

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Board Meeting Agenda
September 22, 1965

- I. Director's Report

- II. Old Business
 - A. UBOG-Dorm Ad Hoc Committee Report
 - B. 25th Anniversary Report - Robie Engelman

- III. New Business

- IV. Announcements
 - A. Executive Standing Committee
 - 1. Retreat Postponement
 - 2. By-law Change
 - 3. Resignation & Filing
 - 4. Election meeting
 - 5. Class Schedule
 - 6. Committee Chairmen
 - B. Program Standing Committee
 - 1. WMMR
 - C. House and Finance Standing Committee
 - 1. Financial Report 1964-65
 - 2. Permanent sign for Main Ballroom
 - 3. Appropriation for Door in Art Craft Studio
 - 4. Appropriation for WMMR
 - 5. New Renovation Expense Policy
 - D. Personnel Standing Committee
 - E. Public Relations Standing Committee
 - 1. New Policy for Daily Ads
 - 2. Announcement of Publications Committee

Adjournment

BW:vj
9-22-65

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Meeting of September 22, 1965

Members Present

Roberta Engelmann, Irene Hadley, Eric Hucke, Bob Kofski, Ilse Vinson, Vince Wagner, Mary Watson, Charlotte Weber, Bob Weinhagen, Bruce Wilson, Mr. N. L. Bentson, Dr. James Holte, Mr. Tracy Page, Dr. Donald Zander, Mr. Gordon Starr, Mr. Emil Behrens.

Members Absent

Dr. Mary Corcoran

Guests Present

Tom Reeve, Program Director; Carl Nelson, Student Personnel Worker; Erik Erickson, Student Personnel Worker; Vi Justice, Sr. Secretary.

The meeting was called to order at 6:35 p.m. by President Weinhagen who welcomed the Board back from their summer activities and introduced the new alumni representative, Mr. Emil Behrens, and the new student personnel worker, Mr. Carl Nelson. He congratulated Mr. Page on his promotion to University Purchasing Agent.

MOTION X-167

Mr. Page made a motion to accept the minutes of the first summer session.

MOTION X-167 was seconded and passed.

Director's Report

Mr. Starr presented the attached report.

Old Business

A. Vince Wagner reported on the UBOG-Dorm Ad Hoc Committee. Tom Reeve will be the Union staff contact for the committee. The committee has met with University Services and Mr. Atkinson to talk over the possibility of a twenty-four hour food service.

B. Robie Engelmann reported on the 25th Anniversary of CMU, thanking everyone for their cooperation.

MOTION X-168

Motion was made that special commendation be given to Mary Frentz for her work on the 25th Anniversary Committee.

MOTION X-168 seconded and carried.

New Business

There was no new business.

Announcements

A. Executive Standing Committee

1. The Board retreat was postponed indefinitely.
2. By-law change.

MOTION X-169

Mr. Wilson moved that there be one regular meeting of the Board per month during the fall, winter and spring quarters unless otherwise ordered by the executive committee.

Dr. Holte asked if this would apply to 1965-66 only. Mr. Wilson said this would be a permanent change.

MOTION X-169 seconded and passed.

3. Mr. Weinhagen announced the resignation of Shel Gulinson, Vice President, and Penny Kelly, Personnel Chairman. He announced that filings for the offices would be open at the end of the meeting and they would close next Tuesday at 12:00 noon. Members may file by putting a note in his mailbox.

4. The positions will be filled Wednesday, September 29, by election.

5. Board members were requested to fill out two class schedule cards and to turn them in to room 105.

6. A list of active committee chairmen and a list of personnel on 25th anniversary committee were requested so that these people could be issued invitations to the 25th anniversary banquet.

B. Program Standing Committee

Mr. Kofski presented a budget for \$1,123.50 for equipment needed for WMMR (budget attached). WMMR is scheduled to go on the air October 4 through summer school 1966. Dr. Holte was asked to help analyze WMMR equipment.

MOTION X-170

Motion made that UBOG allocate \$1,124 from administrative operation and expense budget for WMMR.

MOTION X-170 seconded and passed.

C. House and Finance Standing Committee

1. Attached budget presented by Mr. Wilson.

MOTION X-171

Mr. Wilson made a motion that (1) a reserve fund of \$5,000 be established, (2) items to be paid out of this fund be less than \$500, (3) items should be reported to House and Finance Chairman before money is spent or committed, (4) periodic reports be made to Board on status of fund and what money is being spent for. The reports to be made quarterly.

MOTION X-171 seconded and passed.

2. Permanent sign for Main Ballroom to be taken care of by new renovation expense policy.
3. Appropriation for door in Artcraft Studio to be taken care of by new renovation expense policy.
4. Appropriation for WMMR to be made from administrative operation and expense budget.

D. Personnel Standing Committee

Mr. Wilson thanked Mr. Larry Bentson for serving on the Board.

E. Public Relations Standing Committee

1. Miss Hadley reported that the Public Relations Committee is experimenting with a new policy for Daily ads. They plan to buy a set amount of space each day (one-half page M-W-F and a quarter page T-Th) and group Union ads together. They feel like having the ads in one spot may be more effective advertising. The committee would like to have ads from area directors three days in advance. This new policy will go into effect October 11.
2. To help advertise Union activities, an experimental brochure will be published. Articles to be included in this brochure should be submitted to the Public Relations Committee by Thursday night. The publication will be printed on Monday. Board members were asked to suggest a name for this brochure.

Meeting adjourned at 7:58 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj
10-18-65

TO: The Union Board of Governors

FROM: Gordon L. Starr

SUBJECT: Director's Report

1. The new bulletin of the Association of College Unions is out. It is suggested that every Board member thoroughly read the bulletin each time.
2. We have had no word in regards to the development of a College Union at the University of Conception. Professor Erret W. McDiarmid will be going to Chile and it is hopeful that we can renew our approach to the development of a Union in another country.
3. The University of Iowa will be officially opening their new addition which will include 25 meeting rooms, 112 guest rooms, a new cafeteria, etc. Your director has been asked to attend this event this Friday.
4. We need to develop a Master Union Development Plan to cover the next 25 years. This should include such things as a West Bank Union, an addition to the Student Center, a completion of the Gopher Hole, and a traffic study of the ramp entrance to the Union, as well as the new bridge.
5. We have a great challenge in how the "Union: meets the present needs of the campus and the need to develop long plans as well. With the 25th Anniversary about to take place, we are reminded of the contribution of past Board members. Throughout the Summer, a small but dedicated group of Board members has unselfishly given their whole-hearted support to the summer program and plans for this year. It is now up to all the faculty, alumni, students, and staff to join forces and make this 25th year outstanding.

9/22/65

GLS/la

TO: UNION BOARD OF GOVERNORS

FROM: ROBBIE ENGELMANN-25TH ANNIVERSARY COORDINATOR

CONCERNING: 25TH ANNIVERSARY WEEK OF PROGRAMMING-BRIEF PROGRESS REPORT

1. BIRTHDAY PARTY-1940 fashions from Goodwill, 1965 fashions from Field-Schliek
Don Doty and Helen TanLyok commentating. Doc Evans band playing .
Cupcakes and cider given away plus twenty five pairs of ticket
given out for Saturday nights celebration
2. GAMES TOURNAMENT..Take place through out the week
letters have been written to go out to all student organizations
on campusKorner, Ray, and Glover folk singers will
entertain
3. SPEAKER SERIES
Monday...Dean Williamson leads series... "Campus Life 25 years Ago"
Tuesday...The World Situation in Regard to Campus Political Activity
25 years ago.

Wednesday...Mr. Walter Warfield.. "Civil Rights Movements Development
On Campus
Thursday...Panel..faculty, past alumni and present student leaders
"The Changing Role of Student Leadership"

Friday...Panel (West Bank)
"University and Community Future Expansion"
4. BANQUET....Main Speaker..Winton Anderson (former Vice-President of the Aluminum Co.)
Vice-President Menburg and the First UBOG President will be present.
Master of Ceremonies...Earl Behrens...Invocation-Rev. Blake...Tribute
given to G. Ray Higgins during the evening.
5. APPRECIATION LUNCHEON
Master of Ceremonies-Shell Gullinson
State of Union Message-Bob "inehagen
Presentation of Honorary Board memberships to Wilson and Mayo
Appreciation to Faculty-Mr. Barton
Good percentage of responses from faculty so far
6. INVOCATION
MAX SCHULMAN
Complimentary tickets available Monday at information desks
Coffee hour that afternoon for Schulman
Display of his work will appear in the building during the week
7. NOON PROGRAMS
Wednesday---Features Humphrey Bogart
Tuesday---Musical program with jazz by Jerry Ruch
8. Celebration Evening
The "Back Porch Majority Singers" will perform
Cartaways and Sages contracted
Smooth band and Mike Hauser (guitarist) contracted

Progress Report..Continued

9. Wednesday Night Dance....

Dance instructor to teach a dance of the 1940s
Use of this evening to further publicize the rest of the weeks
activities

10. Noon Program--West Bank--Tuesday
Free Cake given away

11. Public Relations....Letters being sent to committee chairmen and members....
organizations on campus....Gopher and Daily Editors invited to some of the
weeks activities....Press releases, ads being finished, ad in NW Daily,
story in NW Daily, brochure off press Thursday, alumni news article.....

ATTENTION....25th Buttons should be picked up in Tom Stalcks office and
worn

12. DECORATIONS...1940 magazines, newspapers, movie billboards, sheet music,
and campaign materials are being sought for decorations, large 25 built out in
front of union, large birthday cake for state, mall posters, banner for
union, dorm box stuffers and dorm announcements, their copy written..all of these
things are being worked on or will start shortly.

13. Hospitality station---in ~~V&A~~/ Coffman Gallery
ACU exhibit will be up in gallery throughout the week

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Equipment Needed for WMMR

Administrative Supplies and Expenses

1. Tape deck, tape amplifier, and controls	\$ 550.00
2. Repair parts for (2) line amplifiers and 1 compressor	120.00
3. Repair parts for network amplifier	40.00
4. (2) monitor head-sets	80.00
5. Parts to repair linear amplifier (HF) and transmitters	180.00
6. (1) Dynamic electro voice microphone	50.00
7. Labor to install the above equipment 75 hours at \$1.38 per hour	103.50
TOTAL	<u>1,123.50</u>

BW:vj
9-22-65

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
July 1, 1964 through June 30, 1965
Summary of Income & Expenditures

<u>Income</u>	Actual 1963-64	Total Expenses 1964-65	Proposed 1964-65	Difference
Student Fees	\$ 417,528.00	\$ 458,361.00	\$ 444,405.00	\$ 13,956.00 +
Rental Services	13,973.00	13,940.00	12,000.00	1,940.00 +
Program	18,754.00	35,249.00	26,000.00	9,249.00 +
Billiard Fees	20,798.00	21,595.00	20,500.00	1,095.00 +
Billiard Merchandise	75,111.00	83,689.00	70,000.00	13,689.00 +
Bowling Fees	53,325.00	51,901.00	56,000.00	4,099.00 -
Bowling Merchandise	4,836.00	4,619.00	5,000.00	381.00 -
Art Craft Studio	4,122.00	4,026.00	4,000.00	26.00 +
Village Union				
Program	2,922.00		2,800.00	984.00 +
Merchandise	5,655.00	3,784.00		
Other Rentals				
Barber & Beauty Shops and Bookstore	<u>9,018.00</u>	<u>8,399.00</u>	<u>7,000.00</u>	<u>1,399.00 +</u>
TOTAL INCOME	\$ 626,042.00	\$ 685,563.00	\$ 647,705.00	\$ 37,858.00 +
 <u>Expense</u>				
Administration				
Salaries	82,412.00	81,450.00	81,244.00	206.00 -
Supplies & Expense	21,928.00	23,532.00	23,000.00	352.00 -
Program				
Salaries	48,918.00	46,336.00	52,661.00	6,325.00 +
Supplies & Expense	47,555.00	52,671.00	57,400.00	4,729.00 +
West Bank				
Salaries		6,512.00	7,072.00	560.00 +
Supplies & Expense	<u>802.00</u>	4,765.00	9,050.00	4,285.00 +
Maintenance				
Salaries	99,543.00	101,633.00	103,098.00	1,465.00 +
Supplies & Expense	59,185.00	60,833.00	65,000.00	4,167.00 +
Art Craft Studio				
Salaries	9,824.00	11,366.00	11,669.00	303.00 +
Supplies & Expense	5,319.00	3,965.00	5,000.00	1,035.00 +
Billiards				
Salaries	17,862.00	18,033.00	16,473.00	1,560.00 -
Supplies & Expense	5,181.00	4,376.00	5,800.00	1,424.00 +
Merchandise	50,800.00	62,498.00	59,400.00	3,098.00 -
Bowling Lanes				
Salaries	27,481.00	27,537.00	27,540.00	3.00 +
Supplies & Expense	24,344.00	22,612.00	28,000.00	5,388.00 +
Merchandise	2,430.00	2,212.00	3,500.00	1,288.00 +
Village Union				
Salaries	9,274.00	2,160.00	1,200.00	960.00 -
Supplies & Expense	13,358.00	1,135.40	500.00	635.00 -
CMU Renovation	68,087.00	*111,707.00	142,536.00	*30,829.00 +
Debt Service Student Center	32,060.00	32,061.00	32,061.00	
Building Equip. Dpr. Encumbrances	<u>579.00</u>	<u>8,349.00</u>	<u>-0-</u>	<u>8,349.00 -</u>
TOTAL EXPENSES	\$ 626,042.00	\$ 685,563.00	\$ 732,204.00	\$ 46,641.00 +
NET DIFFERENCE		*(30,829.00)	(84,499.00)	

* This is the amount not placed in renovation.

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
Coffman Memorial Union

Meeting of September 29, 1965

Members Present:

Mr. Emil Behrens, Robbie Engelmann, Irene Hadley, Eric Hucke, Bob Kofski, Mr. Gordon L. Starr, Ilse Vinson, Mary Watson, Charlotte Weber, Bob Weinhagen, and Bruce Wilson.

Members Absent:

Vince Wagner, Dr. Mary Corcoran, Dr. James Holta, Mr. Tracy Page, Dr. Donald Zander.

Guests Present:

Mr. J. Thomas Reave, Program Director

The special meeting was called to order at 6:45 p.m., in Room 346, CMU. The motion was made and seconded that the minutes be dispensed with due to the fact that this was a special meeting.

Directors Report:

The first item on the agenda, the director's report, included the observation of the new Iowa Memorial Union addition. Mr. Starr represented the Association of College Unions - International at the new four and a quarter million dollar addition to the Iowa Memorial Union. This new addition included a cafeteria, 25 meeting rooms, a new ballroom, a craft-hobby shop, 112 guest rooms, and remodeling of the elder part of the union. By seeing this latest addition there were some pieces of equipment and ideas which could be immediately used here. Other ideas would be helpful in our long-range planning.

Mr. Starr concurred with Iowa State President Howard Bowen when he stated, "The Union, as I see it, is an organization that initiates programs itself, and which also facilitates many programs conducted by others. It often provides the place, the refreshments, the arrangements for activities sponsored by others, but it cannot wait for others to take the initiative."

Student members of the Board who will be delegates to the Big 10 Student's meeting this spring, will have a chance to see this fine new addition.

There was a discussion relative to whether dates should be included for the tickets for the 25th Anniversary Celebration. It was agreed that the MSA President, the Editor of the Daily, the Editor of the Copier, and student chairman of the Board of Publications would have dual tickets.

President Weinhagen announced the resignations of Shel Gulinson and Penny Kelly, which had been accepted by the Executive Committee. This left vacancies as to the Chairmanship of the Personnel Committee and the Vice President of the Union Board. Nominations were open for both of these positions. Mary Watson was nominated Vice President. Motion was made and seconded that a unanimous ballot be cast for Mary Watson. Following her nomination, Mary gave her nomination speech.

Charlotte Weber was nominated as Chairman of the Personnel Committee. Motion was made and seconded to unanimously nominate her Personnel Chairman. Miss Weber gave her nomination speech thereafter.

It was suggested that both of the speeches be placed in the Board minutes.

The President announced that filings would be open for the two vacancies on the Board and that filings would close on Monday, October 11.

Meeting Adjourned at 8:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS/ls
10/14/65

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Board Meeting Agenda
October 20, 1965

- I. Director's Report
- II. Old Business
 - A. WMMR Policy
- III. New Business
- IV. Announcements
 - A. Executive Standing Committee
 - 1. Region 4 conference in Duluth
 - 2. Resignation
 - 3. Appointments
 - 4. Assignments
 - B. Program Standing Committee
 - 1. Program Budget
 - 2. Quarterly Reports by Area Directors
 - 3. History Files
 - C. House and Finance Standing Committee
 - 1. Allocations from Renovation
 - a. Printing Press for Artcraft Studio
 - b. Wall Repair for Bowling Alley
 - c. Christmas Decorations
 - 2. Volunteers to Help in Making Christmas Decorations
 - D. Personnel Standing Committee
 - 1. Social Service Council Report
 - 2. Chairmen Appointments
 - E. Public Relations Standing Committee

Adjournment

BW:vj
10-19-65

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of October 20, 1965

Members Present

Robie Engelmann, Irene Hadley, Eric Hucke, Bob Kofski, Vince Wagner, Mary Watson, Charlotte Weber, Bob Weinhagen, Bruce Wilson, Dr. James Holte, Mr. Tracy Page, Dr. Donald Zander, Mr. Gordon Starr.

Members Absent

Dr. Mary Corcoran, Mr. Emil Behrens.

Guests Present

Tom Reeve, Program Director; De Van Duzee, Daily Reporter; Vi Justice, Sr. Secretary.

The meeting was called to order at 6:40 p.m. by President Bob Weinhagen.

The minutes of September 22 were accepted after the following two corrections were made:

1. Page 3, Item D. Mr. Weinhagen thanked Mr. Larry Bentson for serving on the Board.
2. Page 2, Item B. MOTION X-170 should be included under House and Finance Report, page 3, Item C, 4.

The minutes of September 29 were accepted after corrected to include Vince Wagner as being present rather than absent at the meeting.

I. Director's Report

1. The Director passed around proofs of the 25th anniversary and asked Board members to select pictures they thought should be printed for the files.
2. Mr. Starr announced that Women's Bowling would be held April 16, 17, and 18, and the Men's Bowling April 24, 25, and 26, in cooperation with the National ABC.
3. Mr. Starr had the chance to see one of the paintings in the Faces of Freedom Exhibit that will be shown at the University of Minnesota on April 20. This exhibit of 40 original paintings by famous American artists will be shown through the John Hancock Company.
4. The Director told of the varied facilities of the new Circle Center Union which opened October 2 at Chicago and compared the likeness of the needs of Minnesota to those of this new union.

II. Old Business

Mr. Kofski explained the differences between the old WMMR policy and the attached new WMMR policy. He corrected ARTICLE II with the addition of Section 4 which reads: The chief engineer shall be appointed by the staff manager, subject to the approval of the CMU electronics mechanic. He also corrected ARTICLE V, Section 1, f, to read: The Chief Engineer shall act as liaison between the WMMR area and the CMU electronics mechanic.

MOTION X-172

It was moved and seconded that the new policy of WMMR procedures be accepted by UBOG.

A discussion followed as to whether the title "program director" referred to in the new WMMR policy should be changed to "student program director of WMMR". It was decided that it should be noted in the minutes that "program director" referred to in the new WMMR policy was intended to mean the "student program director of WMMR", but that the policy would not be changed to read "student program director of WMMR".

MOTION X-172 voted and carried.

III. New Business

There was no new business.

IV. Announcements

Mr. Weinhagen announced that the Region 4 Conference would be held at Duluth November 4-6. Board members were urged to attend. The cost will be covered by the Board budget.

Mr. Weinhagen announced the resignation of Ilse Vinson, Fine Arts Director.

MOTION X-173

Miss Weber moved that Mary Marazzi be appointed to UBOG.

MOTION X-173 seconded and carried.

MOTION X-174

Miss Weber moved that Pam Koski be appointed to UBOG.

MOTION X-174 seconded and carried.

MOTION X-175

Miss Weber moved that Gail Pearlman be appointed to UBOG.

MOTION X-175 seconded and carried.

The following assignments were suggested and approved: Mary Marazzi as Topic Area Director and to serve as a member of the Personnel Standing Committee; Pam Koski as Recreation Area Director and to serve as a member of the Program Standing Committee; Gail Pearlman as the West Bank Area Director and to serve as a member of the House and Finance Standing Committee.

Miss Watson reported on the program budget, requesting Area Directors to submit a formal request for money needed for their programs, indicating the amount needed and the purpose for which it is to be used, to the program Standing Committee. The committee will meet weekly to review these requests.

Miss Watson said the program committee would like to set up a new system for the history files to include (1) attaching ads to event reports when they are submitted, (2) checking history files out of program office, (3) attaching a report of how the event was put on, a step-by-step procedure indicating people contacted, problems involved, etc. This report will be in addition to the evaluation report that accompanies event. Mr. Reeve added that reports should be signed using full name rather than initials.

MOTION X-176

Mr. Wilson made the motion that UBOG appropriate \$2,800 for renovation of the northwest wall of the bowling alley.

MOTION X-176 seconded and carried.

MOTION X-177

Mr. Wilson made the motion that UBOG appropriate \$1,995 from renovation for a show card sign machine for the Artcraft Studio.

MOTION X-177 seconded and carried.

MOTION X-178

Mr. Wilson moved that UBOG appropriate \$100 from Administrative Supplies for Christmas decorations.

MOTION X-178 seconded and carried.

Mr. Wilson asked Area Directors to help locate six people to help Joyce Ann Matejcek, Artcraft Supervisor, with the Christmas decorations. Mr. Wagner said that the Choral Committee is interested in helping with the Christmas decorations.

Mr. Wilson said the House and Finance Committee is planning to ask UBOG committees to pay the same facilities charge as other student organizations so that others won't feel discriminated against.

Personnel Committee Report

Miss Weber attended the October 8 meeting of the Social Service Council. She said that UBOG will co-sponsor noon programs with the council for the Campus Chest Drive.

Miss Weber announced the following chairmen appointments:

Social Area - Jane Stepanchak, Wednesday Nite Chairman
Charles Stanford, Friday Variety Chairman

Public Relations Area - Joan Sagdahl, Public Relations Bureau
Peter Becker, News Bureau
Steve Bailey, Ad Agency

Music Area - Marsha Dale, Classics Corner
John Anderson, Coffman Chorale
Kent Hagen, Jazz Workshop
Jean Hosfield, Koffee Konzerts
Diane Shimizu, Variety Music

Recreation Area - Jerry Edelstein, Bowling
Gary Boos, Chess
Kristin Edgren, Co-Recreation
Kathy O'Shaughnessy, Bridge
Tim Jeffery, Ski Team

Public Relations

Miss Hadley reported that the union publication scheduled to come out Mondays, would be delayed since the committee felt it needed more consideration.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj
10-25-65

NOTICE

1. House and Finance will meet 2:00 p.m. Tuesday.
2. Board meetings for fall quarter are: November 3, November 17, December 1.

POLICY OF WMR PROCEDURES

ARTICLE I

- Section 1. The name of this area shall be WMR Radio.
- Section 2. WMR Radio shall be sponsored by the Union Board of Governors and will adhere to the UBOG constitution, by-laws, and policies unless otherwise specified in this policy.
- Section 3. The purpose of WMR Radio shall be to:
- a. Develop leadership and organizational standards.
 - b. Provide experience in better human relationships.
 - c. Provide quality radio programs of interest to the University community.
 - d. Develop the interest and abilities of students interested in radio.

ARTICLE II

- Section 1. The executive officers of WMR shall be the Station Manager, the Program Director, the Public Relations Director, the Business Manager, and the Research and Development Director.
- Section 2. The Station Manager shall be selected as any other area director of the Union Board of Governors and work with the assigned Program Consultant.
- Section 3. The Station Manager shall appoint the other executive officers of WMR. Other officers may be appointed by the respective executive officers, subject to the approval of the Station Manager, or by the Station Manager, himself in consultation with the respective executive officer.
- Section 4. See page 3.

ARTICLE III

- Section 1. The officers shall be responsible for the operation of the Station under the Station Manager.
- Section 2. The executive officers shall hold area meetings at least once a week. These area meetings shall be closed to all other staff members except by invitation of the Station Manager. The Chief Engineer will attend area meetings in an advisory capacity. The Station Manager, or executive officers with the approval of the Station Manager, may call special area or staff meetings.

ARTICLE IV

- Section 1. Any student of the University of Minnesota may become a member of the WMR staff providing he meets the requirements for participation in extracurricular activities.
- Section 2. Expulsion of an officer may be made only by the Station Manager.

Section 3. WTR student staff members shall be appointed or dismissed by the appropriate officer in accordance with Article II, Section 3.

ARTICLE V

Section 1. Duties of Executive Officers

- a. The Station Manager shall be responsible for the coordination of all station operations, financial and physical condition and the security of the station.
- b. The Business Manager shall be responsible for the finances of the station.
- c. The Program Director shall be responsible for supervising all air personnel, all programming and all broadcast material.
- d. The Public Relations Director shall be responsible for publicizing the station as a whole, the individual programs, and maintaining good liaison with University departments and the community.
- e. The Research and Development Director shall be responsible for the long-range planning and development of the station and its personnel.
- f. The Chief Engineer shall act as liaison between the WTR area and the ~~Electronics Technicians~~ - CMU Electronics Mechanic.

Section 2. Duties of other officers

- a. The News Director shall be responsible to the Program Director for collecting, editing, and presenting news, and weather.
- b. The Traffic and Continuity Director shall be responsible to the Program Director for the daily program log, and preparation and maintenance of the copy book.
- c. The Chief Announcer shall be responsible to the Program Director for auditioning, training, and scheduling of all announcers.
- d. The Specials Director shall be responsible to the Program Director for organizing, coordinating, and presenting all special interest programs.
- e. The Music Director shall be responsible to the Program Director for purchasing, classifying, and cataloguing all new records and maintenance of all existing inventory.
- f. The Sports Director shall be responsible to the Program Director for any and all sports coverage.
- g. The Scheduling Director shall be responsible to the Program Director for keeping schedules of studio and equipment use.
- h. The Publicity Director shall be responsible to the Public Relations Director for preparation of all promotional materials for the station with the assistance of the Record Librarian.
- i. The Dance Director shall be responsible to the Public Relations Director for providing announcers and music at campus dances when so requested.
- j. The Finance Director shall be responsible to the Business Director and Program Consultant for all purchases, budget control, and financial reports.
- k. The Office Manager shall be responsible to the Business Director for processing and mailing all correspondence and assigning secretarial duties.

POLICY OF WMBR PROCEDURES - p. 3

Section 3. Operating Managers shall be responsible to the Station Manager and/or the Program Consultant for maintaining order and efficiency in the office and studio areas during the absence of the Station Manager and the Program Consultant. Operating Managers shall be chosen from among station officers by the Station Manager, and shall serve in such capacity in addition to their other duties as station officers.

ARTICLE VI

Section 1. History Reports

- a. Each officer, excluding the Station Manager, shall submit a weekly report.
- b. The Station Manager shall submit a quarterly history report.

Section 2. Financial Reports

- a. Each officer shall submit a monthly itemized financial statement to the Business Manager.
- b. The Business Manager shall submit a complete balance sheet to the Station Manager every month.
- c. The Station Manager shall submit a quarterly balance sheet for the history files.

Section 3. The Station Manager shall be responsible for a quarterly inventory report.

ARTICLE II (from p. 1)

Section 4. The Chief Engineer shall be appointed by the Station Manager subject to the approval of the CMU Electronics Mechanic.

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Mr. David Bowen
215 Herrick Circle
Boston, Massachusetts 02159

October 11, 1965

Mr. Gordon L. Starr
Director of Student Unions
and Assistant Professor
106 Coffman Memorial Union
University of Minnesota

Dear Mr. Starr:

I regret that I will be unable to attend our alumni Banquet. UBOG means much to me, and I express my sincere appreciation.

Presently, I am enrolled at Andover Newton Theological School and auditing two courses (Planning Business Environment and Weekly Annotated Cases). My effort is briefly the gap, establish the liaison between the two largest non-governmental enterprizes.

My experience on UBOG initiated much of the desire and established the parameters to accomplish these goals. The providence of such an experience is deep and rich.

You are to be commended on your devotion, enthusiasm, bearing, knowledge, and unselfishness. You and your example are what makes the UBOG, and inspires people like myself to follow your example.

I regard, as a compliment, your invitation and consideration, and I value it.

Yours in Christ,

David Bowen

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UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Board Meeting Agenda
November 17, 1965

- I. Director's Report
- II. Old Business
- III. New Business
- IV. Announcements
 - A. Executive Standing Committee
 1. Program Directorate Meeting
 2. MSA Report
 3. Social Service Report
 4. Swearing-in of New Board Members
 5. Applications for UBOG-University Liaison Committee
 6. Big Ten Conference
 7. Ad Hoc Consultative Committee on Facilities
 8. O'Brien Report
 - B. Program Standing Committee
 1. Transfer of Funds
 2. Carmina Burana Report
 3. Program Directorate
 4. Implementation of Dance Policy
 - C. House and Finance Standing Committee
 1. Balance in Renovation Budget
 2. Visitors' Tours of Union
 3. Bowling Depreciation Fund
 4. WMMR Testing Equipment
 5. Music Area Improvements
 6. Ventilation Rehabilitation
 - D. Personnel Standing Committee
 1. All-Union Party
 2. Social Service Council
 - E. Public Relations Standing Committee

Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of November 17, 1965

Members Present

Robie Engelmann, Irene Hadley, Eric Hucke, Bob Kofski, Pam Koskey, Gail Pearlman, Mary Marrazzi, Vince Wagner, Mary Watson, Charlotte Weber, Bob Weinhagen, Bruce Wilson, Mr. Emil Behrens, Mr. Gordon Starr

Members Absent

Dr. James Holte, Mr. Tracy Page, Dr. Mary Corcoran, Dr. Donald Zander

Guests Present

Mr. Tom Reeve, Program Director; De Van Duzee, Daily Reporter; Jerry McKay, MSA Representative; Mrs. Carla Nelson, Program Consultant; Mrs. Vi Justice, Sr. Secretary.

The meeting was called to order at 6:45 p.m. by President Bob Weinhagen who introduced the new Board members, Pam Koskey, Gail Pearlman, and Mary Marrazzi and the MSA Representative, Jerry McKay.

MOTION X-179

Motion was made to accept minutes of October 20 meeting. Motion seconded and passed.

I. Director's Report

It is apparent by the number of faculty members missing at tonight's meeting that they express, by their absence, their confidence in the student members of the Board. Dr. Holte informed the office that he would be unable to attend because of sickness in the family.

While attending the first National Conference on Recreation Research at Penn State University, the Director had an opportunity to see the Hub, which is the Hertzell Union building, named after President Hertzell. This building was overcrowded, dust clean, but did not compare as favorably with this Union from appearance and maintenance standpoints. They are using their ballroom for general lounging and study before noon, when available. At this conference the Director had an opportunity to interview several candidates for the Assistant Program Director position.

The Director urged Board members to acquaint themselves with the O'Brien Study, which deals with Union facilities, and the Bestz Study, which pertains to financial needs of the Union.

Mr. Starr congratulated Robie Engelmann for her work on the 25th Anniversary and Bob Weinhagen for his fine address to the Board of Regents at the 25th Anniversary Appreciation Luncheon.

Each quarter the Department of Student Unions submits a report to the Senate Committee on Student Affairs. A copy of the Summer Session report was enclosed in the Board folders.

II. There was no old business.

III. There was no new business.

IV. Announcements

A. Executive Standing Committee

The Program Directorate meeting date was changed from Wednesday to Tuesday.

There was no report from MSA.

The next Board meeting is scheduled for December 1 at 5:45. This will be a dinner meeting and a hand count indicated eighteen would be able to attend. It is pertinent that we have an exact count as we are charged for the number of dinners ordered.

The new Board members, Pam Koskey, Gail Pearlman, and Mary Marrazzi were sworn in and given pins and membership cards.

Bob Weinhagen reported that he would like to reactivate the Liason Committee, originally established in 1940, but inactive since 1962. At the present time the committee will focus its attention on problems existing in Food Service. Any complaints about Food Service should be referred to the committee. Mr. Weinhagen requested that anyone wishing to serve on this committee turn their name in to him at the end of the meeting.

A Big Ten Student Conference has been tentatively set up for February 18-20 at Iowa City. The Board will be able to send three student representatives and one staff.

President Weinhagen reported that an Ad Hoc Consultative Committee on Facilities would be set up to determine facility needs at West Bank Union. He wanted three student members to serve on the committee and requested those interested to turn names in to him at end of the meeting.

Board members were requested to acquaint themselves with the O'Brien Report (union facilities) that had been placed in their boxes and were told that there was available in the Director's office a study made by Ellen Betz on Financial Needs of the Union.

B. Program Standing Committee

Mary Watson reported that the committee okayed the following transfers of funds:

\$2,000 from Income to Fine Arts
\$1,250 from Income to Music Area
\$10.00 from Social to WMMR
\$1,000 from Income to Board Activities for Carmina Burana

Vince Wagner, Music Area Director, reported on the Carmina Burana Program. The attached report gives the background and program arrangements that have been made. He stressed the importance of total Board cooperation on this project.

MOTION X-180

Mary Watson moved that the Union Board of Governors as a whole accept Carmina Burana as a Board Program, and that Vince Wagner be named as student chairman. Motion seconded.

Mr. Wagner presented the financial budget for Carmina Burana (attached) and said they would start selling the program in January, anticipating a sale of \$6,900.

MOTION X-180 carried.

Implementation of Dance Program. A card for married students will be made to admit them to the dances. It was announced that Alumni Association card would be sufficient for Alumni identification admittance. The policy of admitting only University students to the dances has eliminated practically all disciplinary problems.

The Women's Week committee was commended for the good results they have had with advertising. On Friday, November 19, WCCO Open Mike will carry a program on Women's Week which should create interest in the program.

C. House and Finance Standing Committee

Bruce Wilson presented an informational report from the House and Finance Committee. The report was enclosed in Board folders and is attached to minutes.

MOTION X-181

Mr. Wilson moved that the Board appropriate \$2,240 for testing equipment for WMMR radio station. Seconded.

The question was raised by Mr. Behrens as to why WMMR was a function of the Union as he wondered why this was not handled through the University curriculum. It was brought out that WMMR was initiated by the Union as a service to the lounge and residence halls. It is of value to the students as a practical on-the-job type of training. The students involved in this program get valuable training in all phases of radio work. There were 160 applicants for the program this fall. There are approximately 50 active students and around 20 students who spend five to ten hours a week on the program.

MOTION X-181-carried.

MOTION X-182

Mr. Wilson moved that UBOG set up a bowling depreciation fund for the replacement of pinspotters,

- 1) that \$36,000 be put into the fund now to make up for the past three years,
- 2) that \$12,000 be put in annually starting next year,
- 3) that ten cents a line continue to come out every year to be put into the depreciation fund after the debt is paid off.

Motion seconded.

A discussion followed as to the advisability of first checking on all renovation needs before assigning this amount of money to bowling depreciation. It was explained this is part of long range planning so replacement funds will be available when needed.

MOTION X-182 carried.

MOTION X-183

Mr. Wilson moved that \$8,000 be appropriated from renovation for the development of music listening area.

Charlotte Weber mentioned that \$1,000 was set aside last year for earphone equipment for the music rooms and that it might be better to see if the program is successful before allocating the additional \$8,000.

MOTION X-183 defeated.

The rehabilitation of the ventilation was reviewed as presented in the Home and Finance Report.

MOTION X-184

Mr. Wilson moved that \$58,425 be allocated from renovation fund to complete the next stage of ventilation system.

MOTION X-184 seconded and carried.

D. Personnel Standing Committee

Mary Watson reported that the all-union party was canceled because area committee rosters had not been turned in to the Personnel Committee and it was not possible to send out invitations without the rosters. A deadline of Monday, November 22 was set for the areas to turn in rosters to the Personnel Committee.

E. Public Relations Standing Committee

Miss Hadley reported that the Public Relations committee is evaluating publicity of Union events before and after the event. She announced that the committee chairmen and area directors would meet with the ad agencies at 2:30 Thursday, November 18.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj

November 8, 1965

Garrini Barans Budget
 Friday March 4, 1965, 8:30 p.m.
 Northrop Memorial Auditorium

Ticket Price Scale

\$2.00 to \$4.00 Scale		\$14,487.00	
Less: Air Conditioning	\$ 467.60		
Passes (130)	<u>520.00</u>	<u>987.60</u>	
Net Capacity			<u>\$13,499.40</u>

Anticipated Sale

\$ 6,900.00

Anticipated Expense

Soloists - 3 @ \$100.00			\$ 300.00
Production Expense			
Scenery		1,200.00	
Light Rental		300.00	
Costumes			
Glee Club	\$ 50.00		
Chorus	625.00		
Dancers	<u>2,800.00</u>	3,475.00	
Music Royalty (4% of sales)		<u>270.00</u>	5,245.00
Additional Musicians			328.23
Union Stage Hands (Plus student help as needed)			
Hanging Show			
3 men - 4 hours		42.00	
Rehearsal			
4 men @ \$22.00		88.00	
2 men @ \$20.00		40.00	
Show			
4 men @ \$22.00		88.00	
2 men @ \$20.00		40.00	
Taking Out			
3 men - 4 hours		<u>42.00</u>	340.00
Presentation Expense			
U of M Overhead (2%)	\$ 135.00		
Rental	255.00		
Police	175.00		
Ushers	160.00		
House Services	50.00		
Ventilating Engineer	25.00		
Orchestra Fit	100.00		
Piano Moving and Tuning	55.00		
Shuttle Bus	<u>50.00</u>		1,005.00
Programs			300.00
Ticket Sales			
Tickets	\$ 55.00		
Commissions	150.00		
Messenger Fee	5.00		
Box Office Help	25.00		
Supplies and Postage	<u>15.00</u>		250.00

... continued ...

Anticipated Expense (continued)

Newspapers (1 column, 3 inch ad)

Star and Tribune			
2 Sundays	\$	96.60	
8 Dailys		336.00	
Dispatch and Press			
2 Sundays		57.12	
3 Dailys		91.35	
Minnesota Daily (10)		43.80	
Other Publications		<u>75.13</u>	\$ 700.00
Posters and Display			100.00
Other			<u>131.77</u>
Total Anticipated Expense			<u>\$ 8,700.00</u>
Anticipated Operating Deficit			\$ 1,800.00

Note: Any loss or profit on this presentation will be pro-rated equally between:

Department of Concerts and Lectures

Department of Music

Union Board of Governors

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

UNION BOARD OF GOVERNORS
PROGRAM STANDING COMMITTEE

Report on Carmina Burana, November 17, 1965

Motion: The Program Standing Committee feels that Carmina Burana should have the support of the whole Board. Therefore:

It is moved that the Union Board of Governors as a whole accept Carmina Burana as a Board Program, and that Vince Wagner be named as student chairman.

Carmina Burana is a collection of Cantas Profanas written by a group of secular German Monks in the 13th century and set to music by an American composer, Carl Orff, in the 1920's. The work will be performed in Latin - it would be censored if presented in English - and will include 250 voices (the University Chorus and the Men's Glee Clubs), a full orchestra (the University Symphony Orchestra), and the Andahazy Ballet Bourealis, a troop of about 15 dancers. Cantas Profanas, roughly translated, means "vulgar songs". Characters included range from the Goddess Venus to a group of medieval characters. The music is distinguished especially by the variety of strong rhythms which make it extremely exciting. This will be the first staged production of Carmina in the Midwest. The Minneapolis Symphony presented a version for orchestra and chorus, however, a few years ago. Professor Richard Sieber will conduct the program. He directed a successful performance of the work in Atlanta, Georgia three years ago (the success was both musical and financial).

The arrangements for the program are as follow: There will be an over-all publicity committee, with Mr. George Michaelson, Assistant Director of the Department of Concerts and Lectures, as general chairman and including a representative of UBOG and the Department of Music. Mr. W. E. Drake, Business Manager of Northrup, will handle all financial arrangements, including tickets. A representative of the CMU staff and of the Department of Music will be appointed to work with him. The policy committee on the program will consist of Mr. Gordon Starr, Professor Roy Schuessler, and Professor James Lombard.

The best information available indicates that the maximum expense to any of the three sponsoring organizations will not be more than \$1,000 each. Ticket prices will range from two dollars to four dollars. The anticipated minimum sale is estimated at \$6,900. Total expenses for the program will be about \$8,700, as per the attached statement. If we fill the auditorium, as we hope to, net ticket sales will be \$13,499.40. Any profit on the program will be put into a fund to be used only for productions of this sort in the future.

As the above information indicates, this is an important and unusual program. It is the largest student production ever attempted at the University of Minnesota. The Union Board of Governors has much to gain by being a part-sponsor of this venture. We are strengthening an already strong working relationship with the other departments involved. We are supporting the efforts of the Music Department to provide the best education for its students possible, while enriching the cultural life of the entire University community. We, in the Union, have been talking about ways in which we can supplement the curricula of the University student - this program is a prime example. In working to determine the arrangements needed to put on this program, since the idea was first suggested by Professor Sieber, many of us have had the opportunity to note the willingness of both co-sponsoring departments in preserving the interests of our organization. The budget has been cut from \$14,000 to a much more workable figure of \$8,700 without any sacrifice of quality. We have seen a new interest in Minnesota on the part of the Music Faculty, formerly noted for their high turnover rate. This program has many implications for the future of the Music Department. It is my feeling that we cannot let an opportunity to improve any part of the University pass. We must pounce on it!

This program is not a music area program. We need your help if we are to do this successfully. Our whole Board must commit itself to making this an important part of the Union's twenty-fifth year, and one of the highlights of the cultural life of the campus.

Respectfully submitted,

VINCE WAGNER

Program Standing Committee

UNIVERSITY OF MINNESOTA
Union Board of Governors
Coffman Memorial Union

November 17, 1965

TO: Union Board of Governors

FROM: House and Finance Committee
Bruce Wilson, Chairman

SUBJECT: Report for November 17, 1965 Meeting

Item - Information

- I. The renovation fund is used to rehabilitate normal painting, minor repairs and custodial service is provided through the yearly operating budget. As of September 30 the balance of the Renovation was \$156,524.26. This amount includes \$5,000 designated as petty renovation fund. A recent expenditure from this fund includes provisions for coat racks and bulletin boards.
- II. The Committee has been asked and has accepted the responsibility for escorting individuals and groups through Coffman Memorial Union. The committee is in the process of setting up a tour plan and would appreciate suggestions and help of Board members.
- III. The committee has been considering for some time, the ways and means of improving the atmosphere of the Gopher Hole and the North Star Room. It concurs with the recent article in the Daily that something should be done. The following committee has been named to work on this project.
Bob Weinhagen
Bruce Wilson
Bert Atkinson
a representative from University Physical Plant
- IV. Suggestions such as improvement of the acoustics and stage and lighting for the Main Ballroom have been made. The Director has initiated an investigation of the need and possible solutions. If you have any suggestions, please submit them in writing to the Director's office.
- V. The Campus Chest committee requested permission to sell carmel apples in the building. This was granted by the Director on behalf of the House and Finance, with the stipulation that a note concerning each sale be placed on each apple stating that the sale would not interfere with food and that it be on a trial basis. It was successful with no apparent problems.
- VI. The committee is considering the request of the Music Area for the purchase of music stands. The problem of cost and storage is being studied at present.
- VII. The committee has tabled the matter of page communication system to locate key staff who are from time to time in various parts of the building. It was felt priority should be given to other needs at this time.

Item - For Board Recommendations

VIII. The need for the test equipment for WMMR was reviewed. It is recommended that the following pieces be purchased:

1. Seco Tube Tester	170.00
2. Tektronix Oscilloscope Model 422	1400.00
3. Hewlett Packard Audio Oscillator Model 200 CD	350.00
4. Hewlett Packard Vacuum Tube Volt Meter Model 410 B	250.00
5. Simpson VOM Model 270	70.00
	<u>\$ 2,240.00</u>

It is recommended that the purchase of test equipment be made.

IX. In 1962, we borrowed \$55,094.76 from the renovation fund to purchase the automatic pinspotters that had previously been rented. As of date, we have a balance of \$23,126.08 to repay. This does not provide for replacement of the pinspotters. New equipment would be approximately \$128,000 for sixteen lines.

1. It is recommended that the Board set up a Bowling Depreciation Fund that can be used to replace these machines when they wear out.
2. It is further recommended that the 10¢ a line now being used (former rental charge) to repay renovation be continued after full payment is made.
3. It is further recommended that \$12,000 annually be set aside for bowling pinspotters in addition to the 10¢ a line and that \$36,000 be transferred from the renovation to the bowling depreciation to make up for the last three years.

This would then provide for the better part of the replacement fund in approximately five years.

X. Under consideration for some time has been the matter of equipping the Terrace Reading Room to provide music listening. The plan would be to provide the following:

1. A program wire loop place at the outer of the room
2. Stereo type head phone which could be used by individuals. Plan would include the provision for special broadcasts which would include the entire room
3. Head set jack to plug into the loop volume control and program selectors
4. A program console (turn tables and equipment for playing of tapes)
5. Necessary wiring and installation costs

The best possible plan will be used to provide individual listening as well as other programs.

It is recommended that \$8,000 be set aside for the development of the Music listening area.

XI. Over the period of years, the Board has been in the process of completing improving the ventilation of Coffman Memorial Union. This has been done by steps. The following give a brief report of the project to date:

In November of 1958, Professor J.L. Threlkeld made an investigation of the ventilation conditions of Coffman Memorial Union. Based on this study the Plant Services Department furnished an estimate of costs to rehabilitate the system according to the recommendations made by Professor Threlkeld. Shortly thereafter a decision was made, based on the total cost of the project, to divide the work into projects associated with various systems.

There are six complete ventilation and exhaust systems in the building, namely:

1. "B" system (lounges)
2. "C" system (Main Ballroom)
3. "D" system (games, lunch, customer service area)
4. "E" system (Food Service Areas)
5. "F" system (bowling lanes)
6. "T" system (rest rooms)

A summary of cost of the ventilation rehabilitation program to date and an estimate of costs for completion of work that has been engineered to date are listed as follows:

I.	Cost of work completed to date including funds committed on authorizations for work in progress	97,253.08
II.	Additional funds required to cover special projects completed as the work progressed. Additional engineering costs and funds for engineering and planning future air conditioning	10,625.00
	Funds required for additional phases of the total program for which engineering estimates are complete	
A.	Estimate of cost to complete duct work on "D" system. <u>Note:</u> This does not include future funds in the amount of 12 to \$15,000.00 required as part of remodeling east portion of the building	16,500.00
B.	Estimate of cost to provide new fan unit on the "C" system <u>Note:</u> Cost to complete the duct work on this system will be included in the air conditioning of the Main Ballroom	16,500.00
C.	Estimate of cost for completion of work on the "B" system include the reuse of the existing supply fan	13,300.00
D.	Estimate of cost of rehabilitation of control on the "F" system	1,500.00
	Total additional funds required to proceed with work where engineering and estimates have been completed	58,425.00
III.	Total	
	Total cost of ventilation project not including exceptions as noted	97,253.08
		\$155,678.08*

*The above summary does not include any estimate of cost for extensive work required on the "E" system which primarily serves Food Service Areas. The estimate cost for this phase of the work based on a 1963 figure equals

60,000.00

It is recommended that \$58,425.00 be allocated from renovation fund to complete the ventilation rehabilitated.

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Board Meeting Agenda

- I. Director's Report
 - II. Old Business
 - III. New Business
 - IV. Announcements
 - A. Executive Standing Committee
 1. Appointments to Advisory Ad Hoc Committee on facilities
 2. Appointments to UBOG University Liaison Committee
 3. Progress Report of Executive Committee
 4. Progress Report on Department of Student Unions
 5. ~~UBOG Goals for 1966~~
 6. Ride Service
 - B. Program Standing Committee
 1. Intra-Union Cooperation
 2. Progress Report
 3. CAF Report
 - C. House and Finance Standing Committee
 1. Music Stands
 2. UBOG Office Remodeling
 3. Main Lounge Improvement
 4. Clay School
 5. Gopher Hole
 - D. Personnel Standing Committee
 1. Listings
 2. Recognition
 3. Progress Report
 - E. Public Relations Standing Committee
 1. Megaphone - Car Policy
 2. West Bank Ringstand Use
 3. Intra-Union Recruitment for Speakers' Bureau
 4. Progress Report
- Adjournment

BW:ef
12-1-65

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Meeting of December 1, 1965

Members Present

Robie Engelmann, Irene Hadley, Eric Hucke, Bob Kofski, Pam Koskey, Gail Pearlman, Mary Marrazzi, Vince Wagner, Mary Watson, Charlotte Weber, Bob Weinhagen, Bruce Wilson, Dr. James Holte, Mr. Tracy Page, Dr. Donald Zander, Mr. Gordon Starr.

Members Absent

Mr. Emil Behrens, Dr. Mary Corcoran (on leave).

Guests Present

Mr. Stanley J. Wenberg, Vice President for Educational Relationships and Development; Dr. Paul Cashman, Assistant Vice President for Educational Relationships and Development; Mr. J. Thomas Reeve, Program Director; Jerry McKay, MSA Representative; De Van Duzee, Daily Reporter; Vi Justice, Sr. Secretary.

Charlotte Weber was hostess at a dinner meeting in room 353. There were 22 present.

The business meeting was held in the Board room. The meeting was called to order at 6:30 p.m. by President Bob Weinhagen who introduced and welcomed Mr. Stanley Wenberg and Dr. Paul Cashman to the meeting.

MOTION X-185

A motion was made to accept the minutes of the November 17th meeting. Motion seconded and passed.

I. Director's Report

The Director reported on a letter received from the Model UN representative, Kirby Kent Titus, in which he apologized for an article that appeared in the December 1st Daily that misinterpreted some statements he had made in regard to University administration and the use of Student Union facilities.

In observing recent programs at the Union, the Director felt that the Women's Week program was well conducted and well planned. He thought the program Can the Religious Man be Moral was excellent, had a good attendance, and noted that several students were taking notes - some for classwork and some for personal benefit.

Mr. Starr attended a meeting in Washington, D.C., on Accreditation in Teacher Education. He quoted from a report by John R. Mayor to the National Commission on Accrediting that "the deep and abiding concern of accrediting agencies in student policies stems from the realization that student excellence and welfare constitute the prime concerns of higher education." The Accreditation Commission is concerned about whether the student's life on the campus is well-balanced and educationally meaningful.

The Director suggested that a visit to college unions during the Christmas vacation was desirable and, if possible, a delegation visit the new University of Illinois Union in Chicago.

A model of CMU has been located and Mr. Starr suggested altering it to include a parking ramp which has been proposed for the back of the building.

Mr. Starr stated that the Department of Student Unions is short of clerical help and that in the near future he hopes to get additional help.

Having received a report from the Convocation Committee, Mr. Starr noted that there will be an average of eight major convocations next year. In addition to these, there will be special convocations for separate departments and felt that these would be more meaningful to the students. The question was raised as to who would be responsible for a convocation should it be conducted at CMU. This question was not answered, but the matter would be reviewed by all concerned.

Mr. Starr announced that the Union would be closed for the Christmas holiday on December 24 and 25, but that New Years Eve day, December 31, would be a regular work day.

If there would be no objection, the Director suggested referring to the Information Desk as Coffman Information Center, since this is more descriptive of the service extended in this area. No objection raised.

The Board members were reminded that the new ACU-I Bulletin was just out and is available for their use. Some members have already read it, but all should.

ACU-I has had summer institutes in professional union work since 1960. They have been held at Oklahoma State, Indiana, Cornell, Purdue, and Wisconsin. The Director has received a questionnaire asking whether Coffman Memorial Union would want to host such an institute and thought it would be advantageous from the standpoint that staff could be in attendance.

II. There was no old business.

III. New Business

MOTION X-186

Motion was made that the Director look into the matter of having a summer institute at CMU and that the Board approve such a program.

MOTION X-186 seconded and carried.

IV. Announcements

President Bob Weinhagen announced the following meetings for January:

January 5	Board Meeting
January 12	Directorate Meeting
January 19	Board Meeting
January 26	Directorate Meeting

Appointments to the Advisory Ad Hoc Committee on Facilities are Gail Pearlman, Bruce Wilson and Charlotte Weber.

Appointments to UBOG University Liaison Committee are Bob Kofski, Toni Hadley, Bob Weinlagen, and Sterling Garrison (hold-over member).

The President made a progress report of the Executive Committee. The committee feels that there is a problem of low morale in regard to Board Structure. They feel that the structure is inadequate, that the area director's role is not clearly defined. The area director's role should include 1) responsibility for program in their area, 2) financial responsibility in their particular area, 3) training of committee members, etc.

He reported that the Board Structure could possibly be divided into two areas, a Program Board and a Policy Board. The Program Board would concern itself with evaluation of the programs. The Policy Board would deal with research in problem areas. It would serve as a liaison between UBOG and other University Departments. It would evaluate and compare programs between the University of Minnesota and other college unions.

The committee is studying the possibility of developing a more elaborate UBC type program.

The Executive Committee will meet during Christmas vacation and will present a written report at the next Board meeting.

Following the Executive Committee report, Vice President Wenberg suggested that Mr. C. Luverne Carlson, Director of University Services, be appointed to serve on the UBOG University Liaison Committee in order to have more effective communication. Mr. Wenberg's office will notify Mr. Carlson of his appointment.

Jerry McKay, MSA representative, reported that the Ride Board provided by UBOG and MSA has been put to good use as 175 people in the twin city area used the car Pool through the Ride Board.

B. Program Standing Committee

Mary Watson
~~Charlotte Weber~~ introduced a form that the committee would like to have printed dealing with Intra-Union Cooperative Program. This form would provide complete information of the program to be conducted and committees cooperating in the program. Mr. Reeve suggested that this form could be an effective training device in training new committee chairmen. (copy of form attached)

MOTION X-187

Watson
 Miss ~~Weber~~ moved that the Board accept the Intra-Union Cooperative Agreement policy and that the form be printed.

MOTION X-187 seconded and carried.

In making a progress report for the Program Standing Committee, Miss ^{Watson}~~Weber~~ said that the committee is seeking to improve the quantity and quality of programs through evaluation of reports received from area directors. Problems that the committee cannot solve are referred to the Program Director. The Program Directorate has instigated more structure in their meetings and the use of an agenda has brought about a better prepared, more orderly meeting. The Program Office has been presenting training sessions on program theory which have been helpful.

The Creative Arts Festival will be held the first week of the Winter Quarter. It will stress the creativity of the present day. There will be an ice sculpture demonstration and contest all week, a jazz series during the noon hour. The Firehouse Players will present a play. There will be a modern dance discussion and performance, a two-day art sale, an architecture display, a recital for classical music (using student compositions), a Bop Art dance, prose and poetry readings, and an art display in the Gallery. The committee has attempted to include something from each area of art.

C. House and Finance Standing Committee

In compliance with a request from the Music Area to provide music stands for use in the Main Ballroom for concerts and performances, the House and Finance Committee investigated the problems of storage and cost.

MOTION X-188

Move that UBOG appropriate \$250 from Administrative Supply and Expense Budget for the purchase of 24 music stands.

MOTION X-188 seconded and carried.

The UBOG office remodeling is scheduled to start December 13, during Christmas vacation. It should be completed by the middle of February. The new desks for the Board of Governors' office are in the building and will be used after the remodeling is completed.

New rugs have been installed in the Main Lounge and it is hoped that this will be an incentive for the students to keep the Lounge clean and orderly.

Office and file space has been requested by several student organizations. While there is no space available at the Union, there are two rooms which could be used at Clay School. The committee recommended that the Director request use of Clay School from the University Space Committee and they would use surplus office furniture at the Union in those rooms.

MOTION X-189

Motion made that the Director be authorized to request use of Clay School for student office space and that the Board stand in favor of UBOG making these offices available to student organizations.

MOTION X-189 seconded and carried.

Bruce Wilson, Bob Weinhagen, Mr. Atkinson, and two representatives from Plant Services met regarding decorations in the Gopher Hole. A plan for a coffee house atmosphere was designed and is being studied. Coffee Expresso would be served.

The matter of having a 24 hour service in the Gopher Hole was brought up and a suggestion was made that some kind of metal expansion gate could be used to block off entrance to the rest of the building.

Gail Pearlman requested that the matter of student behavior in the International Lounge be looked into and rules enforced.

D. Personnel Standing Committee

Charlotte Weber reported that the Fall Quarter recognition would be held the third week of Winter Quarter. She requested chairman forms be turned in to her by Friday, December 4, and member forms by Monday, December 7. She cautioned that these forms should be carefully filled out as they were used as a basis for awards.

In making a progress report for Personnel Standing Committee, Miss Weber noted that their work was chiefly of an administrative nature. The committee is doing research for a chairman handbook. Union Board Council recently presented a puppet show at University Hospital. It was well received by the children and Mr. Reeve suggested that the Board should investigate having more programs of a social service nature. Morale is a major problem of the Personnel Committee. There are not enough people which results in lack of competition. She suggested running Daily ads to recruit members. She also suggested using the Board exhibit case to display pictures of committee members alternately with Board members' pictures, or posters with detailed explanation of each committee and its program.

Miss Weber reported that there is no one presently available for the Board position of Fine Arts Director and the committee will try to fill the position Winter Quarter.

Jerry McKay, MSA Representative, suggested Miss Weber talk to the MSA Personnel Chairman in regards to the matter of morale as they had had the same problem.

E. Public Relations Standing Committee

Area director, Irene Hadley, reported that the committee had looked into the advantages of using megaphone cars and found it a general opinion that the use of this type of advertising was not too beneficial since poor reception made it impossible to understand what was being said and the noise was disturbing to classes, creating ill will.

MOTION X-190

Move that UBOG ban the use of megaphone cars for Union Board advertising.

MOTION X-190 seconded and carried.

Miss Hadley announced that ringstands (for poster use) could be borrowed from West Bank Union.

The purpose of the Speakers' Bureau is to form a liaison with outside committees, to acquaint them with activities of the Union. Public Relations felt that all Board members should be on the Speakers' Bureau since they are so well acquainted with Union activities.

In making a progress report for Public Relations Committee, Miss Hadley gave the following as their goals for the year: evaluation of publicity of committees, examination of policies, evaluation of Public Relations structure.

The committee made the following suggestions for publicity: use of the Board exhibit case (as previously mentioned by Charlotte Weber) for publicizing committee members. Use of bulletin board downstairs in the Union. Weekly commentary on programs. Calendar Board for Public Relations.

Charlotte Weber announced that West Bank Union would decorate their Christmas tree Thursday, December 2, at 1:30 p.m., and asked that Board members take time to help decorate the tree.

Bob Weinhagen thanked Mr. Wenberg and Dr. Cashman for attending the meeting. Vice President Wenberg thanked the Board for inviting him to the meeting and commended them for their thorough area reports and the fine manner in which they conducted the meeting, stating that it was one of the best Boards he has observed and Board meetings that he has attended. He further said that the Board should not consider low morale a problem, the feeling that one can do better is typical of growth and leadership.

Dr. Cashman expressed his appreciation for being invited to the meeting and commented on the thoroughness of the area reports.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Union Board of Governors - Program
Intra-Union Cooperative Agreement
Deadline - 14 days before program

Title of Program _____

Date, Day, and Time of Program _____ Location _____

Cooperating Committees _____

Date Submitted _____

Program Format:

Items	Committee & Person Assignments	Deadline	Accomplished	Estimated Cost	Actual Cost
I. PROGRAM FEATURE					
I. Contacts					
a.					
b.					
c.					
d.					
2. Contracts					
a.					
b.					
c.					
d.					
3. Payment					
4. SAB Approval					
5. Transportation (Parking)					
6. Hosts					
7. Other					
a.					
b.					
c.					
d.					

Items	Committee & Person Assignments	Deadline	Accomplished	Estimated Cost	Actual Cost
II.	Arrangement & Facilities				
1.	<u>Reserve Room</u>				
2.	<u>Decorations</u> <u>Planning-check with Asst. Dir.</u>				
3.	<u>Clearance Sheets</u>				
a.	<u>Room Set up</u>				
b.	<u>PA</u>				
c.	<u>Lighting</u>				
d.	<u>Audio Visual</u>				
e.	<u>Food Service</u>				
f.	<u>Student Employees</u>				
g.	<u>Cash Box</u>				
4.	<u>Printing</u>				
a.	<u>Tickets</u>				
b.	<u>Programs</u>				
5.	<u>Police</u>				
6.	<u>Cooperative Program Agreement</u>				
III.	PUBLICITY				
1.	<u>Posters</u>				
a.	<u>Distribution</u>				
2.	<u>Flyers</u>				
a.	<u>Distribution</u>				
3.	<u>Daily ads</u>				
a.					
b.					
c.					
d.					
e.					

Items	Committee & Person Assignments	Deadline	Accomplished	Estimated Cost	Actual Cost
4. News Releases					
5. Personal Appearances					
6. Banners					
m 7. Table Tents					
a. Distribution					
8. WMMR					
9. Letters					
10. Display Cases					
11. PA Announcements					
12. What's Doing					
13. Brochures (Programs)					
a. Distribution					
b. Mailing					
14. Stunts					
15. Other					
a.					
b.					
c.					
IV. FOLLOW-UP					
1. Acknowledgements					
a. To Program Participants					
b. To Committee Participants					
22. Event Reports					
3. Complete Program File					

MW/dm
12/1/65

Total:

Transfer of Funds

From _____

To _____

Chairman _____

Chairman _____

Chairman _____

Chairman _____

Vice President _____

Program Director _____

University of Minnesota
Union Board of Governors

TO: Union Board of Governors
FROM: Bruce Wilson, House & Finance Committee
SUBJECT: Progress Report

1. Music Stands -- The House and Finance Committee received a request from Music Area to provide music stands for use in the Main Ballroom for concerts and performances. The problems of storage and cost were investigated. It is recommended that 24 music stands be purchased at approximately \$250.00. This amount will come from the Administrative budget.
2. UBOG Office Remodeling -- The schedule for the start of remodeling the Union Board of Governors office is December 13. The new desks for the Union Board office have arrived.
3. Main Lounge -- The new rug has been installed in the Main Lounge of Coffman Memorial Union.
4. Clay School -- Several student organizations have requested office and file space which we have not been able to provide. However, there are two rooms available at Clay School. The House & Finance Committee has recommended that the Director request of the University Space Committee that these rooms be assigned to the Union for student organizational office use. Any unused office furniture that we presently have will be used for that area. The House & Finance Committee recommends that this space be used in Clay School.
5. Gopher Hole -- The meeting was held concerning the decorations in the Gopher Hole and it was attended by Bruce Wilson, Bob Weinhagen, Mr. Berton Atkinson, and two representatives from Plant Services. A tentative plan for giving the Gopher Hole a coffee house atmosphere was designed. The Assistant Director authorized some money for preliminary study and design.

BW/djm
12/1/65

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Goals 1966

TO: Union Board of Governors

FROM: Bruce Wilson, Secretary-Treasurer

The Executive Committee has asked that we prepare copies of the '65 - '66 goals. They are as follows:

1. Area Directors should have the opportunity to attend some Executive Committee meetings. Arrangements for attending meetings during a quarter should be made through the president.
2. The Board, as a whole, should focus attention on the needs of a new West Bank Union.
3. The constitution should be revised in terms of the Board and growth of the Department of Student Unions.
4. Ways and means should be developed to strengthen ties with the Alumni Board and committee members in order to strengthen their interest in the University Alumni Association and the University.
5. A stronger leadership-training program should be developed where all Board members, committee members, and other interested students will have the opportunity to strengthen their leadership qualities.
6. Committee members should be invited to attend the Directorate and/or Standing Committee meetings to express their viewpoints.
7. Members of the Board should be constantly developing their thinking into the future as the emphasis of the University changes.
8. The Board should invite special guests from the faculty and staff and alumni to attend the Board meetings.
9. Committee members should seek advice from experts outside of the Union structure.
10. The Board should be cultivating a strong relationship with all academic units at the University.
11. In order to inform other colleges about our programs and development, Board members should take the opportunity to write articles for the Daily, ACU-I Bulletin, and other publications.
12. All Board members have a primary responsibility to both formally and informally acquaint others with the programs, facilities of Coffman Memorial Union.

Goals - page 2

13. The Board should increase the interaction between the Board and student organization through Board meetings.
14. The Board should deal with general policies leaving the specifics to the standing committees.
15. There should be periodic group meetings with those who are housed in Coffman Memorial Union.

BW/lis/vj
12-1-65

University of Minnesota
Union Board of Governors
Coffman Memorial Union

Board Meeting Agenda
January 12, 1966

- I. Director's Report
- II. Old Business
- III. New Business
- IV. Announcements
 - A. Executive Standing Committee
 - 1. Elections
 - 2. Dean of Students, 25th Anniversary Seminar Series
 - 3. Chicago Circle Center Facility Report
 - 4. Schedule of Board Meetings
 - 5. Short Term Goals
 - 6. Restructuring
 - B. Program Standing Committee
 - 1. Cooperative Programming Agreement
 - 2. Model UN Committee
 - 3. Dates for Big Events
 - 4. Transfer of Funds
 - 5. Participation in Programs
 - C. House and Finance Standing Committee
 - 1. Clay School
 - 2. Union Model
 - 3. Crowds
 - 4. Air Force Art Display
 - 5. Bulletin Board
 - 6. Parapet
 - 7. Water Seal
 - 8. Christmas Decorations
 - 9. Path
 - 10. Restrooms
 - 11. Remodeling
 - 12. Gopher House
 - D. Personnel Standing Committee
 - 1. Fall Quarter Recognition Banquet
 - 2. Committee of Quarter Program
 - E. Public Relations Standing Committee

Adjournment

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Meeting of January 12, 1966

Members Present

Robie Engelmann, Eric Hucke, Bob Kofski, Pam Koskey, Gail Pearlman, Mary Marrassi, Vince Wagner, Mary Watson, Charlotte Weber, Bob Weinhagen, Bruce Wilson, Dr. James Holte, Mr. Tracy Page, Dr. Donald Zander, Mr. Gordon Starr, Mr. Emil Behrens.

Members Absent

Dr. Mary Corcoran

Guests Present

J. Thomas Reeve, Program Director; Jud McCarthy, Student; Vi Justice, Secretary.

The meeting was called to order at 6:35 p.m. by the President, Bob Weinhagen.

MOTION X-190

Motion was made to accept the minutes of December 1, 1965 after the following correction was made: Section B Program Standing Committee
The name Charlotte Weber be changed to Mary Watson throughout the section.

MOTION X-190 was seconded and carried.

I. Director's Report

The Director stated that he felt 1966 would be one of the biggest years for CMU due to the interest shown by Board members and the many plans pending for winter and spring quarters. He thought the Ukrainian Art Exhibit was exceptionally fine, that the Creative Arts Festival was excellent and mentioned that the ski train program was a sellout.

Mr. Starr talked about "dark nights" at the Union and thought that more evening programs should be made available, especially for those who have no plans for weekends.

Mention was made that the Constitution for the Union Board of Governors has no definite statement about the mission of the Union relative to facilities.

The Board members who visited the new Circle Center at Chicago University were commended for their good report.

The Director has been asked to do a study for the Government on employee programs relative to physical fitness. He will visit the Union at Tennessee University while on this mission.

Mr. Starr described the Barry Halper Scholarship and asked his representative on the committee, Tom Reeve, to announce the recipient of the award. Mr. Reeve introduced Jud McCarthy, scholarship winner, who thanked those present for the receipt of the scholarship. Jud said that he felt like a "lost soul" at the University until he came to work at the Union. He was grateful for the warmth and friendship of Barry Halper who helped make adjustment to the University easier for him and said that he hoped he could carry on in the tradition of Barry.

II. Old Business

Tom Reeve thought that the Board should establish the objectives and purpose of facilities. He said that the Ad Hoc Committee created for this purpose should be reactivated.

III. New Business

A consulting engineer has been hired to make a study and report on WMMR. He will present a report on cost estimates for all equipment necessary or desirable for the station. Along with the cost estimate he will give an estimate of studio renovation costs. By adding labor, it will give a clear picture of the total amount needed for the station.

MOTION X-191

Motion was made that \$100 be appropriated for WMMR to allow plant services to give a cost estimate of, and draft preliminary plans for, studio renovation, the \$100 to come from the Assistant Director's Petty Renovation Fund.

*delete
as per
motion
X-195
1-26-66*

MOTION X-191 seconded and carried.

IV. A. Executive Standing Committee

1. Bob Weinhalen announced the resignation of Irene Hadley as Public Relation Standing Committee Chairman and said the floor was open for nominations.

Vince Wagner nominated Robie Englemann. The nomination was seconded.

MOTION X-192

Motion was made to close the nominations. Motion seconded and carried.

MOTION X-193

Motion was made to elect Robie Engelmann as Public Relation Standing Committee Chairman. Motion seconded and carried.

2. The seminar series, as part of the 25th Anniversary, will be held on the following dates: February 10, 17, 24, and March 3. There are approximately 50 students, faculty and administrative personnel invited to take part in the series. Board members who have not received an invitation, but interested in taking part, should notify Bob Weinhalen.

3. The President reported on the trip to the Circle Center Union at Chicago University and discussed the highlights of the attached report. Some of the disadvantages of the new union seemed to be a lack of program facilities for small programs and a shortage of eating and parking facilities.

4. The following dates were announced for future meetings:

January 26	Board Meeting
February 2	Program Directorate
February 9	Board Meeting

5. A list of "short term goals", compiled by the Executive Committee during the fall quarter, was presented to the Board members. The President mentioned that goal 4 is now being done and that goals 5 and 6 have been done. A copy of the goals is attached to the minutes:

6. The Executive Committee is working on a restructuring proposal to be submitted to the Board, hopefully at the meeting of January 26.

B. Program Standing Committee

1. A form, combining intra-union and regular cooperative program agreements, has been drawn up and was passed around for approval by Mary Watson. Tom Reeve mentioned that this form could be useful at West Bank.

MOTION X-194

Motion was made that the Cooperative Program Agreement form be accepted.
Motion seconded and carried.

2. The Model UN Committee, formerly sponsored by the International Committee, will be accepted and sponsored by the Union Board of Governors under the Topic Area.

3. Program dates should be turned in by next week so they can be sent in for the University calendar.

4. Five hundred dollars has been transferred from Income Area to Topic Area for Student-Faculty Committee.

5. Mary Watson stated that she felt there was a lack of Board and Committee member participation in Union programs. More Board and Committee members could act as hosts and hostesses at Union sponsored events.

Mr. Tom Reeve congratulated Marilyn Michales and her Creative Arts Festival Committee for an excellent program, varied and well-publicized, and thanked all those who helped make the program a success.

C. House and Finance Progress Report

Bruce Wilson discussed the House and Finance progress report that was presented to the Board members in their folders. Report is attached. In regard to furniture for Clay School, Vince Wagner wondered if it would be possible to requisition desks, etc. from Inventory. The Director said that there were few secondhand desks or files available and that the ones available were undesirable.

Vince Wagner suggested putting mail boxes in room 227 so that room 231a would not be so congested. Mary Marrazzi suggested putting bookracks in 231a to keep the room orderly and eliminate the cluttered look.

The recommendation of the committee for new Christmas decorations for the front of the Union for the next year was stressed.

In regard to enlarging the sidewalk in front of the Union in order to eliminate the problem of pathways on grass area (caused by the opening of the new bridge), it was suggested that the enlarged cement area could be used for square dancing in the summer. The Director was asked to consult with Physical Plant in this regard.

The restrooms on ground floor across from the Main Ballroom will be left open during the morning hours on a trial basis. If a problem develops with lunchers, they will be closed.

The new hours for the Gopher Hole, Friday and Saturday from 9:30 p.m. to 1:30 a.m. with catered pizza and coffee, would fit the needs of those who are not interested in the dance program.

D. Personnel Standing Committee

1. The Fall Quarter Recognition Banquet will be held January 27 at 6:30 p.m. in the Jr. Ballroom. Invitations have been mailed and an RSVP was requested.
2. There were only a few nominations for the Committee of the Quarter Program. The winner will be announced at the banquet.

E. Public Relations Standing Committee made no report at this time.

The meeting was adjourned at 7:45 p.m. by President Bob Weinhagen.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj

University of Minnesota
Coffman Memorial Union
Union Board of Governors

TO: Mr. Gordon L. Starr, Director of Student Unions and Assistant Professor, and
The Union Board of Governors

FROM: Bob Weinhagen, Mary Watson, Vince Wagner, Charlotte Weber and Carl Nelson

SUBJECT: Chicago Circle Center Facility Report

The delegation from the Union Board of Governors, including the above mentioned and Dr. Hyman Berman, visited the new Chicago Circle Center. The Center is the University of Illinois at Chicago Circle Union. The visit had as its purpose:

- 1) View the facilities of the newest and largest union in the United States to determine what facilities incorporated in their structure might be valuable in the proposed West Bank Union.
- 2) To determine how the facility is used for programs for a 100% commuter campus.
- 3) To familiarize ourselves with the governing structure, its functioning and effectiveness, of a new union.
- 4) To determine the administrative relationship between the union and other units of the University of Illinois. This report will concern itself with the first of these purposes.

The University of Illinois at Chicago Circle is in its first year of operation with the new facilities. The student population of 8200 is entirely commuter and undergraduate. By 1970 they expect 25,000 students of which 10% will be graduate. A graduate program will be added, probably in the field of Urban Affairs, in order to encourage higher caliber faculty to come to and remain at the University. The Union is within a five minute walk of any point on the compactly built campus.

The union is a four-unit structure. The low-rise area of the union, comprising three of the four units, is four stories high. The high-rise area of the union, housing the fourth unit, is seven stories high. The south wing of the low-rise level houses the recreation facilities and Art-Craft facilities. The north wing of the low-rise level houses eating facilities, (there is a defacto separation of student and faculty facilities), administrative offices, main desk, ticket offices, newsstand, ballroom and escalators from the street level to main traffic area of the building. The circular unit between the south and north wings of the low-rise houses the book store, book browsing room, and space for an auditorium to be completed in the next phase of campus construction. The high-rise houses the program offices, student organization offices, student activities work room, conference rooms, music listening room, music lounge, five T.V. rooms, a lounge and an art gallery.

Devoting an entire unit of the building to recreation facilities and the diversified facilities provided, indicates a heavy emphasis that will be placed on informal recreation. At present, individual student use of the facilities is limited due to the fact that the physical education department is making use of the facilities until their own are built in 1968. The facilities that have not been tied up by physical education use have been used to near capacity. These include a sixteen-lane bowling alley and fourteen pocket billiard tables located on the first floor. The bowling and billiard room arrangement is designed so that interest in one will encourage participation in the other, through exposure, with half of the billiard tables situated on either side of the bowling lanes. There is a joint checkout desk for use of bowling and billiard facilities.

Female participation in both facilities was encouraged. Billiards which is normally considered a male activity was there a true co-educational activity. Perhaps this is because the facilities were alluring to the female. The room was modern and well lighted and the felt on the tables was not the traditional poolroom green. Fees for usage were comparable to prices in the area: 40¢ per line for bowling and \$1.00 per table for one hour (the number of people using the table did not alter the price).

The near Olympic-size swimming pool is located in the basement level. After much difficulty in construction the pool was completed and filled the day of our tour. Facilities for casual poolside seating were accommodated by placement of various colored cushions on cement slabs. Our impression was that the atmosphere would draw the less-than active swimmer into the area as would the nominal 25¢ usage fee for towel and suit (no time limit). Also on this level was the ping pong area. We have no indication of the usage of the seven tables. The rifle range, which is supervised by an Army sergeant, is also in the basement level. It has eight firing lanes.

The second floor usurped for use by the Physical Education Department, has a five handball court, a large weights and exercises room, and a smaller ballet and rhythm room. The third floor consisted of a fencing area and wrestling area, both used by the Physical Education Department, a shuffle board area, archery range, small golf practice area, and a lounge for faculty using the recreation facilities. The lounge was expensively appointed with Italian leather chairs and lounges.

The Craft Area, located in the south wing, has or will have facilities for poster making, enameling, photography and development, woodworking, ceramics and metal-working. Classes will be conducted by the Craft Area Supervisor in the above mentioned fields. Those that take the classes or those that have past experience will be allowed to use the facilities of the area. Thus no individual can use the facility until they have demonstrated to the supervisor that they have "adequate" skill in their field of endeavor. Individual committee members are not allowed to make the posters which must be approved by the Craft Area Supervisor. The posters are made by paid art students. A file of posters is kept for future reference. A linotype machine and silkscreening are used extensively in poster making. The above indicates the rather complete policy control that is in the hands of the Craft Area Supervisor.

Facilities in the north wing that merit complete description are the food service rooms and the ballroom. Food service facilities, which have proved inadequate for the demand, are the cafeteria, snack bar and the faculty dining area. The cafeteria which can accommodate 900 is limited to the serving of hot food. The assistant director felt that not allowing hamburger, hot dog, and grill traffic has proved to be a mistake. Students with whom we talked reacted unfavorably to the 2:00 p.m. closing time for the cafeteria thus being forced to have only hamburger or hot dog dinners in the snack bar. The bussing stations, located by the exits, have worked to gain voluntary compliance with self-bussing rules. In the snack bar, where bussing stations are not convenient, self-bussing is not adhered to. Coat hangers were available but not extensively used due to their relative inaccessibility. Therefore, there was a high usage of valuable chair space for coats and books. A no-host dining area is located to the side of the cafeteria. It can be reserved for luncheon meetings and food taken to it by the conferees from the cafeteria serving line.

The faculty dining area is self service with more varied and expensive entrees. The area was designed for faculty and students on those occasions when they wanted a finer dining facility. However, faculty self-policing has limited the usage to faculty only.

The main food service facilities, including the bakery, are under the control of the director of the Chicago Circle Center. Prices are at the approximate level of those charged by the local business community. The Union will not cater for a group of less than thirty people. The minimum lunch cost is \$1.75 per person and the minimum dinner is \$2.50. No special rates are given to student organizations.

The "I-Shaped" ballroom has a seating capacity of 900. It can be divided into three rooms by means of movable walls. Each room has independent lighting and sound control. There was no permanent stage. Portable stages were available for moving into the ballroom.

The Beck Browsing Room is the unique feature of the circular unit of the low-rise. When one enters the room through turnstiles with the cash registers to their left, it gives the immediate impression of a book-store. This impression is reinforced by the numerous paper and hardback books found on the portable metal bookstore type shelves. However, this hasty assumption is challenged by the location of comfortable lounging chairs in the center of the room. Unfortunately the original image is, in most cases, challenged but not altered. The experience of the last ten weeks confirms this viewpoint. Perhaps some visual aid is needed to indicate the intended use of the room. The click of the cash registers and the twirl of the turnstiles have proved to be unanticipated disturbances to any programming in the area. The group was impressed by the idea of the facility that could be altered to accommodate the desired usage.

The group was also very impressed with the music listening room. The room is a favorite of the students on campus who fill it to capacity. The room has about a dozen large circular low tables around which are eight stationary swivel lounging chairs. A language lab type setup, which this room did not have, would have enabled more people to use the same amount of space. However, the casual, comfortable accommodations of the room were much more conducive to the purpose of the room, enjoyment of music listening. The system for checking out earphones and the classification of the music that can be played seems to be quite adequate. Earphones are checked out from the desk by surrendering ones fee statement. They are plugged into a jack on the circular tables through which four channels are available. The name of the tape playing on each is posted. Students may request that a particular tape be played. The requests are played in chronological order by a paid attendant who is the only one that handles the tapes. The tapes are cross-catalogued in four classifications: Author-Composer, Artist, Title, and Type of Music.

The five T.V. viewing rooms are each locked into a respective channel. Our impression was that the rooms were not adequate for major T.V. programs such as World Series and space shots and too spacious for day-to-day viewing.

A room for a given type of program, hootenany, has been furnished as a music lounge. When that type of music fades the room will probably have to be remodeled or will become an abused lounging area. This was the only room specifically set aside for music program. There are no good rooms for a small recital without interruptions from people passing by.

Most of the conference rooms in the high-rise are of the type we have in the 325, 26, 27 complex, i.e. they can be divided into small rooms or utilized as a large room. One had a kitchen facility for warming coffee and washing dishes.

Each campus organization has a locker in the student activities workroom and each can use the room that is supplied with typewriters, office machines, etc.

The surprising fact about the Chicago Circle Center is that there is but one lounge which is located on the second floor of the high rise. The staff at the Center feel that lounges become expensively appointed substitute libraries and in usage become slum areas. A correlary feeling on the part of the staff was that if the students need and want a place to lounge they will find it even if it is not provided. They have found it - in such places as the Music Listening Room, T.V. Lounges, Cafeteria, etc., diminishing their use for the intended purposes.

The purpose of this report is not to give an unrelated facility description of the Chicago Circle Center. The purpose is to relate some of the facilities that we feel should be considered for the proposed new West Bank Union. First, we should consider the inclusion of some of the informal recreational facilities, especially if the West Bank has no out-of-Union recreational facilities of this type. Second, the committee feels that a book browsing area has unique features which warrant its consideration as an integral part of the proposed Union. It broadens the students' educational and cultural base by providing a large variety of books within a casual atmosphere conducive to informal reading. Third, the Music Listening Room, which has been very popular at Chicago, should be considered for the West Bank Union because of the unique atmosphere for education and relaxation that it offers. Fourth, student reaction at Chicago reinforced our opinion that adequate lounge space in a Union must be provided. Fifth, the committee has the feeling that it is important, in planning food service facilities, to consider such technical aspects as bussing stations, coat racks, etc., but more important is the unique, distinctive atmosphere for each food service facility. Sixth, the use of partitions and moveable stages, etc., adds to the efficient use of space by making conference rooms and ballrooms in multipurpose facilities that can be used for a multitude of purposes.

Respectfully submitted,

BW/MW/VW/CW/CN/kw:la:vj

1-11-66

Union Board of Governors
231 Coffman Memorial Union
UNIVERSITY OF MINNESOTA

TO: Union Board of Governors

FROM: Jud McCarthy, Secretary-Treasurer

SUBJECT: Room Allocations

The House and Finance Committee of the Union Board of Governors is currently reviewing the allocations of student office space under the control of the Board.

Due to limited space available for assignment and the definite needs of so many student organizations, it has been determined to make room allocations with three general concepts in mind:

1. Individual office space should be provided for those student organizations serving large numbers of University students in a co-ordinating and organizational role and which maintain full and/or part-time paid staff.
2. A general office area and file area should be provided for the use of all student special interest groups in order to increase the number of student organizations that the Union may serve.
3. Space should be made available on the West Bank to those student organizations requesting allocations in this area.

The House and Finance Committee will make every attempt to present a definite recommendation for changes at the first Board meeting this summer. Until that time, the committee will attempt to evaluate the needs of all student organizations applying for space in CMU and on the West Bank. These organizations are invited to submit any written material which may be of value to the committee in formulating its recommendation.

It should be remembered that the House and Finance committee has no authority to make changes. It works with the Director of Student Unions in making recommendations to the Union Board of Governors. It is the Board which must approve any changes.

JMC/aa
5/18/66

UNIVERSITY OF MERRIMACK
COFFMAN MEMORIAL UNION
Union Board of Governors

Short-Term Goals

TO: Union Board of Governors

FROM: Executive Standing Committee

Below is a partial list of goals as compiled by the Executive Committee during the fall quarter.

1. Area Directors should have the opportunity to attend some Executive Committee meetings. Arrangements for attending meetings during a quarter should be made through the president.
2. The Board, as a whole, should focus attention on the needs of a new West Bank Union.
3. The constitution should be revised in terms of the Board and growth of the Department of Student Unions.
4. A stronger leadership-training program should be developed where all Board members, committee members, and other interested students will have the opportunity to strengthen their leadership qualities.
5. Committee chairmen should be invited to attend the Directorate and/or Standing Committee meetings to express their viewpoints.
6. Members of the Board should invite special guests from the faculty and staff and alumni to attend the Board meetings.
7. Board members should be constantly projecting their thinking into the future as the emphasis of the University changes, such as programming for graduate students.
8. Committees should seek advice from experts outside of the Union structure, such as the WMMR Advisory Board.
9. The Board should be cultivating a stronger relationship with all academic units at the University.
10. In order to inform other colleges about our programs and development, Board members should take the opportunity to write articles for the Daily, ACU-I Bulletin, and other publications.
11. All Board members have a primary responsibility to both formally and informally acquaint others with the programs and facilities of Coffman Memorial Union.

Short-Term Goals - Page 2

12. The Board should increase the interaction between the Board and student organizations through informal student meetings.
13. The Board should deal with general policies leaving the specifics to the standing committees.
14. There should be periodic group meetings with those who are housed in Coffman Memorial Union.

la
1/7/66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

TO: Union Board of Governors

FROM: Bruce Wilson, Chairman, House and Finance Standing Committee

SUBJECT: House and Finance Progress Reports

A. Offices in Clay School

1. A letter has been sent to student organizations that were on the waiting list for office space in the Union. This letter informed them of the space now available in Clay School on the West Bank and suggested that they respond to Mr. Atkinson's office if they were interested in having office space there. A letter will also be sent to other student organizations in the near future, but those on the waiting list will receive higher priority.

2. Furniture for Offices in Clay School

Since there will be room for as many as eight organizations in the offices in Clay School, there is a problem of getting desks and filing cabinets for the organizations. As of now, there are only two desks available and the Committee feels that it is imperative to have furniture available when the space is requested and assigned. It would be advisable to buy new furniture for Coffman Union offices and then use the older furniture in Clay School. Therefore the Committee recommended that the Assistant Director purchase up to six desks and chairs at a cost of not more than \$1,200 to come from the Petty Renovation Expense Budget as the needs arise.

B. Coffman Union Model

A student from the Architecture Department has been engaged to update the model of the Union. The purpose of this being to bring it up to date on the present facilities and suggest, visually, possibilities for future expansion.

C. Pictures of Crowds in the Union

A photographer from the University will be asked to take pictures of the crowded conditions in the Union, especially in the morning. The reason for this is to aid the Board and the staff in presenting our needs for space to the Administration of the University.

D. Permission has been given to the Air Force to use the Game Room for an Art Display from March 8 through March 20, 1966. Since this will be just before and during final week, it is not felt that it will interfere greatly with the regular use of the room. This will not be a recruiting program but a function of their public relations department. It will be open to the public.

E. The committee is presently considering the purchase of a practical and attractive bulletin board for the Personnel Standing Committee to be put in Room 231A.

F. Exploratory work was done on the parapet on the front of the Union, where there was a leak. There may be some extensive damage which will have to be repaired sometime in the future.

- G. The problem of the water seal on the membrane on the outside of the garage where it is attached to the building was discussed and it was probable that the repairs on this will have to be done eventually and will probably be quite expensive.
- H. The Committee recommends that next year new types of Christmas decorations be tried in the front of the Union. Particularly, that the tree on the wall be replaced with one or two trees on the parapet of the building.
- I. The House Committee has asked the Director to write to the appropriate University officials in regard to the problems that we foresee with the path on the wall in front of the building created by the new bridge and the changing traffic patterns resulting from it.
- J. The restrooms on the ground floor across from the Main Ballroom will be left open during the morning hours on a trial basis. This is necessary because of the crowded conditions in the existing facilities.
- K. Excellent progress is being made on the remodeling of the east wing of the second floor.
- L. The House Committee has recommended that an experiment be tried in the Gopher Hole. This would involve opening the Gopher Hole on Friday and Saturday nights from 9:30 p.m. to 1:30 a.m. and that catered pizza and coffee be served. We hope for a favorable reaction to this from the students and we would also appreciate any help from any of the Programming Areas in making good use of this facility. However, we must get clearance from Food Service and Environmental Health to serve food in the Gopher Hole. Supervision will be provided by the Night Manager.

BW/la
1/12/66

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Board Meeting Agenda
January 26, 1966

- I. Director's Report
- II. Old Business
- III. New Business
- IV. Announcements
 - A. Executive Standing Committee
 - 1. Program Directorate Meeting
 - 2. MSA Report
 - 3. Board Restructuring Proposal
 - 4. Orientation Commission Representative
 - B. Program Standing Committee
 - 1. Transfer of Funds
 - 2. Dance Policy
 - 3. Ski Train
 - 4. Carmina Burana
 - C. House and Finance Standing Committee
 - 1. Bulletin Board for 231A
 - 2. Student Office Vacancy
 - 3. Dance Policy
 - 4. WMMR over P.A.
 - 5. Financial Report
 - 6. Plans for the West Bank Union
 - D. Personnel Standing Committee
 - E. Public Relations Standing Committee
 - 1. Pictures
 - 2. Speakers' Bureau
 - 3. Meeting Time

Adjournment

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Meeting of January 26, 1966

Members Present

Robie Engelmann, Eric Hucke, Bob Kofski, Pam Koskey, Gail Pearlman, Mary Marrazzi, Vince Wagner, Mary Watson, Charlotte Weber, Bob Weinhagen, Bruce Wilson, Dr. James Holte, Dr. Donald Zander, Dr. Mary Corcoran, Mr. Emil Behrens, Mr. Gordon Starr

Members Absent

Dr. Tracy Page

Guests Present

Diane Klechefski, Program Consultant; Nancy Harding, Daily Reporter; J. Thomas Reeve, Program Director; Jerry McKay, MSA Representative; Vi Justice, Secretary.

The meeting was called to order at 6:35 p.m. by the President, Bob Weinhagen.

MOTION X-195

Motion was made to accept the minutes of January 12 meeting after the following correction was made: Page 2, Section III. New Business. "Along with the cost estimate he will give an estimate of studio renovation costs. By adding labor, it will give a clear picture of the total amount needed for the station." to be deleted.

MOTION X-195 seconded and carried.

I. Director's Report - Mr. Starr

The Director visited the Union at the University of Tennessee. He noticed that CMU was in better condition from a custodial standpoint. The Union at Tennessee was built in 1954 and will have approximately 1/3 more space added for an auditorium and food facilities. He thought CMU was behind in planning and funds for West Bank and CMU addition.

Mr. Starr told of an article appearing in the Daily regarding plans for West Bank. He noted the statement by Architect Winston Close that "A student union is more important than some people realize."

Mr. Starr reported that he was writing a summer session and fall quarter report to the Senate Committee. The report indicated that there had been more programs this fall than ever before.

The ACU-I will hold a conference at New Orleans, March 20-23. Mr. Atkinson, Mr. Reeve and the Director will attend and will serve on the conference program.

The Director asked if anyone had not received an invitation to the 25th Anniversary Seminar Series. He explained that the invitations were being mailed. Dr. Zander asked Board members to give him their reservation and suggested they attend all or as many of the seminars as possible. The dates are February 10, 17, 24, and March 3 from 4:00 p.m. to 7:30. There will be a major speaker at 4:00, dinner at 5:30 and a question and answer period until 7:30.

II. There was no old business.

III. There was no new business.

IV. Announcements

A. Executive Standing Committee - Bob Weinhagen

1. The Program Directorate will meet on Wednesday, February 2.
2. MSA report. Eric Hucke will give a report on the acceptance of President Wilson's report by the Board of Publications at the next meeting.
3. Board Restructuring Proposal

Bob Weinhagen said the Executive Committee had prepared a Board Restructuring Proposal which had been given to the Board members for study prior to the meeting. He announced the floor would be open for discussion and criticism of the proposal.

Bruce Wilson made the following motion regarding the Board Restructuring Proposal:

MOTION X-196

That UBOG accept Executive Committee's Restructuring Proposal and that this report then be referred back to the Executive Committee in order to make the necessary revisions of the By-Laws and Constitution, and having done this that it be brought back to the Board for approval.

MOTION X-196 seconded.

The following questions were asked and opinions expressed regarding the proposal:

Eric Hucke asked how the proposal was developed. President Bob Weinhagen explained that the Committee had made a study of other Union structures and found that the larger universities in the country were using the two-board structure and that it was effective. Wisconsin was one example given. Mr. Emil Behrens thought the proposal too cumbersome and wanted to go on record as being against it. In reply to Mr. Behrens, the president said the proposal involved only five more people than the present Board structure. In answer to Vince Wagner, who wondered how the proposal would provide a more definite role, the president said that the jobs are broken down and the role specified. Mary Watson said the main purpose of the proposal was not to define the role, but to set up a two-board structure. Eric Hucke wondered if the present By-Laws couldn't be revised to make the area director's role clear. He thought the Proposal limited the responsibilities of the area directors. Vince Wagner wondered how the two-board structure would eliminate low morale? Bob answered that the Proposal was meant to satisfy the individual needs by specialization. Jerry McKay wondered which Board would rule in case of an overlap of responsibility. The president answered that the Policy Board would have the final word. Dr. Holte supported the motion, saying he thought a stronger union program would result by removing administration from programming, but wondered if this Proposal would take care of future problems and thought there should be

more flexibility for future planning. Mr. Starr said that the program is being delegated to Program Board and that programming and policy cannot be fully separated. Dr. Corcoran noted her support of the Proposal and said she thought along the lines of Dr. Holte, that the Proposal would generally strengthen the development of the Union. Mary Marrazzi wondered how people on the Policy Board could understand the problems of programming if they had not experienced them on a program committee. It was brought out that candidates for Policy Board would be required to work twenty-five hours on Union programs before being eligible for the Board, the same requirement as now. Dr. Holte thought there was not sufficient communication from Program to Policy Board and wondered if it would be possible for Program Board Chairman to sit on Policy Board. Jerry McKay said that MSA has a Policy and Commissions structure that is successful. The Commission decides structure and it is then brought to the Senate for approval. Mr. Tom Reeve thought that Item 6 of the purpose "Individual Board members should be able to effectively do their job in less hours per week" would justify the Proposal, and he added that the individual would then have more time to devote to academic study. He wondered why there were only 10 area directors. Mary Marrazzi wondered where and how this structure has worked effectively. Mr. Starr answered that it is necessary to restructure a Board as student enrollment grows. He said emphasis should be placed on programming and stressed the importance of the time element. He said that a number of the Big Ten University Unions have a dual-type Board. Mr. Behrens withdrew his disapproval of the two-board structure, but wondered how the split between the two was arrived at. Charlotte Weber explained that the Committee attempted to maintain a percentage close to that of the present structure when they set up the figures for the Proposal. Dr. Zander thought that students and faculty would be more effective in specialized activities. An MSA representative should be included on the Proposal. Pam Koskey thought that the Program Directorate should be included on the Program Board and meet with the Executive Board. Vince Wagner thought the Program Standing Committee should work more closely with the Program Board. Mr. Starr mentioned that a chart of proposed structure would give a clearer picture.

AMENDMENT 1 to MOTION X-196 Dr. Holte amended the motion to read:

"That UBOG accept the spirit of"

AMENDMENT 1 to MOTION X-196 seconded by Charlotte Weber.

AMENDMENT 1 retracted.

AMENDMENT 2 to MOTION X-196 Dr. Corcoran amended the motion to read:

"That UBOG accept in principal the"

AMENDMENT 2 to MOTION X-196 seconded by Charlotte Weber.

MOTION X-196 carried as amended.

Dr. Holte requested that individual members of the Board be solicited for suggestions.

4. Orientation Commission Representative will be Gail Pearlman.

B. Program Standing Committee - Mary Watson

1. The Committee transferred the following funds from income:

\$800 to the Social Area, \$600 of this was for Snow Ball and
\$200 for Square Dance

\$3,200 to the Topic Area for the Model UN Budget

\$7,073.75 to the Ski Train

2. The item Dance Policy was eliminated from the agenda at this time. It will be presented at the next meeting.

3. The Ski Train was reported to be very successful. Over 400 purchased tickets. There will be a ski train West during the quarter break.

4. Carmina Burana was added to the agenda and reported on by Vince Wagner. The program will be presented Friday, March 4, in Northrup at 8:30 p.m. It is a group of "profane songs set to earthy music", sung by the University Chorus and Men's Glee Club. Also performing will be the Symphony Orchestra and the Andahzy Ballet Borealis Company. UBOG will co-sponsor the program with the Departments of Music and Concerts and Lectures who have given good support in previous programs.

C. House and Finance Standing Committee - Bruce Wilson

1. Bulletin Board for 231A (for the Personnel Standing Committee)

MOTION X-197

That \$100 be allocated from renovation to purchase a cork bulletin board for Room 231A.

A discussion followed as to the different types and costs of bulletin board. A bulletin board like the one at the Information Desk would cost \$300 and would not last any longer than a cork bulletin board. It was decided that a cork board would be more flexible as to arrangement and that the printing press could be used for names and notices so that a lot of time would not be spent in pinning up individual letters.

MOTION X-197 seconded and carried.

2. Student Office Vacancy. It was announced that the Honors Student Council had vacated Room B-62-D and moved to another part of the campus. H & F is contacting the waiting list to fill vacancy.

3. A dance policy to include other organizations that sponsor dances in the union will be presented at the next meeting.

4. WMMR over P.A. Permission has been given WMMR to pipe their programs through the building public address system after 6:00 each evening in place of Musak. This would be on a trial basis to get student reactions and would probably not include the cafeteria. Mr. Tom Reeve thought the advertising breaks would be a disturbing factor so didn't think the program would be appropriate. Bob Kofski said there were people interested in hearing WMMR and wondered where it could piped, if not throughout the building. Using the Terrace Reading Room was suggested. Pam Koskey said that at Duluth they use records and students can request their favorites. Mr. Tom Reeve asked for a description of the program Morning Madness. It is a live broadcast, originated by WMMR from the Gopher Hole. It is designed for commuters' viewing, Dorm listening, and will incorporate the best ideas of all existing radio and television participation shows such as Carson and Godfrey. The program will be daily, the week of January 31, from 7:30 to 9:15 a.m.

5. Financial Report for July 1 through December 31, 1965 indicated an increase in income and expense over 1965-65. (Report attached) Vince Wagner asked what had been done about the \$1,200 allocated last spring for Music and Listening. Mr. Harold Bliss will begin work on this project in the near future.

6. Plans for the West Bank Union. Those present at the meeting were invited to room 307-8-9, where thesis drawings of the West Bank Union by architect students were explained by Mr. Starr. Mr. Tom Reeve thought that student programming should be analyzed before building planning is considered.

D. Personnel Standing Committee - Charlotte Weber

Charlotte announced the appointment of Steve Rossberg to Public Relations' Chairman and Jim Siver to Ad Agency Chairman.

The Board was reminded of the Recognition Dinner at 6:45 in the Junior Ballroom, Thursday, January 27.

Tim Jeffery was recommended to fill an existing vacancy on the Board. Tim has been active in Union program work, having been in charge of Games Night for the 25th Anniversary Celebration and chairman for the 1966 ski train.

MOTION X-198

Move that the Board approve the appointment of Tim Jeffery as new Board member.

MOTION X-198 seconded and carried.

The Executive Committee, pending Board approval, would assign Mr. Jeffery to Creative Program development area.

E. Public Relations Standing Committee - Robie Engelmann

1. The Committee is going to make a new display of informal pictures of committee members, chairmen, and Board. Board members were asked to be in the Board room sometime between 3:30 and 7:30 Wednesday, February 2, for pictures.

2. Names were requested for speakers bureau.
3. PR meets at 1:30 on Mondays in room 120. Board members are welcome to attend.
4. Ad Agency. PR would like a list of future programs for which advertising is desirable. Ads submitted to PR must be typed and must be submitted two days before ad is to appear in Daily.

Meeting adjourned at 8:45.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj

UNIVERSITY OF MINNESOTA
 Department of Student Unions
 Coffman Memorial Union
 Summary of Income & Expenditures

July 1, 1965 through December 30, 1965

<u>INCOME</u>	<u>1965-66</u>	<u>1964-65</u>	
Student Fees	230,557.85	191,608.93	
Dental Service	5,265.78	6,549.23	
Program Admissions	18,935.65	14,698.86	
Artcraft Studio	1,988.30	1,811.01	
Billiard Room			
Billiard Fees	9,594.36	9,177.40	
Merchandise	40,334.80	37,778.30	
Bowling Lanes			
Bowling Fees	19,193.50	18,708.02	
Merchandise	* -----	* 1,809.94	
Other Rentals			
Barber, Beauty Shop and Bookstore	<u>1,098.00</u>	<u>1,050.00</u>	
TOTAL INCOME - - -	326,968.24	283,191.69	

<u>EXPENSE</u>			
Administration			
Salaries	43,462.82	39,010.15	
Supplies & Expenses	10,829.64	11,707.34	
Program			
Salaries	30,232.22	22,471.48	
Suppl. & Exp.	30,319.36	18,347.99	
Post Bank Lounge			
Salaries	3,249.97	3,001.99	
Suppl. & Exp. & Program	1,630.07	687.34	
Maintenance			
Salaries	52,268.29	48,355.08	
Suppl. & Exp.	28,131.84	23,415.79	
Artcraft Studio			
Salaries	6,821.27	4,868.64	
Suppl. & Exp.	2,732.96	1,595.41	
Billiard Room			
Salaries	8,832.82	8,563.15	
Suppl. & Exp.	29,522.87	29,599.44	
Bowling Lanes			
Salaries	12,636.20	12,987.79	
Suppl. & Exp.	7,877.05	9,365.55	
Debt Payment			
St. Paul Student Center	<u>32,060.76</u>	<u>32,060.76</u>	
	300,608.14	266,037.90	
Expense for Renovation	26,360.10	17,153.79	

Bowling Lanes no longer has Vending Machine Income.

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

To: The CMU Union Board of Governors
From: The Executive Standing Committee
Subject: Proposed Board Restructuring

Background: During the fall quarter, the Executive Committee discussed the problem of low morale within the organization. As the discussion progressed, the consensus of the group was that the present Board structure was perhaps a key causal factor of low morale, especially at the Board level. It should be noted that the Executive Committee fully realizes that a multiplicity of factors cause low morale and that the proposed restructuring is only one way of attacking the problem. During the latter stages of the discussion, the Executive Committee came to realize that the proposed restructuring would not only help solve the morale problem, but would also create a more effective organization. The Executive Committee is also aware of the Union Study Committee's progress and feels that our proposed change and the philosophy of the Union Study Committee can be effectively integrated by means of a new constitution.

Purpose: The purpose and the justification of the proposed restructuring is sevenfold:

1. The efficiency and the effectiveness of the organization will be increased.
2. A more exact definition of roles will result in an increased clarification and understanding of the various Board level positions within the organization.
3. Increased specialization and differentiation of functions will result in a greater variety of types of positions from which to choose.
4. Interested students will have an increased opportunity to participate in long-range planning.
5. The above-mentioned points should result in improved morale.
6. Individual Board members should be able to effectively do their job (fun) in less hours per week.
7. More students will gain more experience.

Proposal: The Executive Committee proposed a two-board structure: A Program Board and a Policy Board. The Program Board will be somewhat analogous to the existing Program Directorate, and the Policy Board will be somewhat similar to the existing Board. First, we will discuss the Program and Policy Board in regard to their composition and duties. Second, we will define the roles of the members of each Board. Third, we will relate the five standing Committees to the Policy Board and discuss their composition and duties.

The Program Board consists of ten Area Directors, one member-at-large from the Policy Board, and the Program Director (ex-officio). The Executive Committee believes that the two members of the Policy Board who serve on the Program Board will act as an effective liaison between the Boards. Area Directors will serve only on this Board and thus will be responsible for their respective areas and functioning as effective members of this Board.

Functions of the Program Board shall include the following:

1. The Board will discuss and evaluate past and present programs.
2. The Board will familiarize itself with future programs and at the same time possibly suggest improvements in these programs.
3. The Board will from time to time conduct "brainstorming sessions" in regard to future programming.
4. The Board together with the professional staff will conduct leadership training sessions for the benefit of its members.
5. The Board will present suggestions to the Policy Board.
6. The Board will discuss relevant actions of the Policy Board.

At this time, we feel that it is advantageous to define as explicitly as possible, the role of Area Director in regard to his respective area. The three main functions of the Area Director relate to finances, personnel, and programming. The Area Director's financial duties will be:

1. To distribute funds within his area among his various committees.
2. To periodically coordinate allocated funds within his area. This includes such things as receiving financial reports from committee chairmen, etc.
3. To request additional funds as needed from the Program Standing Committee.
4. To submit annual requests for funds to the Program Standing Committee.

The Area Director's personnel duties will be:

1. To help the Personnel Area Director recruit people for his area. This would include such things as participating in chairman interviews, etc.
2. To train his committee chairmen.
3. To evaluate his committee chairmen. This would include such things as being aware of individual problems and potential of his committee chairmen. He will also recommend deserving chairmen for recognition at the request of the Personnel Area Director.
4. He will have the final authority to appoint chairmen, but should be cognizant of the recommendations of the Personnel Area Director.

The Area Director's Program Duties will be:

1. To keep the Vice President informed on all programming in his area by memo.
2. To act as chairman if there is a chairmanship vacancy in his area.
3. To coordinate the programming efforts of his area.
4. To submit major events in his area to the Vice President for placement on the program calendar.

The additional two Area Directors on the Program Board will be the Personnel Area Director and the Public Relations Area Director. These two people will not be concerned

Union Board of Governors

Page 3

with policy decisions within their respective areas and will not chair or be members of standing committees (as this is the function of the Personnel and Public Relations members of the Policy Board). The areas will retain their present committee structure with the exception that the Union Board Council will not be a committee under the Personnel Area Director. Thus, these two people will function basically as the other eight Area Directors function, since their problems and responsibilities are generally similar.

The "other side of the coin" is the Policy Board consisting of twelve members, which includes eight students, three faculty, one alumnae, and an ex-officio member (the Recording Secretary). The Policy Board will have authority and responsibility similar to the existing Union Board of Governors.

Functions of the Policy Board shall include the following:

1. To make policy decisions relating to items which are brought to it from the five standing committees.
2. To engage in research in any areas applicable to the effective functioning of a student union.
3. To maintain an effective liaison with student organizations, academic departments, and the central administration.
4. To maintain an effective working relationship with the Program Board.

The student members of the Policy Board and their duties will be as listed below.

The President will:

1. Represent the Union on the campus.
2. Maintain liaison with the Director of Coffman Memorial Union.
3. Chair the Policy Board.
4. Chair the Executive Standing Committee and be a member of all other standing committees.

The Vice-President will:

1. Chair the Program Standing Committee
2. Chair the Program Board.
3. Prepare a program budget and evaluate program expenditure.
4. Approve co-sponsorships.
5. Perform other duties as listed in the By-Laws, p. 5, section A, no. 2a.

The Secretary-Treasurer will continue to function as specified in the By-Laws.

The Chairman of the Personnel Standing Committee will:

1. Chair the Personnel Standing Committee.
2. Conduct research related to personnel, i.e., new recruiting methods.
3. Be responsible for the Union Board Council.
4. Work closely with the Personnel Area Director.

The Chairman of the Public Relations Standing Committee will:

1. Chair the Public Relations Standing Committee.
2. Conduct research related to public relations, i.e., the feasibility of establishing a Union newspaper.
3. Work closely with the Public Relations Area Director.

The three (student) members-at-large will:

1. Serve on standing committees as designated by the Executive Standing Committee.
2. Serve as a representative to the Program Board (only one of them will do this).
3. Investigate specific problems as assigned by the Executive Standing Committee.

The faculty and alumni members will be assigned to standing committees and will assist the members-at-large with their research.

With this proposed restructuring, the standing committees will have the same relationship to the Policy Board as they now have to the Union Board of Governors. The composition and duties of the five standing committees are listed below.

The Executive Standing Committee will remain the same in composition and function except that it will now have the additional responsibility of assigning projects to the members-at-large, the faculty, and the alumni.

The Program Standing Committee, the Personnel Standing Committee, and the Public Relations Standing Committee will be composed of the following:

1. One faculty alumni member.
2. One member-at-large.
3. One program staff representative (who is non-voting).

In regard to duties, the Personnel Standing Committee will concern itself with personnel policy and problems and selection (this will be clarified below). The Program Standing Committee will coordinate the efforts of the Program Board, pass the program budget, coordinate and recognize the establishment and disestablishment of program committees, concern itself with program policy and problems. The Public Relations Standing Committee will concern itself with public relation policy and problems.

The members of the House and Finance Standing Committee will include one member-at-large, one faculty or alumni member, and the Director or his representative. The duties of this committee will remain as specified in the By-Laws.

In regard to selection and/or appointment of Board members, the Program Board members will be appointed by the Selection Committee in the spring quarter. This committee

will consist of one MSA representative and one representative appointed by the Dean of Students, a representative appointed by the Vice-President of Educational Relationships and Development, and two outgoing members of the Policy Board. Applicants will list their three preferences when they apply. The Executive Standing Committee will assign the specific positions once the Selection Committee has decided who will serve on the Program Board.

In regard to the Policy Board, of the eight student members, three will be elected in the all-campus elections, and the remaining five will be appointed by the Selection Committee in the spring quarter. The faculty and the alumni representatives will be appointed in the manner already in existence. The Executive members of the Policy Board will be elected by the Policy Board itself.

Vacancies on either Board during the year will be filled by the Personnel Standing Committee.

The committee further recommends that the title CMU Union Board of Governors be the official designation for the "policy board", and Program Directorate be the official designation for the "program board".

BW/BW/kw:vj

NAME _____ POSITION _____

STANDING COMMITTEE

OFFICE HOURS (SPECIFICALLY WHEN AND WHERE YOU CAN BE LOCATED WHEN IN COSTMAN UNION)

MONDAY:

TUESDAY:

WEDNESDAY:

THURSDAY:

FRIDAY:

WHEN (GENERALLY) CAN YOU BE REACHED AT HOME. DESIGNATE MORNINGS, AFTERNOONS, EVENINGS:

MONDAY:

TUESDAY:

WEDNESDAY:

THURSDAY:

FRIDAY:

HOME PHONE NUMBER _____ ADDRESS _____

STANDING COMMITTEE CHAIRMEN ONLY:

WHEN ARE YOUR STANDING COMMITTEE MEETINGS HELD _____

WHERE ARE YOUR STANDING COMMITTEE MEETINGS HELD _____

LIST YOUR CHAIRMEN, THEIR HOME PHONE NUMBERS AND ADDRESSES:

Please use the rest of this sheet to list any specific programs you have coming up during the rest of winter quarter or spring quarter. Also mention general union areas which you feel should have special publicity coverage. Any suggestions will be appreciated.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

TO: Union Board of Governors

FROM: Bruce Wilson, Chairman, House and Finance Standing Committee

SUBJECT: House and Finance Progress Report

I. Bulletin Board for Room 231A

Motion: That \$100 be allocated from renovation to purchase a cork bulletin board for Room 231A. This would be the Personnel Standing Committee's bulletin board which will be in the reception area in front of the new Board office.

II. Student Office Vacancy

Room B-62-D, in the basement, has been vacated by the Honors Student Council and we are now contacting organizations on the waiting list in order to reallocate the space.

III. Dance Policy

The committee is now considering a revision of our present dance policy so that it will include other organizations that sponsor dances in the Union. The main reasons for considering this are, first, consistency of our policies and second, because any problems arising at a dance reflect on us, whether we are sponsoring it or not. We will present a motion on this matter at the next Board meeting.

IV. WMMR over P.A.

Permission has been given to WMMR by the House and Finance Committee to pipe their programs through the building public address system after 6:00 each evening in place of Musak. This would initially be done on a trial basis to see what reaction we would get from the students and it probably would not be done in the cafeteria.

V. Financial Report

Presentation of the half-year Financial Report.

VI. Plans for the West Bank Union

Presentation of plans for the West Bank Union done by architectural students at the University -- Mr. Starr.

BW/la
1/26/66

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Board Meeting Agenda
February 9, 1966

- I. Director's Report
- II. Old Business
- III. New Business
- IV. Announcements
 - A. Executive Standing Committee
 - 1. Visiting Argentine Student-Faculty Delegation
 - 2. MSA Report
 - 3. Role of Coffman Memorial Union
 - 4. MSA Elections Committee
 - 5. Discussion of Union Study Committee's Report on Administrative Structure
 - 6. Liaison Committee
 - 7. University Impersonal?
 - 8. Board Meeting
 - 9. Big 10 Conference
 - B. Program Standing Committee
 - 1. Transfer of Funds
 - 2. Preparation for Survey
 - 3. Dance Policy
 - 4. Police
 - 5. Daily Appreciation
 - 6. Carmina Burana
 - C. House and Finance Standing Committee
 - 1. Dance Policy
 - 2. Office Assignments
 - 3. Recommendations for Decor and Refurnishing of Ski-U-Mah and North Star Rooms
 - 4. Suggestion Boxes
 - D. Personnel Standing Committee
 - 1. Recognition Banquet
 - 2. Spring Retreat
 - E. Public Relations Standing Committee
 - 1. Ad Agency
 - 2. Contest

Adjournment

BW:vj
2-9-66

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Meeting of February 9, 1966

Members Present

Robie Engelmann, Eric Hucke, Bob Kofski, Pam Koskey, Gail Pearlman, Mary Marrazzi, Vince Wagner, Mary Watson, Charlotte Weber, Bob Weinhagen, Bruce Wilson, Dr. James Holte, Dr. Donald Zander, Dr. Mary Corcoran, Mr. Gordon Starr.

Members Absent

Mr. Emil Behrens, Dr. Tracy Page.

Guests Present

Dr. Paul Cashman, Vice President for Educational Relationships and Development; Mr. Berton Atkinson, Assistant Director CMU; Mr. J. Thomas Reeve, Program Director CMU; Claudia Peacock, Ad Fellow; Joe Casale, Ad Fellow; Nick Muley, Ad Fellow; Jerry McKay, MSA Representative; George Pederson, President of Student Center UBOG; Robert Stanger, West Bank Public Relations; Peter Grant, West Bank, Chairman of Forum Committee; Mike Anderson, Daily Reporter; Nancy Harding, Daily Reporter; Jud McCarthy, student; Vi Justice, secretary.

The meeting was called to order at 6:40 p.m. by the president, Bob Weinhagen. The guests were introduced.

MOTION X-199

There being no correction to minutes, motion was made to accept the minutes of the meeting of January 26. Motion seconded and carried.

It was requested that a copy of minutes be sent to committee chairmen in the future.

I. Director's Report - Mr. Starr

Mr. Starr apologized for not having flyers in the folders and asked Board members to send to the office enclosures they would like to have placed in folders.

Information has been received on the final program for the Big Ten Student Conference to be held in Iowa, March 4-6. Mr. Martin Erickson of the National Training Laboratory will be on the program.

Mr. Starr read part of a letter from Professor Granovsky thanking the Board for their cooperation on the Ukrainian Art Exhibit displayed in the International Lounge, but expressing dissatisfaction because there was no publicity in the Daily.

The Board was asked to think about evaluating and planning for the spring retreat now, and to select a place while facilities are still available.

The Director welcomed the Ad Fellows to the meeting and told the Board that applications were now open for Ad Fellow positions in the department, if they knew of any graduating students who would like to apply. Applications will be closed in April.

Mr. Starr told the Board that since there is no one available for the position of Assistant Program Director, at this time, that it might be advisable to open and fill a lesser position on a temporary basis.

The first seminar of the 25th Anniversary series will be held February 10. Dr. Ralph Berdie, an expert on student life and counseling, will be kick-off speaker. Mr. Starr mentioned that the seminar would present an opportunity for Board members to make a contribution to the discussions.

Dr. Cashman, assistant to Vice President Wenberg, was introduced by the Director.

II. There was no old business.

III. There was no new business.

IV. Announcements

A. Executive Standing Committee - Bob Weinhagen

1. There will be an Argentine Student-Faculty Delegation visiting the Union Thursday and Friday. Two faculty and six student visitors will tour the building. They will be in room 345 between 10:00 and 12:00 Friday and the president asked Board members to drop in for coffee between those hours.

2. Eric Hucke reported on MSA meeting regarding President Wilson's Report on Publications. MSA objected to the following issues: Decreasing the number of members on the Board of Publication; creating a "screening board" for prospective Board candidates; establishing a higher grade point average for Board members; the lines of control over publications; the "emergency powers" given to the president.

3. A statement of "The Role of Coffman Memorial Union" was presented to the Board for their approval.

NOTION X-200

Bruce Wilson made a motion that the Board accept "The Role of Coffman Memorial Union" as set forth in the report dated February 8, 1966.

A discussion followed. Charlotte Weber corrected line two, paragraph two to read "its processes" rather than "it processes". Dr. Corcoran suggested changing the first paragraph to read: "The Union is the community center for the University. It provides services and conveniences for all members of the University - students, faculty, staff, alumni, and its guests."

Dr. Corcoran also wondered what use this statement was. The Director answered that the question is frequently asked, what is the Union - what does the word union mean? He said there was a need to define the role the union plays. The ACU has defined The Role of the College Union, but it was felt it would be more meaningful if CMU had a definition of its role. This statement was patterned after the ACU document. Dr. Zander thought "intellectual" should be included in the first line of second paragraph (along with other opportunities). Jud McCarthy wondered how it would affect the use of rental of facilities by outside groups. Mr. Starr answered that no facilities were rented out - that organizations come by invitation of the University.

MOTION X-201

Charlotte Weber moved to table "The Role of Coffman Memorial Union" until the next meeting. Motion seconded and carried.

4. Jerry McKay reported that the MSA Elections Committee would handle spring elections. UBOG has one representative on the committee. Bob Weinhagen asked for a volunteer to serve on the committee.

5. The president announced that Dr. Cashman was present at the meeting to clarify the report on Administrative Structure of the Union Study Committee, to answer questions and to get the Board's reaction. The president went over the following points of the report: That the position of Director of University Unions be established, in order to provide leadership and strengthen the Union program and for the purpose of conducting long-range planning. The Director would maintain liaison with academic units on campus, work with an advisory committee. He would be responsible for hiring and firing of staff, upon consultation with respective buildings. The Union Board would have basically the same responsibilities as now. The constitution and by-laws would be revised to fit the needs as set forth in the report. It would open two channels of appeal for UBOG - the Vice President and/or the SCSA.

Dr. Cashman said the committee was concerned with the long-range needs of activities and space at the University, such as West Bank development and undergraduate development. He said it was difficult for a Director to manage a Union building and coordinate and direct other Unions and plan for future needs. He said the Director should have a close relationship to the academic departments. He would need to do long-range research on space needs. He classified space into three categories: academic (classroom, research and library), service (non-academic - a place to eat and sleep), para-academic (things that support educational mission of the University). He said there was a need to relate the total Union more closely to all student organizations. He felt that under this new administrative structure that the Unions would have an opportunity to share in para-academic opportunities in the years ahead.

Bob Kofski asked what would be done in departments where the department now has the responsibility of recruiting. Dr. Cashman answered that the Director should recruit with the approval and consultation of the Union.

Bruce Wilson said there was not enough contact between various Boards. It was brought out that under the new administrative structure the advisory committee will make recommendations for total Union set up, that all Boards should have a common interest in total Union picture rather than their separate Board.

George Pederson asked what the next step would be. Dr. Cashman answered that after consultation with students and Board it will move through administrative channels. After approval of the report, constitutional changes will be considered.

Mary Marrazzi asked what constitutional changes? Dr. Cashman answered that the language placing responsibility in the hands of Senate Committee would be brought up-to-date, also the relationship between Director and his Board. The establishment of an advisory committee would have to be set up.

Mike Anderson, Daily reporter, asked how this report would affect the average student. Dr. Cashman answered that students need a relationship with academic community to relate to teaching faculty. The Union would have better relationship with other student organizations. Someone would be looking after long-range planning which would ultimately benefit all students.

Jerry McKay, MSA representative, asked what the cost of the new position would be. Dr. Cashman said that the cost has not yet been considered, that the new position could save money in regards to planning ahead in time to meet needs.

Mr. Starr said that lack of planning ahead could be more costly. The trend of most large universities is to have branches or multiple campuses with Union facilities.

Mike Anderson asked if the West Bank Union would be on equal rank with CMU. Dr. Cashman said that West Bank would have an equal Board, their own Director, the same relationship with the Director of University Unions.

Bruce Wilson asked when the Director would be hired. Dr. Cashman said it would depend upon the degree of consultation and whether there should be further study.

Bruce Wilson asked where the Director would be located, how available he would be for informal consultation with students and if he would attend Board meetings. Dr. Cashman stated that the Director should be available for consultation with students. If space would permit, it might be possible he would have an office in the various Unions, or it may be possible he would have an office outside of the Union structure so that he would not be attached to any one Union.

There being no further questions, Bruce Wilson made the following motion:

MOTION X-202

Move that CMU support the principle of the report submitted by the subcommittee of Administrative Structure. Seconded by Charlotte Weber.

It was brought out that this was not a sub-committee so the motion was amended.

AMENDMENT to MOTION X-202

Move that Coffman Memorial Union accept the report of Union Study Committee in regards to Administrative Structure. Seconded by Charlotte Weber.

Because of the importance of the study, the Director asked if the Board felt they had ample time to study the report. Dr. Holte voiced opinion on more time. Dr. Cashman indicated there was no rush.

AMENDMENT to MOTION X-202 carried.

6. Bob Weinhagen said that the Liaison Committee will meet next Monday. They are currently discussing Union and food service facilities that exist in the building.

7. Bob Kofski, UBOG President's Representative, reported on an informal meeting held at President Wilson's house regarding whether the University is impersonal. Dean Williamson thought the problem was whether students perceive the University as impersonal. Dr. Cashman thought superficial aspects have an influence on freshmen where they would not necessarily affect an older student. Walt Bachman thought the advisers could help by knowing their advisees better and that an informal atmosphere could be provided by having lounge and library space in all departments..

8. The next Board meeting will be a dinner meeting at Dr. Cashman's home on February 23. Maps to Dr. Cashman's were given to Board members and rides arranged for.

9. The president reported that the Big Ten Conference would be held March 4-6 at the University of Iowa in the new addition to the Union. UBOG can send three students. The president asked those interested to contact him.

B. Program Standing Committee - Mary Watson

1. The committee transferred 55 dollars from Income to Recreation Area for the chess committee.

2. Program Committee is making a survey in the near future on leisure-time interests of grad students, foreign students and resident students so committee can gain knowledge of programs and services these students would like.

3. Dance Policy. Mary Watson suggested that since married students and alumni were not attending dances that the dance policy be changed to exclude these groups. It was decided to hold on any motion. Mr. Atkinson brought out the fact that General Extension students have not been allowed at the dances on their fee statement. They have no ID card because they do not pay incidental fee.

4. A check will be made into the cost of hiring University police.

5. Nancy Harding, Daily reporter, was thanked for the good coverage the Daily has given to UBOG.

6. Carmina Burana. Vince Wagner reported that passes to Carmina Burana would be given to only a few who have worked extensively on the program. No Board member would be given a pass. Mr. Starr suggested a motion be made to make an exception to the existing pass policy.

MOTION X-203

Charlotte Weber made a motion to make an exception to existant pass policy for the event Carmina Burana, and that only a few selected by area director be given passes, in consultation with Mr. Starr. Motion seconded and carried.

C. House and Finance Standing Committee - Bruce Wilson

1. Dance Policy. An extension of UBOG dance policy to include all student organizations using Union facilities was recommended because problems at dances in the Union reflect on UBOG whether UBOG sponsored or not, and to give more continuity to policies.

MOTION X-204

That the Union Board of Governors dance policy, as passed on May 27, 1965, be extended to include all student organizations using the Union's facilities. Exceptions can be made by the Director who shall record and report these exceptions, periodically, to the House and Finance Standing Committee. Seconded by Charlotte Weber.

Vince Wagner requested that the motion be tabled until the next meeting so he could present the policy to the dorm ad-hoc committee.

MOTION X-205

Move that the dance policy motion be tabled until the next meeting. Seconded and carried.

2. Office Contracts. Committee has approved two applications for office space. Room B-62D was assigned to the University Sports Car Club. Room 37 (not 43) was assigned to the French Club, LeCircle Francais.

3. The House and Finance Committee, along with the Liaison Committee, has been asked to review plans for improving the decor and food service in the Ski-U-Mah Room, North Star Room and Gopher Hole. Eric Hucke, assigned to Ski-U-Mah Room, suggested an intercollegiate athletic atmosphere and the serving of hamburgers. Gail Pearlman, assigned to the North Star Room, suggested a theme of current activities such as pictures of the Daily, homecoming, and current Union programs. A report listing suggestions made to date was given to the Board. Further recommendations will be welcomed. Mr. Atkinson cautioned that careful consideration should be given to service and how space can be used to advantage in view of future planning and also the cost involved.

4. Suggestion Boxes will be put in the Gopher Hole, the North Star Room, and the Ski-U-Mah Room to solicit students' suggestions on the possible decor and facilities of these rooms.

D. Personnel Standing Committee - Charlotte Weber

1. The Committee will meet Friday afternoon to evaluate the recognition banquet and would like recommendations as to whether this event is worthwhile and should be continued in the future.

2. The Committee would like suggestions as to where the spring retreat should be held.

E. Public Relations Standing Committee - Robie Engelmann

1. Ad Agency would like to have the general feeling of Board members as to the effectiveness of placing ads all together in the Daily. Gail Pearlman thought a small ad was hard to see when grouped in this manner. It was generally felt that grouping ads in one spot was effective and that the set-up of the ad itself could make it eye catching and easily found. Articles requiring original art work should be submitted one day earlier. Each area will be allowed one original cut a week. Cost on late articles is doubled.

2. A picture taking contest for all areas will begin February 11. Action shots of chairmen and committee members should be submitted to Steve Rosberg. The best group of pictures will be displayed and would be a good recruiting measure for the area. The area will pay for taking the original pictures and PR will pay for having negatives made up. A winner will be chosen every two weeks.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary
GLS:vj
2-14-66



ASSOCIATION OF COLLEGE UNIONS -INTERNATIONAL

THE ROLE OF THE COLLEGE UNION

A statement of purpose, adopted by the general membership at the Association conference, April, 1956

1. The union is the community center of the college, for all the members of the college family—students, faculty, administration, alumni and guests. It is not just a building; it is also an organization and a program. Together they represent a well-considered plan for the community life of the college.

2. As the "living room" or the "hearthstones" of the college, the union provides for the services, conveniences, and amenities the members of the college family need in their daily life on the campus and for getting to know and understand one another through informal association outside the classroom.

3. The union is part of the educational program of the college.

As the center of college community life, it serves as a laboratory of citizenship, training students in social responsibility and for leadership in our democracy.

Through its various boards, committees, and staff, it provides a cultural, social, and recreational program, aiming to make free time activity a cooperative factor with study in education.

In all its processes it encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness. Its goal is the development of persons as well as intellects.

4. The union serves as a unifying force in the life of the college, cultivating enduring regard for and loyalty to the college.

The Association was founded in 1914; it is one of the oldest intercollegiate educational organizations. Its purpose is to provide an opportunity for unions to join in studying and improving their services, and to assist in the development of new college unions.

The Association membership numbers approximately 650 colleges and universities, including junior colleges, in the United States, Canada, England, Australia, New Zealand, Japan, Taiwan, the Philippines, and Puerto Rico. Included are many "Houses," "Halls," and "Centers" which serve as community centers for the campus, whether they be found at co-educational, men's, or women's colleges. It is not necessary to have a building to be an Association member.

Regional Representatives from 15 geographical areas of the United States and Canada assist in the general development of the Association, advise on matters of policy, and arrange for regional conferences in the fall which emphasize both student and staff participation.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

The Role of Coffman Memorial Union

The Union is the community center for all members of the University,—students, faculty, staff, alumni, and guests. It provides services and conveniences for the members of the University community.

The Union strives to develop social, recreational, and cultural opportunities which will effectively complement the academic class work. In all its processes, it encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness. One of the basic purposes of higher education is the preservation, transmission, and enrichment of the important elements of culture—the product of scholarship, research, creative imagination, and human experience. It is the task of the Union to vitalize this and other educational purposes as to assist the student in developing to the limits of his potentialities and in making his contribution to the betterment of society.

BW/kw

2/8/66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

TO: Union Board of Governors

FROM: Bruce Wilson, Chairman, House and Finance Standing Committee

SUBJECT: Project Report

I. Dance Policy

An extension of the Union Board of Governors dance policy is recommended by the House & Finance Standing Committee. It would be extended to include all student organizations using the Union facilities. The reasons for this change are, first, that any problems at any dance in the Union reflect on the Union Board of Governors whether we sponsor it or not and second, this would give our policies more continuity. The motion would read as follows:

It is moved that the Union Board of Governors dance policy, as passed on May 27, 1965, be extended to include all student organizations using the Union's facilities. Exceptions can be made by the Director who shall record and report these exceptions, periodically, to the House and Finance Standing Committee.

II. Office Contracts

The House and Finance Committee has approved two applications for office space in the Union. The organizations and the offices assigned to them are:

University Sports Car Club
Room B-62-D

Le Circle Francais (French Club)
Room 43, Clay School

III. Recommendations for Refurnishing of Food Service Rooms

At the last committee meeting several concrete suggestions were brought up concerning the remodeling of the North Star and Ski-U-Mah Rooms. A written report has been prepared and will be presented at the next meeting of the University Liaison Committee.

IV. Suggestion Boxes

Suggestion boxes will be put in the Gopher Hole, the North Star Room, and the Ski-U-Mah Room to solicit students' suggestions on the possible decor and facilities of these rooms.

BW/1a
2/9/66

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

House and Finance Committee
Meeting of January 28, 1966

SUBJECT: The Ski-U-Mah Room

For some period of time the various areas in Coffman Memorial Union have been reviewed in terms of improvement of decor and food service. This matter has been called to the attention of the House and Finance Committee along with the Union Board Liaison Committee. At the meeting of the Liaison Committee on January 31, 1966, the question of coming up with a plan for the Ski-U-Mah Room, the North Star Room, and the Gopher Hole, was referred back to the House Committee for review and recommendations. The House Committee assigned Erik Hucke to the Ski-U-Mah Room, Gail Pearlman to the North Star Room, and Bruce Wilson to the Gopher Hole. They are to take the responsibility of bringing in recommendations for these three rooms.

The recommendations of Erik Hucke and the House Committee for the Ski-U-Mah Room are as follows:

1. The general purpose of the room is to provide fast service for light snacks and lunches.
2. It is recommended that the decor of this room be developed along the theme of the Ski-U-Mah intercollegiate athletic atmosphere.
3. It was recommended that pictures of intercollegiate athletics be used in the decor of the room.
4. It was suggested that pennants of the Big 10 and possibly other schools be included in the decor.
5. It was recommended that autographs of athletes be included in this room.
6. It was recommended that the Big 10 school insignias be included in this room.
7. It was strongly suggested that the mascots of the Big 10 be put in the decor of this room.
8. It was recommended that new furniture and furniture arrangements be made for this room.
9. It was recommended to redo the color to make it more attractive and to fit into the decor of the room.

10. It was recommended that the ugly bussing boxes be removed and that some sort of a conveyor-type of bussing be used or some other arrangements made to avoid the unsightly piling of dirty dishes in a box.
11. It was recommended that rapid hamburger service be used in this area.
12. It was recommended that a furniture arrangement pattern be made flexible to include a maximum number of individuals as well as the minimum.
13. It was recommended that this room be open for the maximum hours that the Union is open. It is convenient to the Main Ballroom for dances and there should be a provision for some personal food service during minimum operations.
14. It was recommended that a study should be made of the possibility of taking care of the overflow in the Main Ballroom.

GLS/ kw
2/9/66

The recommendations of Gail Pearlman and the House Committee for the North Star Room are as follow:

1. The general purpose of this room is having the North Star Room serve as a multiple purpose room to provide for bag lunches, vending and casual study. It was recommended that the north wall and other areas carry a decor of current activities on campus. The wall could be reserved for Daily pics, pictures concerning activities and major events such as homecoming, football games, ski trains, creative art festivals, etc.
2. It was recommended that a different arrangement for seating and furniture be made. Grouping of furniture and breaking the room into sections would make it more attractive.
3. It was recommended that some hot food vending be included in the bank of vending machines.
4. It was recommended that the vending be extended to the southwest corner of the room.
5. It was recommended that the overhead covering of the vending machines be extended around the area in which the bag lunches are sold (west end).
6. It was recommended that new furniture be installed with an improvement in color and design. It should not be institutional lunchroom furniture with a high school appearance.
7. Careful consideration should be given to the matter of debris disposal.
8. It was recommended that music be piped into this room.
9. It was recommended that studies be made of the possibility of using a bench-type seating arrangement on the north wall.

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Board Meeting Agenda
February 23, 1966

I. Director's Report

1. Sunday Afternoon at CMU
2. Graduate Fellowship Program
3. Ventilation Renovation Progress
4. Traffic Pattern of the Future
5. Convocation for Charter Day
6. Twenty-fifty Anniversary 2nd Seminar
7. University of Keele Student Union
8. Study of Nationwide Student Unrest
9. Staff, Full and Part-time Trainees
10. East End Plans
11. Program Overview

II. Old Business

1. Role of CMU
2. Dance Policy

III. New Business

1. UBC

IV. Announcements

A. Executive Standing Committee

1. Iowa - Big 10 Conference

B. Program Standing Committee

1. MSA
2. Liaison

C. House and Finance Standing Committee

1. Language Festival
2. Dance Policy-- (old business)
3. Gopher Hole

D. Personnel Standing Committee

1. ~~Reorganization of UBC~~ (new business)
2. Spring Retreat

E. Public Relations Standing Committee

Adjournment

BW:vj
2-23-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of February 23, 1968

Members Present

Robie Engelmann, Eric Hucke, Bob Kofski, Pam Koskey, Gail Pearman, Mary Marrazzi, Vince Wagner, Mary Watson, Charlotte Weber, Bob Weinhagen, Bruce Wilson, Tim Jeffery, Dr. Donald Zander, Dr. Mary Corcoran, Mr. Emil Behrens, Mr. Tracy Page, Mr. Gordon Starr.

Members Absent

Dr. James Holte

Guests Present

Nancy Harding, Daily Reporter; Dr. Paul Cashman, Assistant Vice President for Educational Relationships and Development; Vi Justice, Secretary; Mr. Tom Reeve, Program Consultant.

The Board met at the home of Dr. Cashman, Assistant to Mr. Wenberg, for dinner at 6:00 p.m. The meeting was called to order at 7:15 by Bob Weinhagen, President.

NOTION X-205 Move to accept minutes of February 9th meeting. Seconded and carried.

I. Director's Report - Mr. Starr

The Director reported that he had made a tour of CMU on a Sunday afternoon and that he found students studying in the North Star room, using the Terrace Reading room, the International Lounge, the Gallery, activity in the bowling alley which included faculty, staff, students and a bowling team. He passed around a program for Graduate Fellowship. He reported that the ventilation renovation is making good progress. He read from a letter by Mr. Close, University Architect, regarding the traffic pattern problem in front of the union caused by the new bridge. The letter indicated that the University is studying the problem as inter-related with construction of the bridge cover. Mr. Starr urged Board members to attend the Convocation for Charter Day on "Being a Good Neighbor". Dr. Elmer Learn, in charge of planning, will show slides on University areas. The second of the 25th Anniversary Seminar Series will be held February 24. Dr. Donald R. Brown of Michigan University will speak on "The Patterning of Students in Their Group Relationships". Mr. Starr told of a survey made by College and University Business on "Nationwide Student Unrest", in the February issue of the magazine. The survey brought out the facts that the size of an institution has no correlation to the number of incidents, that there were more demonstrations reported in privately supported than tax supported institutions, that the most frequent complaints were food service, students not involved in policy making, and housing regulations. Out of 311 only 39 reported organized demonstrations. The survey concluded that reports of student unrest are exaggerated. The Director asked the Program Director to give a report on the overview of programming. Mr. Reeve said that he appreciated the cooperation of the Board members. He thought the Union had a well balanced and varied program with such programs as homecoming, ski train and creative art festival. He thought the areas were perhaps too prone to be satisfied with carrying out only their own responsibilities and expressed the opinion that everyone should be involved in all programs - especially the graduate and American-foreign student programs. He thought that everyone should make more positive criticisms and suggestions in regard to programming.

II. Old Business

1. The Role of Coffman Memorial Union, tabled at the meeting of February 9, had been revised as suggested and was again presented to the Board.

MOTION X-206

Move to accept the Role of Coffman Memorial Union, dated 2-21-66.

AMENDMENT X-206

That the word "between" be changed to "among" (2nd paragraph, 3rd line).

MOTION X-206, as amended, seconded and carried.

2. The Dance Policy, tabled at the meeting of February 9 so that it could be presented to Residence Ad Hoc for their opinion, was again brought before the Board. Individual members of the Residence Hall Council were consulted.

MOTION X-207

Move that the Union Board of Governors' Dance Policy, as passed on May 27, 1965, be extended to include all student organizations using the Union's facilities. Exceptions can be made by the Director who shall record and report these exceptions periodically to the House and Finance Standing Committee.

Vince Wagner suggested a rewording of the policy to clarify summer sessions' attendance.

AMENDMENT X-207

Move that only University of Minnesota students with I.D. cards be admitted to dances held in Coffman Memorial Union, with the exceptions that guests will be admitted to formal and semi-formal dances where tickets are sold to couples and to square and ethnic dances. Beginning March 28, 1966, this policy will apply to all organizations holding dances in the Union. Students with spring quarter fee statements and I.D. cards will be allowed to attend summer session dances. Alumni (defined as a member of the Alumni Association) and married students' spouses will be allowed to attend upon presentation of proper identification (alumni card for Alumni, I.D. and fee statement for students, identification such as a driver's license for spouse). Exceptions to this policy can be made by the Director who shall record and report these exceptions periodically to the House and Finance Standing Committee. This policy will be in effect indefinitely.

It was suggested that the words "faculty, staff" be inserted before "alumni" (line 7).

It was noted that extension students were given I.D. cards and this would enable them to attend dances.

MOTION X-207 as amended, seconded and carried.

III. New Business

1. U.B.C. The president asked for volunteers to serve on an Ad Hoc Committee for UBC for the purpose of establishing ways and means of strengthening UBC. It was suggested that this be a small working committee and that it should include some faculty members. They hope to be active by next quarter.

IV. Announcements

A. Executive Standing Committee - Bob Weinhagen

1. Gail Pearlman, Eric Hucke, Pam Koskey, Bob Kofski and Tom Stark, Program Consultant, will attend the Big Ten Student Conference at the University of Iowa on March 4 and 5.

B. Program Standing Committee - Mary Watson

1. It was announced that MSA Human Relations Commission will sponsor an Urban Study Tour in Chicago on March 21-25.

2. The Liaison Committee is currently working on the use of the third floor food service rooms. It has been established that these rooms may be used for activities when all other space is filled (mainly in the afternoon, but during the noon hour if available). They will not be available to bag lunchers.

3. The Freshman Cabinet of MSA will conduct a survey investigating study space on campus. They may include a study of leisure time. The latter has been undertaken by CMU program staff.

C. House and Finance Standing Committee - Bruce Wilson

1. Because room reservations are frequently made far in advance of an event, the following motion was made to set up a reservation for the Language Festival:

MOTION X-208

Move that the Union Board of Governors make an exception to the House Rule concerning the use of the Main Ballroom on Friday nights, so that a Language Festival can be held on March 31, 1967 from 5:00 p.m. to 10:00 p.m.

AMENDMENT X-208

It was requested that the following sentence be added to the motion: "With the reservation that if there is a dance on that night any additional expenses incurred by moving the dance will be added to the rental cost of the ballroom."

MOTION X-208, as amended, seconded and carried.

Mr. Tom Reeve raised the question as to what has been done about the Main Ballroom renovation. Mr. Starr said that a report would be made on this when the architectural student has completed his drawings.

2. Suggestions for decor for Gopher Hole to date are a fisherman's wharf, the University's past, a riverboat atmosphere. Facilities would include space for bag lunches and a snack bar for cokes in the afternoon and pizza and beverages in the evening. The room would be available for meetings.

D. Personnel Standing Committee - Charlotte Weber

1. It has been requested that the spring retreat be held at the Lafayette Club if facilities and dates can be worked out. The retreat will be held the last part of May. Charlotte asked for suggestions for the program and attempted to establish who should prepare the program. Mr. Reeve expressed the opinion that the program would be more meaningful if prepared by students rather than staff. It was suggested that students prepare the program with advisement of staff and that there be a talk by a staff member. Gail Pearlman inquired as to the purpose of the retreat. The retreat is a one day affair attended by outgoing Board members and new Board members. It is mainly for the purpose of orienting new Board members to the jobs they will be holding.

A three minute "idea session" was called by the president and the following ideas were offered:

What are we doing in terms of evaluation?
What facilities would we recruit for West Bank?
Should we get a new Union Board for West Bank spring quarter?
What should we do with the game and pool rooms?
What kind of programs can we have on Sundays?
How do you balance responsibility of programming to student training?
Should we have programs on Sunday or should we be closed?
Should we be a half-way house?
Big programs vs. small programs.
What more do they want from alumni?
How should a campus radio station be set up?
Why is Board structure the way it is?
Where do we apply for a beer license?
UBOG relationship to other campus organizations.
Programming outside of building.
Why don't we have parcheesi championships?
Should there be a West Bank area in the Union?
Should Board members be paid?

The following volunteered for a committee to plan the program for the retreat:
Robie Engelmann, Vince Wagner, Bob Kofski, Mr. Tom Reeve.

E. Public Relations Standing Committee - Robie Engelmann

1. Area directors were asked to report on when their pictures would be ready for the picture taking contest.

2. The advisability of purchasing cameras for the use of Board members was discussed. It was felt that having cameras available would result in some good "candid" shots of programs and the pictures could be posted concurrently with the program.

The president thanked Dr. Cashman for his hospitality. Dr. Cashman complimented the Board for their resiliency and flexibility in matters of decision making and for the way in which they worked into the subcommittee.

Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj
3-22-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

The Role of Coffman Memorial Union

The Union is the community center for the University. It provides services and conveniences for the members of the University community: students, faculty, staff, alumni, and their guests.

The Union strives to develop social, recreational, cultural, and intellectual opportunities which will effectively complement the academic class work. It provides an opportunity for intellectual interplay ~~between~~^{among} members of the University community. In all its processes, it encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness. One of the basic purposes of higher education is the preservation, transmission, and enrichment of the important elements of culture--the product of scholarship, research, creative imagination, and human experience. It is the task of the Union to vitalize these and other educational purposes so as to assist the student in developing to the limits of his potentialities and in making his contribution to the betterment of society.

BW:vj

2- 3-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Proposed Amendment to the Dance Policy

Move that only University of Minnesota students with I.D. cards be admitted to dances held in Coffman Memorial Union, with the exceptions that guests will be admitted to formal and semi-formal dances where tickets are sold to couples and to square and ethnic dances. Beginning March 28, 1966, this policy will apply to all organizations holding dances in the Union. Students with spring quarter fee statements and I.D. cards will be allowed to attend summer session dances. X Alumni (defined as a member of the Alumni Association) and married students' spouses will be allowed to attend upon presentation of proper identification (alumni card for Alumni, I.D. and fee statement for students, identification such as a driver's license for spouse). Exceptions to this policy can be made by the Director who shall record and report these exceptions periodically to the House and Finance Standing Committee. This policy will be in effect indefinitely.

This policy includes the previous policy, the proposed amendment from House and Finance, and will also be applicable during summer sessions. The policy passed at the meeting of June 30, 1965, was for summer session of that year. This policy is acceptable to the Residence Hall Ad Hoc.

Respectfully submitted,

Vince Wagner

VW:vj
2-23-66

X Faculty, staff and alumni

UNIVERSITY OF MINNESOTA
Union Board of Governors
COFFMAN MEMORIAL UNION

TO: Union Board of Governors

FROM: Bruce Wilson, Secretary-Treasurer, Union Board of Governors

SUBJECT: Progress Report

I. Language Festival

It is moved that the Union Board of Governors make an exception to the House Rule concerning the use of the Main Ballroom on Friday nights, so that a Language Festival can be held on March 31, 1967, from 5:00 p.m. to 10:00 p.m.

II. Dance Policy

The House and Finance Committee would like to resubmit its motion on the extension of the dance policy, which was tabled at the last meeting.

The motion read as follows:

That the Union Board of Governors dance policy, as passed on May 27, 1965, be extended to include all student organizations using the Union's facilities. Exceptions can be made by the Director who shall record and report these exceptions, periodically, to the House and Finance Standing Committee.

III. Gopher Hole

The committee discussed the facilities and decor of the Gopher Hole and brought up a few suggestions. The committee felt that it might be a good idea to submit a plan at the spring board retreat as a basis for a possible discussion and planning session.

Some of our ideas are:

a. Facilities

1. That it be a multi-purpose food facility for a bag lunch eating area, with a snack bar for cokes in the afternoon and pizza and beverages in the evenings.
2. That the room be made available for meetings, dances, or other special activities in the afternoons and evenings.

b. Decor

1. A fishermen's wharf atmosphere with fish nets, pictures of the sea, etc.
2. An old-European setting, a German rathskeller, or something of this nature.
3. An atmosphere making use of the University's past. Pictures of old buildings, past professors, past football teams, etc.
4. A Mississippi or riverboat atmosphere. This was probably our best idea since it presented the most possibilities for remodeling and would fit in with the existing decor. Through murals and pictures we would depict the river as it was when the University was founded and/or how it has developed since then. Also, we could make use of paddle wheels, ship bells, lanterns, barrels, and other objects relating to either the Mississippi or a riverboat theme.

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

Board Meeting Agenda
March 30, 1966

- I. Director's Report
 1. Ski Train
 2. Staff Recommendation
 3. ACU-I Conference Report
 4. Dates to Remember
 5. Visitors
 6. Budget
 7. Governor's Advisory Council
 8. Flyers

- II. Old Business

- III. New Business
 1. Board Restructuring

- IV. Announcements
 - A. Executive Standing Committee
 1. Class Schedule
 2. New Board Member
 3. Minnesota Institute for Asian Educators
 4. Liaison Committee

 - B. Program Standing Committee

 - C. House and Finance Standing Committee
(report next month)

 - D. Personnel Standing Committee

 - E. Public Relations Standing Committee

Adjournment

GLS:vj
3-30-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of March 30, 1966

Members Present

Robie Engelmann, Eric Hucke, Bob Kofski, Pam Koskey, Gail Pearlman, Mary Marrassi, Vince Wagner, Mary Watson, Charlotte Weber, Bob Weinhagen, Bruce Wilson, Tim Jeffery, Dr. Donald Zander, Dr. Mary Corcoran, Mr. Tracy Page, Dr. James Holte, Mr. Gordon Starr.

Members Absent

Mr. Emil Behrens

Guests Present

Carl Nelson, Program Consultant; Sharon Kalscheuer, Program Consultant; Tom Reeve, Program Director; Joe Casale, Ad Fellow, Nancy Harding, Daily Reporter; Vi Justice, Secretary; and the following candidates for MSA: Howie Kaibel, Tom Renahan, Jerry McKay, Vance Opperman, Bob Abdo, Robert Viking, Bob Kuehn, Tom Mortenson, Dean Hess, and Irene Hadley.

The meeting was called to order by the president, Bob Weinhagen at 6:40 p.m.

The following correction, by general agreement, was made to the minutes of February 23: That Motion X-207 be struck out and that Amendment X-207 be called Motion X-207 to read as follows:

"Move that only University of Minnesota students with I.D. cards be admitted to dances held in Coffman Memorial Union, with the exceptions that guests will be admitted to formal and semi-formal dances where tickets are sold to couples and to square and ethnic dances. Beginning March 28, 1966, this policy will apply to all organizations holding dances in the Union. Students with spring quarter fee statements and I.D. cards will be allowed to attend summer session dances. Faculty, staff, alumni (defined as a member of the Alumni Association) and married students' spouses will be allowed to attend upon presentation of proper identification (alumni card for Alumni, I.D. and fee statement for students, identification such as a driver's license for spouse). Exceptions to this policy can be made by the Director who shall record and report these exceptions periodically to the House and Finance Standing Committee. This policy will be in effect indefinitely."

MOTION X-209

Motion made to accept minutes of March 30, as corrected. Seconded and carried.

I. Director's Report - Mr. Starr

Mr. Starr reported that the ski train to White Fish, Montana was successful in spite of the unfortunate accidents of Terry Linnihan, Program Consultant, and his wife who each broke a leg. After interviewing a great number of individuals for the assistant program director position, he said that it was recommended that Mr. Carl Nelson, Program Consultant, be advanced to Assistant Program Director and that Mrs. Karen Chappell be added to the program staff. Because of the heavy agenda, the ACU Conference will be

reported on at the next meeting. The Director called the Board's attention to important dates for spring quarter. He called attention to the fact that next year's program budget should be planned for now, and that it should be carefully evaluated in order to extend the union dollar as far as possible. Mr. Starr announced that the Governor's Advisory Council on Youth will hold their conference here on April 15, 16 and 17. UBOG and MSA will serve as sponsors. The conference is open to all Board members.

II. There was no old business.

III. New Business

Because of the presentation of a revised Constitution and By-Laws, Mary Watson made a motion to change the order of the Agenda.

MOTION X-210

Move that item 1, Board Restructuring, be held at the end of the meeting. Seconded and carried.

IV. Announcements

A. Executive Standing Committee - Bob Weinhausen

1. Class Schedule cards were included in folders and the president requested student Board members to give two copies of their spring quarter class schedule to the Director's office.
2. Tim Jeffery was sworn in as a Board member by the president.
3. The Minnesota Institute for Asian Educators will meet Tuesday, April 12, from 7:30-9:00 p.m. in room 346. The president asked for two volunteer speakers for the program to speak on the "Educational Value of the Union" and the "University Need of a Union".
4. The president reviewed the activities of the Liaison Committee to bring Board members up-to-date. They have secured the use of third floor dining rooms for group meetings. They are attempting to improve the appearance of the entrance to the garage and to have the entrance at the east end instead of the west end of the garage. They are working on ideas to get some atmosphere for food service facilities. (Change could be effected by fall if recommended within 30 days.) Mr. Carlson had an idea that the third floor hallway could be carpeted and, with the addition of upholstered furniture, used as a lounge and reception area for the Jr. Ballroom and third floor meeting rooms. It was suggested that card tables be placed in the "expandable" room for student-faculty-staff lunch. A 90 cent lunch with choice of beverage could be served. The advisability of using some type of barricade to the lounge area was discussed. No conclusion was reached to the use of a barricade device. It was generally felt that using the hallway for additional lounge space was a good idea and the Liaison Committee will proceed with this idea.

B. Program Standing Committee - Mary Watson

Mary Watson suggested letting Model UN delegates attend Friday night dances.

C. House and Finance Standing Committee - Bruce Wilson

The House and Finance report will be presented at the next regularly scheduled Board meeting.

D. Personnel Standing Committee - Charlotte Weber

The Spring Board Retreat will be Saturday, May 14. All Board members, unless excused ahead of time, are required to attend the retreat.

Kathy Keleher was recommended to fill the Fine Arts Area for the rest of the year.

MOTION X-211

Move that Kathy Keleher be accepted for Fine Arts Area Director for rest of term. Seconded and carried.

E. Public Relations Standing Committee - Robie Engelmann

Public Relations is conducting a recruitment campaign to encourage students to apply for UBOG and committees.

The president asked the Board if they had any questions in regard to the proposed restructuring. Dr. Holte asked whether it was appropriate for the Board to support an MSA candidate. The president said that it should be made clear that although UBOG endorses one candidate, they are willing to work with any candidate. In answer to the question why there should be a voting member of MSA on the Board, it was brought out that UBOG has a vote on all other campus organizations. The question was asked whether the reference to the "Board" in the Constitution and By-Laws meant UBOG and not Directorate. The "Board" refers to UBOG only.

There being no other question, a motion was made by Mary Watson to bring the Constitution up to date.

MOTION X-212

Move that UBOG amend the Constitution (revised August 1961) in the following manner:

1. Article II, Sect. 2 - There shall be a Liaison Committee composed of three members from the Union Board of Governors appointed by the president of the Union Board of Governors and two members appointed by the Vice President for Educational Relationships and Development. This committee shall have the power to negotiate with the proper University authorities concerning the operation of the physical plant and of the dining facilities, and shall have the right to employ outside experts.
2. Article II, Sect. 3 was added. There shall be a Program Directorate.
3. Article III, Sect. 1, a and b
 - a. Four non-student members.
 - b. Nine student members.

4. Article III, Sect. 2, a, b, c
 - a. Three non-student members appointed by the Vice President for Educational Relationships and Development, with the approval of the President of the University.
 - b. General Alumni Association was changed to read University of Minnesota Alumni Association.
 - c. Non-student members shall ordinarily not be eligible for more than two years in succession.
5. Article III, Sect. 3, a, b
 - a. Three student members elected from the University at large under the prevailing electoral system designated by the appropriate University governing body.
 - b. Five student members appointed by a committee which shall be composed of two members selected by the Union Board, one appointed by the Minnesota Student Association, one by the Dean of Students' office, and one by the Vice President for Educational Relationships and Development.
6. Article III, Sect. 3, b, (2), (b) on the August 1961 Constitution which read "The appointment procedure shall be so as to provide for the correct ratio of men and women" was deleted on the proposed new constitution.
7. Article III, Sect. 3, c was added. One Minnesota Student Association representative appointed annually by the President of Minnesota Student Association.
8. Article III, Sect. 5
The terms of office for student members of the Board shall be one year. Any student Board member, if otherwise eligible, may be re-elected or re-appointed to succeeding terms. The expiration date of any student member's term shall be when the new Board takes office after the spring elections.

MOTION X-212 seconded and carried.

MOTION X-213

Mary Watson moved that Union Board of Governors accept the By-Laws as dated March 24, 1966. Seconded.

The president noted the changes effected on the By-Laws dated March 24, 1966.

1. Article I - Functions, was added.
2. There is no "Program Standing Committee" on revised By-Laws as this would duplicate work of Program Directorate.
3. MSA representative was added as a voting member.
4. Artcraft and games areas were established.

Some individuals felt that a Finance Committee of the Program Directorate should exist and concern itself with the financial duties assigned to the Vice President in this proposal. There was a good deal of discussion and disagreement in regard to the Finance Committee and who should be responsible for budget assignment so it was suggested that the By-Laws be tabled to a future meeting.

MOTION X-214

Move to table By-Laws to special meeting to be held April 6. Seconded and carried.

The following candidates for MSA presidency were allotted five minutes each to present a qualifying speech: Howie Kaibel, Jerry McKay, Tom Renahan. Jim Nathanson, candidate for vice president, was also given time to speak.

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj
4-5-66

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
COFFMAN MEMORIAL UNION

To: Union Board of Governors

From: Gordon L. Starr, Recording Secretary

Subject: Dates to Remember!

There are many important dates for spring quarter. Please note the following and place them on your schedule:

- | | |
|-------------|---|
| * March 30 | Regular Meeting |
| April 1 | Filing closed for elections. |
| April 4 | Filing open for appointments. |
| April 6 | <u>Directorate</u> |
| * April 13 | Regular Meeting (parents' nite - tentative) |
| April 20 | <u>Directorate</u> |
| April 25-26 | Interviews for appointments. |
| * April 27 | Regular Meeting (old and new Board) |
| May 4 | <u>Directorate</u> |
| * May 11 | Annual Meeting (election of officers) |
| May 14 | Leadership Retreat |
| * May 18 | Regular Meeting (new Board) |
| May 25 | <u>Directorate</u> (new) |
| * June 1 | Regular Meeting |

GLS:vj

3-30-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Brief Notes on Big 10 Conference

Friday Night: Check in and Registration
Social Area Check: Free Dance, No Guest Restrictions,
Use of Local University Group
Introduction of Delegates, Guests; Tour of Union

Saturday Morning:

F. Martin Erickson, Dean of Students at the University of Utah talked about ambiguity of words using agree-disagree statements on leadership.

Conclusion: When discussing problems define all terms so that all will agree. This saves time.

(No opportunity for problem solving in own Union. No chance to ask questions.)

Saturday Afternoon:

Task function vs. Maintenance function
(There is a difference.)

Decision making: Put all ideas down on paper, don't start eliminating until all ideas are down. Be objective in talking about ideas. Don't consider the personality of person giving the suggestion, rather, look at the suggestion for what it's worth.

Cooperative attitude vs. Competitive attitude

Most people assume a competitive attitude.

"The Hollow Square" - A problem in communication. It often helps to just give simple directions.

Saturday Evening:

After dinner speech on what the world needs now.

Sunday Morning:

Role of the Union

How Boards run things other than programs.

Programming: Evaluation, research, and developments.

Discussion of others problems, ideas.

How Conference Could Be Improved:

Timing: Schedule conference at such a time that it wouldn't interfere with finals for those on quarter system

Better preparation before conference:

Information mart

Diagrams, explanations of how other Boards are structured and what their duties are

More effective mixer on first night

Breakfast structure - rather than everyone on their own have a planned breakfast. This way meetings would start on time, possibly.

(Better control of movement. The General Assembly was to be late.)

Interesting Facts:

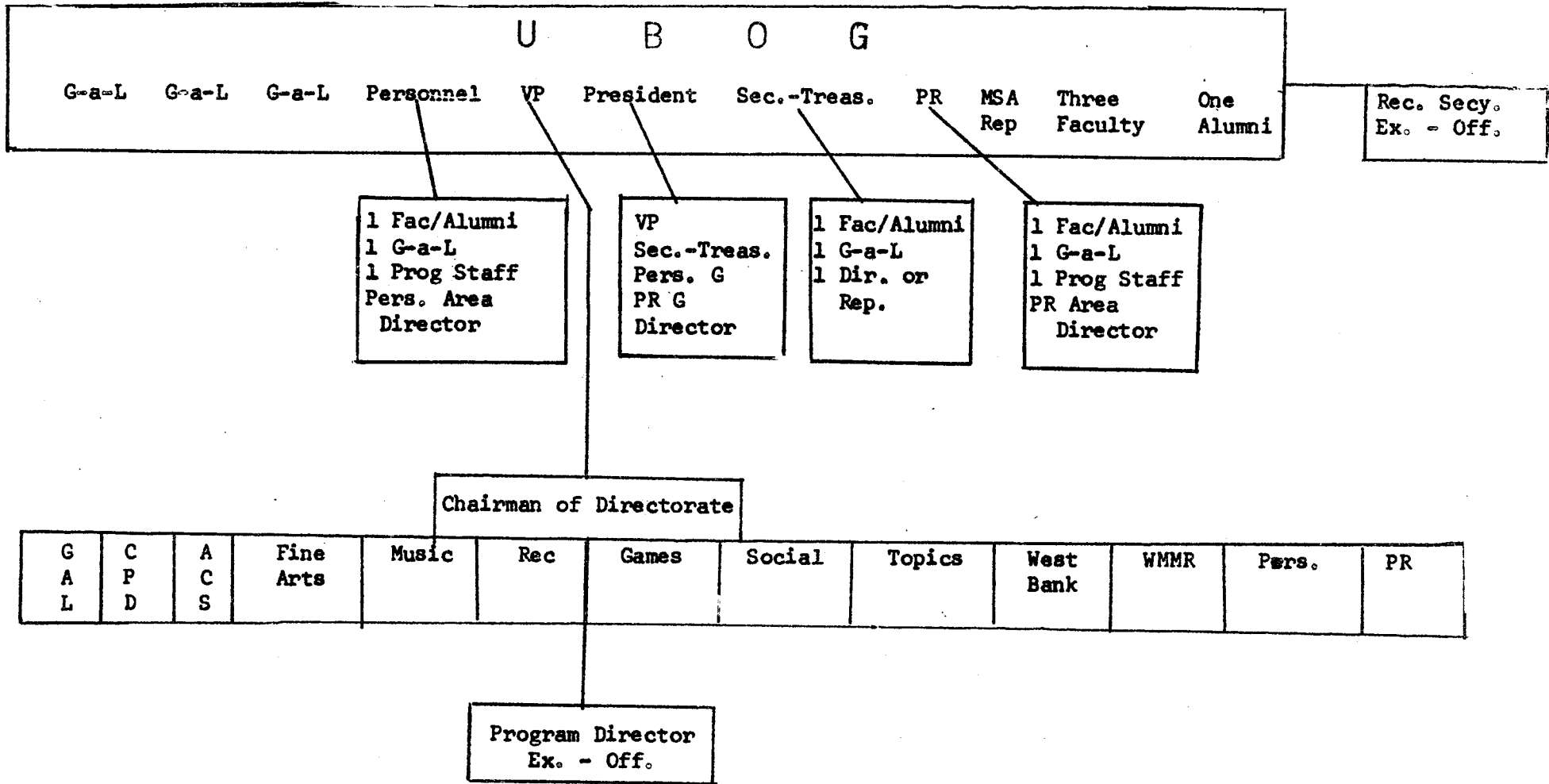
Many Boards now have new officers. (Just elected a week or two before the conference.) They feel they can get into planning now.

Purdue averages two programs a week. All Board members have to attend.

Wisconsin has many committee members. They interview about 400 students per semester and place 250 on committees. Usually this is too many per committee but it allows for drop-outs. But they also have other problems.

Michigan State and others have to operate on income only. Michigan State Senate programs against the Union - same type of program but cheaper.

University of Illinois suffers from lack of any knowledge in beginning publicity. This was one Union that had new Board members at the conference. (Thus a problem in gaining new ideas because most people were new to their positions.)



la
3/22/66

UNIVERSITY OF MINNESOTA -- UNION BOARD OF GOVERNORS
CONSTITUTION

Preamble

We, the students of the University of Minnesota, in order to form a permanent organization, to take advantage of the facilities offered by the Coffman Memorial Union building, and to provide for a comprehensive social, recreational and cultural program, do ordain and establish this Constitution for the University of Minnesota Union.

Article I

Section 1. The University of Minnesota Union, hereinafter designated as the Union, is an association of those students at the University of Minnesota who pay the Union fee.

Section 2. The Union shall have its quarters and center its activities in the Coffman Memorial Union building located on the Minneapolis campus of the University of Minnesota.

Section 3. The Union shall operate as a department of the University directly responsible, by delegation of the President, to the Vice President, Educational Relationships and Development.

Section 4. The governing body of the Union shall be known as the University of Minnesota Union Board of Governors, hereinafter designated as the Board.

Article II

Section 1. The Board shall have the power:

- a. To formulate and carry into execution a broad social, recreational, and cultural program for the student body of the University.
- b. To employ such professional and non-professional help as is necessary and proper to the formulation and execution of its program.
- c. To establish and enforce rules and regulations concerning conduct in and use of all student facilities in the building, subject only to general University regulations.
- d. To prepare an annual budget.
- e. To negotiate with the University authorities operating the physical plant and dining facilities in regard to student grievances, and to investigate the operation of the physical plant and dining facilities when a majority of the Board deems such investigation desirable.
- f. To present the results of any investigation it may make to any appropriate officials of the University, together with whatever recommendations a majority of the Board shall approve.

Section 2. There shall be a liaison committee composed of three members elected by and from the Union Board of Governors and two members appointed by the Vice President of Educational Relationships and Development. This committee shall have the power to negotiate with the proper University authorities concerning the operation of the physical plant and of the dining facilities, and shall have the right to employ outside experts.

Article III

Section 1. The Board shall be composed of:

- a. Five non-student members.
- b. Thirteen student members, the ratio of men to women shall not exceed 10 to 3.

Section 2. The non-student members of the Board shall be:

- a. Four non-student members appointed by the Vice President, Educational Relationships and Development, with the approval of the President of the University.
- b. One non-student member appointed annually by the General Alumni Association.
- c. Non-student members shall not be eligible for more than three years in succession.

Section 3. The student members of the Board shall be:

- a. Four student members elected from the University at large under the prevailing electoral system designated by the appropriate University governing body.
- b. Nine student members appointed by a committee which shall be composed of two members selected by the Union Board, one appointed by the Minnesota Student Association, one by the Dean of Student's Office, and one by the Vice President of Educational Relationships and Development.
 - (1) This committee shall be established at least four weeks prior to the Spring elections.
 - (2) The appointments to the Board shall be made according to the following provisions:
 - (a) They shall be made within ten days following official Spring elections.
 - (b) The appointment procedure shall be so as to provide for the correct ratio of men and women.
 - (c) Each appointment shall be made upon concurrence of four of the five members of the committee.
 - (d) The committee shall consider the following factors in making its appointments: motivation of candidate, demonstrated leadership, time available, understanding of the Union's function, scholarship and sincerity.

Section 4. To be eligible for membership on the Board a student must:

- a. Be a regularly enrolled student of the University of Minnesota who has paid the Union fee.
- b. Meet the all-University eligibility requirements.

Section 5. The terms of office for student members of the Board shall be one year. Any student Board member, if otherwise eligible may be re-elected or re-appointed to a succeeding term. The expiration date of any student member's term shall be when the new Board takes office after the Spring elections.

Article IV

Section 1. The newly formed Board shall meet with the outgoing Board for two meetings for orientation purposes but without vote and shall take office on the third meeting following appointments.

Section 2.

- a. The officers of the Board shall be: President, Vice President, Secretary-Treasurer, and such others as the Board may designate.
- b. The officers shall be chosen by the Board from its student membership provided that the Board may make an exception in the case of the recording secretary.

Section 3. The Board shall determine the rules of its proceedings.

Section 4. Vacancies in the student membership of the Board shall be filled by the Board. Vacancies in the non-student membership shall be filled by the corresponding appointing official. All vacancies shall be filled only for the balance of the unexpired term.

Article V

Amendments to this Constitution may be made in the following manner:

Section 1. By the Board of Regents of the University, or

Section 2. By proposal from the Union Board.

- a. Amendments shall be proposed by the Board whenever:
 - (1) A majority of the entire membership of the Board deems it necessary, or,
 - (2) A petition is presented to the Board signed by a number of qualified voters equal to ten per cent of the number of ballots cast at the preceding Spring elections.
- b. Amendments proposed by the Board shall become effective immediately after ratification by a majority of all voters voting on the amendment at regular or special election and approval by the Board of Regents of the University of Minnesota.

This Constitution shall become effective immediately after ratification by a majority of all voters voting on this Constitution at a regular or special election and approval by the Board of Regents of the University of Minnesota.

UNIVERSITY OF MINNESOTA -- UNION BOARD OF GOVERNORS
CONSTITUTION

Preamble

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Section 3. The Union shall operate as a department of the University directly responsible, by delegation of the President, to the Vice President, Educational Relationships and Development.

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- a. To formulate and carry into execution a broad social, recreational, and cultural program for the student body of the University.
- b. To employ such professional and non-professional help as is necessary and proper to the formulation and execution of its program.
- c. To establish and enforce rules and regulations concerning conduct in and use of all student facilities in the building, subject only to general University regulations.
- d. To prepare an annual budget.
- e. To negotiate with the University authorities operating the physical plant and dining facilities in regard to student grievances, and to investigate the operation of the physical plant and dining facilities when a majority of the Board deems such investigation desirable.
- f. To present the results of any investigation it may make to any appropriate officials of the University, together with whatever recommendations a majority of the Board shall approve.

Section 2. There shall be a liaison committee composed of three members from the Union Board of Governors appointed by the president and two members appointed by the Vice President of Educational Relationships and Development. This committee shall have the power to negotiate with the proper University authorities concerning the operation of the physical plant and of the dining facilities, and shall have the right to employ outside experts.

Section 3. There shall be a Program Directorate. A further explanation of the responsibilities of the Program Directorate can be found in the By-Laws.

Article III

Section 1. The Board shall be composed of:

- a. Four non-student members.
- b. Nine student members.

Section 2. The non-student members of the Board shall be:

- a. Three non-student members appointed by the Vice President, Educational Relationships and Development, with the approval of the President of the University.
- b. One non-student member appointed annually by the General Alumni Association.
- c. Non-student members shall ordinarily not be eligible for more than two years in succession.

Section 3. The student members of the Board shall be:

- a. Three student members elected from the University at large under the prevailing electoral system designated by the appropriate University governing body.
- b. Five student members appointed by a committee which shall be composed of two members selected by the Union Board, one appointed by the Minnesota Student Association, one by the Dean of Student's Office, and one by the Vice President of Educational Relationships and Development.

- (1) This committee shall be established at least four weeks prior to the Spring elections.
- (2) The appointments to the Board shall be made according to the following provisions:
 - (a) They shall be made within ten days following official Spring elections.
 - (b) Each appointment shall be made upon concurrence of four of the five members of the committee.
 - (c) The committee shall consider the following factors in making its appointments: motivation of candidate, demonstrated leadership, time available, understanding of the Union's function, scholarship and sincerity.

- c. One MSA representative appointed annually by the President of MSA.

Section 4. To be eligible for membership on the Board a student must:

- a. Be a regularly enrolled student of the University of Minnesota who has paid the Union fee.
- b. Meet the all-University eligibility requirements.

Section 5. The terms of office for student members of the Board shall be one year. Any student Board member, if otherwise eligible, may be re-elected or re-appointed to a succeeding term. The expiration date of any student member's term shall be when the new Board takes office after the Spring elections.

Article IV

Section 1. The newly formed Board shall meet with the outgoing Board for two meetings for orientation purposes but without vote and shall take office on the third meeting following appointments.

Section 2.

- a. The officers of the Board shall be: President, Vice President, Secretary-Treasurer, and such others as the Board may designate.
- b. The officers shall be chosen by the Board from its student membership provided that the Board may make an exception in the case of the recording secretary.

Section 3. The Board shall determine the rules of its proceedings.

Section 4. Vacancies in the student membership of the Board shall be filled by the Board. Vacancies in the non-student membership shall be filled by the corresponding appointing official. All vacancies shall be filled only for the balance of the unexpired term.

Article V

Amendments to this Constitution may be made in the following manner:

Section 1. By the Board of Regents of the University, or

Section 2. By proposal from the Union Board.

- a. Amendments shall be proposed by the Board whenever:
 - (1) A majority of the entire membership of the Board deems it necessary, or
 - (2) A petition is presented to the Board signed by a number of qualified voters equal to ten per cent of the number of ballots cast at the preceding spring elections.
- b. Amendments proposed by the Board shall become effective immediately after ratification by a majority of all voters voting on the amendment at regular or special election and approval by the Board of Regents of the University of Minnesota.

This Constitution shall become effective immediately after ratification by a majority of all voting on this Constitution at a regular or special election and approval by the Board of Regents of the University of Minnesota.

Revised March 1966

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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 (and 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.
4. Elected members must fulfill the same eligibility requirements as the appointed members.

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.

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
 4. All members of the Union Board of Governors must have 25 hours minimum of Union work or the equivalent in a related activity as verified by the Personnel Standing Committee.
- 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. Research and Development
 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 on 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 area
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 chairmen.
 - 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 and 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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UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

BY-LAWS

Article I - Functions

In addition to the powers designated in Article II, Section 1 of the Constitution, the Board shall have the functions designated below.

- A. To make policy decision relating to items which are brought to it from the five standing committees.
- B. To engage in research in any areas applicable to the effective functioning of a student union.
- C. To maintain an effective liaison with student organizations, academic departments, and the central administration.
- D. To maintain an effective working relationship with the Program Directorate.

Article II - 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 one regular meeting 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 seven 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 meetings of the Board. Normally, this will be done through a 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 members 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 meetings during a year will automatically relinquish his Board membership and privileges of a Board alumnus.
 - b. Two unexcused absences from standing committee meetings in any quarter will also be cause for relinquishing Board membership.
 - 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 (and Ad Hoc)
 - House and Finance
 - Personnel
 - Public Relations
 - Program Directorate
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 III - Membership of the Board

A. Membership

As determined in Article III of the Constitution, the Board will be composed of thirteen members: nine students and four non-students. Three students will be elected and five students and four non-students appointed. One additional student will be appointed annually by the MSA president.

B. Elected Members

1. Filing for elections will be open at least three week prior to the all-campus elections held by the Minnesota Student Association in the spring.
2. Three student members will be elected.
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.
4. Elected members must fulfill the same eligibility requirements as the appointed members.

C. Appointed Members

1. Non-students
 - a. The non-student members of the Board will be three members appointed by the Vice President of Educational Relationships and Development, and
 - b. One appointed annually by the General Alumni Association.

2. Students

- a. Five student members of the Board will be appointed by a Union Board Selection Committee described in Article LII, 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 addendum to the By-Laws.
 2. Within the scope of this policy, the Selection 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 Selection Committee will turn the names of those appointed over to the Personnel Standing 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.
 4. All members of the Union Board of Governors must have 25 hours minimum of Union work, or the equivalent, in a related activity as verified by the Personnel Standing Committee.
- 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 an appropriate appointing official.
 2. Students, if otherwise eligible, may be re-elected or re-appointed to a succeeding term.
 - a. Their 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 Standing 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 quarter.

Article IV - Delegation Procedures for Officers

- A. The officers of the Board will be the President, Vice President, Secretary-Treasurer, Recording Secretary, Personnel Governor, and Public Relations Governor.

B. Selection and Procedure

1. The officers of the Board will be elected at the annual joint meeting of the Board and the Program Directorate and will hold office for a term of one year and until their successors are elected. At this meeting, the Board will elect its President, Secretary-Treasurer, Personnel Governor, and Public Relations Governor. The Vice President will be jointly elected by the Board and the Program Directorate. Nominees will come from the Board for all offices.
2. All candidates for officerships will file with the Executive Committee at least one week before the annual meeting.
3. 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 and the Directorate so that they may become acquainted with the qualifications of the candidates.
4. Elections will be conducted as the last item of business at the annual meeting.
5. 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.
6. 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.

Article V - 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 the 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 the committees of the Board other than the standing committee 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. The President or his representative will represent the Board at various University functions as the need arises.
 8. He will perform other duties usual to the office of chairman.
 - b. Vice President
 1. He will in the absence of the President perform all the duties of the President.
 2. He will be a member of the Executive Committee and primarily responsible for programming progress.
 3. He will chair 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.
 5. He will prepare the Program Budget and evaluate program expenditures.
 6. He will approve cooperative programming agreements.

7. He will coordinate and recognize the establishment of programming committees.
8. He will recommend to the Board changes in program policies and procedures.
9. He will attend area meetings, committee meetings and programs when possible in order to promote good relationships among Board personnel, consultants, and Union committees.
10. He will present to area directors the attitudes and suggestions of Board members, consultants, and University students and organizations.
11. He will evaluate and analyze Union programming.
12. He will consult with program staff members when possible.

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 Governor

1. He will chair the Personnel Standing Committee.
2. He will conduct research related to personnel (e.g., new recruiting methods).
3. He will be responsible for the Union Board Council.
4. He will work closely with the Personnel Area Director.
5. He will provide training for Board members.
6. He will process and keep personnel records.

f. Public Relations Governor

1. He will chair the Public Relations Standing Committee.
2. He will conduct research related to Public Relations.
3. He will maintain effective liaison with the University Community.
4. He will work closely with the Public Relations Area Director.

B. Governors-at-Large

1. To serve on standing committees as designated by the Executive Standing Committee.
2. To serve as a representative to the Program Board (one of them).
3. To investigate specific problems as assigned by the Executive Standing Committee.
4. To serve on ad-hoc committees as assigned by the President.
5. To represent the Board on other student organizations as assigned by the President.

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 insights and understanding of the situation.
3. To assist Governors-at-Large in their investigation of specific problems.
4. To serve on standing committees as appointed by the Executive Standing Committee.
5. To serve on ad-hoc committees as assigned by the President.

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 VI - Committee Responsibilities and Duties

A. Standing Committee

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 this 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 one Governor-at-Large and one faculty or alumni member. 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 on all standing committees.

3. Enumeration

The Standing Committee will be: Executive Committee, House and Finance Committee, Personnel Committee, and Public Relations Committee.

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.
 - a. Coordinate the activities of the other standing committees.
 - b. Channel policy issues to the appropriate standing committees.
 - c. Provide pertinent information to the Board.
 - d. Act for the Board during intervals between meetings.
 - e. Select area director and standing committee members.
 - f. Establish Ad Hoc and special committees to facilitate Board business.
 - g. Deal with other matters directed by the Board or not falling into other areas.
 - h. Assign specific projects to Governors-at-Large, faculty, and alumni members.
 - i. Be concerned at all times with promoting effective liaison between the Board and the Directorate.

- b. 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), one Governor-at-Large, one faculty or alumni, 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.
- c. Personnel Standing Committee
 - 1. Membership shall include the Personnel Standing Committee chairman, one Governor-at-Large, and one faculty or alumni member. The Personnel Area Director and one program staff representative shall be non-voting members.
 - 2. Specifically, the Personnel Standing Committee 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. Maintain a "Union Board Council".
- d. Public Relations Standing Committee
 - 1. Membership shall include the Public Relations Standing Committee Chairman, one Governor-at-Large, and one faculty or alumni member. The Public Relations Area Director and one program staff representative shall be non-voting members.
 - 2. Specifically, the Public Relations Standing Committee shall:
 - a. Formulate 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 public relations.
 - c. Refer to the Board questions on the nature and direction of Public Relations policy.
 - d. Maintain a continuing program of research into the needs and responses of the campus to Union programming.

B. Special Committees

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.

Article VII - General Rules and Regulations

- A. No member of the Board or Directorate will be employed and paid from any budget under the control of the Board.
- B. No personal expenses incurred by any Board member or Directorate member or student committee chairman or member in connection with Union event will be paid from Union funds unless it was budgeted for in advance and approved by the Board.

Article VIII - Program Directorate of the Union Board of Governors

- A. Function - The Program Directorate will concern itself with all aspects of programming: program content, publicity, and personnel.
 - 1. The Directorate will discuss and evaluate past and present programs.
 - 2. The Directorate will familiarize itself with future programs and suggest improvements in these programs.
 - 3. The Directorate will from time to time conduct "brainstorming sessions".
 - 4. The Directorate will present suggestions to the Policy Board through the Vice President.
 - 5. The Directorate will discuss relevant actions of the Policy Board.
 - 6. The Directorate will receive one progress report per quarter from each area director.

- B. Meetings
 - 1. Annual Meeting

The Annual Meeting of the Board and Directorate shall be held no later than three weeks following official spring elections.
 - 2. Regular Meetings
 - a. There will be at least two regular meetings of the Directorate per month during the fall, winter, and spring quarters, unless otherwise ordered by the Directorate.
 - b. There will be a minimum of two meetings during summer sessions, June 16 to September 15.
 - 3. Notification and Attendance
 - a. Every member must be duly notified of meeting of the Directorate. Normally, this will be done through notice in the minutes.
 - b. Unless otherwise ordered, all meetings of the Directorate will be held in Coffman Memorial Union at the University of Minnesota.
 - c. Any Directorate member absent from a duly called meeting must present an excuse to the Vice President. The Executive Committee will review the excuse and determine its acceptability.
 - 1. Any Directorate member who has four unexcused absences from Program Directorate meetings during a year will automatically relinquish his Directorate membership and those privileges of an alumnus.

- C. Membership
 - 1. The Program Directorate will be composed of fourteen members. The Vice President of the UBOG will serve as chairman, one Governor-at-Large will serve on the Directorate as the representative of the Board. The other twelve members will be appointed by the Program Directorate Appointment Committee. The Program Director will be an ex-officio member.
 - 2. Appointed members will be selected by the Program Directorate Appointment Committee. This committee is composed of two out-going student Board members, one out-going Program Directorate member, one faculty member and one non-voting Program staff representative. All members will be appointed by the Executive Committee with the exception of the staff representative who will be appointed by the Program Director.
 - 3. Any changes in the membership of the Directorate will require a two-thirds majority of the Board.
 - 4. Eligibility of Student Members
 - a. Applicants must be regularly enrolled students at the University who have paid the Union fee.
 - b. Have a grade point average of 2.3 or higher.
 - c. Meet all-University scholastic eligibility requirements.

- d. All members of the Program Directorate must have 25 hours minimum of Union work or the equivalent in a related activity as verified by the Personnel Standing Committee.
- 5. Term of Office
 - Students, if otherwise eligible, may be re-elected or re-appointed to a succeeding term.
 - a. The term of office will one year and will expire when the next Directorate takes office.
 - b. Default of duties and responsibilities of any Directorate member 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 Directorate appointed by the Board must meet the same eligibility requirements for membership as those elected and appointed in the spring.
- 6. Certain members of the Directorate will have special responsibilities for the Union programming. These will include area directors for:
 - a. Topics
 - b. Fine Arts
 - c. Music
 - d. West Bank
 - e. Recreation
 - f. Social
 - g. WMMR
 - h. Creative Programming Development
 - i. Games
 - j. Art Crafts
 - k. Personnel
 - l. Public Relations

D. Responsibilities of Directorate Members

- 1. The Vice President of the Board will be the Chairman of the Directorate. See Article V, a, 2, b.
- 2. Governor-at-Large will serve as the liaison between the Board and the Directorate.
- 3. Area Directors
 - a. Financial Responsibilities
 - 1. To distribute funds within his area among his various committees.
 - 2. To periodically coordinate allocated funds within his area. This includes such things as receiving financial reports from committee chairmen, etc.
 - 3. To request additional funds as needed from the Vice President.
 - 4. To submit annual requests for funds to the Vice President.
 - b. Personnel Responsibilities
 - 1. To help the Personnel Area Director recruit people for his area. This would include such things as participating in chairmen interviews, etc.
 - 2. To train his committee chairman.
 - 3. To evaluate his committee chairman. This would include such things as being aware of individual problems and potential of his committee chairmen. He will also recommend deserving chairman for recognition

at the request of the Personnel Area Director.

4. He will have the final authority to appoint chairmen, but should be cognizant of the recommendations of the Personnel Area Director.
- c. Program Responsibilities
 1. To keep the Vice President informed on all programming in his area by memo.
 2. To act as chairman if there is a chairmanship vacancy in his area.
 3. To coordinate the programming efforts of his area.
 4. To submit major events in his area to the Vice President for placement on the program calendar.
 5. To approve cooperative programming agreements which become effective with the necessary signatures.
 6. To be informed on the nature and growth of programming within his area.
 7. It will be the goal of area directors, chairmen, committee members, and consultants to work together to develop an atmosphere of consistent and worthwhile programming within the Union.
4. Personnel Area Director
 - a. Will have all the duties of Area Directors in Section 3.
 - b. Serve as a non-voting member of the Personnel Standing Committee.
 - c. Work closely with the Personnel Governor and execute personnel policy.
 - d. Coordinate the Personnel Area committees.
 - e. See that all committee membership applications are referred to the appropriate area directors and chairmen.
 - f. Coordinate chairmanship appointments by area directors. These become effective upon notification of the Personnel Area Director.
 - g. Provide training programs for Program Directorate members, committee chairmen and members.
 - h. Process and keep personnel records.
 - i. Handle all matters concerning evaluation and recognition.
5. Public Relations Area Director
 - a. Will have all the duties of Area Directors as in Section 3.
 - b. Coordinate Public Relations Area Committees.
 - c. Work closely with the Public Relations Governor and execute public Relations policy.
 - d. Maintain liaison between the Program Directorate and University community.
 - e. Maintain a program of training in publicity and public relations.
 - f. Serve as a non-voting member of the Public Relations Standing Committee.

Article IV

Section 1. The newly formed Board shall meet with the outgoing Board for two meetings for orientation purposes but without vote and shall take office on the third meeting following appointments.

Section 2.

- a. The officers of the Board shall be: President, Vice President, Secretary-Treasurer, and such others as the Board may designate.
- b. The officers shall be chosen by the Board from its student membership provided that the Board may make an exception in the case of the recording secretary.

Section 3. The Board shall determine the rules of its proceedings.

Section 4. Vacancies in the student membership of the Board shall be filled by the Board. Vacancies in the non-student membership shall be filled by the corresponding appointing official. All vacancies shall be filled only for the balance of the unexpired term.

Article V

Amendments to this Constitution may be made in the following manner:

Section 1. By the Board of Regents of the University, or

Section 2. By proposal from the Union Board.

- a. Amendments shall be proposed by the Board whenever:
 - (1) A majority of the entire membership of the Board deems it necessary, or
 - (2) A petition is presented to the Board signed by a number of qualified voters equal to ten per cent of the number of ballots cast at the preceding spring elections.
- b. Amendments proposed by the Board shall become effective immediately after ratification by a majority of all voters voting on the amendment at regular or special election and approval by the Board of Regents of the University of Minnesota.

This Constitution shall become effective immediately after ratification by a majority of all voting on this Constitution at a regular or special election and approval by the Board of Regents of the University of Minnesota.

Revised March 1966

1a

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.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Special Meeting of April 6, 1966

Members Present

Gail Pearlman, Bruce Wilson, Pam Koskey, Robie Engelmann, Vince Wagner, Bob Weinhagen, Eric Hucke, Charlotte Weber, Mary Watson, Mary Marrazzi, Bob Kofski, Tim Jeffery, Kathy Keleher, Dr. Donald Zander, Dr. James Holte, Mr. Gordon Starr.

Members Absent

Dr. Mary Corcoran, Mr. Emil Behrens, Mr. Tracy Page.

Guests Present

Karen Chappell, Program Consultant; Carl Nelson, Assistant Program Director; Joe Casale, Ad Fellow; Nancy Harding, Daily Reporter; Jud McCarthy, WMMR; Leonard Mitsch and Jim Szalapshi, co-chairmen for Ad Agency; Robert Grove.

The meeting was called to order at 6:40 p.m. by the president, Bob Weinhagen, who introduced Mrs. Karen Chappell, the new Program Consultant for Topics Area.

MOTION X-215

That the minutes of March 30 be approved. Seconded and carried.

MOTION X-216

Motion was made to consider the swearing in of a new board member and the endorsement of MSA candidates. Seconded and carried.

Kathy Keleher was sworn in as a Board member by the president.

MOTION X-217

Mary Watson moved that Jerry McCay be endorsed by UBOG for President of MSA. Seconded.

A discussion followed and it was the consensus of the Board that they would be willing to work with any president of MSA.

MOTION X-217 carried.

MOTION X-218

Vince Wagner moved that Jim Mathanson be endorsed by UBOG for Vice President of MSA. Seconded and carried.

It was announced that the Daily will endorse candidates for UBOG and will hold interviews beginning April 7, 1966. Board members were asked to sign up for the interviews.

Board members were asked to sign up for volunteer work in a UBOG booth for the Public Relations-Personnel membership campaign.

MOTION X-213, tabled at the meeting of March 30, for consideration at this special Board meeting, was changed to read:

That Union Board of Governors accept the By-Laws as dated March 24, 1966, with the addition of a Program Directorate Appointment committee which will select members of the Directorate. The committee will be composed of two out-going student Board members, one out-going Program Directorate member; one faculty Board member, and the Program Director or his representative. Also to include addition of Finance Committee of Program Directorate and addition of Section IX - Approval and Amendment of By-Laws.

MOTION X-213, as changed, was passed by a vote of nine to three.

In comments, it was understood that typographical errors corrected in the previous meeting, along with the suggestion for two G-a-Ls for the Board, sitting on the Program Directorate, were part of the By-Laws passed on Motion X-213. The following corrections were suggested at the meeting of March 30:

1. Article I - Functions, A. To make policy decisions relating to items which are brought to it from the four standing committees and the Program Directorate. ✓
2. Article II, D, 1. "less than to be changed to "fewer" than... ✓
3. Article II, E,1,c. "until" excused to be changed to "unless" excused... ✓
4. Article III, B,1. "week" be changed to "weeks"... ✓
5. Article III, D, 1, a. Three non-student members of the Board will be appointed by the Vice President for Educational Relationships and Development, and ✓
6. Article III, C, 2, a, 1. The President of the Board will be responsible for proceeding according according to the Constitution. ✓
7. Article III, C, 2, b, 4. "All members" shall be changed to "All student members"... ✓
8. Article III, C, 2, c, 2. Students, if otherwise eligible, may be re-elected or re-appointed to succeeding terms. ✓
9. Article V, A, 2, b, 5. He will prepare the Program Budget and evaluate program expenditures in consultation with the Finance Committee of the Program Directorate. ✓
10. Article VIII, C, 1. The Program Directorate will be composed of fifteen members. The Vice President of the UBOG will serve as chairman, two Governors-at-Large will serve on the Directorate as representatives of the Board. The other twelve members will be appointed by the Program Directorate Appointment Committee. The Program Director will be an ex-officio member. ✓

11. Article VIII, C, 2. Appointed members will be selected by the Program Directorate Appointment Committee. This committee is composed of two out-going student Board members, one out-going Program Directorate member, one faculty Board member and the Program Director or his representative. All members will be appointed by the Executive Committee with the exception of the staff representative who will be appointed by the Program Director. ✓
12. Article VIII, D, 2. "Governor-at-Large" changed to "Governors-at-Large"...
13. Article VIII, E. Finance Committee of Program Directorate (to be added)
 1. Membership.
 - a. Vice President of UBOG (committee chairman).
 - b. Two area directors (rotated by person and area each quarter). ✓
 - c. Program Director, ex-officio member.
 2. Responsibilities.
 - a. Receive requests from area directors.
 - b. Prepare program budget based on these requests.
 - c. Evaluate program expenditures.
14. Section IX - Approval and Amendment of By-Laws (to be added) ✓

These By-Laws may be amended by 2/3 majority at a joint meeting of the Board and the Program Directorate, provided, however, that notice of the proposed change must be given in writing to the members of the Board and Program Directorate 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.

MOTION X-219

Tim Jeffery made a motion to amend the Constitution that was accepted at the meeting of March 30, 1966, in the following manner:

- Article V, Sect. 2. By proposal from the Union Board and the Program Directorate.
- a. Amendments shall be proposed by the Board and the Program Directorate whenever;
 - (1) A 2/3 majority of the entire membership of the Board and Program Directorate deems it necessary, or
 - (2) A petition is presented to the Board and the Program Directorate signed by a number of qualified voters equal to ten percent of the number of ballots cast at the preceding spring elections.
 - b. Amendments proposed by the Board and the Program Directorate shall become effective immediately after ratification by a majority of all voters voting on the amendment at regular or special election and approval of the Board of Regents of the University of Minnesota.

MOTION X-219 seconded and passed unanimously.

MOTION X-220

Mary Marrazzi moved that the Executive Committee examine the possibility of selection of Directorate members according to their preference for specific positions and report to the Board at the next meeting. Seconded and passed.

A report was made by the co-chairmen of Ad Agency, Leonard Mitsch and Jim Szalapshi. They indicated that they have taken over the Agency and will be appointing account executives that will be sent to each area by Ad Agency to handle the ads for that area. New policies of Ad Agency were announced: Ads requiring type only, must be turned in five school days in advance of the day to be run. If it is an art ad, it must be turned in seven school days in advance of the day the ad is to be run. Ad Agency will devise a publicity campaign for any areas with three weeks' advance notice prior to beginning of publicity of campaign. The members were reminded that each area gets one art cut free from Ad Agency, after that the area must pay for art cuts.

MOTION X-221 Motion was made to adjourn the meeting. The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS/CN;vj

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Board Meeting Agenda
April 13, 1966

- I. Director's Report
 1. Big Ten Bowling
 2. WMR
 3. ACU Conference
 4. Program Observations
 5. Other

- II. Old Business
 1. Constitution

- III. New Business

- IV. Announcements
 - A. Executive Standing Committee
 1. Selection Committee
 2. Iowa Report
 3. Governor's Conference

 - B. Program Standing Committee
 1. Transfer of Funds
 2. Budget Requests
 3. Summer Programming
 4. Graduate Students Programming
 5. Leadership Training

 - C. House and Finance Standing Committee
 1. Sigma Nu Dance
 2. House Rule Change
 3. Main Lounge

 - D. Personnel Standing Committee
 1. Board Application
 2. Public Relations Campaign
 3. Spring Retreat
 4. Merit Banquet

 - E. Public Relations Standing Committee
 1. Ad Agency Motion
 2. Public Relations-Personnel Recruiting Campaign
 3. Speakers Bureau

Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 13, 1966

Members Present

Kathy Keleher, Robbie Engelmann, Eric Hucke, Pam Koskey, Gail Pearlman, Mary Marrazzi, Vince Wagner, Mary Watson, Charlotte Weber, Bob Weinhagen, Bruce Wilson, Tim Jeffery, Dr. Donald Zander, Mr. Tracy Page, Dr. James Holte, Mr. Gordon Starr.

Members Absent

Bob Kofski, Dr. Mary Corcoran, Mr. Tracy Page, Mr. Emil Behrens.

Guests Present

Jerry McKay, MSA Representative; Tom Reeve, Program Director; Carla Nelson, Program Consultant; Carl Nelson, Assistant Program Director; Claudia Peacock, Ad Fellow; Berton Atkinson, Assistant Director; Mr. and Mrs. Weinhagen, Mr. Keleher, Mrs. Wagner, Mrs. Hucke, Mrs. Starr, Mr. and Mrs. Wilson, Tom Steele, Public Relations Committee; Vi Justice, Secretary.

The meeting was called to order at 6:40 p.m. by the president, Bob Weinhagen, who welcomed the guests and introduced Board members, who in turn introduced their guest.

MOTION X-22

Motion was made to accept the minutes of the Special Meeting of April 6, 1966. Seconded and carried.

I. Director's Report - Mr. Starr

Big 10 Bowling. It was with mixed feelings that the Director reported on the Big 10 Bowling. The University of Minnesota took first place on the recent tournament held at Michigan State. Congratulations to the team who had the top score of 2,875 and to Dave Ressler, who was the top scorer in the entire tournament. Our Recreation Facilities Supervisor has perhaps coached more winning teams than any other coach in the Big 10. The Director reported that Mr. Hunt, Recreation Facilities Supervisor and bowling coach, has been offered and has accepted the position of Golf Course Supervisor with the Athletic Department. This is an advancement for him with added responsibilities and remuneration. We are sorry to see him leave the department but are happy for his opportunity as he served the department well in the past two years.

Bob Kofski is not present at the Board meeting as he is attending a conference in New York in connection with WMMR. The approval of travel for this trip put the Director and the Union Board President in a very awkward situation and it is recommended that a review be made of travel authorizations.

Mr. Starr reported that they had the opportunity to observe three Unions during the recent ACU Conference in New Orleans. In his opinion, some of the new facilities and ideas could be incorporated into the planning of the West Bank Union.

Mr. Tom Reeve, Program Director, was asked to give his observation of the program at the ACU Conference. Mr. Reeve reported that he gained the following impressions from attending the programs at the Conference: that there is not enough structured leadership development at CMU, that students could gain much in their ability to adjust and get along with people in all levels of life by having community service projects, that student attitude is significant, that non-professional involvement is essential to balance the college student's life. His outstanding impression was that the staff here is superior in their programming and philosophies to many that he had an opportunity to speak with.

The Director invited parents present to view the exhibit "Faces of Freedom" before they left the building.

Vince Wagner raised the question that staff travel cost be analyzed as well as student travel.

II. Old Business

Charlotte Weber said that the Executive Committee has considered the motion made by Mary Marrazzi at the Special Meeting of April 6, that the committee examine the possibility of selection of Directorate members according to their preference for specific positions, and feels that this would not be appropriate as part of the By-Laws, but would be more effective as part of Personnel policy. Applicant preferences will first be determined by the Program Directorate in interviewing the applicant and then presented to the Board.

MOTION X-223

Bruce Wilson made a motion that Article V of the Constitution be replaced by the following:

ARTICLE V

Amendments to this Constitution may be made in the following manner:

Section 1. Amendments shall be proposed by the Board and Director whenever:

- (a) Two-thirds majority vote of the entire membership of the Board and Director deems it necessary, or
- (b) A petition is presented to the Board signed by a number of qualified voters equal to ten percent of the number of ballots cast at the preceding spring elections.

Section 2. Amendments proposed by the Board and Director shall become effective immediately after ratification by a two-thirds vote of the entire membership of the Board and Director and approved by the Senate Committee on Student Affairs.

This Constitution shall supercede all previous Constitutions and will become effective immediately after ratification by a majority of all voters voting on this Constitution at a regular or special election and approval by the Senate Committee on Student Affairs.

MOTION X-223 seconded and carried.

III. There was no New Business.

IV. Announcements

A. Executive Standing Committee - Bob Weinhagen

1. Selection Committee will select the next year's Board. The committee is composed of two students Board members, Charlotte Weber and Mary Watson; MSA appointee, Jerry McKay; a student to be appointed by the Dean of Student's Office and a student to be appointed by Vice President for Educational Relationships and Development.

2. Pam Koskey and Eric Hucke reported on the Big 10 Student Conference they attended at the Iowa Union. The conference gave them the opportunity to see other Board structures and discuss problems and gain new ideas from other Unions. They felt that CMU offered more programs than many Unions represented.

3. The Governor's Conference for Children and Youth will be held at the University April 15, 16 and 17. The UBOG would like one representative on the Education Committee for discussion, workshops and panel participation on education.

4. Jerry McKay reported on a constitutional amendment being proposed by MSA to create a new position of an International Vice President. He asked for personal endorsement by Board members and endorsement of the UBOG. The International Vice President would be working with such programs as the American Brother-Sister Program and the Foreign Student Program. A position of vice president, rather than commissioner, is being created as there is a need for firmer commitment.

MOTION X-224

Move that UBOG endorse MSA's proposal for the creation of a new position of an International Vice President for MSA.

Seconded and carried.

B. Program Standing Committee - Mary Watson

1. The following funds were transferred from Income to:

\$1,400.....	WMMR
146.....	Public Relations
950.50.....	Creative Programming Development

2. Budget requests have been received from all but one area.

3. Volunteers were requested to work on a summer programming committee. The summer programming committee would put on programs for all areas.

4. The Graduate Student Committee for programming has been eliminated. It is felt that there is not enough interest shown by graduate students in union programs to warrant special programming and that with the variety of programs available at the Union there are many programs that should be of interest to graduate students. It was felt that graduate students could be made more aware of the programs through more effective advertising.

5. Tim Jeffery presented for approval the idea of having a leadership program with lectures by professors on group dynamics and group organization. This would be a one day program on Saturday with four or five lectures or group discussions, with one or two meals and entertainment in the evening. It is estimated that the program would cost around \$500. It would be held in the fall and could be worked out during the summer. Vince Wagner suggested using this idea as a leadership retreat. A discussion followed as to whether this program would be worthwhile. It was noted that timing would be an important factor, that lectures would be more effective if followed by weekly sessions, that freshmen cabinets could be used as a nucleus for the retreat. It was generally agreed that this was a good idea and the president asked Mr. Jeffery to present a detailed report which could be voted on at the next Board meeting.

C. House and Finance Standing Committee - Bruce Wilson

1. Bruce Wilson made a motion to change Section VIII of the House Rules:

MOTION X-224

Move that the following changes be made in Section VIII of the House Rules concerning poster and display policy:

(1) B,1,b. Groups who are sponsoring events in the Main Ballroom may have one poster of regulation size in front of the ballroom the day before and the day of the event.

(2) Addition of letter "c:", stating that:

B,1,c. A Maximum of two posters may be placed at the east end of the corridor. (ground floor)

(3) D,1. Except where noted above and in the display cases, posters may be on display for no more than four days, including the day of the event. Exceptions may be made by the Director.

MOTION X-224 seconded and carried.

2. Bruce Wilson made a motion to allow the International Student Council the use of the Main Lounge for a fashion show.

MOTION X-225

Move that an exception be made to the House Rules to allow the International Student Council to hold a fashion show in the Main Lounge on Sunday, April 24, in conjunction with their Spring Festival.

Seconded by Vince Wagner

Furniture is not to be moved out of the room and arrangement of furniture has been provided for by Mr. Atkinson.

MOTION X-225 carried.

D. Personnel Standing Committee - Charlotte Weber

1. Board application deadline is April 20.
2. Public Relations Campaign. UAOG members to answer public's questions regarding Board and Union structure.
3. General procedures for Spring Retreat have been set up. Any further suggestions should be submitted to committee by Friday, April 15.
4. Merit Banquet will be May 10 in Main Ballroom. Nomination forms and instructions will be handed out. Committee requests a list of those eligible for merit awards. The list should include address and telephone number of individuals recommended.

E. Public Relations Standing Committee - Robbie Engelmann

1. Deadline change for Ad Agency:

- 3 days for simple processing where there is nothing to be done to ad.
- 5 school days in advance of day ad is to be run for ad requiring type only or regular art cut.
- 7 school days advance for art cut original.

If submitted on time, ad agency will pay for the above. If submitted late, cost will be doubled as the Daily charges double. All work is to go through area representative.

2. Public Relations-Personnel Recruiting Campaign is being carried on through advertising in Daily ads, poster publicity in dorms, campaign posters throughout the campus and in display cases. The question was raised as to whether the campaign has been effective. There has been an increase in the number of applicants for committees, but at this time it is difficult to determine to what extent the campaign has had any affect.

3. There are two co-chairmen for the Speakers Bureau who will be contact men and do initial work. There is a need for volunteer speakers.

4. Board members were asked to pay their Gopher fee of \$7.50.

Eric Hucke announced that the Presidents' Ball invitations had been mailed out. The Ball will be May 6, Friday, from 9:00 p.m. to 1:00 a.m. There will be a seven-piece orchestra and the University Men's Glee Club will perform during intermission.

Mr. Starr invited everyone to the Campus Club for refreshments.

MOTION X-226

Motion was made to adjourn the meeting. Seconded and carried.

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

To: Union Board of Governors

From: Bruce Wilson, Chairman, House and Finance Standing Committee

Subject: Progress Report

- I. Reports from the staff indicate that the Sigma Nu dance held in the Union last Thursday night was uneventful. Apparently our new dance policy is being adhered to, suggesting that our policy concerning non-union groups has been accepted and is being cooperated with.

- II. Move that the following changes be made in Section VIII of the House Rules concerning poster and display policy:
 - (1) B, 1, b. Groups who are sponsoring events in the Main Ballroom may have one poster of regulation size in front of the ballroom the day before and the day of the event.

 - (2) Addition of letter "g", stating that:

B, 1, c. A maximum of two posters may be placed at the east end of the corridor. (ground floor)

 - (3) D, 1. Except where noted above and in the display cases, posters may be on display for no more than four days, including the day of the event. Exceptions may be made by the Director.

- III. Move that an exception be made to the House Rules to allow the International Student Council to hold a fashion show in the Main Lounge on Sunday, April 24, in conjunction with their Spring Festival.

BW:vj
4-13-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Board Meeting Agenda
April 27, 1966

- I. Director's Report

- II. Old Business
 - 1. Personnel Policy

- III. New Business

- IV. Announcements
 - A. Executive Standing Committee
 - 1. Travel Policy Executive Stipend
 - 2. Filing for Offices
 - 3. Date of next Board meeting

 - B. Program Standing Committee
 - 1. Transfer of Funds
 - 2. Minnesota Symposium

 - C. House and Finance Standing Committee
 - 1. Room 227
 - 2. Refreshment Problem
 - 3. Budget

 - D. Personnel Standing Committee
 - 1. Information Sheets
 - 2. Merit Banquet

 - E. Public Relations Standing Committee
 - 1. Public Relations Clinic
 - 2. Ad Agency Deadline
 - 3. Internal Public Relations Problem

Adjournment

BW:vj
4-27-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 27, 1966

Members Present

Bob Weinhagen, Robbie Engelmann, Charlotte Weber, Kathy Keleher, Pam Koskey, Tim Jeffery, Gail Pearlman, Mary Marrassi, Bruce Wilson, Mary Watson, Vince Wagner, Eric Hucke, Bob Kofski, Jud McCarthy, Tim Marringn, Charles Gustafson, Greg Ritter, Joe Kroll, Mr. Tracy Page, Mr. Gordon Starr.

Members Absent

Dr. Mary Corcoran, Dr. James Holte, Mr. Emil Behrens.

Guests Present

Mr. Carl Nelson, Assistant Program Director; Mr. Tom Reeve, Program Director; Mr. Joe Casale, Ad Fellow; Miss Claudia Peacock, Ad Fellow; Nancy Harding, Daily Representative; Jerry McKay, MSA Representative; Vi Justice, Secretary.

The meeting was called to order at 8:35 p.m. by the president, Bob Weinhagen, who welcomed Jud McCarthy, Tim Marringn, Charles Gustafson, Greg Ritter and Joe Kroll, new Board members.

The following corrections were requested for the Minutes of April 13:

Page 1: Members Absent, Bob Kofski (excused)

Page 5: E. Public Relations Standing Committee "If submitted on time, Ad Agency will pay for the above.", to read "If submitted on time, Ad Agency will pay for the art cuts that are submitted."

MOTION X-227

Motion made to accept Minutes of April 13 as corrected. Seconded. Carried.

I. Director's Report - Mr. Starr

Mr. Starr welcomed the new Board members. He thanked Vince Wagner and Erik Erickson for their help with the Koffee Konzerts, which he felt was top quality programming. He thanked Charlotte Weber and Gail Pearlman for their hospitality in showing Union facilities to Mr. Arne Halvorson, Administrator at the University of Bergen, Norway. He suggested that the Board consider having a hospitality committee next year so they could welcome special guests and conduct them on a tour of the Union. He said there will be an orientation program for new Board members. He requested Board members who wanted to park in CMU garage on meeting nights to submit their request and license number to room 105.

Questionnaires regarding facilities for the proposed West Bank Union were passed around. They were to be completed and returned to the president, Thursday, April 28.

II. Old Business

Charlotte Weber reported that the Personnel Standing Committee recommends that the following policy for the action of Program Directorate members be adopted:

Applicants for the Program Directorate will apply for a specific area director position, indicating first and second choice. The selection committee will make appointments to a specific position. In the interview, all applicants will be asked how strongly they feel about their first choice, i.e., if they will be willing to accept any other position. Applications will be considered accordingly. The reasons given for the preferences will be used as an indication of whether the person has a limited perspective or is interested in only one area (if such is the case) because of special qualifications in that area. At the time of application, applicants will be given literature informing them about all areas and will be encouraged to find out about all areas. Competition will thus be for a specific position, with the option of applying for all positions.

In order to make the By-Laws consistent with this policy, Miss Weber made the following motion:

MOTION X-228

Move that the following changes be made in the By-Laws adopted April 6, 1966.

1. Article VI, Section A,4,a,2,e, which itemizes the responsibilities of the Executive Committee and includes "Selected area directors and standing committee members." be changed to read "Select standing committee members."
2. Change Article VIII, Section C,2, to read as follows:

Appointed members will be selected by the Program Directorate Appointment Committee and assigned to specific positions by the Committee. This Committee is composed of two out-going student Board members, one out-going Program Directorate member, one faculty member and one non-voting program staff representative who will be appointed by the Program Director.

3. Article VIII, Section C,5,c, add point 3 to read as follows:

Applications for the Directorate accepted during the year will be for specific positions, in accord with the general selection process.

MOTION X-228 seconded.

A general discussion of the policy followed. Those opposing it felt that weaker areas would not draw well-qualified people. Those in favor of the policy felt that individual talents would best be utilized, stimulating interest and enthusiasm in the area. It was brought out that the individual would have the option of applying for all areas, but if interested in only one area, would not be required to fill a position in which he or she was not interested.

MOTION X-228 carried.

III. There was no new business.

IV. Announcements

A. Executive Standing Committee - Bob Weinhagen

Executive Stipend - Jerry McKay, MSA representative, recommended that the Board consider provision for an executive stipend for the following reasons:

1. The position takes a lot of time.
2. It offers prestige.
3. It is compensation for time spent in the office. (In MSA, the executives can spend forty hours a week in the office.)

He suggested a stipend for the president to cover tuition and books (\$500). He said that all other major campus organizations have this policy. Provision of a stipend would enable students who must work to attend school the time and opportunity to hold Board positions.

MOTION X-229

Mary Watson moved that President of the Board receive \$750, the Vice President of the Board receive \$500 and the House and Finance Chairman receive \$375 as a stipend. Seconded.

Mr. Starr suggested a committee be set up to look into the matter in consultation with University Administration.

The matter of scholarships was brought up. Money is available from the University that can be earmarked for a definite purpose. A general discussion followed about who should receive a stipend, how the amount should be determined, and it was generally felt that the matter of stipends should be tabled until a later date.

MOTION X-229 was withdrawn by Mary Watson.

MOTION X-230

Move that the Union Board of Governors accept in principle the concept of an executive stipend and that the investigation of this be referred to the Executive Standing Committee and be brought back to the Board at the next Board meeting.

MOTION X-230 seconded. Carried.

Travel Policy -

MOTION X-231

Bruce Wilson made a motion that the Union Board of Governors accept the Travel Policy as dated April 26, 1966 and that it be attached to the minutes. Seconded

The question of student insurance coverage for travel was brought up. This is to be looked into and presented at a future meeting.

MOTION X-231 carried.

Filing for offices will be open at 12:00 midnight, April 27. A deadline for filing was set for 12:00 noon, Monday, May 2. Candidates' names will be posted for various positions. The question of having an absentee ballot was brought up. Mr. Page said that he would not be able to attend the meeting and that he would prefer not to submit an absentee ballot. Each candidate will give a five minute speech. The nominator will give a three minute speech. A two minute seconding speech is optional. New Board members will vote on the elections. Old Board members may make nominations, but may not vote.

Meeting Dates

A dinner meeting is scheduled for May ⁴ at 5:45 in rooms 305-6.

No meeting May 11.

Regular Board meeting May 18 at 6:30 in room 346.

B. Program Standing Committee - Mary Watson

Transfer of funds from Income to:

Creative Program Development	\$183.46
Recreation Area	475.00
Minnesota Symposium	200.00

C. House and Finance Standing Committee - Bruce Wilson

MOTION X-232

Bruce Wilson made a motion that room 227 be assigned as staff office space as a financial center. Seconded.

There were several objections to using 227 as a financial center as it is ideally located for use as a committee workroom for UBOG. It was stressed that the committee workroom should be close to the Union Board Office since this would establish better communications which is a problem at this time. However, it was also brought out that the financial center should be located close to room 228 for security reasons in cash handling. It was felt that at the present time the financial center has the most pressing need since committee work will not be as heavy during summer programming. A hand vote was called for.

MOTION X-232 passed by a vote of 7 to 6.

Charlotte Weber suggested this be re-evaluated at a later date.

MOTION X-233

Move that when room allocations are made this spring, if a definite room convenient to Board office is not allocated as a committee room for the Board that allocation of room 227 as committee room be reconsidered. Seconded. Carried.

MOTION X-234

Move that any opportunity to acquire Alumni office be taken. Seconded.

AMENDMENT X-234

That Motion X-234 be amended to read "Move that any opportunity to acquire Alumni office be referred to House and Finance." Seconded. Carried.

Refreshment Problem - It was noted that there has been a tendency to order far too much in the line of refreshments for the various programs and it was suggested that committees be more conservative in ordering.

Budget

MOTION X-235

Move that the Union Board of Governors adopt the CMU Budget for 1966-67 with the stipulation that House and Finance Committee review the allocation for West Bank and Art Craft area expenses and that it be presented to the University Administration for their approval.

Bruce Wilson explained the budget to the Board members. He noted that the addition of a full-time secretary at the West Bank Union accounted for the increase in salary expense at the West Bank.

MOTION X-235 seconded. Carried.

MOTION X-236

Bob Kofski moved that the question of securing a coke machine for the west end of the third floor be referred to the House and Finance Committee and that a report be brought to the Board on May 18. Seconded. Carried.

D. Personnel Standing Committee - Charlotte Weber

1. Charlotte passed out information sheet forms for 1966-67 Board members to fill out for the use of the Personnel Committee for next year.
2. The Merit Banquet will be May 10. All Board members are expected to be present. Professor David Noble, History Department, will be the keynote speaker.

Mr. Starr announced that there will be a luncheon for Denny Hunt the former recreation facilities supervisor, that all Board members were welcome to attend and they should make their reservations in room 105.

E. Public Relations Standing Committee - Robbie Engelmann

1. Public Relations is going to set up a Clinic as a means of informing Board and Committee members what Public Relations has to offer.
2. The importance of adherence to deadlines was stressed.
3. Robbie stressed the importance of internal public relations. She feels that Board members could be more helpful and cooperative with committee members.

MOTION X-237

Motion was made to adjourn the meeting. Seconded. Carried.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj
4-29-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

TRAVEL POLICY

The University expects the Union staff to attend professional meetings and make visitations to other unions whereby information can be secured and brought back to the University which would be of value to the University as a whole and specifically to the Department of Student Unions. Normally, the Director and/or his delegate attends such meetings. Normally, a few people attend such meetings, national conferences with the thought that they will in turn bring back information to the entire staff and respective boards. Where it is possible, aside from the Director, the opportunity to attend meetings is generally rotated. The matter of selection of staff to attend is an administrative decision which must be best left to the discretion of the Director.

The matter of student travel is more difficult because of the changes of students on the Board and teams. Generally, it is expected that the Board will send representatives to the ACU-I Regional meeting, Big Ten Student meeting, and those activities within the framework of the ACU-I, such as bowling, billiards, and chess. This does not preclude other activities but these must be directly related to the Union activities. Normally, teams should send their best representative and when groups or teams travel, it is expected that a staff member will accompany the group. Student travel should be planned and budgeted on a yearly basis. Representatives of the Board and the Directorate, at the above meetings, will be recommended by the president of UBOG for travel. Normally, students returning to the University the following year will be given the first opportunity to travel. Unusual request for travel will be brought to the Executive Committee for action and in case of an emergency to the president of the Board and the Director of Student Unions for approval.

In accordance with University policy, a report must be made to the University and to the Board on all travel. Travel will be made in accordance with University travel policies.

GLS/kw

4/26/66

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS

PERSONNEL STANDING COMMITTEE PROPOSAL

POLICY FOR SELECTION OF PROGRAM DIRECTORATE MEMBERS:

The Personnel Standing Committee recommends that the policy for selection of Program Directorate members allows for application for a specific position for the following major reasons and with the following philosophy:

1. To make the policy in accord with the goal of increased specialization as implemented in the new By-Laws.
2. To recognize the fact that no matter how conscientious a person is, he will do a better job if he is excited about what he is doing. Enthusiasm is one key to success. It is an important motivational factor.
3. Realizing that interest in a specific area need not mean a narrowness on the part of the applicant and that the selection committee can distinguish between those who want only one area because of special qualifications in that area and those who have a narrow perspective, decisions will be made accordingly.
4. To allow people who would rather not be on the Directorate than have an area other than their top choices to compete on the basis of qualifications for that position.

The Personnel Standing Committee recommends that the following policy for selection of Program Directorate members be adopted:

Applicants for the Program Directorate will apply for a specific area director position, indicating first and second choice. The selection committee will make appointments to a specific position. In the interview, all applicants will be asked how strongly they feel about their first choice, i.e. if they will be willing to accept any other position. Applications will be considered according. The reasons given for the preferences will be used as an indication of whether the person has a limited perspective or is interested in only one area (if such is the case) because of special qualifications in that area. At the time of application, applicants will be given literature informing them about all areas and will be encouraged to find out about all areas. Competition will thus be for a specific position, with the option of applying for all positions.

The By-Laws changes listed below are proposed in order to make the By-Laws consistent with this policy.

BY-LAW CHANGES:

Move that the following changes be made in the By-Laws adopted April 6, 1966.

Personnel Standing Committee Proposal - 2 -

1. Article VI, Section A,4,a,2,e, which itemizes the responsibilities of the Executive Committee and includes "select the area directors and Standing Committee members," be changed to include only "select Standing Committee members."
2. Change Article VIII, Section C,2, to read as follows:

Appointed members will be selected by the Program Directorate Appointment Committee and assigned to specific positions by the Committee. This Committee is composed of two out-going student Board members, one out-going Program Directorate member, one faculty member and one non-voting Program staff representative. All members will be appointed by the Executive Committee with the exception of the staff representative who will be appointed by the Program Director.

(The change is that "and assigned to specific positions by the committee" is added.)

3. To Article VIII, Section C,3,c, add point 3 to read as follows:

Applications for the Directorate accepted during the year will be for specific positions, in accord with the general selection process.

MAN/kw
4/27/66

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
COFFMAN MEMORIAL UNION

ACTUAL AND PROPOSED BUDGETS

<u>INCOME</u>	<u>Proposed 1965-66</u>	<u>Actual 3-30-66</u>	<u>Projected 6-30-66</u>	<u>Proposed 1966-67</u>
Student Fees	475,000	392,370	535,857	578,640
Rental Service	12,500	8,841	12,500	12,500
Program Admission	49,556	38,807	51,742	51,700
Billiard Fees	20,500	18,183	24,244	22,000
Billiard Merchandise	78,000	67,424	89,899	85,000
Bowling Fees	50,000	40,244	53,659	48,000
Bowling Merchandise	4,500	-0-	-0-	-0-
Artcraft Studio	4,000	3,760	5,013	4,500
Village Union				
Program	2,800	2,298	3,066	-0-
Merchandise	-0-	-0-	-0-	-0-
Beauty, Barber Shop & Book Store	<u>7,000</u>	<u>2,088</u>	<u>7,500</u>	<u>7,500</u>
Total Income	703,856	574,015	783,480	809,840
 <u>EXPENSES</u>				
Administration				
Salaries	85,247	67,019	89,359	90,961
Supplies & Equipment	23,000	16,169	22,500	23,000
Program Office				
Salaries	68,427	47,001	64,375	69,658
Supplies & Equipment	56,379	57,314	76,415	100,920
West Bank Lounge				
Salaries	7,244	6,375	8,500	12,200
Supplies & Equipment	9,050	2,945	3,926	9,050
Maintenance				
Salaries	123,029	81,715	108,969	127,950
Supplies & Equipment	65,000	48,710	64,931	70,000
Artcraft Studio				
Salaries	11,994	10,387	12,546	13,000
Supplies & Equipment	5,000	4,871	7,798	5,000
Billiard Room				
Salaries	17,287	13,758	18,345	19,000
Supplies & Equipment	5,800	3,023	4,030	5,800
Merchandise	59,400	46,450	61,937	59,400
Bowling Lanes				
Salaries	28,765	20,573	27,431	28,000
Supplies & Equipment	28,000	17,821	23,761	26,500
Merchandise	1,000	-0-	-0-	-0-
Village Union				
Salaries				
Supplies & Equipment	700	2,300	3,577	-0-
Merchandise				
Total Expenses	595,322	446,431	598,400	660,439
Paul Student Center Loan	32,060	32,060	32,060	32,060
Development	-0-	-0-	-0-	56,052
EMU REnovation Fund	<u>76,474</u>	<u>-0-</u>	<u>153,020</u>	<u>61,289</u>
Sum Total	703,856	478,491	783,480	809,840

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Union Board of Governors

Meeting of May 4, 1966

Members Present

Charlotte Weber, Mary Marrazzi, Bruce Wilson, Mary Watson, Vince Wagner, Bob Kofski, Dr. James Holte, Mr. Emil Behrens, Mr. Gordon Starr.

New Board Members Present: Bob Weinhagen, Robbie Engelmann, Pam Koskey, Tim Jeffery, Gail Pearlman, Eric Hucke, Jud McCarthy, Tim Murrinan, Charles Gustafson, Greg Ritter, Joe Kroll.

Members Absent

Mr. Tracy Page, Dr. Mary Corcoran.

New Board Member Absent: Kathy Keleher (excused).

Guests Present

Mr. Atkinson, Assistant Director; Mr. Carl Nelson, Assistant Program Director; Mr. Tom Reeve, Program Director; Mrs. Carla Nelson, Program Consultant; Jerry McKay, MSA Representative; Nancy Harding, Daily Representative; Dan Paskewitz, Student Counseling Bureau; George Peterson, President of Student Center UBOG; Mrs. Justice, secretary.

The meeting was called to order at 6:45 p.m. by the president, Bob Weinhagen. The minutes for the meeting of April 27 were deferred to the next meeting because of the elections.

The Director congratulated the outgoing Board for their accomplishments during the busy 25th anniversary year and for their excellent record on campus.

MOTION X-238

Move that consideration of an executive stipend be added to the agenda. Seconded. Carried.

MOTION X-239

Move that the president and vice president of UBOG be awarded stipends of \$600 and \$400 respectively, the money to come out of Board Activity budget, to be paid on a quarterly basis, including fall, winter and spring quarters, at the beginning of each quarter. Seconded.

A discussion followed as to how the amounts were determined, why the matter was being brought up at this particular meeting. It was brought out that the amounts were set with the thought they should cover tuition and that it was specified in the minutes of April 27 that the matter be brought up at the next meeting. Mr. Tom Reeve mentioned the possibility of setting up a scholarship fund or expense

account for those needing financial assistance. It was mentioned that need is not the only major reason for provision of the stipend, that it is also intended to be an award for time spent on the job. Jerry McKay said that the MSA Exec has shared his stipend with those in need of assistance.

Mr. Starr felt there were two points to be considered in the establishing of a stipend: whether this is contrary to the service aspect of the Board and the legality of the stipend in terms of the By-Laws and University Administration. A vote was called for.

MOTION X-239 failed by 8 to 4.

MOTION X-240

Move that the matter of executive stipend be referred back to the executive committee for investigation of a scholarship fund. Seconded. Carried.

Bob Weinhagen, Robbie Engelmann, Pam Koskey, Tim Jeffery, Gail Pearlman, Eric Hucke, Jud McCarthy, Tim Harrinan, Charles Gustafson, Greg Ritter, Joe Kroll took the oath of office as Board members for 1966-67.

Elections

MOTION X-241

Move that Bob Weinhagen be unanimously elected President of UBOG. Seconded. Carried.

Mr. Starr congratulated Bob on being elected President and said that he was the second person to be elected president for a two year term in the history of the Board. Bob spoke about his program for the coming year, stressing the development of internal relationships among committee members and Board.

The following were candidates for Vice President: Mr. Eric Hucke and Mr. Tim Jeffery. Mr. Hucke was elected 1966-67 Vice President.

The following were candidates for Secretary-Treasurer: Mr. Charles Gustafson and Mr. Jud McCarthy. Mr. Jud McCarthy was elected 1966-67 Secretary-Treasurer.

The following were candidates for Personnel Committee Chairman: Mr. Joe Kroll, Mr. Greg Ritter, Miss Gail Pearlman, Mr. Tim Harrinan, Mr. Tim Jeffery. Mr. Tim Jeffery was elected 1966-67 Personnel Committee Chairman.

MOTION X-242

Move that Robbie Engelmann be elected unanimously Public Relations Committee Chairman. Seconded. Carried.

MOTION X-243

Move that Gordon Starr be elected as Recording Secretary of UBOG. Seconded. Carried.

Meeting of May 4, 1966

page 3

Announcements

Charlotte Weber requested RSVPs for Merit Banquet be turned in by Thursday, May 5.

Bob Weinhagen requested Board members to list their top three preferences for areas and top two preferences for standing committees and to submit this list to him by Thursday, May 5.

MOTION X-244

Motion was made that the meeting be adjourned. Seconded and carried.

The meeting was adjourned at 10:20 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

OATH FOR NEW BOARD MEMBERS

I (PERSON STATES NAME) HEREBY ACCEPT THE RESPONSIBILITY TO
SERVE THE UNIVERSITY ON THE COFFMAN MEMORIAL UNION BOARD
OF GOVERNORS, TO UPHOLD THE CONSTITUTION, AND TO FULFILL
MY TERM TO THE BEST OF MY ABILITY.

GLS/lm
5/4/66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Board Meeting Agenda

May 18, 1966

- I. Director's Report

- II. Old Business
 - 1. Stipend

- III. New Business

- IV. Announcements
 - A. Executive Standing Committee
 - 1. Union Study Report
 - 2. Board Restructuring Proposal
 - 3. Indiana
 - 4. Election
 - 5. Pictures
 - 6. Social Action Ad Hoc Committee

 - B. Program Standing Committee
 - 1. Transfer of Funds
 - 2. Request for Change Co-Sponsorship Policy
 - 3. Summer Programming
 - 4. Program Budget

 - C. House and Finance Standing Committee
 - 1. Statement on Room Allocations
 - 2. Renovation Projects

 - D. Personnel Standing Committee

 - E. Public Relations Standing Committee

Adjournment

BW:vj
5-18-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of May 18, 1966

Members Present

Bob Weinhagen, Robbie Engelmann, Pam Koskey, Tim Jeffery, Eric Hucke, Jud McCarthy, ~~Tim Jeffery~~, Tim Marrinan, Charles Gustafson, Greg Ritter, Joe Kroll, Kathy Keleher, Mr. Tracy Page, Mr. Emil Behrens, Mr. Gordon Starr, Dr. Donald Vander.

Members Absent

Gail Pearlman, Dr. Mary Corcoran, Dr. James Holte.

Guests Present

Mr. Tom Reeve, Program Director; Mr. Carl Nelson, Assistant Program Director; Mr. Joe Casale, Ad Fellow; Miss Claudia Peacock, Ad Fellow; Nancy Harding, Daily Representative; Vi Justice, Secretary; Jim Bliwas, Acting Manager - WMMR.

The meeting was called to order at 6:30 p.m. by the president, Bob Weinhagen who introduced the acting manager for WMMR, Jim Bliwas.

MOTION X-245

Motion was made to accept minutes of May 4. Seconded. Carried.

MOTION X-246

Motion was made to accept minutes of April 27. Seconded. Carried.

I. Director's Report - Mr. Starr

The Director noted there has been a relatively smooth transition from the outgoing Board to the new Board. He thought the retreat held Saturday, May 14, and the first phase of Board orientation held on Monday, May 16, were good. He was sorry more Board committee chairmen did not take a tour of the building.

Mr. Starr commended the staff, especially Mr. Atkinson and Mr. Franzen, on the quick change setup in the Main Ballroom. It usually takes about two hours to clean the ballroom following a banquet. Following the "B" luncheon for over 500, the ballroom was cleared and lecture seating arranged for a large number in a record time of twenty-five minutes.

The Director announced that Mr. Henry ~~Howard~~^{HERMAN}, Assistant Director of the Wisconsin Union, is making a tour of a number of Unions and has included Minnesota on his schedule. He will be here June 1 and 2.

The Director reminded the Board that they should be thinking of goals for next year, having objectives, which will prevent drifting. He read the goals for 1965-66. Most of them were accomplished.

Mr. Starr asked the Board members if they would be willing to have a study made of grade point averages of the Board as has been done in the past. He commended the present and past Board members who made Phi Beta Kappa, Mortar Board and Grey Friars. He also commended the Directorate for the start of the Union Chorale group and the establishment of the Talent Agency.

Mr. Starr announced he would attend a meeting in Cincinnati for NIRA, as Director of Research for NIRA, May 20 through 24 and that he hoped in the future to visit the new University of Illinois Union in Chicago where he hoped to gain ideas for West Bank planning, especially in the area of Music Listening.

II. Old Business

Stipend

MOTION X-247

Move that the president and vice president of UBOG be awarded stipends of \$600 and \$400 respectively, the money to come out of Board Activity budget, to be paid on a quarterly basis, including fall, winter and spring quarters, at the beginning of each quarter. Seconded.

Jud McCarthy told the Board members that the Executive Committee did not favor the scholarship plan as it would be too involved and too uncertain and would not provide the control needed. The Bureau of Loans and Scholarships would select person receiving the money which would take the selection out of the hands of the Board.

Mr. Page noted he was in favor of the motion and thought it would attract more talent to the Board and he felt the president and vice president should receive something for the time spent on their positions.

Tom Reeve suggested a large scale scholarship program for leaders, where student organizations would generate funds for scholarships.

Dr. Zander said the Campus Carnival has a fund set up to help students.

The question was raised as to whether the motion, if passed, would be brought before campus organizations.

Mr. Carl Nelson inquired about the necessity of a By-Law change. It was felt that a change of the By-Laws would not be necessary as the By-Laws prohibited a salary and a stipend was not considered a salary.

Mr. Starr asked Board members to weigh the matter carefully as it was not necessary to act immediately, that they should think in terms of long-range effect.

Charles Gustafson said he was in favor of the proposal, that it worked well for MSA, that it would raise prestige, draw a high caliber of people because they would be allowed to do the work they were elected for, that the advantages outweighed the disadvantages.

Greg Ritter thought a scholarship program, on behalf of need, was discriminatory. He thought the factor for consideration should be the time put in on the job.

Mr. Tom Reeve said they should consider the method in which approached. He thought it should first be accepted by a majority of University of Minnesota students.

Tim Marrison asked what the reaction of student body was to MSA stipend.

Dr. Zander said it was brought before an assembly which in turn represented student organizations. He made a motion to amend the motion to include:

AMENDMENT X-247

That motion X-247 be taken before student body in the form of a referendum at the special election. No second to amendment.

Greg Ritter asked what this would mean.

Dr. Zander said he thought the Board shouldn't vote themselves an amount of money, that it should have the approval of other people who vote on campus.

AMENDMENT X-247 seconded by Mr. Page.

Eric Huccke said that this would amount to asking the student body to vote on an issue in which they would be less than qualified since they would not understand the issue involved and this would result in a momentary decision.

Jud McCarthy thought it incongruous to seek approval by referendum since the Board was seeking authority to make amendments to constitution at the elections and the two matters were contrary to each other.

Mr. Page wondered how the student body could be informed when they are not involved in the structure.

Dr. Zander said that the student body would think the Board had confidence in them by taking the matter to them, otherwise they might feel that the Board would vote themselves more money without further consultation.

Joe Kroll said it was possible that the student body might be opposed to the stipend.

Dr. Zander said it would be possible to wait until the referendum was over and take the matter to SCSA.

Robbie Engelmann said she was opposed to the amendment as it might mean they would have to refer too many things back if student body came into the structure. She was against the philosophy that the Board is incapable of handling funds. She did not think there was enough time for students to gain sufficient information to make a wise decision at elections.

Jud McCarthy said they should look at the matter ^{The Board is} realistically. Board members have been elected by student organizations. ~~They are~~ allowed to pass on the budget which is a considerable amount and he felt they should be allowed to pass on the relatively small amount of a stipend.

Mr. Behrens said he was in favor of the stipend but against an immediate referendum because of the time element and the fact that the student body would be uninformed.

Jud McCarthy asked if the original motion could be passed and the amendment referred to later.

Eric Hucke said the students would not understand what they were voting on, that there should be some factual information presented.

Bob Weinhagen said an informational memo would be available at the voting booths for student organizations.

A vote was called for. Amendment failed.

There was no further discussion on the motion X-247.

MOTION X-247 carried.

Charles Gustafson said he would like to have the Board consider the possibility of taking the stipend to SCSA.

Mr. Starr said the Senate Committee is not open to take action on Department of Student Unions unless the Union violates the rules of the Senate Committee.

Mr. Tom Reeve suggested Public Relations and Exec prepare a complete statement of clarification for the Daily.

Mr. Starr reiterated that this action would have an effect on St. Paul Campus and West Bank Campus Unions and consideration should be given to this aspect.

III. There was no new business.

IV. Announcements

1. Bob Weinhagen explained the Report on Administrative Structure of Unions made by the Union Study Committee and approved January 15, 1966 for the benefit of new Board members who were not acquainted with it since it may affect the structure of the Board within the coming year. A copy of the report was enclosed in the Board folders.

2. The Board Restructuring Proposal accepted by CMU was explained by the president. The Board would be split into Executive Committee and Program Directorate. The Program Directorate would have the responsibility for program funds. Area Directors would have same control as at present. Could make recommendations through its chairman or members at large. If items concerned individual members, they could go to Board meetings to discuss their problem. Two new areas were created: Art Craft Area and Games Area, as it is felt that Art Craft Studio and Games Room could benefit from more promotion. Eric Hucke asked how people would be appointed this fall if the new structure was put into affect at that time.

The Board will be selected in the same manner as before by selection committee. Vacancies throughout the year will be filled by Personnel Standing Committee.

Bob Weinhagen explained that the transition this year would be more difficult since it will be an initial step. In early fall the three Governors-at-Large positions will be opened if the structure is passed. They will not be filled during the summer because it would not be fair to the many students who are off campus. Spring would not be a good time because of the time element. The Program Directorate will be filled at the same time.

Eric Hucke mentioned that programs should be planned in advance for fall in order for people coming into areas to have a minimum of transition confusion.

Jud McCarthy stated that everyone on the Board should evaluate their program committee members and encourage them to apply for positions next fall.

3. Bob Weinhagen announced that the Big Ten Student Conference for 1967 will be held at the University of Indiana on March 16, 17 and 18.

4. Elections will be Wednesday, May 25 from 10:00 a.m. to 4:00 p.m. Polling locations will be at CMU, West Bank, Bookstore, Walker Library and St. Paul Campus. The Board is presenting two amendments for election: 1) the two-Board structure, 2) amendment procedures.

5. Charlotte Weber has pictures of the Merit Banquet. There are 50 pictures from which to choose which may be had for one dollar each. Board members were asked to make selections if they were interested in getting a print.

6. The president announced that the Executive Committee would like to form a Community Action Ad Hoc Committee to study the feasibility and desirability of establishing community action area or committee within the structure. Charles Gustafson will be the chairman.

B. Program Standing Committee - Eric Hucke

1. Transfer of Funds: \$275 to Creative Society
\$100 to Art Committee for Art Fair

The architectural tour was canceled.

\$275 was allowed WMMR for a live broadcast of Gopher baseball games at Bloomington, Indiana. The acting manager for WMMR would be sent to make the broadcast. Consideration was given to sending a broadcaster as this could be the championship game and this would be an exclusive broadcast.

2. Program Standing Committee made an exception to the cooperative agreement and approved an outright transfer of funds for programs cosponsored with the following outside activities:

African Association for African Day Celebration, May 14	\$100
Citizens Series to MSA Legislative Affairs	\$500

3. Program Directorate will meet Wednesday, May 25, at 6:30 p.m. to discuss summer programming.

4. ^{A NMA Production} ~~An Ad-Hoc~~ committee will be established to work out a University Production patterned after Carmina Burana. It will function as a Music Area committee. Bob Doll will be chairman of next year's performance.

C. House and Finance Standing Committee - Jud McCarthy

1. The House and Finance Committee is currently reviewing the allocations of student office space under the control of the Board. A statement on room allocations is attached to the minutes.

2. The following list of items for renovation amounting to \$53,740 was presented to the Board for their approval:

- | | |
|---|---------|
| 1) Refurbish Women's Lounge to include furniture and rug repair | \$8,890 |
| 2) Refurbish Men's Lounge, including furniture and carpet | 12,900 |

NOTE: The House & Finance Committee recommends that the present arrangement of separate Lounge facilities for men and women be retained and that the furniture purchased be appropriate. The committee also strongly urges the use of planters, room dividers, etc. that will make the rooms more attractive and desirable for conversational groupings. These purchases should be made with portability and multiple-purpose use kept in mind.

- | | |
|--|-----------------|
| 3) Replace blinds and draperies throughout CMU | 6,230 |
| 4) Sand and fill parquet floors, Men's and Women's Lounges | 970 |
| 5) Repair flashings and roof membrane at fourth floor level front of building to eliminate water leaks on second and third floors | 8,250 |
| 6) Remove dirt and install concrete and membrane seal in planting area over footings in front of building to eliminate water leaks | 5,500 |
| 7) Redecorating walls and re-setting marble panels in Main Ballroom | 6,000 |
| 8) Special renovation fund to provide for projects costing less than \$500 each | 5,000 |
| | <u>\$53,740</u> |

There was some dissention about keeping the men's and women's lounges segregated as some felt there should be more coeducational lounging area. However, the majority felt it was important that some space should be available exclusively to men and exclusively to women for rest and relaxation. It was agreed that a masculine style of furniture should be purchased for the men's lounge and furniture for the women's lounge should be selected with the woman's comfort in mind.

The question was raised as to whether the cost of repair of flashings and roof membrane at fourth floor level should not be shared by Campus Club. The matter of whether the Campus Club should be responsible in sharing this cost and perhaps other costs in the building was referred to the liaison committee.

MOTION X-248

Jud McCarthy moved that UBOG allocate \$53,740 for completion of projects numbered 1-8 on committee report and that the note under item 2 be accepted. Seconded. Carried.

It was recommended that the Director determine the fastest possible means of completion of Phase I in the Terrace Reading room, which is the installation of head sets and plugs around the room.

It was recommended that the Director negotiate with University Services to determine whether the short order grill variety of food service would be feasible in the Gopher Hole, in order that plans for decor can proceed.

D. Personnel Standing Committee - Tim Jeffery

Personnel Standing Committee had no report at this time.

E. Public Relations Standing Committee - Robbie Engelmann

Public Relations is working on publicity for coming elections, using posters, Daily ads and articles.

Mr. Starr requested Board members to inform his office as to their plans and addresses for the summer.

MOTION X-249

Eric Hucke made a motion to adjourn the meeting. Seconded. Carried.

Meeting adjourned at 9:00 p.m.

Respectfully submitted.

Gordon L. Starr
Recording Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

TO: Union Board of Governors

FROM: Jud McCarthy, Secretary-Treasurer

SUBJECT: House & Finance Renovation Recommendations

The following items are presented to the Union Board of Governors by the House & Finance Committee with their recommendation that monies be allocated for their completion:

1) Refurbish Women's Lounge to include furniture and rug repair	\$ 8,890
2) Refurbish Men's Lounge, including furniture and carpet	12,900
3) NOTE: The House & Finance Committee recommends that the present arrangement of separate Lounge facilities for men and Women be retained and that the furniture purchased be appropriate. The committee also strongly urges the use of planters, room dividers, etc. that will make the rooms more attractive and desirable for conversational groupings. These purchases should be made with portability and multiple-purpose use kept in mind.	
3) Replace blinds and draperies throughout Coffman Memorial Union	6,230
4) Sand and fill parquet floors, Men's and Women's Lounges	970
5) Repair flashings and roof membrane at fourth floor level front of building to eliminate water leaks on second and third floors	8,250
6) Remove dirt and install concrete and membrane seal in planting area over footings in front of building to eliminate water leaks	5,500
7) Redecorating walls and re-setting marble panels in Main Ballroom	6,000
8) Special renovation fund to provide for projects costing less than \$500 each	<u>5,000</u>
TOTAL	\$53,740

May 17, 1966

At the present time there is money which has already been appropriated for the following projects:

- 1) Music Listening in the Terrace Reading Room. \$1,200 has been appropriated for the beginning of this development (Phase I). The House & Finance Committee recommends that the Board authorize the Director to determine the fastest possible completion of this phase, either through the Union Electronics Mechanic, or through Audio-Visual services. If \$1,200 is insufficient to meet the cost of completing Phase I, an additional appropriation will be recommended at a subsequent Board meeting.
- 2) The Gopher Hole. \$1,800 has been appropriated for the development and planning of this area. The House and Finance Committee does not recommend the construction of restrooms in this area due to the cost and the relative ease of accessibility to the restrooms on the east end of the ground floor. We do recommend that the Board authorize the Director to begin negotiations with University Services to determine the feasibility of limited food service of the short-order grill variety in the Gopher Hole. We do not feel that planning of decor can be completed until we determine the extent of Food Service facilities in the area.

At present we have about \$34,000 in the Renovation Fund. We anticipate \$143,000 by the end of the fiscal year. The exact amount will not be known until June 30. It should be kept in mind that there are additional renovation projects not discussed in this memo which will require substantial allocations later in the year.

JM:vj
5-17-66