL EXPENSES		\$4052.19
 Estimated Income:		
5000 @ \$1.25		\$6250.00
Estimated Profit:		\$2197.81

STARDUST DANCE

Estimated Budget 1955

PURCHASES:

ESTIMATE:

Queen	\$ 25.00
Decorations	85.00
Tickets	22.75

PUBLICITY:

210.00

Daily Ads	160.00
Posters	50.00

SPECIAL SERVICES:

Orchestra	1875.00
-----------	---------

CMU SERVICES:

Men's check - 1	4.50
Women's check - 4	19.00
P.A. Operator - 1	5.00
Ticket Seller - 1	4.50
Ticket Takers - 3	14.00
MBR Fire Exit - 1	4.50
P & L - 1	12.00
Pass Gate - 1	4.50
Terrace - 2	9.00

Total	\$2,293.75
-------	------------

Estimated Income

2000 @ \$1.50	\$3,000.00
---------------	------------

Estimated Profit	\$ 706.25
------------------	-----------

PROPOSAL FOR THE ESTABLISHMENT OF A

SPECIAL COMMITTEE

At the Union Board's last meeting, April 19, 1955, the Director of Student Unions suggested the need of a long range study of Coffman Union. The President mentioned he would take the suggestion under consideration.

There has never been in the sixteen year history of Coffman Memorial Union a thorough and systematic restudy of its operation. This is long overdue. The proposal is of grave concern to the Union Board in determining the Union's present inadequacies and in meeting the needs of its operation in the years to come with the expected influx of students.

In view of this information, the President submits to the Union Board of Governors, for its approval, the establishment of a special committee to prepare a proposal of the method and procedure for a restudy of the operations of Coffman Memorial Union.

COFFMAN MEMORIAL UNION HOUSE RULES

I. PURPOSE OF RULES

- A. To assure best possible use of facilities
- B. To acquaint prospective users with requirements concerning the use of facilities.
- C. To preserve facilities
- D. To state who may use the facilities.

II. GENERAL

A. Who may use the Union Facilities

1. All students currently enrolled in the University.
2. Faculty and staff of the University.
3. Non-University ^{individuals and groups.} organizations where it is in the interest of the University to provide such facilities.

B. These rules govern all areas except:

1. All Food Services
2. The Campus Club (4th, 5th and 6th floors)
3. The Book Store
4. The Barber Shop and Beauty Parlor
5. U.S. Post Office

C. Building Hours:

1. While classes are in session: Normally the building shall be open from 7 a.m. to 10 p.m. Mondays through Saturdays. If dances or parties are scheduled on Fridays and Saturdays, building hours shall be extended to mid-night or 1 a.m. upon special request and appropriate administrative approval.
2. Holidays: Normally the building shall be closed.
3. Vacation periods and summer: Normally building hours during these periods shall be from 7 a.m. to 8 p.m. Monday through Friday with the building closed Saturdays and Sundays.

4. The Union Board of Governors, the Director or his designated representative shall change the hours if special occasions and demands justify such action and if they are in the interest of the Student Body, the University, or the Union.

D. The Union is a department of the University and therefore shall be subject to University regulations.

E. Card playing in the Union shall be restricted to the Game Room; any exceptions to this ruling must be made by the Union Board.

F. Any willful ^{and} ~~and~~ careless damage to any property of the Union shall necessitate replacement by the person responsible, ~~for the same.~~

G. There shall be no tipping of any employees of the Union.

- H. Nothing may be sold in public areas of the Union unless appropriate Administrative approval has been secured.
- I. ~~Normally~~ studying shall not be encouraged in Coffman Memorial Union.
- J. Organizations holding meetings in the Union shall adjourn their meetings twenty minutes before the Union closing hours, except on special request to the Union Board House Committee.
- K. Normally furniture and equipment shall not be used outside the building. *except as noted above*
except as under duly authorized. noted
- L. There shall be no transportation of beverages ~~between areas where~~
~~purchased.~~ *from*
above the ground floor.
- M. All individuals or organizations making use of the facilities shall comply with these rules. The Union Board reserves the right to deny the use of the facilities to anyone violating them.

III. INFORMATION

A. Information Desk on the Main Floor of Union:

1. Shall provide information to interested persons concerning Union activities and facilities.
2. Handles requests for meeting rooms and other facilities.
3. Operating hours while classes are in session shall be 8 a.m. to 9 p.m. on weekdays and 8:30 a.m. to 12:30 p.m. on Saturdays.

April 26, 1955

To the Union Board:

Attached is what we at WQR feel are the vital questions surrounding the proposal to commercialize the station. Please read the information and raise any question you may have.

Tonight is the climax of over seven years' work by WQR and several months' work on my own part. As a spokesman for the staff I can readily assure you that we at WQR feel commercialization to be the only practical solution to our present difficulties.

At present there are over eighty collegiate stations of the "wired-wireless" variety operating on a commercial basis in the United States. They are all flourishing and are assets to their colleges. We only hope that you will tonight render a positive verdict so that by next fall quarter WQR may relieve you of a financial burden.

WQR can be a great credit to your work on the Union Board, and with this in mind we of the staff ask immediate adoption of the proposal.

Thank you.

Jim Ransburg
Program Director

Proposal to the Union Board of Governors, April 26, 1955

The Coffman Union Board of Governors hereby approves and sanctions the immediate commercialization of WMR.

Background to the Proposal

At a previous Board meeting this same proposal was brought before the Board and was sent to committee for further study. This study has now been completed. To enable the answering of any questions raised by board members this background information has been compiled.

1. WHAT IS WMR?

WMR is a "wired-wireless" radio station operating under the provisions contained in the Federal Communications Act of 1934. Its programs are received in University dormitories by means of a carrier-current which is transmitted on electrical wiring in these buildings. The station's call-letters and frequency (630 k.c.) are registered with the Federal Communications Commission in Washington D.C.

2. WHAT IS THE HISTORY OF WMR?

WMR has had a short but stormy history. Originated by grant of the Union Board in 1948 as WCMU. Since its start the station has moved from the Union basement to its present location in 321 Union. At many times during this period since 1948 many proposals for commercialization and physical expansion have been presented to the Board and once a rejected proposal resulted in a mass resignation by WMR staff members. It is perhaps because of this rebellion against the Board that Board members consider WMR staff members as having an overly independent attitude towards the Union. And this is an illusion the present staff is trying to erase.

3. WHAT IS WMR DOING TODAY?

Because of a lack of funds and transmission difficulties WMR is today in a low ebb. Although the present staff feels that commercialization of the station will increase its finances and relieve the present difficulties. This is the only practical solution yet rendered.

4. HOW WILL COMMERCIALIZATION HELP WMR?

Commercialization, or the acceptance and deliverance of paid advertising will aid the station in several ways. First, it will relieve the board of a liability; secondly, commercialization will provide the means of correcting transmission difficulties and adding methods of better serving WMR's audience.

5. WILL COMMERCIALIZATION DECREASE WMR'S AUDIENCE?

Certainly not. Instead, it is felt that commercialization will increase the audience by improving transmission and bettering programming methods. And although the audience is unaware of the fact, WMR currently carries commercials without its knowledge in the form of station promotions and spot announcements prepared by on-campus organizations. Commercialization has often been thought of in connection with the blaring commercials heard on professional stations. This will not be the case with WMR. All programs have been and will continue to be broadcast without offending the listener's intelligence or taste.

6. SPECIFICALLY, WHAT PROGRAMMING ADVANCES WILL BE MADE?

Just a few include the addition of a transcription library, a news machine, greater classics library, greater pops library.

7. HOW WILL WMR HANDLE ITS COMMERCIALS?

This is a question which involves a detailed answer. Perhaps the best reply would be gained by a proposed rate schedule:

National Sponsors

1 Hour	$\frac{1}{2}$ Hour	$\frac{1}{4}$ Hour	10 Min.	5 Min.	1 Min.	20 Sec.
\$30.00	\$18.00	\$12.00	\$ 9.00	\$6.00	\$4.50	\$ 3.00

Discounts

Sponsor agency and station representative agency: 38.6%

Frequency discounts:	13 Broadcasts	5 %
	26 Broadcasts	10 %
	29 Broadcasts	12 $\frac{1}{2}$ %
	52 Broadcasts	15 %
	104 Broadcasts	17 $\frac{1}{2}$ %
	130 Broadcasts	20 %

(The above rate schedule is standard as proposed by the College Radio Corporation, a collegiate station representative.)

Local Sponsors

1 Hour	$\frac{1}{2}$ Hour	$\frac{1}{4}$ Hour	10 Min.	5 Min.	1 Min.	20 Sec.
\$30.00	\$18.00	\$12.00	\$ 9.00	\$ 6.00	\$4.00	\$3.00

Discounts

Sponsor agency or salesman: 15%

Frequency discounts: Same as above.

University Sponsors

1 Hour	1/2 Hour	1/4 Hour	10 Min.	5 Min.	1 Min.	20 Sec.
\$20.00	\$12.00	\$8.00	\$6.00	\$4.00	\$3.00	\$2.00

Discounts

Frequency discounts: Same as above.

Coffman Union Sponsor

1 Hour	1/2 Hour	1/4 Hour	10 Min.	5 Min.	1 Min.	20 Sec.
\$20.00	\$12.00	\$8.00	\$6.00	\$4.00	FREE	FREE

Discounts

Frequency discounts: Same as above.

- STIPULATIONS:
1. All commercials written by WPMR are subject to the approval of the University Radio-TV policies committee and must agree with the National Association of Radio & Television Broadcasters' code of commercial broadcasting.
 2. All commercials written outside WPMR are subject to the approval of the University Radio-TV policies committee and must agree with the National Association of Radio & Television Broadcasters' code of commercial broadcasting.
 3. All commercials delivered from WPMR microphones must consist solely of the spoken word.
 4. The above rate schedule does not include line charges and talent fees as determined by WPMR.
 5. Payment due WPMR by any sponsor for services rendered must be received by the 15th of the month. All bills will be mailed on the first business day of each month.
 6. If at any time WPMR decides any certain public service broadcast deserves preference over a scheduled commercial program it will be given. The sponsor will be notified in advance of the change and will be given the option of cancellation of the program or postponement to a future date.
 7. Quality, quantity and final approval of WPMR commercials rests with the Radio-TV policies committee of the University of Minnesota through Mr. William Munn, director of University Relations.

8. All sponsored programs shall be presented as such, and the name of the sponsor given at the time the program is broadcast, as provided in Section 317 of the Federal Communications Act of 1934.
9. The length of commercial copy on all programs shall be limited to the following: Five min: 1 min. 45 secs.; Ten min: 2 min.; 15 min: 2 min. 30 sec.; 30 min.: 3 min.; 60 min: 6 min. Exceptions to the above shall be made in the case of "disc" shows consisting of a number of short musical selections and commercials for two or sponsors. During such programs musical selections shall not be interrupted for a commercial, nor more than one commercial shall be read between selections.
10. No commercial commitment of WMR shall affect any program other than the one sponsored. No contract granting or implying any right of censorship or control over programs other than the one sponsored shall be acceptable.

8. HOW WILL COMMERCIALIZATION AFFECT WMR'S STATUS AS A UNION BOARD COMMITTEE?

The Board has had and will continue to have complete jurisdiction over the operations of WMR.

9. WHO HAS APPROVED WMR'S COMMERCIALIZATION?

To this date those who have agreed to the commercialization of WMR include the University Radio-TV policies committee through Mr. William Kunn, director of University relations and the Executive Committee of the Union Board.

10. WILL THE FCC INTERFERE WITH THE PLAN?

The commercialization of WMR in no way affects its status with the Federal Communications Commission.

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS' CONSTITUTION

Preamble

We, the students of the University of Minnesota, in order to form a permanent organization, to take advantage of the facilities offered by the Coffman Memorial Union building, and to provide for a comprehensive social, recreational, and cultural program, do ordain and establish this constitution for the University of Minnesota Union.

ARTICLE I

Section 1. The University of Minnesota Union, hereinafter designated as the Union, is an association of those students at the University of Minnesota who pay the Union fee.

Section 2. The Union shall have its quarters and center its activities in the Coffman Memorial Union building located on the Main Campus of the University of Minnesota.

Section 3. The Union shall operate as a department of the University directly responsible by delegation of the President, to the Vice President, Academic Administration.

Section 4. The governing body of the Union shall be known as the University of Minnesota Union Board of Governors, hereinafter designated as the Board.

ARTICLE II

Section 1. The Board shall have the power:

- (a) to formulate and carry into execution a broad social, recreational, and cultural program for the student body of the University.
- (b) to employ such professional and non-professional help as is necessary and proper to the formulation and execution of its program.
- (c) to establish and enforce rules and regulations concerning conduct in and use of all student facilities in the building, subject only to general University regulations.
- (d) to prepare an annual budget.
- (e) to negotiate with the University authorities operating the physical plant and dining facilities in regard to student grievances, and to investigate the operation of the physical plant and dining facilities when a majority of the Board deems such investigation desirable.
- (f) to present the results of any investigation it may make to any appropriate officials of the University, together with whatever recommendations a majority of the Board shall approve.

Section 2. There shall be a liaison committee composed of three members elected by and from the Union Board of Governors and two members appointed by the Vice President, Business Administration. This committee shall have the power to negotiate with the proper University authorities concerning the operation of the physical plant and of the dining facilities, and shall have the right to employ outside experts.

ARTICLE III

Section 1. The Board shall be composed of:

- (a) Five non-student members.
- (b) Fifteen student members, the ratio of men to women or women to men shall never exceed twelve to three.

Section 2. Four non-student members of the Board shall be appointed by the Vice President, Academic Administration, with the approval of the President of the University.

- (a) One non-student member of the Board shall be appointed annually by the General Alumni Association.
- (b) Non-student members shall not be eligible for more than three years in succession.

Section 3. Six of the student members of the Board shall be elected from the University at large under the prevailing electoral system designated by the appropriate University governing body. Nine of the student members shall be appointed by a committee which shall be composed of two members elected by the Union Board, one appointed by the All-University Congress, one by the Dean of Students' Office and one by the Vice President of Academic Administration. This committee shall be established at least four weeks prior to the spring elections.

The appointments to the Board shall be made according to the following provisions:

1. They shall be made at least fourteen days prior to the first day of spring elections.
2. The appointment procedure shall be so as to provide for the correct ratio of men and women.
3. Each appointment shall be made upon concurrence of four of the five members of the committee.
4. The committee shall consider the following factors in making its appointments: Motivation of candidate, demonstrated leadership, time available, understanding of the Union's function, scholarship and sincerity.

Section 4. To be eligible for membership on the Board, a student must:

- (a) be a regularly enrolled student of the University of Minnesota who has paid the Union fee.
- (b) meet the all-University eligibility requirements.

Section 5. The term of office for student members of the Board shall be one year. Any student Board member, if otherwise eligible may be re-elected or re-appointed to a succeeding term. The expiration date of any student member's term shall be when the new Board takes office after the spring elections.

ARTICLE IV

Section 1. The newly formed Board shall meet with the outgoing Board for two meetings for orientation purposes but without vote and shall take office on the third meeting following appointments.

Section 2.

(a) The officers of the Board shall be: President, Vice-President, Corresponding Secretary, and such others as the Board may designate.

(b) The officers shall be chosen by the Board from its student membership provided that the Board may make an exception in the case of the Recording Secretary.

Section 3. The Board shall determine the rules of its proceedings.

Section 4. Vacancies in the student membership of the Board shall be filled by the Board. Vacancies in the non-student membership shall be filled by the corresponding appointing official. All vacancies shall be filled only for the balance of the unexpired term.

ARTICLE V

Section 1. Amendments to this Constitution may be made in the following manner: either

- (a) by the Board of Regents of the University, or
- (b) by proposal from the Union Board.

Section 2. Amendments shall be proposed by the Board whenever: either

- (a) a majority of the entire membership of the Board deem it necessary, or
- (b) a petition is presented to the Board signed by a number of qualified voters equal to ten per cent of the number of ballots cast at the preceding spring election.

Section 3. Amendments proposed by the Board shall become effective immediately after ratification by a majority of all voters voting on the amendment at regular or special election and approval by the Board of Regents of the University of Minnesota.

ARTICLE VI

This Constitution shall become effective immediately after ratification by a majority of all voters voting on this Constitution at a regular or special election and approval by the Board of Regents of the University of Minnesota.

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
April 26, 1955

Members Present:

Jim Bell, Russ Tempelman, Bill Dean, Pete Lindberg, Dick Getchell,
Mr. Starr, Con Nordquist, Mary McDermott, Roy Talmo, Marilyn Schulz,
Nancy Forte, Pete von Eschen, Pris Pierce, Alden Galbraith,
Dr. Shoffner, Mr. Snoke, Esther Swanson.

Members Absent:

Byron Warmee, Mr. Plank, Mr. Snow.

Others Present:

Virginia McHugh, S. L. A. Board Representative, Neil Swanson, Nancy
Walgren, Jim Ramsberg, Warren Pease, Jon Wempner, Pat Thorn, Daily Reporter,
Al Bromley, George Meyer, Rod Rude, Bob Wilkinson, Paul McRoberts,
Dave Seamans, Mrs. Marian Timothy.

The meeting was called to order at 7:15 p.m. The minutes of the previous
meeting were approved.

President's Report:

Mr. Bell welcomed the new Board members to the meeting and reminded them
of the orientation program which has been set up for them. The first
meeting will be held Thursday afternoon, April 28, 1955, in the Terrace
Reading Room. Mr. Starr welcomed the new members and invited them to
consult him at any time on problems concerning the Union.

The President mentioned that the Board Members Manuals should now be
completed and ready for the new members.

St. Paul Fund Project Budget Report:

George Meyer presented to the Board for approval the budgets for the
Stardust Dance and the Benefit Concert for the new St. Paul Campus
Union. Following discussion of the items listed the following motion
was made.

N-124
Motion N-124

It was moved to approve the estimated budget for the Stardust Dance,
May 21, 1955 in the amount of \$2,293.75 and the estimated budget for the
Benefit Concert, May 20, 1955, in the amount of \$4,052.19.

Seconded and carried.

Special Committee:

In view of the expected increase in enrollment it was the recommendation of the President that a special committee be appointed to prepare a proposal of the method and procedure for a restudy of the operations of Coffman Memorial Union in order to meet the needs of its operation in the years to come.

1. This proposal should be prepared after consultation with all appropriate individuals.
2. Upon the recommendation of the President the following motion was made.

N-125
Motion K-444

It was moved to appoint Roy Talmo, Pris Pierce, Mr. Snoks, Con Nordquist, and Dick Getchell, as a special committee to prepare a proposal of the method and procedure for a restudy of the operation of Coffman Memorial Union in order to meet the needs of its operations in the future in connection with the anticipated increase in enrollment.

Seconded and carried.

Public Relations Committee:

The Public Relations Committee is now concerned with the project of bringing the Union's photo files up to date. Pictures of all Board members will be taken and pictures will be taken at events held in the Union and the activities of the various areas. Anyone wishing to have particular types of photographs for publicity should contact the Public Relations Committee.

Alden Galbraith thanked the Daily reporter Pat Thorn for her article in the Daily explaining the amendment to the Union Constitution which was presented for approval in the elections last week.

House and Finance Committee:

The committee recommended that the International Relations Club be permitted to use the Men's Lounge from 1:30 p.m. to 5:00 p.m. on May 11, 12, 13, 1955 to present three forums on the U. S. S. R. This would not interfere with any previous scheduling of the Men's Lounge but it is not the policy of the Union to allow programs in the lounge until 3:30 p.m.

N-126
Motion K-445

It was moved to accept the recommendation of the House and Finance Committee and grant the use of the Men's Lounge from 1:30 a.m. to 5:00 p.m. on May 11, 12, 13, 1955 for the presentation of three forums on the U. S. S. R. by the International Relations Club.

Seconded and carried

The Winter Quarter Budget Report was presented to the Board for review and discussion. Adjustments were made within areas where one activity had a balance and another had a deficit. It was mentioned to the Board that Charm Inc. had been very heavily subsidized this year and that the budget for this area will be given careful consideration.

The deadline for budget requests for the coming year is May 2, 1955.
Written requests will be satisfactory. In case of large increases over last year, it is recommended that the Committee Chairman or Area Director present the request to the Committee personally.

The Committee presented to the Board Part 1 of the revised Coffman Memorial Union House Rules.

During the discussion recommended changes were made with the consensus of the Board.

N-127
Motion K-446

It was moved to accept Part 1 of the revised Coffman Memorial Union House Rules with the following changes.

II. A. 3. add after the word organizations, "individuals, and groups,"

II. F. delete "for the error."

II. K. Add "Except as duly authorized." after the word building.

II. L. substitute "above the ground floor" for "Between areas were purchased."

Seconded and carried.

Personnel Committee:

Nancy Forte requested those Area Directors who have not done so to turn in their recommendations on their Committee Chairmen. The merit reception is coming up very shortly and the work of the Personnel Committee in preparation for this reception is being delayed because this information has not been turned in.

WMMR Proposal for Commercialization:

The proposal for Commercialization of WMMR was presented and explained to the Board by Jim Ramsberg of station WMMR.

This proposal was presented to the Executive Committee last week and it was their recommendation that the proposal be approved.

N-128
Motion K-447:

It was moved that the Coffman Union Board of Governors approve the immediate commercialization of station WMMR as set forth in their proposal dated April 26, 1955.

Seconded

N-129
Motion K-448:

It was moved to table the Commercialization of WMMR Proposal to be presented again to the Board in three weeks.

Seconded and defeated.

N-130
Motion K-449:

It was moved to amend Motion K-447 to include "A special committee shall be established under the Union Board designated as WMMR Committee to review the commercials of the station with power to act for the Board."

Seconded and carried.

Following considerable discussion it was felt that action should not be taken until such time as the results of a survey being made by Vince Dong on whether or not the listening audience of the station would favor the move and until the proposal has been reviewed by the Senate Committee.

N-131
Motion K-447:

Defeated.

It was recommended that the Executive Committee make further study of this matter and that the proposal be presented to the Board within three weeks.

N-132
Motion K-450:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNION BOARD AGENDA

May 3, 1955

- I. Call to Order
- II. Approval of the minutes of previous meeting
- III. President's Report
 - A. Board Members' Manuals
 - B. New Board Orientation
- IV. Standing Committee Reports
 - A. House & Finance
 1. Part II - House Rules Revision
 - B. Personnel Committee
 1. Merit Reception
- V. Adjournment

NEXT WEEK

Board Officers Election
Dinner Meeting
Review of Board's 1954-55 Activity

**FILE COPY
DO NOT REMOVE**

IV. RULES GOVERNING THE USE OF INDIVIDUAL FACILITIES

A. Main Lounge

1. Shall be open for general informal use whenever the building is open.
Exceptions may be made with the approval of the Union Board.
2. No organized activities shall take place in this lounge unless approved by the Union Board.

B. Men's and Women's Lounges

1. May be used for organized activity such as meetings, informal parties, and dances, after 3:30 p.m. Mondays through Fridays and all day Saturdays.
2. Normally at other times the lounges shall be available for general use.
By Registration at the Information Desk

C. Terrace Reading Room

1. A browsing library to be used for informal reading. There shall be no talking or smoking.
2. Available for special occasions with the approval of the Union Board.

D. Women's Quiet Room

The purpose of this room is to:

1. Provide rest and sleeping facilities for women students normally between the hours of 8:00 a.m. and 5:00 p.m. Mondays through Fridays during the school year.
2. The room shall be kept dark, there shall be no talking, no smoking, and no eating.

E. Ballroom

1. Requests for the use of the ballroom must be submitted in writing to the Office of the Director.
2. The use of the ballroom on Fridays, Saturdays, and evenings before holidays shall normally be restricted to dances and similar party reservations with first preference being given to student recreational and social functions on Friday and Saturday evenings.
3. Tentative reservations for the ballroom shall not be acceptable.
4. Eating of bag lunches shall be permissible during noon programs.

5. All plans for decoration shall require approval through the Office of the Director.
6. The operation of the light board shall be restricted to trained personnel.
7. The need for sound equipment shall be requested when the reservation is made.
8. As a fire precaution, smoking will not be permitted on the ballroom floor during dances.

F. Game Room

1. The Game Room shall be available to all students currently enrolled in the University between the hours of 8:00 a.m. to 5:00 p.m. Mondays through Fridays while classes are in session for informal games of cards, chess, checkers, etc.
2. All forms of gambling shall be prohibited.
3. All students shall be required to identify themselves by fee statements upon request of the game room supervisor.
4. All persons using the facilities of the game room shall sign the register maintained by the supervisor.
5. The game room shall be available for parties and as a meeting room after 5:00 p.m. and on Saturdays. *By Registration Request 5/21*

G. Conference Rooms *GG*

H. Student Offices

1. Special activities of an all-University interest shall have priority use of Room 131, hereafter designated as the Special Activities Office. This room may be reserved through the Office of the Director.
2. The following policy shall govern the assignment of student office space within the Union building:
 - a. Organizations shall apply in writing to the Union Board stating purpose or organization and need for space.
 - b. The Union Board shall evaluate and act on all such requests.

- c. If such requests are approved, the organizations concerned shall complete an agreement provided by the Union Board of Governors which shall be subject to review and cancellation at any time. The Agreement shall include a statement designating responsibility of the organizations occupying office space in the building and any other instructions which may be deemed pertinent.
- d. The Union Board shall furnish such office furniture as is available and is considered necessary.

I. Billiard Room

1. The Billiard Room is for the use of all University students, staff, faculty, and their guests.
2. The Billiard Room shall normally operate between the hours of 9:00 A.M. and 9:00 P.M. Mondays through Fridays and from 9:00 A.M. to 4:00 P.M. on Saturdays when classes are in session.
3. Violators of rules as posted in the Billiard Room shall be subject to appropriate disciplinary action.
4. The rates charged for the use of the game facilities shall be determined by the Union Board of Governors.
5. The Billiard Room may be available for private use by organizations after 8:30 P.M. on week days or 4:00 P.M. on Saturdays at a special rate as determined by the Union Board.

** include on 6.*

J. Bowling Alleys

1. The bowling alleys shall be available for use by all University students, staff, faculty, and their guests.
2. In the case of the individuals below college age, they must be accompanied by an adult (an eligible person of college age or over).
3. The rates charged shall be those as determined by the Union Board of Governors.

4. Violators of rules as posted in the bowling alley shall be subject to appropriate disciplinary action.

5. The bowling alleys shall normally be open ~~to the public~~ between the hours of 11:30 A.M. and 10:30 P.M. Mondays through Saturdays during the regular school year.

K. Art Craft Workshop

1. The facilities of the Craftshop shall be available free of charge to all students currently enrolled in the University. All faculty, staff, alumni, and other persons who have contributed to the Student Unions may request a privilege card obtainable at the office of the Director at no extra charge. All other faculty, staff, and alumni may obtain a privilege card at a nominal fee by applying at the office of the Director.

2. Retail prices shall be charged for all materials used.

3. No charges shall be made for the use of equipment.

4. The rules as posted in the Artcraft Workshop shall be complied with and violators shall be subject to appropriate disciplinary action.

L. Commuter's Lunchroom

1. The Union Board has jurisdiction over the Commuter's Lunchroom at all times except when Food Service normally operates it.

2. The Commuter's Lunchroom shall be available for general use or organized activities.

V. RULES GOVERNING THE SERVING OF FOOD IN THE UNION

A. It shall normally not be permissible for groups to bring food into the building. Where special occasions demand it, exceptions may be granted by the Director. *of Student Unions*

B. Normally food shall be ordered through the Coffman Union Food Service Department.

VI. STUDENT CONTACT TABLE POLICY

The purpose shall be to provide facilities for organizations to conduct campaigns.

A. On the ground floor of Coffman Union tables may be placed in the following

locations against the Union Bookstore wall:

1. At the west end
 2. At the east end
 3. A table at either side of the center entrance to the Bookstore.
- B. On special occasions, tables may be placed on the Main Floor in front of the planter. Requests shall require the approval of the Office of the Director or the Union Board of Governors. Such requests shall normally be granted to special student activities of an all-University nature such as charity drives, Homecoming, Welcome Week, Sno Week, etc.
- C. The following rules shall govern the use of contact tables:
1. Tables may be reserved for a maximum of six consecutive days, however this may be reduced if a heavy demand requires it.
 2. Decorations shall be confined to the tables or easels.
 3. Tables shall in no way obstruct normal traffic.

VII. UNION POSTER POLICY

- A. Posters may be placed in the following locations:
1. Glass enclosed bulletin boards adjacent to Main floor entrance.
 2. Display board across from east entrance of Post Office on Ground Floor.
 3. Boards within the Post Office at West entrance, ground floor.
 4. Posters may be located at the east and west main floor entrances to the Union.
 5. Posters may be located by the west end ground floor entrance.
- B. All posters must be approved by the Union Information Desk.
1. A member of the staff will be responsible for placement of the poster.
 2. Each poster must be stamped indicating sponsorship and have pertinent information in regard to time, place, and type of event.
 3. Only posters of University functions are permitted on these Boards, with all others subject to approval of the Union Board of Governors, or the Director of Student Unions.

C. Regulations governing the use of posters in the Union:

1. Posters of 7" x 11" regulation size may be placed on the Main floor board for a period of five (5) days prior to the event being publicized.

2. The East Main floor board is reserved for Union publicity only and the calendar of events.

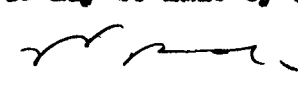
3. Large display posters of ^{a maximum of} 28" x 44" may be placed on the display board on the east ground floor.

4. Posters of ^{a maximum} 28" x 44" may be placed on tripods on the east and west end of the Main floor and the west end of the Ground floor under these conditions:

a. When more than two are displayed, the ^{maximum} ~~period shall~~ be for three days; when ^{two or less} ~~less than two~~ are displayed, the time ^{may} ~~shall~~ be extended to five days. However, a maximum of three ^{posters} ~~only~~ shall be permitted in this area.

b. Events of an all-University function occurring once a year may be permitted to be displayed for longer periods with the approval of the office of the Director of Student Unions.

5. Posters may be located in front of student offices and/or at the entrance of the event being publicized. Their size should be no larger than 28" x 44" and limited to one poster.

6. Exceptions relative to size ^{location & other type publicity} may be made by obtaining approval of the office of the Director ^{of} 

May 3, 1955

SUGGESTED NAMES FOR MERIT KEYS AND CERTIFICATES

Einar Aase
Grace Billings
Alan Bromley
Don Brown
Nancie Brown
Dick Getchell
Dave Haight
Charles Imm
Pat McCulloch
Mildred McKirdy
Tom Millott
Jim Ramsberg
Peg Robertson
Barb Swenson
Wayne Templeman
Robert Winandy
von Leake
W. W. Thompson
Mary Ackerman
Sylvia Allen
Don Backstrom
Nancy Beach
Richard Bell
Deem Benepe
Peter Benson
Roger Born
Jack Brask
Don Cannon
Carol Chader
Anil Chattergee
Bernie Chauss
Peggie Chichester
Russ Cowles
John Coyne
Doug Currence
James Dalrymple
George Deach
Nancy Donlin
Sandra Erickson
JoAnn Flood
Caroline Gilbert
Gail Grewe
Francis Haeg
Vonnie Hagen
Barbara Hall
Sue Haxton
Roger Holstrand
Rhonna Hower
Andria Hourivich
Richard Hunder
Eleanor Iknn
Barb Ingvoldson

Mary Ann Janisch
Barbara Joffe
Bruce Katter
Leora Kavli
Enid Klein
Bev Knudson
Pat Lalim
Garnet Lee
Paul Lindberg
Jean Lindholm
George Meyers
Roger Johnson
Ralph Manning
Don Mayer
Dan McFadden
Bill McGlone
Alta Messick
Jim O'Brian
Cynthia Nelson
Josephine Paterak
Jan Peterson
Ron Peterson
Audrey Phillips
Marge Quimby
Georgie Rasmussen
Ronald Replogle
Hal Rindal
Joe Robinson
Nancy Schmelke
Don Schnoldt
Bob Segal
Anne Selts
Margaret Smith
Audie Stueve
Jeanne Teske
Ken Trones
James Vnak
Bob Wheeler
Bob Whipple
Moustaffa Yasmin

Dick Galna
Zoe Pedard

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
May 3, 1955

Members Present:

Jim Bell, Nancy Forte, Bill Dean, Russ Templeman, Pete von Eschen, Alden Galbraith, Esther Swanson, Dick Getchell, Marilyn Schulz, Dr. Schoffner, Roy Talmo, Con Nordquist, Pris Pierce, Mr. Snoke, Mary McDermott, Mr. Starr, Byron Warmee.

Members Absent:

Mr. Snow, Mr. Plank, Pete Lindberg.

Others Present:

Nancy Wallgren, Jean Teske, Bob Winandy, Al Bromley, Chuck Imm, Rod Rude, Nancy Brown, Paul McRoberts, Jon Wempner, Neil Swanson, Pat Jaster, Daily Reporter, Virginia McHugh, S. L. A. Board representative, Joyce Smith, Dave Seamans.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved.

The President mentioned to the new Board members that excepting a few the Manuals are now complete and are available for their use in the Board office. He also mentioned that if they had missed any of the orientation sessions they should stop at the Board office and arrangements would be made for make-up sessions.

The President announced that the next meeting will be a dinner meeting. The meeting will be held in room 320 at 5:30 p.m. Tuesday, May 10, 1955. Smorgasbord will be served. Board officers election and a review of the Board's 1954-55 activity will be included on the agenda.

The President outlined a project for celebrating the Fifteenth Anniversary of Coffman Memorial Union. This project was previously discussed by Vince Dong and members of the Public Relations Committee. The President felt that this should be the responsibility of the new Board and volunteers were called for to assist with this project especially in connection with an event to be held October 4, 1955 to observe this anniversary. Miss Jean Teske volunteered to work on this committee.

Personnel Committee:

The new Board members left the meeting for a short time during which the list of candidates for merit keys and certificates were presented to the Board for approval.

^{N-128}
Motion K-451:

It was moved to accept the list of candidates for merit Keys and certificates as presented by the Personnel Committee including the amendments.

Seconded and carried.

A sheet was passed out for Board members to indicate whether or not they plan to attend the merit reception. Volunteers were asked for to act as hosts and hostesses at the reception.

House and Finance Committee:

The second part of the House Rules were presented to the Board for Review and discussion.

^{N-128}
Motion K-452:

It was moved to accept the second section of the House Rules as presented by the House and Finance Committee with the following changes:

- IV. B. 1. add after Saturdays "by reservation at the Information Desk".
- IV. F. 3. delete 3. in its entirety.
- IV. F. 5. add after Saturdays "by reservation at the Information Desk".
- IV. add "M. Any person may be requested to identify himself upon request by the proper authorities. The Union Board reserves the right to deny the use of facilities to anyone violating the House Rules."
- VII. A. add "6. Posters may be placed in the place provided in the elevators."
- VII. C. 3. add after Large display posters of "a maximum of"
- VII. C. 4. add after Posters of "a maximum of"
- VII. C. 4. a. This paragraph should read as follows:
"When more than two are displayed, the maximum period shall be for three days; when two or less are displayed, the time may be extended to five days. However, a maximum of only three posters shall be permitted in this area.
- VII. C. 6. This paragraph should read as follows:
"Exceptions relative to size, location and type may be made by obtaining approval of the office of the Director of Student Unions."

Seconded and carried.

Roy Talmo, Chairman of the House and Finance Committee, recommended that agreements for office space in the Union be granted on an annual basis and be reviewed each year by the House and Finance Committee.

^{N-129}
Motion ~~K-455~~:

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

by

UNION BOARD AGENDA

May 10, 1955

**FILE COPY
DO NOT REMOVE**

- I. 5:30 P.M. Dinner - Room 320 Coffman Memorial Union
- II. 6:30 P.M. Recognition of 1954-1955 Union Board of Governors
- III. Call to Order
- IV. Approval of the minutes of previous meeting
- V. Standing Committee Reports
 - A. House & Finance
 1. Part III - House Rules Revision
- VI. Report of the Special Committee on proposed procedure for the restudy of Coffman Memorial Union.
- VII. First reading of proposed By-Law Amendment
- VIII. Review of 1954 - 1955 Board Activity
- IX. Report of the 1954 - 1955 Board President
- X. Election of Officers
- XI. Installation of Officers
- XII. Other Business
- XIII. Adjournment

March 29, 1955

Jim Bell
President
Union Board of Governors

The Stardust Dance committee requests that all tickets to the Concert to be held on May 20 will be duly paid for by the ticket holder. This of course, includes the administration, faculty, and all personnel connected with the Union Board and the University of Minnesota.

Gratis tickets to be used only for purposes of publicity.

The committee feels that this request should be granted in order to show a net profit on the Stardust Concert.

George Meyers

General Chairman
Stardust Dance

May 6, 1955

MODIFICATIONS AND ADDITIONS TO
HOUSE RULES

o / 7 9 6
II. ~~GENERAL~~

Religious Policy

The University of Minnesota, by its charter, must remain non-sectarian. The Union, as a department of the University, must adhere to the same policy in passing upon problems growing out of the use of the Union facilities by religious groups. Therefore, any request for privilege made by a single religious group must be denied if it cannot be granted to all similar groups.

VIII. UNION DECORATION POLICY

Attractive decorations shall be maintained throughout the Union for the purpose of promoting student activities of an all-University nature.

A. Exterior of the building

1. Plans for decoration of the Union exterior must be approved by the Union Board. *Office of the Director.*

B. Organizations granted permission to decorate are required to conform with the following regulations:

1. No tape may be put upon a painted or finished surface.
2. No tacks may be used except on bulletin boards.
3. Only materials which are non-inflammable may be used.
4. All organizations shall be responsible for putting up their own decorations and removing them at the end of their event.
5. The period of display for decorations shall be for the duration of the event, but this time shall not normally exceed one week.
6. All organizations shall be responsible for any damage done to property of the Union, and they shall be held accountable for replacement or payment.

Do not delete. ~~C. All decoration plans must be approved by the office of the Director.~~

IX. UNION SOUND SYSTEM POLICY

- A. The public address system provides for centralized dispersal of announcements, music, and other programs in Coffman Memorial Union.
- B. Requests for announcements must be submitted twenty-four hours in advance to the Office of the Director, except where it involves programs sponsored by the Union Board of Governors, and then the request must be submitted to the Program Office. All requests shall be brief and in writing. Normally, announcements shall be made on the day of the event and shall not exceed three times.
- C. The Union sound system in public areas shall be used primarily for transmission of background music.
- D. The Union Board may from time to time permit presentation of special programs.
 - 1. Portable phonographs with speakers and microphones, and spotlights shall be available to student groups upon request to the Information Desk. Such use shall be restricted to the Union building and the room specified in the request.
 - 2. Organizations requesting such service shall be required to pay for the services of an operator and the rental of equipment.
- E. Portable radios may be used providing they do not disturb others or interfere with another activity in process in the Union.

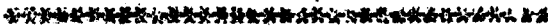
Sehnoor /
Hello



SO LONG SAM!

Darwin's theory of the survival
of the fittest doesn't work any
more. Nowadays, the fit work
themselves to death trying to
keep the unfit alive. - Read

MENU



Southern Fried Chicken

Swedish Meatballs & Mushroom Sauces

Assorted Cold Meats & Cheeses

Deviled Eggs

Potato Salad

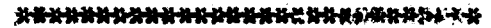
Tossed Green Salad

Assorted Breads

Coffman Union Board Cake

Coffee & Milk

PROGRAM



Master of Ceremonies - By Warmee

Grace - Jim Ball

- DINNER -

RECOGNITION PRESENTATIONS

Jim Ball & Gorty Starr

BUSINESS MEETING

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
May 10, 1955

Members Present:

Jim Bell, Nancy Forte, Bill Dean, Russ Templeman, Pete von Eschen, Alden Galbraith, Esther Swanson, Dick Getchell, Marilyn Schulz, Dr. Shoffner, Roy Talmo, Con Nordquist, Pris Pierce, Mr. Snoke, Mary McDermott, Mr. Starr, Byron Warmee, Mr. Snow, Mr. Plank, Mr. Pfeleider, Nancy Wallgren, Jean Teske, Bob Winandy, Al Bromley, Chuck Imm, Rod Rude, Nancy Brown, Paul McRoberts, Jon Wempner, Neil Swanson, Bob Wilkinson.

Others Present:

Dr. Walter C. Coffey, President Emeritus, Virginia McHugh, S. L. A. Board Representative, Pat Thorn, Daily Reporter, Joyce Smith, David Seamans.

The meeting was called to order at 7:15 p.m. following a smorgasbord served in room 320.

Previous to the meeting merit keys were presented to the following Board members: Dick Getchell, Russ Templeman. Board keys were presented to the following Board members: Nancy Forte, Bill Dean, Alden Galbraith, Esther Swanson, Marilyn Schulz, Roy Talmo, Con Nordquist, Mary McDermott, Byron Warmee, Pete Lindberg, Pris Pierce. Paper weights were presented to the following Board members for two years service on the Board, Jim Bell, Pete von Eschen.

Director's Report:

The Director commented on the activities of the Board for the past year. It was his feeling that a very businesslike atmosphere has been developed in the Board office and that much progress has been made in the Union during the past year.

Mr. Starr presented Jim Bell with a gavel engraved with his name and year of office. Mr. Starr also presented alumni passes to those who will be leaving the Board this year. They are as follows: Jim Bell, Bill Dean, Pete von Eschen, Alden Galbraith, Esther Swanson, Marilyn Schulz, Roy Talmo, Mr. Snow, Mr. Plank, Mary McDermott, Byron Warmee, Pete Lindberg, Pris Pierce, Dr. Work.

House and Finance Committee:

The House and Finance Committee presented several modifications and additions to the House Rules. After discussion the following motion was made.

N-130

Motion K-454r

It was moved to adopt the Modifications and Additions to the House Rules dated May 6, 1955 with the exception that the section on Religious Policy be included under office space, and that \$25.00 be allocated to the House and Finance Committee for materials for preparing the House Rules for distribution.

Seconded and carried.

Mr. Starr outlined the fifteen year building plan of the student Unions. The projects included in this plan were the renovation of the main lounge and the ballroom, the establishment of the Village Union, construction of the St. Paul Campus Union, establishment of a University Outings Camp and/or an addition to Coffman Union. The first two projects have now been completed and the third is well on its way.

Mr. Starr presented the background on the fund drive for the St. Paul Campus Union to the Board. At the inception of the fund drive a total of \$350,000 was on hand. In the past two years \$185,000 has been raised by the fund drive committee. It is estimated at the present time that a total of \$650,000 is needed to begin the first stage of the building.

Dr. Walter C. Coffey gave the Board information on the operations of the fund drive, some of the sources of funds and future plans.

After discussion by the Board the House and Finance Committee made the following recommendation in the form of a motion.

N-131

Motion K-455r

It was moved that the net income of Coffman Memorial Union be equally divided between Coffman Memorial Union and the fund drive for the new St. Paul Campus Union with a maximum of \$25,000 to be donated to the fund drive.

Seconded and carried.

Report of Special Committee:

Con Nordquist, Chairman, of the special committee on the proposed procedure for the restudy of Coffman Memorial Union, reported that the committee has met and discussed this matter and will be presenting a written report to the Board before the end of the quarter.

Stardust Dance and Concert:

A letter from George Meyers the General Chairman of the Stardust Dance and Benefit Concert was presented to the Board for review and action.

N-132

Motion K-456:

It was moved that all tickets to the benefit concert held May 20, 1955 be duly paid for by the ticket holder. This will include the administration, faculty, and all personnel connected with the Union Board and the University of Minnesota. Gratis tickets are to be used only for the purposes of publicity.

Seconded and carried.

Word has been received from the Musicians Union that the Stardust Concert Committee will be required to hire a standin band for the concert. It was the feeling of the Board that the Director and other appropriate parties negotiate with the Union to see if the requirement can be waived.

N-133

Motion K-457:

It was moved that the appropriate University officials contact the Musicians Union for the purpose of negotiation on the requirement of a standin band for the Stardust Concert keeping in mind University relations with the Musicians Union.

Seconded and carried.

Amendment to the By-Laws:

The following amendment was presented to the Board:

The presented Article I, Section A of our By-Laws is not consistent with Article IV of the Union Board Constitution. Section 1 of that article reads:

"The newly formed Board shall meet with the outgoing Board for two meetings for orientation purposes but without vote and will take office on the meeting following appointments."

Proposed By-Law Amendment - Article I - Meetings, Section A- Annual Meetings, reads at present:

"The annual meeting of the Board shall be held not later than one week following spring elections each year."

Proposed Amendment:

"The annual meeting of the Board shall be held not later than three weeks following spring elections each year."

Review of 1954-1955 Board Activity:

Various Board members gave their opinions on the activities of the Union during the past year.

It was suggested to the new Board that information be well presented and accompanied by a positive recommendation and that when action is taken it should be followed through to completion. It was also mentioned that thought should be given to the campus wide effect of action taken by the Board and that Board members should be aware of what other organizations on campus are doing because their actions effect the Union.

Mr. Robert Snow mentioned that each year a report is made by the alumni representative to the Alumni Association of the Board's activity for the year.

The President mentioned that there has been closer cooperation with other governing bodies on campus particularly the All-University Congress and the Social Service Council. He also pointed out several projects which will be passed on to the new Board. 1. WCMR Commercialization, 2. Union rental rates, 3. Region Meeting of the Association of College Unions, 4. Summer Orientation Program.

Election of Officers:

The following were nominated for President: Con Nordquist, Rod Rude, Dick Getchell.

^{N-134}
Motion K-457.

It was moved to close the nominations.

Seconded and carried.

Those nominated left and comments were made on their behalf.

Following the first ballot neither Con Nordquist nor Dick Getchell received a majority vote.

On the second ballot Dick Getchell was elected President of the Union Board.

The following were nominated for Vice President: Bob Wilkinson, Rod Rude, Al Bromley.

^{N-135}
Motion K-458.

It was moved that the nomination be closed.

Seconded and carried.

The three individuals nominated left the room and comments were made by the Board members on their behalf.

Rod Rude was elected Vice President of the Union Board.

Nominations were opened for Corresponding Secretary. Miss Nancy Forte and Miss Jean Teske were nominated. Miss Teske declined the nomination. Miss Forte was unanimously elected Corresponding Secretary.

Following the elections the new officers were installed.

^{N-136}
Motion K-459:

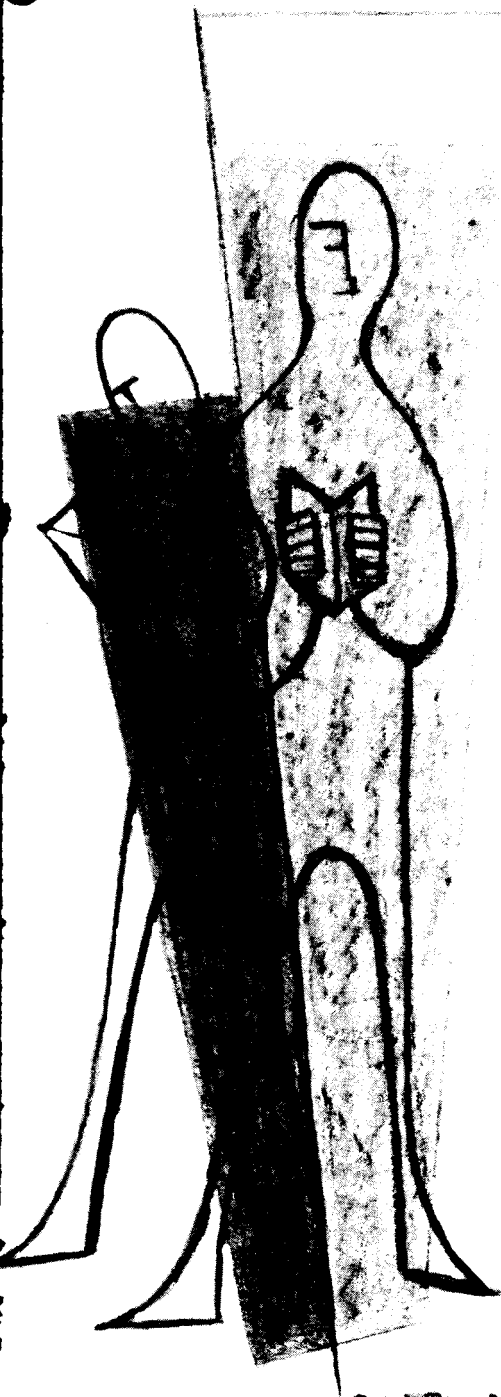
It was moved to adjourn.

Seconded and carried.

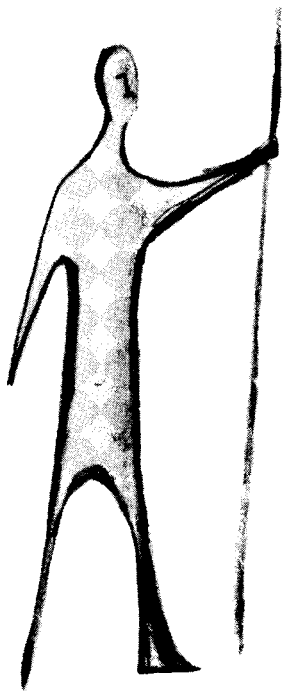
The meeting adjourned at 11:10 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary



COFFMAN MEMORIAL UNION



to do

or

not to do

House Rules of Coffman Memorial Union

University of Minnesota

Minneapolis 14

INSIDE INFORMATION

	Page
Greetings! (Introduction).....	3
Generally Speaking (General Rules)	4
When are We Open? (Hours).....	5
Lounging Around (Lounges)	6
Read Anything Good Lately? (Terrace Room)	6
Quiet, Coeds Asleep (Women's Quiet Room)	7
Party and Dance Center (Main Ballroom).....	7
Trump Anyone? (Game Room)	8
How About Billiards? (Billiards Room)	8
Or Maybe Bowling? (Bowling Alleys)	8
In the Creative Spirit (Art-Craft Workshop)	9
Meeting Come to Order (Conference Rooms).....	9
A Hideaway (Student Offices).....	10
Munch Your Lunch (Commuters' Lunchrooms)	11
It's Campaign Time (Student Contact Tables)	12
Keep Posted (Poster Policy)	13
New Faces (Decorations Policy)	14
Now Hear This! (Sound System Policy)	14

GREETINGS!

The Board of Governors and staff cordially welcomes you to Coffman Memorial Union.

It's been estimated that an average of 12,000 persons enter the Union during a weekday: to take part in activities, to relax, to use the amusement or dining facilities, to meet informally or in organized groups.

Coffman Memorial Union, a division of the Department of Student Unions, is both an organization and a building. It belongs to the students and staff of the University, for part of the incidental fee goes toward the support of the Union. This means that students are share-holders in the Union.

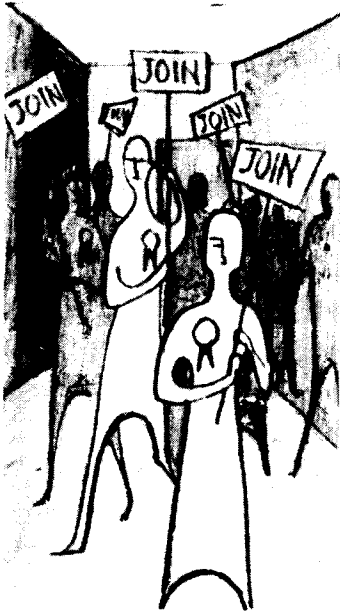
Now, to accommodate everyone, to insure that the facilities are used in the best possible way, to protect the investment students and staff members have in the Union, the Union Board has set up these house rules and regulations for your information and guidance. These rules explain who may use Union facilities and how to use them.

Much as we may like to do so, we cannot accommodate everyone in the University community. The reasons are obvious. Students and staff members get top priority on the use of these facilities. As for non-University groups and organizations, this booklet will explain how to qualify for the use of the Union when it is in the interest of the University to provide facilities.

Here you'll find specific answers to questions you may have on where to get information in the Union, the use of individual facilities, student contact tables, poster policy, decoration policy and the sound system in the Union.

Gordon L. Starr

GENERALLY SPEAKING...



There's no limit to the number of billiard games you can play in an hour in the Union. Provided your scholastic record can stand it, there's no limit either to the number of Union activities you can join.

But as far as the uses of facilities in the Union is concerned, there are some "can do" and some "can't do" rules - just as there are in every large organization.

We would like to maintain your Union as the "living room of the campus," as a center of social, recreational and cultural activities. Here are

some general rules that you can follow and help us to keep the Union as a University community "living room."

1. We'd like to discourage studying in the Union. For your studying, try the library, or your classrooms!
2. Card players, confine your games and activity to our Union Game Room, room 118.
3. For any Union property you've wilfully or carelessly damaged, you'll be obligated to replace it.
4. Do not tip any employee of the Union.
5. Unless you've obtained prior permission, there's nothing to be sold in the public areas of the building.
6. Adjourn meetings of your organization in the Union twenty minutes before the closing time of the building, unless you have previous approval from the Union Board House and Finance Committee.
7. Use furniture and equipment inside the building - don't take them outside.

8. Normally food shall be ordered through the Coffman Union Food Service (61B CMU). Where special occasions require it, you may obtain permission from the Director of Student Unions to bring food into the building.

9. Please eat your bag lunches in the ground floor lunchrooms. You may eat them in the Main Ballroom when noon programs are held there.

The house rules we've just enumerated and the ones to follow apply to those areas under the control of the Union Board of Governors.

These rules cover all areas in the building except:

1. Food Services, Bookstore, U.S. Post Office, Barber Shop and Beauty Parlor, all of which are separate facilities of the University.

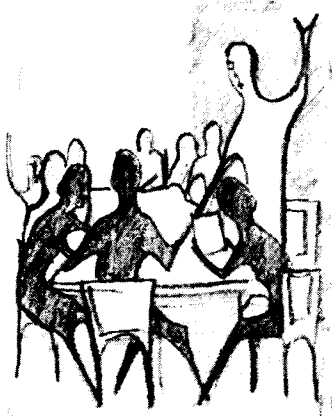
2. Campus Club.

To insure the proper use of building facilities, the Union Board of Governors reserves the right to deny the use of such facilities to anyone not complying with the house rules.

As further insurance, any person may be asked to identify himself upon request by the proper authorities.

WHEN ARE WE OPEN?...

When classes are in session, the building normally is open from 7 am to 10 pm, Monday through Saturday inclusive. If there are dances or parties on Fridays or Saturdays, the closing time may be extended to midnight or 1 am upon special request and approval by the Union.



On holidays the building normally is closed. During vacation and summer session periods, building hours usually are 7 am to 8 pm, Monday through Friday, with the building closed on Saturday and Sunday.

When special occasions demand it, the Union Board or the Director of Student Unions may change these hours.

For any information about Union facilities, see the receptionists at the Information Desk, Main floor of the Union. The Desk is open from 8 am to 9 pm., on weekdays and from 8:30 am to noon on Saturday.

The Information Desk will accept room reservations from recognized student groups from 8 am to 5 pm, Monday through Friday.

LOUNGING AROUND...

You'll find the Main Lounge open for general use anytime the building is open. Organizations who may want it for special use should secure approval from the Union Board.



The same applies to the Men's and Women's lounges, on opposing sides of the second floor. These two rooms may be used for organized activities such as informal parties or dances after 3:30 pm Monday through Friday and all day Saturday. Reservations may be made at the Information Desk.

READ ANYTHING GOOD LATELY?...

The Union's library of popular magazines, books and newspapers is located in the Terrace Reading Room, 118 Union. The room is intended for informal, recreational reading. So, please, no talking or smoking in this room! Upon approval of the Union Board, the room may be used for special purposes.

QUIET, COEDS ASLEEP!

Here's just the room for you women students who are after a quiet room where you can relax and sleep. Hours are from 8 am to 5 pm, Monday through Friday during the school year. The room is kept dark. Coeds, there's to be no talking, smoking or eating!

PARTY AND DANCE CENTER

We get a large number of requests for use of the Main Ballroom, both as place for dances and for dinner meetings and special programs.

If you wish to use the Ballroom, submit this request in writing to the office of the Director of Student Unions. Tentative reservations are not acceptable, because there are too many groups wanting use of this room.

On Fridays, Saturdays and days before holidays, the Ballroom will be reserved for dances and similar party reservations. First preferences go to student recreational and social functions. During noon programs in the Ballroom, bag lunches may be brought in to the room for programs held there.

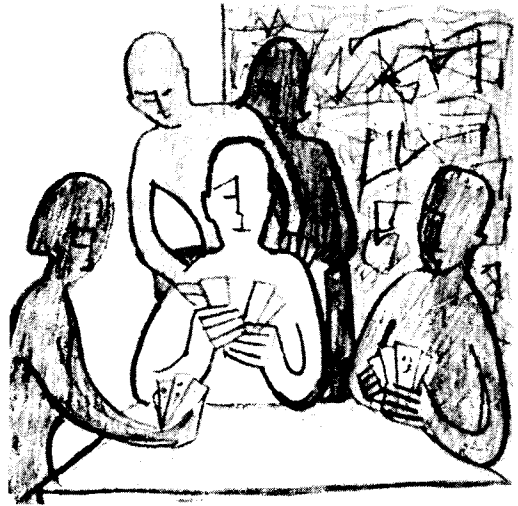
In brief, here are other instructions on the use of the Main Ballroom:

1. Obtain approval from the office of the Director of Student Unions before starting your decorating.
2. Leave the manning of the light board to trained personnel only.
3. If you want to use sound equipment, make a reservation for it in advance.
4. During a dance there are many people on the floor. So, as a precaution, no smoking on the ballroom floor during dances!



TRUMP ANYONE?

As the name indicates the Game Room, in 127 Union is the place where both men and women students can play cards and other games.



To make use of the facilities here, register with the Game Room Supervisor. Hours are 8 am to 5 pm, Monday through Friday, while classes are in session. After 5 pm and on Saturday, the room is available for parties and meetings. For reservations, apply at the Union Information Desk.

Games in the Game room are for amusement only. So, therefore, no gambling!

HOW ABOUT BILLIARDS?

The Billiard Room (128 Union) normally is open from 9 am to 9 pm, Monday through Friday and from 9 am to 4 pm Saturday when classes are in session. It is for general use of all University students, staff and their guests.

The room is available for private use by organizations after 8:30 pm on weekdays or 4 pm on Saturdays at a special rate determined by the Union Board.

OR MAYBE BOWLING?

Located in the Union basement, the Bowling alleys are available for use by all University students, staff and their guests. Charges and rules on the use of facilities are posted in the Alleys.

If you're below college age and want to use the Alleys, come in the company of an adult, or an eligible person of college age or over. Hours usually are 11:30 am to 10:30 pm, Monday through Saturday of the school year.

IN THE CREATIVE SPIRIT...

All University students may use the Art-Craft Workshop (B66 Union) facilities free of charge. Staff members, alumni and other persons who have contributed to the Union also may use these facilities by requesting a privilege card from the office, Director of Student Unions. There is no charge for this card.

For all other staff members and alumni, privilege cards are obtainable from the Director's office at nominal cost. A retail cost charge is made for all materials used in the Workshop. A list of rules and instructions will be found posted in the Workshop.

MEETING COME TO ORDER...

With 300 plus student organizations and one Union, things could get pretty competitive and crowded without a system for monitoring the use of conference rooms in the building.

Normally, these rooms are available as conference rooms: 315, 320, 325, 326, 327, 343, 344, 345 and 346. In addition, the Union has some dining rooms which may be used as conference rooms at rates similar to other rooms. To reserve a room, see the receptionist at the Information Desk.



If your organization is an "approved group," there's no charge for the use of a conference room. What's an "approved group"? Namely, this: First, organizations approved by the Dean of Students; second, a department of the University. A non-University group, where it is in the interest of the University to accommodate the group, may use rooms at established rates.

Should you not fall into one of

these groups, you may still apply for use of conference rooms if you are "qualified personnel."

This is defined as a group consisting of three or more individuals, two-thirds of whom are currently enrolled at the University. Of course, these persons are expected to comply with general University policies concerning student affairs.

The representative of the group signs a statement explaining the purpose of the meeting and makes payment in advance of any estimated charge.

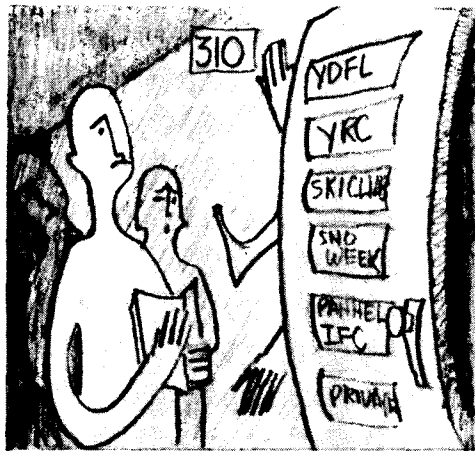
At any rate, rooms shall be reserved by any group for one meeting at a time. And you can make future reservations one day prior to the previously scheduled event.

For those students who want to reserve rooms having pianos, we can't accept advance reservations. However, you may be assigned a room for piano practice at the time of need if such a room is available.

A HIDEAWAY...

The space problem crops up again in the matter of office space for student organizations.

There just isn't enough space for every group. For your group to be considered for the space available write the Union Board, indicating the purpose of your group and its need for space.



If your organization is granted space, you'll complete an agreement spelling out your group's responsibilities. You'll be furnished such office furniture as is available and necessary for your purposes.

The agreement is subject to review and cancellation if it is shown that the organization is not making proper use of the space it's been assigned.

Coffman Union operates under general University policies. Results: The Union must be non-sectarian in its particular policy regarding the assignment of student offices for religious groups. Therefore, any request for privileges made by a religious group must be denied if it cannot be granted to all similar groups.

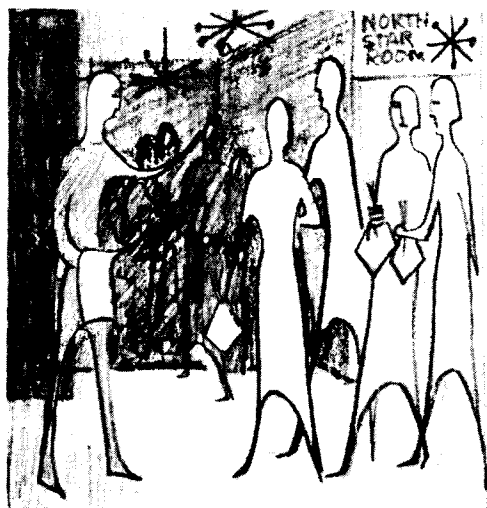


Room 131 of the Union normally is reserved for activities of all-University interest.

This room, popularly called the "Special Activities Office," may be reserved through the Office, Director, Student Unions.

MUNCH YOUR LUNCH?

Except during lunch periods, the Union Board has jurisdiction over the North Star Room and the Ski-U-Mah room.



These rooms are available for general use, and groups should contact the Director's office for more information about this.

IT'S CAMPAIGN TIME...

Occasionally your organization may want Union facilities to conduct a campaign, such as getting new members, selling subscriptions, or holding rah-rah conventions.

Contact tables may be reserved for a maximum of six consecutive days. If there's a heavy demand, this may be cut down though. Confine your decorating to the table, easels. Putting a table to block traffic isn't a good plan, nor is it an acceptable manner of conducting your campaign.

Where can these contact tables be placed? At these locations against the Union Bookstore wall: west end, east end, or at either side of the center entrance.

If you're directing a campaign of an all-University nature, you may request to place a table on the Main floor corridor in front of the Union's center door planter. Send such requests to the Union Board for approval.



KEEP POSTED...

There'd be little need for paint and paneling if we covered all our walls with the posters and signs organizations put up each week.

This would hardly help the looks of the Union. Besides, with so many posters about, soon no one would be paying any attention to your particular poster.

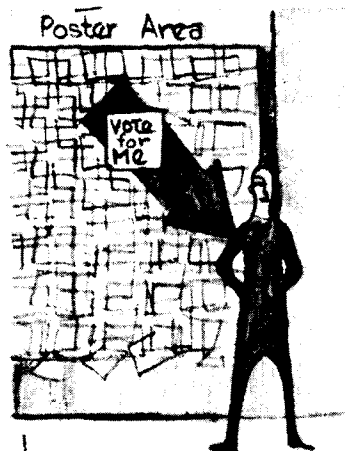
Should you want a poster put up in the Union, first of all get approval from the Student Activities Bureau (114 TSMa). Then bring your poster and approval slip to the Union Information Desk.

Turn the poster over to the Receptionist; she will be responsible for putting up your poster. In addition, she will also remove the poster for you, after the event is over.

Each poster must show the name of the sponsor, the time, place and type of event. And remember, except for posters from Union committees and events, you must obtain approval for posters from SAB.

Posters come in several sizes, the most popular being 7" x 11", and 28" x 44". If you have a specific place where you want your poster displayed, ask the Receptionist about the authorized locations for posters, and the length of time your poster can stay there.

Display areas are located on the Main floor board, east and west ends of the main floor, and east and west end of the ground floor.



Should you want to display a poster in front of your student office in the Union, limit the size of the poster to no larger than 28" x 44" and to one poster at a time.

NEW FACES...

Whether you are planning to decorate on the inside or outside of the Union, get a go-ahead first from the office of the Director of Student Unions.

Here you'll find the necessary information on what should or should not be done. We know you want the Union maintained in the best possible condition, so here are some simple rules to follow on what NOT to do or use: tape on painted or finished surface, tacking except on bulletin boards, and flammable material. To repeat, these are the things NOT to do or use.

You may keep your decorations up for display for the duration of your event. In most cases, this should be about a week. Of course, if you've put up a display, you'll be taking it down likewise.



NOW HEAR THIS...

Hear that lilting music broadcast in the lounges and food service areas? It's part of the Union sound system.

We try to restrict the sound system for the transmission of background music. However, from time to time, you'll also hear announcements over the system. Our policy is to keep such announcements to a minimum.

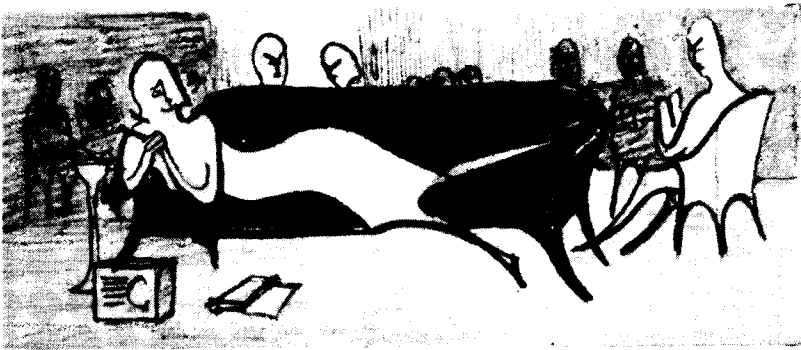
Should you have an announcement on an event that must be made over the sound system, fill out a request at least 24 hours in advance to the office of Director of Student Unions. Where it involves programs sponsored by the Union Board, take your requests to the Program Director, (229 Union).

Normally, announcements are confined to the day of the event, and a limit of three announcements.

Student organizations wanting the use of portable phonographs, speakers, microphones or spotlights may rent them at the Information Desk. Here you may also arrange for the services of an operator.

Finally, you may bring portable radios into the building, provided you do not disturb others or interfere with another activity proceeding in the Union.

To retain the "living room" atmosphere of your Union is the purpose of the house rules that you've just read. Leaving cigarettes unattended, putting your feet on the furniture, these things we feel sure you do not do at home. Why not apply the same rule to your Union? As long as you are on campus, the Union is another home for students, staff, and guests of the University community.



This booklet has given you the essential points of the house rules on the use of facilities in Coffman Memorial Union, University of Minnesota. Any changes in these rules will be made available to you in printed form. For additional copies of this booklet, see the Information Desk receptionist or any member of the Union Board of Governors.

Published during the Fifteenth Anniversary Year of Coffman Memorial Union by the Union Board of Governors

Editors: Vince Dong, Marcia Koth Artist: Nancy Forte

UNION BOARD AGENDA

May 17, 1955

- I. Call to Order
- II. Approval of the minutes of previous meeting
- III. President's Report
 - A. Introduce Mr. Cheese, new Board member and member of House and Finance Committee
 - B. Procedure for placing item on the agenda
 - C. Regional Planning Conference
 - D. Big Ten Conference
 - E. Fall camp
 - F. Board Manuals
 - G. Meeting night
 - H. Letter from Dr. Coffey
 - I. Forms for Mr. Starr's file
- IV. Approval of Area and Committee members
- V. Standing Committee Reports
 - A. House and Finance
 1. Bike Racks
 2. Budget Report
 - B. Personnel
 1. Opening of Chairman filings
- VI. Election of member-at-large to the Executive Committee
- VII. Stardust Dance and Concert Report - George Meyers
- VIII. Second reading and voting of proposed By-Law Amendment
- IX. Report of Special Committee on proposed procedure for the restudy of Coffman Memorial Union.
- X. Other business
- XI. Adjournment

**FILE COPY
DO NOT REMOVE**

PASSES FOR STARDUST DANCE

Johnson, Barb	2	Tickets
Johnson, Luther	2	Village Board
Johnson, Paul	2	Village Board
Kotter, Tom	2	Decorations
Konatz, Dave	2	Union Board
Kundson, Bev	2	Decorations
Lamberton, Estelle	2	Staff
Larson, Carolyn	2	Union Board
Larson, Paul	2	Staff
Lawson, George	2	Regent
Leach, Robert	2	Village Board
Lindgren, Dean	2	Union Board
Ludwig, Helen	2	Union Board
Lund, Virginia	2	Staff
Lundgren, Betty	2	Staff
Lusk, Charlie	2	Staff
Malkerson, Lester	2	Regent
Mayo, Charles	2	Regent
Mayors, Al	2	Union Board
McDermatt, Mary	2	Union Board
McGlane, Bill	2	Asst. Gen. Chairman
McRoberts, Paul	2	Union Board
Meyers, George	2	General Chairman
Middlebrook, William	2	Administration
Miller, Ralph	2	Union Board
Myhre, Dave	2	Union Board
Neumeier, Karl	2	Regent
Ninteman, Rita	2	Union Board
Nordquist, Con	2	Union Board
Olson, A. J.	2	Regent
Pease, Warren	2	Union Board
Peterson, Marvin	2	Village Board
Pommerening, Bev	2	Staff
Qwinn, Charlotte	2	Union Board
Quinlivan, Roy	2	Regent
Robb, Lou	2	Union Board
Rude, Rod	2	Union Board
Ruppert, Marge	2	Office
Schuls, Marilyn	2	Union Board
Seamans, Dave	2	Staff
Shoffner, Bob	2	Union Board
Skyberg, Herman,	2	Regent
Slaubus, John	2	Village Board
Smith, Joyce	2	Staff
Smoke, Martin	2	Union Board
Snow, Bob	2	Union Board
Spink, Jack	2	Village Board
Stanford, Alice	2	Staff
Starr, Gordon, Mr. and Mrs.	2	Staff
Swanson, Esther	2	Union Board
Swanson, Neil	2	Union Board

PASSES FOR STARBUST DANCE

PUBLICITY COMMITTEE

Rhonna Hower (Double)
 Jim Ramsburg (Double)
 Sylvia Allen (Double)
 Richard Bowen (Double)
 Joel Fleming (Double)
 Jean Nelson (Double)
 Sharon MacKenzie (Double)
 Phil Greenberg (Double)

Double passes for the dance are requested by the chairmen for committee members due to the merit and amount of work exerted for the past several months on this project.

Ackerman, Mr. and Mrs.	2	Village Board
Anderson, Clarence	2	Staff
Bell, James F.	2	Regent
Bell, Jim,	2	Union Board
Bolinger, Bob	2	Village Board
Bonnell, Dorothy	2	Union Board
Brandesberg, Jean	2	Village Board
Bowley, Al	2	Union Board
Brown, Nancie	2	Union Board
Burns, Jim	2	Union Board
Cheese	2	Union Board
Chester, David	2	Union Board
Christine, Bob	2	Staff
Cosgrove, Edward	2	Regent
Davidson, Robert	2	Union Board
Dean, Bill	2	Union Board
Devalois, Mr. and Mrs.	2	Staff
Dowell, A. A.	2	Union Board
Dregger, Ned	2	Village Board
Engene, Selmer	2	Union Board
Erickson, Shirley	2	Union Board
Flieder	2	Union Board
French, Cliff	2	Union Board
Fornash, Beth	2	Queens
Forte, Nancy	2	Union Board
Gailbraith, Alden	2	Union Board
Gainey, Daniel	2	Regent
Gale, Joan	2	Style Show —
Getchell, Dick	2	Union Board
Grandstrand, Joanne	2	Union Board
Greggs, Richard L.	2	Regent
Goff, Ray	2	Staff
Hagen, Vonnice	2	Dance —
Halberg, Owen	2	Union Board
Harley, Richard	2	Regent
Hastings, Don	2	Union Board
Hopf, Hans, Mr. and Mrs.	2	Staff
Hopster, Gene	2	Village Board
Howard, Marjorie	2	Regent
Imm, Chuck	2	Union Board
Immonen	2	Union Board

PASSES FOR STARDUST DANCE

Talmo, Roy	2	Union Board
Tamsche, Edward	2	Union Board
Tennis, Betty Lou	2	Staff
Teske, Jean	2	Union Board
Timothy, Marion	2	Staff
Voneschen, Pete	2	Union Board
Wagener, Gus	2	Village Board
Walgren, Nancy	2	Union Board
Warmee, Byron	2	Union Board
Webster, Daniel	2	Union Board
Wempner, Jon	2	Union Board
Wenandy, Bob	2	Union Board
Wickinson, Bob	2	Union Board
Willey, Malchom	2	Administration
Williams, Addie	2	Village Board
Williams, Gene	2	Union Board
Younick, Beverly	2	Staff

Several questions have been raised since the students of the University announced that they were sponsoring a concert featuring DUKE ELLINGTON as a means of raising funds for a new St. Paul Campus Student Union.

The first and perhaps most common of these queries is "What is a student union, and why do St. Paul campus students need a new one?" To explain a student union is like trying to describe a three ring circus in one sentence. A student union is a building which houses all the recreational facilities used by the students. Secondly it provides club rooms, game rooms, and lunch rooms. Now, why do St. Paul campus students need another one. Well, the St. Paul Union has "stood" since 1897 and is now the second oldest building on the farm campus. The top and second floors have been condemned for dancing because it was discovered in 1947 that the floor quivered as much as four inches with dancers on it. The kitchen area of the building is only 10' x 11', and this is supposed to serve 2000 students.

In addition, the ceilings are constantly losing their plaster to the law of gravity and several years ago Director Paul Larson fell through the attic floor resulting in a broken rib.

That is why a new student union is needed.

But to build that Union funds are needed, badly needed. And so students on both campuses have pitched in to earn some money for the building fund. If the DUKE ELLINGTON concert is a success, as much as \$2500 can possibly be raised for the fund.

Another question pertains to the attraction at the concert, DUKE ELLINGTON. Many have asked, "Why should I see this concert, for Ellington will certainly be back in the Twin Cities soon." The answer to whether the Duke will return soon is an emphatic "NO". For as soon as his present tour is completed, Ellington will travel to Flushing, N.Y. with his orchestra for a summerlong engagement at the Flushing Aquacade. And his appearance at Northrop auditorium on Friday will be his only local concert of the season and possibly the year.

Since the concert will be at bargain prices--only \$1.25 a ticket--we students at the University can't urge our friends in this area too strongly to attend the great DUKE ELLINGTON Concert this Friday at 8 p.m. in Northrop auditorium. Again all profits will go to the St. Paul Campus Union Building Fund.

Tickets are now available at Downtown Ticket office, Minneapolis; Field-Schlick's and Burk's Music Shop in St. Paul; and on campus at 105 Northrop auditorium and Coffman Union.

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
May 17, 1955

Members Present:

Dick Getchell, Nancy Forte, Neil Swanson, Al Bromley, Bob Wilkinson, Con Nordquist, Nancy Brown, Paul McRoberts, Mr. Pflieder, Mr. Cheese, Mr. Snoke, Mr. Starr, Nancy Walgren, Bob Winandy, Chuck Imn, Jon Wempner, Jeanne Teske, Warren Pease, Rod Rude.

Members Absent:

Dr. Shoffner, Mr. Snow

Others Present:

Dave Seamans, Jim Ramsberg, Virginia McHugh, S. L. A. Board Representative, Pat Thorn, Daily Reporter, Mr. Hopf, Roy Talmo, George Meyers, Pris Pierce.

The meeting was called to order at 7:30 p.m. The minutes of the last meeting were approved with the following correction. Warren Pease should be listed as present at the meeting.

President's Report:

The President introduced Mr. Cheese the staff member who will be on the Board and will be working with the House and Finance Committee.

Attention was called to the procedure for placing an item on the agenda for the Board meeting. The President asked that the standing committee chairmen turn in a report of their committee meeting by Friday afternoon of each week.

The Regional Meeting of the Association of College Unions was discussed briefly. The letter that was sent to all colleges in our Region will be posted in the Board office. This letter asks for suggestions on the Regional Meeting. The Board members were also asked to turn in suggestions prior to the planning conference which will be held May 26, 1955. The date of the Regional Meeting is one of the many items which will be decided at the planning conference.

It was also mentioned that the Big Ten Conference will be held in the fall. Three students and two staff members will attend. Board members were asked to keep this in mind.

The President pointed out that the usual spring camp for Board members will be held in the fall due to the orientation program held this spring for Board members.

Board members were asked to study their manuals very carefully and to add any material from time to time as they feel will be helpful. It was also asked that the minutes be placed in the manuals each week.

It was suggested that possibly the meeting night for the Board might be changed, however, it was felt that this should be considered in the fall when the Board members will know their own particular schedules.

The President read a letter from Dr. Walter C. Coffey, President Emeritus, expressing his appreciation of the Board's contribution to the fund drive for the new St. Paul Campus Union.

Board members were asked to fill out cards giving personal information about themselves for the Director's file.

Fifteenth Anniversary Program

It was pointed out to the Board that at the present the committee for the Fifteenth Anniversary Program consists of one member, Jeanne Teske, Volunteers for the committee were called for and following a brief discussion it was felt that the Public Relations Committee and the Special Events Area Director should be members of this committee.

Standing Committees and Area Directors:

Motion ^{N-137}
~~K-108~~

It was moved to accept the list as follows of the standing committee members and area directors as presented.

House and Finance Committee

Neil Swanson, Chairman
Nancy Walgren
Warren Pease
Mr. Cheese

Program Committee

Rod Rude, Chairman
Neil Swanson
Bob Winandy
Nancy Brown
Bob Wilkinson
Mr. Pfeleider

Executive Committee

Dick Getchell, Chairman
Nancy Forte
Rod Rude
Member-at-Large (To be elected)
Mr. Snoks

Public Relations Committee

Al Bromley, Chairman
Chuck Imm
Mr. Snow

Personnel Committee

Jon Wempner, Chairman
Paul McRoberts
Jeanne Teske
Mr. Shoffner

Area Directors

Bob Winandy - Dance
Nancy Brown - Fine Arts
Nancy Walgren - Social Skills
Warren Pease - Music
Bob Wilkinson - Games
Jeanne Teske - Arts & Crafts
Paul McRoberts - Special Events
Con Nordquist - Outings
Chuck Imm - Radio and Theater Arts

Seconded and carried

House and Finance Committee:

Neil Swanson reported that consideration is being given to the purchase of bike racks due to the number of bicycles being left around and in the Union. The committee is investigating all possibilities and is open to any suggestions. A report on the progress of the investigation will be made at the next meeting.

Neil Swanson also reported that the budget for next year is partially completed and will be presented at the next meeting.

Personnel Committee:

Filings are now open for a committee chairman and will close on Friday. Jon Kemmer asked that Board members encourage anyone they know who may be qualified to file. The area directors will be contacted as to the time and place interviews for chairman in their particular areas will be held so that they may attend.

It was suggested that filings be held open until Tuesday, May 24, 1955, as many organizations on campus will not have time to consider committee chairmanships before Friday, May 20, 1955. This met with the approval of the Personnel Committee and filings will remain open until Tuesday, May 24, 1955.

Election of Member-at-Large to the Executive Committee:

Nominations for member-at-large were open and Con Nordquist was nominated.

^{N-138}
Motion K-461

It was moved that nominations be closed.

Seconded and carried.

Con Nordquist was unanimously elected Member-at-Large.

Amendment to the By-Laws:

The following amendment to the By-Laws was presented to the Board for the second time.

The present Article I, Section A of our By-Laws is not consistent with Article IV of the Union Board Constitution. Section 1 of that article reads:

"The newly formed Board shall meet with the outgoing Board for two meetings for orientation purposes but without vote and will take office on the meeting following appointments."

Proposed By-Law Amendment - Article I - Meetings, Section A - Annual Meetings, reads at present:

"The annual meeting of the Board shall be held not later than one week following spring elections each year."

Proposed Amendment:

"The annual meeting of the Board shall be held not later than three weeks following spring elections each year."

N-139
Motion K-462

It was moved to approve the amendment to the By-Laws as follows:

"The annual meeting of the Board shall be held not later than three weeks following spring elections each year."

Seconded and carried.

Stardust Dance and Concert Report:

The pass list for the Stardust Dance was presented to the Board for approval. There was considerable discussion as the pass list does not agree with the Union Pass Policy because passes were requested for individuals not entitled to them under the pass policy.

N-140
Motion K-463

It was moved to accept the pass list for the Stardust Dance as presented to the Board.

Seconded and carried.

George Meyers reported that ticket sales for the concert are not going as well as we had hoped and urged everyone to get behind the committee in promoting the event.

Mr. Starr presented a clipping from Cedric Adams column in which contained a fairly large section on the concert. Mr. Starr commented that the publicity campaign for the concert and dances are very well organized and include ads in the Twin City papers as well as the Daily and forty spot announcements on station WTCN.

Special Committee Report:

The President asked that the report of the special committee on proposed procedure for the restudy of Coffman Memorial Union be given.

N-141
Motion #164

It was moved that the meeting move into executive session with the exception that Mr. Hopf and Mr. Starr remain.

Seconded and carried.

The meeting resumed after first draft of the study of Coffman Union was presented.

Old Business:

Nancy Forte read the regulations to the Board members that only 3 unexcused absences from Board meetings during the year are allowed and only 6 unexcused absences from committee meetings are allowed.

Dick Gatchell mentioned that he would like to see the Board members drop in the Board office at least once a day and if there is a special time they will be there to let him know or tell the secretary so that in case messages are received for members they will be received as promptly as possible.

Rod Rude reported that the commercialization of WMMR will be brought up at the next meeting. Material on this issue is available in the Board office and Board members were asked to obtain all information possible so that they will be prepared to discuss this proposal at the next meeting.

N-142
Motion #165

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
May 24, 1955

Members Present:

Dick Getchell, Al Bromley, Nancy Brown, Nancy Forte, Chuck Imm, Paul McRoberts, Warren Pease, Rod Rude, Neil Swanson, Jeanne Teske, Nancy Wallgren, Jon Wempner, Bob Wilkinson, Bob Winandy, Dr. Shoffner, Mr. Snoke, Mr. Starr, Mr. Richter.

Members Absent:

Con Nordquist, Mr. Pfeider, Mr. Cheese.

Others Present:

Sylvia Allen, Jim Ramsberg, Betty Berg, Daily Editor, Virginia McHugh, S. L. A. Board Representative, Marion Timothy, David Seamans, Vince Dong.

The meeting was called to order at 7:15 p.m. The minutes of the previous meeting were approved.

The President introduced Mr. John Richter the new Alumni Association representative to the Board.

Program Committee:

The Program Committee presented the commercialization proposal of WEMR to the Board. The proposal was discussed by the Board by sections and appropriate changes were made.

1. All commercials must be approved by the University Radio-TV Policies Committee and must agree with the National Association of Radio and Television Broadcasters code of commercial broadcasting.
2. Bills must be paid within 60 days. No additional contracts will be issued to a sponsor until bills are paid.
3. A rate schedule for talent fees will be established by the House and Finance Committee as advised by the Station Manager of WEMR.
4. Block sponsorship will not be allowed.
5. The maximum length of commercial copy of a five minute program was reduced to one minute 15 seconds.
6. A discount of 15% will be made to the sponsor agency on locally sponsored programs.

It was suggested that the proposal be approved on a trial basis for one year and at that time be reviewed by the Board. It was felt that in view of the fact that final authority rests with the Board this would not be necessary.

Vince Dong presented to the Board the results of the 1955 Radio Listenership Survey on station WMR. Of the 409 questionnaires sent out, 108 were returned in usable form. The findings showed that a majority, slightly over one-half listen to WMR, of the respondents personally own radios and spend from one to two hours daily listening to WMR. The results showed that those that responded to the survey were not in favor of commercialization unless the quality of the programs would be improved.

N-143

Motion K-487:

It was moved to accept the commercialization proposal of station WMR as corrected.

Seconded and carried.

Personnel Committee:

A fall camp is planned tentatively for Wednesday, Columbus Day, October 12, 1955. Suggestions as to the place to hold the camp will be welcomed by the committee. All Board members and Committee Chairmen are encouraged to attend as well as those committee members who are interested.

Committee Chairmen interviews will begin Wednesday, May 25, 1955, and are scheduled as follows. It was suggested that Area Directors invite last year's Board members to attend the interviews and it was also mentioned that all Board members may attend any of the interviews.

Wednesday - Room 325

1:00 - 2:30 p.m. Radio and Theater Arts

Thursday - Room 343

10:00 - 10:15 a.m.	(Union Board Office) Social Skills
1:00 - 2:30 p.m.	Social Skills
2:30 - 2:45 p.m.	Dance Area
2:45 - 3:00 p.m.	Fine Arts
3:00 - 3:15 p.m.	Games Area

Friday - Room 343

1:50 - 1:45 p.m.	Special Events
1:45 - 4:45 p.m.	Dance Area

House and Finance Committee:

The Program Budget for 1955-1956 was presented to the Board for review and approval. Neil Swanson, Chairman, pointed out that budget requests were received from Committee Chairmen and allotments were made on their recommendations. Smaller allotments were made in some areas this year as it was found that they had not needed as much as was estimated last year. No changes were made but the items were discussed individually. New items included this year were Summer Programs and Summer Orientation and an allotment to the Personnel Committee for the Merit Recognition, Leadership Outings, and General expenses.

The 15 Year Anniversary Program was included in the budget with an allotment of \$4,025. Al Bromley presented a tentative anniversary program to the Board. Of this total \$2,475 will be spent on a new Union booklet giving general information. It is planned to distribute 25,000 copies of the booklet over a four year period. The rest of the Anniversary Program includes free activities, Coffee Hours, Variety Show, and a dance. The dates for the program have been tentatively set as November 19, November 21, November 22, and November 23, 1955.

N-144
Motion K-468

It was moved to accept the Proposed Budget Allotment for 1955-1956 in the total amount of \$15,768.50.

Seconded and carried.

Neil Swanson mentioned that a satisfactory portable bicycle rack has been found and suggested that one be purchased. This would be temporary and could be used for the Rovers bicycles later. A blue print of the bicycle racks used at Michigan has been received and is being reviewed by the Physical Plant.

N-145
Motion K-469

It was moved to allot up to \$50.00 for a portable bicycle rack.

Seconded and carried.

It was recommended that each Committee Chairman be supplied with a small budget book so that up to date records may be kept by them. The budget books will be reviewed periodically by the House and Finance Committee.

N-146
Motion K-470

It was moved that budget books be acquired for the use of Committee Chairmen.

Seconded and carried.

Summer Addresses were called for and a sheet was distributed so that they might be obtained.

St. Paul Campus Spring Camp:

Rod Rude reported on the St. Paul Campus Spring Camp which he and Mr. Starr attended on Sunday, May 22, 1955. The camp was held at Mr. Larson's home and swimming and boating were some of the activities taken in during the afternoon. The St. Paul Campus Union Board gave an evaluation of the past year's program and elected new officers. Miss Lou Robb was elected President of the Board. A very interesting debate was held as part of the activities. The subject was "Quality versus Quantity of Program". It was decided that some of each is needed.

Letters to the Editors:

The President requested that any letters written by Board members to the Daily or other publications which might reflect the opinion of the entire Board should be cleared with the Executive Committee.

A form will be available in the Board Office and Board members were asked to give their preference of meeting night for next year.

It was also mentioned that the budget for next year be included in the Board member's manuals.

N-147
Motion K-471:

It was moved to adjourn.

The meeting adjourned at 10:15 p.m.

Respectfully submitted,

Gordon L. Starr

UNION BOARD AGENDA

May 31, 1955

- I. Call to Order
- II. Approval of minutes of previous meeting
- III. Standing Committee Reports
 - A. Personnel Committee
 - 1. Approval of appointments
 - B. House & Finance
- IV. Special Committee Reports
 - A. Union Study Planning Committee
 - B. Stardust Dance Report
- V. Regional Conference Planning Report
- VI. Calendar of Events
- VII. Summer Orientation Program
- VIII. Other business
- IX. Adjournment

HAVE A NICE SUMMER

**FILE COPY
DO NOT REMOVE**

COMMITTEE CHAIRMEN AS APPROVED BY THE PERSONNEL COMMITTEE:

- Forecasting Dance.....George Meyers
- Art Craft Shop.....Janet Swanson
- Sno-Week.....George W. Dorch
- Longport Club.....James Renschburg
- Private Instructions (dance).....Benny England
- Union Bridge CommitteeWayne Shelton
- Humanities Forum.....Caroline Gilbert
- Cherm Inc.....Hancy Fournier
- Union Varieties.....Tom Elliott
- Summer OrientationJohn Mattson
- Get. Hite Dance.....Barbara Ann Clark
- Let's Dance.....Cheryl Ann Carroll
- Variety Dance.....James A. Frederickson

Stella

Upper Cape Show - Tom Mullet

Galley Committee - Joan Raibley

REPORT OF COMMITTEE TO CONSIDER PLAN
OF RESTUDY OF COFFMAN UNION

At the April 26th meeting of the Coffman Memorial Union Board of Governors, President James Bell, upon suggestion from Gordon L. Starr, Director of Student Unions, recommended that a special committee be approved to prepare a proposal of the methods and procedure for a restudy of the operations of Coffman Memorial Union in order to meet the needs of its operation in the years to come. This proposal was to be prepared after consultation with all appropriate individuals. Upon approval of the recommendation, it was moved, seconded and passed to appoint such a committee.

A brief review of reports made during the past fifteen years include:

- The Stark report covering space in the Union Building
- The Hopf Report covering the bowling facilities
- The Andrew Wolf report on comparison of programs
- The Higgins Report concerning maintenance costs
- The Caplow report concerning certain physical plant modifications

These reports were internal, financial expressions of needs and past expenditures. In addition, the committee examined the quarterly, annual, biennial fifteen year reports, and the self-survey recommendations.

Apart from the above reports, the Vaile Report has served as the basis of the present Union organization. This report showed great insight into the basic philosophy of the Union. However, scholarly and effective as it was, it was not based on empirical knowledge of a co-educational union on a campus the size of Minnesota.

There has never been a thorough-going study of the operation of the Union. It is wise to periodically restudy the operation of any large function of the University or any other large scale business or project. The experience gained in fifteen years of operation can well be used to advantage in taking adequate care of present needs and preparing for the future. In view of the expected increases in enrollment in the next decade, some changes may be necessary in the Union designed to serve only 14,000 students.

It is the recommendation of the committee that such a restudy should be made by an All-University committee composed of students and staff members not directly associated with the present operation of the Union. An All-University committee can study the Union objectively as members of the University community interested in the functions of the Union. The University community is intimately connected with and affected by the operation of the Union, its program needs and space utilization. Only an All-University committee would be able to analyze the past history of the Union and apply it to the future needs of the University as a whole.

Suggested members for the Committee on the Restudy of Coffman Memorial Union:

Staff and Faculty Members:

1. A representative of the Senate Committee on Student Affairs
2. A representative of the Senate Committee on Recreation (or old committee)
3. A representative of the Office of the Dean of Students
4. A representative of the Academic Administration
5. A representative of the Business Administration
6. A representative of the Faculty Campus Club
7. Union Staff representative
8. Alumni representative

Student Members:

1. A representative of the All-University Congress (preferably the president or vice-president).
2. A representative of the men commuters
3. A representative of the women commuters
4. A representative of the dormitories
5. A student representative of the S.C.S.A.
6. A representative of the Greek system
7. A Union Board representative

As a point of departure, not intended to be complete or exhaustive, it is suggested that the following areas of operation be reviewed by the Committee on the Restudy of Coffman Memorial Union:

Problems presently facing the Union:

1. Student Government:

What ought to be the function of the Union Board of Governors?
Is there a structural problem in the basic plan of the Union Board?

2. Staff Management:

What ought to be the functions of each member of the program staff? And how should they be arranged?
What ought to be the relation of the program staff to the Union Board?

3. Relationship of the Union to student organizations:

Where the committee's inquiry has shown a problem to exist, what are the possible solutions to these problems, and how may they be put into operation?
Of the possible solutions, what is the most practical?

Future problems not presently facing the Union:

1. What effect will the greatly enlarged and enlarging student population during the next decade have upon the Union?
2. What physical changes must be made to meet this increased student population? (Food services, offices, lounges, lunchrooms, meeting rooms, etc.)
3. What will be the effect of this increased student population on the relations between the students and the Campus Club and other users of the Union?
4. What inadequacies may appear due directly to the increased enrollment in the area of student program activities?
5. What changes in program needs will become necessary?

Finances:

1. In light of total income (derived from student fees, revenue of special areas, i.e., bowling alley, etc.) we recommend you consider the amount expended for:

Student Programs
Maintenance Cost
Salaries of Union Personnel
Replacement and Renovations
Projected needs

What percentages should be allocated to each of the above areas in the over-all objectives of the Union, and what other means should be used to support the program.

2. What are possible solutions to these problems and how may they be effected: Financially, administratively, and physically?
3. Of the possible solutions, what is the most practical?
4. What is the relation among the financial programs of the Union?

Respectfully submitted,

Con Nordquist, Chairman
Dick Getchell
Fris Pierce
Mr. Martin Snoko
Roy Talmo

Board Members' Summer Addresses 1955

<u>Name</u>	<u>Summer Address</u>	<u>Home Address</u>	<u>Phone</u>
Bromley, Alan	Los Angeles, Calif	3209 Girard Ave. So. Mpls.	Pl. 2187
Brown, Nancie	June 10-July 19= Home <div style="border: 1px solid black; padding: 2px; display: inline-block;">July 19-Aug. 20= Comstock</div> Aug. 20-Sept. 15= Home	Sheldon, Wisc.	2242
Forte, Nancy	Camp Warren, Evelth, Minn.	3728 Columbus Ave. So. Mpls.	LO. 2961
Getchell, Dick	1868 Calvin Ave. St. Paul	Same	Em. 5727
Imm, Chuck	519 No. Fourth St., Mankato	Same 9413 Central	7526
McRoberts, Paul	315 19th Ave. S.E., Mpls.	1268 Dayton Ave., St. Paul	Li. 9742
Nordquist, Con		St. Louis Park, Minn.	
Pease, Warren	<i>Burton Party</i> 5108 Bryant Ave. So., Mpls.	Same	Co. 0979
Rude, Rod	Camp Laurie, Cronwell, Minn.	5705 London Road, Duluth, Minn	Ja. 5-3469
Swanson, Neil	4625 Minnehaha Ave., Mpls.	Same	Pa. 2-8646
Teske, Jeanne	2110 5th Ave. East, Hibbing	Same	Am. 3-7824
Wallgren, Nancy	2231 No. Hamline, St. Paul	Same	Ne. 8009
Wempner, Jon	Plainview, Minn.	Same	
Wilkinson, Bob	1912 Girard Ave. So.	Same	Ke. 8672
Winandy, Bob	312 Penn. Place, No. St. Paul	Same	Vi. 7-2008
Cheese, Al	4824 W. 41st. St., Mpls.	Same	Ext. 6422 Wa. 3067
Pfleider, Gene	1580 Fulham, St. Paul	Same	Ext. 221 MI. 9516
Richter, John			
Shoffner, Bob	2318 Carter Ave., St. Paul	Same	Ext. 534
Spoke, Martin	2128 Goodrich Ave., St. Paul	Same	Ext. 6878

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
May 31, 1955

Members Present:

Dick Getchell, Rod Rude, Al Bromley, Warren Pease, Bob Winandy,
Nancy Brown, Neil Swanson, Nancy Hallgren, Jean Teske, Nancy Forte,
Jon Wempner.

Members Absent:

Con Nordquist, Mr. Pfleider, Mr. Cheese, Charles Imm, Paul McRoberts,
Bob Wilkinson, Dr. Shoffner, Mr. Snoks, Mr. Richter, Mr. Starr.

Others Present:

George Meyers, Stardust Chairman, Pat Thorn, Daily Reporter,
Dave Seamans, Marion Timothy, Hans Hopf, Virginia McHugh, S. L. A.
Board Representative, Al Ouzinsky, Gopher Photographer.

In view of the fact that a quorum was not present at any time during the evening an official meeting was not held. However, many of the items on the agenda were discussed by those present.

The report of the Committee to Consider the Plan of Restudy of Coffman Union was distributed but was not discussed.

Personnel Committee:

Jon Wempner presented the list of recommended Committee Chairman to the Board members for discussion. It was suggested that Joan Rahlley be added to the list as Gallery Chairman. The list will be presented for approval at the next regular meeting.

Filings still open include Coffman Capers Chairmanship, Quarterback Sessions Chairmanship, and the Coffman Union Birthday Party General Chairmanship.

Stardust Dance and Concert Report:

George Meyers, Chairman of the Stardust Committee, reported on the two events. The Committee stayed within the budget allotted them, however, the dance lost \$632 and the concert lost \$1,993, a total of \$2,625. Mr. Meyers felt that the concert was well arranged and that the publicity campaign was one of the finest. Favorable comments were received on Jim Ramsberg from Concerts and Lectures and from a St. Paul newspaper concerning the publicity campaign.

Mr. Meyers consulted the Student Activities Bureau and found that on May 20, 1955 the night of the concert 18 formal dances were scheduled and on May 21, 1955, the night of the dance there were 26 other events scheduled.

The Committee found that costs were higher than original estimates received and despite the efforts of the Director and other University officials a stand-in band had to be contracted for the concert.

The Stardust Committee felt that the events would have been more successful if they had been held earlier in the spring.

Regional Meetings:

Nancy Forte reported that the Regional Meeting of the Association of College Unions has been set for November 11 and 12, 1955. From 80 to 100 delegates are expected to attend and any suggestions on housing will be greatly appreciated. Members of the Minneapolis and St. Paul campus Union Boards shall act as hosts. The Coffman Union Board and the St. Paul Campus Union Board will be in charge of intertainment and any suggestions in this area will also be appreciated. The program is now being planned by the Regional Representative, Mr. Harlan Olson, Manager of the Pugsley Union, South Dakota State College.

Program Committee:

Rod Rude read the schedule of events for the coming year. The schedule will be posted in the Board Office and any questions or suggestions should be referred to the Program Office.

The Summer Orientation Program was discussed. Anyone who will be in the Twin Cities during the program was urged to participate.

The Coffman Capers Show was discussed briefly and it was suggested that the Board members take part in the show. This matter will be discussed at the next regular meeting.

Summer Meetings:

There will be two meetings held during the summer and Board members will be notified in advance. It was suggested that at least one of the meetings be held during registration.

There was no further discussion. The Board members dispersed at 8:35 p.m.

MINNESOTA STATE UNIVERSITY BOARD OF GOVERNORS
JANUARY 1956

Respectfully submitted,

Hans E. Hopf
Acting Recording Secretary

by

COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
June 7, 1956

Members Present:

Dick Getchell, Nancy Brown, Nancy Forte, Chuck Imm, Warren Pease,
Neil Swanson, Jeanne Teske, Nancy Wallgren, Jon Wempner, Bob Wilkinson,
Bob Winandy, Mr. Cheese, Mr. Richter, Mr. Snoke, Dr. Shoffner, Mr. Starr,
Al Bromley.

Members Absent:

Con Nordquist, Paul McRoberts, Rod Rude, Mr. Pfleider.

Others Present:

Marian Timothy.

The meeting was called to order at 8:45 p.m. The minutes of the meeting of
May 24, 1956 were approved.

PERSONNEL COMMITTEE:

The Personnel Committee presented to the Board the list of individuals
recommended for Committee chairmanships.

Motion N-148
K-472r

It was moved to accept the following list of individuals as committee
chairmen.

Homecoming Dance	George Meyers
Art Craft Workshop	Janet Swanson
Sno Week	George N. Deach
Manager W&R	James Ramsburg
Private Instructions (Dance)	Terry England
Union Bridge Committee	Wayne Selton
Humanities Forum	Caroline Gilbert
Charm Inc.	Nancy Fournier
Union Varieties	Tom Millot
Saturday Night Dance	Barbara Ann Clark
Let's Dance	Cheryl Ann Carroll
Variety Dance	James A. Frederickson
Coffman Capers Show	Tom Millot
Square Dance	Evonne Lear

Seconded and carried.

The following committee chairmanships remain open:

Coffman Capers Committee

Quarterback Sessions Committee
Coffman Union Birthday Party Committee
Gallary Committee
Literary Committee

Committee to Consider Restudy of Coffman Union:

The report of the Committee dated May 31, 1955 as presented at the meeting held May 31, 1955 was discussed by the Board. It was suggested that the last sentence of paragraph four be deleted as it did not add to the report.

N-149
Motion K-478r

It was moved to approve the report of the Committee to Consider a Plan of Restudy of Coffman Union as corrected dated May 31, 1955.

HOUSE AND FINANCE COMMITTEES:

The proposed budget of \$342,123.00 for Coffman Memorial Union for the year 1955 - 1956 was presented to the Board for review and approval.

N-150
Motion K-474r

It was moved to accept the proposed budget of \$342,123.00 of Coffman Memorial Union for the year 1955 - 1956

Seconded and carried.

Neil Swanson presented to the Board the estimates on the summer renovation for Coffman Union and recommended that these be approved. He stated that there are sufficient funds on hand to cover the cost of the repairs.

N-151
Motion K-475r

It was moved to approve the appropriation of funds for the following renovation.

Billiard Room

Recover and resurface Billiard tables	\$ 750
Replace the flooring and repaint the Billiard Room	4,560
Game Room - repainting	1,400
Terrace Reading Room	
Repair walls and repaint	2,500
Replace card tables	425
	<hr/>
	9,735

Seconded and carried

Summer Orientation:

There will be a meeting of the Summer Orientation Committee on Friday, June 10, 1955. Board members who will be in the city during Orientation and who are interested in the program were asked to attend the meeting and help with the work this summer. Those interested were asked to contact Dick Getchell.

Summer Board Meetings:

There will be two summer meeting of the Union. Mr. Starr invited the Board to have a meeting at his lake cottage near Cokato. Following discussion it was suggested that the meeting be held sometime during the first two weeks of August and if possible to coincide with the Corn Festival.

^{N-152}
Motion K-476.

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNIVERSITY OF MINNESOTA
STUDENT UNIONS

Estimate of
Income and Expenditures
1955-1956

FILE COPY
DO NOT REMOVE

Income

Expense

Fees	
Fall	\$69,840
Winter	65,648
Spring	60,396
Summer I and II	20,000
Summer (Farm)	160
Bowling Alley	
Fees	25,000
Merchandise	4,000
Billiard Room	
Fees	13,000
Merchandise	42,000
Art Craft Shop	3,500
Program	
Admissions & Other	24,000
Village Union	
Program	1,100
Merchandise	14,500

Administration - Salaries	31,184
Supplies & Expense	9,000
Maintenance	
Salaries	55,332
Supplies	43,000
Bowling Alley	
Salaries	20,833
Expenses - Supplies	4,200
Merchandise	4,000
Billiard Room	
Salaries	12,027
Expenses - Supplies	3,000
Merchandise	32,500
Art Craft Shop	
Salaries	6,484
Supplies & Expense	2,037
Merchandise	835
Program	
Salaries	26,136
Supplies & Expense	15,768
Village Union	24,188
Depreciation Allowance (Coffman Union)	45,000
Salary Adjustment based on 4% of total salaries	<u>6,447</u>
	342,123

Total Income	\$343,144
Total Expense and Depreciation	<u>342,123</u>
FREE BALANCE	\$ 1,021

COFFMAN MEMORIAL UNION

July 30, 1955

AGENDA

- I. Call to Order and Approval of Minutes
- II. President's Report
- III. Standing Committee Reports
 - A. House & Finance - Requests
Rates
Fiscal Balance 1954-1955
Billiard Room Renovation
 - B. Personnel Committee - Committee Chairmen
Retreat
 - C. Program - Coffman Capers and Welcome Week
 - D. Public Relations - Fifteenth Anniversary
- IV. Old Business - Summer Orientation Program
Homecoming
Regional Meeting
- V. New Business - Staff Personnel
Big Ten Directors Meeting
- VI. Joint Meeting of Coffman Memorial Union Board of Governors
and St. Paul Campus Union Board of Governors

**FILE COPY
DO NOT REMOVE**

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

July 30, 1955

FILE COPY
DO NOT REMOVE

TO: Coffman Memorial Union Board of Governors
St. Paul Campus Union Board of Governors

FROM: Gordon L. Starr, Director of Student Unions

Because of the relationship of the two Union Boards and the development of plans of both the new St. Paul Campus Union and the much needed addition to Coffman Memorial Union the Presidents of the Union Boards have asked that the following information be presented at a joint meeting of the two Union Boards.

PROBLEM

With the completion of the fund drive for the new St. Paul Campus Union the time has come when the two Union Boards must consider and determine the needs of both the new St. Paul Campus Union and Coffman Memorial Union and present their recommendations to the administration of the University of Minnesota.

HISTORY

For many years students and faculty have been campaigning for a new Union. Records show that as early as 1923 there was a need for a St. Paul Campus Union.

At the time Coffman Memorial Union was in the planning stage it did not seem feasible to build two new buildings at the same time and the students on the Minneapolis Campus enlisted the help of the St. Paul Campus students and faculty to aid in the development of Coffman Memorial Union first.

To complete Coffman Memorial Union \$400,000 was borrowed and this bonded indebtedness was paid off in less than ten years. The total cost of the building was \$2,011,196 including furnishings.

In March 1947 the Coffman Memorial Union Board of Governors recommended a fifteen year building program to the Board of Regents which was approved. This included the following: (1) Renovation of Coffman Memorial Union, (2) Construction of a University Village Union, (3) Construction of a new St. Paul Campus Union (4) An addition to Coffman Memorial Union, (5) Construction of a University Outing Center Camp.

An agreement between the Coffman Union Board of Governors and the Farm Union Board of Governors was approved at a joint meeting on January 19, 1949, concerning the new building (see attached agreement).

July 30, 1955

Renovation of Coffman Memorial Union has taken place (1947), the Village Union has been built and we are presently in the third step and approaching the fourth step of the fifteen year building program.

A fund drive to raise money for the new St. Paul Campus Union has taken place. (See report of funds available.)

Three sets of plans with revisions have been made. The architects have been instructed not to proceed with working plans until the amount of money which will be available for the building has been determined. The original building plan was approved by the Board of Regents for a \$400,000 first phase. Since that time building costs have risen considerably. If the building were constructed today it would cost \$957,859 and if the building were built in two phases the first phase would cost \$552,181. It should be remembered that it is considerably harder to raise funds to add to a building once it has been built.

In preparation for the tidal wave of new students and present needs the University of Iowa has just completed a new 2 million dollar addition, Purdue is now building a 10 million dollar annex, Iowa State has recently completed an addition, Oklahoma University has added one-third to the old building, and the Duluth Branch of the University of Minnesota is completing a \$1,200,000 Union Building, etc.

An addition to Coffman Memorial Union would be feasible according to University engineers. In a conference with Mr. Wilson of the Physical Plant it was determined that such an addition would be possible on second floor or on the west end of the building. Such an addition would cost roughly \$480,000. This could include many of the facilities suggested for a new wing (see attached letter to Mr. Lund, November 1, 1946.)

With the above information it is pertinent that our Union Boards come to a decision on the general plans, including the site, and make recommendations to the administration in regard to a financial plan which will provide a solution to the needs of the Minnesota Student Unions.

It is evident that the University administration will take no action on this matter without a definite recommendation from the two Union Boards which are responsible for programs, policies, and development planning. The following recommendations and actions are possible.

1. Make no recommendation. This would mean delay in the development of both the St. Paul Campus Union and any additions to Coffman Memorial Union.

FILE COPY
DO NOT REMOVE

July 30, 1955

2. Recommend the approval of the revised general building plans, the site, and the immediate construction of the first phase of the St. Paul Campus Union with the money available. Make no recommendation in regard to Coffman Memorial Union.
3. Recommend the approval of the revised general building plans, the site, and the immediate construction of both phases of the St. Paul Campus Union, floating a bond issue to be paid off over a period of years to cover the cost. Make no recommendation in regard to Coffman Memorial Union. *
4. Recommend the approval of the revised general building plans, the site, and immediate construction of phase one of the St. Paul Campus Union with the money available and float a bond issue for the needed addition to Coffman Memorial Union.
5. Recommend the approval of the revised general building plans, the site, and the immediate construction of both phases of the St. Paul Campus Union as well as the immediate construction of an addition to Coffman Memorial Union, floating a bond issue to be paid off over a period of years to cover the cost. # **
6. Recommend the approval of the revised general building plans, the site, and the immediate construction of both phases of the St. Paul Campus Union to be financed by floating a bond issue to be paid off over a period of years and consider an addition to Coffman Memorial Union in the near future.

1. m. p.

- Dr. [unclear]

FILE COPY
UNIVERSITY OF MINNESOTA

500,000 225 e 27,000 c e
30 e 25,000

RECOMMENDATIONS FOR THE DEVELOPMENT
OF A NEW ST. PAUL CAMPUS UNION

**DO NOT REMOVE
FILE COPY**

The need for an adequate student social and recreational center on the St. Paul Campus has been apparent to all for many years. These facilities would also aid in providing additional social and recreational opportunities for all students and partially solve the present inadequacies of the Coffman Memorial Union Building. Lack of funds has been the only deterrent to the realization of such a center. Mounting building costs and a tendency to consider the planning of a building which would include all of the desirable features of such a center have combined to keep the project in the realm of the remote future.

In the light of joint discussions and planning of the past several years, the Board of Governors of both the Minneapolis and St. Paul Campus Unions believe this is the logical time to arrive at a definite agreement which will facilitate the fulfillment of the project. They are agreed that some more immediate and workable plan should be drafted. One of the modifications of past thinking seems to be the realization that the new building must necessarily be built in units within the financial capacity of the Union. At the present time, the combined cash reserves of both Unions equals approximately \$75,000. It seems almost certain that the annual operating balance for this current year and the years to follow will be approximately the same amount. Thus by July 1, 1950, approximately \$200,000 will be available for the project.

The two Union Boards wish to request the University administrative officers and Regents approve a plan which will provide the necessary authorization for the sale of bonds of indebtedness in the amount of \$200,000, as soon as the combined cash reserves equals this amount. Plans should in the meantime be developed which would incorporate as many of the facilities as

can be managed within the funds available. In general, the facilities to be included in the first unit should be of the type of social, recreational and light food service provided for the present building. In keeping with the report of the Advisory Committee last spring, it seems logical that the major campus dining facilities should be postponed to later additions to the building.

To facilitate the planning process, the Boards recommend the early selection of an architectural firm to draw the actual building plans and the appointment of an official University building planning committee, which should include a representative from each of the Union Boards.

We believe these recommendations are in the best interests of the students and the University. If they are accepted, we pledge ourselves to do all we can to bring the plan to an early and successful conclusion.

Sincerely,

**FILE COPY
DO NOT REMOVE**

(Signed) Richard E. Ward
President, COFFMAN UNION BOARD OF GOVERNORS

(Signed) Samuel N. Dickinson
President, FARM UNION BOARD OF GOVERNORS

Note: Agreement on this action was reached at a joint meeting of the two boards held on January 19, 1949, and was approved by the Coffman Union Board through motion F-177 at their regular meeting of January 19. This agreement was ratified by the Farm Union Board through motion J-71 at their regular meeting held on January 19, also.

UNIVERSITY OF MINNESOTA
St. Paul Campus Union Building Construction
Department 6831
Status of Funds as of June 30, 1955

Funds

From Union Funds (Including Investment Income)

1949-50	\$14,778.71	\$	\$
1950-51	41,966.97		
1951-52	51,435.04		
1952-53	25,000.00		
1953-54	39,307.84		
1954-55	<u>30,336.62</u>		
		332,825.18	

From Private Gifts (Including Investment Income)

1949-50	60.00		
1950-51	144.13		
1951-52	3.00		
1952-53	841.00		
1953-54	87,398.53		
1954-55	<u>51,320.68</u>		
		<u>139,767.34</u>	472,592.52

Expenditures & Obligations

Expenditures

Architects Fees (First Phase)	4,725.00
Architects Fees (Second Phase)	1,000.00
Phone Charges in Connection with plans	<u>4.60</u>
	5,729.60

Obligations

Architects Fees	<u>10,275.00</u>
-----------------	------------------

Total Deductions	<u>16,004.60</u>
------------------	------------------

Free Balance, June 30, 1955

\$456,587.92

**FILE COPY
DO NOT REMOVE**

DB/bb

Funds

Staff and Faculty Pledges
as of September 15, 1955

\$9,321.75

Amount collected as of
June 30, 1955

4,858.25

Amounted cancelled because
of Termination of Service

233.50

Balance to be Collected

4,230.00

\$4,230.00

Bookstore Funds available for
their space in the building.

\$88,057.00

\$88,057.00

SUM TOTAL

\$548,874.92

**FILE COPY
DO NOT REMOVE**

UNIVERSITY OF MINNESOTA
St. Paul Campus Union Building Construction
Department 6831
Status of Funds as of June 30, 1955

Funds

From Union Funds (Including Investment Income)

1949-50	\$144,778.71	\$	
1950-51	41,966.97		
1951-52	51,435.04		
1952-53	25,000.00		
1953-54	39,307.84		
1954-55	<u>30,336.62</u>		
			332,825.18

From Private Gifts (Including Investment Income)

1949-50	60.00		
1950-51	144.13		
1951-52	3.00		
1952-53	841.00		
1953-54	87,398.53		
1954-55	<u>51,320.68</u>		
			<u>139,767.34</u> 472,592.52

Expenditures & Obligations

Expenditures

Architects Fees (First Phase)	4,725.00		
Architects Fees (Second Phase)	1,000.00		
Phone Charges in Connection with plans	<u>4.60</u>		
			5,729.60

Obligations

Architects Fees			<u>10,275.00</u>
-----------------	--	--	------------------

Total Deductions			<u>16,004.60</u>
------------------	--	--	------------------

Free Balance, June 30, 1955

\$456,587.92

DB/bb

FundsStaff and Faculty Pledges
as of September 15, 1955

\$9,321.75

Amount collected as of
June 30, 1955

4,858.25

Amount cancelled because
of Termination of Service

233.50

Balance to be Collected

4,230.00

\$4,230.00

Bookstore Funds available for
their space in the building.\$88,057.00\$88,057.00

SUM TOTAL

\$548,874.92

November 1, 1946

Mr. Roy V. Lund, Ass^t Supervising Engineer
Room 4 Administration Bldg.
University of Minnesota

Dear Mr. Lund:

The Coffman Memorial Union building was built in 1939 and its facilities were based upon a student enrollment of approximately 13,000. At the present time the University student body numbers over 27,000. It is obvious to anyone that the present building is inadequate and needs expansion.

It is now proposed that an annex be constructed in the area immediately adjacent to the building on the west which will balance the Zoology building on the East. By means of a circulatory connecting wing the two can become a united and homogeneous operating unit.

The following proposal indicates the type of facilities needed as well as the approximate size of the space required. The total area required would be 80,000 square feet or a building containing approximately 1,080,000 cubic feet of space.

Sincerely yours,

G. Ray Higgins
DIRECTOR

GRH/paa
Report attached.

FILE COPY
DO NOT REMOVE

Prepared for the Coffman Memorial Union Board of Governors
on July 30, 1955.

CONTENTS OF NEW WING FOR COITMAN MEMORIAL UNION

1.	Ballroom (for conferences, assemblies, dances) 2 stories 2 (60' x 90')	10,800 sq. ft.		
2.	Conference Rooms			
	1 to seat 200 people (30 x 40)	1,200	"	"
	1 to seat 100 people (30 x 20)	600	"	"
	2 to seat 50 people (20 x 20)	800	"	"
	2 to seat 25 people (20 x 20)	400	"	"
3.	Student Organizational Offices			
	6 Individual Offices (10 x 12)	720	"	"
	1 Large Office for 20 student groups (30 x 30)	900	"	"
4.	Browsing Library Seating for 120 (30 x 30)	900	"	"
5.	Cafeteria & Commuters' Lunch Seating 400 (60 x 60)	3,600	"	"
6.	Men's Quiet Room 20 x 20	400	"	"
7.	Lounge Co-Ed & Game Room 30 x 40	1,200	"	"
8.	Music Rooms			
	a. Music Library (20 x 20)	400	"	"
	b. 6 Listening Rooms (8 x 8)	380	"	"
	c. 3 Recreational Music Rooms (10 x 12)	360	"	"
9.	Art Craft Work Shop To house all craft and art activities 60 x 60	3,000	"	"
10.	Table Tennis Room Four tables (30 x 40)	1,200	"	"
11.	Corridor Space			
	Connecting Wing 3 (16 x 60)	2,880	"	"
	Main Annex 3 (16 x 120)	5,760	"	"
12.	Storage 2 (40 x 30)	2,400	"	"
13.	Staff Offices 3 (10 x 15)	450	"	"
14.	Washrooms 2 (20 x 15)	600	"	"
15.	Stair Wells and Elevator and Ventilating Space 12 (20 x 20)	2,400	"	"
16.	Fan Room, 40 x 30	1,200	"	"

**FILE COPY
DO NOT REMOVE**

CONTENTS OF NEW WING (Continued)

17. Little Theatre, seating 400 Two stories 2 (80 x 60)	<u>9,600 sq. ft.</u>
Sub-Total	34,720 sq. ft.
18. Janitor Closets 4 (8 x 10)	320 sq. ft.
19. Employees Rest Room 2 (20 x 20)	800 " "
20. Space Unfinished but available for expansion 100 x 120	12,000 " "
21. Underground garage	<u>12,000 " "</u>
TOTAL AREA REQUIRED	79,840 sq. ft.

Prepared for the Coffman Memorial Union Board of Governors
on July 30, 1955.

**FILE COPY
DO NOT REMOVE**

UNIVERSITY OF MINNESOTA
Office of the Comptroller
Minneapolis 14
Investment Counsel

January 23, 1953

To: Mr. Gordon Starr, Director of Student Unions
From: J. A. Topping, Investment Counsel
Subject: St. Paul Campus

I have attached herewith a schedule indicating the yearly principal and interest payment necessary to repay a loan of from \$150,000 to \$250,000 at interest rates ranging from 2 1/4 per cent to 2 3/4 per cent.

In a very preliminary way I have suggested our problem with the financing of the St. Paul Union to several of the local bankers. It will, of course, be impossible to make any accurate prediction of the cost of financing this program until revenue estimates on the project and the principal sum to be financed are determined. However, as a guide to producing such estimates an interest rate of 2 1/2 per cent seems to be indicated.

As to the method of financing this project the sum seems to be somewhat small to attempt to make a public offering. Consequently, the banks would seem to be the more convenient medium.

(signed)

J. A. Topping

A
Attached: Schedule

**FILE COPY
DO NOT REMOVE**

Prepared for distribution to Coffman Memorial Union Board of Governors, July 30, 1955.

Yearly Principal and Interest Payment

~~X~~

	<u>2 1/4</u>	<u>2 3/8</u>	<u>2 1/2</u>	<u>2 5/8</u>	<u>2 3/4</u>
10-year principal and interest payment assuring yearly payments					
\$150,000	\$16,918.15	\$17,028.30	\$17,138.81	\$17,249.70	\$17,360.96
175,000	19,737.84	19,866.35	19,995.28	20,124.65	20,254.45
200,000	22,557.54	22,704.40	22,851.75	22,999.60	23,147.94
225,000	25,377.23	25,542.45	25,708.22	25,874.55	26,041.44
250,000	28,196.92	28,380.50	28,564.69	28,749.50	28,934.93

15-year principal and interest payment
assuring yearly payment

x

\$150,000	\$11,893.28	\$12,003.85	\$12,114.97	\$12,226.65	\$12,338.88
175,000	13,875.49	14,004.49	14,134.13	14,264.42	14,395.36
200,000	15,857.77	16,005.13	16,153.29	16,302.19	16,451.83
225,000	17,839.92	18,005.77	18,172.45	18,339.97	18,508.31
250,000	19,822.13	20,006.41	20,191.61	20,377.74	20,564.79

DO NOT REMOVE
FILM COPY

UNIVERSITY OF MINNESOTA

Board of Regents

Minneapolis 14

Office of the Secretary

May 26, 1955

Mr. Gordon L. Starr
Director of Student Unions

Dear Mr. Starr:

The Board of Regents at its meeting on
May 20, 1955 took the following action:

Voted to approve the changes in the
Constitution of the Union Board of Governors
relative to the number of elective and appoint-
ive positions on the Coffman Union Board of
Governors, in accordance with letter of Mr.
Gordon L. Starr, Director, dated April 29,
1955.

Very truly yours,

Secretary

W. T. Middlebrook/s

Copy to President Morrill
Mr. Willey

**FILE COPY
DO NOT REMOVE**

JOINT UNION BOARD OF GOVERNORS MEETING-- Saturday, July 30, 1955
Red Cedar Point--- Lake Minnewashta

Time Schedule:

- Recreation until 4:00 p.m.
- CMU Board meeting at 4:00 p.m.
- St. P. U. Board meeting at 4:00 p.m.
- Joint Board meeting anywhere from 5:00 to 6:00 p.m.
- Supper at 6:30 or 7:00 p.m.
- Dancing and swimming until Board members are ready to drop.

Food and responsibility Schedule:

Noon lunches courtesy of the Larsons.

Supper menu:

- Marinated Hamburgers
- Fresh Corn on the Cob
- Tossed salad with French dressing
- Coffee or lemonade or both
- Watermelon

Certain little details:

- Marinating the hamburger--- Nada and Paul
- Frying the hamburger--- Nada and Dan
- Salads--- Bellinger and Timothy
- Fire watchers--- Bob Davidson and Lou Robb
- Watermelons--- Bob Winandy and Nancie Brown
- Corn--- Dave Seamans and Roberts Herbkersman
- Lemonade--- Gordy Starr and Nancy Wallgreen
- Table setting--- Rita Winterman and Paul Larson
- Pop Corn--- Paul McRoberts and Warren Pease
- CLEAN UP--- Dick Getchell and Jean Teske

Gordy, with new car, upon seeing two telephone linesmen scurrying up two poles, one on each side of the road:

"You idiots! Do you think I never drove a car before?"

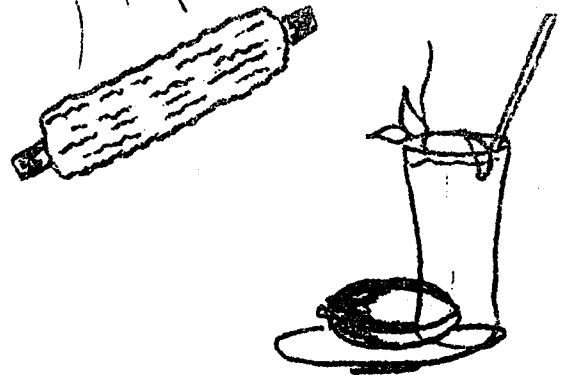
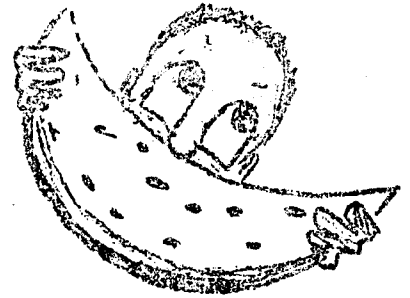
Nada: "What are diplomatic relations, Paul?"

Paul: "There are no such people, my friend."

Nansie B.: "What would be the proper thing to say when, in carving a duck, it slipped off the platter and landed in your neighbor's lap?"

Bob Winandy: "I don't know what is proper, but I'd say: 'Please, Madam, may I trouble you for the duck?'"

Don't be discouraged if you take a tumble now and then. Remember: an earthworm is about the only creature that can't fall down--- and who wants to be a worm?



COFFMAN MEMORIAL UNION
Union Board of Governors Meeting
July 30, 1955

Members Present

Dick Getchell, Nancy Wallgren, Mr. Snoko, Jean Teske, Jon Wampner,
Mr. Starr, Mr. Cheese, Dr. Shoffner, Rod Rude, Nancy Brown, Neil Swanson,
Paul McRoberts, Mr. Richter.

Others Present

Marion Timothy, Dave Seamans, Roberta Herbkersman, Program Consultants,
Hugh Smith, Editor of the Daily, Al Miller, Daily Reporter.

St. Paul Campus Union Members Present

Gail Sutor, Dan Webster, Dean Lindgren, Bob Davidson, Al Meyers,
Miss Bellinger, Dorothy Bonell, Helen Lundvig, Charlotte Quinn,
Rita Nintemann, Dave Kanatz, Lou Rob, Mr. Larson.

Members Absent

Coffman Union Board - Al Bromley, Nancy Forte, Chuck Inn, Con Nordquist,
Warren Pease, Bob Wilkinson, Bob Winandy, Mr. Pfleider.

St. Paul Union Board - Jim Burns, David Chester, Dr. Dowell, S. A. Eugene,
Owen Hallberg, Ralph Kitchell, Carolyn Larson, Ralph Miller, Dave Myhre.

The meeting of the Coffman Union Board of Governors was called to order at 4:45 p.m.
The Coffman Union Board of Governors and the St. Paul Campus Union Board of
Governors met at the home of Mr. Paul Larson, Manager of the St. Paul
Campus Union. The Boards met separately to clear up regular business
and then held a joint session.

The President reported that he has been in the Union several times to
observe the summer operations which are going very well. It is anticipated
that there will be another Board meeting before school begins in the fall.

House and Finance Committee

Neil Swanson presented several requests to the Board for the use of
facilities in the Union with the recommendation of the Committee that
they be granted.

Motion N-153
N-477

It was moved to approve the following requests for the use of the facilities
in Coffman Memorial Union:

November 5, 1955, College President's, Women's Lounge, All Day

May 25, 1955, Annual Alumni Banquet, Main Ballroom
 March 27, 1955, College of Education, Main Ballroom, 8:30 a.m. - 2:00 p.m.
 March 28, 1955, College of Education, Main Ballroom, 12:00 m. - 4:30 p.m.
 May 18, 1956, Athletic Department, Main Ballroom, 8:00p.m. - 12:00 p.m.

Seconded and Carried.

The recommended new rates for the rental of facilities in the Union were presented to the Board. The new rates will more adequately meet the cost of the services performed and the indirect costs of renovation. The new rates are very low as compared to rates in the other Big Ten Unions, but it was the committee's opinion that they would meet our needs to a greater degree and still not be prohibitive.

N-154
Motion K-473

It was moved to approve the new rates for rental of facilities and for services in Coffman Memorial Union.

Seconded and carried.

The new rate schedule will be forwarded to Board members as soon as possible.

Neil Swanson reported that the fiscal balance for the year 1954-55 was \$48,481.57. Of this amount \$25,000 has been transferred to the new St. Paul Campus Union leaving a balance of \$23,481.57. We have on hand at the present time \$30,850.93 which will be used for renovation. It was the opinion of the Board the amount transferred to the new St. Paul Campus Union should be exactly half of our balance as we had previously moved to contribute half of the balance, not to exceed \$25,000. Mr. Starr will request the University Business Office to make the change.

Mr. Swanson also reported that the entire surface of the Billiard Room floor will need to be recovered as the tile is very worn and if the holes are patched now it will only be a short time before others will appear. However, it was found that the Billiard tables will not have to be moved out but can just be moved to one side of the room while the recovering of the floor is being done which will save a considerable sum.

Personnel Committee

Jon Wemmer reported that the following Committee Chairmanship vacancy remain.

Coffee Hours
 Billiards
 Bowling
 Chess
 Stardust
 Open House
 Coffman Musical

Song Fests
 Record Lending Library
 Splash Parties
 Talent Bureau
 Noon Movies
 Quarterback Session
 Foreign Students

Classical Listening Hour
 Welcome Week
 Christmas Sing
 Fine Arts
 Sno Train

The Committee plans to have a Committee Day early Fall Quarter to recruit Committee Chairmen.

The Leadership training retreat will be held October 12, 1955, Columbus Day. The Committee presented the following three camps, Lyman Lodge, Idu Hopi, and St. Croix, for the Board's opinion. Most of the Board members felt that Lyman Lodge would be best as those who could not stay overnight could come out the following day and because transportation costs would be less as it is closer to the campus.

Program Committee

Marion Timothy reported for Rod Rude who has been away at camp working.

This year the Board will have a part in Freshman Orientation. Wednesday evening the Union will provide mixers for the freshman before dinner and after dinner a talk will be given on the Union Board and the Union Committee system. A style show will be presented by various stores in the Twin Cities showing clothing which might be worn to Union events. Talent acts will be presented during the show.

It is expected that old Board members will take part in Coffman Capers. Last year's program was voted first by the freshman and it is hoped that the Board members can do it again.

Tom Millott is in New York at the present time and in a recent letter to the Program Office he mentioned that the scrip for Coffman Capers will be completed shortly. The scrip will be duplicated and copies will be mailed to Board members. The Coffman Capers Show will be given on Monday, September 19, 1955.

Rod Rude suggested that the Area Directors contact all of their particular Committee Chairmen so that the program will get underway as smoothly as possible this fall.

Paul McRoberts reported that at the present time there are many big name attractions available for Homecoming. It was the opinion of the Board members that since a choice might be possible the next consideration should be the best price available.

New Business

Mr. Starr announced that Mr. Don Finlayson will be the new Program Director and that he will be taking over his duties the latter part of August. Mrs. Roberta Herbkeraman, Junior Program Consultant, who recently joined the staff was introduced to the Board.

JOINT MEETING OF THE UNION BOARDS

The Coffman Union Board of Governors and the St. Paul Campus Union Board met jointly to discuss the matter of construction of the new St. Paul Campus Union. A memorandum prepared by Mr. Starr was presented to the Boards giving the history of the project. An agreement between the two Boards drawn at a joint meeting on January 19, 1949, favoring the early construction of the new St. Paul Campus Union, a report on the status of funds as of June 30, 1955, memorandum from Mr. J. A. Zopping dated January 23, 1955, and a letter from Mr. G. Ray Higgins to Mr. Roy V. Lund, dated November 1, 1948 were also distributed.

With the completion of the fund drive the the new St. Paul Campus Union the Union Boards met to consider and determine the needs of both the new St. Paul Campus Union and the Coffman Memorial Union.

^{N-156}
Motion K-479

It was moved to approve the revised general building plans, the site, and the immediate construction of both phases of the St. Paul Campus Union, floating a bond issue to be paid off over a period of years to cover the cost.

Following discussion the motion was withdrawn.

Following additional discussion Red Rude made the following motion:

^{N-156}
Motion K-479

It was moved to recommend to the administrations approval of the revised general building plans, the site, the immediate construction of both phases of the new St. Paul Campus Union as well as the immediate construction of an addition to Coffman Memorial Union, floating a bond issue to be paid off over a period of years to cover the cost.

Dr. Shoffner seconded.

After further discussion of financial aspects of the project the motion was amended by Lou Robb and seconded by Jon Wempner.

^{N-157}
Amendment: Motion K-479

add "And to recommend that if necessary an increase be made in the Student Union fee not to exceed \$1.00 per quarter."

Seconded and carried.

A roll call vote was taken and motion was carried by majority.

^{N-158}
Motion K-480

It was moved to unanimously approve Motion K-479.

Seconded and carried.

^{N-159}
Motion K-481

It was moved to adjourn.

Seconded and carried.

The meeting adjourned at 7:45 p.m.

Respectfully submitted

Gordon L. Starr
Recording Secretary