

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Agenda
July 8, 1963

- I. Minutes of last meeting
- II. Standing Committee Report
 - A. Executive Committee Report
 1. Region 7 Planning Committee - Roger Hauge
 2. WMR Ad Hoc Committee - Dr. Zander
 3. Blazers
 4. Miscellaneous Comments
 - B. Program Committee Report
 1. Spring 1/4 - Expenditure and Income
 2. Summer Programming
 3. Good of the Order - Barb Sirmal on West Bank
 - C. House and Finance Committee Report
 1. Summer Program Budget
 2. Fine Arts Area Report
 3. Office Furniture
 4. Room Reservations
 - D. Public Relations Committee Report
 1. Image
 2. Brochure
 3. Pictures
 4. Ride Map
 - E. Personnel Committee Report
 1. New Chairmen
 2. Orientation
 3. UBC
 4. Chairmanship approvals
 5. Ad Policy
 - F. Director's Report
 1. Medical Center
 2. Vacant Staff Position
 3. Trees
 4. ROTC
 5. Bowling and Billiards
 6. Printing
 7. Summer Addresses
 8. Chairs
- III. Old Business
 7. Balcony leakage
 8. Lights
- IV. New Business
- V. Announcements
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of July 8, 1963

Members Present:

Kathy Hamer, Jerry Levey, Dick May, Judie Mitera, Daniel Paskewitz, Carolyn Podany, Barbara Sirmal, Janet Witzke, Mr. Edwin Braman, Professor Frank Buckley, Mr. Harold Smith, Dr. Donald Zander, Mr. Gordon L. Starr

Members Absent:

Kathy Book, Gloria Davis, Roger Hauge, Judy Hoy, Dr. Reuben Hill

Others Present:

Dennis Wadley, President, YDFL; Glen Skovholt, Former Chairman, UMRA; Robin Johnson, Chairman, UMRA; Michael Byrne; Blair Charnley, Daily Reporter; Mary Ellen Faricy, Program Consultant, St. Paul; Ted Kaul, Program Director; Donna Harrison, Senior Secretary; Janice Lesnau, Steno-Clerk.

The meeting of July 8, 1963, was called to order in the East Wing of Campus Club in Coffman Memorial Union at 8 p.m. following the meetings of standing committees.

A correction was made by Jerry Levey to the minutes of the meeting of May 29, 1963. House and Finance Committee Report, Motion V-94 should read:

"Drawings of elevator interiors were shown. The cost for remodeling the two elevators in Coffman Union and re-balancing them would be \$2,800. The interior would be remodeled with formica and steel."

Executive Committee Report:

1) Mr. Starr reported, on behalf of Roger Hauge, that Roger had attended the Region VII meeting with the representative from the other regions. They outlined the program for the 1963 Region VII Conference which includes a bus tour of St. Thomas, Macalaster, Hamline, and the St. Paul Campus Unions. They have also written to the Peace Corps to see about a speaker from the Peace Corps and also about employment in ACU.

Judy Mitera told about the "Laser Light" that was chosen as the theme by the Region VII Planning Committee for the upcoming conference. Three general topics are as follows: Projection, Penetration, and Perception.

2) Dr. Zander reported on the progress of the WMMR Ad Hoc Committee. He brought up the necessity of having something done about getting WMMR back on the air. There is a problem with transmitters wearing out. The Program Chairman of WMMR had received bids on repairing the transmitters. Dr. Zander, on behalf of the committee asked to set aside \$150 to \$300 to do the necessary repairs to the transmitters so that WMMR can function next fall. New people with new ideas are constantly adding things to the station so that it is now very complicated and few can understand it. In other words, it's too complex and must be simplified. The objectives are summed up as follows:

- a. Station remain in operation for the coming year and be seen as a trainee student function.
- b. Align ourselves with certain academic departments with faculty advisors.

- c. Adopt the preliminary survey of WMMR technical operations;
Set certain amount of money to keep the station going.
- d. Talk about what kind of program schedule we want in the station.

Dr. Zander suggested that we hire someone, possibly a competent fourth or fifth year IT student to do a weekly checkup so that all of the transmitters do not break down at once.

Mr. Starr said that Dr. Holte has a good background for advising as he has a Doctor's degree in electronics.

Dr. Zander mentioned that the main thing to do now is to try to get the station back on the air next fall.

Mr. Braman asked what would happen if this \$800 didn't cover the costs. The sum of \$800 was decided to be a good estimate, and Jerry Levey stated that it would come from the Board or Renovation fund.

Ted Kaul suggested that it would be more appropriate to allocate this money from the Program Expansion fund. There was a general agreement that this would be the correct source of funds.

MOTION V-97:

Dr. Zander moved that the Board adopt this Holte report and set up to \$800 to get the station back to at least minimum transmitting this fall.

Seconded.

Motion carried.

- 3) Jerry Levey would like to see everyone wear a blazer since it was voted in previously.
- 4) Jerry Levey did a little research into the past history of the Board and was amazed at the information in storage. He advised interested Board Members to look into the files and look over the past minutes.

Program Committee Report:

- 1) Ted Kaul referred to the Program financial report in the folder, and stated that he would be happy to answer questions on this report.
- 2) Dan Paskewitz gave a short summary of summer programming for first summer session. There has been a tour of the sites of the Twin Cities including the Sibley House, Fort Snelling and the State Capital with lunch in Minnehaha Park. He also told of the British exhibit and coffee hour in the lounge. The fourth of July picnic was cancelled because not enough people signed up for it.

Janet Witzke said that Thursday, July 11, 1963, a religious architecture tour of various churches would be held. This will include: The Temple of Aaron, St. Peter's Lutheran Church, and a Church for the deaf with special lighting to fit these people's needs.

- 3) Barbara Sirmal's report on the West Bank included naming of the three new committees which have been established for the upcoming year. The three new names for the committees are: Forum, Student-Faculty, and Special Events.

House and Finance Committee Report:

- 1) Kathy Hamer reported that the summer program budget is underway and approved.
- 2) The Fine Arts Area Construction should be started by the end of summer session and completed by the time school starts.
- 3) Approximately \$500 is needed for new office furniture. A desk would run \$150 to \$200 and at least one is needed for President Davis. Perhaps two or three chairs which run from \$40-50 are also needed. What is left will be used for filing equipment.

MOTION V-98:

Kathy Hamer moved that the Board allocate \$500 for office furniture.

Seconded.

Motion Carried.

- 4) Kathy Hamer read the new assignment of rooms for various student clubs and organizations. All organizations which requested office space were accommodated except for one. This organization may be able to share an office.

There was a question brought up as whether or not the Board had the right to assign the program consultants to different rooms. Many of the Board members felt that the two program consultants whose offices are located in the basement should be moved to the second floor for the sake of efficiency.

Mr. Starr stated that the staff assignment and locations are the responsibility of the director's office.

It was suggested that this problem be referred to Vice-President Wenberg, but Carolyn Podany felt that we should be able to settle this problem ourselves.

Jerry Levey interpreted the constitution to mean that the UBOG has control over all rooms not specifically assigned to the Alumni Association, Food Service, Book Store, YWCA, Campus Club, etc.

Mr. Starr objected solidly on this matter saying that there must be supervision by staff members in the basement area.

Kathy Hamer felt that when there are two parties who feel that they are right, a third party must enter into it to make a decision for them.

MOTION V-99:

Kathy Hamer moved that one of the Board members with Mr. Starr prepare a report for Mr. Wenberg on what should be done with room allocations.

Seconded.

Harold Smith spoke against the Motion.

✓

Dr. Zander felt that offices of employees of the Union should not be under the supervision or control of the students governing the Union Board.

Mr. Starr pointed out that the UBOG has never had to take a problem to the Vice-President during the Union's 23 years of operation.

Jerry Levey listed several alternatives. They are as follows:

1. Approve the motion.
2. Don't approve the motion.
3. Approve the new assignment of rooms as read.
4. Bring up old motion and submit the report to the Vice-President.

It was felt by most of the Board Members that this matter should be cleared up at this meeting.

Motion defeated.

MOTION V-100:

Judy Mitera moved that the Board accept the room allocation as presented by Kathy Hamer.

Secended.

Motion Passed.

Personnel Committee Report:

1) Judie Mitera reported that the committee has been discussing UBC. It has been suggested by the personnel committee that the general structure of UBC be changed from one group of 40 to two groups of 25 members each. These two groups would meet beginning fall quarter. They would meet separately but meet together for certain programs of interest. There would be one meeting per week. Previous UBC members have been required to be on a Union committee. New UBC members would be required to be on a Union committee. New UBC members would be required to be on any campus committee. A number of standing committees have come into existence. The chairmen of the groups have the ability to chose their own standing committee.

This year the Personnel Standing Committee and the UBOG would have the responsibility of interviewing and selecting UBC members.

The fact that this would increase UBC membership was brought up, but with the increasing freshman classes, more opportunities must be offered to them.

Mr. Starr raised the question as to whether the two groups to be named one and the same.

Judy Mitera reported that no decision had been reached on this matter.

2) The following students were approved as chairmen by the Personnel Committee:

- Allan Gavere, UBC Advisor
- Richard Wright, UBC Advisor
- Susan Buhrman, American-Foreign Students Committee
- Allan Furber, Homecoming dance
- Floyd Ross, Noon Programs
- Holly Nordquist, Welcome week

3) The following policy has been approved by the Personnel Committee:
proposed by Judie Mitera
to become effective--Fall 1963

"The Personnel Standing Committee will aid Area Directors in finding chairmen by the insertion of Daily Ads in issues selected at the Committee's discretion according to the following points:

- a. The Ad will include mention of all chairmanship openings in one area.
- b. Advertising of this nature done will not exceed 10 (?) column inches within any given quarter.
Note: 10 is an arbitrary number. This would amount to \$12.50 for each area.
- c. Content of the ads will be determined by the Personnel committee. However, any suggested copy can be turned in by the Area Director for a desired advertisement.
- d. This policy will cover ads placed that follow the above considerations. The personnel committee will have no responsibility for ads placed by Program Consultants or Area Directors directly-- those ads which have not been worked out with the committee."

4) The Personnel Committee has revised personnel application forms. Judie Mitera explained the changes to be made.

5) The UBOG summer addresses were in the Board folders.

Public Relations committee report:

1) Dick May called on Janet Witzke to explain what the recent Daily Ad for personnel contained. "We're crying. You would cry, too, if you were a committee without any committee members." Dick felt that this was not the best approach to getting good committee Personnel

Dick May felt the public relations goals for this year should be to give the students the impression that the UBOG, committee chairmen, and committee members are a selected group which really does accomplish something. He suggested that the UBOG contact some of the high school leaders informing them of the opportunities the Union offers.

Janet Witzke expressed the opinion that UBC applicants who are not selected for the council be contacted by Personnel and asked to join a Union committee.

2) Roger Hauge has full information on the brochure, so a report will be given at a later date.

3) The new UBOG pictures have finally arrived and will be put up.

4) There was no report on the idea of a ride map.

Director's Report:

- 1) Mr. Starr attended a meeting on the Medical Student Center. They have a balance of about \$17,000 yet to be raised. They are hoping to start construction this fall.
- 2) Dona Ford, Clerk-Typist in room 228, is leaving July 15 as she plans to be married this fall; Janice Lesnau has replaced Marsha Blumberg as Clerk-Steno in room 106. She will be taking minutes at future board meetings.
- 3) Mr. Starr also mentioned that Dick Getchell will be leaving July 15, but no replacement has been named.
- 4) Mr. Starr announced that the trees along the West side of the building were cut so that a new approach can be constructed to the bridge.
- 5) Mr. Starr stated that the Billiard patronage had increased by approximately \$15,000 and Bowling had decreased by \$15,000 for last fiscal year. This should be reviewed by House and Finance Committee.
- 6) Last fall we bought 400 Herman-Miller chairs when we needed 1,000 chairs. It will probably cost about \$5,000 for 400 chairs in addition. At the time they first bought the chairs, it was planned that more chairs would be purchased when funds were available. Jerry Levey referred this to a future meeting.

Old Business:

Dick May brought up the matter of scheduling the Hootenany. It was decided that it would take place a week after welcome week. Dr. Zander thought it was to be scheduled as part of the welcome week program. Bruce Hanson had been the contact person to get the Hootenany. It was suggested that this be looked into as two University groups may be trying to schedule the Hootenany at approximately the same time.

New Business:

None

Mr. Starr Introduced the Board Members and guests.

Meeting Adjourned at 10:45.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

jkl

PROGRAM ATTENDANCE REPORT

Spring Quarter, 1963

AREAS and COMMITTEES	1962		1963	
	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
CAMPUS AREA				
Campus Carnival	1	2000	1	2000
Unithon	0	0	1	522
TOTAL	1	2000	2	2522
FINE ARTS AREA				
Art Craft Studio	7	3405	1	500
Fine Arts Gallery	2	250	6	345
Talent Associates	7	1345	0	0
Creative Society	0	0	2	106
TOTAL	16	5000	9	951
MUSIC AREA				
Classics Corner	1	1000	4	1415
Coffman Musicals	4	1112	6	2325
Union Jazz Workshop	22	2117	8	2650
TOTAL	27	4229	18	6390
RECREATION AREA				
Bowling	10	379	7	192
Bridge	1	22	1	21
Billiards-Table Tennis	0	0	2	200
Chess	2	212	1	90
Co-Rec	6	2661	1	300
Outing Events	5	2516	0	0
TOTAL	24	5790	12	603
SOCIAL AREA				
Dance Instruction	8	1020	10	409
Miwedah	7	3991	9	2104
Square Dance	6	285	6	185
Variety Dance	3	517	2	488
TOTAL	24	5813	27	3186
SPECIAL EVENTS AREA				
Creative Arts Festival	1	800	7	1892
TOTAL	1	800	7	1892
TOPICS AREA				
American-Foreign Students	8	3469	11	6165
Focus	7	1100	2	207
Student-Faculty	4	197	8	345
Graduate Students	1	40	0	0
Citizen Series	-	-	2	950
TOTAL	20	4806	23	7767

PROGRAM ATTENDANCE REPORT

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SOCIAL AREA				
Dance Instruction	8	1020	10	409
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Square Dance	6	285	6	185
Variety Dance	3	517	2	483
TOTAL	24	5613	27	3166
SPECIAL EVENTS AREA				
Creative Arts Festival	1	800	7	1892
TOTAL	1	800	7	1892
TOPICS AREA				
American-Foreign Students	8	3469	11	6165
Open	7	1100	2	287
Student-Faculty	4	197	8	345
Graduate Students	1	40	0	0
Citizen Series	-	-	2	950
TOTAL	20	4806	23	7847

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

FINANCIAL REPORT, SPRING QUARTER 1963

AREAS and COMMITTEES	BAL. BEGIN. SPRING QUARTER	INCOME	ACCOUNTS PAYABLE	ACTUAL EXPENSE	BALANCE
CAMPUS AREA					
Campus Carnival	\$140.64	0	\$ 27.80	\$396.25	=283.41
Unithon	300.00	\$224.00	0	371.15	\$152.85
WMMR	=301.42	678.76*	29.03	562.21	=213.90
FINE ARTS AREA					
Art Craft Studio	170.39	0	0	96.89	73.50
Fine Arts Gallery	178.91	0	16.70	153.74	8.47
Talent Associates	142.33	0	0	0	142.33
Creative Society	206.56	0	0	72.94	133.62
Photo Committee	62.85	0	0	10.51	52.34
MACAS	550.00	0	108.00	355.57	86.43
MUSIC AREA					
Classics Corner	422.45	118.50	0	551.89	=10.94
Coffman Musicale	425.27	0	0	310.65	114.62
Union Jazz Workshop	411.54	191.00	21.00	990.08	=408.54
RECREATION AREA					
Billiards	51.46	0	3.00	0	48.46
Bowling	142.22	0	52.25	221.76	=131.79
Bridge	89.53	0	0	51.37	38.16
Chess	53.80	0	3.00	46.52	4.28
Co-Rec	104.48	0	0	38.89	65.59
Outing Events	218.77	0	5.00	0	213.77
Table Tennis	22.26	7.25	25.00	14.80	= 10.29
Ski Train	63.09	0	0	418.96	=355.87
SOCIAL AREA					
Dance Instruction	100.00	153.00	0	242.53	10.47
Single Swing	200.00	520.90	0	504.11	216.79
Square Dance	100.00	62.00	0	153.33	8.67
Variety Dance	750.00	402.80	193.95	1632.22	=573.37
SPECIAL EVENTS AREA					
Creative Arts Festival	1500.00	0	15.00	747.19	737.81
Summer Programming	3000.00	0	0	0	3000.00
TOPICS AREA					
American-Foreign Stu.	289.95	37.55	0	319.54	7.96
Focus	96.78	0	0	111.49	=14.71
Citizen Series	273.54	0	0	776.07	=502.53
Graduate Student	100.00	0	0	0	100.00
Student-Faculty Rel.	163.74	0	0	153.12	10.62
VARIETY AREA					
Wagon Program	621.09	0	57.50	428.36	135.23
Wagon	223.33	0	0	0	223.33
Stag	197.23	0	0	0	197.23

WMMR has \$135.83 in accounts receivable.

DEPARTMENTS and COMMITTEES	BAL. BEGIN. SPRING QUARTER	INCOME	ACCOUNTS PAYABLE	ACTUAL EXPENSE	BALANCE
<u>PUBLIC RELATIONS</u>					
Ad Agency	\$ 79.31	0	0	\$ 42	\$ 78.89
P. R. Bureau	639.96	0	0	637.17	2.79
Brochures	300.00	0	0	0	300.00
<u>UNION BOARD ACTIVITIES</u>					
Board Activities	282.70	0	11.53	236.45	34.72
Merit Reception	700.00	0	852.50	179.28	-392.78
Big Ten Convention	600.00	0	0	426.54	173.46
Program Committee	202.20	0	0	62.35	139.85
<u>LEADERSHIP TRAINING</u>					
Union Board Council	50.00	42.00	0	28.71	63.29
Personnel	220.12	0	159.00	339.10	-277.98
Leadership Seminars	25.00	0	0	0	25.00
Retreats	250.00	0	68.00	53.05	128.95
<u>ADMINISTRATION</u>					
Supplies	371.51	39.17	2.25	72.24	336.19
Telephone	217.25	0	0	361.10	-143.85
Postage	100.00	99.91	0	100.00	99.91
Equipment	274.95	30.00	0	625.71	-320.76
Summer Ad.	300.00	0	0	0	300.00
Orientation	280.50	0	0	0	280.50
Miscellaneous	571.56	0	0	490.00	81.56
Staff Travel	200.00	0	0	6.25	193.75
Staff Training	19.22	0	0	2.25	16.97
Research	39.79	0	5.00	.60	34.19
Program Expansion	1362.33	0	0	151.13	1211.20
GRAND TOTALS	18,157.19	2606.84	1655.51	13,504.49	5604.03

6/24/63
dm

7/1/63

PRELIMINARY SURVEY OF WMMR

TECHNICAL OPERATIONS

A brief preliminary survey of technical difficulties in the operation of student station WMMR and the following points offer in my opinion a means of re-establishing and maintaining a successful operation. I have met with technical personnel from the station, Coffman Union consultants, and E. R. Chenette and S. C. Larson from the Department of Electrical Engineering. Principal objectives have been restoration of broadcast operations at minimum cost.

We must distinguish clearly between the problems of getting something back on the air and the establishment of effective long term operating and improvement practices. At the moment the station is highly overdeveloped with respect to maintenance capacity. I would suggest the immediate restoration of a minimum number of essential functions with a continuing effort to extend the general flexibility of operation.

Immediate Requirements-Summer 1963

- A. TRANSMITTERS (and Linear Amplifiers) - Inspection of one of these units brought into the studio indicates the transmitters were soundly constructed and should be restorable to service. A technician with experience in trouble-shooting relatively low frequency equipment should be hired immediately. Even if some units are not reparable, I would estimate that replacement using student labor will cost less than quoted figures of \$250 and \$350. I believe a fair rate if a student does this is \$1.90/hour (plus parts)
- B. STUDIO - Studio facilities need a thorough cleaning and check-out. Some important points are:

1. Need block diagrams and connection diagrams of all facilities with ^hschematics to follow. Individual units should be labeled (embossed tape works well). Particularly are needed clear descriptions of operating and maintenance procedures. This is vital since such information seems to have been passed along by some sort of folk-legend process. This has the very effect of limiting persons available for technical operation. Bill Bedor can give a useful hand here.
2. Thorough cleaning of operational relays.
3. Bring all electronic equipment to proper operating points. Bill has indicated that Larry Lutton would be a good choice for this work.
4. Improvement of air circulation over heated elements.
5. Investigate alleged overloading of power supply.
6. Restoration of minimum turntables, arms, cartridges, and tape equipment for effective operation.
7. Maintenance of attenuator pads.
8. Thorough general cleaning and straightening up.

C. STEPS TAKEN TO STOP "BORROWING" - A complete inventory taken and compared with purchases over past three years. Parts not found reported to police and responsibility for further loss placed with someone. A minimum of instruments for maintenance should be acquired in the coming year and steps taken to protect these

Estimated Summer Budget

40 hours/week for the coming 8 weeks at \$1.90/hour	\$600.00
(about 1/2 this time on transmitters and the remainder in the studio)	
Parts	apprx. \$200.00
Total	\$800.00

This is a very rough estimate and should be watched carefully if

REQUIREMENTS - FALL 1963 and on

A continuing effort should be made to restore the general technical capabilities of the station but very serious consideration given to future expansion at least until a period of efficient operation is observed.

I would recommend hiring a competent fourth or fifth year student for about five hours per week of supervisory activity. As problems arise they would be immediately referred to a faculty and Union consultant. Sound routine maintenance procedures must be established and I feel all station personnel should participate. We can cite three good reasons for such a requirement:

1. It should help to relieve friction which often exists between technical and studio people (in the real world).
2. Studio people with some knowledge of maintenance problems should be more intelligent users of equipment.
3. We need free help. In the past there seems to have been more interest in adding pet projects than maintaining what is present.

I believe the final goal should be a technically competent station, providing special material for dormitory residents, training for persons interested in communications, and the pleasure of participating in a responsible operation for the greatest number of students. We'll have to watch and guide this re-building carefully to avoid ponderous and ineffectual sets of rules and procedures and more than anything, success will depend on the goodwill of everyone involved. I've heard the suggestion that photos of station personnel be posted outside the studio and perhaps downstairs at times in the year. I would think this would be very worthwhile.

Jim Holt

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Agenda
September 9, 1963

- I. Minutes of last meeting
- II. Standing Committee Report
 - A. Executive Committee Report
 1. ^{Introductions} Membership Cards
 2. WMR Ad Hoc Report
 - 3.
 - B. Program Committee Report
 1. Co-sponsorship form
 2. Social Area Director's meetings
 - 3.
 - C. House and Finance Committee Report
 1. Social Service Request and Personnel Requests
 2. Fine Arts Renovation and new furniture
 3. Room Changes
 - D. Public Relations Committee Report
 1. Brochure
 - 2.
 - 3.
 - E. Personnel Committee Report
 1. Chairmanship approval
 2. Welcome Week
 3. UBC
 - 4.
 - F. Director's Report
 1. ^{New Board Member} Staff appointments
 2. Student Center Report
- III. Old Business
- IV. New Business
- V. Announcements
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of September 9, 1963

Members Present:

Kathy Book, Kathy Hamer, Judy Hoy, Jerry Levey, Judie Mitera, Daniel Paskewitz, Barbara Sirmal, Mr. N.L. Bentson, Professor Frank Buckley, Dr. Reuben Hill, Dr. Donald Zander, Mr. Gordon L. Starr, Mr. Ed Braman

Members Absent:

Gloria Davis, Roger Hauge, Dick May, Carolyn Podany, Janet Witzke, Mr. Harold Smith

Others Present:

Erik Erickson, Program Consultant; Ted Kaul, Program Director; Steve Gilliland, Manager WMR; Bill Schmitzer, WMR; Bert Atkinson, Assistant Director; Donna Harrison, Senior Secretary; Jan Lesnau, Clerk-Stenographer

The meeting of September 9, 1963, was called to order by Vice-President, Judy Hoy in room 346, Coffman Memorial Union, at 7:25 p.m. following the meetings of standing committees.

There were no corrections to the minutes for the meeting of July 8, 1963.

Executive Committee Report:

- 1.) The members of the board and guests were introduced by Vice-President, Judy Hoy.
- 2.) Jerry Levey inquired if everyone had received a membership card; and if not, to obtain one from Senior Secretary, Donna Harrison.
- 3.) The third Ad Hoc WMR meeting was held today and the board was very much satisfied with the work completed up to the present time. Bob Wilson has put everything back into working condition and has made the studio easier to understand for everyone concerned.

The proposed WMR budget was presented to the board. There is a question regarding whether or not we solicit advertising or fully subsidize the studio. The committee decided that there will be no advertising on the local level at this time. The only advertising will be through a national advertising set up, College Radio Corporation. If we can get national advertising, we will get UPI coverage. Without this advertising, the committee felt that we could not afford UPI.

The question of a time schedule was raised. Plans are that the station should go into operation this Monday, September 16, 1963, on a 12-noon to 12-midnight schedule with five-minute news broadcasts every hour.

Dr. Hill asked if the Daily has AP or UPI and could the Daily be accessible to this service.

Steve Gilliland, Manager of WMR, stated that the Daily cannot use UPI. There are two separate types, one for radio and one for newspaper.

Steve Gilliland also thanked the Ad Hoc Committee for everything they did to help WMMR get back on the air. A line is maintained between KSTP and WMMR; but WMMR gets only what comes over NBC. All of the engineering work is done by KSTP, and the cost to WMMR is small. He disagreed with dropping the KSTP line. If the Board were to drop this, it would mean an unnecessary inconvenience. In order to provide complete radio facilities for students at the University, we should broadcast news every hour for five minutes and every three hours for 15 minutes.

MOTION W-1:

Jerry Levey moved that the Board approve the report as rendered on the WMMR Ad Hoc Committee.

Seconded by Judie Mitera.

Motion fails.

Judy Hoy recommended that the Ad Hoc Committee discuss this again and another proposal be brought to the board.

MOTION W-2:

Dr. Hill moved approval of the Ad Hoc Committee's report and proposed budget with the addition to it the items necessary to facilitate the utilization of the NBC service amounting to \$85.50 per year.

Seconded.

Mr. N. L. Bantson stated WLOL would be willing to run the line at no cost to WMMR.

MOTION W-3:

Dr. Hill amended motion W-2 by approving report of the Ad Hoc Committee with the stated proposed budget along with the stipulation that NBC need not be discontinued.

Seconded.

Motion W-3 passed.

Motion W-2 as amended passed.

Program Committee Report:

1.) The American-Foreign Students committee and International Student Council will co-sponsor a Foreign Students Welcome Program.

Governor Rolvaag, President Wilson, and other speakers will welcome foreign students on September 28, 1963, from 8:00 to 12:00 in the main ballroom. Refreshments will be served and a record dance will follow.

2.) The Program Committee area directors for Social, Special activities, and Varieties will meet at 6:00 p.m. when the Wednesday Board meeting commences at 6:30 and at 5:00 p.m. on the evenings that the Board has dinner meetings

House and Finance Committee Report:

1.) Jerry Ivey reported that the Social Service Council was granted their request for use of the Foyer and we presume they will be using one or two tables.

Personnel requested use of the Main Lounge for Coffman Capers for their booths. The House and Finance Committee did not approve this request for various reasons.

Judie Mitera stated that they asked for the Main Lounge because the theme for Coffman Capers is, "A World of Activities." There would also be some form of entertainment on the Terrace; Weather permitting.

Personnel also asked for permission to hold a Coke Hour on Thursday, September 19, from 2:00 to 3:30 p.m. in the International lounge. This was approved. They were asked to have the coke at the end of the lounge on the tiled sections.

UBC asked for a table in the Foyer for September 12 to 22, to sign up people for UBC. This was approved by the House and Finance Committee.

2.) Fine Arts renovation is delayed because Plant Services can't get over here; and plans for work, as of now, are for around the 1st of December.

We are also awaiting the arrival of the new furniture.

3.) Because of disagreement on the part of the parties involved, the matter of room changes was referred back to the executive committee. It will be brought up at the first executive meeting and hopefully be reported at the UBOG meeting for the first week of school.

Public Relations Committee Report:

1.) Judy Hoy called the attention to the new Coffman Union brochure in the folders.

Personnel Committee Report:

1.) Judie Mitera stated that they have interviewed two people for chairmanships--one for Single Swing and one for table tennis, but no approval has been given.

2.) Judie Mitera passed a sheet around for any of the area chairmen who wanted to set up their own table or booth for talking to people who are prospective committee members during Welcome Week. They are planning one poster-bearing area that lists the committees and their basic information about each of the areas.

Also for Welcome Week, new application forms will be here.

3.) There will be appointed advisors to UBC from every group this year. Program Consultants will be Miss Louise Moberly and Mr. Allen Ulseth. The first meeting will consist of introductions to other members, the Union and also a chance for them to sign up for any committees in the Union.

Director's Report:

1.) Mr. Starr welcomed Mr. Bentson, a past board member, back. He is a representative of the Minnesota Alumni Association. He is replacing Mr. Ed Braman, and we hope that Mr. Braman returns to be with us for future board meetings as well.

2.) Mr. Starr introduced Mr. Berton Atkinson, briefing his previous work here at the University and stating his confidence in the fine work and assistance Mr. Atkinson has been and will be performing here at the Union.

Mr. Starr also announced that Sue Johnson will be replacing Doug Wasko in the West Bank starting September 10. Doug Wasko accepted the position of Director of the Macalester Union last month.

Other staff positions have been filled, and we are in a good position to start off the fall well.

3.) In the folder, you will find a report from the Student Center on the St. Paul Campus. Read them; and broaden your knowledge of the Student Center which is a part of us, the Department of Student Unions. This was also reported by Mr. Starr.

Old Business:

Judy Hoy called everyone's attention to the flyers in the folder regarding activities held in Coffman Memorial Union during the summer.

The next board meeting will be the first week of school on Wednesday at 6:30 which will be September 25, 1963, in room 346.

Mr. Al Furber was relieved of his position as homecoming dance chairman and another person was interviewed for this position.

Dan Paskewitz was informed that the Minneapolis Park Board would be developing the river flats for recreational use. Since this is of interest to the Board from both the parking and recreational standpoint, he asked if Mr. Starr could get some official information on the matter.

Mr. Starr called the members' attention to the bulletin board containing pictures of the Student Center which was set up in room 346, where the board meeting was held; and he also passed around a sketch of LaSalle Union.

Judie Mitera thanked Kathy Book and Dan Paskewitz for signing up to UBC for interviewing the applicants interested in joining this organization. Not enough Board members have signed up for this job of interviewing the prospective applicants.

Adjournment: 8:30 p.m.

Respectfully Submitted,

Gordon L. Starr
Recording Secretary

GLS: jkl

PROPOSED WMMR BUDGET

1963-64

Nonengineering Expenses		
Records: Columbia	\$ 150.	
RCA	75.	
Miscellaneous	<u>45.</u>	
		\$ 270.
Publicity & Printing		265.
Office Operation		215.
Northwest Bell Lines		<u>250.</u>
	SUBTOTAL	\$1,000.
Engineering Expenses		
Maintenance (Parts) of		
Equipment	\$ 600.	
Professional Labor to Maintain		
Working Components of the station	<u>400.</u>	
	SUBTOTAL	<u>\$1,000.</u>
	TOTAL	<u><u>\$2,000.</u></u>

STUDENT ACTIVITIES CALENDAR 1963-64

FALL QUARTER

<u>DATE</u>	<u>DAY</u>	<u>EVENT</u>
July 29-Sept. 20		Orientation-Registration for new students
September 2	Mon.	LABOR DAY, Holiday
6-12	Fri.-Thurs.	Sorority Formal Rush
10-12	Tues.-Thurs.	Interfraternity Council Rush
11-13	Wed.-Fri.	Fall Residence Counselor Training Conference
13-15	Fri.-Sun.	Freshman Camps
15	Sun.	Parent's Day
15-21	Sun.-Sat.	Welcome Week
19	Thurs.	"Introduction to the Lively Arts", Northrop Auditorium
20-21	Fri.-Sat.	Transfer Camps
21	Sat.	Statewide Testing Program Conference
21-27	Sat.-Fri.	Interfraternity Council Rush
23	Mon.	Fall Quarter Classes Begin
26	Thurs.	Opening Convocation 11:30, IV hour classes excused
26	Thurs.	MSA Senate
27	Fri.	St. P. Student Center Open House
28	Sat.	Football: Nebraska (Here); Band Day
28	Sat.	Welcome Party for Foreign Students
28	Sat.	Gross Country Meet: Drake (Away)
October 3	Thurs.	MSA Senate
3	Thurs.	Masterpiece Series: Jean Madeira, contralto
3	Thurs.	Convocation: Evelyn and Bob Beers, folk singers
5	Sat.	Football: Army (Here); Gross Country Meet: Wisconsin (Here)
7-18	Mon.-Fri.	Young People's University Theater, "Treasure Island" Scott Hall
10	Thurs.	MSA Assembly
10	Thurs.	St. P. Student-Faculty Reception (Student Center)
10	Thurs.	Convocation: "The Monuments of Isfahan", Myron Bement Smith, Committee for Islamic Culture
11-12	Fri.-Sat.	Dean's Retreat
12	Sat.	COLUMBUS DAY, Holiday; Football: Northwestern (Away)
12-19	Sat.-Sat.	Social Service Council: Cancer Drive
12-19	Sat.-Sat.	International Emphasis Week
14-15	Mon.-Tues.	15th Annual Institute for College Student Personnel Workers

	<u>DAY</u>	<u>EVENT</u>
October	17	Thurs. MSA Senate
	17	Thurs. Convocation: "Freedom", Mortimer J. Adler, Director, Institute for Philosophical Research, San Francisco
	18	Fri. Minneapolis Symphony (opening of season)
	18-19	Fri.-Sat. IFC - Panhel Pledge Camp
	19	Sat. Football: Illinois (Away)
	19	Sat. Cross Country Meet: Iowa State (Here)
	23	Wed. Celebrity Series: Mantovani and his Orchestra
	23-27	Wed.-Sun. Classic, Shevlin Hall Arena Theater
	24	Thurs. MSA Senate
	24	Thurs. Convocation: Alistair Cook, United States Correspondent for THE MANCHESTER GUARDIAN
	25	Fri. St. P. Homecoming Talent Show (Student Center)
	25	Fri. Mpls. Symphony (Henryk Szeryng, violinist)
	26	Sat. Football: Michigan (Here); Homecoming
	26	Sat. Cross Country Meet: South Dakota State (Here)
	27-Nov.2	Sun.-Sat. Religious Participation Week
	27	Sun. Mpls. Symphony with George Shearing Quintet
	28	Mon. Masterpiece Series: Black Watch (bagpipes and highland dancers)
	29	Tues. ODS New Faculty Open House (tentative)
	31	Thurs. MSA Assembly
	31	Thurs. Senate Meeting - 3:30 pm
	31	Thurs. Convocation: "Exits and Entrances", Robert Cahlan
	31-Nov.10	Thurs.-Sun. Play 1, "The Laugh Makers", Scott Hall
November	1	Fri. Mpls. Symphony (Malcolm Frager, pianist)
	2	Sat. Football: Indiana (Here); Cross Country Meet: Iowa (Away)
	3-10	Sun.-Sun. Social Service Council: Campus Chest
	6	Wed. Celebrity Series: Norman Luboff Chorus
	7	Thurs. MSA Senate
	7	Thurs. Mpls. Symphony Special Concert
	7	Thurs. Robert Brunn, American News Editor of THE CHRISTIAN SCIENCE MONITOR
	9	Sat. Football: Iowa (Away)
	10	Sun. Mpls. Symphony All Tchaikovsky Program
	11	Mon. VETERAN'S DAY, Holiday; Cross Country Conference at Illinois
	13-17	Wed.-Sun. Premiere Production, Shevlin Hall
	14	Thurs. MSA Senate
	14	Thurs. Convocation: Kimio Eto, a player on the Japanese koto
	15	Fri. Mpls. Symphony (Beethoven Symphony Number 9)
	16	Sat. Football: Purdue (Away)
	18-22	Mon.-Fri. CLA Week
	18-22	Mon.-Fri. YMCA International Bazaar
	21-Dec.1	Thurs.-Sun. Play 2, "Dr. Faustus", Scott Hall
	21	Thurs. MSA Assembly
	21	Thurs. Convocation: CLA Day Convocation
	22	Fri. Mpls. Symphony (Yehudi Menuhin, violinist)
	23	Sat. Football: Wisconsin (Here) (Dad's Day); All-University Dad's Day
	23	Sat. St. P. Presidents' Ball
	23	Sat. Swimming: Minnesota Time Trials

<u>DATE</u>	<u>DAY</u>	<u>EVENT</u>
November 24	Sun.	Mpls. Symphony with Peter Nero, pianist
25	Mon.	Masterpiece Series: Stars of the Bolshoi
27	Wed.	Football Convocation
28	Thurs.	THANKSGIVING, Holiday
29-30	Fri.-Sat.	Classes excused except Medical School and College of Veterinary Medicine
29	Fri.	Mpls. Symphony (Istran Kertesz, guest conductor)
30	Sat.	Basketball: Kansas State (Away)
December 2	Mon.	Basketball: Houston (Away)
3	Tues.	Education Board Christmas Sing
3	Tues.	Basketball: Iowa State (Here)
4.	Wed.	Masterpiece Series: David Bar-Illan, pianist
4	Wed.	St. P. Christmas Assembly
5	Thurs.	MSA Senate
5	Thurs.	Convocation: Dr. Otto Ulc, former district judge in Czechoslovakia
5	Thurs.	Senate Meeting - 3:30 pm
5	Thurs.	UBOG Christmas Semi-Formal Dance
6	Fri.	Study Day; Minneapolis Symphony (Isaac Stern, violinist)
7-13	Sat.-Fri.	Final Examinations
8	Sun.	Mpls. Symphony; Music of Rodgers & Hammerstein
13	Fri.	Mpls. Symphony (Claudio Arrau, pianist)
14	Sat.	Fall Quarter closes
14	Sat.	Commencement 8:00 pm
14.	Sat.	Basketball: South Dakota (Here)
15	Sun.	Mpls. Symphony Special Concert
16	Mon.	Basketball: Bradley (Away)
17	Tues.	Mpls. Symphony Special Concert

WINTER QUARTER

18	Wed.	Mpls. Symphony Special Concert
19	Thurs.	Mpls. Symphony Special Concert
19	Thurs.	Basketball: Wichita (Here)
21	Sat.	Mpls. Symphony (Captain Kangaroo)
21	Sat.	Basketball: Drake (Here)
25	Wed.	CHRISTMAS, Holiday
27	Fri.	Mpls. Symphony (Janos Starker, violincellist)
27-31	Fri.-Tues.	U.S. Nat'l. Student Association: Foreign Student Leadership Project, Mid-winter Evaluation Conference
30-31	Mon.-Tues.	Orientation-Registration
January 1	Wed.	NEW YEAR'S DAY, Holiday
2-3	Thurs.-Fri.	Orientation-Registration
3	Fri.	Mpls. Symphony (Ann Schein, pianist)
4	Sat.	Basketball: Purdue (Here)
4	Sat.	Swimming: Michigan State Invitational Relays (Away)
5	Sun.	Mpls. Symphony with guest conductor and pianist, Andre' Previn
5-11	Sun.-Sat.	Social Service Council: Elwood Drive
6	Mon.	Winter Quarter Classes Begin
9	Thurs.	MSA Senate
9	Thurs.	Convocation

	<u>DAY</u>	<u>EVENT</u>
January	10	Fri. Mpls. Symphony (Edith Feineman, violinist)
	10	Fri. St. P. Winter Welcome Back Party
	11	Sat. Mpls. Symphony Special Concert
	11	Sat. Basketball: Ohio State (Away)
	11	Sat. Swimming: Indiana (Here)
	12	Sun. Mpls. Symphony: Songs of our Country with guest organization, The Apollo Club
	14-17	Tues.-Fri. Bach Festival
	14	Tues. UBOG Fall Quarter Recognition
	14	Tues. Basketball: Michigan State (Here)
	16	Thurs. MSA Senate
	16	Thurs. Convocation
	17-18	Fri.-Sat. Special Dean's Retreat - St. P.
	17	Fri. Mpls. Symphony, Frederick Fennell conducting
	18	Sat. Forester's Day
	18	Sat. Basketball: Northwestern (Here)
	18	Sat. Swimming: Iowa (Here)
	19-25	Sun.-Sat. Social Service Council: Book Drive
	20	Mon. Basketball: University of Michigan (Away)
	21	Tues. Celebrity Series: Mazowsze Dance Company from Poland
	22	Wed. University Band Concert
	22-26	Wed.-Sun. Classic, Shevlin Hall
	23	Thurs. MSA Assembly
	23	Thurs. Convocation
	24	Fri. Mpls. Symphony (Rafael Kubelik, guest conductor)
	25	Sat. Basketball: Northwestern (Away)
	25	Sat. Swimming: Ohio State (Away)
	27-31	Mon.-Fri. Greek Week
	27-28	Mon.-Tues. Four Lectures on Religious Drama by Mr. & Mrs. E. Martin Browne
	29	Wed. Greek Week Song Fest
	30-Feb.9	Thurs.-Sun. Play 3, "Zoo Story and The American Dream," Scott Hall
	30	Thurs. Convocation
	30	Thurs. MSA Senate
	31	Fri. Powell Hall Carnival
	31	Fri. Mpls. Symphony (Pierre Monteux, guest conductor)
February	1	Sat. Greek Week Concert
	1-2	Sat.-Sun. UBOG Ski Train
	1	Sat. Basketball: Wisconsin (Here)
	1	Sat. Swimming: Michigan State (Here)
	2	Sun. Mpls. Symphony with Ferrante & Teicher, Duo pianists
	5	Wed. Masterpiece Series: Mischa Elman, violinist
	6	Thurs. MSA Senate
	6	Thurs. Senate Meeting - 3:30 pm
	6	Thurs. Convocation
	8	Sat. Basketball: University of Iowa (Away)
	8	Sat. Swimming: Purdue and Wisconsin at Lafayette
	9-15	Sat.-Sat. Social Service Council: Heart Drive (tentative)
	10-15	Mon.-Sat. Opera Workshop, Scott Hall
	10	Mon. Celebrity Series: Van Cliburn, pianist
	12	Wed. LINCOLN'S BIRTHDAY, Holiday
	12-16	Wed.-Sun. Premiere Production, Shevlin Hall
	13	Thurs. MSA Assembly
	13	Thurs. Convocation: "Freedom and Art", W. H. Auden
	14	Fri. Swimming: University of Michigan (Here)

	<u>DAY</u>	<u>EVENT</u>
February	15	Sat. St. P. Winter Semi-Formal Dance (Student Center)
	15	Sat. Basketball: Illinois (Here)
	15	Sat. "Parade of Quartets", Northrop Auditorium
	16-22	Sun.-Sat. Brotherhood Week
	16-19	Sun.-Wed. Minnesota Symposium: Great Issues in Government
	18	Tues. Basketball: University of Michigan (Here)
	19-23	Wed.-Sun. Jr. College Series, "Studio Theater," Scott Hall
	20	Thurs. MSA Senate
	20	Thurs. Convocation: University of Minnesota Opera Workshop, with Paul Knowles
	20	Thurs. Metropolitan Opera Auditions, Northrop Auditorium
	21	Fri. Metropolitan Opera Auditions, Northrop Auditorium
	22	Sat. WASHINGTON'S BIRTHDAY, Holiday
	22	Sat. Basketball: Illinois (Away)
	22	Sat. Swimming: Iowa State (Away)
	23-29	Sun.-Sat. University of Minnesota Week
	23	Sun. Honeywell Engineers Lecture, Northrop Auditorium
	26	Wed. Masterpiece Series: Betty Allen, Mezzo Soprano
	27	Thurs. Charter Day Convocation 11:30, IV hour classes excused
	27	Thurs. MSA Senate
	27	Thurs. ODS, Foreign Student Open House (tentative)
	27-Mar.8	Thurs.-Sun. Play 4, "Anthony and Cleopatra", Scott Hall
	27	Thurs. Swimming: Varsity vs Freshmen (Here)
	28-Mar.1	Fri.-Sun. Greek Retreat
	29	Sat. St. P. Leap Year Party (Student Center)
	29	Sat. Basketball: University of Iowa (Here)
March	1-7	Sun.-Sat. Social Service Council: Accident Prevention Drive
	2	Mon. Basketball: Wisconsin (Away)
	5-7	Thurs.-Sat. Swimming Conference (Here)
	5	Thurs. MSA Assembly
	5	Thurs. Convocation: "Freedom and Education", Sterling M. McMurrin, Professor of Philosophy, University of Utah
	7	Sat. Basketball: Indiana (Away)
	11	Wed. Masterpiece Series: George London, Bass
	11-Apr.12	Wed.-Sun. St. P. Rural Art Show
	12	Thurs. Senate Meeting - 3:30 pm
	12	Thurs. MSA Senate
	12	Thurs. Convocation
	13	Fri. Study Day
	13	Fri. Mpls. Symphony (Gina Bachauer, pianist)
	14-20	Sun.-Fri. Final Examinations
	20	Fri. Mpls. Symphony (Julius Katchen, pianist)
	21	Sat. Winter Quarter Closes
	21	Sat. Commencement 8:00 pm
	22	Sun. Mpls. Symphony Palm Sunday Program, guest organization
		St. Olaf Lutheran Choir
<u>SPRING QUARTER</u>		
	24-26	Tues.-Thurs. Orientation-Registration
	27	Fri. GOOD FRIDAY, Holiday
	27	Fri. Mpls. Symphony: Mozart Mass in C Minor, with Univ. of Minn. Chorus

		<u>DAY</u>	<u>EVENT</u>
March	29	Sun.	EASTER
	30	Mon.	Spring Quarter Classes Begin
April	2	Thurs.	Convocation: "Freedom and Science", Eugen Rabinowitch Editor, Bulletin of the Atomic Scientists
	2	Thurs.	MSA Senate
	2-8	Thurs.-Wed.	Panhellenic Spring Rush
	3-5	Fri.-Sun.	International Spring Festival
	3	Fri.	Mpls. Symphony (David Abel, violinist)
	5	Sun.	Mpls. Symphony: Musical Pictures with guest artist, Norman Carol, violinist
	7	Tues.	UBOG Winter Quarter Recognition
	8-12	Wed.-Sun.	Classic, Shevlin Hall
	9	Thurs.	MSA Senate
	9	Thurs.	Convocation
	10-12	Fri.-Sun.	Model United Nations Conference
	11	Sat.	Mpls. Symphony Special Concert
	12-18	Sun.-Sat.	Creative Arts Festival
	14	Tues.	MSA Assembly Elections
	16-17	Thurs.-Fri.	All-Campus Elections
	16	Thurs.	St. P. Student Center Birthday
	16	Thurs.	Convocation
	16-26	Thurs.-Sun.	Play 5, "A Time Remembered", Scott Hall
	17	Fri.	Mpls. Symphony (Glenn Gould, pianist)
	17-18	Fri.-Sat.	Women's Athletic Association: Aquatic League Show (tentative)
	18-19	Sat.-Sun.	Student Government Retreat
	18	Sat.	Engineers' Black Book Dance
	19	Sun.	Mpls. Symphony: Concert Version of "Porgy & Bass"
	23	Thurs.	MSA Senate
	23	Thurs.	Convocation
	24-25	Fri.-Sat.	Campus Carnival
	27	Mon.	Masterpiece Series: Rudolf Serkin, pianist
	27-May 2	Mon.-Sat.	Opera Workshop, Scott Hall
	28-May 1	Tues.-Fri.	Annual Conference of the Nat'l. Assoc. of Foreign Student Advisers
	29-May 3	Wed.-Sun.	Premiere Production, Shevlin Hall
	30	Thurs.	MSA Senate
	30	Thurs.	Senate Meeting - 3:30 pm
	30	Thurs.	E Day Convocation
May	1-2	Fri.-Sat.	E Day
	2	Sat.	E Day Brawl
	3	Sun.	Metropolitan Youth Orchestras, Northrop Auditorium
	5	Tues.	ODS New Student Leader Open House (tentative)
	6-10	Wed.-Sun.	Jr. College Series "Studio Theater", Scott Hall
	7	Thurs.	Convocation: Justice William O. Douglas, "Freedom and the Law"
	7	Thurs.	MSA Assembly
	8	Fri.	Education Day
	9	Sat.	All-University Parents' Day
	10-16	Sun.-Sat.	Social Service Council Mental Health Education Drive
	11-16	Mon.-Sat.	Foreign Language Play, Shevlin Hall
	11-22	Mon.-Fri.	Young People's University Theater, Scott Hall
	12	Tues.	UBOG Merit Banquet

<u>DATE</u>	<u>DAY</u>	<u>EVENT</u>
May 12	Tues.	St. P. Recognition Assembly
12	Tues.	Mortar Board Tea
12-31	Tues.-Sun.	Minnesota All-College Art Collection
13	Wed.	Cap and Gown Day, 11:30 Convocation, IV hour classes excused
14	Thurs.	MSA Senate
14	Thurs.	Convocation
15-16	Fri.-Sat.	Minnesota Royal
18-23	Mon.-Sat.	Foreign Language Play, Studio Theater, Scott Hall
19	Tues.	All University Recognition Banquet
19-24	Tues.-Sun.	Metropolitan Opera
20	Wed.	YMCA International Bike Race
20	Wed.	St. P. Recognition Dinner
21	Thurs.	MSA Senate
21	Thurs.	Convocation
22-23	Fri.-Sat.	Journalism Day
22	Fri.	UBOG Presidents' Ball; Tri-Service Ball
25-30	Mon.-Sat.	Phi Mu Alpha Opera, Scott Hall
25-30	Mon.-Sat.	Foreign Language Play, Shevlin Hall
27	Wed.	Awards Day Dinner (Theater)
28	Thurs.	MSA Assembly
30	Sat.	MEMORIAL DAY, Holiday
31-June 13	Sun.-Sat.	Social Service Council: Book Drive
31	Sun.	St. P. Spring Camp All Day
June 4	Thurs.	MSA Senate
4	Thurs.	Senate Meeting - 3:30 pm
6	Sat.	Study Day
8-13	Mon.-Sat.	Final Examinations
11	Thurs.	Baccalaureate
13	Sat.	Spring Quarter Closes; Commencement 8:00 pm
15	Mon.	Orientation-Registration
16	Tues.	1st Summer Session Begins
July 4	Sat.	INDEPENDENCE DAY, Holiday
16	Thurs.	Commencement 8:00 pm
18	Sat.	1st Summer Session Closes
20	Mon.	Registration
21	Tues.	2nd Summer Session Begins
August 20	Thurs.	Commencement 8:00 pm
22	Sat.	2nd Summer Session Closes

8/12/63

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

1962 - 63 ANNUAL PROGRAM BUDGET REPORT

AREAS and COMMITTEES	ORIGINAL BUDGET	MID-YR. ADJUST.	TOTAL INCOME	TOTAL EXPENSE	BALANCE
CAMPUS AREA					
Campus Carnival	\$250.00	0	\$ 9.10	\$561.98	-\$302.88
Unithon	300.00	0	224.00	418.75	105.25
Welcome Week	800.00	24.98	0	824.98	0
WMMR	0	0	2136.01	1917.08	218.93
VINE ARTS AREA					
Art Craft Studio	400.00	0	0	322.10	77.90
Fine Arts Gallery	500.00	300.00	12.74	701.06	111.68
Talent Associates	300.00	-100.00	13.65	72.07	141.58
Creative Society	400.00	-100.00	4.75	193.28	111.47
Photo Committee	200.00	37.95	0	183.53	54.42
MACAS	-	550.00	0	355.57	194.43
MUSIC AREA					
Christmas Sing	150.00	-61.88	0	111.75	-23.63
Classics Corner	700.00	750.00	146.10	1584.19	11.91
Coffman Musicale	500.00	150.00	241.14	771.55	119.59
Union Jazz Workshop	800.00	967.61	318.60	2598.68	-512.47
RECREATION AREA					
Billiards	50.00	40.00	4.50	43.04	51.46
Bowling	300.00	0	223.45	598.11	-74.53
Bridge	150.00	0	251.14	349.30	51.84
Chess	150.00	0	43.60	165.72	27.88
Co-Rec	250.00	0	0	180.42	69.58
Outing Events	250.00	0	0	131.23	118.77
Outing Instruction	0	0	0	0	0
Outing Equipment	200.00	-200.00	0	0	0
Table Tennis	50.00	0	7.25	67.54	-10.29
Ski Train	0	528.19	4417.99	5296.12	-349.94
SOCIAL AREA					
Dance Instruction	200.00	235.75	670.44	1066.57	39.62
Single Swing	0	-1174.31	2904.76	1496.93	233.52
Square Dance	200.00	92.87	376.25	666.51	2.61
Variety Dance	300.00	2349.66	4208.52	6471.58	386.60
SPECIAL EVENTS					
Homecoming Dance	0	-2446.60	7041.50	4594.90	0
Creative Arts Festival	1500.00	0	0	778.16	721.84
Christmas Semi-Formal	0	1001.39	318.50	1280.64	39.25
Summer Programming	2600.00	0	2940.25	3890.71	1649.54
VARIETY AREA					
Noon Program	1500.00	0	14.56	1262.28	252.28
Charm	300.00	0	0	66.67	233.33
Stag	300.00	0	0	88.87	211.13

AREAS and COMMITTEES	ORIGINAL BUDGET	MID-YR. ADJUST.	TOTAL INCOME	TOTAL EXPENSE	BALANCE
TOPICS AREA					
American-Foreign Students	\$400.00	\$571.65	\$260.26	\$1159.68	\$ 72.23
Focus	400.00	=100.00	1.82	306.13	= 4.31
Citizen Series	500.00	=200.00	0	817.61	=517.61
Graduate Students	300.00	=135.53	6.82	63.29	108.00
Student-Faculty Relations	350.00	0	12.93	332.19	30.74
PUBLIC RELATIONS					
Ad Agency	300.00	=200.00	0	21.11	78.89
Public Relations Bureau	1000.00	463.66	35.54	1645.62	=146.42
Gopher	300.00	=104.50	0	195.50	0
Brochures	200.00	620.19	0	520.19	300.00
BOARD ACTIVITIES					
Board Activities	800.00	200.00	0	712.96	287.04
Christmas Decorations	100.00	=67.15	0	32.85	0
Christmas Cards	75.00	=75.00	0	0	0
Merit Reception	700.00	345.95	0	1302.81	=256.86
Big Ten Convention	300.00	300.00	0	526.54	73.46
LEADERSHIP TRAINING					
Union Board Council	150.00	59.52	157.79	297.28	70.03
Personnel	400.00	0	9.10	646.47	=237.37
Leadership Seminars	25.00	0	0	0	25.00
Retreats	250.00	0	0	53.05	196.95
PROGRAM ADMINISTRATION					
Supplies	600.00	0	240.35	455.59	384.76
Telephone	650.00	0	0	880.40	=230.40
Postage	200.00	44.85	218.06	363.00	99.91
Equipment	500.00	200.00	158.72	1406.23	=547.51
Summer Administration	300.00	0	21.81	341.38	= 19.57
Orientation	300.00	0	0	19.50	280.50
Miscellaneous	566.00	0	5.56	490.00	81.56
Staff Travel	500.00	=95.65	0	155.54	248.81
Staff Training	50.00	0	0	17.88	32.12
Research	50.00	0	0	10.81	39.19
PROGRAM DEVELOPMENT					
Program Expansion	5000.00	5073.60	1032.44	425.36	533.48
Program Committee	-	300.00	17.81	177.96	139.85
TOTALS	\$28,866.00		\$28,707.81	\$52,488.80	\$5085.01

7/29/63

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

February 28, 1963

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 prepares 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 Union 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.
 6. The assistant to the Director of Student Unions and the administrative staff are directly responsible to the Director of Student Unions.

jkl

REPORT
OF THE
AD HOC COMMITTEE
CREATED TO

STUDY AND CLARIFY THE RESPONSIBILITIES AND AUTHORITIES

OF THE

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

APRIL 24, 1956

PART I--INTRODUCTION

On November 22, 1955 the President of the Union Board of Governors appointed an ad hoc committee of the Board "to study and clarify the responsibilities and authorities of the University of Minnesota Union Board of Governors." This is our report, hopefully clarifying existing relationships and including recommendations for elimination of problems we could not solve because of the conflicts created by existing documents and conditions.

PART II--ORGANIZATION

1. The Department of University of Minnesota Student Unions includes Coffman Memorial Union, University Village Union, and the St. Paul Campus Union.
2. The head of this Department is the Director of Student Unions, hereafter described as the Director, who is administratively responsible to the Academic Vice President.
3. The policy establishing body of Coffman Memorial Union is the University of Minnesota Union Board of Governors.
4. The Department of Student Unions is responsible for compliance with all University policies effecting departments and their activities.
 - a. The Coffman Memorial Union Program Director under the general supervision of the Director of Student Unions, is responsible for implementation and explanation of those University policies affecting student activities within Coffman Memorial Union and the students who operate these activities. Union programs, therefore, are not necessarily subject to Student Activities Bureau administration of these policies.
 - b. The Director of Student Unions is responsible for administration of all policies affecting University departments.
5. It is the Director of Student Unions' responsibility to carry out the policies of the Board and, as department head, to serve as the link between the University administration and the Board.
 - a. The Director is responsible 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. The entire budget of Coffman Memorial Union and the University Village Union must then be carried to the Board for approval prior to submission to the Academic Vice President.
 - d. Responsibility for initiating recommendations for appointments to the program staff and assistantship to the Director rests with the Director, but his recommendations are to be cleared by the Board prior to submission to the Academic Vice President.
 - e. In the event of a vacancy in the position of Director of Student Unions, we suggest that any recommendations of the Academic Vice President for the directorship should be carried to the Board by the Academic Vice 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.
6. The direct responsibility for the program of Coffman Memorial Union rests with the University of Minnesota Union Board of Governors with the aid of the professional program staff.

7. The Assistant to the Director of Student Unions and the administrative staff are directly responsible to the Director of Student Unions.
8. The program staff shall be responsible to the Director of Student Unions and shall be concerned with the programs sponsored by the Union and under the direction of the Union Board. It is their responsibility to give professional advice and aid to the Board and its committees in the administration of the program.
9. The space within Coffman Memorial Union is under the jurisdiction of various University Departments, the Campus Club, and the Union Board. Any basic changes in the space under the jurisdiction of the Union Board shall be approved by the Board.
10. The University Village Union is directly responsible to the University of Minnesota Union Board of Governors. As the University Village Union is a part of the Department of Student Unions, the Director of Student Unions shall be responsible for its administration.
11. Any conflicts between the Director and the Board regarding administration of Union policy shall be taken to the Academic Vice President for arbitration if it cannot be resolved by the Executive Committee or the President of the Union Board.

PART III--RECOMMENDATIONS

We strongly recommend that the new Board President, perhaps together with the President of the St. Paul Union Board and the Village Union Board, appoint a special committee to rewrite the three constitutions, taking into consideration these existing problems:

1. The constitutions cannot be followed literally under existing philosophies and conditions.
2. The Coffman Memorial Union Board's constitution completely omits mention of the Director of Student Unions and his relationship to the Department and the Board.
3. Many problems in the St. Paul Union and Coffman Memorial Union are now and will be increasingly similar and therefore perhaps the organization of the Department should be changed to include only one "Policy Board" and three separate "Program Boards." We have included one possible such organization plan in this report in order to form a basis for discussion. One problem that has been continually evident this year has been the differing interests of those members specializing in the basic policy of the Union and those talented in organizing the program. Perhaps an organizational division of these functions would make it unnecessary for part of the Board to make decisions on matters about which they are neither informed nor interested.
4. Neither the St. Paul nor the Minneapolis Unions' Constitutions takes into consideration the existence of the other.

Approval of this report does not mean that any of the above suggestions must be followed exactly but only that they be considered by the "Constitutional Committee."

In order to accomplish these far-reaching changes in the fundamental organization of the Department of Student Unions, we suggest that this "Constitutional Committee" of members of the three Union Boards be appointed soon and meet frequently. In addition, we recommend that this committee make thorough use of those persons and groups informed and experienced in Union and student activities at this University and elsewhere, and that members of the general student body and All-University Congress be continually consulted. Particularly, we stress the importance of periodically meeting with the Academic Vice President because we are sure that such meetings will be mutually rewarding.

After the revised constitutions have been written and approved by the Union Board, we recommend that they be submitted directly through the Academic Vice President's office to the Board of Regents. To present a complete reorganization plan to the student body for vote, before going to the Board of Regents for final action, would undoubtedly prove an extremely difficult task of education about the existing problems and the proposed solutions since both include many fine details of operation.

PART IV--APPROVAL OF THIS REPORT

When the University of Minnesota Union Board of Governors approves this report, it will mean that they approve of all the details of the report with the exception of the Possible Four-Board Plan which is included only to form a basis for discussion. This report describes an interpretation which all segments of the Union are obligated to accept until further action negates this interpretation.

Respectfully submitted,

Alan Bromley, Chairman

Membership of this committee consisted of the student members of the Executive committee and the Public Relations Committee of the University of Minnesota Union Board of Governors.

Approved by: University of Minnesota Union Board of Governors (unanimously)
Director of Student Unions, Gordon L. Starr

EXPLANATION OF ORGANIZATION CHART

Make-up of Boards

Program Boards (15 students and 2 non-students)

3 officers	6 elected
9 area chairmen	9 appointed
3 standing committee chairmen	

Program Director of that Union

Manager of that Union

In the event that there is no separate manager of Coffman Memorial Union, the Assistant-Director shall be on the Coffman Memorial Union Program Board instead of a manager.

*Policy Board (10 students and 5 non-students)

Three officers of each Program Board

Representative of All-University Congress (perhaps the President)

Director of Student Unions

Representatives (1 each) from Office of the Dean of Students, Faculty, Alumni Association, and Business Office.

The three officers of the Policy Board must represent the three Program Boards.

If any one Program Board is disestablished, three elected representatives of the student body will replace them on the Policy Board.

Another variation of this organization would be with the Director of Student Unions as presiding officer (without vote) of the Union Policy Board. As head of the Department. The Director would have absolute veto power over the Board but such vetoed decisions could be appealed to the Academic Vice President for final solution.

ACADEMIC
VICE - PRES

POSSIBLE FOUR-BOARD PLAN
OF
DEPARTMENT OF Student Union

Union Policy Board*

SECRETARY

Public RELATIONS

HOUSE

FINANCE

PROGRAM COORDINATION

EXECUTIVE

Standing

Committees

PROGRAM DIRECTOR

ST. PAUL UNION PROGRAM BOARD

DIRECTOR OF Student Unions

VILLAGE UNION PROGRAM BOARD

CMU PROGRAM BOARD #

PROGRAM DIRECTOR

PROGRAM CONSULTANTS

SECRETARY

PROGRAM CONSULTANTS

PUBLIC RELATIONS BUREAU

PERSONNEL BUREAU

EXECUTIVE BUREAU

PUBLIC RELATIONS BUREAU

PERSONNEL BUREAU

EXECUTIVE BUREAU

PUBLIC RELATIONS BUREAU

PERSONNEL BUREAU

EXECUTIVE BUREAU

ST. PAUL UNION PROGRAM

ASSISTANT DIRECTOR

VILLAGE UNION PROGRAM

SECRETARY

ST. PAUL UNION EMPLOYEES

CMU EMPLOYEES

VILLAGE UNION EMPLOYEES

St. PAUL Union Activities

Village Union Activities

CMU Activities

COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Agenda
September 25, 1963

- I. Minutes of last meeting
- II. Standing Committee Report
 - A. Executive Committee Report
 1. Introductions
 2. Overview
 3. Progress on clarification of the roles of the Union Board and Director of Student Unions
 4. Class schedules
 5. Region VII
 6. Announcements
 - a. Liaison Committee
 - b. ARS - Mr. Starr
 - c. Meeting times
 - d. **Resignation - Dick May**
 - e.
 - B. Program Committee Report
 1. **Co-sponsorships**
 2. **Chairman Cabinet**
 - 3.
 - C. House and Finance Committee Report
 1. House Rules - specifically tables, chairs, etc. in the halls and use of room 131
 2. New furniture requests
 - a. YDFL and YMRA for filing cabinets
 - b. Chairs, files, etc. for offices in basement
 - c. Board office furniture
 3. Bowling lockers
 4. International Calendar - non-payment by a certain group
 5. **Other**
 - D. Public Relations Committee Report
 1. Public Relations Bureau
 2. **West Bank**
 - 3.
 - E. Personnel Committee Report
 1. Chairmanship approvals
 2. Union Board Council
 3. Summit
 - 4.
 - F. Director's Report
 1. Coffman Capers
 2. Bag lunches
 3. Other - **U.S. Senate Sub-Committee on refugees and escapees from Communist countries**
- III. Old Business
- IV. New Business
- V. Announcements
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of September 25, 1963

Members Present:

Kathy Book, Gloria Davis, Kathy Hamer, Roger Hauge, Judy Hoy, Jerry Levey, Dick May, Judie Mitsra, Dan Paskewitz, Carolyn Podany, Barbara Sirmal, Dave Bowen, Janet Witzke, Professor Frank Buckley, Mr. Harold Smith, Dr. Donald Zander, Mr. Gordon L. Starr

Members Absent:

Mr. N. L. Bentson, Dr. Reuben Hill

Others Present:

Lt. Ronald Moe, President of Union Board during 1961-1962 term; Bonnie Marsh, Daily Editor; Jan Lesnau, Clerk-Stenographer; Ted Kaul, Program Director

The meeting of September 25, 1963, was called to order by President, Gloria Davis in room 346, Coffman Memorial Union, at 6:40 p.m.

There were no additions or corrections to the minutes for the meeting of September 9, 1963.

Executive Committee Report:

- 1.) President, Gloria Davis, introduced the members of the Board and the guests which were present at this meeting.
- 2.) UBC met with sixty smiling faces and, as a group, they show great promise. It's up to us to encourage these Freshmen and help them as much as we can.

Also, WMMR held it's meeting with around 100 persons present. Some chairmanships are not filled and so far are not functioning. Area Directors have the responsibility for the programing in your areas. It doesn't rest on your chairman.

Since Coffman Capers is the biggest drawing point for Freshmen during the entire year, we must find ways that it can be improved. It's everyone's individual responsibility to make suggestions and criticism; and from there, act accordingly, as we are constantly striving to make the future better. Come to the Executive Office for suggestions, comments and questions.

- 3.) The report of "The Ad Hoc Committee Created to study and Clarify The Responsibilities and Authorities of the University of Minnesota Union Board of Governors" dated April 24, 1956 was brought to the Board's attention, since there has been some disagreement between parties of the Board. If everyone would read it, an overall clearer understanding may develop and we won't find it necessary to call in an impartial third party to define relationships in the Union as previously suggested.
- 4.) The attention was brought to the two copies of the class schedule cards which were placed in the folders, one of which goes to Mr. Starr's office and the other to Jerry Levey. In filling these out, think in terms of possibly managing office hours. If you can have a set time, it

will help you out, insofar as giving your people a definite time and place to find you.

5.) Judy Hoy gave a brief rundown of the schedule of events for the Region VII conference set for November 7, 8, and 9, 1963, and again mentioned the topic chosen for this conference: "Projection, Penetration, and Perception." Not everyone was fortunate enough to attend the Region VII Conference last year which was held at South Dakota State. We do have a great deal to contribute being the large school that we are and with facilities being the finest within the Region. All Board members were asked to be present as it should be a great learning experience for them, as well as obtaining suggestions from people outside our University who look upon our facilities differently than we do.

6.) a.) All the appointments to the Liaison Committee are open and if anyone is interested again this year, they should reapply. It's up to us to try to give the best service possible to people using the building and, in particular, groups and conferences that come in that expect to get good service from the University of Minnesota.

b.) Mr. Starr will be leaving on September 23, 1963, to attend an American Recreation Society and National Recreation Congress in St. Louis.

c.) The meeting time will remain the same as it has been which is at 6:30 p.m. on Wednesday. Absences from summer board meetings were excused. Submit one before the meeting if you cannot be here.

d.) Dick May gave his resignation to the Board because of his heavy schedule including longer working hours. He does not feel he would be doing justice to the Board and regrets having to leave.

Program Committee Report:

1.) The Union Board of Governors agrees to co-sponsor the September 27 and November 22 Pep Dances with the Pom Pom girls, Cheerleaders, and the Minnesota Student Association with a minimum of six members from both groups. This memo was approved by the program committee.

Committee on Pathways to Peace will be held on October 19 from 9:30 a.m. to 9:30 p.m. in the main ballroom plus meeting rooms. This Co-sponsorship was approved.

A YDFL and YAF noon program will be held on September 26, 1963, from 12:30 to 1:30 p.m. in the Main ballroom.

The Fine Arts Gallery Committee and Industrial Education Department will have a program with an illustrated lecture on "Design In Jewelry," by Mr. Christian Schmidt, noted jewelry designer of Twin Cities. It will be held on Tuesday, October 1, 1963, from 2:30 to 4:00 p.m. in the Main ballroom.

2.) The Chairmen Cabinet Committee met previously; they have discussed Chairman Cabinet which will be reorganized. More plans to be reported at next meeting. The program committee meets on Wednesdays at 6 p.m.

House and Finance Committee Report:

1.) It seemed unnecessary that an hour before a program in the Men's Lounge, everyone was cleared from the lounge, which seemed to be the situation. Also discussed briefly was the length of time and usage of room 131 which will be further talked about at future meetings.

2.) It seems that several offices in the Union don't have sufficient furniture and equipment. This will be taken from the \$500.00 which was appropriated for this at a previous Board meeting.

3.) During the summer, some bowling lockers in the amount of \$600.00 were purchased, without consent either by the Board or House and Finance Committee. Now it is being taken by the Executive Committee and added to their list.

4.) One specific group has not paid for their share of the cost for the International Calendar. If it is not paid, action will be taken against them in the form of non-usage of the calendar or what will be printed in it. Dan Paskewitz felt that this should be cleared up this week.

5.) A question was brought up as to whether or not there are any house rules governing the use of T.V. sets in the building. There are not and it was reported that there will be four T.V. sets and 800 chairs set up in the ballroom for the World Series.

Public Relations Committee Report:

1.) The Daily assured us that there will be better layouts this year than there were last year. Different forms from last year will be used which are made in duplicate. One will serve as the same thing as a request for purchase and the second one will go to the person working on the Public Relations Bureau, where he will check it. Also, there is a change insofar as the deadline will be to get the Ad in two days before it is to be run, so it can be laid out and returned for corrections and additions before it is finally run.

2.) There is going to be a grand opening next Friday, October 4, 1963, in the Union Lounge on the West Bank. For this, there is going to be an ad run on Thursday, October 3 in the Daily. It is going to be a one-page ad with a photograph of the West Bank Union Lounge with the caption "Opening of West Bank Union Lounge." Coffee will be served from opening until 2 o'clock. Should have the ribbon cutting ceremony around 9:30 a.m. although this is only an arbitrary time.

Personnel Committee Report:

1.) Bruce Cooke was up for approval for the Photo Committee. Janet Witzke asked to hold it because she has a good prospect in mind and would like to give her a try.

MOTION W-4

Janet Witzke moved that Bruce Cooke's appointment be tabled.

Seconded

Motion defeated.

MOTION W-5

Judy Mitera moved that Bruce Cooke be appointed to the Photo Committee.

Seconded

Motion W-5 passed.

David Frelisen was approved as Homecoming Chairman, along with Daniel Peitso as Square Dance Committee Chairman, and John Jorgenson as Student-Faculty Relations Chairman on the West Bank.

2.) It was reported that the UBC members whom they have chosen are a group to be proud of. Over 200 applications and interviews were made. There are 58 members divided into two groups called Maroon and Gold. Their meetings will be at 6:30 p.m. on Tuesdays. We are looking forward to a good year with them.

3.) Leadership training retreat committee for Union Committees will meet on Tuesday, October 8, 1963.

Director's Report:

1.) Analyze what was done this year as far as Coffman Capers is concerned and plan what can be done to make next year's program and the remaining events for this year even better.

2.) There are inadequate facilities in this building to have bag lunches throughout the entire Union. We must check with room scheduling and also custodial help to see how we can arrange this situation.

3.) The U.S. Senate Sub-committee on Investigation of Problems Connected with Refugees and Escapees had originally planned to present a program here on the first day of school, September 23; but because of interferences and through advice, they changed the date to November 9.

Old Business:

It was brought up that the Graduate Commons Room 315 should be more convenient. This project should be started on earlier this year than last year.

The Personnel standing committee meeting is set for 4:30 p.m. Tuesday afternoon. We are planning to interview starting at 3:30 p.m.

New Business:

The area directors tried to decide upon a time to get together, but couldn't arrange a date tonight. This was tabled until the next meeting.

Adjournment at 8:05 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

jdk

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Agenda
October 2, 1963

- I. Minutes of last meeting
- II. Standing Committee Report
 - A. Executive Committee Report
 1. ~~Area Assignments~~ **Introductions**
 - a. Resignation
 - b. Changes in Areas
 2. Long Range Plans
 - a. Anniversary
 - b. Board Meetings
 - c. Responsibility
 3. Campus Chest
 4. Note passing and Absences
 - B. Program Committee Report
 1. Chairman Cabinet
 2. Program Surprise
 3. Co-Sponsorships
 4. Etc.
 5. Other
 - C. House and Finance Committee Report
 1. New Furniture
 - a. Desk & Chairs into 227 and "B" offices
 - b. Ordering of two new swivel chairs
 - c. Search for file and desk keys
 2. International Calendar
 - a. Group has paid
 - b. Looking into light to be paid for in same proportion as calendar
 3. World Series Broadcasting - Only by program committee where they need it
 4. Phone for Alpha Psi Sigma
 5. Men's Quiet Room
 6. Removal of Muzak - Removal only from men's and women's lounges
 7. Partitioning room 230
 8. Building maintenance - Painting almost complete
 9. Financial Report: possibly next week
 - D. Public Relations Committee Report
 1. West Bank - Open House
 2. New Committee members
 - E. Personnel Committee Report
 1. Chairmanship approvals
 2. UBC
 3. Summit
 4. Ads
 5. Board vacancies
 - F. Director's Report: None
- III. Old business
- IV. New Business
- V. Announcements
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of October 2, 1963

Members Present:

Kathy Bock, Gloria Davis, Kathy Hamer, Roger Hauge, Judy Hoy, Jerry Levey, Judie Mitera, Daniel Paskewitz, Carolyn Podany, Barbara Sirmal, Professor Frank Buckley, Mr. Harold Smith, Dr. Zander

Members Absent:

Mr. Gordon L. Starr, Dr. Reuben Hill, Mr. N.L. Bentson, Dave Bowen

Others Present:

Bert Atkinson, Assistant Director of Student Unions; Jane Hastings, Daily Reporter; Caroline L. Warren, Focus Chairman; Ted Kaul, Program Director; Jan Lesnau, Clerk-Stenographer

The meeting of October 2, 1963, was called to order by President Gloria Davis in room 346, Coffman Memorial Union, at 6:35 p.m.

The minutes of the last meeting were corrected as follows:

Others Present: Jane Hastings, Daily Reporter rather than Bonnie Marsh, Daily Editor, was present at the September 25, 1963 meeting.

Executive Committee Report: Item 3 should read as follows:
The report of the "Ad Hoc Committee Created to Study and Clarify the Responsibilities and Authorities of the University of Minnesota Union Board of Governors," dated April 24, 1956, along with another report of the Ad Hoc Committee dated February 28, 1956, was brought to the Board's attention, since there has been some disagreement between parties of the Board. If everyone would read it, an overall clearer understanding may develop and perhaps we won't find it necessary to call in an impartial third party to define relationships in the Union as previously suggested.

House and Finance Committee Report: Item 2 should read as follows:
It seems that several student offices in the Union don't have sufficient furniture and equipment. This will be taken from the \$500 which was appropriated for this at a previous Board meeting.

Program Committee Report: Item 1 should read as follows:
The Union Board of Governors agrees to co-sponsor a total of four dances in which the cheerleaders and pom pon girls agree to be present with a minimum of six members from each group. They will receive half the profits from the first two dances. Unless they complete the obligations stipulated in the Memorandum of agreement, the co-sponsorship will be broken.

The minutes stand approved as corrected:

Executive Committee Report:

Introductions were made by President Davis of the regular Board members and the guests present.

1.) There has been a resignation from the Board. Janet Witzke, for reasons of health and insufficient time to do a thorough job, resigned as of October 1, 1963.

The Personnel Committee will be interviewing for two new board members, and if anyone desires a change of area, he should see Judie Mitera. The two areas vacated are Recreation and Fine Arts.

2.) 1965 marks the twenty-fifth anniversary of Coffman Memorial Union, and the Program Committee will begin planning for this event.

The question of the number of Union Board meetings held per quarter and whether the number of meetings now held is necessary was discussed.

It was suggested that a Board meeting be held only every other week. This would be on a trial basis for one quarter without changing the by-laws.

It was mentioned and agreed with by several persons that the Board isn't seeing enough of its members working together as a group as it is, without cutting out the one meeting that it has together per week. Along with this idea, the point was made that each area is too much involved within itself and cares only about that particular area rather than the Board as a whole.

Another Board member felt that it would expedite the work of the Board rather than impede it to put our trust in the judgement of the standing committees rather than to discuss issues at a standing committee meeting and go over it in detail again at a Board meeting. We should have enough confidence in the ability of each committee.

Another idea concerned the fact that the standing committee is presenting a recommendation to the Board for their approval or alternative suggestion. Anything that one of the standing committees would do is not a job of that committee but a job of the Union Board of Governors; therefore, it must be brought to the Board's attention and it would be an unwise move to meet only every other Wednesday.

The following alternatives were suggested:

1. Send the issue back to Executive.
2. Definitely set meeting for every other week.
3. Continue having meetings every week as we have had in the past.
4. Do something to strengthen standing committees and come back with a by-law presentation.

MOTION W-6:

Jerry Levey moved that this issue be referred back to the Executive Committee.

Seconded.

Motion W-6 passed.

President Davis invited all interested board members to attend a meeting of the Executive Committee immediately following this meeting. The topic of discussion will be the responsibility and authority between the Director of Student Unions and the Union Board of Governors.

3.) We have been approached by Campus Chest concerning the fund drive. This has been referred to the Program Committee.

4.) President Davis asked that unnecessary note passing during Board Meeting be stopped.

President Davis announced that she would demand an excuse from anyone who has missed a substantial part of the meeting. Everyone must be here at 6:30 p.m. when the meeting is called to order.

5.) Mr. Starr was elected to the Executive Board of the American Recreation Society. Only three men are selected for this Board.

Program Committee Report:

1.) Program committee discussed the idea of chairman cabinet. It was decided that when a program of particular interest to the chairmen is available, we would put on the program. We will report to you as to any progress we make concerning programs.

2.) Friday, October 4, 1963, there will be a table tennis demonstration from 2:30 to 5:00 p.m. by Table Tennis Champion, Sol Schiff. San Merrick, champion in Women's Billiards will perform here in the Union Monday, October 7, 1963, from 11 a.m. to 2 p.m. and again from 3 to 5 p.m.

Carolyn Warren, Focus Chairman, presented her ideas of what she felt could develop into one of the most exciting programs put on in the Union this year. It would be held winter quarter, and would focus on Minnesota. She explained about what the different areas could do. This would be a week-long program with many events taking place Monday through Friday. The Union would work together instead of as a group of committees. Program Committee has approved this idea.

3.) The American-Foreign Student's Committee and International Student Council are co-sponsoring a Latin-American Evening. The program will commence with Spanish-American folk dancing; Jeff Espina, a classical Spanish guitarist, folk singer, and dance leader will perform for an hour; and there will be group folk dancing again until the end of the program which starts at 8:00 and ends at 11:00 in the Gopher Hole-GMU. The date for this program is October 17, 1963.

4.) Judy Hoy said that there are only three on the Steering Committee for Region VII Conference; when we approach you to lend a helping hand, please be willing to assist if at all possible. This is an important event and we want it to go off well. A certain number of delegates will be present during the program in it's entirety, but we expect and hope that you will all attend between classes, in the evenings, and on Saturday.

House and Finance Committee:

1.) The offices in the basement are fairly well set now that the new furniture has been moved down there.

2.) The group that hadn't paid for their share of the International Calendar has now paid, and Mr. Atkinson is looking for a light for the calendar to be paid for in the same proportion as the calendar.

- 3.) Jerry Levey reported that during the World Series, the Program Committee can place the t.v. sets where they want to, but there will be no broadcasting over PA.
- 4.) Alpha Mu Sigma has requested that a phone be put in. House and Finance has approved this request under the condition that the money will be required for installation, phone bills, etc. will be furnished by Alpha Mu Sigma and they will contact SAB for budget. Arrangements for installation are to be made through Mr. Atkinson.
- 5.) The idea of having a men's quiet room has been suggested and looked into this past year, but because of the fact that no room is available, it was tabled for the present time.
- 6.) Because of some complaints to have Muzak removed from the building, we are removing it from the men's and women's lounges only.
- 7.) We are letting the partitioning of room 230 for the present time ride; because if the room scheduling and changes goes through, there will be a room set aside for them.
- 8.) Jerry Levey reported that the building is in quite good shape now except for the painting of one corridor; and for that, we are waiting for plant services.
- 9.) It is hoped that the financial report will be reported next week.

Public Relations:

- 1.) Roger Hauge reported that the committee didn't have a meeting, and he requested that one of the two new persons who join the Public Relations Committee be an experienced Board member rather than to have two new people join this committee.
- 2.) As it stands now, open house in the West Bank will take place a week from Friday, October 11, 1963. Definite details will be presented at the next meeting.

Personnel Committee Report:

MOTION W-7:

Roger Hauge moved that Irene Hadley be approved as Chairman of Citizens Series.

Seconded.

Motion W-7 passed.

The following people were approved for various chairmanships:

Anzemichelle Collins, Dance Instruction; James Uttley, Single Swing; David Greven, Special Events; Kenneth Sloie, Forum; Mary Watson, Student Faculty Relations; Jon Beckman, Co-Rec (I-M)

2.) Judie Mitera reported that UBC met last night and selected their officers. To better acquaint these people with campus activities, a program is scheduled for October 8 at 6:30 in the Game Room. Everyone should attend and meet these new members. The program will consist of Doug Davis from MSA to speak on Student Activities, Ted Kaul will discuss the Union, and Dave Bowen from our Board, will be the third speaker.

3.) Because of a conflict with UBC meeting, we have moved the Summit meeting up one week to October 15, 1963.

4.) Personnel Standing Committee discussed the areas for which ads would be placed this week. There will be ads for fine arts area and social area tomorrow.

5.) Several applications have been received for vacant positions on the Board. Judie asked members to encourage capable people to apply for these open positions. Board applicant workshops' material will be available in Allyn Ulseth's office tomorrow.

Interviews for Board Memberships and Chairmanships will be held next week at 3:30 on Tuesday in room 345 with Personnel Committee meeting afterwards.

Old Business:

None

New Business:

None

Announcements:

Dean Crawford and Professor Buckley will be present to open the lounge in the Graduate Commons Room, Thursday, November 10, 1963.

UBOG football team won it's first game.

President Davis encouraged those who have received invitations to the Dean's retreat to take advantage of this program, as it appears to be an excellent opportunity.

Adjournment:

8:05

Respectfully Submitted,

Gordon L. Starr
Recording Secretary

jdkl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Agenda
October 9, 1963

- I. Minutes of last meeting
- II. Standing Committee Report
 - A. Executive Committee Report
 1. ~~Instructions~~
Meeting times
 2. Standing Committee Reports
 3. Staff invitations
 4. Authority Responsibility
 5. MSA Report
 6. Absences
 7. Dinner Board Meetings
 - B. Program Committee Report
 1. Co-Sponsorships
 2. Etc.
 3. P.O.B.
 - C. House and Finance Committee Report
This report is in the folders
 - D. Public Relations Committee Report
 1. Ivory Tower
 2. Contract for Gopher
 3. Public Relations Bureau and/or Ad Agency
 4. Display Case
 5. Movies
 6. Members
 - E. Personnel Committee Report
 1. Board Applications
 2. UBC
 3. Recognition
 4. Etc.
 5. Summit
 - F. Director's Report
 1. Crowded Union - Space need
 2. Report on AHS-MSA trip to St. Louis
 3. I.D. cards
- III. Old Business
- IV. New Business
- V. Announcements
- VI. Adjournment

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UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of October 9, 1963

Members Present:

Kathy Book, Gloria Davis, Kathy Hamer, Roger Hauge, Judy Hoy, Judie Mitera, Daniel Paskewitz, Carolyn Podany, Barbara Sirmal, Mr. N.L. Bentson, Professor Buckley, Mr. Harold Smith, Dr. Donald Zauder, Mr. Starr

Members Absent:

Jerry Levey, Dr. Reuban Hill, Dave Bowen

Others Present:

Ted Kaul, Program Director, Jane Hastings, Daily Reporter; Floyd Ross, Noon Program Chairman; Jan Lesnau, Clerk-Stenographer

The meeting of October 9, 1963, was called to order by President Gloria Davis in room 346, Coffman Memorial Union, at 6:32 p.m.

The minutes of the last meeting were corrected as follows:

In the corrections of the September 25, 1963, minutes, there should be a clarification under Program Committee Report, Item 1, which should read as follows:

The Union Board of Governors agrees to co-sponsor a total of four dances in which the cheerleaders and pom pom girls agree to be present with a minimum of six members from each group. They will receive half the profits from two of the four dances. Unless they complete the obligations stipulated in the Memorandum of agreement, the co-sponsorship will be broken.

Announcements:

Judy Hoy, instead of President Davis, encouraged those who have received invitations to the Dean's retreat to take advantage of this program, as it appears to be an excellent opportunity.

Also listed under announcements, it was stated that the Graduate Commons Room lounge would open Thursday, November 10, 1963, but should be changed to October 10, 1963.

The minutes of the last meeting stand approved as corrected.

Executive Committee Report:

President Davis introduced the Board members and guests.

- 1.) Out Board meeting next Wednesday, October 16, 1963, will be an informal meeting held at the home of Mr. Starr.
- 2.) The standing committees that meet with sufficient time to ditto off their report, will do so, to be presented at the Board meeting.
- 3.) Beginning with the meeting of October 23, 1963, the board will extend invitations to members of the staff and other interested people on Campus to attend our Board meetings. We will provide for two guests to

attend at one meeting.

4.) A copy of the Vaile report was passed to each Board member which is from the time when the initial plans for governing the Union were being drawn up. It should serve the purposes of a background and should be kept in mind as a reference.

5.) Judy Hoy gave the following report from the MSA meeting:

a. From the 18th through the 24th of November, the International Students Visitors Service is having students here on our campus which is the only campus they will visit in the United States.

b. There are openings for parking at the present time; and if this is of interest to anyone, contact the MSA committee at the head of this.

c. USNSA is sponsoring a student delegation to Southeast Asia. People from campuses over the entire United States will be selected; application forms and information on this can be picked up in the MSA office.

d. The Recognition Banquet analysis was presented.

e. Identification cards will be ready winter quarter for distribution.

6.) President Davis again requests that you submit a written excuse for absences from meetings. A reminder was given that only four standing committee absences are permitted per quarter.

7.) The matter of dinner-board meetings was discussed quite thoroughly. For various reasons listed, such as the expense and delay of the actual business meeting, it was intended to cut down these dinner meetings to one per quarter. The matter will be taken into consideration by the Executive Committee.

Program Committee Report:

1.) The following co-sponsorships were approved:

The Fine Arts Gallery Committee and Student Service Committee will co-sponsor a program from October 13 through October 24, 1963, in the fine arts gallery, lounge, and main ballroom.

CLA Transfer Council and Noon Program Committee will co-sponsor a Hootenanny on CMU steps Thursday, October 10, 1963, from 12:20 - 1:30 p.m. In case of rain, it will be held in the Main Ballroom.

2.) Congratulations were extended to Dan Paskewitz and Professor Frank Buckley of the Board, who have done an excellent job in working with the Graduate Commons Room to see this room succeed and see it become an established part of our Union.

Also, the program, "Pathways to Peace" should be very excellent; this will be held October 19, 1963, Saturday.

UBOG football team won again last night.

3.) Next week the Program Committee will hold it's meeting on Wednesday, October 16, 1963, at 5:00 p.m.

House and Finance Committee Report:

1.) Region VII wishes to use the Fine Arts Lounge for reading material

and displays, etc. from November 7 through 9, 1963. This is all right as long as it does not conflict with any displays already scheduled for the Lounge. Final arrangements should be made between a Region VII representative (Judy Mitera) and the Fine Arts Area Director.

- 2.) Steve Fredrickson, Homecoming Chairman, has been contacted about a non-functioning typewriter in room 131. He has agreed to pay a majority of the repair costs - the final proportion to be decided when UBOG receives the bill. The total repair bill should be around \$35.
- 3.) Phil Raup, from MSA, has contacted House and Finance about expanding the Union's sale of "high culture" magazines. House and Finance is looking into new racks, places in the Union, types of magazines from which these can be sold. Once set up, UBOG could have complete control of all sales of these newspapers, magazines, etc.
- 4.) Homecoming Committee, UBOG, has located an upright piano for use during Homecoming, (October 26, to be specific). They wish to put the piano in the Gopher Hole starting October 14, 1963, to see if the students like it and also to have it get some use. After October 26, it would be given to UBOG for their use as they want it. The main question for tonight is whether UBOG will allow the piano in the Gopher Hole for this trial period. "I can see no reason why we should not allow this," says Jerry Levey, House and Finance chairman.

MOTION W-7:

Roger Hauga moved that we allow the piano to be placed in the Gopher Hole on October 14, 1963.

Seconded.

Motion W-7 passed.

- 5.) Tentative plans call for the ordering of two locking-four-drawer file cabinets. Anyone who wishes more, should see House and Finance. These two are for UMRA and UBOG Personnel Committee.
- 6.) Special permission should be given to Robert L. Scott who's representing the University of Minnesota Invitational High School Debate Tournament for use of the woman's lounge from 2:00-3:00 p.m. on Friday, December 13, 1963.
- 7.) Suggestions from Mr. Starr have been taken under advisement and will be dealt with as soon as possible.
- 8.) Financial statement will be presented at the next meeting.

Public Relations Committee Report:

- 1.) Themes for use in the Ivory Tower were discussed and a list is going to be obtained for various themes for the different programs scheduled.
- 2.) It was decided to have a group picture taken for the Gopher rather than individual pictures and also we will be taking four pages of the year book. The pictures will be taken, then given back to the Board for approval before they will go in to the Gopher.
- 3.) Public Relations will be the responsible committee for Ad Agency in the Union.

4.) The display case next to the Board pictures, (case # 2) will be given out for use for only a week at a time. Everyweek, area directors and chairmen will receive a ditto that tells the open dates for use of this display case.

5.) KUOM called President Davis in regards to doing a series of programs on the life of a University student; and they would like to start out with a half-hour program on Coffman Memorial Union. KSTP will show this program. Clearer details and more information will be available next week.

6.) Public Relations has only three people on their committee. Roger Hauge has again asked for an experienced board member to be placed on his committee.

Personnel Committee Report:

1.) There have been six board applications; five being interviewed already. It was decided to appoint one of the new board members tonight.

MOTION W-8:

Dan Paskewitz moved to make a recess of five minutes from the meeting for a Personnel Committee discussion to get one of the five applicants interviewed up for approval.

Seconded.

Motion W-8 passed.

MOTION W-9:

Judie Mitera moved that Sue Buhrman be appointed to the UBOG.

Seconded.

MOTION W-10:

Judy Hoy moved that Motion W-9 be tabled.

Seconded.

Motion W-10 not passed.

Motion W-9 passed.

Sue Buhrman has been appointed as the new Board member as area director of fine arts.

MOTION W-11:

Judie Mitera moved that the Executive Committee appoint the remaining Board member so he may participate in next Wednesday's Board meeting.

Seconded.

Motion W-11 passed.

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2.) UBC met last night and had a brief business meeting concerning their plans for homecoming. They also had a program after the meeting entitled, "Directions," with Doug Davis, Ted Kaul, and Dave Bowen as speakers. This program gave them a better understanding and a broader outlook of the Union.

3.) The dates are set for the Fall and Winter quarter recognition dinners. The Merit Reception banquet will be May 12, at 6:30, in the Main Ballroom. The committee considered the possibility of receiving guests in the Campus Club before the banquet. We decided to invite President Wilson to speak. The awards given will be desk sets for retiring staff, merit keys, and one Union Staff award.

4.) The Summit will be held next Tuesday, October 15, 1963, beginning at 4:30 in room 320. The afternoon speakers will be Don Finlayson, Judy Hoy and Mr. Starr. The meal will be in the Cafeteria and will consist of the hamburger special. The evening program will be a panel of Board members in the game room. Attendance will be mandatory for all Board members, chairmen, and committeemen.

5.) Personnel Committee will be discussing evaluation forms for the end of quarter; and if anyone sees any need for revision, please mention it to personnel.

Director's report:

1.) Mr. Starr mentioned the crisis we are about to face with winter weather approaching. Our space needs and facility needs are rising right along with the increased enrollment. The executive committee will consider and take action on this "crowded" situation.

2.) Mr. Starr gave a brief report on the trip to St. Louis he took for the American Recreation Society and National Recreation Congress which took place from September 27, 1963, to October 3, 1963. It was a very worthwhile trip in terms of comparing our Union with some of the new recreation facilities and programs mentioned at the various conferences; and we do have a good recreational program here at Coffman Memorial Union.

3.) Mr. Starr also mentioned that the Identification cards will be ready by Winter Quarter.

Old Business:

None

New Business:

None

Announcements:

Dr. Hill could not be here tonight, as he is the number one authority on population count in the United States and is called away often for this reason.

Tickets were passed for the "Yum-Yum Tree" which will be held Friday, November 1, 1963.

Adjournment: 8:14

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Agenda
October 23, 1963

- I. Minutes of last meeting
- II. Standing Committee Reports
 - A. Executive Committee Report
 1. Installation
 2. Introductions
 3. Board Positions
 4. Appointments
 - a. Social Service Council
 - b. Human Relations co-ordinating Committee
 - c. Orientation
 - d. Project Awareness
 - e. Ad Hoc - 25th Anniversary
 5. Interpretation of Constitution
 6. Liason Committee
 7. Informal meeting
 8. Future Meetings
 - a. Area Reports
 - b. Invitations
 9. Thanks
 10. Classics Club Bill
 - B. Program Committee Report
 1. Co-sponsorships
 2. Classics Corner
 3. Ski Train
 4. West Bank
 5. Region VII
 6. Homecoming
 7. Pathways to Peace
 - C. House and Finance Committee Report
 1. Identification Cards
 - 2.
 - D. Public Relations Committee Report
 1. No report
 - 2.
 - E. Personnel Committee Report
 1. Appointments
 2. Summit meeting
 3. Ads
 4. UBC
 - F. Director's Report
 1. Miscellaneous
 2. Big Ten Directors Meeting Report
 3. Region VII
- III. Old Business
- IV. New Business
- V. Announcements
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of October 23, 1963

Members Present:

Kathy Book, Dave Bowen, Sue Buhrman, Gloria Davis, Kathy Hamer, Judy Hoy, Jerry Levey, Judie Mitera, Dan Paskewitz, Barb Sirmal, Mr. N. L. Bentson, Professor Frank Buckley, Professor Reuben Hill, Mr. Harold Smith, Mr. Gordon L. Starr

Members Absent:

Bob Gasway, Roger Hauge, Carolyn Podany, Professor Donald Zander

Others Present:

Helen Bakula, Game Room Supervisor; Bob Bosel, Ski Train Chairman; Jane Hastings, Daily Reporter; Ted Kaul, Program Director; Jan Lesnau, Clerk-Stenographer

The meeting of October 23, 1963, was called to order by President Davis in room 346, Coffman Memorial Union, at 6:37 p.m.

The minutes of the last meeting stand approved as read.

Executive Committee Report:

1.) Sue Buhrman was installed as a new Board Member and was presented with her Union Board of Governors membership pin.

2.) MOTION W-12:

The motion was made that Sue Buhrman be accepted as area director of Fine Arts and Bob Gasway as area director of Recreation.

Seconded.

Motion W-12 passed.

MOTION W-13:

A motion was made that the following members be placed on the committees as listed:

Public Relations: Bob Gaaway, Carolyn Podany, Kathy Book
Personnel: Barb Sirmal, Dave Bowen, Sue Buhrman
House and Finance: Dan Paskewitz, Kathy Hamer

Seconded.

Motion W-13 passed.

3.) Introductions were made by President Davis of the board members and guests present at this meeting.

4.) Judie Mitera is representing the Union Board of Governors on the Social Service Council.

Volunteers were asked to sit in on sessions of both the Human Relations Co-ordinating Committee and Project Awareness representing the Union Board of Governors.

Barb Sirmal is representing UBOG in Orientation and the following people were asked to serve on the Ad Hoc - 25th Anniversary Committee: Judy Hoy, Sue Buhrman, Betty Doerr, Bob Bosel.

5.) The applicants to the Liaison Committee are unable to find sufficient time to do a thorough and complete job.

President Gloria Davis interpreted the Constitution to mean that the Committee chairmen can serve on the Liaison committee.

MOTION W-14:

Jerry Levey moved to appeal the decision of the chair.

Seconded.

Motion failed because of the lack of a majority vote.

The applications will be reviewed and discussed at the Executive Committee meeting next week, and the people they feel should serve on the Liaison committee will be presented to the Board next Wednesday for approval.

6.) Last week an informal board meeting was held at the home of the Director and a discussion was held on the working relationship between members of the area directors of the Board and the Program Staff of Coffman Memorial Union. Dittoed material covering this subject was passed out to the Board members at this meeting of October 23, 1963, to be thoroughly read and questions to be brought up if there are any.

7.) The last business meeting of Fall Quarter will be a dinner meeting.

In order to develop better communication and to give the area directors a chance to bring policy matters before the Board, plans are being made for each committee to give a report at the Board meetings on their progress, problems and future goals.

8.) Dan Peterson, Alpha Kappa Delta, and Dr. Elio D. Monachesi, Sociology, extended their thanks to us for the coffee hour held in the West Bank lounge.

Dean Crawford also sent a thank-you note concerning the Graduate Commons Room.

Both Barb Sirmal and Dan Paskewitz were congratulated on a job well done in these two particular areas.

9.) Professor Buckley brought to the attention of the Board the matter of the use of space and a Food Service reservation made by the Classics Club.

MOTION W-15:

A motion was made that \$12.50 be taken from the Program Expansion fund to pay this bill.

Seconded.

Motion W-15 passed.

Program Committee Report:

1.) The following co-sponsorships were approved at the Program Standing Committee today:

YWCA - YMCA - UBOG; Monday, November 14, 1963, 11:30 to 1:30 on the front steps of the Union or Gopher Hole. The program is an auction, all the proceeds of which will go to Campus Chest. The auctioneer is donating his services and items to be auctioned include a shoe shine from MSA President and dinner with a Professor in the Campus Club.

Council of Student Religious Organizations - Noon Program Committee; October 29, 1963, 11:30-1:30; in the Main Ballroom. The program consists of three films of biographies of three various men. This same type of program, with the exception of different films, will be held October 28, 1963.

Photo Committee - Twin Cities Council of Camera Clubs; Sunday, November 3, 1963; 1:00 - 9:30 p.m; in the Main Ballroom, Fine Arts Lounge and Gallery, and in room 320. Demonstrations, workshops, exhibits, lectures and films will be taking place during this program.

Focus - Christian Science Organization; Wednesday, October 30, 1963, 3:30 p.m. in the Men's Lounge. The speaker will be James Watt and the topic, Christian Science: "What it teaches and What it Does."

Council of Student Religious Organization - Noon Program Committee; Wednesday, October 30, 1963, 12:30 - 1:30 p.m. in the Main Ballroom. A demonstration Roman Catholic mass conducted by Father George Garrelts and/or other members of the staff of Newman Club preceded by and accompanied by explanation.

There was a question brought up as to whether or not this last co-sponsorship should be conducted. The Noon Program Committee recommended it not be passed.

MOTION W-16:

Dan Paskewitz moved that we accept this last co-sponsorship.

Seconded.

Motion W-16 passed.

- 2.) The Program Committee has allocated \$1,400 to Classics Corner for Koffee Konzerts for this year.
- 3.) The Ski Train has changed its name to Winter Week, as it will include many activities and this change will omit confusion with the Ski Club.
- 4.) It was approved that there be a Noon Program Committee set up on the West Bank, at the request of Barb Sirmai.
- 5.) The Region VII Steering Committee met and has decided upon the following people to be present at the Conference and who will be excused from classes on Friday, November 8, 1963: Barb Sirmai, Dan Paskewitz, Sue Buhrman, Bob Gasway, Jerry Levey, Judie Mitera; and Saturday morning Kathy Hamer was chosen to attend.
- 6.) Homecoming plans and ticket sale are well under control. Tickets have been on sale throughout the entire day rather than just during the noon hour.

The Board members were reminded that their Union Board cards can be used as their pass for the homecoming dance.

- 7.) The program, "Pathways to Peace" seems to be a very good one and well done. If you are able to do so, stop in Saturday to see the fine work Dan Paskewitz has done concerning this program.

House and Finance Committee Report:

MOTION W-17:

Professor Frank Buckley moved that the Fine Arts Lounge be used for the taking of Identification pictures, November 12 through December 6, 1963.

Seconded.

Motion W-17 passed.

President Davis stated that this motion was passed with the understanding that program adjustments could be made.

Public Relations Committee Report:

This committee did not meet this week, and hope to very soon get their new committee members so they can run smoothly and periodically once more.

Personnel Committee Report:

- 1.) The following chairmanships have been approved: Art Strauman, Table-Tennis and Billiards; Stephen Clover, Fine Arts Gallery; James Carter, Graduate Student Committee; Hinda Greenberg, Art Craft Studio; John Primus, Variety Dance; Alfred Johnson, Bridge; and Richard Rumreich, Dance Instruction.

2.) The Summit Program was reviewed briefly. Suggestions which came from the Chairmen's meeting were discussed. The Personnel Committee approved the following:

A new committee to function with the Personnel Standing Committee will be created and called Personnel Education Committee. This committee will be in charge of working with the Personnel Committee on a planned training session for the chairmen. Also, other training functions of the standing committee (Summits and Retreats) will receive aid from this committee.

Further suggestions and recommendations stemming from the conversation at the summit were considered. The standing committee will ask the House and Finance Committee to look into the possibility of hiring a student receptionist or those as needed to maintain the UBOG office throughout the entire day. This would facilitate communications between Board and committees as well as the general information in the Union Building.

3.) An ad will be placed in next week's Daily on openings for committee Personnel in the Recreation Area.

4.) Next week UBC will meet on Wednesday evening, October 30, with Dean Williamson speaking on Freshman Clubs on Campus.

Director's Report:

1.) A copy of the magazine College and University Business, with emphasis on the article, "New Unions Profit From an Old Union's Mistake," was passed around for the members' information.

A sample of the new Identification Card was shown.

Mr. Starr commented on the fine job the Ski Train, now Winter Week, is doing. He congratulated Bob Bosel, Ski Train chairman who was present at this meeting, on the progress this club has been and is making.

2.) Mr. Starr gave a report on the Big Ten Directors Meeting that he attended October 20-22, 1963, in Chicago. He named several things that were discussed at this meeting, and told of the work of several surrounding University Unions.

3.) University Relations would like to have us distribute Student-Staff Directories again this year and this will take place in the Area in front of the Billiards Room in accord with previous years' plans.

4.) The ACU Region VII meeting will be held here again which is the third time in 15 years.

Old Business:

None

New Business:

None

Announcements:

Dan Paskewitz announced that on November 17, 1963, extending through November 24, there will be 13 student leaders from Southeast Asia here on our campus. Minnesota's campus was chosen because of its advanced international affairs program.

Adjournment: 8:17 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS: jkl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Agenda
October 30, 1963

- I. Minutes of last meeting
- II. Standing Committee Reports
 - A. Executive Committee Report
 1. ~~Liaison Committee~~
 2. ~~Standing Committee Changes~~
 3. ~~Meetings~~
 4. ~~Project Awareness~~
 5. ~~Mr. Starr - NIRA~~
 6. ~~Old Business~~
 - 7.
 - B. Program Committee Report
 1. Co-sponsorships
 2. Program Poopsheet
 3. Region 7
 4. Etc. ~~None~~
 - C. House and Finance Committee Report
 1. Financial Report
 2. West Bank Renovation needs
 3. Gopher Hole dancing
 4. Campus survey
 - D. Public Relations Committee Report
 1. ~~Board Pictures~~
 2. ~~Limited Meeting~~
 - 3.
 - E. Personnel Committee Report
 1. Evaluations
 2. Merit
 3. New Procedure
 4. Ads
 - F. Director's Report: None
- III. Old Business
- IV. New Business
- V. Announcements
- VI. Adjournment

jdkl

Meeting of October 30, 1963

Members Present:

Kathy Book, Dave Bowen, Sue Buhrman, Gloria Davis, Bob Gasway, Kathy Hamer, Judy Hoy, Jerry Levey, Judie Mitera, Dan Paskewitz, Carolyn Podany, Barb Sirmat, Professor Frank Buckley, Professor Reuben Hill, Mr. Harold Smith, Professor Donald Zander

Members Absent:

Roger Hauge, Mr. Gordon L. Starr, Mr. N. L. Bentson

Others Present:

Ted Kaul, Program Director; Bert Atkinson, Assistant Director; Jane Hastings, Daily Reporter; Floyd Ross, Noon Program Chairman; Jan Lesnau, Clerk-Stenographer

The meeting of October 30, 1963, was called to order by President Davis in room 346, Coffman Memorial Union at 6:38 p.m.

The minutes of the last meeting were corrected as follows:

Executive Committee Report, Number 5:

President Davis questioned whether the applicants for the Liaison Committee would find sufficient time to do a thorough and complete job.

Announcements:

Dan Paskewitz announced that on November 17, 1963, extending through November 24, there will be student leaders from various countries of the world here on campus. Minnesota's campus was chosen because of its advanced international affairs program.

House and Finance Committee Report, MOTION W-17:

Professor Frank Buckley moved that the Fine Arts Lounge be used for the taking of identification pictures, November 12 through December 6, 1963, if there are not any other conflicts.

Program Committee Report, Number 7:

The program, "Pathways to Peace," was held October 19, 1963, and Dan Paskewitz did a fine job on this program.

The Directors Report followed the Executive Committee Report contrary to the agenda.

The minutes of the last meeting stand approved as corrected.

Executive Committee Report:

1.) Bob Gasway was installed as a new Board member and was presented with his Union Board of Governors' membership pin.

2.) President Gloria Davis introduced the Board members and guests to the new Board member.

3.) The three following people were voted on by the Board at this meeting to serve on the Liaison Committee: Professor Frank Buckley, Gloria Davis, and Dave Bowen.

4.) Standing Committee changes were made insofar as Dan Paskewitz will serve on the Public Relations Committee and Carolyn Podany on the House and Finance Committee.

5.) The meetings through the end of Fall quarter are set up as follows:

November 6, 1963 - Report from West Bank area and a report on the ACU Conference.

November 13, 1963 - Report from Campus Area.

November 20, 1963 - Meeting will be held at Hamline University.

November 26, 1963 - This meeting is scheduled for Tuesday because of Thanksgiving being Thursday, November 28.

December 4, 1963 - No meeting.

6.) Dan Paskewitz is representing the Union Board of Governors on Project Awareness. He reported that at the last meeting a project is being worked on, whereby University students will be sent to carry on work in Indian reservations in Minnesota; and the Union has been asked to help support the recreation aspect of this project.

MOTION W-18:

Dan Paskewitz moved that the Union Board of Governors assume their full share of Project Awareness and in training the people in recreation.

Seconded.

MOTION W-19:

Dan Paskewitz withdrew Motion W-18 and moved that the Board send a representative to the Supervisory Committee on this project.

Seconded.

Motion W-19 passed

7.) Mr. Gordon L. Starr, Director of Student Unions, was not present at this meeting because of a NIRA Conference he is attending in Washington, D.C.

8.) A letter from Vice-President Willey was received by the Board concerning the interpretation of the Director of Student Union's responsibilities. The board has written to Vice-President, Mr. Wenberg, asking for his clarification on this matter. Both of these things plus a letter and information from President Davis of the Union Board of Governors will be presented at the next Board meeting.

Program Committee Report:

- 1.) The following co-sponsorships have been approved:

DMRA - MSA - UBOG; November 4, 1963, 11:30 a.m. to 1:30 p.m. in the Main Ballroom. This will be a speech and discussion by Professor Allard Lawenstein of North Carolina State College, who is working on the "Freedom Vote for Governor" project and has written Brutal Mandate.

Territorial-Sanford - UBOG-Variety dance; November 16, 1963; from 9:00 p.m. to 12:30 in the Main Ballroom. All proceeds will go to Campus Chest.

Young Americans for Freedom - Noon Program Committee, November 6, 1963, from 11:30 to 1:30 in the Main Ballroom. This program will consist of a film by Rondal Regan, "The Ultimate Weapon."

Noon Programs - Campus Chest; November 6, 1963, Main Ballroom from 11:30 to 1:30. It will be a Dixieland Concert by Doc Evans.

- 2.) Beginning next week, a tally sheet will be made up of the various programs held in the Union during the week.

3.- Nine people, up to the present time, wish to be delegates for the ACU 16th Annual Region 7 Conference which is being held in the Union November 7-9, 1963. Anyone else interested in being a delegate was asked to contact Judy Hoy.

- 4.) Kathy Hamer gave a brief report on Homecoming stating that a profit of \$ 1,930.07 was made.

5.) November 2, 1963, Saturday evening, Leon Bibb, folk-singer, will be performing in the Union at 9 p.m.

House and Finance Committee Report:

1.) The Financial Report was brought to the Board's attention, and a copy of this report was found in the Board folders. Copies of this report will be attached with the permanent records of the Board minutes.

2.) Jarry Lavey read a report from the West Bank listing some items they need such as a coffee maker, magazine rack, record player, etc. House and Finance met on the West Bank today to look into the necessity of these things and it is being taken care of.

3.) It was decided that records could be played in the Gopher Hole and dancing allowed in the certain area of the Gopher Hole allocated for that purpose.

4.) One of the House and Finance Committee members looked into the idea of a campus survey; and for the particular firm contacted about this, the estimated price would be \$14,000.

MOTION W-20:

Dan Paszkewicz moved that we authorize the House and Finance Committee to go ahead and look into this survey as mentioned.

Seconded.

MOTION W-21:

Motion was made to amend MOTION W-20 and that House and Finance Committee look into a survey priced in the vicinity of \$1,500.

Seconded.

Motion W-20 amended.

Motion W-21 passed.

Public Relations Committee Report:

- 1.) Board pictures are being taken care of with appointments for them being made.
- 2.) Public Relations meeting was limited by lack of members.

Personnel Committee Report:

- 1.) The same evaluation forms will be used this year again.
- 2.) The Merit Reception will be held in the Main Ballroom and one of the rooms in Campus Club would like to be reserved for a reception before dinner.
- 3.) Since too much of Personnel's time is being spent on interviews, a new procedure to be used is to have members of the Personnel Bureau and one or two members of the Personnel Standing Committee report back to remaining members of Personnel standing committee.
- 4.) Fine Arts Area will be advertised this week in the Daily.

Director's Report:

Mr. Atkinson, Assistant Director who took Mr. Starr's place at this meeting, reported that satisfactory progress was being made on the renovation projects that are pending with Plant Services, Personnel, etc.

Work will begin in the Fine Arts Lounge at the end of fall quarter, extending possibly into winter quarter.

Old Business:

New Business:

None



Announcements:

Dan Paskewitz brought to the Board's attention the various flyers that American-Foreign students had in the Board folder and he commented on the progress they are making.

Another reminder was made in regard to Leon Bibb's performance Saturday night, November 2, 1963.

Adjournment: 8:20

Respectfully submitted,

Gordon L. Starr
Recording Secretary

jdkl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
October, 1963

TO: House and Finance Committee and Union Board of Governors
FROM: Gordon L. Starr, Director of Student Unions
SUBJECT: Report of Income and Expense

Attached is a comparative report of income and expense of this past year's operation and the previous year.

This will give some insight as to trends in income and expenses.

GLS

dh

UNIVERSITY OF MINNESOTA
 Department of Student Unions--Coffman Memorial Union
 Report of Income & Expense, 1961-62, 1962-63 Comparison

I. <u>Income</u>	1961-62	1962-63	Difference	
	Actual	Actual		
Student Fees	377,688	389,705	12,017	
Conference & Service				
Income	15,268	11,594	3,674	-
Program	24,222	25,404	1,182	+
Billiard Room	21,750	22,872	1,122	+
Merchandise	61,283	73,520	12,237	+
Bowling Lanes				
Bowling Fees	61,485	56,206	5,279	-
Merchandise	13,714	11,017	2,697	-
Artcraft Studio	3,787	3,785	02	-
Village Union				
Program	3,118	4,382	1,264	+
Merchandise	8,441	9,522	1,081	+
Barber, Beauty Shop &				
Bookstore	<u>7,590</u>	<u>8,828</u>	<u>1,238</u>	+
	\$598,346	\$616,835	\$18,489	
II. <u>Expense</u>				
Administration				
Salaries	68,540	74,344	5,804	+
Supplies	22,700	21,112	1,588	-
Program				
Salaries	39,922	41,390	1,468	+
Supplies	47,415	43,493	3,922	-
Maintenance				
Salaries	83,517	88,491	4,974	+
Supplies	55,240	56,675	1,435	+
Artcraft Studio				
Salaries	10,942	10,694	248	-
Supplies	3,782	5,672	1,890	+
Billiards				
Salaries	15,551	16,775	1,224	+
Supplies	4,735	7,285	2,550	+
Merchandise	49,301	51,704	2,403	+
Bowling Laens				
Salaries	27,263	26,852	411	-
Supplies	29,409	* 30,704	1,295	+
Merchandise	3,873	4,707	834	+
Village Union				
Salaries	10,535	11,310	775	+
Supplies	16,562	17,710	1,148	+
Merchandise				

Report of Income and Expense 1961-62, 1962-63 (continued) -2-

on requisition	980-	2,816-	1,836	-
Student Center	32,061	* 32,061		
Renovation	<u>77,978</u>	<u>78,672</u>	<u>694</u>	+
	\$598,346	\$616,835	\$18,489	+

(\$15,355.88 paid back to renovation on purchase of bowling equipment)

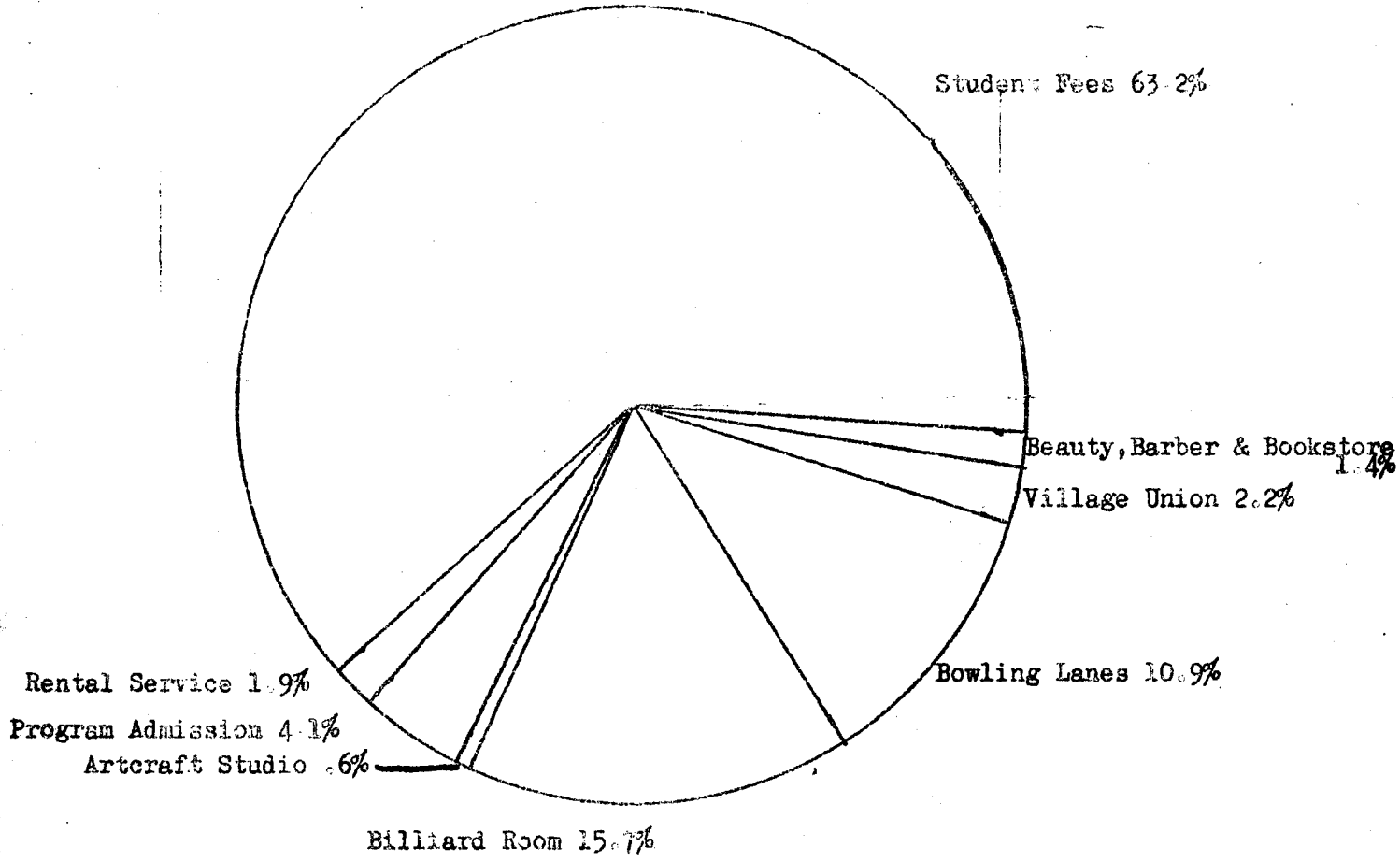
(It has been pre-determined that \$61,289 be put in renovation per year)

* (Principal & interest on a 15 year loan on St. Paul Student Center)(Final payment on this loan is \$164,269.17 in 1968)

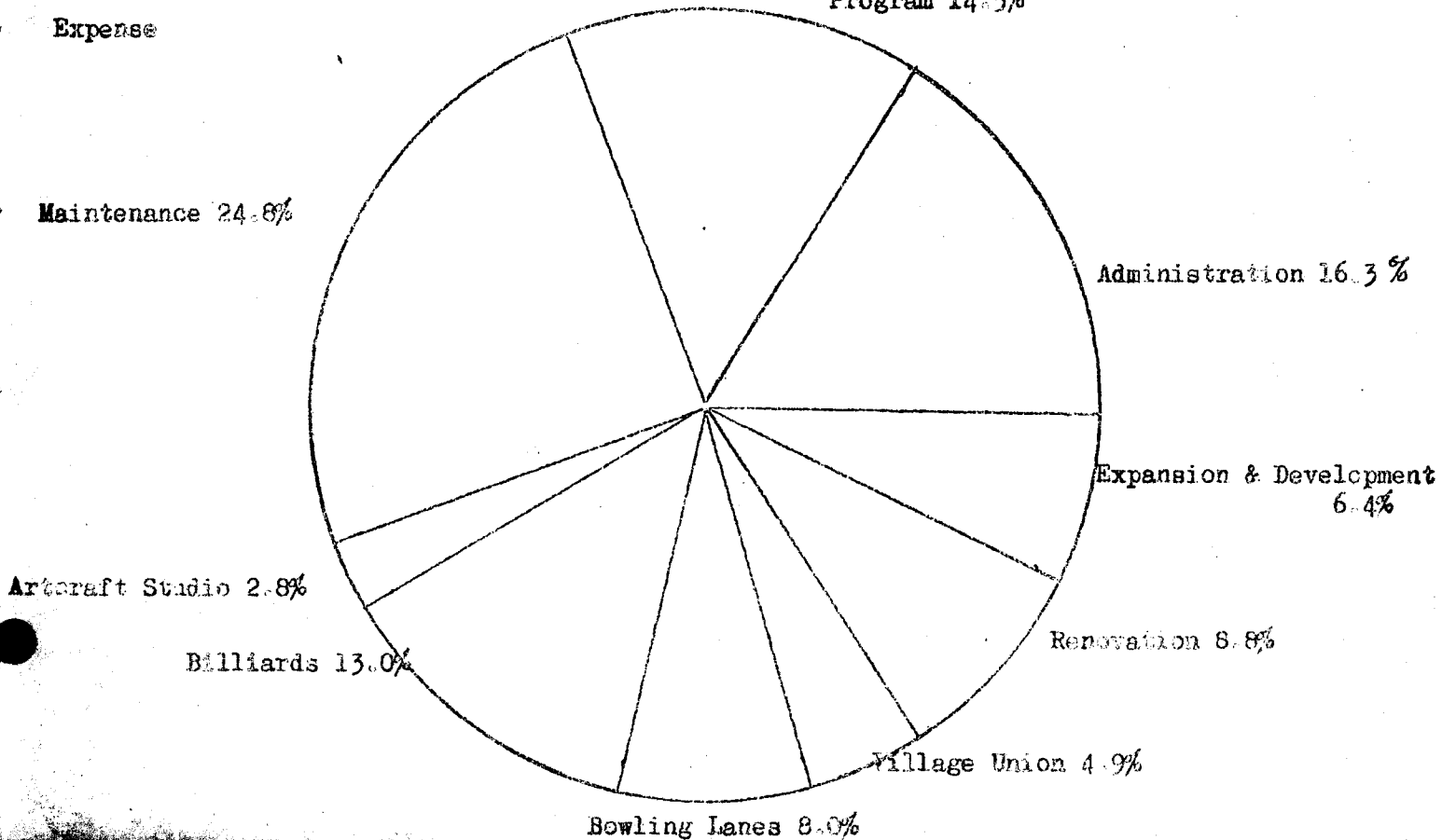
10-30-63
dh

UNIVERSITY OF CALIFORNIA
 Student Union
 Coffman Memorial Union
 Income & Expense
 1962-63

Income



Expense



UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Agenda
November 6, 1963

- I. Minutes of last meeting
- II. Standing Committee Reports
 - A. ~~Executive~~ **Introductions** Committee Report
 1. Stimulation **Stimulation**
 2. Union and SCSA Policy **a. Speech**
 3. Mr. Starr **b. MRA**
 4. **Liaison Committee** **c. Meetings**
 5. **Flyers for folders** **d. Suggestion**
 - B. Program Committee Report
 1. **Creative Society**
 2. **Co-sponsorships**
 3. **Region 7**
 4. **Program Fee Sheet**
 5. **Advertising**
 - C. House and Finance Committee Report
 1. Student Directory
 2. Gopher Hole **5. Christmas decorations**
 - a. Card Playing **6. International Lounge display case**
 - b. Records
 3. Additional funds for elevators
 4. Union Jazz Workshop Program
 - D. Public Relations Committee Report
 1. **Christmas cards**
 - 2.
 - 3.
 - E. **West Bank Area Director's Report-Barb Simai**
Personnel Committee Report
 1. **Chairman change**
 2. **USC**
 3. **Guests**
 - 4.
 - F. Director's Report: None
- III. Old Business
- IV. New Business
- V. Announcements
- VI. Adjournment

jkl

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of November 6, 1963

Members Present:

Kathy Book, Sue Buhrman, Gloria Davis, Bob Gasway, Kathy Hamer, Roger Hauge, Judy Hoy, Jerry Levey, Judie Mitera, Dan Paskewitz, Carolyn Podany, Barb Sirmal, Professor Frank Buckley, Professor Donald Zander

Members Absent:

Dave Bowen, Mr. N. L. Bentson, Professor Reuben Hill, Mr. Harold Smith, Mr. Gordon L. Starr

Others Present:

Ted Kaul, Program Director; Jane Hastings, Daily Reporter; Sue Johnson, Program Consultant, West Bank; Bert Atkinson, Assistant Director; Bob Boesel, General Chairman of Winter Week; Sue Jacobson, Personnel Bureau; Ted Lukaska, Personnel Bureau Chairman; Floyd Ross, Noon Program Chairman; Steve Gilliland, WMMR Manager; Jan Lasnau, Clerk-Stenographer

The meeting of November 6, 1963, was called to order by President Davis in room 346, Coffman Memorial Union, at 6:40 p.m.

The minutes of the last meeting were corrected as follows:

Executive Committee Report: Number 8

A letter written by President Willey on the interpretation of the Director of Student Union's responsibilities, but not up-to-date, is available; so in order to get further information and Mr. Wenberg's clarification, Mr. Starr has written to him. When Mr. Wenberg's letter is received, it will be presented to the Board.

Program Committee Report:

There were two misspelled names in co-sponsorships corrected as follows: Professor Allard Lauenstein and Ronald Reagan.

In reference to past Board minutes, the question was brought up as to whether or not we could have hand votes recorded in the minutes; and it was decided that it would be done only by specific request of the individual motion being voted on.

The minutes of the last meeting stand approved as corrected.

Mrs. Sue Johnson, West Bank Program Consultant, was present at this meeting; and at this time, introduced to the Board members and the guests attending the meeting.

Executive Committee Report:

President Davis stated and emphasized the fact that each board member must show more concern for matters taken up by the Board at meetings. Although much is accomplished outside the meetings, lack of initiative seems to be shown when the Union Board of Governors meets together.

It was suggested in connection with the above paragraph that an ex-officio MSA representative be included in the Union Board of Governors. This was referred back to the Executive Committee.

A list of appointment times was passed for area directors and standing committee chairmen to sign for convenient times to meet with President Gloria Davis and Vice-President Judy Hoy.

Because all old Board members, with one exception, are standing committee chairmen and new members are area directors, a suggestion was made to reverse these roles at next week's Board meeting to arouse inter-action and stimulation. It was discussed and decided to be taken back to the Executive Committee meeting next week.

2.) Because of a financial loss at the Leon Bibb folk-singing program, Saturday, November 2, 1963, a suggestion was made to approach SCSA concerning exceptions to the policy of off-campus advertising, or price limits for programs. An alternative suggestion was made for the Union to co-sponsor programs with the Department of Concerts and Lectures. It was decided that the Executive Committee should consider these suggestions at their next meeting and report further progress on the situation back to the Board.

3.) Mr. Starr was appointed to the Governors Advisory Council on Children and Youth.

Also, Mr. Starr is not present tonight because he is attending a Minnesota Recreation Meeting being held in Minneapolis. His term on the Executive Committee of MRA as President terminates with this MRA meeting.

4.) Liaison Meeting will be held Friday, November 8, 1963, at 3:30 p.m. with Mr. Felber of Food Service.

5.) All dittoes prepared for the Board folders are required to have identification and the date for general information of the reader, as well as making it a more complete flyer.

Program Committee Report:

1.) Creative Society was divided into two groups - Talents Associates and Creative Society - and also the budget was divided between them, with Creative Society given \$400 and Talents Associates given \$300.

2.) The following co-sponsorships have been approved:

Noon Programs - UMRA; November 13, 1963, from 11:30 a.m. to 1:30 p.m. in the Main Ballroom. This program will be a discussion concerning the recent legislature's actions, generally covering education appropriations, natural resources, and Health and Welfare legislation.

CLA Week - Noon Programs; November 21, 1963, in the Main Ballroom. This will be quiz bowl teams patterned after College Bowl.

3.) \$100 has been allocated to Region 7 for their reception November 7, 1963, in the evening.

The Program for the Association of College Unions 16th Annual Region 7 Conference was passed around for the Board members and guests to observe.

4.) The attention of the Board was called to the Program Poop sheet which was in the Board folder. It listed the total programs held in Coffman last week which was 17.

5.) A mandate was issued at the Program Meeting concerning the advertising of Union programs. It was briefly summed up as follows:

Since our audience is primarily University community who can be reached through campus publication, the Program Committee thought it satisfactory to follow through on SCSA policy.

6.) The student participation at the Photo Fair was commented upon and though the attendance was not high, it was agreed that it was partly the fault of the Union and the Board in not informing students about the Photo Fair, what they do, and what it is.

House and Finance Committee:

In accordance with the philosophy of the Constitution and by-laws, House and Finance will bring only pertinent policy matters to the Board. The actual work of the Committee will be given to the Board via a written report. Any questions about matters in the report should be brought up during the House and Finance Committee report at the Board meeting.

1.) The Union has been contacted to distribute the staff-student directories again this year and the cost of this is \$135.

MOTION W-22:

Jerry Levey moved that the Union Board of Governors assume the responsibility of distributing the Student-Staff directories.

Seconded.

Motion W-22 passed.

It was suggested that we look into the possibility of letting UBC do this for a nominal fee.

2.) A juke box is installed in the Gopher Hole. This action is controlled by Assistant Director, Mr. Bert Atkinson. No record players will be allowed in the Gopher Hole and a sign will be posted stating this.

Card playing in the Gopher Hole was brought to the attention of the Board.

in the Gopher Hole

MOTION W-23.

Jerry Levey moved that card playing be allowed with control by Mr. Atkinson, his staff, custodians, and by the students themselves, on a trial basis with a report to the Board at the start of winter quarter.

Seconded.

Motion W-23 passed.

3.) Union Jazz Workshop Program has asked for an exception to the House Rules. They would like to have a program in the men's lounge on November 20, 1963, from 11:30 a.m. to 1:30 p.m.

MOTION W-24:

A motion was made to have Union Jazz Workshop Program proceed with their program in the Men's lounge on November 20, 1963, from 11:30 a.m. to 1:30 p.m. in the men's lounge as an exception to the House Rules.

Seconded.

Motion W-24 passed.

4.) The estimated elevator funds to be appropriated for that purpose were given to the Board as follows:

Tile for floors	\$ 165.00	
Floor markers	2,860.00	
Plant Services	600.00	
(10% of total cost)		
		Amount needed - Approximately \$ 3,600.
Secondary	\$3,600.00	
Less rebate from		
Plant Services	- 600.00	
	\$3,000.00	
Plus plastering, etc.	300.00	
	\$3,300.00	Total final cost of elevator work.

MOTION W-25:

A motion was made to appropriate \$3,600 for elevator repairs and modernization.

Seconded.

Motion W-25 passed.

A strong objection was raised by the Board that these additional funds had been committed without Board approval in spite of the fact that there apparently had been time for House and Finance to consider the increased price.

MOTION W-26:

A motion was made to amend Motion W-25 by eliminating the \$2,860 to be appropriated for floor markers, since they seemed to be unnecessary.

Seconded.

Motion W-26 passed.

Mr. Atkinson then gave specific accounting of the total cost of work being done on the elevator interiors to bring them up to standard condition. An additional \$553 is needed to be added to the amount originally appropriated.

MOTION W-27:

Judy Hoy moved that the Board appropriate the additional funds needed to complete the work.

Seconded.

Motion W-27 passed.

5.) The matter of Christmas trees - where they should be located and how many - was mentioned; and any suggestions should be given to a member of the House and Finance Committee.

6.) House and Finance is looking into locked display cases for the International Lounge exhibits.

Public Relations Committee:

The board members were asked to think about the type of Christmas cards they would like this year. It would be a choice of designing their own or getting an ordinary card with "Union Board of Governors" printed on them.

Personnel Committee Report:

1.) Jack Jorgenson was relieved of his position as Student-Faculty Chairman and Nancy Schmidt was approved for the position.

2.) UBC minutes and agenda are in Board folders. Last week Dean Williamson was their guest speaker. UBC is also planning a social service project, and possible plans of going to Owatonna.

3.) The guests of the meeting including Bob Boesel, Sue Jacobson, Ted Lukaska, and Floyd Ross were introduced; and their co-operation and progressive work was commented upon.

West Bank Area Director's Report:

Barb Simma, Area Director of West Bank, gave a brief report, touching on the programs they have put on. Their major problem is the type of programs to be given in the West Bank. It was suggested that a survey be taken of the students there and take action from the outcome of the survey.

West Bank report will be further discussed next week, along with Campus Area Report.

Old Business:

None

New Business:

None

Announcements:

- 1.) Words of congratulations were extended to the West Bank Area Director and Forum Committee as their noon program today, November 6, 1963, was attended by a grand total of about 400 people.
- 2.) A reminder of the Senate Sub-Committee Conference being here on campus November 9, 1963, beginning at 8 a.m. was given.

It was reported today that a Cuban Committee is going to picket this meeting. This organization is favorable to the work of the sub-committee.

- 3.) President Davis stressed the importance of attending the ACU Region 7 meeting and reception Thursday night, November 7, at which President Wilson, Jim Johnson, and Vice-President Wenberg will be present.

Adjournment: 8:53 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

jdkl

UNIVERSITY OF MICHIGAN
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Agenda
November 18, 1958

I. Minutes of last meeting

II. Standing Committee Reports

A. Executive Committee Report

1. ~~Resolutions~~
 - a. Hamline Union
 - b. Area Directors Reports
2. MSA Representative
3. Liaison Committee
4. Mr. Starr

B. Program Committee Report

1. Co-Sponsorship
2. Chess
3. ~~Chess~~
4. Graduate Student Committee Program
5. Region 7 Conference thank-you

C. House and Finance Committee Report

1. Bowling lockers
2. Bulletin Boards and Map sale
3. Elevator numbers
4. Student-Staff Directorates
5. Student-Staff Directorates

D. Public Relations Committee Report

1. Meetings
2. Christmas Cards
3. Christmas Tree
4. Display Case reservation
5. Ad
6. President's Reception
7. Board pictures

E. Personnel Committee Report

1. Evaluations, History Files, and Reports
2. ~~MSA~~
3. Board Retreat
4. Merit Reception

F. Director's Report

1. Senate Sub-Committee hearing
2. Senate Sub-Committee hearing
- 3.

- III. Old Business
IV. New Business
V. Announcements
VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of November 13, 1963

Members Present:

Kathy Book, Sue Buhrman, Gloria Davis, Bob Gasway, Kathy Hamer, Roger Hauge, Judy Hoy, Jerry Levey, Judie Mitera, Dan Paskewitz, Carolyn Podany, Barb Sirmal, Mr. N. L. Bentson, Professor Frank Buckley, Mr. Harold Smith, Dr. Donald Zander

Members Absent:

Dave Bowen, Dr. Reuben Hill, Mr. Gordon L. Starr

Others Present:

Bert Atkinson, Assistant Director; Ted Kaul, Program Director; Rudy Hasbargen, St. Paul Student Center Union Board of Governors; Jane Hastings, Daily Reporter; Steve Gilliland, WMMR Manager; Floyd Ross, Noon Programs Chairman; Jan Lesnau, Clerk-Stenographer

The meeting of November 13, 1963, was called to order by President Davis in room 346, Coffman Memorial Union, at 6:38 p.m.

The minutes of the last meeting were approved as read.

Executive Committee Report:

1.) Rudy Hasbargen, a member of the St. Paul Board of Governors, was introduced to the Board members and others present at this meeting.

2.) The Union Board of Governors will meet November 20, 1963, for their meeting at Hamline University. Board members are asked to meet at 5:30 p.m. at the West entrance of the Ground floor of Coffman Memorial Union.

Topics Area, under the directorship of Dan Paskewitz, will present their report at the next Board meeting at Hamline. Steve Gilliland, Manager of WMMR, will give a report November 26, 1963, on WMMR Radio Station.

2.) The Executive Committee will discuss a MSA representative becoming a member of the Union Board again next week, and their decision will be brought before the Board.

3.) The Liaison Committee did not meet last Friday and will hold their meeting Thursday, November 14, 1963, at 3:30 p.m.

4.) Mr. Starr is not present at this meeting as he is being hospitalized and a card will be sent to him from the Union Board of Governors.

5.) Judy Hoy said that the Daily did a full-coverage report on MSA. MSA has a problem similar to the Union's concerning the image they are creating on campus.

Program Committee Report:

- 1.) The following co-sponsorship was approved:

Union Board Council - Minneapolis Optimist Club; Friday, November 15, 1963, from 7-11 p.m. in the Main Ballroom. The expected attendance is from 1,000 to 1,100. UBC's only responsibility is to furnish hosts and hostesses and UBC Program Consultant as chaperone. The Optimist Club will clear arrangements with Mr. Atkinson, Assistant Director of the Union.

- 2.) Chairman of the Chess Committee requested funds to send their Chess Team to Notre Dame University for Chess Championship in the Midwest. Funds will be allocated for this purpose.

- 3.) Attention was called to the flyer in the Board folder on the program that the Graduate Student Committee will present on Thursday, November 14, 1963, at 7:30 p.m. in Room 320, Coffman Memorial Union. This program consists of four films and sounds like an excellent program.

- 4.) Judy Hoy thanked everyone who helped with the successful 16th Annual ACU Region 7 Conference held November 7-9, 1963, here in the Union; and she gave a brief report of the good attendance of this Conference.

House and Finance Committee Report:

- 1.) The purchase of 50 new bowling lockers in the amount of \$650 to be taken out of Supply Budget was approved.

- 2.) Bulletin boards and map rails to be installed by Plant Services in rooms 131, 347, and 348 at an estimated cost of \$375 was approved.

- 3.) A brief report was given by Jerry Levey on the amount of money needed for elevator floor indicators. This problem will be discussed next Wednesday, November 20, at a Campus Club luncheon to be attended by Jerry Levey, Mr. Atkinson, Mr. Felber of Food Service and Mr. Shepard of Campus Club, along with the Campus Club Executive Committee. This will be to determine the share of costs by these various groups. A report will be presented to the Board next week.

- 4.) A letter has been sent to Mr. Nunn stating the fact that a Union Committee will be approached to assume the responsibility of distributing the Student-Staff directories providing they receive \$135 which was allocated by University Relations for this purpose last year. Union Board Council will go ahead with this project if the money is available to them.

Public Relations Committee Report:

- 1.) Public Relations Committee will meet on Thursdays at 2:30 p.m.

- 2.) It was decided that a Christmas card would be printed with "Union Board of Governors and Staff, University of Minnesota," engraved on it.

It was suggested to purchase UNISEFF cards which would help children handicapped with t.b. Public Relations will discuss this at their next meeting.

3.) There will be a large decorated Christmas tree placed in front of the Union this year. A colored picture will be taken of this to be used for next year's Christmas card if this is desired by the Public Relations Committee of next year.

4.) The display case has been reserved for the 9th and 16th of December. A majority of this case will display greetings to students and faculty of the University and a portion will display Christmas cards received by Coffman Union from other Unions around the country.

5.) An ad will be placed in the Tower or Daily, as decided upon, for Christmas greetings to students, faculty, and staff.

6.) The President's Reception is set for December 14, 1963. Plans to make this successful with a large turn-out are being worked on.

7.) Board pictures of the new members of the board, Sue Buhrman, Bob Gasway, and Mr. Bentson, have been received and will be put up in the display case.

Personnel Committee Report:

1.) Evaluations, History files and Rosters are due on December 3, 1963.

2.) UBC has decided to distribute student directories with the money being used for Social Service Projects.

Both UBC groups are planning to go to Owatonna.

There will be an Optimist Club dance for High school seniors on November 15, 1963, in Coffman Memorial Union where both UBC groups will act as hosts and hostesses.

The maroon group of UBC will hold an auction with articles suitable for dormatory rooms and apartments. A folk-singing group will be entertaining.

3.) The Personnel Committee will be planning a Board Retreat to be held January 4 and 5, 1964.

4.) A tentative list has been set up of the people to be invited to the Merit Reception. Next week the criterion to be set up for the staff award will be considered.

Director's Report:

The Senate Sub-Committee hearing was well attended. This was held Saturday, November 9, 1963, in Coffman Union. Mrs. Sally Luther, ex-State Representative, represented the Governor of Minnesota, and the Mayor of St. Paul attended personally while the Mayor of Minneapolis sent his executive attendant to represent him.

Area Director's Report:

There was no Area Director's report as Barb Sirmal, West Bank Area Director, had nothing to add to her report of last week; and Dave Bowen, Campus Area, was not present to give his report.

Old Business:

Dr. Shapiro commented and complimented the excellent job done by the Daily on reporting the Region 7 Conference.

The following Social Service Council Report was given by Judie Miters:

This Council meets on Tuesdays at 4 o'clock with Sue Winters appointed as President.

The amount to be earned for Campus Chest was reached. Several Social Service Council fund-raising drives will be held throughout the coming spring and winter quarters.

MSA is sponsoring an on-campus drive to raise \$10,000 to be paid for Zev Aelone's case in Georgia to be taken to court. Professor Donald Zander gave his personal background of Zev Aelone as being responsible during his life at the University of Minnesota, and that this drive would be a worthwhile project.

The Department of Admissions and Record's Identification Photo taking process is now installed in the Fine Arts Lounge. Our Staff will hold a meeting to see how these cards can best be utilized within our various facilities. Assistant Director, Mr. Bert Atkinson, will see that the Board gets a report on the decisions reached at this meeting.

New Business:

The Minnesota Chapter of the Association of University Professors has invited Mr. Adams to speak on campus and he will speak to students on campus Friday, November 15, 1963.

Announcements:

Thursday, November 14, 1963, at 8:30 p.m. the Minneapolis Civic Orchestra will be having a concert in the Main Ballroom of Coffman Memorial Union.

Adjournment: 7:20 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS: jkl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Agenda
November 20, 1963

- I. Minutes of last meeting
- II. Standing Committee Reports
 - A. Executive Committee Report
 1. ~~Substitutions~~ ~~Substitution Board~~
 2. Meeting and absences
 - 3.
 - 4.
 - B. Program Committee Report
 1. Meeting
 2. Area Director's Report
 - 3.
 - 4.
 - C. House and Finance Committee Report
 1. Purchase of vacuum cleaner for bowling lanes
 2. Fine Arts Lounge Organizational Steering Committee
 3. Elevator Markers
 - 4.
 - D. Public Relations Committee Report
 1. Coffman Union Presents: (Ads)
 2. President's reception
 - 3.
 - 4.
 - E. Personnel Committee Report
 1. Appointments
 2. Evaluations, etc.
 3. Board Retreat
 4. UBC
 - F. Director's Report
 - G. Area Director's Report
- III. Old Business
- IV. New Business
- V. Announcements
- VI. Adjournment

jkl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of November 21, 1963

Members Present:

Kathy Book, N. L. Bentson, Frank Buckley, Sue Buhman, Gloria Davis, Bob Gasway, Kathy Damer, Roger Hauge, Judy Hoy, Paul Larson replacing Gordon Starr, Jerry Levey, Judie Mitera, Dan Paskewitz, Harold Smith, Don Zander

Members Absent:

Dave Bowen, Reuben Hill, Carolyn Podar, Barb Sirmal

Others Present:

Ted Kaul, Program Director; Dick Getchall, Director of Hamline University's Student Center; Jan Lesnau, Clerk-Stenographer

The meeting of November 20, 1963, was preceded by a tour of the A. G. Bush Student Center at Hamline University and dinner in their cafeteria; the meeting came to order by President Davis in the Bush Student Center at 7:20 p.m.

The minutes of the last meeting were corrected as follows:

It was suggested that the Public Relations Committee look into the suggestion made to purchase UNICEF Christmas cards. The minutes of the meeting of November 13, 1963, were issued with UNICEF spelled incorrectly.

The money to be raised for Zev Anthony is to be used strictly for his legal defense.

The minutes of the last meeting stand approved as corrected.

Executive Committee Report:

- 1.) Paul Larson, Acting Director of the Department of Student Unions during Mr. Starr's absence, was introduced to the Board members and guests present at this meeting.
- 2.) It has been suggested that we consider needs for some kind of judiciary board within the Union Board of Governors. Dean Snoxell or Dr. Zander will discuss this at the next Executive Committee meeting and results will be brought before the Board.
- 3.) The board meeting next week will be held on Tuesday, November 26, 1963, at 6:30 p.m. in Room 346, Coffman Memorial Union.

4.) The discussion concerning an MSA representative will be held at a later date when more time and information are available.

5.) President Davis emphasized the necessity of attending Board meetings and the need to notify her with a valid excuse before the meeting if one is unable to attend a regularly scheduled meeting.

Program Committee Report:

1.) The Program Committee did not meet this week.

2.) Dan Paskewitz, Topics Area Director, presented his Area's report to the Board. Many activities have been held in this area. Considerable use is being made of the Graduate Commons Room. There were 70 present at a recent Graduate Committee Film Program and Informal coffee hours are being held.

Ambassador Chuong will be giving a lecture in the Main Ballroom on December 3, 1963, as part of the Citizens' Series. Ambassador Chuong is the father of Madam Nhu.

House and Finance Committee Report:

1.) The House and Finance Committee has approved the purchase of minor cleaning equipment for the Bowling Lanes in the amount of \$110.

2.) The House and Finance Committee considered relationship with the Fine Arts Lounge Organizational Steering Committee with regards to house policy. Recommendations from this steering Committee will be reviewed by the House and Finance Committee before final approval by the Board.

3.) Mr. Atkinson, Mr. Shephard, Mr. Felber, and Mr. Levey met for lunch in Campus Club today to discuss the matter of installing elevator indicators. The Food Service Department will be satisfied with the decision and will abide by whatever decision is reached by the Campus Club and the Board. Mr. Shepard of Campus Club will take the issue to his Executive Committee for discussion. A discussion was held as to whether the Board feels the markers are necessary in order to give Jerry Levey a basis for determining future action. In a discussion of such installation there was considerable variety of opinion expressed. The matter was referred back to the House and Finance Committee.

Attached to the minutes is the House and Finance Report of November 20, 1963.

Public Relations Committee Report:

1.) As of November 25, all Ads for Union sponsored activities should begin: COFFMAN UNION PRESENTS:

Also the name of the sponsoring Union Committee should be placed in the lower left-hand corner of the ad and the letters UBOG should be in the lower right-hand corner.

Ads which are co-sponsored (with non-union organizations) may begin, for example, COFFMAN UNION AND MSA PRESENT:
This may be omitted if sponsorship is not shared equally.

2.) The date for the President's Reception was again announced to be December 14, 1963. Public Relations Committee is in charge of selecting hosts and hostesses. Next week an "opportunity to commit" will be circulated.

Personnel Committee Reports:

1.) Leslie Novak has been appointed as chairman of the Bowling Committee.

2.) Evaluations, history files, and rosters are due December 3, 1963. The work in the Program Office concerning these will be completed the first week of winter quarter.

3.) Next week everyone planning to attend the Board Retreat January 4 and 5, 1964 will be asked to sign up. Staff members also will be invited to attend.

4.) UBC is working on a Union Service Project in order to go to Owatonna. A hayride and attendance at a play are several more things UBC is planning for the near future. At their last meeting, they held a Leadership Training Seminar.

Old Business:

None

New Business:

None

Announcements:

Judy Hoy announced that it is time for Committees to start thinking of the amount of money they will be needing winter quarter. An estimate should be submitted to the Board along with general reasons why this amount is needed.

On November 15, 1963, the St. Paul Dispatch ran a personal interest story about Mr. Smith, a member of our Board who is manager of the University Bookstores.

Adjournment: 8:00 p.m.

Respectfully submitted,

Paul W. Larson
Acting Recording Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

November 20, 1963
House and Finance Report

Agenda:

- 1.) House and Finance has appropriated \$110 for the purchase of a vacuum cleaner for the Bowling lanes to be taken out of Bowling Supplies. This is to replace the one that is worn out.
- 2.) Fine Arts Lounge Organizational Steering Committee. This Committee's make-up is not good and it has no authority to set any house policy. All house policies will be decided by House and Finance first and it will consult the special interests (in this case, the Fine Arts Area!)
- 3.) Elevators: Does the Board like the idea of the markers on the elevators? Also the meeting this afternoon will be explained.

Items not on agenda, but discussed at the meeting:

- 4.) Gopher Hole will be open from 8-5 p.m. Monday - Friday. It can be opened after these hours for Program use by reserving it in 228 A. This does not require House approval unless it is in contradiction to House Rules.
- 5.) International Lounge: We are working to stop the abuse of the International Lounge and more to come!
- 6.) Bowling Lanes: Consideration of Pin Ball Machines to be installed in the lanes will be discussed next week.
- 7.) Student Directories: Thanks is given to UBC for their good faith in working on the distribution of the Directories. Because University Relations could not afford the \$135, the Bookstores agreed to deliver them.
- 8.) Special bids will be sent to find out the cost of crowd hold-out ropes for the ballroom. The first price was too much.
- 9.) Mr. Atkinson will work with Audio Visual to set up the machinery for purchase of a projector for West Bank.
- 10.) Bridge Committee can use part of the Game Room from 2 p.m. to 6:30 p.m. for a special Bridge Program.

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UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Agenda
December 3, 1963

- I. Minutes of last meeting
- II. Standing Committee Reports
 - A. Executive Committee Report
 1. **MSA Ad Hoc Report**
 2. **Resignation**
 3. **Liaison Committee**
 4. **Board Retreat**
 5. **Mr. Starr**
 - B. Program Committee Report
 1. **Co-sponsorship**
 2. **Money**
 3. **Program Committee - Winter quarter**
 4. **Money**
 5. **West Bank**
 - C. ~~House and Finance~~ Committee Report
 1. MSA redecoration of 213
(See House and Finance Report)
 - D. Public Relations Committee Report
 1. Christmas Card
 - a. Union
 - b. Daily
 2. West Bank
 3. PR Ad Fallow and PR Committee Relationship
 4. Summer Session Bulletin
 5. President's Reception
 - E. Personnel Committee Report
 1. **Chairman approvals**
 2. **Evaluation sheets**
 3. **Awards**
 4. **Board retreat**
 - F. Director's Report
 - G. Area Director's Report
- III. Old Business
- IV. New Business
- V. Announcements
- VI. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of December 3, 1963

Members Present:

N. L. Bentson, Frank Buckley, Sue Buhman, Gloria Davis, Roger Hauge, Reuben Hill, Judy Hoy, Paul Larson in place of Gordon Starr, Jerry Levey, Judie Mirera, Dan Paskewitz, Carolyn Podany, Harold Smith, Don Zander

Members Absent:

Kathy Book, Bob Gasway, Kathy Hamer, Barb Sirmal

Others Present:

Ted Kaul, Program Director; Sue Johnson, West Bank Program Consultant; Jan Lesnau, Clerk-Stenographer

The meeting of December 3, 1963, was called to order by President Davis in room 346, Coffman Memorial Union, at 6:45 p.m.

The minutes of the last meeting stand approved as read.

Executive Committee Reports:

- 1.) The WMM Ad Hoc Report was presented to the Board and discussed. A copy of the report is attached to these minutes.
- 2.) Dave Bowen has submitted his resignation to the Board. His resignation was accepted and applications will be accepted for this Board position at the beginning of winter quarter.
- 3.) There has been a request for better eating facilities on the West Bank. The matter is referred to the Liaison Committee for study. The committee will consider the suggestion to have bag lunches supplied for the "West Bankers."
- 4.) The Board Retreat will be held January 4 and 5, 1964 at Camp Idunapi on Lake Independence this year.
- 5.) A letter written from Mr. Starr's hospital room was read by President Davis.

Program Committee Reports:

- 1.) The following co-sponsorship was presented to the Board for approval:
Single Swing with the Freshman Council of the CIA Board on December 4, 1963 from 8:30 to 11:00 p.m. in the Main Ballroom, CMU. The admission for this dance would be a 50¢ toy to go to Santa Anonymous or the regular charge to go to the Union.

MOTION W-28:

Mr. Paskevitz moved to approve the above co-sponsorship with a 50¢ toy, or a 50¢ charge for admission to go to Santa Anonymous.

Seconded.

Motion W-28 passed.

- 2.) The Program Committee authorized up to \$300 to the Chess Committee to send the Coffman Union-sponsored University Chess Team to Indiana for the National Inter-Collegiate tournament.
- 3.) The Fine Arts, West Bank, and Recreation areas will be on the Program Committee Winter quarter.
- 4.) West Bank Special Events committee was authorized \$300 for winter and spring quarters programming.
- 5.) It was decided that the West Bank area programming committee should proceed with plans to provide a series of activities during the first week of Winter quarter designed to acquaint the West Bank clientel with their college Union facilities.
- 6.) An Activities Calendar Committee was established within the West Bank area to publish a calendar of events for the West Bank. It was allocated \$50 for this purpose.
- 7.) The Citizen's Series Committee was complimented on the success of the December 3, 1963 speaker program. Coffman Union Board and committee personnel, staff members and WMR were commended for their effective efforts to bring the story of President Kennedy's assassination to the campus.
- 8.) Each committee chairman has been asked to submit an estimate through his area director of the amount of money needed for winter quarter. The deadline is January 6, 1964.
- 9.) Mrs. Johnson reported a rumor that a re-allocation of space assignments in buildings on the West Bank may have some implication for Union activities in progress and being planned.

Mr. Smith expressed the feeling that the University committee charged with responsibility for allocating such space should not meet for this purpose without the Director of Student Unions being present.

Dr. Hill said that he felt it important that members of such space allocations committee be appraised of the use to which the present space is being used. He suggested that rather than consider giving up or exchanging space, the Board should maintain space already being used and request additional space for expanded programming as the West Bank buildings reach completion.

Mr. Larson suggested that a Board committee draw up a resolution requesting the space allocation committee to make no re-allocation of space currently being used by Union programming agencies without prior consultation with the Coffman Union Board of Governors or members of its staff. The matter was referred to the committee.

1.) Karen Benson from MSA attended the House and Finance meeting to discuss redecorating needs for room 213. (MSA Office.)

MOTION W-29:

Jerry Levey moved that MSA be authorized to install and use in room 213, in addition to the regularly provided office furniture, the following equipment purchased by MSA: 1 metal desk, 2 desk chairs, 5 side chairs, 1 small conference table.

Seconded.

Motion W-29 passed.

The House and Finance Report is attached to the minutes and the following corrections should be made:

Items approved by House and Finance, Number 2:
The Main Lounge for a Christmas program on Thursday, December 5, 1963, from 11:30 a.m. to 1:30 p.m. has been approved.

New Items, Number 2 should read:
Gadfly instead of Badfly.

Public Relations Committee Report:

- 1.) A picture will be taken of the Christmas tree outside of the Union and it will be used for the Christmas cards.
- 2.) A "Seasons Greetings" to students, staff, and faculty of the University of Minnesota will be placed in the Daily.
- 3.) If there is an open house or dedication on the West Bank, the Union will place a full-page ad in the Daily. Coffman Union will also pay for the title page for the first Newsletter put out on the West Bank.
- 4.) The Public Relations Administration Fellow shall act as a liaison officer between the Director and the Public Relations Committee, working under the Director. He will be available for any advice that the Public Relations Committee might want to solicit from him. He will also be available to do various tasks for the committee that the committee can't realistically do themselves.
- 5.) The Summer Session Bulletin needs up-dating. Dick Ambrose will revise the Coffman Union Section; the results will be reported to the Board at the next meeting.
- 6.) The President's reception is now set for either Friday night, December 13, or Saturday night, December 14, 1963; everyone planning to attend signed up for it at this meeting.

Personnel Committee Report:

1.) The following have been appointed chairmen of the committees listed:

Donald Solie, Special Events Committee; Jacqueline Leonard, Ad agency; and Charles Wold, Talent Associates.

2.) Several personnel evaluation sheets for fall quarter have been received. Members were urged to submit those still missing.

3.) On January 15, 1964, the outstanding chairmen and committee members for fall quarter will be presented with awards.

4.) Everyone planning to attend the Board retreat was asked to sign up for it.

Old Business:

None

New Business:

None

Announcements:

Appreciation was expressed to Jerry Levey for the well-done job on the Christmas tree in the Main Lounge and to Paul Larsen for his assistance to the Union the past few weeks.

Adjournment: 8:10 p.m.

Respectfully submitted,

Paul W. Larsen
Acting Director

jkl

WMMR AD HOC REPORT

December 2, 1963

1. Dr. Holte's report was reviewed. The engineer is being paid approximately \$132.00 a quarter. So far for the summer up to the present, \$725 in parts and \$582 in salaries has been spent. The fact of the lost money due to the first engineer was not discussed at this time. This is \$500 over the original allocation, so it has been taken out of WMMR's regular program budget. This leaves about \$1,200 for Winter and Spring operations.

a. A good portion of the part expenditure was for tubes, etc., so no major expenses should occur in this area. Also, records are on contract as is UPI.

2. The transmitters are not working (100%) at least they were at the time of the tests. Reception is good from all receivers. St. Paul is the only one not operating. Talk on new transmitters centered around ease of repair and improved quality. It was felt that when these old (8 years) transmitters start to fail, one new transmitter should be tried or if one could be given to WMMR on a trial basis, tests could be made to see if it would be beneficial to buy as many as needed. More research has to be done before a course of action can be taken.

3. Major work now is to fix the studio. Since Bartlett, the engineer, feels that by doing it piece by piece with the student help, it can be done in the school year. No one repair is needed for operation, but a "bunch" could hurt operations if they broke down at the same time. The question is man hours, not money.

4. Ted Kaul moved that the Ad Hoc Committee present to UBOG the facts and opinions as they have been presented to the committee, that they recommend to UBOG that WMMR revert to its status as it was before the Ad Hoc Committee was established, and that the Ad Hoc Committee be dissolved.

a. Steve Gilliland questioned whether the station repairs and normal maintenance could be done by the present staff. This raised the question of whether WMMR should be operated if students can not do the needed work.

b. Bruce requested a private engineering area and different plans were discussed. The question of test equipment, etc. was also brought up and Ted said that the security should be in being before tools, etc. could be bought.

After much discussion on the abilities of the engineers and what can and can not be done, the motion was defeated.

5. Dr. Zander then suggested that the Ad Hoc Committee meet once more to decide whether WMMR is worth (in terms of money, students' grades, etc.) keeping in operation. This extra meeting is needed because two members had to leave.

Meeting adjourned.

JL:dh

HOUSE AND FINANCE REPORT
Union Board of Governors
December 3, 1963

Items for Board Discussion:

1.) Karen Benson from MSA came to the meeting to discuss redecorating 213. The following motion is made by Jerry Levey: I move that MSA be authorized to install and use in Room 213, in addition to the regularly provided office furniture, the following equipment purchased by MSA: 1 Metal desk, 2 desk chairs, 5 side chairs, 1 small conference table. House and Finance also approved MSA to negotiate with the Assistant Director of Student Unions to improve the color scheme in 213, to include the possible installation of draperies.

Items approved by House and Finance:

1. The following two items were approved by Jerry Levey in the name of House and Finance because of no meeting last week.
2. Main lounge for a Christmas program on Wednesday, December from 11:30 to 1:30.
3. Piano for West Bank program to be held the week of December 2, 1963. A piano for West Bank will be discussed in January.

New Items:

1. Minnesota Symposium to use B4 from January 6 to February 20, 1964. An extra phone was requested and they will pay for its use and installation.
2. The badfly asked for selling space in the Union. It was tabled and will be discussed next week.
3. Study space for finals: Gopher Hole will close at 5:00 p.m. North Star Room will be open until 1:00 a.m. starting December 6 through December 12. Only the West entrance will be open after 10:30 p.m.
4. The situation of the canoes was discussed. No action was taken.

jdk

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
Coffman Memorial Union

January 3, 1964

Mr. Stanley J. Wenberg
Vice President
Educational Relationships
and Development
232 Morrill Hall
University of Minnesota

Professor Edwin Emery, Chairman
Senate Committee on Student Affairs
108 Murphy Hall
University of Minnesota

Gentlemen:

Each quarter the Department of Student Unions submits a report to the Senate Committee on Student Affairs. This report summarizes the programs and services provided by the several units of the department and affirms adherence to the policies established by the Committee.

The overall characteristic of the units involved in this report is variety. At one extreme, we have an embryonic union program developing on the West Campus. On the other extreme, we have the Village Union, designed in 1948 to meet the needs of married students in the Village, now facing graceful retirement after entering its sixteenth year of service. On the St. Paul Campus, the Student Center is serving a population of 2,500, but faces a potential clientele of up to 10,000.

Coffman Memorial Union was built in 1940 to meet the needs of 14,000 students. It now serves a student population of nearly twice that number. Because of this population squeeze, the programs and services of Coffman Union have come under searching scrutiny of Board and staff members. Any long range solution to the problems of overcrowding will require more space. For the immediate future, however, we are concentrating our efforts on encouraging desirable behavior in, and effective use of the building through environmental influence. We are directing our attention towards upgrading physical facilities, building maintenance, and the quality of services provided. This includes the development of sponsored programs of recognized quality and improvement in the use of communications media. Our ultimate objective is that each new generation of students shall always find a new building in terms of facilities, furnishings, and functions.

Mr. Stanley J. Wenberg
Professor Edwin Emery

-2-

January 3, 1964

The assassination of President Kennedy had an inevitable effect on our programming. Coming as it did during a busy activity period, this crisis had a measureable effect on attendance. A number of major programs were cancelled and a few minor activities postponed. It was gratifying to note, however, that through the use of established facilities, our volunteer committee people and staff members stepped in to do their parts in whichever way each could best contribute to help keep the campus population well-informed about the rapidly occurring events taking place. More detailed information on programming will be found in the several summaries.

To the best of my knowledge, activities sponsored by all units in the Department of Student Unions have been planned and carried out in accordance with the policies of the Senate Committee on Student Affairs.

Acknowledgment is made to the following staff members for information contained herein:

Mr. Theodore Kaul, Program Director, Coffman Memorial Union
Mrs. Sue Johnson, Program Consultant, West Campus Union Lounge
Mr. Berton Atkinson, Assistant Director of Student Unions
Miss Mary Ellen Faricy, Program Consultant, St. Paul Campus
Student Center
Miss Kathy MacLaughlin, Secretary, St. Paul Campus Student Center
Mr. J. Bradford Seabury, Manager, University Village Union

Sincerely yours,

Paul W. Larson
Acting Director of Student Unions

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Transmitted with the approval of Mr. Stanley J. Wenberg, Vice President,
Educational Relationships and Development

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS

January 3, 1964

PROGRAM AND ACTIVITY SUMMARIES

For

SUMMER SESSIONS AND FALL QUARTER, 1963

Including the Following Areas:

Coffman Memorial Union Program
West Campus Area Development
Coffman Memorial Union:
 Organizations and Attendance Report
St. Paul Student Center Program
St. Paul Student Center:
 Organizations and Attendance Report
University Village Union

COFFMAN MEMORIAL UNION

Some marked changes in programming emphasis and a 40% increase in the number of events planned and carried out by the Coffman Union Board of Governors appeared to be the significant characteristics of this year's report.

The quarter showed some significant accomplishments and some areas still needing continued effort. Particular growth was noted in the Special Events, Topics, West Campus, and Personnel Areas.

Among the highlights of the quarter have been the student art shows exhibited in the Fine Arts Gallery. By placing the works of student artists on display, this program benefited both the students and the entire campus. The Gallery Committee is also taking leadership in developing the new Fine Arts Lounge, which is planned to open during the Creative Arts Festival in the spring.

With the assistance of faculty and staff, radio station WMMR's student committee has completed a major overhaul of technical facilities. It has organized a group of some 80 students into a campus radio station whose programming is geared to collegiate tastes.

Programming in the Topics Area has continued at a high level. Its American-Foreign Students Committee has centered programming around the excellent exhibits scheduled in the International Lounge, despite some acts of vandalism and theft.

Also in the Topics Area, the Graduate Students Committee has begun to develop a program featuring the "Commons" Room (315 Union.) Attendance in this room grew throughout the quarter as more graduate students become acquainted with the facility. The Focus Committee of the Topics Area counts, among its highlights, participation in the "Pathways to Peace" program and the commencement of plans for a Minnesota Heritage Week. The Citizens' Series Committee presented The Honorable Tran Van Chuong as the first of its major program efforts of the year.

The newest program development for the Union Board of Governors was in the West Campus Area. This also represents an expansion of Union services. Its facilities consist of a lounge in Room 130 Business Administration Tower, as well as some occasional use of other areas in the West Campus complex. A brief resume' of this development follows.

WEST CAMPUS AREA DEVELOPMENT: FALL QUARTER, 1963

With a lounge, a staff member, and a Union Board member, the West Campus Area continued in September to serve approximately four thousand students who attend classes in the new complex. Development can be considered in several areas: facilities, program, and personnel.

The facilities now include expanded office equipment, magazine stands, and items to make the Lounge more attractive such as pictures, games, and reading materials. A recreation leadership trainee supervised the games during certain hours of the week in the study room and the materials could be checked out in the Lounge at any time. Magazines were obtained from Coffman Memorial Union, with current issues of the "Star," "New York Times," and "Christian Science Monitor" to supplement the other reading materials. The Lounge attendance has grown from a daily twenty or thirty students to approximately two hundred students, averaging a slightly higher attendance on Monday, Wednesday, and Friday than on Tuesday and Thursday. Because of the increased use, additional requests for space and equipment are presently under consideration, so that specialized services such as music listening, and the office activities may be separated from the Lounge and its use.

Programming was presented through the three committees authorized for the West Campus Area. The Noon Programs Committee provided programs three times weekly, mostly films and live music. The Student-Faculty Committee sponsored seven coffee hours, which helped the various departments to identify their majors, cement student-faculty relationships, and develop a group identity. The Forum Committee programmed four events. The format ranged from a karate demonstration to a debate. Most programming occurred during the noon hour when the largest number of students was available. Other hours will be considered next quarter.

From the beginning when few student members were active, the personnel roster was extended to include five chairmen and approximately fifty members. Two additional committees have been organized. They are the Special Events Committee and the Activities Calendar Committee, which committee will publish a bi-monthly West Campus Calendar. With more members and committees, it is expected that programming will increase to approximately seven per week next quarter.

COFFMAN MEMORIAL LIBRARY
PROGRAM ATTENDANCE REPORT
Fall Quarter, 1963

1962

AREAS AND COMMITTEES	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
CAMPUS AREA				
Noon Programs	29	20,185	37	22,670
Welcome Week	5	6,525	6	5,050
WMMR	0	0	1	445
TOTAL	34	26,710	42	28,165
FINE ARTS AREA				
Art Craft	5	2,077	2	100
Creative Society	0	0	3	240
Fine Arts Gallery	5	287	7	860
Photo Committee	2	1,250	1	1,100
TOTAL	12	3,614	13	2,300
MUSIC AREA				
Classics Corner	6	5,255	2	1,230
Coffman Musicale	8	10,450	6	4,300
Miriam Makeba Concert	1	2,048	0	0
Union Jazz Workshop	6	5,315	6	3,730
TOTAL	21	23,068	14	9,260
RECREATION AREA				
Bowling	7	223	8	410
Bridge	1	32	3	48
Chess	4	147	4	51
Co-Rec	9	8,922	1	350
Table Tennis - Billiards	1	270	3	605
Intra-Mural	0	0	16	150
TOTAL	22	8,922	35	1,614
SOCIAL AREA				
Dance Instruction	9	1,105	9	453
Single Swing	8	5,586	9	4,506
Square Dance	10	395	8	473
Variety Dance	5	5,623	7	3,621
TOTAL	32	12,709	33	9,053

AREAS AND COMMITTEES	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
SPECIAL EVENTS AREA				
Homecoming Dance	1	5,000	1	4,054
* Summer Programming		12,298		16,210
TOTAL		17,298		20,264
TOPICS AREA				
American-Foreign Students	9	1,093	8	1,341
* Citizen's Series	0	0	2	890
Focus	6	775	6	853
Graduate Students	0	0	6	335
Student-Faculty	4	167	3	330
TOTAL	19	2,035	25	3,749
WEST BANK AREA				
Forum	0	0	3	580
Student-Faculty	0	0	8	580
Noon Programs	0	0	22	2,465
Total	0	0	33	3,625
PERSONNEL AREA				
Personnel Hour	1	65	0	0
Personnel Bureau	0	0	2	550
Counselor Information Session	0	0	3	75
Summit	1	40	1	58
Union Board Council	11	501	17	605
TOTAL	13	606	23	1,288
PUBLIC RELATIONS AREA				
President's Reception	1	850	1	900
TOTAL	1	850	1	900
PROGRAM GRAND TOTAL	155	95,803	219	80,268

* Summer programming for first and second summer sessions, 1963.

1962

1963

AREAS AND COMMITTEES	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
SERVICE AREAS	Wks/Days			
Fine Arts Gallery	13	16,900 (est)	13	19,000 (est)
Art Craft Studio	13	1,912	13	2,291
Art Craft Workshops	5	154	0	0
Outing Rentals	13	100	13	204
Talent Referrals	10	8	10	8
UBC-Optomists Club	1	1,500	1	1,500
Graduate Commons Room	0	0	11	1,210
Region VII Conference	0	0	1	176
TOTAL		20,574		24,389
PROGRAM & SERVICE GRAND TOTAL FALL QUARTER, 1963		116,377		104,657

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
COFFMAN MEMORIAL UNION

Organizations Attendance Report

	June 16, 1963 through <u>December 14, 1963</u>	June 17, 1962 through <u>December 15, 1962</u>
1. Union Sponsored Events	104,657	116,377
2. Alumni Organizations	35	151
3. Cooperative Organizations	27	25
4. Faculty Organizations	820	1,068
5. Fraternities and Sororities	791	4,338
6. Governing Bodies	1,565	2,267
7. Honorary Organizations	402	483
8. Language and Culture Organizations	2,032	2,500
9. Orientation	17,192	14,380
10. Political and Social Action Organizations	2,224	2,427
11. Professional and Department*	26,922	10,809
12. Recreation and Hobby	3,475	2,955
13. Religious Organizations	4,067	4,232
14. Residential Organizations		37
15. Social Service Organizations	654	1,011
16. Special Events	650	2,448
17. Non-University Organizations**	2,982	1,675
18. Information Desk	26,074	27,778
19. Recreational Games: Billiards	29,061	30,101
Bowling	58,417	62,751
Table Tennis	1,728	3,544
20. Game Room	<u>18,303</u>	<u>9,732</u>
GRAND TOTALS	302,078	301,089

*Attendance figure includes following:

a. Agricultural Economic Conference	1,320
b. American Educational Theatre Association Convention	1,000
c. Department of Concerts and Lectures Summer Program	6,950

**Includes attendance of 1,400 for Methodist Conference

ST. PAUL CAMPUS STUDENT CENTER

Graduate students, Peace Corps trainees and some 400 undergraduates constituted the population towards which Summer programming in the Student Center was directed this year. Noon movies, Toastmaster club meetings, and music hours were the basic programming elements. To supplement them, special events were scheduled as interests and needs were evidenced. For example, a fourteen-act Variety Show, produced and performed by graduate, foreign and Peace Corps students was a special feature of the Summer Program. This show attracted many non-campus people. Although three summer dances were scheduled, only the first at the beginning of the summer sessions was a success. "Girl-scarcity" seemed to be a handicap. Air-conditioning, also, would be a great boom to summer programming on campus.

Many Fall Quarter activities related to the Homecoming celebration were scheduled in order to determine whether Homecoming events on the St. Paul Campus could be significant or merely an energy outlet. St. Paul Campus Homecoming activities included a style show, a parade of floats with entries from both campuses, a bon-fire, snake dance, varsity show, and finally, a pep dance. Climax of these events was the annual Homecoming dance at the Student Center on Saturday. Based on attendance alone, these programs seemed to justify their existence. However, a need to evaluate the extent of student involvement in the planning (and participation in the events) was the principal topic at a joint Fall meeting of the two St. Paul Campus governing bodies, the Student Council and the Board of Governors. Mid-quarter examinations, pheasant hunting and rigid participation rules were cited as problem factors in the development of a Homecoming "spirit." The consensus was that Homecoming can become a creative, energy-releasing experience if some of these and other conditions are modified. A more significant outcome of the joint meeting was the opportunity provided for members of these two major St. Paul student organizations to get acquainted, personally as well as in an organizational sense, early in the academic year.

As evidenced by their comments and questions, student awareness of the art shows on display during this period seemed to indicate confidence in the work of the Fine Arts Area. Informative exhibits from the School of Forestry and the Department of Agricultural Economics added variety to the Student Center Galleries where were displayed original Currier and Ives prints, collections of oils and water color paintings by artists from Minnesota, Michigan, Scotland and Hong Kong, traveling photographic exhibits, and examples of unusual sculpture.

While the need to expose the campus to a variety of musical experiences continues to be a goal of the Student Center, the means for fulfilling it become increasingly difficult. One reason seems to be the scarcity of musical competency on this campus. Costs for musical performances by professionals is also a severe limiting factor. The free Friday night Rouser Rumpus stag dances continue to draw capacity attendance. These programs offer a convenient means for enlarging social acquaintanceship. They may also reduce the need for the more formal dance party.

PROGRAM ATTENDANCE REPORT
Summer Sessions I and II, 1962

AREAS AND COMMITTEES	1962		1963	
	No. Events	Total Attendance	No. Events	Total Attendance
DANCE				
Country-Modern	1	75	0	0
Terrace Dance	0	0	3	277
TOTAL	1	75	3	277
DISCUSSION				
Convocation	1	175	1	57
Toastmasters Grad-Faculty	10	180	10	180
TOTAL	11	355	11	237
FINE ARTS & CRAFTS				
Exhibits	3	*	3	*
Films	8	233	9	188
TOTAL	11	233	12	188
GRADUATE STUDENTS				
Social	0	0	1	23
TOTAL	0	0	1	23
HOSPITALITY				
Lemonade Hours	2	430	2	465
Reception	1	118	0	0
TOTAL	3	548	2	465
INTERNATIONAL STUDENTS				
Social	0	0	1	14
Variety Show	0	0	1	365
TOTAL	0	0	2	379
MUSIC AND SHOWS				
Musical Programs	21	2,348	9	892
TOTAL	21	2,348	9	892

AREAS AND COMMITTEES	1962		1963	
	No. Events	Total Attendance	No. Events	Total Attendance
OUTINGS AND GAMES				
Hospitality Bowling	0	63	0	55
Off Campus Tours	1	10	2	35
Skeewaksurs	0	0	1	30
TOTAL	1	79	3	120
GRAND TOTAL	48	3,638	43	2,581

UNIVERSITY OF MINNESOTA
St. Paul Campus Student Center

PROGRAM ATTENDANCE REPORT
Fall Quarter, 1963

AREAS AND COMMITTEES	1962		1963	
	No. Events	Total Attendance	No. Events	Total Attendance
DANCE				
Ballroom	2	532	0	0
Homecoming	1	450	1	410
Instruction	8	264	8	301
Rouser Rumpus	5	1,300	5	1,300
TOTAL	16	2,546	14	2,011
DISCUSSION				
Convocation	1	700	1	600
Now Hear This	2	184	0	0
Toasters	0	0	9	125
Toastmasters - Grad-Fac.	17	306	14	204
Toastmasters - Undergrad.	8	56	0	0
Toastmistress	8	80	0	0
TOTAL	36	1,326	24	929
FINE ARTS & CRAFTS				
Craft Demonstration	2	550	1	250
Craft Shop Use	0	58	0	60
Exhibits	7	*	10	*
Noon Movies	10	651	9	226
Photo Darkroom Use	0	32	0	12
Poster Room Use	0	84	0	70
TOTAL	19	1,375	20	618
GAMES AND OUTINGS				
Billiard Demonstration	0	0	2	175
Bowling Tournament	0	0	1	32
Co-Rec Night	1	103	0	0
Skeewakaur Events	4	130	6	261
TOTAL	5	233	9	468
GRADUATE STUDENTS				
Grad Bag Programs	6	96	6	72
Graduate Socials	2	90	1	6
TOTAL	8	186	7	78

AREAS AND COMMITTEES	1962		1963	
	No. Events	Total Attendance	No. Events	Total Attendance
HOSPITALITY				
Building Tours	2	15	2	111
Coffee Hours	3	750	2	700
Open House	1	800	1	800
Reception	3	751	2	466
Sanka Seminars	9	200	12	268
TOTAL	18	2,516	19	2,345
INTERNATIONAL STUDENTS				
Slide Program	0	0	1	30
Social	1	10	0	0
TOTAL	1	10	1	30
MARRIED STUDENTS				
Children's Christmas Party	1	275	1	380
TOTAL	1	275	1	380
MUSIC & SHOWS				
Concert	0	0	1	433
Musical Programs	8	2,195	3	500
Shows	2	425	2	900
TOTAL	10	2,620	6	1,833
SPECIAL EVENTS				
Christmas Decorating Party	1	15	1	10
Counselor Orientation	1	17	0	0
Freshman Orientation	2	500	0	0
xxSCBOG & Student Council Meeting	0	0	1	35
TOTAL	4	532	2	45
FALL QUARTER TOTAL	118	11,619	103	8,737
SUMMER SESSIONS TOTAL	48	3,638	43	2,581
COMBINED SUMMER & FALL TOTAL	166	15,257	146	11,318

KEY: * - Count impossible to calculate
 xx- New Event

ORGANIZATIONAL USE OF THE STUDENT CENTER = Fall Quarter 1963 (July 1 - December 31)

	Number Held		Attendance	
	1962	1963	1962	1963
Student Center Sponsored Events	166	144	15,257	11,318
Meetings of Clubs, Committees and Programs other than Student Center sponsored	<u>435</u>	<u>584</u>	<u>21,843</u>	<u>26,920</u>
Total Organizational Use	<u>601</u>	<u>728</u>	<u>37,100</u>	<u>38,238</u>
Student Center Patronage				
Information Desk			34,508	32,396
Vending Machines, Student Center			25,527	22,961
Billiards			14,564	15,993
Bowling			7,362	7,258
Table Tennis			2,589	1,826
Snack Bar, Student Center			150,000*	152,000*
Snack Bar, Vending Machines			**	49,000
Total Patronage			<u>234,550</u>	<u>281,434</u>
TOTAL MEASUREABLE TRAFFIC			<u>271,650</u>	<u>319,672</u>

* - Approximate Figure according to Director of Dining Center

** - Figure not available

The University Village Union was developed to serve the special kinds of needs experienced by married University students living in "temporary" type housing in the University Village on Como Avenue and in the Grove East housing units located a mile east in St. Paul. In addition to providing a community center in which group social and educational activities can take place, the Village Union includes in its services a study quarters to which students (fathers, usually) can retreat from their sometimes over-exuberant offspring and a nursery-school type facility in which children may exercise that exuberance under supervised control. Both needs result from the fact that living quarters are rather cramped for growing families with pre-school age children. It is interesting to note that in the phasing-out process of these "temporary" housing areas, the latter two needs continue to be the most significant contributions which the Village Union is able to make today. Despite a significantly reduced population from which to draw, these services continue to be utilized with little apparent reduction in measured use.

Other scheduled activities, some of which might appear out-of-place in a more typical college-union building were:

- a. An "Italian" smorgasbord Family Night dinner;
- b. The annual Exchange Sale, which again provided an easy means for Villagers to swap babyclothes and other garments for anticipated and growing offspring;
- c. An annual Halloween Party for youngsters; and,
- d. An inter-village social-games program for residents of the above-two mentioned villages and residents of Commonwealth Terrace adjacent to the St. Paul Campus. Here, in another example of the "unusual becoming the usual," games, such as volleyball, were combined with dancing to provide the basis for social occasions, and, probably thereby satisfying the interests of both husbands and wives.

In other areas of activity programming, anticipated attrition is taking place as the number of village families continues to decline.

UNIVERSITY OF MINNESOTA
University Village Union

PROGRAM ATTENDANCE REPORT
Summer Sessions I and II and Fall Quarter, 1963

BOARD SPONSORED

1962

1963

AREAS	No. Events	Total Attendance	No. Events	Total Attendance
ADULT PROGRAM AREA				
Open House	1	109	0	0
Film Programs	1	27	1	7
Bridge Lessons	8	99	0	0
Record Dances	3	97	2	84
Band Dances	2	112	1	18
Discussion Meetings	3	36	0	0
Games and Sports	15	319	13	195
MPCEW Orientation Meeting	1	10	0	0
Political Candidates Coffee Parties	3	186	0	0
Lecture on Juvenile Personality	1	75	1	56
Handcraft Demonstration	1	93	0	0
TOTAL	39	1,163	18	360
CHILDREN'S PROGRAM AREA				
Saturday Matinee Movies	5	225	0	0
Children's Halloween Party	1	350	1	157
Playcenter Nursery School	97	1,163	97	1,401
Children's Dancing School	8	191	0	0
Games and Sports	0	0	1	26
TOTAL	111	1,929	99	1,584
GENERAL PROGRAM AREA				
Village UBOG Meetings	10	102	6	56
Playcenter Mothers' Meetings	2	90	2	80
Sunday Social Hour	23	952	7	121
Exchange Sale	1	503	1	142
Village UBOG Committee Meetings	11	118	10	62
Summer Carnival	1	135	0	0
Family Night Dinner	1	253	1	116
Study Hall and Groups	0	4,926	0	3,836
TOTAL	49	7,079	27	4,413

NON-BOARD SPONSORED

1962

1963

AREAS	No. Events	Total Attendance	No. Events	Total Attendance
ADULT PROGRAM AREA				
Block Parties	13	238	5	125
Games and Sports	27	452	36	440
MPCEW Neighborhood Seminar	7	155	4	63
Great Books Discussion Group	0	0	5	92
SAB Groups Dance Parties	4	172	3	125
Men's Elementary Education Association	2	65	2	48
Bridal Gift Job Interviews	1	20	0	0
Tutored Classes	1	21	3	20
C.O.R.E. Meeting	0	0	1	16
TOTAL	55	1,123	59	929
CHILDREN'S PROGRAM AREA				
Gamma Delta Sunday School	23	543	16	341
Birthday Parties	7	113	6	79
Cub Scout Meetings	2	30	0	0
TOTAL	32	686	22	420
GENERAL PROGRAM AREA				
Como Village Council Meetings	9	85	4	25
Village Cooperative Board Meetings	11	105	3	19
Council Constitution Committee	2	11	2	10
State Preliminary Elections	1	437	0	0
National Elections	1	782	0	0
Well Baby Clinic Meeting	1	13	0	0
Cooperative Special Stockholders Meeting	0	0	1	53
TOTAL	25	1,433	10	107
TOTAL PROGRAM (Board Sponsored)	199	10,171	144	6,357
TOTAL PROGRAM (Non-Board Sponsored)	112	3,242	91	1,456
TOTAL PROGRAM	311	13,413	235	7,813
TOTAL MERCHANDISE PATRONAGE	0	15,954	0	10,646
GRAND TOTAL	311	29,367	235	18,459

Article III -- Responsibility of Board Members

A. Executive Officers

1. To provide initial direction of Board action.
 - a. To bring to the Executive Committee questions of policy arising within their areas of responsibility.
 - b. To provide the Board with significant policy issues from those submitted for consideration.
 - c. To assure the Board of full information on matters pertaining to their areas of concern.
2. To facilitate the Union's programming and administration.
 - a. To call and preside over meetings held to perform Board business.
 - b. To serve as resource persons on their areas during Board decisions.
 - c. To actively participate in determining policy at Union Board meetings.

B. Area Directors

1. It shall be the goal of Area Directors, chairmen, committee members, and consultants to work together to provide an atmosphere of consistent, worthwhile programming within the Union.
2. Specifically Area Directors will seek to expedite programming within their areas in the most efficient possible manner.

This will include:

- a. Structuring their areas, establishing committees and recruiting personnel to utilize the maximum programming potential.
 - b. Appointing ^{stipend} training chairmen, in co-operation with consultants and the personnel committee. Encouraging them to strive for programs of quality to serve the largest percentage of the student population.
 - c. Passing co-sponsorships and making exceptions to House Rules as it is in the best interests of the total Union function.
 - d. Being informed on the nature and growth of programming within their areas.
 - e. Ordinarily specific programming decisions shall be solely the responsibility of the committee chairmen and program consultant, unless;
 - 1) there is no chairman
 - 2) the chairman fails to fulfill his responsibilities.In this case the obligation to program falls directly to the area director and program consultant.
3. To participate in judgments made by the Union Board of Governors.
 - a. To direct questions of policy through appropriate Executive committee members for placement on the Board agenda.
 - b. To co-operate under decisions made by a majority of the Board.

C. Alumni, Faculty and Staff members

1. To bring to Board decisions the interests of the groups they represent.
2. To assist in policy decisions on the basis of insight and understanding of the situation.
3. To question decisions not apparently in the best interest of the total University Community.

D. Director of Student Unions

1. To co-ordinate the administration of Coffman within the policies directed by the Union Board, and within the general service objectives of Union operation.

2. To bring to the Board professional attitudes on policy decisions.
3. To provide Board members at all times with pertinent and desired information on Union operations.
4. To serve in decision making as an ex-officio member of the Board (without vote), and to assist the Board in the capacity of Recording Secretary, Parliamentarian, and Historian.

E. Program Consultants -- See appended sheet.

Article IV -- Committee Responsibilities and Duties
of Executive Officers.

A. Executive Committee

1. Including the Officers of the Board its primary responsibility shall be to serve as a general steering committee for the Board.
2. Specific duties will include;
 - a. screening policy issues for placement on the Board agenda from,
 - 1) policy questions raised in standing committees,
 - 2) issues brought to the attention of the committee by
 - the officers themselves or other Board members
 - administrative personnel
 - students, staff and alumni of the University.
 - b. Providing pertinent information to the Board. (The Director of Student Unions may be of particular service to the Board in this area.)
 - c. Acting for the Board during intervals between meetings.
 - d. Selecting Area Directors with Board approval.
 - e. Dealing with other matters directed by the Board or not falling to other areas.

B. Programming Chairman

1. Shall have as his objective to advance the quality and quantity of Union programs.
2. Specifically, the Program Chairman shall,
 - a. Collect and represent to Area Directors the attitudes and suggestions of Board members, consultants, and University students and organizations.
 - b. Meet frequently with Area Directors providing advice, co-ordination and policy clarification.
 - c. Summon meetings of Area Directors where the resolution of conflicts or the promotion of mutual interests is seen as the result.
 - d. Take unclear programming policies directly to the Executive committee for reference to the Board.
 - e. Concern himself with promoting good relationship between Board personnel, consultants and students, Union committees and other University activities.
 - f. Prepare budget
Evaluate programming areas
Serve on Exec.
Contribute directly to policy decisions

C. House and Finance Chairman

1. Shall inform himself of matters pertaining to H & F and in co-operation with the Director and Assistant Director of Student Unions expedite administration within Board policy.
2. Specifically he shall,
 - a. Refer to the Board any questions of the direction or policies for Union administration.
 - b. Be knowledgeable in the area of H & F communicating between Board and administration, interpreting policy, if requested, for the staff and administrative actions for the Board.

No committee
of students

- c. Prepare and present an annual budget for the approval of the Board.
- d. Bring proposed expenditures from the renovation fund and other special funds to the Board for approval.
- e. Report annually on the financial operations of the department
- f. Formulate and promulgate rules for the use of the Union
- g. Co-ordinate exceptions to those rules. Questionable exceptions may be directed to the Board for policy clarification.
- h. Conduct studies and make recommendations to the Board of the use and improvement of Union facilities.

D. Personnel Chairman

1. Shall be responsible for guiding the Personnel Bureau in recruitment, training and recognition of Union Personnel.
2. Specifically the Bureau and the Personnel Chairman shall,
 - a. Formulate the personnel policies of the Board and recommend issues of conflict to the Board for decisions.
 - b. Facilitate in any way possible the recruitment of student personnel.
 - c. See that all committee membership applications are referred to the appropriate Area Directors and Chairman.
 - d. Co-ordinate chairmanship appointments by Area Directors, they become effective upon notification of the personnel Committee.
 - e. Emphasize and engage in training programs for both Board members, committee chairmen and members.
 - f. Handle all matters concerning evaluation and recognition
 - g. Process and keep all personnel records
 - h. Maintain a "Union Board Council"

E. Public Relations Chairman

1. Shall be the head of the Public Relations Bureau whose task it will be to promote Union programs and facilities and encourage the student body to participate in any capacity in Union activities.
2. Specifically he shall,
 - a. Formulate and implement plans to keep the University community and the public at large continually informed on appropriate Union needs and activities.
 - b. Study, coordinate, and formulate policy on publicity with a view to improving and developing the public relations efforts of the Board and Area Directors.
 - c. Refer to the Board question on the nature and direction of P.R. policy.
 - d. Maintain a program of training in publicity
 - e. Maintain a continuing program of research into the needs and responses of the campus to Union programming.
 - f. Work closely with the Personnel Committee
 - g. Maintain a system of free publication, advertising and poster and flyer layout, and preparation.

E. Program Consultants.

1. As permanent members of the Staff, responsible to the Program Director, consultants are not members of the Board, but are encouraged to participate indirectly by making their area directors aware of staff views on policy issues.
2. It shall be characteristic of the relationship between consultants and area directors that,
 - a. ~~They have the common objective of comprehensive Union programming.~~
 - b. They mutually seek to assist one another in programming endeavors and leadership training.
 - c. Consultants should respect the extra-curricular nature of student participation and relieve students of as much detail as their time permits.
 - d. Students should be aware of the continuity and leadership a consultant may provide and seek to implement their suggestions where they are in accord with student objectives.
 - e. ~~In view of the Union's obligation to provide programs for the students who support it, neither area directors, consultants, committees, individual students or outside groups should be discouraged from programming where their objectives are consistent with, and approved by the area director, and within Board policy.~~
 - f. Leadership development should be seen as a necessity for superior programming. Thus, consistent with Union aims, leadership should be encouraged by both the consultant and area director through training and the delegation of responsibility.
 - g. In cases where the area director himself is ineffectual greater responsibility and consequent authority will, of necessity, lie with the consultant and committee chairman. Area directors are particularly obligated not to impede the progress of their areas by shirking specifically delegated responsibilities (Article III, Section B).

UNIVERSITY OF MISSISSIPPI
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Agenda
January 8, 1964

- I. Minutes of last meeting
- Introductions**
- II. Standing Committee Reports
 - A. Executive Committee Report
 1. **SCBA Report**
 2. **Responsibility of Board members**
 - 3.
 - 4.
 - 5.
 - B. Program Committee Report
 1. **Budget**
 - 2.
 - 3.
 - 4.
 - C. House and Finance Committee Report
 1. **No meeting**
 - 2.
 - 3.
 - 4.
 - D. Public Relations Committee Report
 1. **No meeting**
 - 2.
 - 3.
 - 4.
 - E. Personnel Committee Report
 1. **UBC**
 2. **Fall Quarter Recognition Dinner**
 3. **Chairmanship filled**
 - 4.
 - F. Director's Report
- III. Old Business
- IV. New Business
- V. Announcements
- VI. Adjournment

jkl

COFFMAN MEMORIAL UNION
BOOTH BOARD OF GOVERNORS

Meeting of January 8, 1964

Members Present:

Frank Buckley, Sue Dahrman, Gloria Davis, Bob Casway, Kathy Hamer, Roger Hauge, Rauben Hill, Judy Hoy, Paul Larson, Jerry Levay, Jodie Mitera, Dan Paakewitz, Carolyn Podany, Harb Sirmal, Harold Smith

Members Absent:

N. L. Bentson, Kathy Book

Guests Present:

Program Consultants: Shirley Clark, Marilyn Eck, Erik Erickson, Louise Moberly, Dave Peterson, Allyn Ulseth; Ted Kaul, Program Director; Marlene Coughlin, Daily Reporter; Rita Lindemann, International Lounge Chairman; Jan Lesau, Clerk-Stenographer

The meeting of January 8, 1964, was called to order by Vice-President Judy Hoy in room 346, Coffman Memorial Union at 6:40 p.m.

The minutes of the last meeting stand approved as published.

Introductions were made by Vice-President Hoy.

Executive Committee Report:

- 1.) The 1963 Summer Sessions and Fall Quarter report to the SCSA was called to the attention of members. A copy is attached to the file copy of these minutes.
- 2.) Members of the Executive Committee feel it to be a continuing responsibility of the Board to search for improvements in the effectiveness with which the Union organization and the Board operates. There has been a developing concern regarding the amount of time available to area directors for their programming responsibilities after they have dispatched other board responsibilities under existing operating procedures. Related to this problem is a feeling that the distribution of responsibilities at present restricts freedom of action because area directors lack needed authority. Further, it was felt that there may be some inability to use the advisory resources of Board's faculty members in policy formation and the advisory resources of Union Staff personnel in programming development.

To improve this situation, the Executive Committee recommended for discussion that responsibilities for those procedural matters affecting programming, now assumed by the several standing committees, be delegated to the respective area directors for a trial period. For such trial period, this would be accomplished (without By-Law modification,) by agreement among the standing committee chairman that they would delegate the authority over procedural matters to the respective area directors and relieve them of attendance at standing committee meetings.

Miss Davis referred to a dittoed work sheet previously distributed to Board members which contained some recommendations on how the above proposal might operate, if adopted. (Copy attached to file copy of these minutes.) Mr. Levey pointed out that this worksheet included a statement implying that individual board members would be authorized to make exceptions to House Rules. Since House Rules are policy, arbitrary or wholesale exceptions to them could become chaotic.

It was agreed that the proposal under consideration not include exceptions to basic board policies such as the House rules.

The following opinions and impressions were expressed by various members regarding Area Director's responsibilities in relation to programming and policy determination.

First of all, an Area Director needs a voice in selecting chairmen for his area. Once they are selected, co-ordination comes next. There is need to be aware of the capabilities of every individual working in his area. He must observe the Union: What's happening in the building? What are the requests of our students. There needs to be opportunity for inspiration, to gain for oneself and to give to someone else. We, students, faculty, and staff need to become a group cooperating on a very high level striving for the same general objectives but structuring our efforts so as to avoid conflict with programming in another area.

Board meetings should be principally "policy-making" occasions. Program should, again, be accomplished at the activity level of the areas.

Motion W-30:

Dr. Zander moved that we implement the above proposal of the Executive Committee for a trial period of two weeks.

Seconded.

Motion W-31:

Gloria Davis moved to amend motion W-30 by substituting one quarter trial period instead of two weeks.

Seconded.

Motion W-31 passed.

Motion W-32:

As a substitute for Motion W-31, Dr. Zander moved that those procedural matters in program affairs now assumed by the several standing committees be assigned to the area directors of the Board, such action to be in effect for an experimental period of one quarter.

Motion W-32 passed.

Program Committee Report:

- 1.) The Program budget will be out next week. If there are any changes in request for funds, please get them in by the end of this week.
- 2.) The Program Committee did not meet this week.

House and Finance Committee Report:

None

Public Relations Committee Report:

None

Personnel Committee Report:

- 1.) The Union Board Council elected new officers at their last meeting, January 7, 1964.
- 2.) Fall Quarter Recognition Dinner will be held next Wednesday, January 15, 1964.
- 3.) David T. Bastian was appointed Chairman of Classics Corner by Carolyn Podany, area director of Music, as the first act under the new motion.

Director's Report:

- 1.) The interior work on the passenger elevators has been completed for the contract sum of \$3,500.
- 2.) The old request for painting has been completed and work is starting on the new painting program. University Food Services Department has agreed to repaint the ceiling and the South wall on the third floor.
- 3.) Work started today on the Fine Arts Lounge. Remedial work on the International Lounge cases is progressing, but slowly.
- 4.) Richard Ambrose is, in consultation with the Public Relations Committee, making a study of the sign situation in the building with an eye to esthetic improvement.
- 5.) Fred McCormick, Administrative Assistant, is completing a study of history services and expense of operation for the Village Union. He has also begun an inventory of Board policies as contained in motions and committee reports of the Board as represented in the minutes. We are beginning with current minutes and making our way back hoping to achieve a catalog of policies for Board and Staff guidance.

Old Business:

None

New Business:

A request for \$35 reimbursement for stolen jewelry was referred to the Program Chairman for decision.

Announcements:

A West Bank Dance will be held Friday, January 10, 1964.

Judie Miters asked that any further recommendations for choosing a committee to be recognized at the dinner next Wednesday be submitted to her tonight after the meeting. The next Board meeting will be a dinner meeting at 6 p.m. on January 15, 1964, in room 307. It will be a recognition meeting and representatives of the Peace Corps will be guests.

Adjournment: 8:55 p.m.

Respectfully submitted,

Paul W. Larson
Acting Director

jdk

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Agenda
January 15, 1964

- ~~Introduction~~
- I. MINUTES of last meeting
 - II. Standing Committee Reports
 - A. Executive Committee Report
 1. Fee for registration - All-campus elections
 2. Ad Hoc Committee
 3. Expectations of Area Directors
 4. Resignation
 5. ~~NSA Report~~
 - B. Program Committee Report
 1. Financial Report - Committee
 2. Hints in Programming
 - 3.
 - 4.
 - C. House and Finance Committee Report
 1. West Bank programming
 2. Union Study Area
 - 3.
 - 4.
 - D. Public Relations Committee Report
 1. ~~Seper~~
 2. President's Reception
 - 3.
 - 4.
 - E. Personnel Committee Report
 1. Recognition Dinner thank you
 2. Committee chairman changes
 3. Rectors
 - 4.
 - F. Director's Report
 - III. Old Business
 - IV. New Business
 - V. Announcements
 - VI. Adjournment

jkl

CONFIDENTIAL
CENTRAL MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of January 15, 1964

Members Present:

Sue Buhrman, N. L. Bentson, Frank Buckley, Gloria Davis, Bob Gasway, Kathy Hamer, Roger Hauge, Reuben Hill, Judy Hoy, Paul Larson, Jerry Levey, Judie Mitera, Dan Paskewitz, Barb Sirmal, Harold Smith, Donald Zander

Members Absent:

Carolyn Podany

Guests Present:

Bert Atkinson, Assistant Director; Bob Bossal, Winter Week Chairman; Jeanne Collins and Gary Elo, UBC; Jim Alinder and Adrian Noel, Gopher; Dan Patso, Square Dance; Ted Kaul, Program Director; Allyn Ulseth and Louise Moberly, Program Consultants; Jan Lesnau, Clerk Stenographer

The meeting of January 15, 1964, was called to order by President Davis in room 346, Coffman Memorial Union at 7:50 p.m. following the Recognition dinner for fall quarter.

The minutes of the last meeting were corrected as follows:

Dr. Zander, member of UBOG, was present at the last meeting, January 8, 1964.

New Business: Should read as follows:

Arrangements to reimburse Tony Riquelme for the jewelry stolen from the International Lounge will be worked out with the area director and with the help of the program chairman.

The Minutes of the last meeting stand approved as published and corrected.

Executive Committee Report:

1.) President Davis received a call from a member of MSA for an expression of Board opinion on a proposal to charge candidates for Board positions a registration fee of \$1 dollar at all-campus elections.

MOTION W-33:

Dan Paskewitz moved to endorse MSA's suggestion of a \$1 registration fee for candidates who file for election to the Union Board.

Seconded.

A question was raised as to whether this fee would apply to all candidates for all positions and whether a uniform fee would be charged.

MOTION W-34:

Jerry Levey moved to table Motion W-33 until further information is obtained from MSA.

Seconded.

Motion W-34 passed; Motion W-33 tabled.

2.) An Ad Hoc Committee has been appointed to study a report on the Village Union and to determine the time when it will become necessary to close the Village Union. The following people compose this Ad Hoc Committee: Jerry Levey, Chairman; Brad Seabury, Manager of the Village Union; David Rouzer, President of the Village Union; Barb Sirmat; Harold Smith and Paul Larson.

Jerry Levey reported that the number of students and families residing at the two villages which are served by the Village Union has declined from a maximum of 908 to 233 at present.

3.) A written summary of Executive Committee's expectations for Area Directors was placed in the Board's folders and reviewed for the Board.

4.) Kathy Book has resigned from the Board and there are now two openings to be filled on the Board.

5.) Judy Hoy presented MSA's Freedom of Speech petition to the Board.

PETITION IN FAVOR OF FREEDOM OF SPEECH

We, the undersigned, support the right of Professor Mulford Sibley of the Political Science Department to hold and express his personal political views without endangering his position as a member of the faculty.

We believe that an important criterion for judging both teachers and universities should be their ability to produce informed and questioning citizens who are able to approach their work and community life with independent and mature judgement. A diversity of views and freedom of speech on the campus are essential to this task.

We believe that the attacks on Professor Sibley for his political views by Commissioner Rosen and others threaten the freedom of speech and thought in the whole University, both for faculty and students. Of essential importance is preserving distinction between a professor's credentials and his rights as a member of a democratic Society.

We believe that the University of Minnesota has an obligation to set an example of freedom of speech for the community.

MOTION W-35:

Judy Hoy moved that the UBOG resolve to support MSA's petition endorsing Freedom of Speech.

Seconded.

Motion W-35 passed.

Judy Hoy asked for the Board's opinion of the plan currently under study by MSA, for pre-payment of registration fees. This was discussed briefly without recommendation.

Judy Hoy reported that Project Awareness seems to be progressing well with its plan to receive people for summer work at the Minnesota Indian Reservation.

Dan Paskowitz reported that work has begun on a plan to provide some assistance to this project in Arts and Crafts recreation work through Union committee work.

Program Committee Chairman Report: Judy Hoy

- 1.) The Program Financial Report for fall quarter 1963 was presented to the Board.
- 2.) Judy Hoy requested opportunity to meet with those area directors and chairmen with whom she has not already met to discuss new re-alignment of responsibilities and authority.

House and Finance Chairman Report: Jerry Levey

1.) MOTION W-36:

Jerry Levey moved that the Acting Director of the Department of Student Unions be authorized to request additional space needs on the West Bank.

Seconded.

Motion W-36 passed.

- 2.) A request for study tables in the Terrace Reading Room was considered at today's meeting. The discussion resulted in a point being raised as to the extent to which we should permit or encourage the Union to become a study hall. A related problem is an increasing tendency to use the Men's and Women's Lounges as places to nap, thus reducing the effectiveness of the Union as a socializing agency. The matter will be reviewed by the House and Finance Chairman.

Public Relations Chairman Report: Roger Hauge

- 1.) One of the four pages in the 1964 Gopher to be used by UBOG will be reserved for Program Consultants; Staff coverage.
- 2.) The President's Reception was inadequately attended by UBOG members. A point was made that the Board should perform this service in a satisfactory manner or not at all.

MOTION W-37:

Jerry Levey moved that we discontinue serving as hosts and hostesses for the President's reception.

Motion W-37 failed because of lack of a second.

Judy Bay moved that we show our interest and concern in handling the President's Reception and to carry out those responsibilities more effectively in the future.

Seconded.

Motion W-38 passed.

Personnel Chairman Report: Judie Mitera

- 1.) Judie Mitera thanked everyone who attended the Recognition dinner this evening.
- 2.) No personnel changes were requested for committee chairmen.
- 3.) Some committee rosters are still outstanding. Area directors are requested to have these turned in by committee chairmen as early as possible.

Director's Report:

- 1.) The report on signs and displays in the building has been referred to the Public Relations chairman. It is hoped that the content and implications of the Report will be approved soon so that staff may move ahead to implement.
- 2.) Study of the Village Union financially from 1949 through 1964 has been completed.
- 3.) An informal request was received from the Director of University Bookstores for additional storage space in the Coffman Memorial Union Building for cap and gown needs.

Old Business: None

New Business: None

Announcements:

- 1.) Both Personnel and Program Chairmen asked anyone interested to come in and discuss problems (as well as triumphs) with them, and to include their staff consultant.
- 2.) Jerry Levey mentioned the large parking ramp to be erected behind Comstock, and need to consider easy access to the Union from the elevator exits in the ramp.
- 3.) Gopher Yearbook photographers took pictures of the Board tonight.

Adjournment: 9:10 p.m.

Respectfully submitted,

Paul W. Larsen, Acting Director
jkl

The next meeting of the EBOG will be held Wednesday, January 22, 1964, in room 346, Coffman Memorial Union.

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COTTMAN MEMORIAL UNION

Meeting of January 22, 1964

- I. Minutes of last meeting
- II. Old Business
 1. Charge for election applicants
 2. Board representative from MSA
 - 3.
 - 4.
- III. New Business
 - A. Use of rooms - House and Finance
 - B. Bowling and other house privileges - Public Relations
 1. For whom?
 2. What stipulations?
- IV. Announcements
 - A. Executive Committee - Gloria Davis
 1. Agenda in complete form
 2. SCSA Report - Use of I.D. cards
 3. Recommendations of WMR Ad Hoc
 4. Fraternity
 - B. Program Committee - Judy Hoy
 1. Budget
 2. Good of the Order
 - C. House and Finance Report - Jerry Levey
Attached to end of minutes.
 - D. Personnel Committee - Judie Miters
 - E. Public Relations - Roger Hauge
- V. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of January 22, 1964

Members Present:

N. L. Bentson, Frank Buckley, Sue Buhrman, Gloria Davis, Bob Gasway, Roger Hauge, Judy Hoy, Paul Larson, Jerry Levey, Judie Mitera, Dan Paskewitz, Barb Sirmal, Harold Smith, Don Zander

Members Absent:

Kathy Hamer, Reuben Hill, Carolyn Podany

Guests Present:

Diane Birger and Kim Boldthen, UBC; Stephanie O'Connor, Daily Representative; Joel Garies, WMMR Acting Manager; Ted Kaul, Program Director; Jan Lesnau, Clerk-Stenographer

The meeting of January 22, 1964 was called to order by Vice-President Hoy in Room 346, Coffman Memorial Union, at 6:34 p.m. Miss Hoy announced that the Board's agenda would be revised if there were no objections. No objections were raised.

The guests and Board members were introduced.

Old Business:

1. Miss Davis announced that new information from the Minnesota Student Association indicates that the amount of a filing fee for all candidates in the Spring elections would be \$.50 instead of the \$1.00 supported last week.

Dan Paskewitz said that he would therefore like to withdraw his motion (W-33) of January 15, 1964, which had been tabled and substitute a new one. The second was also withdrawn.

MOTION W-33 (as changed)

Dan Paskewitz moved to endorse MSA's proposal of a \$.50 registration fee to be paid by candidates who file for election to the Union Board.

Seconded.

Motion W-33 fails.

MOTION W-39

Gloria Davis moved that UBOG encourage MSA to use some other method than a filing fee to finance elections.

Seconded.

Motion W-39 passed.

2. President David received a letter from Jim Johnson, President of MSA, expressing interest in MSA representation at UBOG meetings.

MOTION W-40

Gloria Davis moved that the UBOG invite MSA to authorize an MSA member to attend Union Board meetings as a liaison representative (without vote) for the remainder of this Board's period of service.

Seconded.

Motion W-40 passed.

New Business:

A. Miss Davis recommended that the Board consider equipping the Terrace Reading Room with tables so that it could be used more effectively for studying. Mr. Levey felt that we had gone too far in permitting and even encouraging use of facilities in the Union for studying and sleeping. He felt that we should not take steps to reduce social interaction and active participation.

MOTION W-41

Gloria Davis moved that we provide the Terrace Reading Room with study tables and permit the entire remainder of the Union, including the lounges to be used for programming.

Seconded.

Mr. Larson expressed concern about destroying the character of the various areas in the building if we try to adapt all rooms to meet all interests.

Motion W-41 withdrawn.

A straw vote was taken and the majority of the Board members indicated unwillingness to change the Terrace Reading Room into a study area.

B.

MOTION W-42

Roger Hauge moved that UBOG members be authorized to bowl in the Coffman Union Bowling Lanes at the rate of \$.15 per line at times when there is not a waiting list.

Seconded.

Mr. Levey expressed concern with the financial aspects of this proposal. Dr. Zander indicated that voting a special privilege to themselves could cause some difficulties in the area of good public relations. Mr. Larson suggested that the costs of bookkeeping such transactions could not be justified by any foreseeable values gained.

Motion W-42 fails.

C. Jerry Levey reported on the WMMR Ad Hoc Committee meeting held this afternoon. A written report is included with these minutes. The committee makes the following recommendations:

THAT staff members of CMU undertake a study of radio station WMMR and the degree to which the station is able to meet students' needs with the results to be presented to UBOC with recommendations.

Mr. Levey and Mr. Larson reported on the acute need for lecterns in Coffman Memorial Union.

MOTION W-43

Jerry Levey moved that the Board authorize the purchase of three floor lecterns and the remodeling of existing table lecterns up to total cost of \$1,000.

Seconded.

Motion W-43 passed.

In addition, an allocation from reserve funds must be made for heating equipment repairs and replacement.

MOTION W-44

Jerry Levey moved that we allocate \$2,500 for the replacement of radiator traps and related repairs.

Seconded.

Motion W-44 passed.

Announcements:

Executive Committee--Gloria Davis

1. The form of the agenda was altered to fit the business of our Board meetings more appropriately in the same way that the Board's new structure is expected to facilitate programming activities. All the agenda information needs to be submitted to the president on Tuesday mornings as the agenda will be distributed on Tuesday rather than on Wednesday. All the business to be discussed will be on the agenda. Any late additions should be made before the business meeting begins.

2. The SCSA Report was well received. A question was raised about using I.D. cards in Union activities as an identifying device so that students could receive lower rates than others. The point was made that program and games rates in Coffman Memorial Union were already low.

3. The WMMR Ad Hoc Committee was dissolved.

4. President Davis took part last Monday in a cultural exchange program with a local Fraternity.

Program Committee--Judy Hoy

1. The Financial Reports for Fall Quarter 1963 were in the folders and called to the attention of the Board.

2. A total of 24 programs were held in the Union this week.

House and Finance Committee--Jerry Levey

None

Personnel Committee--Judie Miters

1. Jill Weavey and Chris Hayney are appointed as chairmen of Bridge and Creative Society respectively.

2. The cards given to committee chairmen and members in recognition of their participation in Union activities will admit one person to any Union sponsored event in which their presence will not incur any additional expense.

3. It was recommended that Ken Solie and Robert Weinhagen be appointed by the Board as the two new Board members to fill the vacancies now existing.

It was then suggested that applicants be interviewed further and the Executive Committee obtain more information about all of the applicants.

MOTION W-45

Dan Paskewitz moved that the Executive Committee be given the power to appoint two new members of the Board and bring their decision to the Board for approval next week.

Motion fails for lack of a second.

MOTION W-46

Jerry Leven moved that the Executive Committee, supplemented with other presidential appointments, be authorized to appoint the new Board members.

Seconded.

Motion W-46 and second withdrawn.

MOTION W-47

Judie Mitera moved that Ken Solie be appointed as one of the new members of the UBOG.

Seconded

MOTION W-47 withdrawn.

MOTION W-48

Jerry Leven moved that the Executive Committee, supplemented with other presidential appointments, be authorized to make appointments to fill the two vacancies on the Board with such appointments to be conditional upon confirmation by the Board at the next regular meeting.

Seconded.

Motion W-48 passed.

Public Relations--Roger Hauge

A report entitled, "STUDY OF COFFMAN MEMORIAL UNION'S SIGN PROGRAM: ITS ILLS, THE BASIC FUNCTIONS IT SHOULD PERFORM AND RECOMMENDATIONS FOR IMPROVEMENT," was distributed to Board members. The Public Relations Chairman requested Board members to read the study and to make any additions, corrections, or comments at the next meeting.

Adjournment 8:25 p.m.

Respectfully submitted,

Paul W. Larson
Acting Director of Student Unions

dh

The next meeting of the UBOG will be held in Coffman Memorial Union in Room 346 at 6:30 p.m. on Wednesday, January 29, 1964.

CHAIRMAN'S REPORT OF WMMR AD HOC COMMITTEE MEETING
January 22, 1964

Members Present

Sheldon Goldstein, KUOM; Donald Zander, UBOG member; Ted Kaul, CMU Program Director; James Holte, Electrical Engineering; Jerry Leven, UBOG member; Joel Garies, Acting WMMR Manager

Others Present

Gloria Davis, UBOG President; Paul Larson, Acting Director of Student Unions

Because of scholastic and other reasons, WMMR has lost some of its managing personnel. There are approximately fifty active members on the committee and the managing positions are now being filled. There is approximately \$900 left in the budget making Summer and Fall expenditures around \$1,900.

Because the committee felt that this should be the last meeting, a statement of action (s) that the UBOG could possible take was the major point of business. Different members presented these views:

1. If the UBOG wants WMMR as it is, they should be prepared to spend similar amounts of money each year.
2. WMMR serves no useful purpose either in service or training and that the money spent is being wasted.
3. The UBOG is not the proper group to run WMMR and it should be taken over by Journalism, Speech, or an other interested group.

From these three basic areas and similar discussion, the following motion was made and defeated two to one with one abstention: At the end of Spring Quarter, the Union Board of Governors should suspend financial support of WMMR and approach Speech, Journalism or any other interested party to assume responsibility for operation of WMMR.

Other alternatives were then presented:

1. Revert WMMR to the status it held before the Ad Hoc Committee was made (to be again completely under the Program Committee.)
2. Set up WMMR similar to the Bowling Lanes and ArtCraft Studio where a full-time staff person is employed to manage it and the Union has students on the committee to work on WMMR.

Also brought up at this point was how we could formulate a decision when no one knew how many people listen to WMMR and if it does any good for the students. In light of this statement, the following motion was made:

The Ad Hoc Committee recommends to the Board to direct the staff of CMU to undertake a study of WMMR and the degree to which the station is meeting student needs, and that the results of this study, with a staff recommendation, be presented to the UBOG for their action.

After much discussion as to expense, what should be found by such a study, etc., the motion passed three to zero with one abstention.

This is the last meeting of the Committee (unless it isn't dissolved by Gloria Davis at which time we may have to meet again.) I want to thank all the members for the time and effort they put into this committee.

Respectfully submitted,

Jerry Levey, Chairman
WMMR Ad Hoc Committee

dh

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
COFFMAN MEMORIAL UNION

January 29, 1964

VILLAGE UNION AD HOC COMMITTEE

Meeting of January 23, 1964

Because of scheduling conflicts, the full committee could not meet. Mr. Paul W. Larson, Mr. David Rouzer, and I met and informally discussed the problems which face the committee in making a recommendation as to the closing date of the Village Union. It was generally agreed that some method should be chosen that justifies the expenditure of money while not depriving the married students of needed facilities.

Some alternative plans were discussed. David Rouzer is looking into the costs of reducing the operating size of the Union or moving into a different building. Mr. Larson will aid him and will also procure an estimate from Plant Services on some other possibilities.

Mr. Larson and I will probably attend the February 10, 1964 meeting of the Village Union Board to hear their feelings as to the purpose and function of the Village Union.

The original Village report that was prepared on January 14, 1964, is in Mr. Larson's office, and I have a copy also. Anyone wishing to see this report may do so. Pertinent parts will be taken and mimeographed for UBOG members' use when this committee presents its recommendations.

Respectfully submitted,

Jerry Levey, Chairman
Village Union Ad Hoc Committee
Union Board of Governors

dh

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
COFFMAN MEMORIAL UNION

A STUDY OF COFFMAN MEMORIAL UNION'S SIGN PROGRAM: ITS ILLS, THE BASIC
FUNCTIONS IT SHOULD PERFORM, AND RECOMMENDATIONS FOR IMPROVEMENT.

by

Richard Ambrose
Administrative Fellow
Public Relations

December 1963--January 1964

*In the following study, the word "sign" is used to include everything
from signs on office doors to display cases and trophies.

OUTLINE

I. Bowling lanes

A. Present Sign Program

1. Informational Signs
2. Directional Signs
3. Display Signs

B. Ills of the Present Sign Program

1. Number
2. Uniformity
3. Location
4. Information
5. Appearance

C. Recommendations

1. Number
2. Uniformity
3. Location
4. Information
5. Appearance

II. Arts and Crafts Studio Area

A. Present Sign Program

1. Informational Signs
2. Directional Signs
3. Display Signs

B. Ills of the Present Sign Program

1. Number
2. Uniformity
3. Location
4. Information
5. Appearance

C. Recommendations

1. Number
2. Uniformity
3. Location
4. Information
5. Appearance

III. Ground Floor

A. Present Sign Program

1. Informational Signs
2. Directional Signs
3. Display Signs

B. Ills of the Present Sign Program

1. Number
2. Uniformity
3. Location
4. Information
5. Appearance

C. Recommendations

1. Number
2. Uniformity
3. Location
4. Information
5. Appearance

IV. First Floor

A. Present Sign Program

1. Informational Signs
2. Directional Signs
3. Display Signs

B. Ills of the Present Sign Program

1. Number
2. Uniformity
3. Location
4. Information
5. Appearance

C. Recommendations

1. Number
2. Uniformity
3. Location
4. Information
5. Appearance

V. Second Floor

A. Present Sign Program

1. Informational Signs
2. Directional Signs
3. Display Signs

B. Ills of the Present Sign Program

1. Number
2. Uniformity
3. Location
4. Information
5. Appearance

C. Recommendations

1. Number
2. Uniformity
3. Location
4. Information
5. Appearance

VI. Third Floor

A. Present Sign Program

1. Informational Signs
2. Directional Signs
3. Display Signs

B. Ills of the Present Sign Program

1. Number
2. Uniformity
3. Location
4. Information
5. Appearance

C. Recommendations

1. Number
2. Uniformity
3. Location
4. Information
5. Appearance

-7-

A STUDY OF COFFMAN MEMORIAL UNION'S SIGN PROGRAM: ITS ILLS, THE MINIMUM NEED FOR A SIGN PROGRAM, AND RECOMMENDATIONS FOR IMPROVING THE SIGN PROGRAM

I. BOWLING LANES

A. Present Sign Program: The current sign program in the bowling lanes is directed at the regular customer. This is recognition of the fact that the greatest part of bowling income comes from the regular bowler and not the occasional bowler.

All of the signs in the bowling lanes area can be classified into one of three categories: informational signs, directional signs, and display signs. Following is a list of all the signs in this area, grouped according to their types.

Informational and Directional:

- 44 signs in the area of the lobby and scoring desks
- 12 signs on the pin sweeps
- 4 six-frame holders for league standings, ABC handicap charts, and league schedules (4' x 1's and 4' x 2's)
- 3 bulletin boards
- 1 triple-decked handout holder
- 1 pile of handouts on large display case
- 3 penned signs taped on vending machines
- 1 painted sign on vending machine

Display:

- 6 pictures of past teams, framed and hung on wall
- 1 large trophy case with 19 trophies
- 1 smaller trophy case with two trophies
- 16 trophies and plaques hung in various parts of the lobby
- 1 framed letter

B. Ills: Although the present program does a fair job at reaching regular bowlers, several aspects of it are detrimental to really effective communications. These areas can be divided into five general categories:

Number:

In the whole area of the bowling lanes, there are nearly 100 signs designed to catch the attention of the prospective customer. Although most of the information on these signs is necessary information, there are several things which might be done to reduce this number. Some signs are actually hidden by others.

Information: subdivided into

- contradictory information
- repetitious information
- signs overloaded with information

Location:

This particular category is closely allied with the number of signs. In fact, this is pretty much a case of "Close the Cabaret; Cure the Carnal Man." More specifically, there seems to be little emphasis on locating similar information in the same general location where possible. If this were done, the number of signs would all but automatically be reduced.

Appearance:

The most frequent sin here is the use of old and yellowing signs. At least one bulletin board has old newspaper clippings. The certified bowling lanes stickers are peeling from the entry way door.

Another ill in this category is the use of type-written signs, which along with various other signs, are often taped to the wall, doors, or vending machines.

A third eyesore is the absence of signs where they should be; for example, in the display case at the clerk's desk, and in the framed display holders.

Uniformity:

Although it is not always necessary to ^{maintain} complete uniformity (e.g., the same lettering, same size posters, etc.) a degree of it in the lanes might help improve promotions there. Some of the signs in this area are embossed, some are typed, some are painted, and some are merely written in pencil or ball point.

C. Recommendations:

Number and Location:

- remove signs that are repetitious
- remove unnecessary or uninteresting materials from bulletin boards and other areas
- centralize signs by type as much as possible
- centralize trophies into one case if possible. A commercial trophy case would cost in the neighborhood of \$300-\$600. However, in view of the rumor that the cases in the table tennis room are to be dismantled, might not these be refinished, then rebuilt in the lanes area?

Information:

- eliminate contradictory signs
- where possible, limit the information placed on one sign
- cut down on repetition

Appearance:

- remove or replace old signs
- discontinue use of panned signs in general (e.g., on vending machines.)

These might be replaced with embossed (detachable) signs.

- replace mimeographed handouts with printed cards, or let permanent signs suffice. Keep permanent sign holders filled.

Uniformity:

Use a limited number of poster sizes, as well as a limited number of methods in constructing posters (embossed, painted, panned, etc.)

II. ARTS AND CRAFTS STUDIO AREA (WEST BASEMENT)

A. Present Sign Program. The sign program(s) in the west basement seem to be directed at two publics: students from the general community who might be using the facilities of the Studio or some other area, and members of organizations who have use of office space in this area.

The signs in the west basement, too, can be divided into the three categories: informational and directional, and display signs.

Informational and Directional:

- 12 signs indicating specific offices, rooms, and areas
- 4 signs perpendicular to the walls indicating same
- 1 sign painted on woodwork (Ski Club)
- 5 bulletin boards

Display:

- 1 United States' Map
- 1 large bulletin board (on north wall) partly used for display.

B. Ills: The ills in the Arts and Crafts Studio Area, too, can be divided into the categories Number, Uniformity, Location, Information, and Appearance.

Number:

In absolute terms, there are not a whole lot of signs in the west basement. Relative to the area, however, there appears to be a great profusion (confusion?) of them. This "confusion" is especially evident in the north-south corridor. Perhaps it is not really so much a product of numbers, however, as it is the lack of organization and especially uniformity.

Uniformity:

What uniformity in sign types, materials, etc. there is in this area is confine. to the staff areas. There is none ~~in~~ of it in the north-south corridor. At least one organization has located its office by painting on the woodwork. Others use embossed signs, wood signs, panned signs and/or combinations of these.

Location:

Not only is there lack of uniformity in the types of signs and sign-materials used, but also in their placement. Some signs are tacked to doors, some above, some beside, and some within the office itself; some offices have no apparent markers.

Appearance:

The ill here seems to be more a product of the preceeding three ills than of anything specific. These three points combine to present a very sorry mess.

There is one specific point that might be mentioned, however: on several doors in this area there are empty sign holders. One of the most evident is on the entrance doorway.

Information: subdivided into

- repetition (more than one sign marking the same office or area)
- outdated information (confined to bulletin boards)

C. Recommendations:

Number And Information:

- remove repetitious signs
- remove outdated materials from bulletin boards

Location:

- where possible, locate signs in one of two places - on office and area doors, and over office and area doors, perpendicular to the wall.

Uniformity:

- eliminate signs painted on woodwork
- use similar methods and sign-materials when making signs (e.g., embossed door-cards)
- eliminate penned signs

Appearance:

- take care of the above points
- either remove empty sign holders on all doors or fill them

III. GROUND FLOOR - MBR FOYER

A. Present Sign Program: The sign program in the Main Ballroom Foyer is designed to give information and direction to 1) individuals entering the building from the west and from the garage, and 2) individuals who for some reason are using the Main Ballroom.

The signs here are either directional and/or informational. There are no signs merely for display.

Informational and Directional:

- 8 signs in Foyer proper
- 2 signs, one each on check room doors
- 4 signs, two each inside checkrooms

B. ills:

Information:

There's little wrong with the information and direction given by the signs in the Foyer. The two signs in the men's checkroom are a little too strongly stated, however. They read:

"NO PARTIAL CHECKING!", and

"TAKE WHAT YOU NEED!".

Appearance:

The signs on the checkroom doors are fading. Inside the checkroom (men's), the two above-mentioned signs are hanging sloppily from the center coat rack.

Number:

* There are too few signs (to be explained in "Recommendations")

C. Recommendations:

Information:

- make the sign in the men's checkroom a little more friendly
- * because so many people use the west (ground floor) door, including people who are at CMU for conferences, etc., a small directory outlining the main areas of the Union is in order.

Appearance:

- paint new signs on checkroom doors
- use a better method of hanging signs in checkrooms

III. GROUND FLOOR (EXCLUDING NORTH STAR ROOM, INCLUDING GOPHER HOLE)

A. Present Sign Program: The sign program on the ground floor is presented primarily to give information and direction to both people who use the areas frequently and those who do not use it quite as frequently. There are also areas here that are set up for display in the hope that these displays will lead to eventual purchases. The signs on this floor can be grouped into the following categories:

Informational and Directional:

- 20 signs that are painted or in some other manner attached to the walls
- 12 signs painted on or panned and taped to glass windows and doors
- 2 bulletin boards, one on either side of the Food Service Office door
 - 1 small bulletin board with a mimeoed notice
 - 1 large bulletin board holding the Union Ride Service, a poster holder for the University Artists' Course, and a University Theatre poster holder.
- 3 combination directory-schedule of hours-menu Food Service Boards
- 4 large poster tripods
- 7 signs painted on wooden doors
- 1 sign in Gopher Hole

Display:

- 1 display window running the length of the bookstore
- 2 display cases at Newspaper-Tobacco stand

B. ills: The sign program in this area does a fair job at reaching its two publics. A little tidying up, however, would go a long way toward improving the overall appearance of the ground floor.

Appearance:

- The University Artists' Course poster holder is dirty, as well as empty.
- The large bulletin board is only partially filled.

- There are only three paper signs tacked to the wall in this area; these are Civil Defense signs. The arrows on the Civil Defense sign at the west staircase are peeling.
- The large bulletin board is in a very tattered condition.
- There are two penned signs taped to the entrance door of the Ski-U-Mah Room.
- Many of the signs on doors leading to offices and areas are fading.

Information:

- There is some outdated information on the Union Ride Service bulletin board.
- The Art and Crafts Studio signs on this floor conflict with signs in other areas in this respect: One sign here designates the area as the Artcraft Studio, others designate it as the Artcrafts Studio, still others as the Arts and Crafts Studio.
- The elevators on this floor are not marked.

Number:

- At the west entrance to the ground floor, two tripods duplicate information that is available on a sign directly above them.
- There are 3 menus (4 counting the one just inside the door to the cafeteria) in the "food" area. One or two could suffice.

Location:

- In several places (12) signs are taped or painted on glass doors.
- The large menu-directory-schedule of hours is out of the way of the general traffic.

C. Recommendations:

Appearance and Location:

- remove or repair signs that are peeling
- repair large bulletin board
- clean dirty signs
- fill or remove poster holders that are not used

- eliminate penned and taped signs
- eliminate all signs possible put in any manner on glass doors
(e.g., exit-entrance signs on cafeteria doors)
- repaint fading signs on both men's and women's rest rooms, possibly that on the Food Service door, and that marking the Campus Mail Night Box.

Information:

- remove outdated information from Union Ride Service
- determine the proper name for the Arts and Crafts Studio and alter signs to suit
- mark elevators

Number:

- remove tripods from the west entrance and let the lighted sign suffice, or alter it so that it will suffice
- place a large combination menu-directory-schedule of hours sign in a conspicuous place to take the place of the three now in use.
- put a sign over the Gopher Hole entrance

III. GROUND FLOOR: NORTH STAR ROOM

A. Present Sign Program: All of the signs in the North Star Room in one way or another are directional and/or information, in that they either tell students of specific services available or give them directions both positively and negatively.

Informational and Directional: Post Office

-15 signs on the Post Office windows, either embossed, printed, painted, or panned and taped

- 1 3 1/2' x 1' bulletin board over mail slots

- 7 directional signs taped to the wall on either side of the bulletin board

- 1 crayoned sign taped to the wall over "U.S. Mail Bundles"

- 2 bulletin boards opposite post office windows

- 1 felt-panned sign taped to the eastern-most column

Informational and Directional: Venders' Row

-10 (poster) display windows on south wall

-10 panned signs taped to coin changer

-1 Marine Corps handout rack

- 4 embossed signs directing clientele to bag lunches attached to columns running east and west.

-23 panned signs taped to the vending machines

- 1 huge sign painted on the west wall for bag lunches

- 1 embossed sign taped to bag-lunch sale window

B. ills: The sign program in this area is at least consistent with the general appearance of this room. Although the recent painting has improved the room 100-fold, it nevertheless remains one of the worst, possibly the absolute worst looking room in the building. It is matched only by its sign program.

Some of the points mentioned here have since been corrected, but just the fact that they have been used warrants their mention since they may at any time reappear.

Number:

- Although the actual number of signs in the North Star Room is in a constant state of flux, the day-to-day average runs in the neighborhood of 60-70. Relative to the size of the room, this is probably not too many signs. Relative to the areas in which they are placed, however, these areas are grossly overloaded with signs. The Post Office, for example, looks literally like a sign depot. Many of the signs have been taken down since the holidays, but nothing guarantees that as the year progresses they will not return.

Uniformity:

- There is none, at least in a positive sense. In a negative sense, however, uniformity seems to be the watch word. Many of the same signs are committed throughout the room.

Location and Appearance:

- 8 of the 10 (poster) display windows are either partially or wholly hidden by other signs, vending machines, or waste barrels.

- Of the 60-70 odd signs that are used in this room, a total of circa 50 are taped or glued to walls, windows, columns, and vending machines.

- Some of the embossed signs that are presently in use here are old and dirty.

Information:

- At least one (poster) display window has outdated information.

C. Recommendations:

- Either expose hidden and half-hidden (poster) display windows or remove to a new location.

- Replace signs taped to walls, windows, and columns with more permanent signs, if necessary. In any event, remove all taped signs.
- Replace signs taped to vending machines with permanent (detachable) signs.
- Keep visible poster windows filled. If there are not enough posters available at any given time, might not such poster windows be filled with either permanent signs (advertising CMU in general) or with some type of attractive fillers, such as modern paintings on poster paper, blown up pictures of Coffman Union, etc. These fillers would best be constructed to full and half size.
- Restrict posters and signs that go into these poster windows to either full size or half size.
- Relocate signs that are blocking others from view.
- Eliminate the use of panned signs.

IV. FIRST FLOOR

A. Present Sign Program: The first floor is more important than any other floor in projecting an image of the Union as a whole to the various publics that use the facilities here. It is therefore doubly important that we select very carefully the sign program we are to use.

The present program consists of:

Information and Directional:

- 2 cardholders attached to doors; one on Room 110, one in the special activities room
- 2 lighted signs; one at the entrance of the Fine Arts Gallery and one at the entrance to the east wing.
- 2 "directories" on either side of the information desk
- 2 display windows
- 7 posters placed by various methods on walls
- 2 elevators signs; one at each end of the floor
- 2 telephone booth markers; one at each end of the floor
- 4 signs painted on glass doors
- 1 poster placed in glass door
- 2 bulletin boards
- 10 signs painted on various doors
- 3 poster holders (floor model)
- 1 handout holder in the Co-educational Game Room

Display:

- 2 display cases
- 5 plaques

B. Ills: In recognition of the fact that the first floor is perhaps the most important area in the building, in terms of the image it projects, it has in nearly all respects a well-expedited sign program. There are a few general areas of illis that do bear mention.

Display:

- The display cases on either side of the Information Desk should at all times be painstakingly cared for. Absolutely no display should go up in these cases that does not measure up to pre-determined standards for quality, content, neatness, and to some degree size. The sin here, then, is that often displays are put up with little regard to such standards.
- Plaques (Co-ed. Game Room) are not located in the most effective locations.
- At least one plaque (bridge champion) is in need of repair.
- Display cases in the table tennis room are empty.

Information and Direction:

- Some signs in the east wing (door signs) are in need of repainting.
- Table soccer rules in the Billiard Room are typed and taped to the wall.
- Over the bulletin board in the Billiard Room, a sign made out of brown wrapping paper is taped.
- On each of the glass doors leading to the Billiard Room, the words "Billiards room" is printed. These signs are fading.
- The large display windows (next to the display cases) are often filled with posters that do not live up to standards of quality, neatness, size, and content. (This is true only of the display window to the west of the information desk, although a little variety in the east window might help alleviate the monotony of seeing pictures of board members day after day.)
- In the Terrace Reading Lounge, two signs with the same information rest side by side on a table.

C. Recommendations:

- determine standards of quality, neatness, content, and size that displays must meet before being constructed in the display cases.
- Determine similar standards for posters in the display windows
- insofar as it is possible or desirable, remove signs painted in or

posters placed in door windows

- eliminate the use of typed or penned signs placed in any manner on walls or doors
- eliminate the use of taped signs
- determine standards, similar to those mentioned above, that would determine size, quality, neatness, and content of any posters placed on the first floor (similar standards should be maintained on all floors)
- repaint doors signs in the east wing

V. SECOND AND THIRD FLOORS

A. Present Sign Program: There is little value in going through the extensive list of signs, posters, display cases, etc., that comprise the sign program on the second and third floors, simply because the list, as extensive as it is, can be reduced to signs that either identify offices and areas, announce current and upcoming events and services, or are placed for purposes of display. Signs that identify offices and areas are by far the most numerous of the three types.

B. Ills: More importantly, the things that are wrong with these signs are also fairly simply classified into relatively few categories. Thus, many of the signs that are actually painted on doors are fading; there seems to be little uniformity in any given area as to whether signs identifying offices and areas consist of signs painted on doors, signs perpendicular to the wall (above the door or beside it), cardboard posters placed in holders attached to doors, or lighted signs over the door, such as the Alumni Association employs; when announcing current or upcoming events and services, some offices, such as that housing Alpha Phi Omega and Gamma Sigma Sigma, merely tape posters to the wall or to other signs, or place them in poster stands. Although, for the most part this report has stressed or tried to stress the need to reduce the number of signs, there are on second floor, areas that actually lack information. One of the less important examples is the sign program of the Alumni office. This office apparently has three doors leading to the interior. The two doors at either extreme of the office merely state: "Entrance 205" with no other information. How is one to know what entrance they are pointing to. A more important lack of information is the absence of signs identifying the International Lounge. The two signs presently in use at either end merely identify it as "This Lounge..."

C. Recommendations: What recommendations I have can be sifted from the foregoing discussion of ILLS, but for purposes of repetition and simplicity, they are:

- Repaint signs that are fading (for the most part only signs painted on doors or columns are actually fading.)
- As much as possible and desirable, make signs identifying given areas uniform: either identify all offices with signs painted on doors, with signs perpendicular to the walls, or both.
- Remove all poster holders on doors leading to offices that have permanent location (e.g., Alpha Phi Omega.)
- At either end of the International Lounge, place more permanent identifying signs.
- Discontinue use of posters taped to walls, doors, or other signs.
- Limit the number of poster stands (e.g., tripods in use.)
- Identify rest rooms on the third floor so persons leaving the elevators can see them.
- When blocking out signs on doors, use some colored paint.
- Mark elevators so persons coming from either direction can see them.
- Use lighted signs only to mark areas (e.g., that identify the offices, program staff, and assistant director on second floor.)

THE BASIC FUNCTIONS THAT COFFMAN MEMORIAL UNIONS SIGN PROGRAM SHOULD PERFORM

The basic functions that the sign program in Coffman Memorial Union should perform are:

1. to render information and direction concerning the location of offices and areas
2. to outline to the Union's clientele what is acceptable conduct in the various areas
3. to give information on a temporary basis of upcoming and current events
4. to render information and direction about the nature and extent of services and recreational facilities

Such a program must be tempered by standards as to:

- a. the number of signs of any given type allowed in the various areas
- b. the uniformity of construction of, materials for, and quality of any given sign-type in any given area (e.g., door signs on the third floor)
- c. the location of signs in the various areas
- d. the appearance of signs throughout the building
- e. the information that signs may contain

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1-13-64

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Meeting of January 29, 1964

- I. Minutes of Last Meeting
 - Introductions
 - Confirmation of new board member appointments
- II. Old Business
 - A. Sign Policy
 - B. WMMR
 - C. Village Union
- III. Director's Report
 - A. Completion of bulletin board installation
 - B. Name of Medical Students' new facility
 - C. Report on parking ramp planning
 - 1. Location of exits in relation to CMU
 - 2. Relationship to future air-conditioning
 - D. Request for NSC
- IV. New Business
 - A. Co-sponsorships
 - B. Orientation
 - C.
- V. Announcements
 - A. Executive Committee--Gloria Davis
 - 1. Area Designations
 - 2. Off-campus Advertising
 - B. Program Committee--Judy Hoy
 - 1.
 - 2.
 - C. House and Finance Report--Jerry Levey
 - 1.
 - 2.
 - D. Personnel Committee--Judie Mitera
 - 1.
 - 2.
 - E. Public Relations Committee--Roger Hauge
- VI. Adjournment

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1-29-64

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of January 29, 1964

Members Present:

N. L. Bentson, Frank Buckley, Sue Buhrman, Gloria Davis, Bob Gasway, Kathy Hamer, Reuben Hill, Judy Hoy, Paul Larson, Jerry Levey, Judie Mitera, Dan Paskewitz, Barbara Sirmal, Ken Solie, Robert Weinhagen, Don Zander

Members Absent:

Roger Hauge, Carolyn Podany, Harold Smith

Guests Present:

Judy Martz, Union Board Council; Ted Kaul, Program Director; Stephanie O'Connor, Daily Representative; Donna Harrison, Senior Secretary

The meeting of January 29, 1964, was called to order by President Davis in Room 346, Coffman Memorial Union, at 6:40 p.m.

The minutes of the last meeting were corrected as follows:

New Business C should be a motion instead of a recommendation regarding the study of WMMR.

MOTION W-49

Jerry Levey moved that the Union staff make a study of station WMMR and present to the Board results of the study and a recommendation as to the future of the station.

Seconded

Motion W-49 passed

Executive Committee Report No. 3 should read: "The WMMR Ad Hoc Committee was not dissolved."

Spelling of Gloria Davis and Jerry Levey's names was corrected.

Old Business No. 1 should read " . . . \$.50 instead of \$1.00 reported last week."

Minutes stand approved as corrected.

MOTION W-50

Judie Mitera moved that the appointments of Ken Solie and Robert Weinbagen as Board members be confirmed.

Seconded

Motion W-50 passed

The new Board members were sworn into office by President Davis. Judie Mitera presented them with the Union Board of Governors pin and crest.

President Davis introduced Board members and guests.

Old Business

A. Mr. Larson presented to the Board a resume of the building signs report. (copy attached to file copy of minutes) This should not be considered a policy to be approved by the Board, but rather a statement of situations which exist, ills which need correcting, and recommendations for these corrections.

Dr. Hill felt that a professional artist could be the solution to many of the problems with signs and that a professional sign writing service would be worth considering.

Judy Hoy requested information on the Linoscribe Poster machine. Mr. Larson informed the Board that the Student Center has one of these devices. It has approximately the same limitations as the embossograph in the Coffman Union Art Craft Studio. Mr. Larson believes standards must be established. Professionally made signs interspersed with signs made by students will stimulate students to improve their signs.

The matter of standardizing easels is being covered in another report.

The sign report erroneously mentioned that Alpha Phi Omega has a permanent office.

MOTION W-51

Jerry Levey moved that the Board accept the building sign report except for that section which mentions Alpha Phi Omega's permanent office.

Seconded

Motion W-51 passed

B. Jerry Levey was concerned with whether or not the study authorized in Motion W-49 is going to be of any help in the long run. The study will be

good from an operational standpoint, but it may not help us in a decision on whether or not to close WMMR. He felt that the Board should be able to make a decision on the future of the station without waiting for a study. Mr. Kaul clarified the purpose of this study. It was to be essentially concerned with how well WMMR is meeting the needs of students. Facts would be presented, along with recommendations and/or comments about these facts, for the Board's action.

This matter will be discussed again at next week's meeting.

C. Jerry Levey reported that the first report of the Village Union Ad Hoc Committee is contained in the folders. This report is attached to the minutes. Another meeting of this committee is set for the evening of February 10 with the Village Union Board.

Director's Report

A. Installation of bulletin boards in the student organizational offices as requested by the Board has now been completed.

B. Mr. Larson explained that use of the term "Student Center" for the Medical Student facility creates some problems. This matter has been called to the attention of the appropriate authorities for review and the name to be selected will be subject to approval by the Committee on University Honors.

C. Mr. Larson gave a report on the proposed parking ramp behind Coffman Memorial Union. This parking ramp will cover about four acres of land stretching from the West of Comstock Hall to the East of Coffman Memorial Union. He explained the plans for elevator locations and exits. The plans offer possibilities for Coffman Union modification. If more Terrace space is needed, it would be logical to extend the Terrace over the service entrance and connect it to the ramp. Another possibility is to provide a walkway from the corridor leading to the Game Room on the first floor to the ramp. This would require modification of the Game Room but could provide some interesting possibilities for improvement of this area.

Another interesting aspect is the possible future air-conditioning of sections of Coffman Memorial Union. The parking ramp construction is sufficiently close to the building that it makes possible the use of the ramp as a cooling tower for air-conditioning purposes. This would eliminate the need for such a tower to be forced rather uncomfortably into the design of the present Union building.

This matter will be referred to the House and Finance Committee for recommendations.

D. The Minnesota Student Association has requested use of the Main Ballroom from August 16-26, 1964, for the National Student Congress. This request is now being considered.

Increased vigilance in checking on gambling in areas where card playing is permitted has disclosed no visible violators of the no-gambling rule and law.

New Business

A. Judy Hoy passed a copy of the Board's co-sponsorship form to each member. She requested opinions of the Board members regarding the effectiveness of the present policy.

Miss Hoy felt that the co-sponsorship policy should be more liberal. It is the responsibility of the Union Board to encourage fine programming whether or not the Board initiates the involved activity. Dr. Hill suggested that a simplified, more liberal policy be definitely drawn up and proposed so that there is something tangible to discuss.

MOTION W-52

Sue Buhrman moved that the co-sponsorship form be referred to the Program Committee to prepare recommendations for its revision.

Seconded

Motion W-52 passed

B. Judie Mitera suggested that Board members start thinking about the Union's responsibilities in the Orientation program. This will be discussed at the next Board meeting.

Announcements

A. Executive Committee--Gloria Davis

The Executive Committee decided at its last meeting that area appointments would be as follows: Ken Solie, Campus Area; Robert Weinhagen, Social Area.

We plan to request clarification of the policy on off-campus advertising with the Student Activities Bureau.

B. Program Committee--Judy Hoy

Congratulations go to the Board for another week of excellent programming. There has been an average of twenty-five programs per week for the last two weeks, and the diversity of the programs is in keeping with the philosophy of Union programming.

The Recreation, Topics, and West Bank Areas deserve special congratulations.

There will be an evening opening of the art show January 30.

Board members are reminded by Mr. Larson to have their contracts and authorizations for entertainment processed as early as possible. Forms submitted late result in the entertainers not being paid on time and increase our cost of operation.

The Daily coverage has been especially good recently.

Bob Gasway explained some of the details of Winter Week.

C. House and Finance Committee--Jerry Levey

No report

D. Personnel Committee--Judie Mitera

The history files for last quarter are now ready to be completed.

If there are any announcements of new chairmen, please submit their names.

E. Public Relations Committee--Roger Hauge

No report

The next meeting of the Union Board of Governors will be held on Wednesday, February 5, 1964, at 6:30 p.m. in Room 346 Coffman Memorial Union.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Paul W. Larson
Acting Director of Student Unions

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UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
COFFMAN MEMORIAL UNION

February, 1964

HOUSE RULES

I. INTRODUCTION

The purpose of these procedures is to insure the best possible use of Coffman Memorial Union facilities, to indicate the principle purposes for these facilities and to identify those who are eligible for their use. These rules are also intended to protect the building and its facilities for future generations of students and other campus personnel. The Director and his staff will enforce the following rules. Appeal to the application of these rules may be made to the Union Board of Governors.

II. GENERAL

A. Individuals and groups authorized to use facilities of Coffman Memorial Union:

1. All students who have paid the current University incidental fee and their guests.
2. All student organizations recognized under Senate Committee on Student Affairs policy.
3. Faculty and staff members of the University and their guests.
4. All recognized faculty and staff organizations.
5. Non-University individuals and members of non-University groups when it is in the best interest of the University.

B. These rules apply to all areas except:

1. Food Service areas
2. The Campus Club
3. Book Store
4. Barber Shop and Beauty Parlor
5. U. S. Post Office
6. Garage

C. Building Hours:

1. While classes are in session: Normally, the building is open 7:00 a.m. to 11:00 p.m. Monday through Saturday. Sunday building hours are 1:00 p.m. to 11:00 p.m.

2. Holidays: Normally, the building shall be closed.
 3. Vacation periods and summer schedule: Normally, the building is open 7:00 a.m. to 10:00 p.m., Monday through Friday with the building closed on Saturday and Sunday.
 4. The Union Board or the Director shall be empowered to change these hours for special occasions if such changes are in the best interests of the University.
- D. The Union is a Department of the University and use of its facilities must be in accord with University rules and regulations.
 - E. Any willful or careless damage to any property of the Union will necessitate replacement by the person responsible.
 - F. There is to be no tipping of any employee of the Union.
 - G. Nothing may be sold in public areas of the Union building without specific approval of the Director.
 - H. Normally, use of facilities for studying will not be encouraged in Coffman Memorial Union.
 - I. Card playing is to be restricted to the Game Room during authorized hours and to other areas as authorized by the Board. No gambling will be allowed.
 - J. Organizations meeting in the Union will adjourn fifteen minutes before Union closing hours.
 - K. Furniture and equipment will not be taken from the building except as authorized by the Director.
 - L. As a Department of the University, the Union must remain non-sectarian. Therefore, no facilities or special privileges for one religious group may be authorized unless circumstances permit the granting of equal space or privileges to all potential religious organizations.
 - M. Only those magazines, books, and similar publications authorized by the Union Board are permitted in the Union for public reading. The Director is authorized to permit other types of printed materials to be displayed and/or distributed on a "short term" basis when circumstances indicate the above to be in the best interests of the students of the University.
 - N. All persons using Union facilities will comply with established identification procedures.

III. INFORMATION DESK

- A. The Information Desk is located on the first floor of Coffman Memorial Union. It is intended to provide information concerning Union programs and facilities and general campus information. It may also provide certain services as distribution of brochures, maps, travel information, etc.
- B. This desk is open during regular University office hours and such additional time as authorized by the Director.

IV. OFFICE SPACE FOR STUDENT ORGANIZATIONS

- A. The purpose of these areas is to provide headquarters for certain student organizations and committees, to provide office facilities for temporary student groups not housed elsewhere, and to provide, insofar as is possible, office facilities for other student organizations which do not have such facilities available for their use. Such office space is not intended to be used as permanent headquarters by paid staff members of any group.
- B. **Assignment of Office Space:**
 - 1. Requests for office space are to be made in writing by an officer of the organization to the chairman of the House and Finance Committee. The request will state the purpose of the organization and the reasons why such space is requested.
 - 2. Assignment of office space is subject to Board approval. Such assignment may be cancelled at any time by the Board if cause is demonstrated.
 - 3. Organizations authorized office space in the Union must complete an agreement, provided by the House and Finance Committee, stating the responsibilities of the user and the Union.
- C. The Director will provide needed office equipment as it becomes available. No furniture or equipment may be installed in student offices without prior approval from the Director.

V. RULES GOVERNING THE USE OF INDIVIDUAL FACILITIES

- A. **Main Lounge**
 - 1. The purpose of the Main Lounge is to provide a comfortable area for relaxation and casual use.
 - 2. Other type use of this area may be authorized.
 - 3. Restricted use of this lounge will be made only with special approval by the Union Board.

- B. Men's and Women's Lounges:
1. The purpose of these areas is to provide comfortable places for relaxation and casual use.
 2. Programming may be permitted when no other suitable facilities are available.
- C. Terrace Reading Room:
1. The Terrace Reading Room is a browsing library to be used for informal reading. There shall be no talking, eating, or smoking.
 2. Normally, and while classes are in session, the Terrace Reading Room is not available for restricted use.
- D. Women's Quiet Room:
1. The purpose of this room is to:
Provide rest and sleeping facilities for women students normally between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday during the school year.
 2. The room is to be kept dark; there is to be no talking, smoking, or eating in this area.
- E. Ballroom:
1. Requests must be submitted in writing to the Director.
 2. Fridays, Saturdays, and evenings before holidays will normally be restricted to dances and similar party reservations with first preference being given to student recreational and social functions.
 3. Tentative reservations will not be accepted.
 4. Eating of bag lunches is permitted during noon programs.
 5. All plans for decorations require approval of the Director.
 6. The operation of the light board is restricted to trained personnel.
 7. Needed equipment, subject to availability, is to be requested when reservation is made.
 8. As a fire precaution, smoking while dancing is not permitted on the Ballroom floor.
- F. Game Room
1. The Game Room is open between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday while classes are in session for informal games of cards, chess, checkers, etc.

2. The Game Room is available for parties and as a meeting room after 5:00 p.m. and during normal building hours on Saturday and Sunday by advance reservation.

G. Conference Rooms

1. The purpose of the conference rooms is to provide the maximum amount of space needed for a maximum number of organizations. No one organization is permitted to monopolize an area to the extent that it deprives other organizations of approximately equal use. The Director is authorized to adjust room assignment when circumstances require in order to achieve Union objectives.

2. Conference rooms normally include the following:

320	327	344
325	343	345
326		346

Dining rooms, when available, may be used as conference rooms at the rate applicable to other meeting rooms.

3. Normally, rooms will be reserved in writing through the room reservationist for one meeting only. Each group must state the nature of their program and student organizations must present a clearance slip issued by the SAB for those meetings involving non-University personnel.
4. Groups needing more than one space concurrently must submit an advance request in writing to the Director.
5. No advance room reservations may 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.

H. Billiards Room

1. The Billiard Room normally operates between the hours of 9:00 a.m. and 9:00 p.m. Monday through Friday, and from 9:00 a.m. to 4:00 p.m. on Saturday.
2. The rates charged for the use of the facilities are subject to Union Board approval.
3. The Billiard Room is 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 Director.

I. Bowling Lanes

1. The hours of the Bowling Lanes and the rates charged will be determined by the Director subject to Board approval.

- J. Art Craft Studio
1. This area provides equipment, materials, etc. for use in special interest fields.
 2. The hours and the charges for equipment usage, materials, etc., will be established by the Director subject to Board approval.
- K. North Star Room and Ski-U-Mah Room
1. The Union Board has jurisdiction over these rooms at all times except when Food Service normally operates them.
 2. These areas are intended to serve the needs of commuting students.
- L. Gopher Hole
1. This is a general social and recreational area designed particularly to meet the needs of the commuter students.
 2. This area is available for programming after 5:00 p.m. Restricted use of this area before 5:00 p.m. will be permitted only by special Board approval.
- M. International Lounge
1. This area provides facilities for the display of articles of current interest and for programs of an international nature.
- N. Fine Arts Gallery
1. This area is designed for the enjoyment and programming of the Fine Arts.

VI. RULES GOVERNING THE SERVING OF FOOD OF THE UNION

- A. Normally, it is not permissible for groups to bring food into the building. Where special occasions demand it, exceptions may be granted by the Director.
- B. Normally, food will be ordered through the University Food Service Department.

VII. STUDENT CONTACT TABLE POLICY

The purpose is to provide facilities for organizations to conduct campaigns.

- A. On the ground floor of Coffman Union, tables may be placed in the following locations:
1. Two tables on each side of the center entrance to the Book Store.
 2. One table against the wall of the men's lavatory.
- B. On special occasions of an all-University nature, tables may be placed in the first floor foyer. Such use requires the approval of the Director.

- C. The following rules govern the use of contact tables:
1. The tables may be reserved for a maximum of six consecutive days; however, this may be reduced if circumstances require.
 2. Decorations will be confined to the tables or stands.
 3. Tables will not obstruct normal traffic.

VIII. UNION POSTER AND DISPLAY POLICY

- A. All displays must be approved by the Director.
1. A member of the staff will be responsible for placement.
 2. Each poster must be marked indicating sponsorship and have pertinent information in regard to time, place and event.
 3. Only publicity of University functions is normally permitted.
- B. Posters may be placed in the following locations:
1. Ground Floor
 - a. On the bulletin board opposite the Book Store.
 - b. Groups who are sponsoring events in the Main Ballroom may have one poster of regulation size in front of the Ballroom the day of the event.
 2. First Floor
 - a. Display case numbers 1, 2, 3, and 4:
 - (1) Numbers 1 and 2 are reserved solely for UBOG.
 - (2) Numbers 3 and 4 are for events of an all-University nature.
 - b. One poster stand will be allowed in the First Floor east entry for the organization using Room 131.
 - c. A maximum of two posters at each end of corridor.
 3. At other locations as authorized by the Director.
- C. Size and equipment for display:
1. Normally the maximum poster size will be 22" x 28".
 2. Floor stands are to be those provided by the Union.
- D. Time limit for posters:
1. Except where noted in above and in the display cases, posters may be on display for no more than four days, including the day of the event.
 2. The Public Relations Committee will regulate the time limit for display cases numbered 1 and 2.
 3. Display cases numbered 3 and 4 may be reserved in advance for two weeks.

IX. UNION DECORATION POLICY

- A. Plans for the decoration of the Union exterior and/or interior must be approved by the Director.
- B. Organizations granted permission to decorate are required to conform with the following regulations:
 - 1. No tape may be put on any painted or finished surface.
 - 2. No tacks may be used except on bulletin boards.
 - 3. Only materials which are non-flammable may be used.
 - 4. All organizations are responsible for putting up their own decorations and removing them at the end of their event.
 - 5. The period of display for decorations is for the duration of the event, but this time normally will not exceed one week.

X. UNION SOUND SYSTEM POLICY

- A. The public address system provides for announcements, music and programs.
- B. Requests for announcements must be submitted twenty-four hours in advance in writing to the office of the Director. Normally, announcements will be made the day of the event, and not to exceed three times.
- C. Portable radios may be used providing they do not disturb others or interfere with another activity in the Union.

XI. LOCKER AND KEY POLICY

- A. There is no charge for the use of the checkroom lockers.
- B. A deposit of \$.25 is required.
- C. There is no over-night checking.
- D. Individuals will be charged \$.50 plus deposit for articles left over night.
- E. Individuals losing their keys will be charged \$1.00.
- F. The locker checkroom is open during building hours.
- G. Normally, the checkroom is open from 8:00 a.m. to 6:00 p.m.

XII. MARQUEE POLICY

- A The marquee will publicize Main Ballroom events only
- B Letters are checked out and returned immediately following the event to the Reservation office
- C Letters may be put up prior to the events, providing there is not a program before the event using the marquee
- D Any organization or committee wanting to use the letters is responsible for putting them up and taking them down

dh
2-5-64

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Meeting of February 5, 1964

- I. Minutes of Last Meeting
- II. Old Business
 - A. Bowling Policy
 - B.
- III. New Business
 - A. Procedure for Staff recognition
 - B. House Rules
 - C. Men's Lounge
- IV. Announcements
 - A. Executive Committee--Gloria Davis
 - 1. Resignation
 - 2. Meetings
 - 3. Parliamentary Procedure Manual
 - B. Director's Report:
 - 1. Union Board Policy Survey
 - 2. Participation by Minneapolis and St. Paul Outings group
 - 3. Need for replacing decorative panels in International Gallery.
 - 4. Bowling Patronage
 - 5. Mr. Starr
 - C. Program Committee--Judy Hoy
 - 1. Co-sponsorships
 - 2.
 - D. House and Finance Committee--Jerry Levey
 - 1. Renovation
 - 2. Budget
 - E. Personnel Committee--Judie Miters
 - 1. Chairmanships
 - 2.
 - F. Public Relations Committee--Roger Hauge
 - 1. Union Daily Advertising
 - 2. Advertising Expense
- V. Adjournment

dh
2-5-64

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of February 5, 1964

Members Present:

Sue Buhrman, Gloria Davis, Bob Gasway, Kathy Hamer, Roger Hauge, Judy Hoy, Paul Larson, Jerry Levey, Judie Mitera, Dan Paskewitz, Robert F. Weinhagen, Frank Buckley, Reuben Hill, Harold Smith, Donald Zander

Members Absent:

Barbara Sirmai, Kenneth Solie, N. L. Bentson

Guests Present:

Ted Kaul, Program Director; Stephanie O'Connor, Daily Representative; Donna Harrison, Senior Secretary

The meeting of February 5, 1964, was called to order by President Davis at 6:35 p.m. in Room 346 Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:
Old Business C should read: (last sentence) Paul Larson and Jerry Levey, along with other interested Village Union Ad Hoc Committee members, will attend the University Village Board meeting on the evening of February 10.

Old Business

A. Roger Hauge requested Board members' reactions to the following proposal: Bowling tickets would be available in Room 228 CMU to be used in the Bowling Lanes by all Board members, Program staff, and the Director. Purpose of this proposal is to carry out a little "intra-Board" public relations work. These tickets would be good from 4:30 p.m. to 6:30 p.m. on Wednesdays, before Board meetings, starting February 19, 1964. If this idea proves to be a good one, other provisions may be made to include committee chairmen.

The Board's reaction to this proposal was mixed. Mr. Hauge will decide whether and/or when to put this proposal into action.

New Business

A. Judie Mitera reported that the Personnel Committee has discussed the matter of staff recommendations for the annual staff award at the Merit Reception. This award goes to the staff member whose work has been of exceptional service to the Board and to the Union. She recommends that, in addition to nominations that the Union Board members make, the staff supervisors submit from one to three recommendations of people employed in

their respective areas. These would be reviewed by the Director who would then send further recommendations to the Personnel Committee for consideration.

B. A recess was taken to provide the Board with an opportunity to read the revised House Rules. Jerry Levey pointed out that building hours have been extended to 11:00 p.m. Monday through Sunday.

Dr. Hill requested that the term "guest" be clarified. He questioned whether wives or husbands of students, alumni, and evening class students would be included under this term, if they were not accompanied by an authorized individual.

Mr. Larson explained that in operational use such people are considered as "guests" whether accompanied or not and that they could also qualify under I A 5 as "non-University individuals" (entitled to use the Union) "because it is in the best interest of the University."

Judy Hoy felt that, because of certain specific incidents, the Board should maintain a strict interpretation of the word "guest" for our protection.

Dr. Zander brought up the fact that under SCSA policy, no University facilities are open to non-University groups unless the program is co-sponsored with a University organization or department.

Jerry Levey felt that we should be flexible regarding our membership policy. If the Board needs to set up a definition of the word "guest", it should be put in the minutes as a special order of business but is not needed in the House Rules.

Dr. Hill requested that consideration of the membership policy and SCSA policy matters be brought up at a future meeting.

Section V B. 2 of the revised House Rules reads: "Men's and Women's Lounges--2. Programming may be permitted when no other facilities are available."

Judy Hoy felt that all of the facilities in the Union should be available for programming. Roger Hauge felt that the present atmosphere of the Men's Lounge should be improved.

Section V B. 2 was changed to read: "Programming may be permitted when no other suitable facilities are available."

Section V E. 8 was changed to read: "As a fire precaution, smoking while dancing is not permitted on the Ballroom floor."

Section V G. 1 shall read: "Conference Rooms--1. The purpose of the conference rooms is to provide the maximum amount of space needed for a maximum number of organizations. No one organization is permitted to monopolize an area to the extent that it deprives other organizations of approximately equal use. The Director is authorized to adjust room assignment when circumstances require in order to achieve Union objectives."

Section V J. 2 shall read: "Art Craft Studio--2. The hours and the charges for equipment usage, materials, etc., will be established by the Director subject to Board approval."

Section V M. 1. It was pointed out that reservation of the International Lounge for displays and programming presently is controlled by the American-Foreign Student Committee. It was proposed that this procedure be included in the House Rules. There were questions raised about other Union Board committees being assigned control over their areas as the American-Foreign Student Committee appears to have control over this Lounge. A concensus determined that the above proposal not be included in the rules.

Section V M. 1 shall read: "International Lounge--1. This area provides facilities for the display of articles of current interest and for programs of an international nature."

Section VI B. shall read: "Normally, food will be ordered through the University Food Service Department."

Section VII A. Mr. Smith mentioned some problems connected with the contact tables in front of the Book Store. He felt that there should be rather tight controls on student behavior and use of these tables.

MOTION W-53

Sue Buhrman moved that the Board accept the House Rules with the modifications and revisions mentioned at this meeting.

Seconded.

Motion W-53 passed.

Copies of the revised House Rules will be sent to all Board members and Union staff personnel.

C. Roger Hauge felt that deleting music from the Men's Lounge has created an undesirable atmosphere in this area. This matter was referred to the House and Finance Committee.

Announcements

A. Executive Committee--Gloria Davis

Carolyn Podany has resigned from her position.

There will be no meeting next week.

The Board members were given handbooks on parliamentary procedure. These are to be brought to all Board meetings.

B. Director's Report

Mr. Larson reported that the Union Board Policy Survey is near completion. We find it possible to go all the way back to 1940. This study provides interesting profiles of the Boards throughout the years. Some years will include few but apparently significant items of Board business. At times, Board action seems to evolve from careful study and thorough consideration by the several standing committees. Other years motions appear to be spur-of-the-moment proposals because they are frequently rescinded, withdrawn, tabled, and amended.

The St. Paul Outings group called "Skeewaxsurs" has a membership of about 85 students--60 per cent from the Minneapolis Campus and 40 per cent from the St. Paul Campus. This may indicate some need for Coffman Union Board-sponsored outing activities for Minneapolis students.

The decorative cork map panels in the International Lounge will have to be replaced. A more-sturdy material, such as ceramic tile, must be found and installed in this area.

According to a six month report for two periods ending December 31, 1963, bowling patronage is down 18 per cent and billiards is down 3 per cent.

Mr. Starr's condition is improving. He has been able to enjoy some outdoor exercise for the first time since his illness.

C. Program Committee--Judy Hoy

Co-sponsorships must be approved by the Program Committee chairman as usual.

D. House and Finance Committee--Jerry Levey

Board members had anticipated formica walls instead of stainless steel in the elevators and glass doors instead of wood in the Men's and Women's Lounges in recently completed construction work. He asked if the Director would ascertain how this came about and report to the Board at a later date.

Mr. Larson said that he had been notified of interest in these matters and by checking with staff persons and the Plant Services Department, he could report on these matters at this time. Alternate bids for stainless steel and formica were requested and received in accordance with Board action taken last July. The bid prices were close enough to justify the selection of steel which, in the opinion of the Plant Services personnel, was the preferable material because of previous experience with students' misuse of elevator interiors.

The glass doors for the Lounges originally considered as a tentative proposal, proved to be impractical considering the frequent need for

darkening the area in showing movies, slides, etc. Glass doors would have required extra installation of draperies with attendant problems of expense, maintenance, and general clumsiness. The wood doors also are more in keeping with building atmosphere here than would be glass and aluminum. The wood doors also were far less expensive. These decisions were required last September to get the job done.

E. Personnel Committee--Judie Mitera

The following committee chairmanships have been approved: Joe Garies, WMMR Station Manager; Corinne Raak, Creative Arts Festival; and Elie Farkus, Dance Instruction.

F. Public Relations Committee--Roger Hauge

The Public Relations Committee report is contained in the Board folders.

A new advertising policy will go into effect starting February 10.

Advertising expenses were too high during the month of January. It should be kept in mind that the Public Relations Bureau finances the weekly Daily UBOG ad that runs on Monday. Therefore, much other Daily advertising is unnecessary. More posters could be used.

The next meeting of the Union Board of Governors will be held on Wednesday, February 19, 1964, at 6:30 p.m. in Room 346 Coffman Memorial Union.

Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Paul W. Larson
Acting Director of Student Unions

dh

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Meeting of February 19, 1964

- I. Minutes of Last Meeting
- II. Old Business
 - A. WMMR Survey
 - B.
- III. New Business
 - A. West Bank
 - B.
- IV. Announcements
 - A. Executive Committee--Gloria Davis
 1. Recommendation for Board member
 2. Applications for Senate Committees are due
 3. Operation Information
 4. Big Ten Conference
 5. Daily letter
 - B. Director's Report
 1. Building
 - a. Hours
 - b. Floors
 - c. Signs
 - d. Cork map panels
 2. Department of Student Unions Bowling Teams
 3. Building Room Use Survey
 4. Depreciation Item in 1964-65 Budget
 - C. Program Committee--Judy Hoy
 - 1.
 - 2.
 - D. House and Finance Committee--Jerry Levey
 1. Fine Arts Lounge
 2. News Stand
 3. Financial Report
 4. Building Room Use Survey
 5. Regents' Statement
 - E. Personnel Committee--Judie Mitera
 - 1.
 - 2.
 - F. Public Relations Committee--Roger Hauge
 1. Proposal for Department of Student Unions Program Publication
 - 2.
- V. Adjournment

dh
2-19-64

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of February 19, 1964

Members Present:

Sue Buhrman, Gloria Davis, Roger Hauge, Judy Hoy, Paul Larson, Jerry Levey, Judie Mitera, Dan Paskewitz, Barbara Sirmai, Kenneth L. Solie, Robert Weinhausen, Frank Buckley, Reuben Hill, Harold Smith

Members Absent:

Bob Gasway, Kathy Hamer, N. L. Bentson, Donald Zander

Guests Present:

Ted Kaul, Program Director; Sue Johnson, Program Consultant, West Bank; Don Solie, Special Events Chairman, West Bank; Nancy Schmidt, Student-Faculty Committee, West Bank; Stephanie O'Connor, Daily Representative; Bill Rowley, Minnesota Student Association; Donna Harrison, Senior Secretary

The meeting of February 19, 1964, was called to order by President Davis at 6:35 p.m. in Room 346 Coffman Memorial Union.

The minutes of the last meeting were corrected as follows: Personnel Committee Report should read " . . . and Elie Farkus, Ethnic Dance Instruction."

Minutes stand approved as corrected.

Old Business

Mr. Kaul explained the purpose of a proposed survey on WMMR to be distributed to dormitory residents. He asked Board members for criticisms and suggestions on the proposed survey form.

New Business

A. MOTION W-54

Professor Buckley moved that the discussion on West Bank programming be limited to twenty minutes.

Motion W-54 seconded and passed.

Miss Sirmai lead the discussion on potentialities and problems concerning the West Bank Union programming.

Last fall quarter an average of three programs per week was held compared to the seven to nine programs per week being held this quarter. The Student-Faculty and Noon Programs Committees are the active programmers. Since the West Bank Union activities must be carried out within local West Bank building rules, difficulties concerning room scheduling, custodial service, food service, etc. are much greater than in Coffman Union. The

West Bank committees are attempting to be of special service to the academic departments on the West Bank.

Other topics presented for Coffman Board discussion are: To what extent should the West Bank committees extend their services in the opinion of the Union Board? How much programming should be directed to the night school (non-fee paying) population? How much duplication of programming with Coffman Union should there be? West Bank Union committee members feel that there are occasions when the availability of facilities (or their lack) and the scope of a certain program may make it desirable to expand to facilities beyond the limited space presently available on the West Bank.

Miss Davis pointed out that the problems related to use of physical facilities could be considered by the Liaison Committee.

There was some discussion on the above points. Majority opinion seemed to favor flexibility in locale for programming.

Most of the activity programming on the West Bank is held in Room 5 of the Classroom Building while coffee hours are held in a room near the Union Lounge or occasionally in the Lounge. Few programs are currently scheduled in the West Bank Union Lounge because of increasing use of it for its primary purpose. Other rooms in the same building are usually used for activities.

There was discussion concerning the type of programming which could be held in areas other than the West Bank. Programs of general interest to all University students may need to be held in Coffman because of anticipated attendance.

Miss Sirmal explained that when a new building is constructed, programming will probably be extended into all areas and more committees will be formed.

Mr. Larson mentioned the high quality and apparent value of the West Bank committees' programs scheduled this year.

Announcements

A. Executive Committee--Miss Davis

MOTION W-55

Miss Hoy moved that Miss Jo Bell be appointed a member of the Union Board of Governors.

Motion seconded and passed.

Miss Bell will be the Fine Arts Area Director and Miss Buhrman will be Music Area Director.

The Minnesota Student Association has applications open for membership on Senate Committees. Board members are urged to sign up now for the committees in which they have interest.

Board members were invited to attend the next meeting of Operation Information on February 25. It is sponsored by the Dean of Student's Office and the Minnesota Student Association. Its purpose is to better inform the people of Minnesota about the University of Minnesota. University students travel throughout the state giving talks about the University to various organizations.

The Big Ten annual Conference will be held April 3, 4, and 5, 1964, at Michigan State University. Five students from the Coffman Board expressed interest in attending. Miss Davis will ascertain the conference rules regarding the number who may attend.

The Executive Committee of the Union Board of Governors sent a letter to the Editor of the Minnesota Daily commending MSA for the 1964 Minnesota Symposium.

B. Director's Report

The new building hours went into effect Monday, February 17, 1964. This increase in building operating hours affected the working schedules of sixteen men. As a whole, the change in hours appears to be working well and offers opportunity for increased supervision.

The new entrance floor mats seem to be improving cleanliness of the building.

The sign program is being activated. The first step was elimination of extraneous materials. We are now in the process of recruiting a part-time student employee to provide professional sign painting services. There is a motion in the minutes which states that the Board committees must restrict poster making to volunteers. Mr. Larson recommended that this requirement be relaxed to some degree so that we may use professional help in establishing higher standards of sign making.

The cork map panels on the second floor continue to deteriorate. We need aggressive action to find a solution to this problem. He suggested that the American-Foreign Student Committee be solicited for suggestions. Other suggestions for replacement of these maps are: epoxy-resin painted murals, ceramic maps, or ceramic sculptures.

The Department of Student Unions Bowling Teams placed first and second in the Region 7 Doubles Bowling match held last weekend in addition to other bowling achievements.

C. Program Committee--Miss Hoy

No report.

D. House and Finance Committee--Mr. Levey

An expenditure of \$1,700 for sound equipment to be included in the renovation of the Fine Arts Lounge had been approved by the Executive Committee. This equipment had not been included in the original plans for this Lounge.

The experimental magazine and newspaper sales in the News Stand have been very good. Obtaining a larger magazine rack is being considered. It is hoped that ten to twelve magazines can be stocked at the News Stand. The sale of magazines in the Billiard Room is insignificant. The sale of magazines in the Billiard Room may be eliminated.

Income and Expense Summary for the period of July 1-December 31, 1963 was distributed to Board members. (copy attached to the minutes) Any questions should be directed to the Chairman of the House and Finance Committee and/or the Acting Director of Student Unions. The full ten-page report with explanations may be seen in Mr. Larson's office.

The Liaison Committee will be requested to study current use of Coffman Memorial Union's room space for meetings and programming, with the purpose of making recommendations for more efficient use of existing facilities.

A letter has been received from Dr. Zander concerning the use of University buildings by non-University groups. This matter will be brought up at the next meeting and correspondence distributed to the Board. The Board President, House and Finance Chairman, and the Acting Director of Student Unions believe that the combination of University regulations and the new House Rules provides adequate protection.

E. Personnel Committee--Miss Mitera

Mr. Al Bernard has resigned as chairman of Union Jazz Workshop because of work conflicts, but he wants to remain a committee member.

There has been no notification of chairmanship appointments.

An ad for chairmanship openings will be run on Monday, February 24, 1964. All openings should be reported to the Personnel Committee Chairman.

F. Public Relations Committee--Mr. Hauge

No report.

Mr. Kaul announced that George Lewis and the Preservation Hall Jazz Band will be appearing in Coffman Union February 27, 1964.

Mr. Paskewitz announced that Caroline Warren has been working on Heritage Week. The International Lounge contains a display on Minnesota lore.

There will be a graduate dance this Friday, February 21, 1964.

The next meeting of the Union Board of Governors will be held on Wednesday, February 26, 1964, at 6:30 p.m. in Room 346, Coffman Memorial Union.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Paul W. Larson
Acting Director of Student Unions

dh

UNIVERSITY OF MINNESOTA
 Department of Student Unions
 Coffman Memorial Union

July 1--December 31, 1963

Summary of Income and Expenditures
 Schedule I

<u>Income</u>	1963-64	1962-63
Student Fees	181,145.42	168,563.40
Rental and Services	6,808.83	3,641.04
Program Admissions	10,080.66	13,788.10
Artcraft Studio	1,854.64	1,692.52
Billiard Room		
Billiards	9,231.05	10,421.45
Merchandise	33,328.10	33,566.93
Bowling Lanes		
Bowling Fees	19,550.95	23,675.19
Merchandise	3,317.31	4,853.35
Village Union		
Admin. & Program	1,473.50	1,439.27
Fountain	2,696.42	3,991.68
Total Income	269,486.88	265,632.93
 <u>Expense</u>		
Administration		
Salaries	39,449.40	33,987.89
Supplies & Expense	12,995.81	8,848.41
Program		
Salaries	23,999.95	20,383.96
Supplies & Expense	18,462.04	15,214.15
Maintenance		
Salaries	50,116.47	43,745.84
Supplies & Expense	22,047.80	23,306.45
Artcraft Studio		
Salaries	4,321.96	5,047.52
Supplies & Expense	1,995.12	2,625.25
Billiards		
Salaries	8,200.03	7,649.39
Supplies & Expense	26,068.97	27,116.79
Bowling Lanes		
Salaries	12,875.28	12,118.25
Supplies & Expense	12,403.04	14,426.51
Village Union		
Salaries	3,534.88	3,298.91
Supplies & Expense	1,747.49	2,456.75
Village Union (Fount.)		
Salaries	990.32	815.65
Supplies & Expense	2,880.92	4,210.26
Total Expense	242,089.48	225,351.98
Net Balance	27,397.40	40,280.95

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Meeting of February 26, 1964

I. Minutes of Last Meeting

II. Old Business

A. Orientation

III. New Business

A. Air Conditioning

B. Program Philosophy
Membership Policy

IV: Announcements

A. Executive Committee--Gloria Davis

1. Meetings
2. Village Union Ad Hoc Committee
3. Senate Committee Filings
4. Preservation Hall
5. Letter to the Daily
- 6.

B. Director's Report

1. Board Policy Study
2. Gordon L. Starr
3. Student Center Delicatessen
4. Recommendations

C. Program Committee-- Judy Hoy

- 1.
- 2.

D. House and Finance Committee--Jerry Lavey

1. Budget Revision and Renovation Fund
2. Union Information
3. International Lounge and Jazz Program

E. Personnel Committee--Judie Miters

- 1.
- 2.

F. Public Relations Committee--Roger Hauge

- 1.
- 2.

V. Adjournment

dh

2-26-64 .

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of February 26, 1964

Members Present:

Sue Buhrman, Gloria Davis, Bob Gasway, Kathy Hamer, Roger Hauge, Judy Hoy, Paul Larson, Jerry Levey, Judie Mitera, Dan Paskewitz, Jo Bell, Kenneth Solie, Robert Weinbagen, N. Lawrence Bentson, Frank Buckley, Donald Zander

Members Absent:

Barbara Sirnai, Reuben Hill, Harold Smith

Guests Present:

Ted Kaul, Program Director; Randi Jensen, Daily Representative; Caroline Warren, General Chairman of Minnesota Heritage Week; Bill Rowley, Minnesota Student Association Representative; Donna Harrison, Senior Secretary

The meeting of February 26, 1964, was called to order by President Davis at 6:35 p.m. in Room 346 Coffman Memorial Union.

The minutes of the last meeting were approved as published.

Miss Jo Bell was sworn into office by President Davis. Miss Mitera presented her with the Union Board of Governors pin.

Mr. Larson was presented with a fountain pen by the Union Board as a token of their appreciation for his contribution to the Union during Mr. Starr's absence.

Miss Caroline Warren explained her committee's position regarding use of the International Lounge for a one hour program on Minnesota's jazz heritage to be presented by Doc Evans from 3:30 - 4:30 p.m. on Friday, February 28, 1964. She explained that the program will include commentary and demonstrations by Doc Evans. There is a potential problem because a musical program in this area may disrupt work of the clerical employees in the MSA, Union, and Alumni offices. Miss Warren expressed, rather vigorously, that the International Lounge is particularly appropriate for this program at this time, that this is a regular programming area, and that students' needs should have priority in the Union. She reported that recent programs held in this area have been successful and they do draw people from main traffic areas.

Mr. Larson stated that this problem situation provides an interesting opportunity as well as a need for the Board to exercise its authority to select the best course of action in a somewhat controversial matter and to assume responsibility for the consequences of such action. He pointed out that in these areas where the Board has been delegated responsibilities and related authority that no individual staff member, committee chairman or Board member should have ultimate authority but that the collective judgment of a Board representing students, faculty, alumni, administration,

and staff should be brought to bear on the problem in the best tradition of democratic operation. It is fundamental to our organization that the considered judgment of this assemblage, in the long haul, must be a better one than that of any single member of the Union organization.

Mr. Larson said that he determined that the above program should be held elsewhere because appropriate areas were available and there was potential inconvenience to adjacent office staff. He then suggested that the Board review this decision.

MOTION W-56

Miss Hoy moved to authorize use of the International Lounge for a musical program from 3:30 p.m. to 4:30 p.m. on Friday, February 28, 1964.

Motion seconded.

It was pointed out that the International Lounge is the scene of a significant display related to Minnesota Heritage Week. Professor Buckley stated that he felt an hour of musical performance should not be too serious a problem for office staff members. Several Board members felt that the principle of students' priorities in use of their building was the important factor in this matter.

Motion W-56 passed unanimously.

Old Business

A. The report on Freshman Orientation planning will be given at next weeks meeting. The degree to which the Union Board should participate is under consideration. Board members who have opinions on this matter should contact Barbara Sirmai, Judie Mitera, or Judy Hoy.

New Business

A. MOTION W-57

Mr. Levey moved that the Board authorize \$12,000 for the construction of a cooling tower section in the planned parking ramp adjacent to the Union as a part of future air conditioning for Coffman Memorial Union with funds to be derived from an eight per cent assessment against bowling fees retroactive to October 1, 1962.

Motion seconded.

Mr. Levey reviewed needs for future air conditioning installation in the building and the relationships to the new parking ramp behind the Union. The \$12,000 does not include any air conditioning equipment. It is solely for the space to house the cooling tower, etc. The eight per cent would amount to approximately \$.03 per line.

Motion W-57 passed.

B. MOTION W-58

Miss Mitera moved that discussion on program philosophy and membership policy be limited to 15 minutes.

Motion W-58 seconded and passed.

The following Program Policy was distributed to Board members for their review and consideration:

PROPOSED PROGRAMMING POLICY STATEMENT

- I. The Union Board of Governors recognizes its responsibility to formulate and carry into execution a broad social, recreation, and cultural program for the members of the University community. The fundamental purpose of this program is to expand the opportunities for the student to enrich his education by complementing and supplementing the educational opportunities offered elsewhere on the campus.
- II. The Board encourages cooperation with recognized student groups, faculty groups, departments of the University, in the presentation of programs to the campus consistent with the goals of the Union. The Board will also enter into co-sponsorship with non-University groups when it is in the best interest of the University.
- III. The Union Board of Governors programs within the policies of the University Senate Committee on Student Affairs.
- IV. In general, the programs carried on under the auspices of the Union Board are open to members of the University community only.
 - A. Members of the University community shall include:
 1. Students of the University of Minnesota who have paid the current incidental fee.
 2. Faculty and staff of the University.
 3. Guests of students, staff, or faculty.
 - a. The Board reserves the right to limit the number of guests permitted at Union sponsored events.
 - b. The individual is responsible for the conduct of his guest.
 4. Alumni of the University.
 - B. Individuals not associated with the University may also be included when it is in the best interest of the University.

The Student Activities Bureau Handbook was made available to Board members for their review.

There was discussion regarding interpretation of Item II " . . . in the best interest of the University." Some of the Board members felt that it is the primary purpose of the Union to serve the students who pay the incidental fee. Judy Hoy felt that this policy should be broad enough so that it could be adapted to our needs.

The necessity of the statement that the Union Board of Governors programs within the policies of the University Senate Committee on Student Affairs was questioned. Dr. Zander explained that the Regents of the University of Minnesota delegated to the University Senate policy formulation on all educational matters. The faculty senate in turn delegated the responsibilities of student activities to the Senate Committee on Student Affairs. Mr. Larson pointed out that whether or not this statement regarding SCSA is included in the Program Policy of the Union, we will need to operate under such policies because these are University rules.

Dr. Zander stated that this statement merely acknowledges what we have been doing in the past. In operation, it means essentially that the Union staff is responsible for seeing that all SCSA policies are followed.

Mr. Hauge felt that the policy should state that we operate within the policies of the University leaving out mention of SCSA.

MOTION W-59

Mr. Hauge moved that Section III read: "The Union Board of Governors programs within the policies of the University."

Motion W-59 seconded and passed by a vote of 8 to 5.

Mr. Kaul questioned how "night school" students would be classified. The possibility that night school students could not participate in Union activities and be on Union committees was brought up. Mr. Paskewitz suggested that everyone who registers at the University be included. Miss Hoy mentioned that there is a significant difference between determining who may come to our programs and for whom we are programming.

The UBOG Constitution states that the Union Board programs are open to members of the "student body".

MOTION W-60

Mr. Levey moved that the Program Policy be referred back to the Program Committee for reconsideration and be brought back to the Board at next week's meeting.

Motion W-60 seconded and passed.

Mr. Kaul asked the Board members to decide whether they prefer a strict or loose interpretation of who can attend the programs. There was little definition of opinion on this subject.

Announcements

A. Executive Committee--Gloria Davis

There will be one more Union Board meeting this quarter. At the next meeting, we will have a re-evaluation of the experimental organizational plan that we have been using this quarter. This is necessary because this present procedure is not authorized for next quarter.

Mr. Levey reported on the meeting of the Village Union Ad Hoc Committee with the Village Union Board of Governors. This report is attached to the minutes.

Senate Committee filings will close on Saturday, February 29, 1964. Board members are urged to file for membership on a Senate Committee, especially the Senate Committee on Student Affairs.

George Lewis and his Preservation Hall Jazz Band will appear in Coffman Union Main Ballroom on February 27. Board members are invited to dinner at 6:00 p.m. with the members of the band.

The letter to the Minnesota Daily from the Executive Committee of the Board regarding the Minnesota Symposium was not printed, so another is going to be written and sent to M.S.A.

B. Director's Report

Research on the Board Policies Study has been completed. Classification and re-writing of these policies is now taking place. The policies will be submitted to the Board as soon as the data is compiled.

Mr. Starr will begin work again Monday on a part-time basis.

Mr. Larson made the following recommendations: Before funds are expended for expansion of Union facilities, necessary steps should be taken to make Coffman Memorial Union a first-class Union building and adequate funds should be allocated to insure that each generation of Freshmen find the Union a new facility in terms of furnishings, equipment, lighting, and decor. Existing facilities should be reviewed before new ones are added.

As soon as possible, better use of existing facilities with particular attention to the 3rd floor should be studied. It seems apparent that more efficient use could be made of the Junior Ballroom by re-assigning it for primary use by students.

Consideration should be given to consolidating the games areas for greater efficiency.

The Gopher Hole could be converted to a games area to provide additional games space and to provide supervision.

Effort should be expended to persuade University Services to up-grade the lunch rooms used by commuter students. There should be no second class facilities in the Union for anyone. The Gopher Hole also needs upgrading.

The Board should rescind its policy requiring posters to be made by Union committees without professional help.

C. Program Committee--Miss Hoy

Coordination of efforts among Union Board members in presenting special programs has not been up to standard. It is apparent that more inter-communication is needed. There are several major events coming up which will require a high degree of cooperation from all Board members if they are to be successful.

May 4, 5, and 6, 1964, a program is being planned to explore the conflict in the roles of 20th century American women. It is anticipated that many nationally recognized women will be here to speak. When a definite format is drawn up, the Board will be asked to help plan the programs.

D. House and Finance Committee--Mr. Levey

A review of Union operating funds should be ready for the Board's review at next week's meeting.

Information sheets on organizational use of the Union have been sent to all student groups. They are also available for area directors.

For free reserved parking on meeting nights, Board members should submit their names and license plate numbers to Mrs. Harrison in the Union office.

E. Personnel Committee--Miss Miters

There have been no more chairmen appointment announcements.

Winter Quarter rosters and recommendations for chairmen and committee members will be due March 6. In order to make use of evaluations for each member or each committee chairman, there will be an evaluation form to fill out for persons who are recommended for awards only.

There will be an awards dinner the first part of Spring Quarter for Winter Quarter recognitions.

May 12 is the date set for the Merit Reception.

F. Public Relations--Roger Hauge

The Ad Agency is now in operation. It will set up the advertising campaign, submit ads to the Daily, and lay out the ad for programs if they are requested to do so and are supplied a budget.

The next meeting of the Union Board of Governors will be held on Wednesday, March 4, 1964, at 6:30 p.m. in Room 346 Coffman Memorial Union.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Paul W. Larson
Acting Director of Student Unions

dh

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

VILLAGE UNION AD HOC COMMITTEE REPORT
February 26, 1964

On Monday, February 24, 1964, Paul Larson and I attended the Village Union Board's regular meeting. At this meeting, their plan for reducing expenses was discussed. Among the major criticisms were:

1. No provision for paid supervisors. They had hoped to supervise strictly by volunteer help with minimum custodial help. Paul Larson objected to this because of safety for the children, no one person would be responsible, and the University administration would not permit such a plan in a University building.

2. Too low of a subsidy from UBOG or someone else. The figure given was based only for the maximum number of students possible, and because past trends show the actual number to be below this maximum, the figure was very idealistic.

After much discussion on these two points (no. 2 is directly affected by no. 1), they formed a committee to draw up a more realistic plan to be presented in two weeks or at the start of Spring Quarter. After approval by their Board, the Ad Hoc Committee will consider it and pass on its recommendation to UBOG.

Some of the general feelings about the Village Union were:

1. They definitely want it to keep operating, but they are willing to sacrifice a good portion of its present features to economize.

2. A pre-fab or some similar structure would only be acceptable as a "last resort" choice because of the inadequacies and expense involved.

3. The relationship of the Village to Commonwealth Terrace in terms of incidental fee money, facilities, etc. The needs of Commonwealth Terrace were very similar to the needs of the Village Union in 1948. This opened a whole new area of discussion which will be reviewed by the Ad Hoc Committee.

Because the end of the quarter is so close, the Ad Hoc Committee won't meet until Spring Quarter.

Respectfully submitted,

Jerry Levey, Chairman
Village Union Ad Hoc Committee

dh

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of March 4, 1964

- I. Minutes of Last Meeting
- II. Old Business
 - A. Orientation
 - B. Program Policy
 - C. Evaluation of Organizational Experiment
- III. New Business
 - A. Ballroom Expenditures
 - B.
- IV. Announcements
 - A. Executive Committee--Gloria Davis
 - 1. Big Ten
 - 2.
 - B. Director's Report
 - 1. Financial Report
 - 2.
 - C. Program Committee--Judy Hoy
 - 1. Co-sponsorship of G. L. Rockwell
 - 2.
 - D. House and Finance Committee--Jerry Levey
 - 1. Financial Review
 - 2. Food Policy
 - 3.
 - E. Personnel-Committee--Judie Mitera
 - 1.
 - 2.
 - F. Public Relations Committee
 - 1. Sign Painting Policy
 - 2. President's Reception
 - 3.
- V. Adjournment

dh

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of March 5, 1964

Members Present:

Jo Bell, Sue Buhrman, Gloria Davis, Bob Gasway, Roger Hauge, Judy Hoy, Jerry Levey, Judie Mitera, Dan Paskewitz, Barbara Sirmai, Kenneth Solie, Frank Buckley, Donald Zander

Members Absent:

Kathy Hamer, Robert Weinhagen, N. Lawrence Bentson, Reuben Hill, Harold Smith, Gordon L. Starr

Guests Present:

Berton Atkinson, Assistant Director of Student Unions; Ted Kaul, Program Director, Coffman Memorial Union; Louise Moberly, Program Consultant; Bill Rowley, Minnesota Student Association Representative; Irene Hadley, Chairman of Citizens Series Committee; Randi Jensen, Daily Representative; Bill Bufort, Daily Representative; Dennis Wadley, YDFL; Donna Harrison, Senior Secretary

The meeting of March 4, 1964, was called to order by President Davis at 6:40 p.m. in Room 346 Coffman Memorial Union.

The minutes of the last meeting were approved as published.

Old Business

A. The degree to which the Union Board should participate in the evening orientation program is still under consideration. Six organizations on campus participate in this orientation program four days a week for six weeks. Miss Sirmai stated that the attendance last year was better than usual. If the evening orientation program is going to be a success, it must have strong support from the participating organizations.

Miss Hoy felt that Coffman Union's participation in this evening orientation program was not worth the time and effort involved.

MOTION W-61

Miss Sirmai moved that the Union Board of Governors continue to participate in and support the evening orientation program.

Motion seconded.

Miss Hoy felt that serious re-evaluation of the orientation program is needed by the Orientation Commission.

Motion W-61 passed.

MOTION W-62

Mr. Paskewitz moved that IV C 1. "Co-sponsorship of G. L. Rockwell" under the Program Committee Report be moved to the beginning of the agenda.

Motion W-62 seconded and passed.

The question involved is co-sponsorship of a speech by G. L. Rockwell proposed for Friday, March 6, 1964, at 3:30 p.m. in the Main Ballroom of Coffman Memorial Union. YDFL and the Citizens Series Committee of the Union were to be the co-sponsoring groups.

Dennis Wadley of the YDFL explained the present situation. Dr. Rose, faculty adviser for YDFL, announced to an Executive Committee meeting of that group that if they went ahead with this co-sponsorship, they would be disestablished from the party. Mr. Wadley apologized to the Board for the position in which they were now placed. The program can not go on unless it is sponsored completely by the Citizens Series Committee or some other group.

MOTION W-63

Mr. Paskewitz moved that the Union Board of Governors sponsor the G. L. Rockwell speech to take place on Friday, March 6, 1964, at 3:30 p.m. in the Coffman Memorial Union Main Ballroom.

Motion seconded.

It was explained that as adviser to YDFL, Dr. Rose has the prerogative to dissolve the group unless YDFL finds another adviser. As a member of the DFL State Central Committee, he can speak for the party.

Mr. Wadley explained that Mr. Rockwell had agreed to abide by any conditions that the sponsoring organization has set. There is no fee involved.

Mr. Paskewitz felt that his speaking on campus would not do any harm, but a difficult situation would result if he were turned down after he had already been invited.

Dr. Zander questioned why a person with such a radical, extreme point of view should speak on campus. What value is this program going to be to the students?

It was discussed that there would be no city-wide live radio or television coverage. Students will have first preference and the public will be allowed to enter after 3:25 p.m. The program will be piped into the Main Lounge, Men's Lounge, and Women's Lounge. Any display of literature or picketing will be done outside of the building. Bodyguards for Mr. Rockwell must be dressed in suits if they are to sit among the crowd. Some tickets may be given out for the first few rows.

Whether or not all of the arrangements could be completed by the time and date of this program was questioned.

Motion W-63 passed.

MOTION W-64

Mr. Levey moved that all arrangements for the G. L. Rockwell program be handled by the Executive Committee in cooperation with the Citizens Series Committee.

Motion seconded and passed.

MOTION W-65

Miss Mitera moved that the Union Board of Governors limit the press to the Rockwell program.

Motion seconded.

Miss Mitera felt that it is necessary for this program to remain a program for the University community only.

Motion W-65 and second withdrawn.

B. Miss Hoy presented the UBOG Program Policy Statement to the Union Board members. She pointed out the changes from the proposal submitted at last week's meeting. Following is the policy submitted for Board approval:

I. The Union Board of Governors recognizes its responsibility to formulate and carry into execution a broad social, recreational, and cultural program for the student body of the University of Minnesota. Programming will be directed toward the fee-paying students of the University. The Union will attempt to supplement and complement the offerings on campus but will not necessarily feel compelled to integrate its programs with off-campus individuals, groups, or business firms except as this integration will strengthen the program of the Board.

II. The Board encourages cooperation with recognized student groups, faculty groups, and departments of the University, in the presentation of programs consistent with the aims of the Board to the campus. The Board will also enter into co-sponsorship with non-University groups when it is in the best interest of the Board.

The Board can, if it so chooses, enter into co-sponsorships with any recognized group; it will exert initiative in stimulating these co-sponsorships; it will co-sponsor with non-University groups when the aims of the two groups are consistent and when the program is judged by the Board to be of value to the student body. Always, the judgment will be the Board's as to the acceptability of the program, and the Board will not feel obligated to sponsor with anyone or any group.

III. All members of the University community may avail themselves of Union facilities. Those interested will be admitted when feasible (space limitation). It is of great importance that programs be aimed at student members who support the Union through paying the fee and volunteer help in putting on the programs. The programs sponsored or co-sponsored by the Board are presented for the members of the University community only.

The Board defines this membership as including the following:

- A. University community includes fee-paying students, faculty, and staff.
- B. "Those interested" will include alumni, night school students, and spouses.
- C. Guests of students, staff, or faculty of the University.
 - 1. The Board reserves the right to limit the number of guests permitted at a Union-sponsored event.
 - 2. The individual is responsible for the conduct of his guest (s).

IV. The Union Board programs within the policies of the University of Minnesota (These are summarized in the policy manual for student organizations under policies of the Board. See page 3, paragraph 1 of the policy manual.)

V. Union programs shall be open to all students. These programs may be aimed for a special interest group but must admit any fee-paying student. When a special interest group is involved, those students directly concerned may be given priority.

VI. This policy may be changed or modified only by the Union Board of Governors.

There was discussion regarding whether or not the following statement is necessary: IV "(These are summarized in the policy manual for student organizations under policies of the Board. See page 3, paragraph 1 of the policy manual)".

MOTION W-66

Mr. Solie moved that the above statement be included in the program policy.

Motion W-66 seconded and passed.

MOTION W-67

Mr. Hauge moved that section V be deleted completely.

Motion seconded.

MOTION W-68

Miss Hoy moved to amend Motion W-67 to read: Section V shall be rewritten and brought back to the Board.

Motion W-68 seconded.

Professor Buckley objected to Section V as he felt it was contradictory within itself. There were various suggestions for re-wording of this section.

Motion W-68 passed.

Motion W-67 failed.

Motion W-69

Miss Hoy moved that Section V of the Program Policy read as follows: "Generally, Union programs will be open to all fee-paying students. However, when a special interest program is involved, those students directly concerned may be given priority."

Motion W-69 seconded and passed.

Motion W-70

Miss Hoy moved that the Board accept the Program Policy Statement.

Motion W-70 seconded and passed.

Old Business

A. The Board members' opinions were requested for the information of the Executive Committee on the organizational experiment conducted for Winter Quarter.

Essentially, the experiment delegated procedural operations of the standing committees to the area directors. The standing committee chairmen carried on the functions of the standing committees without calling committee meetings or consulting with their standing committee, but would, instead, through the Executive Committee, present standing committee policy business directly to the Board.

The consensus of the Board was that this was an acceptable experiment, and that the Executive Committee should present a proposal to the Board which would make this operation permanent.

MOTION W-71

Miss Hoy moved that the matter of organizational structure be presented to the Board at the first meeting Spring Quarter.

Motion W-71 seconded and passed.

New Business

A. MOTION W-72

Mr. Levey moved that the Board allocate \$253.00 from the renovation fund for ropes and stands for the Main Ballroom.

Motion W-72 seconded and passed.

Announcements

A. Executive Committee--Miss Davis

The Big Ten Student Union Conference will be held April 2, 3, and 4, 1964. The cost is approximately \$100.00 per person. Gloria Davis, Judy Hoy, and Jerry Levey are going to the conference as representatives from the University of Minnesota.

There will be no more Union Board meetings this quarter.

B. Director's Report

Mr. Berton Atkinson, Assistant Director of Student Unions, attended this meeting representing Mr. Gordon L. Starr. A complete financial statement was presented to the Board members. Mr. Atkinson recommended that the Board give very careful consideration to any further expenditures from the renovation fund for the remaining fiscal year so that we can be in a good position to continue with our long-range financial obligations.

C. House and Finance Committee--Mr. Levey

A letter is being written to object to one area of the present Food Service Policy.

E. Personnel Committee--Miss Mitera

Shel Gullinson has been appointed as chairman of Coffman Musicale.

Ilse Vinson has been appointed as chairman of American-Foreign Students Committee.

Caroline Warren resigned from her chairmanship of the Focus Committee.

Personnel Standing Committee will meet at 4:30 p.m. on April 1, 1964.

F. Public Relations Committee--Mr. Hauge

There is a policy on record that Union committee members must make their own posters. In order to hire an artist-assistant to paint signs for programs, this policy must be superceded by another. Because of the expense, it was decided that the artist-assistant could be hired to paint only permanent signs until the Board meets again and decides if he should paint signs for programs also.

MOTION W-73

Mr. Hauge moved that the Board approve the position of artist-assistant, to be filled by a student, part-time, to paint permanent signs in the Union.

MOTION W-74

Mr. Levey moved to table Motion W-73 until the first meeting of Spring Quarter.

Motion seconded.

Motion W-74 failed.

MOTION W-75

Mr. Levey moved that the Board postpone consideration of this matter until the first meeting of Spring Quarter.

Motion W-75 died for lack of a second.

Motion W-73 passed.

Most of the honorary societies have not responded to a letter requesting hosts and hostesses for the next President's Reception. Many of the Board members were planning to attend as hosts and hostesses.

The next meeting of the Union Board of Governors will be held on Wednesday, April 1, 1964, at 6:30 p.m. in Room 346 Coffman Memorial Union.

Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Berton Atkinson for Gordon L. Starr
Recording Secretary

dh

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 1, 1964

- I. Minutes of Last Meeting
- II. Old Business
 - A.
 - B.
- III. New Business
 - A. Signs and Lights for Union
 - B.
- IV. Announcements
 - A. Executive Committee--Gloria Davis
 - 1. Phil Raup--Candidate for MSA President
 - 2. Spring Quarter Meetings
 - 3. Appointment Committee
 - 4. Class Schedules
 - 5. Big Ten
 - 6. Representative of Director
 - 7. Evaluations of Rockwell Speech--Dr. Zander
 - B. Director's Report
 - 1. Dinner Invitation to Mr. Wenberg's Home
 - 2.
 - C. Program Committee--Judy Hoy
 - 1. Budget Report
 - 2. Attendance Report
 - D. House and Finance Committee--Jerry Levey
 - 1. Phones for 227 and 231 CMU
 - 2. Reservation for Main Lounge
 - 3. Food Policy
 - E. Personnel Committee--Judie Mitera
 - 1. appointments and resignations
 - 2.
 - F. Public Relations Committee--Roger Hauge
 - 1. Presidents Reception
 - 2.
- V. Adjournment

dh

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 1, 1964

Members Present:

Jo Bell, N. Lawrence Bentson, Frank Buckley, Sue Buhrman, Bob Gasway, Kathy Hamer, Roger Hauge, Reuben Hill, Judy Hoy, Paul Larson, Jerry Levey, Judie Mitera, Dan Paskewitz, Barbara Sirmal, Harold Smith, Kenneth Solie, Robert Weinhausen, Donald Zander

Members Absent:

Gloria Davis

Guests Present:

Kathy Wagnild, former President of CMU Board; Lou Goebels, former President of Purdue University Union Board; Bill Rowley, MSA Representative; Phil Raup, Presidential candidate for MSA; Bill Bergquist, Vice Presidential candidate for MSA; Howard Kaibel, candidate for MSA Senate; Jerry McKay, MSA; Ted Kaul, Program Director, Coffman Memorial Union; Randi Jensen, Daily Representative; Judy Martz, Daily Representative; Donna Harrison, Senior Secretary

The meeting of April 1, 1964, was called to order by Vice President Hoy at 6:35 p.m. in Room 346 Coffman Memorial Union.

The minutes of the last meeting were approved as published.

New Business

A. Jerry Levey reported on new signs and lights for the Union. Lights and signs to be purchased in conjunction with the recent sign study are being considered. This will include lights on the second floor corridor by the UBOG and MSA offices, a Main Floor Information Sign, rest room signs on the ground floor, lights in the Men's and Women's Lounges, and a Gopher Hole sign.

MOTION W-76

Mr. Levey moved that the Union Board appropriate approximately \$1,000 from the renovation fund for light and sign fixtures.

Motion seconded and passed.

Announcements

A. Executive Committee--Miss Hoy

1. Dr. Zander reported that his office had received a request from Hofstra College, New York, to have University of Minnesota students fill out a questionnaire related to the recent appearance of George Lincoln Rockwell.

The Board meeting was recessed to permit members to participate in this attitude survey.

2. Phil Raup gave a short talk on some of the issues being debated at this year's MSA election. Politics and programming are both important concerns of the Minnesota Student Association. Increased student participation in educational policy formulation at the University is another plank in Mr. Raup's campaign platform. Questions of curriculum and instruction need to be seriously considered by the student government. If he is elected, Mr. Raup said he will work for increased services to students, especially commuters.

Bill Bergquist gave a short speech on his objectives if elected. Mr. Bergquist will be working with the MSA Assembly and intends to develop a friendlier relationship within the assembly. He also feels that more effort should be expended to make parents aware of University life.

Dr. Hill asked about the jurisdictional overlap between MSA and UBOG and asked what these candidates would do about this. Phil Raup plans to put more emphasis on liaison committee work with all other programming agencies and believes that while overlapping will occur, good communication is the answer.

3. Miss Hoy listed the following meetings for the next weeks: April 8--Winter Quarter Recognition, April 15--parents will be invited, April 22--first meeting with new Board members, April 29--second meeting with new Board, May 6--elections and last meeting for old Board members.

4. The appointment committee for selection of new Board members will consist of Miss Davis, Miss Mitera, a representative of the Dean of Students, and a representative of the Vice President, Educational Relationships and Development. Interviews will be held on April 16, 1964. MSA will also be represented on this appointment committee.

5. Board members were asked to fill in class schedules for Spring Quarter and return them to Mrs. Harrison.

6. Erik Erickson, staff member; Gloria Davis, Judy Hoy, and Jerry Levey will leave Friday, April 3, 1964, to attend the Big Ten Student Union Conference. If any other Board members have any problems to be brought up at this conference, please contact one of these people. (For informational purposes, the Big Ten Conference is not sponsored by the ACU although all Big Ten Schools are ACU members. Normally, only two students are authorized by Big Ten rules to attend, but President Davis secured special authorization for three students to attend this year as was done last year.)

7. Mr. Larson is representing Mr. Starr at this meeting.

8. Dr. Zander requested use of time at one of the noon programs to distribute the Rockwell questionnaire. He is interested in getting the reaction of some commuters.

B. Director's Report--Mr. Larson

1. Members of the Coffman Memorial Union Board of Governors and the St. Paul Student Center Board of Governors are invited to a dinner meeting at Mr. Wenberg's home on Thursday, May 7, 1964 by Mr. and Mrs. Wenberg and Mr. and Mrs. Starr. The invitation was referred to the Executive Committee to resolve the potential conflict with the previously announced May 6 meeting.

C. Program Committee--Miss Hoy

1. The Programming Financial Report for Winter Quarter, 1964, was presented to the Board members. Board members were asked to fill in their budget requests and give them to Miss Hoy.

2. The Attendance Report for Winter Quarter, 1964, was also presented to the Board members. Program attendance is up in almost every area. Ted Kaul urged that the Board members attempt to maintain the high quality and quantity of programming that this report represents.

D. House and Finance Committee--Mr. Levey

1. Improved telephone communications are being installed in Rooms 227 and 231 Coffman Memorial Union.

2. There is a special request for a jazz program on April 10, 1964, in the Main Lounge. As this is the only suitable area available, the request has been approved.

3. A "Proposed Policy Relating to the Serving of Food or Refreshments in Conjunction with Meetings on University Premises" was presented to the Board. There seems to be some ambiguity regarding Board responsibilities in the matter of Food Service in the Union building. Mr. Larson noted that there appears to be potential conflict with implications in this proposed policy and existing policies of the CMU Board and Student Center Board concerning authorization for bringing food into the respective buildings. He said that this is the first time he has seen the proposal and doubts that personnel on the St. Paul Campus are aware of it. There were several comments on the price and quality of University Food Service as compared to other Big Ten Unions.

It was suggested that this matter of food service policy be referred to the Liaison Committee for review. When the Liaison Committee meeting date is set, Board members will be informed and anyone interested is invited to attend.

Dr. Hill stated that the Board should consider taking an aggressive stand to have service of food in Coffman Memorial Union placed under Board control.

MOTION W-77

Mr. Hauge moved that the Food Service policies and problems be referred to the Executive Committee for determination of appropriate action and that discussion be brought up at the next meeting.

Motion seconded and passed.

E. Personnel Committee--Miss Mitera

1. The Winter Quarter Recognition Banquet will be held at 6:00 p.m. on Wednesday, April 8, 1964, in the Junior Ballroom.
2. Tom Erland is the new chairman for Union Jazz Workshop.
3. Jeff Holter is the new chairman for Personnel Bureau.
4. Steve Clover resigned from the Fine Arts Gallery Committee.
5. The history files for Winter Quarter will be available for Board members and chairmen on April 2.
6. Ted Kaul reminded the Board members that committee rosters must be handed in so that the students may be checked for eligibility.

F. Public Relations Committee--Mr. Hauge

1. Mr. Hauge congratulated the Board members for their attendance at the President's Reception.

The next meeting of the Union Board of Governors will be held on Wednesday, April 8, 1964, in Room 346 Coffman Memorial Union after the Recognition Dinner.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Paul W. Larson for Gordon L. Starr
Recording Secretary

dh

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

FINANCIAL REPORT, WINTER QUARTER 1964

AREAS AND COMMITTEES	ORIGINAL BUDGET	MID-QUARTER ADJUSTMENTS	INCOME	EXPENSE	BALANCE	ADJUSTMENT 3-30-64	BALANCE SPRING QTR.
CAMPUS AREA							
Welcome Week	0	-	0	0			
Unithon	0	-	0	0			
Campus Carnival	300.00	-	0	0	300.00		
Noon Programs	1066.73	-	0	649.75	416.98		
WMMR	846.37	-	7.62	456.40	397.59		
FINE ARTS AREA							
Art Craft Studio	200.00	-	0	53.40	146.60		
Fine Arts Gallery	441.49	-	20.69	246.69	215.49		
Creative Society	241.42	-	0	54.20	187.22		
Photo Committee	155.40	-	0	5.00	150.40		
MACAS	383.24	-	0	19.40	363.84		
Talent Associates	150.00	-	0	0	150.00		
MUSIC AREA							
Classics Corner	1808.00	-	0	149.53	1658.47		
Coffman Musicale	300.00	-	3.83	60.66	243.17		
Union Jazz Workshop	300.00	-	395.76	1176.14	480.30		
RECREATION AREA							
Bowling	200.00	-	307.39	334.93	172.46		
Bridge	80.00	-	304.00	330.61	53.39		
Chess	200.00	-	61.64	18.70	242.94		
Co-Rec	200.00	-	0	104.15	95.85		
Table Tennis/Billiards	95.52	-	28.00	77.01	46.51		
Intramurals	69.49	-	0	37.50	31.99		
Winter Week	89.88	-	1922.08	2339.63	507.43		

AREAS AND COMMITTEES	ORIGINAL BUDGET	MID-QUARTER ADJUSTMENTS	INCOME	EXPENSE	BALANCE	ADJUSTMENT 3-30-64	BALANCE SPRING QTR.
SOCIAL AREA							
Dance Instruction	62.84	-	103.25	372.26	=206.17		
Mi We Dah	200.00	-	391.30	297.84	293.46		
Square Dance	133.66	-	183.00	299.05	17.61		
Variety Dance	804.11	-	1106.03	1159.94	750.20		
Ethnic Dance Inst.	100.00	-	10.00	18.05	91.95		
SPECIAL EVENTS AREA							
Homecoming Dance	22.09	-	0	2.94	19.15		
Creative Arts Festival	1481.10	-	0	.60	1480.50		
Summer Programming	2600.00	-	0	0	2600.00		
TOPICS AREA							
American-Foreign Stu.	337.38	-	30.10	427.07	=59.59		
Focus	250.00	-	0	481.16	=231.16		
Student-Faculty	300.00	-	0	104.43	195.57		
Citizen's Series	670.87	-	0	186.66	484.21		
Graduate Students	150.00	-	38.12	276.90	=88.78		
WEST BANK AREA							
Forum	356.53	-	0	125.68	230.85		
Noon Programs	150.00	-	0	350.99	=200.99		
Student-Faculty	157.46	-	0	128.64	28.82		
Special Events	450.00	-	142.00	644.46	=52.46		
West Bank Bulletin	50.00	-	0	42.40	7.60		
PERSONNEL AREA							
Union Board Council	138.56	-	22.75	132.95	28.36		
Personnel Bureau	200.00	-	4.88	289.75	=84.87		
Leadership Seminars	0	-	0	0	0		
Retreats	200.00	-	0	20.00	180.00		
Merit Reception	800.00	-	0	21.00	779.00		

AREAS AND COMMITTEES	ORIGINAL BUDGET	MID-QUARTER ADJUSTMENTS	INCOME	EXPENSE	BALANCE	ADJUSTMENTS 3-30-64	BALANCE SPRING QTR.
PUBLIC RELATIONS AREA							
Ad Agency	172.94	-	8.41	2.30	179.05		
P.R. Bureau	700.00	-	0	524.62	175.38		
Gopher	0	-	0	0	0		
Brochures	150.00	-	0	0	150.00		
BOARD ACTIVITIES							
Board Activities	316.93	-	0	153.01	163.92		
Big Ten Convention	300.00	-	0	0	300.00		
Christmas Decorations	0	-	0	0	0		
Christmas Cards	0	-	8.69	0	8.69		
Region VII Conference	0	-	0	0	0		
PROGRAM DEVELOPMENT							
Program Expansion	1349.07	-	225.42	57.33	1517.16		
Chairman Cabinet	0	-	0	0	0		
PROGRAM ADMINISTRATION							
Administration	197.80	-	238.87	309.82	126.85		
Supplies	500.00	-	189.01	691.79	42.75		
Telephone	428.85	-	1.70	124.68	305.87		
Equipment	337.27	-	67.50	206.37	198.40		
Summer Administration	300.00	-	0	0	300.00		
Orientation	0	-	0	0	0		
Misc. Overhead	600.00	-	0	0	600.00		
Staff Travel	200.00	-	0	0	200.00		
Staff Training	48.00	-	.70	6.87	41.83		
Research	50.00	-	0	0	50.00		
GRAND TOTAL	22,213.24	-	5,822.74	13,573.26	14,462.72		

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

PROGRAM ATTENDANCE REPORT
Winter Quarter, 1964

1964

1963

AREAS AND COMMITTEES	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
CAMPUS AREA				
Moon Programs	29	19,490	21	13,540
WMBR	0	0	0	0
TOTAL	29	19,490	21	13,540
FINE ARTS AREA				
Art Craft Committee	0	0	0	0
Creative Society	3	760	4	205
Fine Arts Gallery	8	725	3	45
Photo Committee	0	0	0	0
MACAS	0	0	-	-
Talent Associates	0	0	3	730
TOTAL	11	1,485	10	980
MUSIC AREA				
Classics Corner	7	1,900	6	5,380
Coffman Musicale	0	0	5	4,760
Union Jass Workshop	5	2,125	11	7,185
TOTAL	12	4,025	22	17,325
RECREATION AREA				
Bowling	7	109	7	82
Bridge	17	285	15	235
Chess	4	82	9	583
Co-Rec	6	2,705	1	300
Table Tennis/Billiards	2	1,350	2	4
Intramurals	25	175	0	0
Winter Week	10	3,583	7	1,940
TOTAL	71	8,289	41	3,144

1964

1963

AREAS AND COMMITTEES	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
SOCIAL AREA				
Dance Instruction	8	1,189	9	1,600
Mi We Dah	7	1,969	7	4,383
Square Dance	9	425	9	651
Variety Dance	5	1,189	4	917
Ethnic Dance Instruction	2	53	-	-
TOTAL	31	4,825	29	7,551
TOPICS AREA				
American-Foreign Students	8	1,436	13	2,174
Citizen's Series	6	3,825	0	0
Focus	21	3,389	6	2,445
Graduate Students	11	395	1	75
Student-Faculty Relations	5	365	8	449
TOTAL	50	9,410	28	5,143
WEST BANK AREA				
Forum	6	585	-	-
Noon Programs	25	5,225	-	-
Special Events	14	3,403	-	-
Student-Faculty Relations	13	775	-	-
World Politics Series	8	1,660	-	-
TOTAL	66	11,548	0	0
PERSONNEL AREA				
Counselor Information Service	2	65	0	0
Summit	1	50	0	0
Union Board Council	17	551	10	605
Fall Recognition Program	1	50	1	40
TOTAL	21	716	13	788
PUBLIC RELATIONS AREA				
Presidents' Reception	1	1,200	1	900
TOTAL	1	1,200	1	900

	1964		1963	
AREAS AND COMMITTEES	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
PROGRAM GRAND TOTAL	292	61,088	165	49,371
SERVICE AREAS				
Fine Arts Gallery	11 weeks	15,000 (est)	11 weeks	15,000 (est)
Art Craft Studio	11	1,607	11	1,459
Art Craft Studio Workshops	8	48	7	140
Outing Rentals	11	68	11	85
Talent Referrals	10	8	10	11
Graduate Commons Room	11	1,210	7	175
West Bank Lounge	11	3,025	-	-
TOTAL		20,966		16,870
PROGRAM & SERVICE GRAND TOTAL WINTER QUARTER, 1964.		82,054		66,241

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

FINANCIAL REPORT, WINTER QUARTER 1964

AREAS AND COMMITTEES	ORIGINAL BUDGET	MID-QUARTER ADJUSTMENTS	INCOME	EXPENSE	BALANCE	ADJUSTMENT 3-30-64	BALANCE SPRING QTR.
DAMPUS AREA							
Welcome Week	0	-	0	0			
Unithon	0	-	0	0			
Campus Carnival	300.00	-	0	0	300.00		
Noon Programs	1066.73	-	0	649.75	416.98		
WMMR	846.37	-	7.62	456.40	397.59		
FINE ARTS AREA							
Art Craft Studio	200.00	-	0	53.40	146.60		
Fine Arts Gallery	441.49	-	20.69	246.69	215.49		
Creative Society	241.42	-	0	54.20	187.22		
Photo Committee	155.40	-	0	5.00	150.40		
MACAS	383.24	-	0	19.40	363.84		
Talent Associates	150.00	-	0	0	150.00		
MUSIC AREA							
Classics Corner	1808.00	-	0	149.53	1658.47		
Coffman Musicale	300.00	-	3.83	60.66	243.17		
Union Jazz Workshop	300.00	-	395.76	1176.14	=480.38		
RECREATION AREA							
Bowling	200.00	-	307.39	334.93	172.46		
Bridge	80.00	-	304.00	330.61	53.39		
Chess	200.00	-	61.64	18.70	242.94		
Co-Rec	200.00	-	0	104.15	95.85		
Table Tennis/Billiards	95.52	-	28.00	77.01	46.51		
Intramurals	69.49	-	0	37.50	31.99		
Winter Week	-89.88	-	1922.08	2339.63	=507.43		

AREAS AND COMMITTEES	ORIGINAL BUDGET	MID-QUARTER ADJUSTMENTS	INCOME	EXPENSE	BALANCE	ADJUSTMENT 3-30-64	BALANCE SPRING QTR.
SOCIAL AREA							
Dance Instruction	62.84	-	103.25	372.26	=206.17		
Mi We Dah	200.00	-	391.30	297.84	293.46		
Square Dance	133.66	-	183.00	299.05	17.61		
Variety Dance	804.11	-	1106.03	1159.94	750.20		
Ethnic Dance Inst.	100.00	-	10.00	18.05	91.95		
SPECIAL EVENTS AREA							
Homecoming Dance	22.09	-	0	2.94	19.15		
Creative Arts Festival	1481.10	-	0	.60	1480.50		
Summer Programming	2600.00	-	0	0	2600.00		
TOPICS AREA							
American-Foreign Stu.	337.38	-	30.10	427.07	=59.59		
Focus	250.00	-	0	481.16	=231.16		
Student-Faculty	300.00	-	0	104.43	195.57		
Citizen's Series	670.87	-	0	186.66	484.21		
Graduate Students	150.00	-	38.12	276.90	=88.78		
WEST BANK AREA							
Forum	356.53	-	0	125.68	230.85		
Noon Programs	150.00	-	0	350.99	=200.99		
Student-Faculty	157.46	-	0	128.64	28.82		
Special Events	450.00	-	142.00	644.46	=52.46		
West Bank Bulletin	50.00	-	0	42.40	7.60		
PERSONNEL AREA							
Union Board Council	138.56	-	22.75	132.95	28.36		
Personnel Bureau	200.00	-	4.88	289.75	=84.87		
Leadership Seminars	0	-	0	0	0		
Retreats	200.00	-	0	20.00	180.00		
Merit Reception	800.00	-	0	21.00	779.00		

AREAS AND COMMITTEES	ORIGINAL BUDGET	MID-QUARTER ADJUSTMENTS	INCOME	EXPENSE	BALANCE	ADJUSTMENTS 3-30-64	BALANCE SPRING QTR.
PUBLIC RELATIONS AREA							
Ad Agency	172.94	-	8.41	2.30	179.05		
P.R. Bureau	700.00	-	0	524.62	175.38		
Gopher	0	-	0	0	0		
Brochures	150.00	-	0	0	150.00		
BOARD ACTIVITIES							
Board Activities	316.93	-	0	153.01	163.92		
Big Ten Convention	300.00	-	0	0	300.00		
Christmas Decorations	0	-	0	0	0		
Christmas Cards	0	-	8.69	0	8.69		
Region VII Conference	0	-	0	0	0		
PROGRAM DEVELOPMENT							
Program Expansion	1349.07	-	225.42	57.33	1517.16		
Chairman Cabinet	0	-	0	0	0		
PROGRAM ADMINISTRATION							
Administration	197.80	-	238.87	309.82	126.85		
Supplies	500.00	-	189.01	691.79	-2.78		
Telephones	428.85	-	1.70	124.68	305.87		
Equipment	337.27	-	67.50	206.37	198.40		
Summer Administration	300.00	-	0	0	300.00		
Orientation	0	-	0	0	0		
Misc. Overhead	600.00	-	0	0	600.00		
Staff Travel	200.00	-	0	0	200.00		
Staff Training	48.00	-	.70	6.87	41.83		
Research	50.00	-	0	0	50.00		
GRAND TOTAL	22,213.24	-	5,822.74	13,573.26	14,462.72		

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 8, 1964

I. Minutes of Last Meeting

II. Old Business

- A. Village Union
- B. Board Organization

III. New Business

- A.
- B.

IV. Announcements

- A. Executive Committee--Gloria Davis
 - 1. Jim Rustad, Candidate for MSA President
 - 2. Board Applications due Monday
 - 3. Meetings
 - 4. Board Ads
- B. Program Committee--Judy Hoy
 - 1. Budget
 - 2.
- C. House and Finance Committee--Jerry Lavey
 - 1.
 - 2.
 - 3.
- D. Public Relations Committee--Roger Hauge
 - 1.
 - 2.
- E. Personnel Committee--Judie Mitera
 - 1. Board Applicant Workshop - April 14
 - 2. Merit Key Nominations
 - 3. Appointments
 - 4. Rosters

V. Adjournment

dh

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 9, 1964

Members Present:

Jo Bell, Frank Buckley, Sue Buhrman, Gloria Davis, Bob Gasway, Kathy Hamer, Roger Hauge, Judy Hoy, Paul Larson, Jerry Levey, Judie Mitera, Dan Paskewitz, Barbara Sirmal, Harold Smith, Kenneth Solie, Robert Weinhagen

Members Absent:

N. Lawrence Bentson, Reuben Hill, Donald Zander

Guests Present:

Edwin Braman, former Board member; Jim Rustad, candidate for MSA President; Ray Karhu, Program Chairman, University Village Union Board of Governors; Randi Jensen, Daily Representative; Berton Atkinson, Assistant Director of Student Unions; Ted Kaul, Program Director, Coffman Memorial Union; J. Bradford Seabury, Manager, University Village Union; Mr. & Mrs. Don Johnson (Sue Johnson, Program Consultant); Donna Harrison, Senior Secretary; Gayle Sandburg, Clerk-Stenographer.

The meeting of April 8, 1964, was called to order by President Davis at 8:00 p.m. in Room 346 Coffman Memorial Union following the Winter Quarter Recognition Dinner.

The minutes of the last meeting were corrected as follows:

Guests Present: Louis Goebels

Personnel Committee Report 3. Jeff Halter

Minutes stand approved as corrected.

Old Business

A. The Village Union Ad Hoc Committee Report for the meeting of April 7, 1964, was presented to the Board by Mr. Levey. Copies are attached to the minutes. The Ad Hoc Committee decided upon two plans to be presented to the Union Board of Governors.

MOTION W-78

Jerry Levey moved that the following plan be adopted for the Village Union:

1. That two or three present housing units, whichever number the Village Board feels is better, be secured from University Housing Department for use as a study area, play center, etc.
2. That the UBOG allocate \$1,200 for 1964-65, \$700 for 1965-66, and \$500 for renovation of the units.

A. The financial arrangements will be handled by CMU.

B. The UBOG Executive Committee will enter into immediate negotiations with the University Housing Department to request some financial support.

3. That volunteer help be used as much as possible in operating these units.

A. The exact operation will conform to University regulations but the details will be left up to the Village Union Board.

4. That any present equipment in the Village Union be made available for these units.

5. That at the end of the fiscal year, 1966, all financial support of these units by the Union Board of Governors will cease.

6. That this plan takes effect immediately, assuming that the housing units are available, i.e., that renovation be started as soon as possible.

A. The Village Union will continue its present operation until the Village Union Board feels that they are ready to occupy the units but that the present Village Union building will be definitely closed by the end of Spring Quarter, 1964.

Motion seconded.

President Davis pointed out that acceptance of this motion means rejection of proposal number 2 as presented in the Village Union Ad Hoc Committee Report.

Mr. Seabury stated that approximately 45 to 50 students have been counted using Village study facilities in the evening. Around 85 children are registered for Play Center classes for Spring Quarter. Mr. Seabury felt that proposal number 2 of the Ad Hoc Committee Report should be seriously considered by the Board. He agrees that the fountain must be dropped to save money, but there are some objections by the Village Union Board to using the Como Village units because of their inadequacy to meet the needs of the married students in this area. To make these units suitable, major renovation would have to be undertaken. Mr. Seabury said that rather than defend proposal number 2, he would prefer to have the Board members ask questions about the proposal. There were questions about the expense, time, and labor involved for this type of a project.

Mr. Larson explained that the University Village and its Union were originally designed in the late 1940's for veterans of World War II who had their plans for college, marriage, and establishing a family interrupted by the war. The Federal Government, University, and Union Board combined resources to meet the need, unique at that time.

It was planned to operate the Union for seven years, after which time it was predicted the veterans would have been accommodated. The Korean War altered these expectations and the continuing trend in married students with children registering at the University resulted in maintaining the Village and the Union even after the supply of veterans had been exhausted. The 15 year report on the Village Union charts the phasing-out of the Village to a predicted average of 80 families (fee-paying students) next year. Costs have continued to increase to the point that the heavy subsidization can no longer be justified in view of the limited number of students benefited and the other student needs at Coffman and on the West Bank.

Coffman Memorial Union has diverted some \$250,000 to operate the Village Union over the past 16 years including some \$85,000 to remodel the building. Since the Village Union was set up originally to operate on a minimal budget, and since even this has been curtailed, it is not possible to reduce last year's \$13,000 subsidy to the \$5,000 budget proposed in the Ad-Hoc Report and maintain the present building in a safe and operative condition.

Motion W-78 passed 10 for 3 against.

B. President Davis presented and explained various plans for modifying the Board's structure. The Board members were asked to express their opinions of these proposals. Other proposals will be presented at the next Board meeting.

Announcements

A. Executive Committee--Miss Davis

1. Jim Rustad, candidate for MSA President, gave a short talk on some of his plans for MSA if he is elected President. He also distributed a personal data sheet to the Board members for their information. A program stressing public relations would be put into effect if he is elected President. He feels that the program during Welcome Week should be improved. More personal contact could be used.

MOTION W-79

Den Paskewitz moved that the Union Board of Governors recommend that the Board's MSA delegate vote for Phil Raup.

Motion seconded.

MOTION W-80

Judy Hoy moved the question.

Motion W-80 seconded and passed.

Motion W-79 failed.

MOTION W-81

Barbara Sirmal moved that the Union Board of Governors recommend that the Board's MSA delegate vote for Jim Rustad.

Motion W-81 seconded and passed 8 for and 4 against.

2. Board applications are due Monday. Board members were asked to encourage students to apply.

3. Next week the parents of the Board members will meet with the Union Board. The schedule for the remaining meetings for this Board is in last week's minutes. The May 6 meeting is changed to Thursday, May 7, 1964. This meeting will be held at Mr. Wenberg's home. Elections will be held at that time.

4. Miss Davis mentioned that the Board ads in the Daily this past week have been very good.

B. Program Committee--Miss Hoy

1. The program financial report was presented to the Board. A copy of this report is attached to the permanent file copies of the minutes.

MOTION W-82

Judy Hoy moved that the Board accept the program financial report.

Motion W-82 seconded and passed.

E. Personnel Committee--Miss Mitera

Judie Mitera thanked the Board for their participation in the Winter Quarter Recognition Banquet.

1. Every person who applies for the Board, including all those who are already on the Board, will be responsible for attending the Board applicant workshop on Tuesday, April 14, 1964, at 7:00 p.m. in Room 346 Coffman Memorial Union.

2. Marit Key application forms should be put in Miss Mitera's box by April 24, 1964.

3. Barbara Lund has been appointed as chairman of the Fine Arts Gallery Committee.

Janet Faddis has been appointed as chairman of the American-Foreign Students Committee.

4. There are still some missing rosters.

The next meeting of the Union Board of Governors will be held on Wednesday, April 15, 1964, in Room 346 Coffman Memorial Union. Parents and wives of Board members are invited to this meeting.

Meeting adjourned at 10:15 p.m.

Respectfully submitted,

Paul W. Larson for Gordon L. Starr
Recording Secretary

dh

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

VILLAGE UNION AD HOC COMMITTEE REPORT
April 7, 1964

Members Present:

Harold Smith, Paul Larson, Brad Seabury, Jerry Levey

Others Present:

Bert Atkinson, Ray Karhu

Because Dave Rouser could not make this meeting, the chairman approved Ray Karhu as Dave's representative from the Village Union Board.

The report from the Village Union Board, as to what they feel are possible courses of action for this committee, was reviewed. After brief discussion, Jerry Levey presented a plan calling for minimum operations in present housing units with UBOG expenditures to run approximately \$500 over the next 16 months, until the end of the 1965 fiscal year.

After much discussion on this plan and another review of the other plans, the committee deadlocked between two plans, which are presented below:

1. Two or three housing units would be renovated (partitions removed, walls painted, etc.) for study space and a play center. Supervision and clean up would be by volunteer help with possibly one part-time person to do general cleaning, checking, etc. UBOG would give approximately \$1,200 for 1964-65 and approximately \$700 for 1965-66. The cost of renovation, approximately \$500, would be borne by UBOG. This makes expenditures of \$2,400 through June, 1966.

A. After the meeting, the chairman called Vern Carlson of University Services who said housing would possibly pay for heating and part of the renovation for their units. He also suggested the possibility that volunteer help could paint and clean up.

2. The present Union would be maintained only with curtailed operations (no fountain). The Play Center would move into the current cafeteria area and the second floor would be used completely for study space. The Play Center teachers could supervise the building from 9:00 a.m. to 4:00 p.m. and then from 7:30 p.m. to 11:50 p.m., a single custodial supervisor would be there. On Saturdays, operation

April 7, 1964

would be from 1:00 p.m. to 5:00 p.m. and on Sunday, 1:30 p.m. to 5:30 p.m. and 7:30 p.m. to 11:30 p.m., all supervised by this one person. The estimated budget is below for 1964-65:

Salaries	\$2,200
Maintenance Supplies	300
Administration Supplies	50
Repairs, etc.	500
Electricity	200
Water	100
Heating	1,000
Telephone and Insurance	400
Miscellaneous Expense	250
Total	<u>\$5,000</u>

For 1965-66, housing units would be used. This gives an expense through June, 1966, of approximately \$6,100, assuming only two housing units would be used if this plan is adopted.

Because the chairman feels that this committee has studied the problem as well as it can, he presents these plans to the Board and asks that the Village Union Ad Hoc Committee be dissolved.

Jerry Levey, Chairman
Village Union Ad Hoc Committee

js

4-8-64

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

FINANCIAL REPORT, WINTER QUARTER 1964

AREAS AND COMMITTEES	ORIGINAL BUDGET	MID-QUARTER ADJUSTMENTS	INCOME	EXPENSE	BALANCE	ADJUSTMENT 3-30-64	BALANCE SPRING QTR.
CAMPUS AREA							
Welcome Week	0	-	0	0	0	0	0
Unithon	0	-	0	0	0	0	0
Campus Carnival	300.00	-	0	0	300.00	-300.00	0
Noon Programs	1066.73	-	0	649.75	416.98	+300.00	716.98
WMMR	846.37	-	7.62	456.40	397.59	+100.00	497.59
FINE ARTS AREA							
Art Craft Studio	200.00	-	0	53.40	146.60	-71.60	75.00
Fine Arts Gallery	441.49	-	20.69	246.69	215.49	0	215.49
Creative Society	241.42	-	0	54.20	187.22	+250.00	437.22
Photo Committee	155.40	-	0	5.00	150.40	-100.00	50.40
MACAS	383.24	-	0	19.40	363.84	0	363.84
Talent Associates	150.00	-	0	0	150.00	-150.00	0
MUSIC AREA							
Classics Corner	1808.00	-	0	149.53	1658.47	-500.00	1158.47
Coffman Musicale	300.00	-	3.83	60.66	243.17	0	243.17
Union Jazz Workshop	300.00	-	395.76	1176.14	480.38	+780.38	300.00
RECREATION AREA							
Bowling	200.00	-	307.39	334.93	172.46	-72.46	100.00
Bridge	80.00	-	304.00	330.61	53.39	0	53.39
Chess	200.00	-	61.64	18.70	242.94	-100.00	142.94
Co-Rec	200.00	-	0	104.15	95.85	0	95.85
Table Tennis/Billiards	95.52	-	28.00	77.01	46.51	0	46.51
Intramurals	69.49	-	0	37.50	31.99	0	31.99
Winter Week	-89.88	-	1922.08	2339.63	307.43	+507.43	0

AREAS AND COMMITTEES	ORIGINAL BUDGET	MID-QUARTER ADJUSTMENTS	INCOME	EXPENSE	BALANCE	ADJUSTMENT 3-30-64	BALANCE SPRING QTR.
SOCIAL AREA							
Dance Instruction	62.84	"	103.25	372.26	-206.17	+306.17	100.00
Mi We Dah	200.00	"	391.30	297.84	293.46	-193.46	100.00
Square Dance	133.66	"	183.00	299.05	17.61	+82.39	100.00
Variety Dance	804.11	"	1106.03	1159.94	750.20	+200.00	950.20
Ethnic Dance Inst.	100.00	"	10.00	18.05	91.95	+68.05	160.00
SPECIAL EVENTS AREA							
Homecoming Dance	22.09	"	0	2.94	19.15	-19.15	0
Creative Arts Festival	1481.10	"	0	.60	1480.50	-980.50	500.00
Summer Programming	2600.00	"	0	0	2600.00	-600.00	2000.00
TOPICS AREA							
American-Foreign Stu.	337.38	"	30.10	427.07	-89.59	+259.59	200.00
Focus	250.00	"	0	481.16	-231.16	+331.16	100.00
Student-Faculty	300.00	"	0	104.43	195.57	0	195.57
Citizen's Series	670.87	"	0	186.66	484.21	0	484.21
Graduate Students	150.00	"	38.12	276.90	-88.78	+238.78	150.00
WEST BANK AREA							
Forum	356.53	"	0	125.68	230.85	0	230.85
Noen Programs	150.00	"	0	350.99	-200.99	+400.99	200.00
Student-Faculty	157.46	"	0	128.64	28.82	+100.00	128.82
Special Events	450.00	"	142.00	644.46	-52.46	+200.00	147.54
West Bank Bulletin	50.00	"	0	42.40	7.60	+2.40	10.00
PERSONNEL AREA							
Union Board Council	138.56	"	22.75	132.95	28.36	0	28.36
Personnel Bureau	200.00	"	4.88	289.75	-84.97	+184.87	100.00
Leadership Seminars	0	"	0	0	0	0	0
Retreats	200.00	"	0	20.00	180.00	-80.00	100.00
Merit Reception	800.00	"	0	21.00	779.00	0	779.00

AREAS AND COMMITTEES	ORIGINAL BUDGET	MID-QUARTER ADJUSTMENTS	INCOME	EXPENSE	BALANCE	ADJUSTMENTS 3-30-64	BALANCE SPRING QTR.
PUBLIC RELATIONS AREA							
Ad Agency	172.94	-	8.41	2.30	179.05	0	179.05
P.R. Bureau	700.00	-	0	524.62	175.38	0	175.38
Gopher	0	-	0	0	0	0	0
Brochures	150.00	-	0	0	150.00	0	150.00
BOARD ACTIVITIES							
Board Activities	316.93	-	0	153.01	163.92	0	163.92
Big Ten Convention	300.00	-	0	0	300.00	0	300.00
Christmas Decorations	0	-	0	0	0	0	0
Christmas Cards	0	-	8.69	0	8.69	-8.69	0
Region VII Conference	0	-	0	0	0	0	0
PROGRAM DEVELOPMENT							
Program Expansion	1349.07	-	225.42	57.33	1517.16	-1086.41	430.75
Chairman Cabinet	0	-	0	0	0	0	0
PROGRAM ADMINISTRATION							
Administration	197.80	-	238.87	309.82	126.85	-26.85	100.00
Supplies	500.00	-	189.01	691.79	-2.78	+102.78	100.00
Telephone	428.85	-	1.70	124.68	305.87	-175.87	130.00
Equipment	337.27	-	67.50	206.37	198.40	0	198.40
Summer Administration	300.00	-	0	0	300.00	0	300.00
Orientation	0	-	0	0	0	0	0
Misc. Overhead	600.00	-	0	0	600.00	0	600.00
Staff Travel	200.00	-	0	0	200.00	0	200.00
Staff Training	48.00	-	.70	6.87	41.83	0	41.83
Research	50.00	-	0	0	50.00	+ 50.00	100.00
GRAND TOTAL	22,213.24	-	5,822.74	13,573.26	14,462.72		14,462.72

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 15, 1964

- I. Introductions
- II. Minutes of Last Meeting
- III. Old Business
 - A. Board Reorganization
 - B. Poster Painting Policy
 - C. Additional Appropriation for Lecterns
- IV. New Business
 - A. Possible--Probable Budget Proposal
 - B. Daily Ad
- V. Announcements
 - A. Executive Committee--Gloria Davis
 - 1. SCSA Report
 - 2. Filings for Union Board
 - 3. MSA Elections
 - 4. Student Government Retreat
 - 5.
 - B. Program Committee--Judy Hoy
 - 1. Budget Allocation
 - 2. Programs
 - a. KOTA
 - b. West Bank
 - C. House and Finance Committee--Jerry Levey
 - 1. Village Union
 - 2.
 - D. Public Relations Committee--Roger Hauge
 - 1.
 - 2.
 - E. Personnel Committee--Judie Mitera
 - 1. Appointments
 - 2. Roster
 - 3. Spring Board Retreat
- VI. Adjournment

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UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 15, 1964

Members Present:

Jo Bell, Sue Buhrman, Gloria Davis, Bob Gasway, Kathy Hamer, Roger Hauge, Reuben Hill, Judy Hoy, Paul Larson, Jerry Levey, Judie Mitera, Dan Paskewitz, Barbara Sirmal, Harold Smith, Kenneth Solie, Robert Weinbagen, Donald Zander

Members Absent:

Frank Buckley, N. Lawrence Bentson

Guests Present:

Mrs. Reuben Hill, Mr. & Mrs. Robert Weinbagen, Mrs. Harold Smith, Mrs. Roger Hauge, Mr. & Mrs. Frank Paskewitz, Mr. & Mrs. R. Hoy, Mr. Harold Edwards, Mrs. Fred Davis, Mrs. W. Mitera, Mrs. Loretta Yackel, Mr. Bert Atkinson, Assistant Director; Mr. Ted Kaul, Program Director; Miss Nancy Menard, Daily Reporter; Mrs. Donna Harrison, Senior Secretary; Mrs. Gayle Sandburg, Clerk-Steno

The meeting of April 15, 1964, was called to order by President Davis at 6:35 p.m. in Room 346 Coffman Memorial Union.

The minutes of the last meeting were approved as published.

Old Business

A. Board Reorganization

Several times during the past few years there has been discussion on the amount of work required of Board members getting the job done. Several times a number of revisions of the Board's Organizational Structure has been considered.

President Davis introduced a new proposal for Board reorganization. There was considerable discussion of the advantages and shortcomings of the plan.

Dr. Hill noted that faculty members were assigned members on standing committees meeting twice monthly. He felt that this assignment plus weekly board meetings was excessive. Dr. Hill suggested that faculty members attend board meetings but once a month and that these meetings be reserved for policy determination only at which meetings the faculty members advice would be most valuable. He feels that Union staff members should attend standing committee meetings as they are more familiar with the day-to-day operations of the building.

MOTION W-83

Mr. Hauge moved that the discussion be closed and that it be brought up at the next meeting.

Motion seconded and passed.

B. Poster Painting Policy

Mr. Hauge explained that a Board policy prohibits use of staff or student help in making posters for Union events. He said that recommendations had been made to rescind this policy but that he believes that it should be continued to save money and to encourage students to develop these skills. He asked for other opinions.

Mr. Larson said that committee people should be encouraged to find the best means possible to get the job done and that there was no particular virtue in forcing college students to develop artistic techniques if they lack natural talents.

MOTION W-84

Miss Buhrman moved that the Board rescind the current policy which requires Union committees to make their own posters.

Motion seconded and passed.

C. Additional Appropriation for Lecterns

Mr. Levey reported that the three new lecterns recently purchased by the Board exceeded the appropriation by \$270.00.

MOTION W-85

Mr. Levey moved that the Board appropriate an additional \$270.00 from the Renovation Fund to pay for the lecterns.

Motion seconded and passed.

New Business

A. 1964-65 Budget Proposal

The proposed budget for 1964-65 had been distributed to the Board members.

There were several questions regarding the West Bank appropriation. Some Board members thought that funds for West Bank area programming be within the Program Committee's budget and not be listed separately as it appears in the proposed budget. It was felt that there was danger of a separation of the West Bank activities from the CMU Board if they are separated in the budget.

Mr. Atkinson explained that there was no intent to separate the West Bank committee function from the Board.

Dr. Zander suggested that the Board approve the budget with an express reservation on the West Bank appropriation.

MOTION W-86

Mr. Levey moved that the salary items and the supplies items be transferred to respective categories of the Program Committee's budget items.

Motion seconded and passed.

MOTION W-87

Miss Hoy moved that the discussion be continued next week.

Motion died for lack of a second.

MOTION W-88

Dr. Hill moved that the proposed budget for the 1964-65 fiscal year, as modified by Motion W-86, be approved.

Motion seconded and passed.

B. Daily Ad

Mr. Hauge brought up the fact that there was an ad placed in the Daily by a Board member listing the Board member's name with other names for election. This ad contained the UBOG North Star symbol, although the ad was not authorized by the Union Board.

MOTION W-89

Mr. Hauge moved that the North Star symbol be reserved for exclusive use by the Union Board.

Motion seconded and passed

Announcements

A. Executive Committee--Miss Davis

1. SCSA Report

The Winter Quarter Report was distributed to the Board.

2. Filings for Union Board

There are twenty candidates for Union Board positions. Interviews are being held April 16, 1964 from 3:00 p.m. until 10:00 p.m.

3. MSA Elections

Miss Davis attended the MSA Election in place of Miss Hoy. She voted for Mr. Raup for MSA President even though the majority vote of the Board had recommended that the delegate vote be cast for Mr. Rustad. Discussion was held as to whether or not the Board should mandate its delegate to vote for a certain candidate.

MOTION W-90

Miss Hoy moved that the Board adopt a policy whereby Board members may be able to mandate their MSA delegate to vote when a majority of the Board determines such a vote be cast in a certain manner.

Motion seconded

MOTION W-91

Miss Bell moved that Motion W-90 be tabled.

Motion seconded

Miss Bell felt that next year's Board should have the responsibility for making this decision.

Motion W-91 voted and failed.

Motion W-90 voted and failed.

4. MSA Student Government Retreat

The MSA Student Government Retreat starts at noon on Saturday, April 18 and ends on Sunday, April 19. Attendance is recommended.

Bill Rowley, MSA Representative to the Union Board, complimented the Board members on their meetings. He recommended that the MSA Representative on the Union Board should be a voting member instead of ex-officio. He feels that there are many programs and areas where MSA and UBOG could work together.

Miss Davis thanked Mr. Rowley for his regular attendance and interest in the Board meeting. It will be her recommendation to the next Board that proceedings be undertaken to make an MSA Delegate to UBOG a permanent position.

B. Program Committee--Miss Hoy

1. Budget Allocation

The program committee allocated an additional \$280.00 to the Citizen's Series Committee for expanded Spring Quarter programming. There are several interesting programs being scheduled.

2. Programs

a. KOTA

Miss Hamer explained some of the programs taking place during the Kaleidoscope of the Arts. There will be a Student Art Sale on April 17 in the Main Ballroom. Board members are encouraged to attend and tell their friends about this program.

b. West Bank

Miss Sirmul reported on the programs currently being held on the West Bank.

C. House and Finance Committee--Jerry Levey

1. Village Union

Negotiations have been opened with Mr. C. Laverne Carlson and Mr. John H. Kahler regarding acquisition of housing units to replace the Village Union. It has not been definitely determined when such units will become available.

D. Public Relations Committee--Roger Hauge

No report

E. Personnel Committee--Judie Mitera

1. Appointments

Tom Palaby was appointed Chairman of the Focus Committee.

Don Bert was appointed to the Wednesday Night Dance Committee.

2. Roster

Rosters of the invitations list for the Merit Reception are available. Board members are requested to report any changes to Judie Mitera.

3. Spring Board Retreat

The Spring Board Retreat will be held on May 9, 1964. It will start in the morning and end late that afternoon.

President Davis read a letter from Mr. Gordon Starr addressed to the Board members, Board members parents, wives, and sisters.

The next meeting of the Union Board of Governors will be held on Wednesday evening, April 22, 1964 in Room 346 Coffman Memorial Union.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Paul W. Larson for Gordon L. Starr
Recording Secretary

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Department of Student Activities
Coffman Memorial Union
Estimate of Income & Expenditures

Budget of 1964-65

<u>Income</u>	Actual 1962-63	Proposed 1963-64	Projected to 6/30/64	Proposed 1964-65
Student Fees	389,705	397,132	413,484	444,405
Service Income	11,594	12,000	14,509	12,500
Program	25,404	26,800	20,091	26,000
Billiard Fees	22,872	19,500	21,336	20,500
Merchandise	73,520	67,600	74,301	70,000
Bowling Lanes Fees	60,454	59,000	56,510	*56,000
Merchandise	6,769	10,000	4,726	5,000
Artercraft Studio	3,785	3,800	4,056	4,000
Village Union Program	4,382	3,000	2,735	
Merchandise	9,522	8,500	8,482	
Barber, Beauty and Bookstore	8,828	8,000	6,500	7,000
Total Estimated Income	616,835	615,332	626,730	645,405
 <u>Operating Expenses</u>				
Administration Salaries	74,544	80,227	79,995	81,244
Supplies & Expense	21,112	22,500	22,836	23,000
Program Salaries	41,390	50,328	45,771	52,641
Supplies & Expenses	43,493	55,315	42,954	** 66,450
Maintenance Salaries	88,491	100,497	98,881	103,098
Supplies & Expense	56,675	65,000	50,678	65,000
Artercraft Studio Salaries	10,694	11,424	9,170	11,669
Supplies & Expense	5,672	4,500	5,099	5,000
Billiards Salaries	16,775	16,284	17,082	16,473
Supplies	7,285	5,500	5,186	5,800
Merchandise	51,704	57,600	51,233	59,400
Bowling Lanes Salaries	26,852	27,385	27,513	27,540
Supplies	30,422	20,500	24,136	* 28,000
Merchandise	4,707	4,500	2,642	3,500
Village Union Salaries	11,310	10,392	9,214	1,200
Supplies	17,710	16,100	11,678	500
West Bank Salaries				
Supplies		2,025	413	***
Total Operating Expense	508,636	550,077	504,541	550,515
I Total Estimated Income	616,835	615,332	626,730	645,405
II Total Operating Expense	508,636	550,077	504,541	550,515
Net Operating Income	108,199	65,255	122,189	94,890
III Debt Service on St. Paul Student Center	32,060	-32,060	-32,060	-32,060
IV Renovation for Coffman Memorial Union	76,839	33,195	90,120	62,830

* 20% Bowling Income paid to renovation on loan

** Proposed changes

*** These items included in Program Salary & Expense

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 22, 1964

- I. Introductions
- II. Minutes of Last Meeting
- III. Old Business
 - A. West Bank Direction
 - B. Board Reorganization
 - C.
- IV. New Business
 - A. Dick Gregory
 - B.
- V. Announcements
 - A. Executive Committee--Gloria Davis
 - 1. Meeting
 - 2. Filings
 - 3.
 - B. Program Committee--Judy Hoy
 - 1. Big Daddy
 - 2.
 - C. House and Finance Committee--Jerry Levey
 - 1. Three Quarter Report
 - 2.
 - D. Public Relations Committee--Roger Hauge
 - 1.
 - 2.
 - E. Personnel Committee--Judie Mitera
 - 1. Board Retreat
 - 2. Merit Key Nominations
- VI. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 22, 1964

Members Present:

Jo Bell, Frank Buckley, Sue Buhrman, Gloria Davis, Bob Gasway,
Kathy Hamer, Roger Hauge, Reuben Hill, Judy Hoy, Paul Larson,
Jerry Lovey, Judie Mitera, Dan Paskewitz, Barbara Sirmal, Harold
Smith, Robert Weinhagen, Donald Zander

New Members Present:

Ann Arustein, Janet Paddis, Shel Gulinson, Steve Gustafson,
Sid Heath, Les Novak, Jim Rosenbaum

Members Absent:

N. Lawrence Bentson

Guests Present:

Berton Atkinson, Assistant Director; Donna Harrison, Secretary;
Sue Johnson, Program Consultant, West Bank Student Lounge;
Louise Moberly, Program Consultant, Coffman Memorial Union;
Gayle Sandburg, Clerk-Steno

The meeting of April 22, 1964, was called to order by
President Davis at 6:35 p.m. in Room 346, Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:
New Business A should read: "Some Board members thought that
funds for West Bank area programming should be within the
Program Committee's budget . . ."

On page 3 the following sentence should read: "Dr. Zander
suggested that the Board approve the budget with an expressed
reservation on the West Bank appropriation."

RESOLUTION W-90 was moved by Mr. Hauge and not Miss Hoy.

Guests Present: Mrs. Harold Edwards

Minutes stand approved as corrected.

Old Business

A. West Bank Direction

Miss Davis opened discussion by stating that the West Bank
Union activities program is moving ahead faster than anticipated,
therefore, there is some feeling that the Board should take a
more aggressive position in determining the direction of this
development.

*

Dr. Hill stated that the information concerning the range of program, services, and the tentative policies under which the West Bank Union has been operating should be outlined at this meeting so that all members begin with some common knowledge on the subject.

Miss Sirmal explained that some problems result from the fact that authorization for "everything must come from Coffman Memorial Union" even though the West Bank Union is physically separated. Administratively there are some problems due to the fact that the West Bank Program Consultant is responsible both to the Coffman Union Program Director and to the Director of Student Unions. The Board should consider a clarification of its posture toward these two lines of responsibility. The likelihood of eventual autonomy for a Student Union on the West Bank was not being currently questioned.

Miss Hoy felt that the question to be decided was whether or not we want to compete with another Board in a separate West Bank Union or to complement each others programs.

Miss Sirmal reported that the International Center Area in the Classroom Building is being used as a committee workroom.

Mr. Hauge suggested that a small programming Board of three or four students working within the CMU Program Committee would be a good idea. This Board should not let the West Bank be a separate entity. The chairman of this West Bank Programming Committee should be the CMU West Bank Area Director. The West Bank Programming Board would be recognized by the CMU Board and their chairman (area director) would have one vote on the CMU Board.

Mr. Larson felt that the degree of autonomy the West Bank Union needs should be based on the size and kind of population which the Union will be serving. He feels that the West Bank has not yet developed to a point where separation is desirable. He also pointed out that the degree of separation is unlikely to be a significant factor in reducing the need for "authorization for everything from Coffman Union," which seems to be the principal complaint. He recalled that just yesterday he needed, on the Saint Paul Campus, another ^{request} ~~authorization~~ which will have to ~~transfer~~ ^{be sent} by campus mail to Coffman Union for signature then be returned to the Student Center so that we may obtain a few postage stamps at the St. Paul Post Office.

Mrs. Johnson stated that what the Executive Committee and some people on the West Bank have been discussing is "How can the West Bank Union be appropriately organized in order to attain whatever the Board decides it should accomplish during the next few years." The Board needs to decide where they want the West Bank to go and how quickly West Bank students should be provided opportunity to grow up with the needs.

Miss Sirmal mentioned that the West Bank people want to expand programming but they need more personnel and more money to do this.

Miss Davis explained that the Board has to decide whether they want to restrict what the Program Consultant on the West Bank is doing or change the job description to conform to what it appears the position currently demands.

Mr. Levey mentioned that the Executive Committee had suggested that an Assistant Program Director could be the title of the West Bank position. This might free this position to accomplish what needs to be done.

Mr. Larson said that the position in the West Bank Union seems to be appropriately titled, since at the present time it involves approximately 85 to 90% programming duties. Comparatively speaking administrative duties are minimal since the Department of Student Unions owns no facilities on the West Bank. There does seem to be some problem since the staff person on the West Bank has responsibilities in two directions. He recommended that the services and talents of the staff should be utilized by the Board in developing objectives for West Bank growth and that departmental staff personnel should be asked to present a plan to the Board.

Miss Davis reported that the Executive Committee felt that the Board should indicate ~~that~~^{the} direction in which the West Bank Program should go and also should formulate some administrative plan for that area. She felt that West Bank Development should not come about by default.

Mr. Larson suggested that since there seemed to be some difficulty in determining the exact nature of the problem under discussion, members of the staff should be asked to make recommendations for Board consideration.

MOTION W-92

Mr. Levey moved that \$4,550 be transferred from the 1964-65 CMU Budget to the Renovation Fund.

Motion W-92 seconded and passed.

B. Board Reorganization

The Board members were given copies of the proposed by-law changes. Miss Davis stated that several items for revision should be clarified this week. Next week the only item on the agenda will be the proposed by-laws. All Board members should review the proposed changes so that discussion and revision can be completed next week.

-4-

Miss Davis asked the Board members for opinions on the ~~desirability~~ ^{desirability} of including committees in any reorganization plan. She said that there was concern about the fact that ~~eliminate~~ ^{eliminate} standing committees ^{would} also eliminate valuable training opportunities for future standing committee chairman.

Mr. Levey felt that standing committees are not necessary.

Mr. Paskwitz suggested that two or three area directors be made responsible to each of the standing committees. These committees could then meet at the discretion of the chairman.

Mr. Larson said that he noted during an experimental period that, ^{when} standing committee activity was reduced it became necessary for the Executive Committee to serve as house and finance, personnel, public relations, and occasionally as a program committee. This is not efficient and likely to be burdensome to members of the Executive Committee.

A majority of the Board members agreed that standing committees should be kept in the Board structure.

Professor Buckley felt that the faculty members who are appointed should be told at the time of the appointment how much of their time is required. He feels that the faculty member should not be expected to attend a meeting every week and should be appointed for two years instead of three.

Miss Hoy suggested that Board members should talk to prospective faculty members to determine if they are interested in assuming Board responsibilities before the names of such faculty members are submitted for administrative appointments.

Miss Davis suggested that the by-laws could provide that the faculty members serve on standing committees at their discretion.

The proposed by-laws provide for a programming directorate which meets every other week alternating with the regular Board meeting. This method would free the Board to move ahead on policy issues that get crowded out with program reporting under our present system.

Mr. Hauge felt that separation of program responsibility for policy development is artificial ~~which~~ ^{and} will increase communication problems.

Mr. Larson suggested that minutes could be taken at both Program Directorate meetings and regular board meetings and be distributed to everyone concerned.

Miss Bell felt that the section on personnel needed strengthening.

Miss Hoy stated that the directorate meetings would cover the personnel philosophy throughout the Union as a total and also in each individual area.

Miss Davis asked that proposals for further revision of the by-laws be submitted to her in writing.

New Business

A. Dick Gregory

The Union Board of Governors was approached by local representatives of the Student Non-Violent Coordinating Committee with the proposal that the Board co-sponsor the appearance of Dick Gregory on May 10, 1964, in the Main Ballroom. This appearance would raise money for the SNCC project in Mississippi. The YWCA will sell all tickets, take in all money, and receive all profits which will in turn be contributed to SNCC.

MOTION W-93

Mr. Hauge moved that the Union Board of Governors co-sponsor the Dick Gregory Concert with the YWCA, on May 10, 1964.

Motion W-93 seconded and passed.

There was discussion regarding whether the Union should become involved in the program content by co-sponsoring this group.

Dr. Zander reported that the method of handling finances proposed was within University regulations.

Motion W-93 passed

MOTION W-94

Mr. Levey moved that the price charged for the Dick Gregory Concert be \$1.25 per person.

Motion died for a lack of a second.

MOTION W-95

Miss Hoy moved that the Board recommend an admission price of \$1.50 per person for the Dick Gregory Concert.

Motion W-95 seconded and passed.

Announcements

A. Executive Committee--Gloria Davis

1. Meeting

April 29 will be the second meeting with old and new Board members and the proposed by-laws will be discussed. On May 6, the by-laws will be voted upon in their revised form. The Executive Committee recommends that elections be held here in Coffman Memorial Union on May 6. There were no objections.

On May 7 the Board will have a dinner meeting at Mr. Wenberg's house.

2. Filings

Filings are open for the Executive positions on the Union Board of Governors between now and Wednesday. Returning Board and new members are encouraged to apply. The candidates will be announced at next week's meeting.

B. Program Committee--Judy Hoy

1. "Big Daddy Concert"

Papa French and his New Orleans Jazz Band will appear in the Main Ballroom, April 23, 1964 at 8:00 p.m. Board members are urged to attend.

C. House and Finance Committee--Jerry Levey

1. Nine Month Financial Report

Mr. Levey presented the Nine Month Financial Report to the Board. It's net balance was down about \$10,000 from last year.

D. Public Relations Committee--Roger Hauge

No Report

E. Personnel Committee--Judie Mitera

1. Board Retreat

New Board members are reminded to attend the Board Retreat on Saturday, May 9, 1964.

2. Merit Key Nominations

Merit Key Nominations should be in Judie Mitera's box by Friday, April 24. Staff nominations should also be turned into Judie.

The next meeting of the Union Board of Governors will be held on Wednesday evening, April 29, 1964 in Room 346 Coffman Memorial Union.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Paul W. Larson for Gordon L. Starr
Recording Secretary

gs

COFFMAN MEMORIAL UNION

April 21, 1964

MEMO: Union Board of Governors
FROM: Gordon L. Starr
Berton M. Atkinson
SUBJECT: Financial Status Report

The enclosed financial status report is presented as a summary of the business of the Department of Student Unions for the nine months of fiscal year 1963-64. Included are the following categories:

- I. Coffman Memorial Union - Financial statement for the period 7-1-63 to 3-31-64.
- II. Coffman Memorial Union financial statement projected to end of fiscal year June 30, 1964.
- III. Accrued obligations to date to be charged against net balance for fiscal year.

In addition you will find presented under item IV a summary of anticipated current equipment replacement needs.

Item V presents the balance for Designated Capital Expansion fund and Item VI a partial listing of long range Renovation and Maintenance needs.

DK:

Coffman Memorial Union

April 22, 1964

Financial Statement

I. Coffman Memorial Union - Financial Statement for period 7/1/63 thru 3/31/64

Beginning Bal. Junly 1, 1963		
Renovation (Equipment replacement fund)	76,717.16	
Bowling Transfers 7/1/63 - 3/31/64	<u>9,993.30</u>	86,710.46
Income all departments actual 3/31/64	459,792.00	
Total	<u>546,532.46</u>	
Expense all departments actual 3/31/64	<u>378,410.57 -</u>	168,121.89
Balance		

II. Coffman Memorial Union financial statement projected to end of fiscal year

Total income all department as of 3/31/64	459,792.00	
Estimated income for balance of fiscal year 6/30/64	<u>166,938.00</u>	
Estimated total income 1963-64	626,730.00	
Total expense all dept. actual as of 3/31/64	378,410.57	
Estimated expenses for balance of fiscal to 6/30/64	<u>126,130.43</u>	
Estimated total expense 1963-64	<u>504,541.00</u>	
	<u>626,730.00</u>	
	<u>504,541.00</u>	
Net Balance projected to 6/30/64		122,189.00

III. Accrued obligations to date to be charged against net balance for fiscal year

Encumbrances (maintenance and other dept. supplies)	13,486.93	
Equipment replacement fund obligations:		
Repair and replacement of radiator valves	2,500.00	
New stage curtain track	600.00	
Installation of Bulletin Boards & Map rails	368.00	
Additions to control room	3,339.00	
Poster display stands	270.00	
Main ballroom lecturns	1,270.00	
Cooling tower for air conditioning CMU.	12,000.00	
Main ballroom crowd control ropes & stands	253.00	
Total	<u>20,600.00</u>	
St. Paul Student Center building loan payment	<u>32,061.00</u>	66,147.93

56,041.07

V. Anticipated current equipment replacement needs

Drapes for main ballroom 5 windows @ \$500.00 ea. (BA est.)	2,500.00
Drapes for main lounge 5 windows @ \$300 each (BA est.)	1,700.00
Carpeting for rooms TRR, 320, FAL balcony (in above order) 1550 sq. yd. @ \$17.00 per yd. (BA est.)	26,350.00
Illuminated signs & lighting fixture replacement in various areas of building (P.S. est.)	<u>1,012.00</u>
Total	31,362.00

VI. Designated capital expansion fund balance as of 3/31/64 330,148.66

III. Fifteen year projection of renovation & maintenance needs

A fifteen year projection of renovation & maintenance needs for the period 1953-1968 was published in 1953 based on estimates supplied by the Dept. of Plant Services. This projection, which was brought up to date in December of 1959 indicates that a sum of \$61,000.00 must be set aside each fiscal year to cover items not included in year to year operations.

Some of the items included under this long range projection are as follows:

A. Replacement of lounge furniture (partially complete)	150,000.00
B. Replacement of worn steps (partially complete)	28,000.00
C. Grinding, Polishing & Sealing of terrazzo floors	15,000.00
D. Increase the capacity of electrical circuits and rehabilitate vaults (partially complete)	285,000.00
E. Replacement of steam lines	130,000.00
F. Repointing exterior brick & masonry walls (partially complete)	36,000.00
G. Repairs to Main ballroom floor	4,000.00

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 22, 1964
(*Corrected minutes)

Members Present:

Jo Ball, Frank Buckley, Sue Buhrman, Corida Davis, Bob Casway,
Kathy Hamar, Roger Hauge, Reuben Hill, Judy Hoy, Paul Larson,
Jerry Levey, Judie Mitera, Dan Paskewitz, Barbara Simasi, Harold
Smith, Robert Weinbagen, Donald Zander

New Members Present:

Ann Arnstein, Janet Faddis, Shel Galinson, Steve Gustafson,
Sid Heath, Lee Novak, Jim Rosenbaum

Members Absent:

N. Lawrence Bentson

Guests Present:

Barton Atkinson, Assistant Director; Donna Harrison, Secretary;
Sue Johnson, Program Consultant, West Bank Student Lounge;
Louise Moberly, Program Consultant, Coffman Memorial Union;
Gayle Sandburg, Clerk-Steno

The meeting of April 22, 1964 was called to order by
President Davis at 6:35 p.m. in Room 346, Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:
New Business A should read: "Some Board members thought that
funds for West Bank area programming should be within the
Program Committee's budget . . ."

On page 3 the following sentence should read: "Dr. Zander
suggested that the Board approve the budget with an expressed
reservation on the West Bank appropriation."

MOTION W-90 was moved by Mr. Hauge and not Miss Hoy.

Guests Present: Mrs. Harold Edwards

Minutes stand approved as corrected.

Old Business

A. West Bank Direction

Miss Davis opened discussion by stating that the West Bank
Union activities program is moving ahead faster than anticipated,
therefore, there is some feeling that the Board should take a
more aggressive position in determining the direction of this
development.

*Minutes republished to make constructional corrections.

Dr. Hill stated that the information concerning the range of program, services, and the tentative policies under which the West Bank Union has been operating should be outlined at this meeting so that all members begin with some common knowledge on the subject.

Miss Sirmal explained that some problems result from the fact that authorization for "everything must come from Coffman Memorial Union" even though the West Bank Union is physically separated. Administratively there are some problems due to the fact that the West Bank Program Consultant is responsible both to the Coffman Union Program Director and to the Director of Student Unions. The Board should consider a clarification of its posture toward these two lines of responsibility. The likelihood of eventual autonomy for a Student Union on the West Bank was not being currently questioned.

Miss Hoy felt that the question to be decided was whether or not we want to compete with another Board in a separate West Bank Union or to complement each others programs.

Miss Sirmal reported that the International Center Area in the Classroom Building is being used as a committee workroom.

Mr. Hauge suggested that a small programming Board of three or four students working within the CMU Program Committee would be a good idea. This Board should not let the West Bank be a separate entity. The chairman of this West Bank Programming Committee should be the CMU West Bank Area Director. The West Bank Programming Board would be recognized by the CMU Board and their chairman (area director) would have one vote on the CMU Board.

Mr. Larson felt that the degree of autonomy the West Bank Union needs should be based on the size and kind of population which the Union will be serving. He feels that the West Bank has not yet developed to a point where separation is desirable. He also pointed out that the degree of separation is unlikely to be a significant factor in reducing the need for "authorization for everything from Coffman Union," which seems to be the principal complaint. He recalled that just yesterday he needed, on the Saint Paul Campus, another ^{request} ~~authorization~~ which will have to ~~transfer~~ by campus mail to Coffman Union for signature then be returned to the Student Center so that we may obtain a few postage stamps at the St. Paul Post Office.

Mrs. Johnson stated that what the Executive Committee and some people on the West Bank have been discussing is "How can the West Bank Union be appropriately organized in order to attain whatever the Board decides it should accomplish during the next few years." The Board needs to decide where they want the West Bank to go and how quickly West Bank students should be provided opportunity to grow up with the needs.

Miss Sirmal mentioned that the West Bank people want to expand programming but they need more personnel and more money to do this.

Miss Davis explained that the Board has to decide whether they want to restrict what the Program Consultant on the West Bank is doing or change the job description to conform to what it appears the position currently demands.

Mr. Levey mentioned that the Executive Committee had suggested that an Assistant Program Director could be the title of the West Bank position. This might free this position to accomplish what needs to be done.

Mr. Larson said that the position in the West Bank Union seems to be appropriately titled, since at the present time it involves approximately 85 to 90% programming duties. Comparatively speaking administrative duties are minimal since the Department of Student Unions owns no facilities on the West Bank. There does seem to be some problem since the staff person on the West Bank has responsibilities in two directions. He recommended that the services and talents of the staff should be utilized by the Board in developing objectives for West Bank growth and that departmental staff personnel should be asked to present a plan to the Board.

Miss Davis reported that the Executive Committee felt that the Board should indicate ^{the} ~~that~~ direction in which the West Bank Program should go and also should formulate some administrative plan for that area. She felt that West Bank Development should not come about by default.

Mr. Larson suggested that since there seemed to be some difficulty in determining the exact nature of the problem under discussion, members of the staff should be asked to make recommendations for Board consideration.

MOTION W-92

Mr. Levey moved that \$4,550 be transferred from the 1964-65 CMU Budget to the Renovation Fund.

Motion W-92 seconded and passed.

B. Board Reorganization

The Board members were given copies of the proposed by-law changes. Miss Davis stated that several items for revision should be clarified this week. Next week the only item on the agenda will be the proposed by-laws. All Board members should review the proposed changes so that discussion and revision can be completed next week.

Miss Davis asked the Board members for opinions on the desirability of including committees in any reorganization plan. She said that there was concern about the fact that elimination of standing committees would also eliminate valuable training opportunities for future standing committee chairmen.

Mr. Levey felt that standing committees are not necessary.

Mr. Paskewitz suggested that two or three area directors be made responsible to each of the standing committees. These committees could then meet at the discretion of the chairman.

Mr. Larson said that he noted during an experimental period that when standing committee activity was reduced it became necessary for the Executive Committee to serve as house and finance, personnel, public relations, and occasionally as a program committee. This is not efficient and likely to be burdensome to members of the Executive Committee.

A majority of the Board members agreed that standing committees should be kept in the Board structure.

Professor Buckley felt that the faculty members who are appointed should be told at the time of the appointment how much of their time is required. He feels that the faculty member should not be expected to attend a meeting every week and should be appointed for two years instead of three.

Miss Hoy suggested that Board members should talk to prospective faculty members to determine if they are interested in assuming Board responsibilities before the names of such faculty members are submitted for administrative appointments.

Miss Davis suggested that the by-laws could provide that the faculty members serve on standing committees at their discretion.

The proposed by-laws provide for a programming directorate which meets every other week alternating with the regular Board meeting. This method would free the Board to move ahead on policy issues that get crowded out with program reporting under our present system.

Mr. Hauge felt that separation of program responsibility for policy development is artificial and will increase communication problems.

Mr. Larson suggested that minutes could be taken at both Program Directorate meetings and regular board meetings and be distributed to everyone concerned.

Miss Bell felt that the section on personnel needed strengthening.

Miss Hoy stated that the directorate meetings would cover the personnel philosophy throughout the Union as a total and also in each individual area.

Miss Davis asked that proposals for further revision of the by-laws be submitted to her in writing.

New Business

A. Dick Gregory

The Union Board of Governors was approached by local representatives of the Student Non-Violent Coordinating Committee with the proposal that the Board co-sponsor the appearance of Dick Gregory on May 10, 1964, in the Main Ballroom. This appearance would raise money for the SNCC project in Mississippi. The YWCA will sell all tickets, take in all money, and receive all profits which will in turn be contributed to SNCC.

MOTION W-93

Mr. Hauga moved that the Union Board of Governors co-sponsor the Dick Gregory Concert with the YWCA, on May 10, 1964.

Motion W-93 seconded and passed.

There was discussion regarding whether the Union should become involved in the program content by co-sponsoring this group.

Dr. Zander reported that the method of handling finances proposed was within University regulations.

Motion W-93 passed

MOTION W-94

Mr. Levey moved that the price charged for the Dick Gregory Concert be \$1.25 per person.

Motion died for a lack of a second.

MOTION W-95

Miss Hoy moved that the Board recommend an admission price of \$1.50 per person for the Dick Gregory Concert.

Motion W-95 seconded and passed.

Announcements

A. Executive Committee--Gloria Davis

1. Meeting

April 29 will be the second meeting with old and new Board members and the proposed by-laws will be discussed. On May 6, the by-laws will be voted upon in their revised form. The Executive Committee recommends that elections be held here in Coffman Memorial Union on May 6. There were no objections.

On May 7 the Board will have a dinner meeting at Mr. Wenberg's house.

2. Filings

Filings are open for the Executive positions on the Union Board of Governors between now and Wednesday. Returning Board and new members are encouraged to apply. The candidates will be announced at next week's meeting.

B. Program Committee--Judy Hoy

1. "Big Daddy Concert"

Papa French and his New Orleans Jazz Band will appear in the Main³Ballroom, April 23, 1964 at 8:00 p.m. Board members are urged to attend.

C. House and Finance Committee--Jerry Levey

1. Nine Month Financial Report

Mr. Levey presented the Nine Month Financial Report to the Board. It's net balance was down about \$10,000 from last year.

D. Public Relations Committee--Roger Hauge

No Report

E. Personnel Committee--Judie Miters

1. Board Retreat

New Board members are reminded to attend the Board Retreat on Saturday, May 9, 1964.

2. Merit Key Nominations

Merit Key Nominations should be in Judie Mitera's box by Friday, April 24. Staff nominations should also be turned in to Judie.

The next meeting of the Union Board of Governors will be held on Wednesday evening, April 29, 1964, in Room 346 Coffman Memorial Union.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Paul W. Larson for Gordon L. Starr
Recording Secretary

gs

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 29, 1964

- I. Introductions
- II. Minutes of Last Meeting
- III. Old Business
 - A. By-Laws
 - B.
 - C.
- IV. New Business
 - A. Kennedy Library
 - B.
 - C.
- V. Announcements
 - A. Executive Committee--Gloria Davis
 - 1. Meeting Dates
 - 2. Filings
 - 3.
 - B. Program Committee--Judy Hoy
 - 1. Tribal Minnesotan
 - 2.
 - 3.
 - C. House and Finance Committee--Jerry Levey
 - 1. Main Lounge Piano
 - 2. Financial Reports
 - 3.
 - D. Public Relations Committee--Roger Hauge
 - 1.
 - 2.
 - 3.
 - E. Personnel Committee--Judie Mitara
 - 1. Union Board Retreat
 - 2. Committee of the Quarter Award
 - 3. Region Ten Annual Meeting
 - 4. Chairmanships
- VI. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 29, 1964

Members Present:

Jo Bell, N. L. Bentson, Frank Buckley, Sue Buhrman, Gloria Davis, Bob Cassay, Reuben Hill, Judy Hoy, Paul Larson, Jerry Levey, Judie Mitera, Dan Paskewitz, Barbara Sirmal, Robert Weinhausen

Members Absent:

Kathy Hamer, Roger Hauge, Harold Smith, Donald Zander

New Members of 1964-65 Board Present:

Ann Arnstein, Jim Collins, Janet Faddis, Shel Gulinson, Steve Gustafson, Les Novak, Jim Rosenbaum

Staff Present:

Barton Atkinson, Assistant Director; Ted Kaul, Program Director; Gayle Sandburg, Clerk-Steno

Guests Present:

Nick Mulay, Recreation Intern

The meeting of April 29, 1964, was called to order by President Davis at 6:45 p.m. in Room 346, Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:
Page 2, paragraph 4 should read: "Miss Sirmal reported that the International Center Area in the Classroom Building will be used as a committee workroom.

I. Old Business

A. By-Laws

Miss Davis introduced proposed revisions of the Board by-laws (copies of which are attached to the minutes). The Board proceeded to consider the by-laws informally. The following changes in the proposal were recommended:

Mr. Levey suggested that the verb "will" be used consistently throughout the by-laws.

ARTICLE I - Meetings

B. Regular Meetings

1. There will be at least two regular meetings of the Board per month during the fall, winter, and spring quarters, unless otherwise ordered by the Board.
2. Delete

E. Notification and Attendance

3.

- a. Any student Board member who has four unexcused absences from Board or program directorate meetings during a year will automatically relinquish his Board membership and those privileges of a Board alumnus.
- b. Two unexcused absences from standing committee meetings in any quarter will also be cause for relinquishing Board membership.

Mr. Larson suggested that the Board substitute Sturgis Rules of Parliamentary Procedure for Robert's Rules of Order because of its improved readability.

G. Rules of Procedure

1. All business coming before the Board will be dealt with according to the standard code of parliamentary procedure by Sturgis unless modified by the Board.

ARTICLE II - Membership of the Board

C. Appointed Members

1. Non-students

- a. The non-student members of the Board will be four members appointed by the Vice President of Educational Relationships and Development, and

ARTICLE III - Delegation of Authority

A. Officers

1. The officers of the Board will be the President, Vice President, Secretary-Treasurer, Recording Secretary, and the Chairman of the Personnel and Public Relations Standing Committee.

2. Selection

- a. The officers will be elected by the new Board members from student membership, with the exception . . ."

B. Area Directors

1. Certain members of the Board will have special responsibilities for Union programming. These will include directors for:

The names and composition of these areas may be altered at the discretion of the Program Standing Committee, subject to Board approval.

3.

- c. Final authority for all decisions within the area lies with the Area Director.

ARTICLE IV - Responsibilities of Board Members

A. Executive Officers

1. Function to provide initial direction for Board action

b. Delete

c. Delete

2. Duties of Officers

b. Vice President

- (3) The Vice President will chair Program Committee meetings and meetings of the Program Directorate.

B. Area Directors

2.

b. Appointing and training chairmen in cooperation with consultants. Chairmanships will be effective upon notification of the Personnel Committee. Chairmen will be encouraged to strive for programs of quality to serve the University student body.

c. Accepting co-sponsorships which become effective when the required documents are processed.

e. Ordinarily specific programming decisions will be the responsibility of the committee chairmen, unless;

- (2) The chairman fails to fulfill his responsibilities. In this case the program responsibilities pass to the area director and then to the chairman of the Program Standing Committee.

3. Delete

ARTICLE V - Committee Responsibilities and Duties

A. Standing Committees

1. Meetings

- a. Standing committees shall ordinarily meet at least three times per quarter or at the discretion of the chairman.

2. Membership

- a. An Executive Committee member will serve as chairman for each standing committee.

4. Responsibilities

a. Executive Committee

(3)

- (c) Provide pertinent information to the Board
(Delete the rest of c.)

b. Program Committee

- (1) The Program Standing Committee will work toward improvement of the quality and quantity of Union programs.

(3)

- (b) Serve as a steering committee for Program Directorate meetings including all area directors.

- (1) These meeting will be chaired by the Vics President and held alternately with regular Board meetings.

- (2) The purpose of meetings will be to provide advice, coordination, policy clarification, evaluation, and the promotion of mutual interests among area directors.

II. New Business

A. Kennedy Library

Mr. Levey explained that the travel library from the late President, John Fitzgerald Kennedy, is available to the University, July 11 to 15, 1964. Sponsoring of this exhibit entails security measures, setting it up, and shipping it out.

MOTION W-96

Miss Hoy moved that the Board sponsor the Kennedy exhibit for showing at the University from July 11 to 15, 1964.

Motion seconded and passed.

III. Announcements

A. Executive Committee--Miss Davis

1. Meeting Dates

- a. On May 6, 1964 the Board will meet at 6:30 p.m. in Room 346, Coffman Memorial Union.
- b. On May 7 all Board members will meet at the West Ground floor entrance at 5:30 p.m. for the dinner meeting with the St. Paul Student Center Board of Governors at Mr. Stanley J. Wenberg's home, 3200 shorewood Drive, St. Paul.
- c. On May 9 those going to the Board Retreat will meet at the West ground floor entrance at 8:30 a.m. Attendance is mandatory and any absence will be considered as unexcused.
- d. May 12 is the Merit Reception Banquet starting at 6:00 p.m. in the Main Ballroom.
- e. May 13 at 6:30 p.m. will be the first meeting of the new Board in Room 346, Coffman Memorial Union.

2. Filings

Filings for the Board are as follows:

President - Jerry Levey, Dan Paskewitz

Vice President - Sue Buhrman

Secretary-Treasurer - Sid Heath, Jim Rosenbaum, Robert Weinhagen

Personnel - Jo Bell

Public Relations - Ann Arnstein

B. Program Committee--Miss Hoy

1. Tribal Minnesotan

MOTION W-97

Miss Sirmal moved that the Board appropriate \$50.00 to help publish the "Tribal Minnesotan" at the Orientation Programs.

Motion W-97 seconded and passed.

C. House and Finance Committee--Mr. Levey

1. Main Lounge Piano

Mr. Levey explained that the problem with loud banging of the piano is still not solved. He feels that nothing can be done until there are more ideas.

Miss Hoy suggested that a letter of explanation be written to the Daily by the chairman of the House and Finance Committee.

2. Financial Reports

Mr. Levey presented the Operating Budget for the 1964-65 fiscal year.

D. Public Relations--Mr. Hauge

No Report

E. Personnel Committee--Miss Mitera

1. The Union Board Retreat

The Union Board Retreat will be held at Balsam Lake. We will meet at the West ground floor entrance at 8:30 a.m. and go by bus. We will return at 5:30 p.m. the same day.

2. Committee of the Quarter Award

At the Merit Reception we will be giving a "Committee of the Quarter" award for Spring quarter. The nominations should be turned in before Friday.

3. Region Ten Conference Planning Meeting

Miss Mitera will be attending the ACU Region Ten Meeting and she would appreciate any suggestions that she can pass on to the whole school.

4. Chairmanships

Chairmanships will need to be reappointed at the end of this Board's term of office.

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Paul W. Larson for Gordon L. Starr
Recording Secretary

gs

Suggestions for By-Law Changes
Proposed April 22, 1964
For discussion and Action.

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS

BY-LAWS

Article I - Meetings

A. Annual Meetings

The Annual Meeting of the Board shall be held no later than three weeks following official spring elections.

B. Regular Meetings

1. There shall be at least two regular meetings of the Board per month during the fall, winter, and spring quarters, except for the week immediate preceding finals each quarter.
2. Additional meetings may be scheduled at the discretion of the Board.
3. There shall be a minimum of two meetings during summer sessions, June 16 to September 15.

C. Special Meetings

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

D. Quorum

1. A majority of the entire board shall be necessary to constitute a quorum. June 16 through September 15 a quorum shall consist of all members available but in no case less than five.
2. A smaller number may receive the reports of the committees and declare an adjournment. If a majority of the members of the executive committee are present, attending Board members may resolve themselves into a meeting of that committee.

E. Notification and Attendance.

1. Every member must be duly notified of meeting of the Board. Normally this will be done through notice in the minutes.
2. Unless otherwise ordered, all meetings of the Board shall be held in Coffman Memorial Union at the University of Minnesota.
3. Any Board member absent from a duly called meeting must present an excuse to the Executive Committee. The Executive Committee shall review the excuse and determine its acceptability.
 - a. Any student Board member who has four unexcused Board absences during a year shall automatically relinquish his Board membership.
 - b. Three unexcused absences from Standing Committee meetings in any quarter shall also be cause for relinquishing Board membership. Excessive absences are to be reported to the Executive Committee by the Standing Committee chairman for action.
 - c. Any Board member who misses a significant portion of a Board or Standing Committee meeting shall be considered absent until excused.

F. Business Before the Board

1. Unless otherwise ordered by the Board, the order of business shall be:
 - I. Approval of Minutes
 - II. Old Business
 - III. New Business
 - IV. Announcements
 - Executive Committee (& Ad Hoc)
 - Area Directors

2. Matters for consideration by the Board shall ordinarily be submitted to the President prior to the meeting. He may place them on the agenda or refer them to the appropriate Standing Committee.

G. Rules of Procedure

1. All business coming before the Board shall be dealt with according to Robert's Rules of Parliamentary Procedure unless modified by the Board.
2. Meeting of the Board shall be open except upon approval of an executive session.
3. Minutes of the proceedings of the Board shall be kept by the Recording Secretary and transmitted to each member as soon as practical after the meeting. Lengthy reports shall be referred to in the minutes and kept on file as part of the Board's record, but such reports need not be incorporated in the minutes except when ordered by the Board.

Article II - Membership of the Board

A. Membership

As determined in Article III of the Constitution, the Board shall be composed of eighteen members; thirteen students and five non-students. Four students shall be elected and nine students and five non-students appointed.

B. Elected Members

1. Filings for elections shall open at least three weeks prior to the all-campus elections held by the Minnesota Student Association in the Spring.
2. Four student members shall be elected from at least eight candidates.
3. The Personnel committee shall receive applications, transmit them to MSA when necessary, and notify those elected as soon as the election results are known.

C. Appointed Members.

1. Non-students.

- a. The non-students members of the Board shall be four members appointed the Vice-President of Educational Relationships and Development, and
- b. One appointed annually by the General Alumni Association.

2. Students.

- a. Nine student members of the Board shall be appointed by a Union Board appointing Committee described in Article III, Section 3 of the Constitution.

1. The President of the Board will be responsible for proceeding according to the Appointment Policy which shall be included as an addendum to the By-Laws.
2. Within the scope of this Policy the Appointment Committee shall be an independent body functioning in the best interests of the Union. The individual members of the Committee shall act in accordance with their own judgment and should not be considered as representatives of the organizations naming them.
3. After appointments are made, the Chairman of the Appointment Committee shall turn the names of those appointed over to the Personnel Committee for official notification.

b. Eligibility of Student Members.

1. Applicants must be regularly enrolled students at the University who have paid the Union fee.
2. Have a grade point average of 2.3 or higher.
3. Meet all-University scholastic eligibility requirements.

c. Term of Office

1. Non-students shall not be eligible for more than two successive years on the Board. They must be re-appointed annually by the appropriate appointing official.
2. Students, if otherwise eligible, may be re-elected or re-appointed to a succeeding term.
 - a. The term of office shall be one year and shall expire when the next Board takes office.
 - b. Default of duties and responsibilities of any Board member or officer may be cause for dismissal or reassignment.
 - (1) The Executive Committee shall review such cases and take appropriate action.
 - (2) Any individual who deems the action of the Executive Committee unjust, will have the right of appeal before the Board. In the case of appeal, a two-thirds majority shall be necessary to uphold the Executive Committee's recommendation.
- c. Vacancies in the student membership shall be filled by the Board upon recommendation of the Personnel Committee.
 - (1) All vacancies shall be filled only for the balance of the unexpired term.
 - (2) Student members of the Board appointed by the Board must meet the same eligibility requirements for membership as those elected and appointed in the spring.

Article III - Delegation of Authority

A. Officers

1. The officers of the Board shall be the President, Vice-President, Secretary Treasurer, Recording Secretary, Personnel and Public Relations Standing Committee chairmen.
2. Selection
 - a. The officers shall be elected by the Board from its student membership, with the exception that the Director of Student Unions shall serve as the Recording Secretary.
 - b. Procedure
 - 1) 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.
 - a) All candidates for officerships shall file with the Executive Committee at least one week before the annual meeting.
 - b) The names of those filing and the office in which they are primarily interested shall be made known to all members of the new Board so that they may become acquainted with the qualifications of the candidates.
 - c) Elections shall be conducted as the last item of business at the annual meeting.
 - 2) As soon as all officers have been elected, the President of the outgoing Board shall swear them in. The new Board will also be sworn in and take over duties at this time.
 - 3) A special election at a regular meeting shall be held to fill vacancies in officer positions. The position shall be filled by a student already on the Board, and a new member shall then be appointed through the usual appointment procedure.

B. Area Directors

1. Eight members of the Board shall be responsible for the Union's programming areas. These will include directors for:

- | | | |
|---------------|-------------------|-----------------------|
| 1. Fine Arts | 5. Social | Approved By-Laws p. 4 |
| 2. West Bank | 6. Special Events | |
| 3. Music | 7. Topics | |
| 4. Recreation | 8. CAMPUS | |

The names and nature of these areas may be altered at the discretion of the Programming Committee subject to Board approval.

2. Appointment
 - a. Area directors are student members of the Board.
 - b. They shall be appointed by and from the Board upon recommendation of Executive Committee.
 - c. Appointment shall be made at the first meeting following the annual meeting of the Board.
3. As representatives of and responsible to the Board, the Area Directors have sole responsibility for the formulation and execution of programs in their specific areas.
 - a. To assist the Area Directors in fulfilling this function, each Area shall establish certain programming committees within the framework of the Area to carry out the program activities.
 - b. Committee chairman are solely responsible to the Area Director for proper execution of their programs.
 - c. Final authority for all decisions affecting the area lie with the Area Director.
4. In addition to area responsibilities, two area directors will serve on each of four Standing Committees; Program, House & Finance, Personnel and Public Relations. The Executive Committee will determine assignments subject to approval by the Board.

Article IV -- Responsibility of Board Members

A. Executive Officers

1. Function to provide initial direction of Board Action.
 - a. To bring to the Executive Committee questions of policy arising within their areas of responsibility.
 - b. To provide the Board with significant policy issues from those submitted for consideration.
 - c. To assure the Board of full information on matters pertaining to their areas of concern.
 - d. To actively participate in determining policy at Union Board meetings.
2. Duties of Officers
 - a. President
 - 1) The President shall be Chairman of the Board and preside at all meetings, but the Vice-President or a member may act as chairman at his request.
 - 2) The President shall be Chairman of the Executive Committee.
 - 3) He shall appoint all committees of the Board other than the standing committees and shall be ex-officio with vote on all standing and special committees.
 - 4) He may recall at his discretion any or all appointments made by him
 - 5) He shall interpret the Constitution, By-Laws, and all other Board policies, subject to appeal to the Board, in which case a majority vote shall rule.
 - 6) He shall be responsible for working with the Director and Staff to maintain a good student-staff relationship.
 - 7) He shall perform other duties usual to the office of Chairman.
 - b. Vice-President
 - 1) The Vice-President shall in the absence of the President perform all the duties of the President.
 - 2) The Vice-President shall be a member of the Executive Committee and primarily responsible for programming progress.
 - 3) The Vice-President shall chair Program Committee meetings and general meetings primarily oriented toward area directors.
 - 4) In the absence of the President the Vice-President shall be an ex-officio member, with vote, of all other Standing Committees.

c. Secretary-Treasurer

- 1) Shall be a member of the Executive Committee and Chairman of the House and Finance Committee.
- 2) The Secretary-Treasurer shall act as secretary of the Executive Committee.
- 3) The S-T shall be responsible for contacts and correspondence with all other Unions and Union Associations, and in charge of all Board Activities in association with them.

d. Recording Secretary

- 1) The Recording Secretary shall serve as Parliamentarian for the Board.
- 2) He shall record, distribute and preserve records and minutes from all Union Board meetings.
- 3) He shall provide necessary information at the Board's request, and perform other duties that the Board may from time to time direct.

e. Personnel Standing Committee Chairman

- 1) The Personnel Standing Committee Chairman shall be chairman of the Personnel Standing Committee.
- 2) The Personnel Standing Committee Chairman shall authorize and coordinate the efforts of the Personnel Bureau.

f. Public Relations Committee Chairman

- 1) Shall be chairman of the Public Relations Standing Committee.
- 2) Shall authorize and coordinate the efforts of the Public Relations Bureau.

B. Area Directors

- 1. It shall be the goal of Area Directors, chairmen, committee members, and consultants to work together to provide an atmosphere of consistent and worthwhile programming within the Union.
- 2. Specifically Area Directors will seek to expedite programming within their areas in the most efficient possible manner. This will include:
 - a. Structuring their areas, establishing committees, and recruiting personnel to utilize the maximum programming potential.
 - b. Appointing and training chairmen in cooperation with consultants and the Personnel Committee. Encouraging them to strive for programs of quality to serve the University student body.
 - c. Passing co-sponsorships and making exceptions to normal house procedure (within the House Rules) as it is in the best interests of the total Union function.
 - d. Being informed on the nature and growth of programming within their areas.
 - e. Ordinarily specific programming decisions shall be solely the responsibility of the committee chairmen and program consultant, unless:
 - 1) there is no chairman
 - 2) the chairman fails to fulfill his responsibilities.
 In this case the obligation to program falls directly to the area director and program consultant.
- 3. To participate in judgments on Union policy.
 - a. Through active participation at Union Board meetings.
 - b. Through service on Standing Committees.
 - c. By directing questions of policy to appropriate Executive committee members for placement on the Board agenda.

C. Alumni, Faculty and Staff members.

- 1. To bring to the Board decisions the interests of the groups they represent.
- 2. To assist in policy decisions on the basis of insight and understanding of the situation.
- 3. To question decisions not apparently in the best interest of the total University community.

D. Director of Student Unions

1. To co-ordinate the administration of Coffman within the policies directed by the Union Board and the University, and within the general service objectives of the Union operation.
2. To bring to the Board professional attitudes on policy decisions.
3. To provide Board members at all times with pertinent and desired information on Union operations.
4. To serve in decision making as an ex-officio member of the Board (without vote), and to assist the Board in the capacity of Recording Secretary, Parliamentarian, and Historian.

E. Program Consultants -- See appended sheet.

Article IV -- Committee Responsibilities and Duties

A. Standing Committees

1. Meetings

- a. Standing committees shall ordinarily meet at least once every two weeks or at the discretion of the Chairman.
- b. Meetings shall also be called by the chairman upon the request of two members of the committee, or upon the request of the President of the Board.

2. Membership

- a. Executive Committee members will serve as Chairmen for all standing committees.
- b. The Executive Committee will appoint two additional members from the student members of the Board. Approval of Standing Committee appointments will be made at the first meeting of the Board following the annual meeting.
- c. The President, or the Vice-President in his absence, shall be ex-officio on all standing committees.
- d. The Director of Student Unions or his representative shall be ex-officio without vote on all standing committees.

3. Enumeration

The standing committees shall be; Executive Committee, Program Committee, House & Finance, Personnel and Public Relations.

4. Responsibilities

A. Executive Committee

1. The primary responsibility of the Executive Committee shall be to serve as a general steering committee for the Board.
2. Membership will include the elected officers and the Recording Secretary.
3. The Executive Committee shall,
 - a. Coordinate the activities of the other standing committees.
 - b. Channel policy issues to the appropriate standing committee or placement on the Board agenda.
 - c. Provide pertinent information to the Board. (The Director of Student Unions may be of particular service to the Board in this area.)
 - d. Act for the Board during intervals between meetings.
 - e. Select Area Directors and Standing Committee members with Board approval.
 - f. Establish Ad Hoc and special committees to facilitate Board business.
 - g. Deal with other matters directed by the Board or not falling to other areas.

B. Program Committee .. See addendum

C. House & Finance Committee

1. Shall inform itself and act on matters pertaining to H & F; and in co-operation with The Director and Assistant Director of Student Unions expedite administration within Board and University policy.
2. Membership: Secretary-Treasurer (Chairman), Two Area Directors, and the Director of Student Unions or his representative.
3. Specifically the H & F Committee shall,
 - a. Establish and interpret direction and policies for Union administration. Areas of question are subject to decisions by the Board.
 - b. Be knowledgeable in the area of H & F communicating between Board and administration, interpreting policy, if requested, for the staff and administrative actions for the Board.
 - c. Prepare and present an annual budget for the approval of the Board.
 - d. Bring proposed expenditures from the renovation fund and other special funds to the Board for approval.
 - e. Report annually on the financial operations of the department
 - f. Formulate and promulgate rules for the use of the Union
 - g. Co-ordinate exceptions to those rules. Questionable exceptions may be directed to the Board for policy clarification.
 - h. Conduct studies and make recommendations to the Board on the use and improvement of Union facilities.

D. Personnel Committee

Bureau

1. Shall be responsible for guiding the Personnel and co-ordinating the recruitment training and recognition of Union Personnel.
2. Membership shall include, the Personnel Standing Committee Chairman, two Area Directors and a representative of the Director.
3. Specifically the Personnel Committee with the help of the Personnel Bureau shall,
 - a. Formulate the personnel policies of the Board and recommend issues of conflict to the Board for decision.
 - b. Facilitate in any way possible the recruitment of student personnel.
 - c. See that all committee membership applications are referred to the appropriate Area Directors and Chairman.
 - d. Co-ordinate chairmanship appointments by Area Directors. These become effective upon notification of the Personnel Chairman.
 - e. Emphasize and engage in training programs for both Board members, committee chairmen and members.
 - f. Handle all matters concerning evaluation and recognition
 - g. Process and keep all personnel records
 - h. Maintain a "Union Board Council"

E. Public Relations Committee

1. Shall formulate policy for the Union and for the Public Relations Bureau whose task it will be to promote Union programs and facilities and encourage the student to participate in any capacity in Union activities.
2. Membership will include, the Public Relations Chairman, two Area Directors and a representative of the Director.
3. Specifically, it shall, with the assistance of the P.R. Bureau,
 - a. Formulate and implement plans to keep the University community and the public at large continually informed on appropriate Union needs and activities.
 - b. Study, coordinate, and formulate policy on publicity with a view to improving and developing the public relations efforts of the Board and Area Directors.
 - c. Refer to the Board questions on the nature and direction of public policy.
 - d. Maintain a program of training in publicity
 - e. Maintain a continuing program of research into the needs and responses of the campus to Union programming.

B Program Standing Committee

1. The program standing committee shall have as its objective to advance the quality and quantity of Union programs.
2. Membership shall include the Vice-president (chairman), two area directors, and the Program Director, representing the Director of Student Unions.
3. Specifically the program committee shall:
 - a. coordinate the efforts of area directors.
 - b. serve as a steering committee for program directorate meetings with all area directors.
 1. These meetings shall be chaired by the vice-president and held regularly in place of regular board meetings.
 2. They shall be for the purpose of providing advice, coordination, policy clarification, evaluation and the promotion of mutual interest.
 - c. collect and represent to area directors the attitudes and suggestions of board members, consultants, and University students and organizations.
 - d. the program committee shall formulate and recommend to the Board changes in program policy and procedures.
 - e. concern itself with promoting good relationships between Board personnel, consultants and students, union committees and other campus organizations.
 - f. prepare budget ..
evaluate program areas
coordinate and recognize the establishment and disestablishment of program committees
undertake other duties

Put in (and) Golden

UNIVERSITY OF MINNESOTA

Department of Student Unions
Coffman Memorial Union

Summary of Income and Expenditures

July 1, 1963 through March 1964.

Comparative

July 1, 1962 thru March 31, 1963

<u>INCOME</u>	1963-64	1962-63
Student Fees	302,232	273,469
Rental Service	10,882	6,672
Program Admissions	15,069	22,745
Artercraft Studio	3,042	2,720
Billiard Fees	16,002	17,837
Merchandise	55,726	55,016
Bowling Fees	42,383	47,084
Merchandise	3,544	9,246
Village Union Admin. & Program	2,051	2,822
Merchandise	6,361	6,365
Bookstore	<u>2,500</u>	<u>2,500</u>
Total Income	459,792	446,476
 <u>EXPENSE</u>		
Administration		
Salaries	59,996	52,644
Supplies & Expense	17,127	14,148
Program		
Salaries	34,329	30,497
Supplies & Expense	32,217	28,813
Maintenance		
Salaries	74,161	65,716
Supplies & Expense	38,009	37,348
Artercraft Studio		
Salaries	6,878	7,843
Supplies & Expense	3,824	4,450
Billiard		
Salaries	12,812	12,120
Supplies & Expense	42,316	44,082
Bowling Lanes		
Salaries	20,634	20,049
Supplies & Expense	20,085	17,316
Village Union (Admin., Maint., & Prog.)		
Salaries	5,459	6,506
Supplies & Expense	3,865	4,579
Village Union (Fountain)		
Salaries	1,451	1,744
Supplies & Expense	4,895	6,704
West Bank Student Union Lounge	<u>353</u>	<u> </u>
Total Expense	<u>378,411</u>	<u>354,559</u>
Balance	<u>81,381</u>	<u>91,917</u>

UNIVERSITY OF MONTANA
SOPHIAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of May 6, 1964

- I. Introductions
- II. Minutes of Last Meeting
- III. Old Business
 - A. By-Laws
 - B.
 - C.
- IV. New Business
 - A.
 - B.
 - C.
- V. Announcements
 - A. Program Committee--Judy Hoy
 - 1. Dick Gregory
 - 2.
 - 3.
 - B. House and Finance Committee--Jerry Levey
 - 1. Piano
 - 2.
 - 3.
 - C. Public Relations Committee--Roger Hauge
 - 1.
 - 2.
 - 3.
 - D. Personnel Committee--Judie Mitara
 - 1. Board Retreat
 - 2. Merit Reception
 - 3.
 - E. Executive Committee--Gloria Davis
 - 1. Elections
 - 2.
 - 3.
- VI. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of May 6, 1964

Members Present:

Jo Bell, N. L. Bentson, Frank Buckley, Sue Buhrman, Gloria Davis
Bob Gasway, Kathy Hamer, Roger Hauge, Reuben Hill, Judy Hoy,
Jerry Levey, Judie Mitera, Dan Paskewitz, Barbara Sirmal, Robert
Wainhagen, Donald Zander.

Members Absent:

Harold Smith

New Members of 1964-65 Board Present:

Ann Arnstein, Jim Collins, Janet Faddis, Shel Gulinson, Steve
Gustafson, Les Novak, Jim Rosenbaum

Staff Present:

Berten Atkinson, Assistant Director; Shirley Clark, Program Consultant;
Marilyn Eck, Program Consultant; Erik Erickson, Program Consultant;
Ted Kaul, Program Director; Louise Moberly, Program Consultant;
Gayle Sandburg, Clerk-Stenographer

Guests Present:

Cari Hayden, Daily Reporter; Nick Muley, Recreation Intern

The meeting of May 6, 1964 was called to order by President Davis
at 6:40 p.m. in Room 346, Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:
Page 2, ARTICLE III - 2-A-1 should read: "The officers of the
Board will be the President, Vice President, Secretary-Treasurer,
Recording Secretary, Chairman of the Personnel Standing Committee,
and Chairman of the Public Relations Standing Committee."

Page 3, ARTICLE IV - B-2-c should read: "Approving co-sponsorships
which become effective with the necessary signatures."

Page 4 under New Business, A should read Kennedy Exhibit.

Minutes stand approved as corrected.

I. Old Business

A. By-Laws

MOTION W-98

Judy Hoy moved that the new by-laws be considered for approval.

Motion seconded and passed.

Dr. Hill suggested that ARTICLE V - C-3-a be changed to: "Establish policies pertaining to the use of facilities and conduct of student, in coordination with existing University policy."

This editorial change was accepted by the Board.

Dr. Hill further suggested that ARTICLE V - C-3-c be changed to state: "Prepare in cooperation with the Director of Student Unions and present an annual budget for the approval of the Board."

It was the consensus of the Board that this item not be changed.

MOTION W-99

Mr. Bentson moved that the voting on the by-laws be postponed until next week.

Motion seconded and failed.

MOTION W-101

Judy Hoy moved that the by-laws be approved.

Motion seconded and passed.

II. New Business

None

III. Announcements

A. Program Committee--Judy Hoy

Judy Hoy reminded the Board members that their Board passes are good for two people to see Dick Gregory on Sunday, May 10, 1964.

B. House and Finance Committee--Jerry Levey

1. Piano

The piano in the Main Lounge was moved out and placed in storage. The new Board will have to decide whether it wants to repair it or not.

C. Public Relations Committee--Roger Hauge

No Report

D. Personnel Committee--Judie Mitera

1. Board Retreat

The Board Retreat will be at Balsam Lake on Saturday, May 9, 1964. Board members will meet at the west ground floor entrance at 8:15 a.m.

2. Merit Reception

The Merit Reception is progressing and it is hoped that all Board members will attend.

K. Executive Committee--Gloria Davis

1. Elections

Judy Hoy and Ted Kaul were asked to count the ballots and it was reported that only the 1964-65 Board members could vote, but the 1963-64 Board members could speak for a candidate.

MOTION W-101

Judy Hoy moved that there be a two minute recess between elections of officers.

Motions seconded and passed.

The following were candidates for President: Jerry Levey, Dan Paskewitz. Dan Paskewitz was elected the 1964-65 President of UBOG.

The following were candidates for Vice President: Jerry Levey. Jerry Levey was unanimously elected the 1964-65 Vice President of UBOG.

The following were candidates for Secretary-Treasurer: Robert Weinlagen, Jim Rosenbaum. Robert Weinlagen was elected the 1964-65 Secretary-Treasurer of UBOG.

The following were candidates for Personnel Committee Chairman: Jo Bell. Jo Bell was unanimously elected the 1964-65 Personnel Committee Chairman of UBOG.

The following were candidates for Public Relations Committee Chairman: Ann Arnstein. Ann Arnstein was unanimously elected the 1964-65 Public Relations Committee Chairman of UBOG.

The Board for 1964-65 was sworn into office.

Judy Hoy gave the traditional Vice President's report to the new Board.

Gloria Davis passed the gavel to Dan Paskewitz who adjourned the meeting at 9:00 p.m.

The next meeting of the Union Board of Governors will be held on Wednesday evening, May 13, 1964 in Room 346, Coffman Memorial Union.

Respectfully submitted,

Ted Kaul for Gordon L. Starr
Recording Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of May 13, 1964

- I. Introductions
- II. Minutes of Last Meeting
- III. Director's Report
- VI. Old Business
 - A. By-Laws
- V. New Business
 - A. Reiss-Grennagle Program
- VI. Announcements
 - A. Executive Committee--Dun Paskewitz
 - 1. Membership Cards
 - 2. Filings for Social Service, MSA
 - 3. Liaison and Ad Hoc Committees
 - 4. New Faculty Member
 - B. Program Committee--Jerry Levey
 - 1. Summer Program--Kennedy Exhibit
 - 2. Directorate Next Week
 - 3. All University Calendar Scheduling and Finance
 - C. House and Finance Committee--Bob Weinhagen
 - 1. Rally Approval
 - 2. Terrace Reading Room
 - 3. Building Rules
 - D. Public Relations Committee--Ann Arnstein
 - 1. Board Pictures
 - 2. Union Brochure
 - E. Personnel Committee--Jo Bell
 - 1. Chairmanship Openings
 - 2. Leadership
 - 3. Orientation
- VII. Adjournment

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UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of May 13, 1964

Members Present:

Ann Arnstein, Jo Bell, Frank Buckley, Sue Buhrman, Jim Collins, Janet Faddis, Shel Gulinson, Steve Gustafson, Sid Heath, Jerry Levey, Les Novak, Dan Paskewitz, Jim Rosenbaum, Harold Smith, Gordon L. Starr, Bob Weinhausen

Members Absent:

N. Lawrence Bentson, Reuben Hill, Donald Zander

Guests Present:

Mr. Tom Bachelder, Daily Representative; Mrs. Donna Harrison, Senior Secretary; Mrs. Sue Johnson, Program Consultant; Mr. Ted Kaul, Program Director

The meeting of May 13, 1964, was called to order by President Dan Paskewitz at 6:35 p.m. in Room 346 Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:

Motion W-100

Judy Hoy moved that the by-laws be approved.

Director's Report

1. Mr. Starr explained that in all the years since this building was built, the organization of the Board has remained close to what it was before the by-law changes. If the Board works according to the new by-laws, it can become more effective in the job it has to do in programming and policy decisions.
2. There will be some staff changes announced at a later date.
3. The Application for Co-Sponsorship form has presented some problems which should be considered by the Board.
4. The University has approved the development of a ramp at the rear of the Union. There should be some way people can enter the Union from the ramp without going outside. Mr. Starr suggested that the Board consider uses for the area between the Union and the new ramp.
5. Summer addresses and phone numbers of the Board members should be turned in to the Director's office as soon as they are known.

6. Policies established and recorded in the minutes throughout the years of the Board will be put in a manual by fall quarter. An example of some of these policies was presented for the Board's review.

Old Business

Mr. Paskewitz reminded the Board members to review the new by-laws.

New Business

Jim Collins explained the purpose of the Reiss-Greenagle program. The debate between Mr. Reiss and Mr. Greenagle will be held as a noon program from 11:30 a.m. to 1:30 p.m. on May 19 in the Men's Lounge. From 3:30 p.m. to 5:30 p.m. on the same day in Room 320 Mr. Reiss will give a speech on the John Birch Society.

MOTION W-102

Jim Rosenbaum moved that the Union Board of Governors co-sponsor the Reiss-Greenagle programs with the Young Americans for Freedom.

Motion seconded.

Jerry Levey reviewed the co-sponsorship agreement arrangements made with the Young Americans for Freedom. It appears that the Union Board is financing this program 100 per cent for a total cost of \$93.60. Section H of the co-sponsorship form reads: "Under ordinary circumstances, the financial participation of the Union committee shall not exceed 50 per cent including losses incurred in the proposed program." Jerry Levey would not sign the co-sponsorship agreement because of this rule.

Jim Collins explained that YAF does not have the money to put on this program, therefore, they had asked the Union to co-sponsor. If UBOG does not co-sponsor this program, it will have to be cancelled.

Motion W-102 failed.

A. Executive Committee--Dan Paskewitz

1. Board members were asked to sign their membership cards and return them to the President.

2. All Board members should consider filing for the positions of representative to the Social Service Council and representative to the Minnesota Student Association. Mr. Paskewitz explained the purpose of each organization and the representative's duties.

3. Liaison and Ad Hoc Committees listed as follows have openings: WMMR Ad Hoc Committee, Village Union Ad Hoc Committee, and the 25th Anniversary Ad Hoc Committee. Mr. Paskewitz explained the purpose of each committee. Mr. Paskewitz will appoint new members to the 25th Anniversary Ad Hoc Committee. The Liaison Committee is set up to deal with Plant Services and Food Service for general investigation of problem areas. This year it will especially involve working with Food Service.

Professor Buckley reviewed the progress of the Liaison Committee during the last few years. Mr. Smith stated a few of his complaints regarding Food Service. His suggestion was that a faculty-student advisory committee be set up to meet with the service enterprises. This committee would meet frequently enough so that if suggestions weren't followed through the first week, they could be brought up again the next week. He feels that the Book Stores, for instance, would be further ahead if they were closer to faculty and students. If there is some means by which someone from Food Service and someone from the Board can get together on a regularly scheduled basis, more would be accomplished. Board members should notify Mr. Paskewitz of their interest in the above committees.

4. Dr. Mary Corcoran from the Bureau of Institutional Research has been appointed as a new Union Board faculty member by Vice President Wenberg.

B. Program Committee--Jerry Levey

1. Mr. Kaul stated that the program schedule for the first summer session was sent to the Summer Session office to be included in their bulletin. This is just the basic schedule of what has been done in the past and many other programs will be added. All Board members received a copy.

Steve Gustafson received a list of the items to be included in the Kennedy Exhibit scheduled for the Union Main Ballroom July 11-15, 1964. Arrangements are in the process of being made and the Board will be notified of progress on this matter.

2. The Program Directorate meeting will be in Room 346 CMU at 6:30 p.m. on Wednesday, May 20, 1964.

3. The All-University Calendar Scheduling Meeting will be held at 3:15 p.m. on Tuesday, May 19, 1964. Plans for major programs in each area should be submitted to Mr. Levey by Monday noon, May 18, 1964. This calendar scheduling meeting is to schedule major events for which definite dates must be set up.

C. House and Finance Committee--Bob Weinhausen

1. A rally will be held in front of the Union at approximately noon on Friday, May 15, 1964 sponsored by YAF, YAS, YDFL, and UMRA. Its purpose is to express feelings on President Wilson's decision to postpone the Sibley-Reiss program. There were questions regarding control of the crowd and questionable behavior at this rally. As there were also questions on the use of the Union steps for a rally, Mr. Kaul suggested the Union Board should not judge the content of the programs of the people who use our facilities, but on the basis of what might be the consequences of the rally in terms of damage or defacement of the building.

MOTION W-103

Sid Heath moved that the Union Board of Governors make a formal statement endorsing the rally.

Motion seconded.

The Minnesota Student Association has not yet passed a resolution regarding their stand on the rally to object to President Wilson's decision to veto the Sibley-Reiss Debate.

Professor Buckley felt that the Board should not endorse this rally since its purpose is not clear to the Board.

MOTION W-104

Jerry Levey moved that Motion W-103 be tabled.

Motion W-104 seconded and passed.

2. Improvement should be made in the Terrace Reading Room. Any ideas for changes in this area should be submitted to Bob Weinhausen for House and Finance consideration.

3. The Board members should familiarize themselves with the house rules and policies.

D. Public Relations Committee--Ann Arnstein

1. On Wednesday, May 20, 1964, a photographer will be here at 6:00 p.m. to take Union Board pictures. Board members should meet in Room 231 for their appointments.

2. The Public Relations Committee is going to start work on a new brochure for orientation packets. A short description of each area should be submitted to Ann Arnstein by May 22 as the brochure must be finished by June 1.

E. Personnel Committee--Jo Bell

1. All chairmanships will open May 18-28, 1964. The Personnel Committee must be kept informed of what chairmanships there are going to be in each area next year. By Monday, May 18, the list of committees in each area for next year should be turned in to Jo Bell. Plans for possible reorganization of committees should be talked over with old area directors and the program consultant. The Personnel Committee will conduct interviews this year. Area directors may use this interviewing service or interview their own applicants.

The minutes from the Personnel Standing Committee meeting of May 12, 1964, were in the folders.

Erik Hucke has been appointed as Chairman of the West Bank Noon Program Committee.

2. Jo Bell pointed out that one of the most important aspects of being a leader is knowing how to administer.

3. Steve Gustafson attended the University Orientation Committee meeting. This committee discussed the evening program held for incoming Freshmen from August 3 to September 16th. He listed the six organizations represented at this orientation program. Each organization in the program is asked to appropriate \$40 to \$45 for the orientation newspaper. Each group also has to write eight articles for this newspaper by May 30. The Public Relations Committee will take care of this matter. There were several comments on the content of the orientation program and discussion on ideas for improvements.

The Board will have to commission representatives to the evening orientation programs. This will be discussed by the Executive Committee.

Mr. Starr felt that the Board should seriously reconsider the matter of paying a Board member for participating in this program.

The next meeting of the Union Board of Governors will be on May 27, 1964, at 6:30 p.m. in Room 346 Coffman Memorial Union.

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

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UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

BY-LAWS

Article I - Meetings

A. Annual Meetings

The Annual Meeting of the Board shall be held no later than three weeks following official spring elections.

B. Regular Meetings

1. There will be at least two regular meetings of the Board per month during the fall, winter, and spring quarters, unless otherwise ordered by the Board.
2. There will be a minimum of two meetings during summer sessions, June 16 to September 15.

C. Special Meetings

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

D. Quorum

1. A majority of the entire Board will be necessary to constitute a quorum. June 16 through September 15 a quorum will consist of all members available but in no case less than five.
2. A smaller number may receive the reports of the committees and declare an adjournment. If a majority of the members of the executive committee are present, attending Board members may resolve themselves into a meeting of that committee.

E. Notification and Attendance

1. Every member must be duly notified of meeting of the Board. Normally, this will be done through notice in the minutes.
2. Unless otherwise ordered, all meetings of the Board will be held in Coffman Memorial Union at the University of Minnesota.
3. Any Board member absent from a duly called meeting must present an excuse to the Executive Committee. The Executive Committee will review the excuse and determine its acceptability.
 - a. Any student Board member who has four unexcused absences from Board or Program Directorate meetings during a year will automatically relinquish his Board membership and those privileges of a Board alumnus.
 - b. Two unexcused absences from standing committee meetings in any quarter will also be cause for relinquishing Board membership. Excessive absences are to be reported to the Executive Committee by the standing committee chairman for action.
 - c. Any Board member who misses a significant portion of a Board or standing committee meeting will be considered absent until excused.

F. Business Before the Board

1. Unless otherwise ordered by the Board, the order of business will be:
 - I. Approval of Minutes
 - II. Old Business
 - III. New Business
 - IV. Announcements

Executive Committee (& Ad Hoc)
Area Directors
2. Matters for consideration by the Board will ordinarily be submitted to the President prior to the meeting. He may place them on the agenda or refer them to the appropriate standing committee.

G. Rules of Procedure

1. All business coming before the Board will be dealt with according to the standard code of parliamentary procedure by Sturgis unless modified by the Board.
2. Meetings of the Board will be open except upon approval of an executive session.
3. Minutes of the proceedings of the Board will be kept by the Recording Secretary and transmitted to each member as soon as practical after the meeting. Lengthy reports will be referred to in the minutes and kept on file as part of the Board's record. Such reports need not be incorporated in the minutes except when ordered by the Board,

Article II - Membership of the Board

A. Membership

As determined in Article III of the Constitution, the Board will be composed of eighteen members: thirteen students and five non-students. Four students will be elected and nine students and five non-students appointed.

B. Elected Members

1. Filings for elections will open at least three weeks prior to the all-campus elections held by the Minnesota Student Association in the Spring.
2. Four student members will be elected from at least eight candidates.
3. The Personnel Committee will receive applications, transmit them to MSA when necessary, and notify those elected as soon as the election results are known.

C. Appointed Members

1. Non-students
 - a. The non-student members of the Board will be four members appointed by the Vice President of Educational Relationships and Development, and
 - b. One appointed annually by the General Alumni Association.

2. Students

- a. Nine student members of the Board will be appointed by a Union Board Appointing Committee described in Article III, Section 3 of the Constitution.
 1. The President of the Board will be responsible for proceeding according to the Appointment Policy which will be included as an addendum to the By-Laws.
 2. Within the scope of this Policy, the Appointment Committee will be an independent body functioning in the best interests of the Union. The individual members of the Committee will act in accordance with their own judgment and should not be considered as representatives of the organizations naming them.
 3. After appointments are made, the chairman of the Appointment Committee will turn the names of those appointed over to the Personnel Committee for official notification.
- b. Eligibility of Student Members
 1. Applicants must be regularly enrolled students at the University who have paid the Union fee.
 2. Have a grade point average of 2.3 or higher.
 3. Meet all-University scholastic eligibility requirements.
- c. Term of Office
 1. Ordinarily, non-students will not be eligible for more than two successive years on the Board. They must be re-appointed annually by the appropriate appointing official.
 2. Students, if otherwise eligible, may be re-elected or re-appointed to a succeeding term.
 - a. The term of office will be one year and will expire when the next Board takes office.
 - b. Default of duties and responsibilities of any Board member or officer may be cause for dismissal or reassignment.
 - (1) The Executive Committee will review such cases and take appropriate action.
 - (2) Any individual who deems the action of the Executive Committee unjust, will have the right of appeal before the Board. In the case of appeal, a two-thirds majority will be necessary to uphold the Executive Committee's recommendation.
 - c. Vacancies in the student membership will be filled by the Board upon recommendation of the Personnel Committee.
 - (1) All vacancies will be filled only for the balance of the unexpired term.
 - (2) Student members of the Board appointed by the Board must meet the same eligibility requirements for membership as those elected and appointed in the Spring.

Article III - Delegation of Authority

A. Officers

1. The officers of the Board will be the President, Vice President, Secretary-Treasurer, Recording Secretary, Personnel Standing Committee Chairman and Public Relations Standing Committee Chairman.
2. Selection
 - a. The officers will be elected by the new Board members from student membership, with the exception that the Director of Student Unions shall serve as the Recording Secretary.
 - b. Procedure
 1. The officers of the Board will be elected by the Board at the annual meeting and will hold office for a term of one year and until their successors are elected.
 - a. All candidates for officerships will file with the Executive Committee at least one week before the annual meeting.
 - b. The names of those filing and the office in which they are primarily interested will be made known to all members of the new Board so that they may become acquainted with the qualifications of the candidates.
 - c. Elections will be conducted as the last item of business at the annual meeting.
 2. As soon as all officers have been elected, the President of the outgoing Board will swear them in. The new Board will also be sworn in and take over duties at this time.
 3. A special election at a regular meeting will be held to fill vacancies in officer positions. The position will be filled by a student already on the Board, and a new member will then be appointed through the usual appointment procedure.

B. Area Directors

1. Certain members of the Board will have special responsibilities for the Union programming. These will include directors for:
 1. Fine Arts
 2. West Bank
 3. Music
 4. Recreation
 5. Social
 6. Special Events
 7. Topics
 8. Campus

The names and composition of these areas may be altered at the discretion of the Program Standing Committee subject to Board approval.

2. Appointment
 - a. Area directors are student members of the Board.
 - b. They will be appointed by and from the Board upon recommendation of the Executive Committee.
 - c. Appointment will be made at the first meeting following the annual meeting of the Board.
3. As representatives of and responsible to the Board, the area directors have sole responsibility for the formulation and execution of programs in their specific areas.
 - a. To assist the area directors in fulfilling this function, each area will establish certain programming committees within the framework of the area to carry out the program activities.
 - b. Committee chairmen are solely responsible to the area director for proper execution of their programs.
 - c. Final authority for all decisions within the area lies with the Area Director.
4. In addition to area responsibilities, two area directors will serve on each of four standing committees; Program, House & Finance, Personnel and Public Relations. The Executive Committee will determine assignments subject to approval by the Board.

Article IV - Responsibilities of Board Members

A. Executive Officers

1. Function to provide initial direction for Board action.
 - a. To bring to the Executive Committee questions of policy arising within their areas of responsibility.
 - b. To actively participate in determining policy at Union Board meetings.
2. Duties of Officers
 - a. President
 1. The President will be Chairman of the Board and preside at all meetings, but the Vice President or a member may act as Chairman at his request.
 2. The President will be Chairman of the Executive Committee.
 3. He will appoint all committees of the Board other than the standing committees and will be ex-officio with vote on all standing and special committees.
 4. He may recall at his discretion any or all appointments made by him.
 5. He will interpret the Constitution, By-laws, and all other Board policies, subject to appeal to the Board, in which case a majority vote will rule.
 6. He will be responsible for working with the Director and staff to maintain a good student-staff relationship.
 7. He will perform other duties usual to the office of Chairman.
 - b. Vice President
 1. The Vice President will in the absence of the President perform all the duties of the President.

2. The Vice President will be a member of the Executive Committee and primarily responsible for programming progress.
3. The Vice President will chair Program Committee meetings and meetings of the Program Directorate.
4. In the absence of the President, the Vice President will be an ex-officio member, with vote, of all other standing committees.

c. Secretary-Treasurer

1. Will be a member of the Executive Committee and Chairman of the House and Finance Committee.
2. The Secretary-Treasurer will act as Secretary of the Executive Committee.
3. The Secretary-Treasurer will be responsible for contacts and correspondence with all other Unions and Union associations, and in charge of all Board activities in association with them.

d. Recording Secretary

1. The Recording Secretary will serve as Parliamentarian for the Board.
2. He will record, distribute and preserve records and minutes from all Union Board meetings.
3. He will provide necessary information at the Board's request, and perform other duties that the Board may from time to time direct.

e. Personnel Standing Committee Chairman

1. The Personnel Standing Committee Chairman will be chairman of the Personnel Standing Committee.
2. The Personnel Standing Committee Chairman will authorize and coordinate the efforts of the Personnel Bureau.

f. Public Relations Committee Chairman

1. Will be chairman of the Public Relations Standing Committee.
2. Will authorize and coordinate the efforts of the Public Relations Bureau.

B. Area Directors

1. It will be the goal of area directors, chairmen, committee members, and consultants to work together to provide an atmosphere of consistent and worthwhile programming within the Union.
2. Specifically, area directors will seek to expedite programming within their areas in the most efficient possible manner. This will include:
 - a. Structuring their areas, establishing committees, and recruiting personnel to utilize the maximum programming potential.
 - b. Appointing and training chairmen in cooperation with consultants. Chairmanships will be effective upon notification of the Personnel Standing Committee. Chairmen will be encouraged to strive for programs of quality to serve the University student body.

- c. Approving co-sponsorships which become effective with the necessary signatures.
 - d. Being informed on the nature and growth of programming within their areas.
 - e. Ordinarily, specific programming decisions will be the responsibility of the committee chairmen, unless:
 1. There is no chairman
 2. The chairman fails to fulfill his responsibilities .
In this case, the program responsibilities pass to the area director and then to the chairman of the Program Standing Committee.
 3. To participate in judgments on Union policy.
 - a. Through active participation at Union Board meetings.
 - b. Through service on standing committees.
 - c. By directing questions of policy to appropriate Executive Committee members for placement on the Board agenda.
- C. Alumni, Faculty, and Staff Members.
1. To bring to the Board decisions of the interests of the groups they represent.
 2. To assist in policy decisions on the basis of insight and understanding of the situation.
- D. Director of Student Unions
1. To coordinate the administration of Coffman Memorial Union within the policies directed by the Union Board and the University, and within the general service objectives of the Union operation.
 2. To bring to the Board professional attitudes on policy decisions.
 3. To provide Board members at all times with pertinent and desired information on Union operations.
 4. To serve in decision making as an ex-officio member of the Board (without vote), and to assist the Board in the capacity of the Recording Secretary, Parliamentarian, and Historian.

Article V - Committee Responsibilities and Duties

- A. Standing Committees
1. Meetings
 - a. Standing committees will ordinarily meet at least three times per quarter or at the discretion of the chairman.
 - b. Meetings will also be called by the chairman upon the request of two members of the committee, or upon the request of the President of the Board.
 2. Membership
 - a. An Executive Committee member will serve as chairman for each standing committee.
 - b. The Executive Committee will appoint two additional members from the student members of the Board. Approval of standing committee appointments will be made at the first meeting of the Board following the annual meeting.
 - c. The President, or the Vice President in his absence, will be ex-officio on all standing committees.
 - d. The Director of Student Unions or his representative will be ex-officio without vote/all standing committees.

3. Enumeration

The standing committees will be: Executive Committee, Program Committee, House and Finance, Personnel, and Public Relations.

4. Responsibilities

a. Executive Committee

1. The primary responsibility of the Executive Committee will be to serve as a general steering committee for the Board.
2. Membership will include the elected officers and the Recording Secretary.
3. The Executive Committee will:
 - a. Coordinate the activities of the other standing committees.
 - b. Channel policy issues to the appropriate standing committee or placement on the Board agenda.
 - c. Provide pertinent information to the Board.
 - d. Act for the Board during intervals between meetings.
 - e. Select area directors and standing committee members with Board approval.
 - f. Establish Ad Hoc and special committees to facilitate Board business.
 - g. Deal with other matters directed by the Board or not falling to other areas.

b. Program Committee

1. The Program Standing Committee will work toward improvement of the quality and quantity of Union programs.
2. Membership will include the Vice President (Chairman), two area directors, and the Program Director, representing the Director of Student Unions
3. Specifically, the Program Committee will:
 - a. Coordinate the efforts of area directors.
 - b. Serve as a steering committee for Program Directorate meetings including all area directors.
 - (1) These meetings will be chaired by the Vice President and held alternately with Board meetings.
 - (2) The purpose of meetings will be to provide advice, coordination, policy clarification, evaluation, and the promotion of mutual interests among area directors.
 - c. Collect and represent to area directors the attitudes and suggestions of Board members, consultants, and University students and organizations.
 - d. The Program Committee will formulate and recommend to the Board changes in program policy and procedures.
 - e. Concern itself with promoting good relationships between Board personnel, consultants and students, Union committees, and other campus organizations.
 - f. Prepare budget
Evaluate program areas
Coordinate and recognize the establishing and disestablishment of program committees.
Undertake other duties.

- c. **House and Finance Committee**
 - 1. Shall inform itself and act on matters pertaining to House and Finance, and in cooperation with the Director and Assistant Director of Student Unions expedite administration within Board and University policy.
 - 2. Membership: Secretary-Treasurer (Chairman), Two area directors, and the Director of Student Unions or his representative.
 - 3. Specifically, the House and Finance Committee shall:
 - a. Establish policies pertaining to the use of facilities and conduct of students in coordination with existing University policies. Areas of question are subject to decisions by the Board.
 - b. Be knowledgeable in the area of House and Finance communicating between Board and administration, interpreting policy, if requested, for the staff and administrative actions for the Board.
 - c. Prepare and present an annual budget for the approval of the Board.
 - d. Bring proposed expenditures from the renovation fund and other special funds to the Board for approval.
 - e. Report annually on the financial operations of the department.
 - f. Formulate and promulgate rules for the use of the Union.
 - g. Coordinate exceptions to those rules. Questionable exceptions may be directed to the Board for policy clarification.
 - h. Conduct studies and make recommendations to the Board on the use and improvement of Union facilities.
- d. **Personnel Committee**
 - 1. Shall be responsible for guiding the Personnel Bureau and coordinating the recruitment, training, and recognition of Union personnel.
 - 2. Membership shall include the Personnel Standing Committee Chairman, two area directors and a representative of the Director.
 - 3. Specifically, the Personnel Committee with the help of the Personnel Bureau shall:
 - a. Formulate the personnel policies of the Board and recommend issues of conflict to the Board for decision.
 - b. Facilitate in any way possible the recruitment of student personnel.
 - c. See that all committee membership applications are referred to the appropriate area directors and chairman.
 - d. Coordinate chairmanship appointments by area directors. These become effective upon notification of the Personnel Chairman.
 - e. Emphasize and engage in training programs for both Board members, committee chairmen and members.
 - f. Handle all matters concerning evaluation and recognition.
 - g. Process and keep all personnel records.
 - h. Maintain a "Union Board Council".

- e. **Public Relations Committee**
 - 1. Shall formulate policy for the Union and for the Public Relations Bureau whose task it will be to promote Union programs and facilities and encourage the student to participate in any capacity in Union activities.
 - 2. Membership will include the Public Relations Chairman, two area directors and a representative of the Director.
 - 3. Specifically, it shall, with the assistance of the Public Relations Bureau:
 - a. Formulate and implement plans to keep the University community and the public at large continually informed on appropriate Union needs and activities.
 - b. Study, coordinate, and formulate policy on publicity with a view to improving and developing the public relations efforts of the Board and area directors.
 - c. Refer to the Board questions on the nature and direction of Public Relations policy.
 - d. Maintain a program of training in publicity.
 - e. Maintain a continuing program of research into the needs and responses of the campus to Union programming.
- f. **Special Committees**
 - 1. Representatives of the Board in appropriate number and qualification will be appointed by the President at the will of the Board to serve on such special committees as the Board may deem necessary.
- g. **Programming Committees**
 - 1. The Board will create whatever programming committees it deems necessary to carry out the programming activities in the various areas. These committees will be open to all eligible University students and each area shall be supervised by a member of the Board.

Article VI - General Rules and Regulations

- A. No member of the Board will be employed and paid from any budget under the control of the Board.
- B. No personal expenses incurred by any Board member or student committee chairman or member in connection with a Union event will be paid from Union funds unless it was budgeted for in advance and approved by the Board.

Article VII - University Village Union Charter

TO PROVIDE FOR THE SELF-GOVERNING ORGANIZATION OF THE UNIVERSITY VILLAGE UNION

PURPOSE:

In an effort to provide for adequate community, social, recreational, and cultural opportunities for the residents of the University Village, and to encourage the general use of the facilities of the Village Union building, there will be established a Village Union Board of Directors.

MEMBERSHIP:

Membership of the Board will consist of a maximum of twelve members to include nine members who may be either a student of the University paying Union fees or the spouse of such a student, the University Director of Student Unions, and such administrative staff member may be ultimately provided at the Village Union, and one non-student appointed by the Vice President of Educational Relationships and Development. The Union staff members will be without vote. At no time will the number of non-student Village members on the Board exceed fifty per cent of the total membership. Of the resident village representatives, six will be elected by popular vote of the villagers and three appointed, one appointed by the University of Minnesota Union Board of Governors, one by the Village Council, and one by the Grove East Association. Term of office will be for one year. Members will be eligible for serving a maximum of four terms.

POWERS AND DUTIES OF THE VILLAGE BOARD:

Policies pertaining to operation, administration, rules and regulations, activities, and programming will be the responsibility of the Village Board, except for the approval of the University of Minnesota Union Board of the annual financial budget as prepared by the Village Board. The program area of the Board will not normally include athletic recreation.

OFFICERS:

The officers of the Board will be a President, Vice President, and Secretary. The duties of these officers will be those normally associated with these positions. The President will be elected from among the resident student members.

COMMITTEES:

There will be three committees of the Board: the Executive Committee, the House and Finance Committee, and the Program Committee.

The Executive Committee will serve as a steering committee in considering major policy problems and nominating for officers of the Board and chairmen of standing committees. The committee will be composed of the officers and the Director of Student Unions or his delegated representative, the latter without vote.

The House and Finance Committee will consider all major financial commitments and operating policies, and prepare an annual budget. Membership will consist of three members, and the Director of Student Unions without vote.

The Program Committee will consider and recommend to the Board all major program plans for social, recreational, cultural, and family welfare activities. This committee will consist of four Board members.

ELECTIONS:

Elections normally will be arranged and conducted by the Village Council. Elections will be scheduled during the third week of spring quarter.

The Board will have the power to appoint new members to elected members' vacancies which occur between elections. Appointees will serve for only the balance of the term of office. The members appointed by the three specified governing bodies will be appointed in the fall immediately following the Village fall elections in order to provide for continuity of membership on the Board.

CHANGES TO CHARTER:

Changes to this charter will be made upon recommendation of a majority vote of the Village Union Board, and a two-thirds vote of the University of Minnesota Union Board of Governors.

SPECIAL PROVISION:

To facilitate the initial stages of the Board's function, the Village Council shall appoint all members normally elected. These members will serve only until a special Fall election which will be held two weeks following the Fall election of the Village Council.

Article VIII - Approval and Amendment of By-Laws

These By-Laws will take effect after approval by two-thirds majority 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. These By-Laws will supercede all previous By-Laws passed by the Board, and will be implemented as soon as is practicable after their approval.

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5/8/64

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UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

PROGRAM DIRECTORATE REPORT

MAY 20, 1964

JERRY LEVEY
VICE PRESIDENT

The aim of the Program Directorate (P.D.) is to advance and improve Union programs by providing a place for area directors to discuss common program problems. To accomplish this "mission", an informal atmosphere was maintained with discussion being encouraged, no formal use of any parliamentary procedure, and the area director who had the problem "chairing" that part of the meeting.

Areas of accomplishment at this first meeting are as follows:

1. The program "Threshold To Space" was discussed and the P.D. agreed to participate fully in the planning and execution of it. Jim Rosenbaum, West Bank, will chair the steering committee that will be composed of all relevant area directors and other key people from various University departments.

2. The basic co-sponsorship form was reviewed. Except for minor changes, it was agreed to enforce the specific provisions more strongly than in the past. If a group cannot meet the co-sponsorship requirements, it is the area director's decision if he wants to plan the program "in cooperation with" the group.

3. It was agreed that the summer program should be an extension of the regular school year. Each area director will be responsible for his area or he will find someone to be in charge of his area for the summer months.

Because of finals, the P.D. will probably not meet until this summer. Each area director is reminded to submit their criticisms of the P.D. and suggestions to improve future meetings.

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5/22/64

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
COFFMAN MEMORIAL UNION

May 27, 1964

TO: Union Board of Governors
FROM: Mr. Berton Atkinson, Assistant Director of Student Unions
SUBJECT: Proposed Renovation Expenditures for Fiscal Year 1964-65

The following list of expenditures from the Renovation Fund was presented to the House and Finance Committee on May 26, 1964. This work is to be accomplished during the fiscal year 1964-65.

The House and Finance Committee approved for immediate processing items 1, 2, and 3, and held over the balance of items 4 through 8 for further consideration at the end of the fiscal year 1964-65.

1.	Drapes for Main Lounge--5 windows at \$300 each (estimated)	Total	\$ 1,500
2.	Drapes for Main Ballroom--5 windows at \$500 each (estimated)	Total	2,500
3.	Authorization to Plant Services for engineering layout, plans and the installation of the new ventilation supply unit on the D-1 system. (estimated)	Total	19,500
4.	Carpeting for the following rooms in order: (a) Terrace Reading Room (b) Room 320 (c) Fine Arts Lounge 1,550 sq. yds. including pads and installation at \$17 per sq. yd. (estimated cost)		
5.	400 Herman Miller style chairs to bring the total available for ballroom setting to 800 at \$18 each (estimated)	Total	7,200
6.	Installation of coin return lockers in the space now occupied by the checkroom on the first floor. 270 units at \$33 per unit. (estimated)	Total	9,000
7.	Replacement of 16 tables for the Billiard Room at \$1,800 each. (estimated)	Total	30,000
8.	Construction of a Program Consultant's Office in the vicinity of the Terrace Reading Room including furnishings as required. (estimated)	Total	<u>6,000</u>
		TOTAL	\$102,050

There is a need to do some remodeling of the entry way and stairs to the Gopher Hole area. Estimates are not available at this time, therefore, the plans and the cost of this project will be presented for consideration upon review of our financial status after July 1, 1964.

dh

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of May 27, 1964

- I. Introductions
- II. Minutes of Last Meeting
- III. Director's Report
- IV. Old Business
 - A.
 - B.
 - C.
- V. New Business
 - A.
 - B.
 - C.
- VI. Announcements
 - A. Executive Committee--Dan Paskevitz
 - 1. NSA Conference
 - 2. Board Meetings
 - 3. WMMR-AD HOC
 - 4. Village Union Ad Hoc
 - B. Program Committee--Jerry Levey
 - 1. Welcome Week
 - 2. Summer Programming
 - 3. Budget
 - 4. Kennedy Library
 - C. House and Finance Committee--Bob Weinhagen
 - 1. Renovation Budget
 - 2. Proposed Parking Ramp
 - D. Public Relations Committee--Ann Arnstein
 - 1. MSA Student Services
 - 2. Orientation Articles
 - E. Personnel Committee--Jo Bell
 - 1. Summer Personnel
 - 2. UBC
 - 3. Interviewing
- VII. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of May 27, 1964

Members Present:

Ann Arnstein, Jo Bell, N. Lawrence Bentson, Frank Buckley, Sue Buhrman, Jim Collins, Mary Corcoran, Janet Faddis, Shel Gulinson, Steve Gustafson, Sid Heath, Jerry Levey, Les Novak, Dan Paskewitz, Jim Rosenbaum, Harold Smith, Gordon L. Starr, Bob Weinhausen, Donald Zander

Members Absent:

Dr. Reuben Hill

Guests Present:

Mr. Berton Atkinson, Assistant Director of Student Unions; Mr. Ted Kaul, Program Director, Coffman Memorial Union; Mrs. Donna Harrison, Senior Secretary

The meeting of May 27, 1964, was called to order by President Daniel Paskewitz at 6:35 p.m. in Room 346 Coffman Memorial Union.

The minutes of the last meeting were approved as published.

Director's Report

1. Mr. Starr announced that Mr. Kaul has been appointed to the International Relations Committee of the Association of College Unions. This is one of the ACU's most challenging committees, as it is concerned with foreign students and with the college union development in other countries.
2. The following materials were in the folders to help acquaint the Board members with some of the material available on college unions: Fifteen Years in Region VII by Gordon L. Starr; History, Philosophy, and Objectives of a College Union; Qualities and Functions Expected of a Board Member.
3. A better plan for evacuation of this building must be developed. It took too long to evacuate Coffman Union when the bomb scare occurred.
4. Part II of the proposed policy manual was presented to the Board in the folders.
5. The Capital Expansion Fund can be used for development of a Union on the West Bank, addition to the St. Paul Campus, or an addition to Coffman Union, but it is dedicated primarily for building expansion. In terms of what is needed for the West Bank development, our present fund is very small.

6. Senate Committee on Student Affairs policies can be reviewed by Board members in the Director's Office or the Program Director's Office. These are the official University policies which we follow in regards to student activities and all Board members should be familiar with these policies.

7. The alumni of the Medical School have raised about \$85,000 for lounging facilities for the Medical School. Mr. Starr asked that the Board members think about whether they should have some connection with this facility.

Old Business

None

New Business

None

Announcements

A. Executive Committee--Mr. Daniel Paskewitz

1. The National Student Association Congress will be held in Coffman Memorial Union in August, 1964. Mr. Levey and Mr. Paskewitz will be working with NSA on this conference. At a later date, the Board members will be asked to volunteer as hosts and hostesses.

2. The Executive Committee decided at their meeting today that the summer Board meetings will be on Monday, July 13th and Monday August 17th. There is a possibility of a meeting in September, but this will be decided at a later date. The first meeting of fall quarter will be September 30th.

3. Mr. Levey reported on the WMMR Ad Hoc Committee. A basic outline of the WMMR survey results was presented to the Board. The primary purpose of this study was to find out who listens, when, and how long to WMMR. The completed report will be submitted at a later date.

4. Mr. Levey reviewed the history of the Village Union Ad-Hoc Committee. The motion was previously passed by the Board to make arrangements for use of one of the Como Village units and phase out the Village Union, is being implemented. Mr. Atkinson, Assistant Director, proposed to the Ad Hoc Committee that the fountain be closed on June 11. The Village Manager will remain in his position until June 30, 1964. Inventory problems are being taken care of now. Mr. Atkinson will assume the responsibility for supervision of the Village Union with the understanding that it will be utilized as a study and recreational center only, and the only expenditures for the summer will be electricity and water. Volunteer help will be used and if the building is not kept clean or used it will be closed at his discretion. During this interim period, the units in the Como Village will be set up for use at the beginning of fall quarter.

B. Program Committee--Mr. Jerry Levey

1. Mr. Gulinson urged that each committee program during Welcome Week, September 21-26, 1964. Open House will be Monday, September 21. The Welcome Week program should include a dance and perhaps something from each committee. Work will have to be done on this during the summer.
2. Mr. Gustafson reported that the main problem with summer programming is lack of personnel.
3. The program budget for 1964-65 was in the Board folders. Mr. Levey urged Board approval for a new program budget of \$32,400. The original allocation was \$35,900. Money for programming is allocated to area directors, and they in turn allocate what they think each committee needs for the year.

MOTION W-105

Miss Bell moved to accept \$35,900 as the program budget for the 1964-65 fiscal year and that Personnel, Public Relations, and Executive Committees be included in this amount.

Motion seconded.

Mr. Levey felt that Personnel, Public Relations, and Executive Committees should not be under the Program Committee because they are not responsible to this committee. This would create a new budget area for next year.

Mr. Starr felt that this part of the budget should be kept flexible. In the past, at the end of each quarter the Board has made some adjustments within the individual committees for those committees which were not active.

Dr. Zander felt that the three committees in question are tied closely to program, and by separating them, some effectiveness would be lost.

Motion W-105 passed.

MOTION W-106

Mr. Shel Gulinson moved that the sum of \$22,900 be allocated to the eight areas as submitted by the Program Chairman.

Motion Seconded.

MOTION W-107

Mr. Sid Heath moved to amend Motion W-106 to include program administration allocation of \$4,300, expansion allocation of \$4,600, and the three standing committees, Public Relations, Personnel, and Executive allocation of \$4,100.

Motion W-107 seconded and passed.

Motion W-106 passed as amended.

MOTION W-108

Mr. Jerry Levey moved that the administrative details of the John Fitzgerald Kennedy Library Exhibit be handled by Mr. Starr and that all associated expenses connected with the exhibit be taken from the general administration budget.

Motion seconded.

Mr. Levey felt that the way the original motion regarding the Kennedy Exhibit was worded, it was generally understood that the expenses should be taken care of by the program budget. He now feels that the details remaining on the Kennedy Exhibit should be handled by Mr. Starr and are not necessarily associated with programming.

Mr. Starr hoped that this motion would not divorce this exhibit from programming by the Board.

Mr. Gustafson announced that there will be a meeting of seventeen people concerned with the Kennedy Library Exhibit on Friday, May 29. Mr. Gustafson brought to the attention of the Board some of the problems and some of the ideas to be discussed at this meeting. The cost of the exhibit to the Union will be approximately \$450.00

Motion W-108 passed.

5. Mr. Levey asked that all area directors hand in criticisms of the Program Directorate to him on Thursday, May 28. There will be no Program Directorate meetings for the rest of Spring Quarter.

C. House and Finance Committee--Mr. Bob Weinhagen

1. The proposed renovation expenditures for the fiscal year 1964-65 were presented to the Board.

MOTION W-109

Mr. Robert Weinhagen moved that the Union Board of Governors follow the recommendation of the House and Finance Committee and approve for immediate processing the following items:

1. Drapes for Main Lounge--5 windows at \$300 each
(estimated) total \$1,500
2. Drapes for Main Ballroom--5 windows at \$500 each
(estimated) total \$2,500
3. Authorization to Plant Services for engineering layout, plans, and the installation of the new ventilation supply unit on the D-1 system.
(estimated) total \$19,500.

Items 4-8 as presented to the House and Finance Committee, will be given consideration at a later meeting. (Explanation of these items 4-8 will be attached to the file copies of the minutes.)

Motion seconded.

Mr. Weinhausen gave a thorough explanation of the expenditures to be approved this evening.

Motion W-109 passed.

2. Mr. Atkinson presented a thorough report on the proposed parking ramp to be located South of the Union. The original plan for the ramp called for construction costs of \$2,400,000 at a rate of \$1,200 per car for 2,000 cars. The current and most extensive plan calls for construction costs of \$3,300,000 including a land-scaped top deck and some additional expenses for removal of rock from one of the sections at \$1,550 per car for over 2,100 cars. Mr. Atkinson feels that the original plan should not be compromised because it would lessen the overall effectiveness of the plan and would tend to increase the costs for providing access to the Union. It may also increase the cost of construction of air-conditioning facilities between the ramp cooling tower and the Union. Because the construction of the land-scaped area will provide approximately three acres of recreational space to the University, it is Mr. Atkinson's feeling that the Board should take this matter under consideration and recommend to Mr. Starr that he write to the University administration to bring these considerations to their attention and suggest that some additional financial help be found to assist in the construction of the ramp as originally planned.

Miss Bell recommended that Mr. Starr write to the administration and voice the support of the Union Board of Governors for the original plan for the ramp.

D. Public Relations Committee--Miss Ann Arnstein

1. The Social Service Committee requested the Board's help on some of their projects. Miss Arnstein wanted the Board's opinion on whether we should become involved in this. MSA wants the Board to participate mainly for personnel help.

2. Miss Arnstein listed the Union articles which may appear in the orientation newspaper the "Tribal Minnesotan". Any further suggestions should be submitted to Miss Arnstein after this meeting.

E. Personnel Committee--Miss Jo Bell

1. Mr. Jeff Halter, Personnel Bureau Chairman, will be taking Miss Bell's position for the summer.

2. The Personnel Standing Committee discussed what would be done with the Union Board Council. There will be two Union Board Council groups next year of not more than thirty members each.

3. By noon on Friday, May 29, a list of the applicants' telephone numbers, and committees for which they are applying should be turned in to Miss Bell so that the Personnel Committee can contact them for an interview. By Monday, June 1, the area directors will receive a list of the times that people applying for chairmanships in their areas are going to be interviewed. The interview times will probably be on Tuesday and Thursday, 3:30 - 5:30 p.m. and any other days that are needed. The Personnel Committee should be notified by Friday, the last day of school, of applicants who have been accepted. A list of the promising people who applied for positions but couldn't for some reason be appointed should also be sent to Miss Bell.

Summer addresses should be submitted to the Director's Office as soon as possible.

The next meeting of the Union Board of Governors will be on Monday, July 13, 1964.

Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

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