

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
Coffman Memorial Union

Board Meeting Agenda

July 7, 1966

- I. Director's Report
- II. Old Business
 - 1. Union Board Council - Ad Hoc Report
 - 2. WMMR - Ad Hoc Report
 - 3. Mr. Wenberg
 - 4. T. C. Atlantics
- III. New Business
- IV. Announcements
 - A. Executive Standing Committee
 - 1. Temporary Approval of Program Budget
 - B. Program Standing Committee
 - 1. Program Budget
 - 2. Film Policy
 - 3. Procedural Changes
 - 4. Summer Program
 - C. House and Finance Standing Committee
 - 1. House Rule Change
 - 2. Student Office Space
 - 3. Men's and Women's Lounges
 - D. Personnel Standing Committee
 - 1. Fall Recruitment
 - 2. Chairman Pass
 - E. Public Relations Standing Committee

Adjournment

GLS:vj

UNIVERSITY OF MINNESOTA
HOFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of July 7, 1966

Members Present

Gail Pearlman, Bob Weinhagen, Jud McCarthy, Joe Kroll, Charles Gustafson, Kathy Keleher, Tim Marrison, Tim Jeffery, Eric Hucke, Dr. Zander, Dr. Hoire, Mr. Starr.

Members Absent

Robbie Engelmann, Pam Koskey, Greg Ritter, Dr. Mary Corcoran, Mr. Tracy Page, Mr. Emil Behrens.

Guests Present

Mr. Stanley J. Wenberg, Vice President for Educational Relationships and Development; Mr. Tom Reeve, Program Director; Mr. Carl Nelson, Assistant Program Director; Bruce Wilson, former Board member; Vi Justice, Secretary.

Board members and guests met in the Women's Lounge of the Campus Club at 5:30 for dinner. The business meeting was called to order at 6:45 p.m. by the president, Bob Weinhagen.

Mr. Starr reviewed the minutes for the meeting of May 18. The following corrections were requested:

1. Page 4, para 2, line 2: "...student organizations." changed to "...students."
2. Page 4, para 2, line 2: "They are allowed..." changed to "The Board is allowed..."
3. Page 5, item 4: "An Ad Hoc Committee..." changed to "A NMA Production Committee..."
4. Page 1, last para: the name Henry Howard should be Henry Herman.

MOTION X-250

Motion was made to accept minutes of May 18 as corrected. Seconded. Carried.

I. Director's Report - Mr. Starr

Mr. Starr announced that Mr. Wenberg was unable to attend the dinner but that he would be at the meeting later. He said that a replacement is being sought for Dennis Hunt, former Bowling Facilities Supervisor. He announced that Mrs. Diane Klechefski, Program Consultant for WMMR, had resigned effective August 1st, and that three new Administrative Fellows had been appointed.

Mr. Starr briefed his trip to the University of Cincinnati, stating that their Union was similar to CMU in that it is in a Metropolitan area. They have a two million dollar addition, mostly food service area. They have installed an escalator. Mr. Starr felt the conveyor belt for trays in the cafeteria was a great convenience. Time did not permit going into detail on their improvements, but many of them would be useful here.

The Director thanked Bob Weinhagen, Eric Hucke, Charlotte Weber, Jud McCarthy and Charles Gustafson for serving on the committee for CMU when the University of Minnesota administration hosted the North Central Accreditation team.

A report describing the new Union at Chicago, written by the Director, was given to Board members (copy attached).

Mr. Starr hoped that the model of the ramp would be ready for the next Board meeting.

Mr. Starr announced that the ACU-I conference report is available in room 105.

The Director told Board members he approved temporary guest passes for Minnemath students who are attending the University during the summer. This will allow them to attend Union functions but the students will have to pay for the use of the facilities.

II. Old Business

1. Bruce Wilson, Secretary-Treasurer of UBOG for 1965-66 was a guest at the meeting and explained the UBC Ad Hoc Committee report which was in the Board folders (copy attached). UBC is the Union's Freshman training group to prepare Freshmen for leadership on campus. A discussion followed as to whether UBC was effective. It was brought out that since it was restricted to Freshmen it was more attractive to them. It provides a greater variety of responsibilities by a rotating structure than Freshmen would get by serving on committees of UBOG. Mr. Starr said that it was one of the outstanding groups on campus and that they contribute to the campus life as well.

2. The WMMR Ad Hoc Report on the needs of WMMR, based on the Engberg report (a consulting engineer from Wisconsin), was briefly presented to the Board by Eric Hucke. The report will be referred to another committee to study allocation of funds. President Bob Weinhagen established a second Ad Hoc Committee to study WMMR financial needs and administrative structure. The members of this committee are Eric Hucke, Jud McCarthy, Bob Weinhagen, Tom Reeve, Berton Atkinson. The committee will be known as the WMMR Ad Hoc Committee Duo. Tom Reeve said the faculty members on the committee think that WMMR should remain on the Board structure.

3. Mr. Wenberg was introduced to the new Board members. He told the Board members that one of the purposes of his visit was to go over the new administrative structure which he was going to present to the University Board of Regents for approval on July 8. The basic change of the structure would be the creation of a new position of Director of University Unions, who would have direction over University of Minnesota Unions. Immediately under the Director would be two subordinate positions, Director of Planning and Director of Finance and **Facilities**. The Directors of the specific Unions such as CMU, West Bank Union and St. Paul Campus Union would basically be program planners. Mr. Wenberg stressed the broader concept of the Union, that programming should be campus wide, not confined to the Union building, that it should fit the needs of students at all levels, from Freshmen through Graduate Students and he would like to see faculty members included in the recreation program. The question was raised as to how the Board would be involved in the new Administrative structure. The Board will be concerned with programming. It will be involved in planning the program budget. It will recommend renovation and maintenance needs. Mr. Wenberg felt a wider program is needed to justify the incidental fee charge.

He continued discussion about programming and the importance of the Union adhering to the Regent's film policy which states that films should not be shown that would be considered in competition with private enterprise. He stated that the Department of Concerts and Lectures has refrained from showing feature-length movies in Northrop. The Film Society has, over a period of time, worked out a program which has been acceptable to the University. He suggested that the Union might work with the Film Society in developing a film program and that he was going to appoint a University Committee on films. A Board member asked him how soon this committee would be appointed and he replied this would be done immediately. It was the consensus of the Board that they should not show feature length films which might be interpreted as competitive and they indicated interest in working with Film Society.

4. The T. C. Atlantics, who failed to show for a performance at CMU because of a double booking, have not yet contacted the Director's office. The matter was referred to the Musicians Union who said that the Atlantics should perform at the Union free of charge to compensate for the embarrassing situation created by their failure to show up. It was recommended that the Social Area approach the T.C. Atlantics to set up a date in the fall for a performance. It was suggested that the Atlantics be given a definite date by which to reply. It was recommended that if the T.C. Atlantics perform as requested that the matter be considered closed.

III. There was no new business.

IV. Announcements

A. Executive Standing Committee - Bob Weinhagen

1. Bob Weinhagen announced that the Executive Committee had temporarily approved the summer program budget.

B. Program Standing Committee - Eric Hucke

1. Eric Hucke presented an informational report of the amounts set up for the summer budget allocations (report attached).

2. The matter of Film Policy was discussed by Mr. Wenberg.

3. "Flow Charts", showing the procedure and responsibility for initiating Ad Forms, Clearance Sheets, Requests for Purchase, Petty Cash, Telephone, and Room Reservations, were distributed.

4. Summer programming for 1967 was referred to the executive committee for planning.

C. House and Finance Standing Committee - Jud McCarthy

1. The following change was recommended in the House Rules:

Section VII, Student Contact Table Policy. The first sentence to be changed as follows: "Tables are provided so that student organizations may make contact with the student body relative to conducting campaigns and the dissemination of information. Other than the distribution of printed material within a room reserved by a particular organization, the contact table is the only method by which student organizations are permitted to distribute literature in the Union without special approval by the Board or the Director's office."

MOTION X-251 Jud McCarthy made a motion to change House Rules, Section VII, Student Contact Table Policy, as recommended. Seconded. Carried.

2. Room 226A was designated as student office space.

3. A folder containing samples of draperies and rugs, pictures of furniture and color schemes for the Men's and Women's Lounges was received from Mike Hopkins and was available for Board members to look over. Planters will be added to the Men's and Women's Lounges and the Main Lounge.

D. Personnel Standing Committee - Tim Jeffery

1. Personnel is establishing a central interviewing and channeling committee to evaluate student applicants.

2. Tim Jeffery recommended that committee chairmen receive a pass such as the Board pass.

MOTION X-252 Move that chairman receive pass admitting him and one guest to Union Board programs as long as he remains chairman. effective fall, 1967.

A discussion followed in which it was brought out that the Board pass is a privilege to Board members and that it would be difficult to keep a check on passes which were given to committee chairmen.

MOTION X-252 withdrawn until the matter is discussed by Personnel Committee.

MOTION X-253 Motion made to adjourn. Seconded. Carried.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj

7-20-66

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
COFFMAN MEMORIAL UNION

TO: Union Board of Governors

FROM: Gordon L. Starr, Director of Student Unions

SUBJECT: Report on New Union - Chicago Union

Deep in the heart of Chicago the University of Illinois has begun to develop a new campus which is known as the Chicago Circle Campus. This campus, located at the site of the famous Hull Settlement House on Halstead Street, at the intersection of Polk Street, has included the Union as one of its first buildings. It is with this building that this report is primarily concerned.

This building cost approximately 11.2 million dollars of which 10.8 million was borrowed. All income is dedicated to paying off the building. The Union fee is \$27.00 per quarter or \$81.00 per year. The summer session fee would be above this amount. The adjacent parking is under the auspices of the Union. It is expected that parking will gross at least \$800,000 per year.

There are approximately 200 full-time staff, plus student employees. There are not as many student employees as one would anticipate because most of the students are commuters and many have found jobs at the post office, or other nearby places, where the pay scale is higher.

It would be impossible to include all impressions, details, or descriptions of the building from one observation. Therefore, this report will be a bird's-eye view covering many aspects of the building and the operation.

The building opened just prior to the 1965 fall quarter. This observation was made at the close of three quarters of operation.

In the development of this building careful consideration was given to facilities which would meet the needs of commuters and at the same time take care of some physical education classes until the time a new physical education building is built.

The major areas of the Union are as follows:

1. Main Lobby and Escalators
2. Main Desk
3. Ticket Office
4. Check Room
5. Pier Room
6. Pier Patio
7. Gallery
8. Administrative Offices
9. East Lounge
10. Lounge (High Rise)
11. Great Circle Hall
12. Craft Area
13. Handball Courts
14. Weight & Exercise Area
15. Ballet Rhythm
16. Men's & Women's Locker Room

Second
Floor

Chicago Union

- 2 -

17. Bowling Lanes	
18. West Billiards	
19. East Billiards	Ground Floor
20. Barber Shop	
21. Book Center	
22. West Cafeteria	
23. East Cafeteria	
<hr/>	
24. Book Store	
25. Rifle Range	
26. Table Tennis	Basement
27. Swimming Pool & Sun Deck	
28. Men's & Women's Lockers	
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29. Golf, Archery Practice Area	
30. Shuffle-Board, Wrestling, & Fencing	South Wing
31. Handball Courts	Third Floor
32. Faculty Lounge	
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33. Cardinal Room (2 Sections)	
34. Illinois Room (3 Sections)	North Wing
35. Meeting Room	Third Floor
36. Student Activity Center	
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37. Browsing Lounge (2 Sections)	
38. Music Lounge	Fourth Floor
39. T.V. Rooms	High Rise
40. Meeting Rooms (6 Major Areas)	Fifth Floor High Rise

The Union is the principal extra-curricular program and service building at the new campus of the University of Illinois at Chicago Circle. The Union is not just one building, but a complex of three interconnected buildings. The largest of these is called the "low rise" building. It consists of three stories, basement, and partial sub-basement. The second largest structure in the complex, a "high rise" building of eight stories plus basement, is situated just north of the low-rise building. These two structures are joined by a small connecting building of two stories and basement.

The administrative offices of the Chicago Circle Center, including the Office of the Director, Assistant Director, Accounting and Personnel Offices are located on the second floor, north wing, low-rise building, immediately adjacent to the main desk and lobby area. The other departments of the Union are, by name, Food Services, Bookstore, Recreation, Room Reservations, and Program.

The Union provides a large variety of personal services for the University community and its guests. These services are administered through the general offices of the Union and are grouped here under the heading "building services" for convenience.

The main lobby of the Chicago Circle Center is located in the north wing of the low-rise building, at the second level. A large number of building services are associated with the main lobby area. Included among these are:

Main Desk: Located at the northeast end of the lobby area, the main desk will provide visitors with building information, merchandise, cigarettes, candy, magazines, newspapers, and similar sundries and incidentals.

Checkroom: Located at the extreme southeastern end of the lobby area, it is attended during any large or evening function held in the Union.

Campus Ticket Office: Four ticket windows are located just north of the checkroom in the lobby area. These windows provide a central location for the sale of tickets for University events and Chicago entertainment functions. The Campus Ticket Office also serves the University community as a post office sub-station, lost and found, and check cashing service.

Check Cashing: The Campus Ticket Office (above) provides University students and staff with a check cashing service up to certain established maximums.

Barber Shop: A six-chair barber shop is located in the south wing of the low-rise building, at ground level, on the west side of the building, immediately adjacent to the west billiard room.

Campus Parking: Both regular and occasional drivers to Chicago Circle can be conveniently and inexpensively accommodated in several campus parking lots.

Reservations: Reservations for the use of space for non-academic purposes, both within the Chicago Circle Center and classroom and Lecture Center buildings, are made with the Office of Room Reservations, second floor.

Housing Office: New faculty and staff members at this campus can obtain assistance in locating housing in the Chicago metropolitan area from the Chicago Circle Center Housing Office.

Private Dining Rooms: Reservations for the use of several private dining rooms in the Chicago Circle Center, including the Illinois Room, the Cardinal Dining Room, and Room 113, are made through the Office of Room Reservations.

Office of Room Reservations: Reservations for the use of Chicago Circle Center rooms and facilities should be made through the Office of Room Reservations. This includes reservations for the use of classroom and Lecture Center building rooms for non-academic purposes, as well as other campus facilities, such as the amphitheater, tennis courts, and playing fields.

Campus Information Center: An information booth, staffed and administered by the Campus Information and Tour Center, is located at the northern end of the Union's main lobby. The Campus Information Center is conveniently located to supply campus and building information to the University visitors and guests, and as a rendezvous for campus and tour groups. The tours are conducted by volunteer students, trained by a staff member.

Dining Service: There are three separate dining facilities in the Chicago Circle Center. The largest of the Center dining facilities is the cafeteria, located at ground level, north wing, low-rise building. The facility consists of two 400-seat dining areas, one on the east and one on the west side of the building. Both dining areas are served by a common cafeteria service which is located between the two areas.

The six hundred seat Pier Room for snacks, light lunches, coffee, and soda fountain service throughout the day, is located on the second floor, north wing, low-rise building. The room is reserved by students for cabaret dances and "jam" sessions. A large patio area just north of the Pier Room may be used for outdoor dining during the summer months.

The Cardinal Room, used primarily for faculty and staff, is located on the third floor, north wing, low-rise building, overlooking the Great Court. Immediately adjacent to the Cardinal Room is a small lounge area, and five dining-meeting rooms. The Cardinal Room itself will seat about one hundred persons. The small meeting-dining rooms adjacent can be used to accommodate overflow patrons during exhaustively busy periods. The Cardinal Room features buffet-style service.

Vending: The Union Food Services Department operates several food vending installations, both within the Union and five other campus buildings, for the convenience of the University community. Each installation is serviced daily with fresh foods from the Center kitchens and bakery.

A food vending facility is offered with pastry, coffee, cold drinks, and milk, located just south of the entrance to the Pier Room. A similar facility is located in the Bowling Lobby.

The Bookstore is located in the north wing of the low-rise building at basement level. An inventory carries about seventy thousand items, as many as 3.5 million individual pieces.

Book Center: A new facility for the Chicago campus, and an innovation for University service buildings generally, is the Chicago Circle Book Center. The Book Center is located exactly in the middle of the low-rise building at ground level, in an area called the Great Circle. Radiating from an informal lounge at the core of the Book Center area are bookshelves which hold about one-hundred thousand volumes of the classics, art, drama, fiction and non-fiction as many as 1200 individual titles. The unique feature of this room is that it is not intended solely as a merchandise area, but rather is meant as a literary laboratory for all members of the University community.

Recreation: The recreation wing of the Union provides the opportunity for many kinds of recreational activities. The recreation facilities are variously located on all four levels of the south wing. Outside the swimming pool area, to the south, is a furnished sundeck. The sundeck is used during summer months in conjunction with the pool. A sixteen lane bowling alley is located at ground level. Billiard tables are situated on either side of the bowling lanes. The campus gymnasium will be constructed during the University's Phase II building program, and the Union's recreational facilities will serve both physical education and recreation uses.

The membership of the Union Board consists of five faculty, ten students, and three ex-officio members. The faculty members are appointed by the Vice-President of the University for two-year terms each. The student members are chairmen of the various Center program committees, including dance, discussions, games, house, art, literature, music, film, and community service.

All Center programs are sponsored by the Board and planned by the subordinate committee with the advice of the Program Director and assistants.

The Chicago Circle Center Program Department is located within, and forms a part of, a larger area known as the Student Activity Center, which includes most of the third floor of the high-rise building. The University's Director of Organizations and Activities and his staff are also housed in the Student Activity Center. The remainder of the Student Activity Center has been informally furnished with tables and chairs as a community "workspace" for all recognized student organizations and their committees. In addition, mail boxes, lockers, and file storage space are available in this area for the use of any recognized student organization making application for these services to the area receptionist. Typewriters and a ditto machine are also available in the area for the use and convenience of student organizations.

The offices of Student Congress are located at the east end of the Student Activity Center and the offices and darkroom of the student newspaper, The Chicago Illini, are located on the south side of the Student Activity Center.

Craft Workshop: A colorful, spacious, and well-equipped arts-crafts workshop is located on the second floor, south wing, low-rise building. Included in this area is equipment for such varied arts and crafts as ceramics, pottery, wood and leather working, drawing, metalwork, painting, graphics, and photography. Posters for campus events are also made here.

Art Gallery: The Art Gallery is located in the glass enclosed corridor which connects the low and high-rise buildings at the second level. The Gallery is equipped with movable exhibition boards and spotlighting to present artwork in the most advantageous fashion. The Art Gallery exits onto the Pier Room patio to the west, and into the West Lounge of the high-rise building to the north. Both areas may be used to extend gallery exhibit space.

West Lounge: The West Lounge or "Gallery Lounge", is located in the high-rise building at the second level.

East Lounge: The East Lounge, or main lounge, of the Chicago Circle Center is located on the second floor of the high-rise building.

Faculty Lounge: From this lounge faculty members have access to all the recreation facilities located in the south wing.

Browsing Lounge: A small Browsing Lounge is located on the fourth floor of the high-rise building. This lounge contains about 400 hardbound titles for casual perusal or reading in depth.

Music Listening Lounge: This lounge occupies the same space as the Browsing Lounge.

Television Rooms: Five television-viewing rooms are located at the east end of the fourth floor, high-rise building. Each room is equipped with seating and a television set permanently "locked" on a particular channel. The rooms are open during regular building operating hours. This plan of operation is apparently effective.

Meeting Rooms: The meeting rooms are located in other areas of the Union. Most of them are located on the fifth floor of the high-rise building.

Kitchenettes: Two kitchenette rooms are located on the fifth floor of the high-rise building and are available to University organizations who wish to provide coffee and edibles that require little or no preparation for their guests or membership.

Illinois Room: The Illinois Room is the large, multi-purpose dining-ballroom of the Union. This L-shaped, oak-paneled room will accommodate up to 1,000 persons for a catered banquet, 1,250 for lectures and addresses, and 2,500 for dances.

Conference Registration and Exhibit Space: Abundant conference registration and exhibit space is available in the Illinois Room lobby, third floor, north wing, low-rise building.

Great Circle Hall: The Great Circle Hall, which will have a two-story, nine-hundred seat auditorium when completed, is located in the Center (Great Circle Area) of the low-rise building at the second level. Until the physical education facilities are completed in 1967, the Hall will be used for physical education instruction. When not so used, it is available for informal dances and other events which do not require seating or sophisticated sound and acoustical systems.

Receptions are held in the Great Hall auditorium space.

Adjacent to the Illinois Ballroom is a serving kitchen for banquets. A portable stage made by Seco, of Minneapolis, is used in the Illinois Room.

The Cardinal Room is open to anyone, however, it is used primarily by faculty and some staff.

The entire University, including the Union, is air-conditioned.

There are instructions for pocket billiards as part of the recreational program of the Union. The current price for bowling is 40¢ a lane and \$1.00 an hour for billiards.

The rifle range provides space for six individuals to shoot at one time. It is supervised by the OTC. This program could possibly be used at Minnesota.

The swimming pool is an AAU regulation pool. The Union provides laundry equipment in the swimming area for cleaning the swimming suits and towels.

It is anticipated that ice skating will be developed in the area adjacent to the recreational wing.

The general offices, with the exception of the Director and the Assistant Director's offices, are glass partitioned.

A unique fire alarm system has been installed throughout the building, with the controls in the administrative offices.

Suggestions made for the Activity Center:

1. Lockers (half size) were made too small.
2. There should be a method for locking both mail boxes and files.
3. There should be more room for stacking furniture.
4. Combination locks may be the best answer for lockers.
5. More phones.
6. Book racks.

It was also suggested that as much wall space as possible be corkboard so that posters and other materials can be put on the walls.

Because of the location of the Activity Center, it was felt that it would be desirable to have U.S. post office boxes in the Activity Center.

Student meeting rooms are cleaned once a day and the furniture left for students to rearrange according to their need.

Meeting room space should be part of, or adjacent to, the Activity Center for meetings that are called spontaneously or planned on short notice.

Blackboards were part of the permanent fixtures in the meeting rooms.

The Music Listening Room was open from 8:30 to 4:45. The equipment used was Tandberg. There were four channels. Students could make a selection of music to listen to. Over 200 tapes were available to be played. The listening equipment was placed behind the counter, but in the design it was placed too low so consequently there was unnecessary bending over to load cartons. This is a very popular area in the building and well used.

Both escalators and elevators were located in the building with the escalators being located near the main lobby, whereby the majority of people are moved to the second floor at a much faster rate than the elevators would move them.

It should be noted that an elevator door key was placed inside the elevators in case of an emergency. This might be incorporated in Coffman Memorial Union.

The Director reports to the Vice-President, for campus and educational activities and to the Director of Physical Plant, for the building.

The standard payment will be on the principal of the indebtedness. The loans were made so that only the interest would be paid the first three years and then the principal and interest thereafter. It should be noted that a 135% sinking reserve fund was set up for the first year's payment. This amounted to \$528,620. The reserve depreciation fund was set at approximately \$90,000. The general University depreciation is set at 5%.

There are approximately 400,000 square feet in the building. This compares to 24,000 in Coffman Memorial Union.

The average check in the snack bar is 21 cents, the average in the cafeteria is 57 cents, and the average in the Cardinal Room is approximately \$1.00.

From experience it was found that permanent seating worked out the best, because when the chairs were portable they were moved to all locations. The chairs for the music listening room had a tilt-back and were modern and comfortable.

The Union is going to develop separate satellites (smaller unions) on the campus. This will include snack bars, vending and lounges, and book store supplies. The satellites are expected to seat approximately 450 people each.

The book store profits are going to go to the Union.

Several of the comments made by the Director were:

1. The lack of a freight elevator which could adequately get supplies to various locations in the building.
2. There was not time to adequately prepare the students on how to use the facilities. They expect to conduct sessions with the students next year on the better use of facilities.
3. The major problem was the bottleneck of traffic in the entrance.
4. It was the Director's feeling that the administrative offices are located in a highly desirable area. Apparently his experience at his former position at the University of Washington was somewhat similar to the situation at CMU.
5. In the first ten months of operation they have taken in approximately \$600,000 in Food Service with a 48% food cost and a 47% labor cost.

Because of the size of the building, location in metropolitan area, and other similarities, close contact should be kept with this Union for mutual benefits.

GLS/kw
6/30/66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

TO: Union Board of Governors

FROM: Bruce Wilson, Chairman
Union Board Council Ad Hoc Committee

SUBJECT: Recommendation

I. Purpose of Goal

It is recommended that the following goal be adopted for the Union Board Council:

"Development in leadership responsibilities through participation in programming activity for selected freshmen."

II. Structure - 32 Members

In order to give the Union Board Council more direction it is recommended that the Council be divided into three programs-orientated committees and an executive committee.

The three committees would create, organize, and put on programs for either their own group or the University in general. At times area directors from the Board could be called upon to advise one of these committees while it was working on a project relevant to his area. Also UBC committees could be asked to help an area on a certain program if it wished to do so.

The three committees that are recommended would be:

Social and Recreational
Cultural
Educational

These are broad areas of programming and many types of programs could be fit into each. If it becomes necessary, a fourth programming area could be added during the year.

Each of the three committees would have ten members, one of whom would be elected as Vice President and would serve as that committee's representative to the executive committee. Each committee would also select one member to serve as chairman during one program or project.

The executive committee would consist of the three Vice Presidents from the committees as well as a President and Secretary.

The President and Secretary would be selected at the third meeting. It might be desirable to have candidates file the week before elections.

The Vice President would be elected by the committees themselves.

All members of the executive committee would serve for an entire year. However, UBC would be given an option at the end of winter quarter as to whether they wished to continue. If not, it is hoped that many of them would join the Board structure in some capacity.

The duties of the executive committee would be mainly concerned with co-ordination and liaison between the three committees and UBC and the Union Board of Governors.

The executive committee will plan the meetings when the Council is together. These group meetings will be mainly concerned with leadership training and discussion based on the experiences of the programming area. Each Vice President will report periodically to the executive committee on the progress of its committee.

The President of the UBC will sit on the Program Directorate mainly to use the Directorate as a resource for program ideas.

UBC will also have a student advisor whose main job will be to sit on the executive committee as a resource person. The advisor will also serve as an ex-officio member of the Program Standing Committee of the Policy Board. The advisor will be expected to be familiar with UBOG policies.

III. Orientation Period

It is recommended that the first three UBC meetings be mainly instructional to familiarize UBC members with the structure, policies, and programming areas of UBOG. It would be expected that Board and Directorate members make presentations at these meetings to make UBC members aware of their functions and to become acquainted with them as individuals.

It is hoped that these three meetings would provide some basis for election of officers, elections being held sometime during the third meeting.

It is, of course, hoped that formal and informal ties between the Council and the Board be strengthened. Through area directors helping UBC members on projects, the instructional meetings and other informal connections, it is hoped that these ties can be strengthened. Ultimately, it is the responsibility of the Board and Directorate to see that this is accomplished by showing an active interest in the UBC program.

IV. Application and Selection

A. Advisors

There was agreement that in the past criteria for selection for UBC advisors has been too restrictive. A minimum requirement would be that he be at least a sophomore but it was not felt necessary that he be a past UBC member. Generally, he should have had some experience in an executive position in UBOG or some campus organization. Most importantly, he must be aware of UBOG policies. An ideal advisor would be a past Board member. These, of course, cannot be concrete criteria but it gives more-or-less of an ideal to aim for. The advisor will be selected by the Personnel Committee.

3. UBC Members

1. Application Forms

The application that a freshman fills out when signing up for an interview should be mainly a source for background material on the applicant. It should include:

- a. Personal information: name, address, etc.
- b. Post high school and community activities and lengths of time in each.
- c. Class rank and size of graduating class.
- d. High School attended.
- e. Credit load planned and if they are going to be working during the year and how many hours per week.
- f. Possibly ask them if they could attend meetings on the night planned for UBC meetings.

2. Interviews

It is recommended that each applicant be interviewed twice. There should be a three man interview team individually giving the first interview and then after a preliminary cut in numbers, all three should give the second interview. All three should then make the final decision on UBC membership. The interviewers should try to keep a fairly close balance on the sexes in the final UBC group.

The interviewers should be well trained in interviewing techniques and should be aware of what they are looking for in UBC members.

It is recommended that the interview should consist of:

- The Personnel Governor
- The UBC Advisor
- One Board or Directorate member

The criteria for selecting UBC members should very generally be as follows:

They should be well aware of what they are applying for and the interviewers should make sure that applicants are interested in what UBC has to offer, most important, ascertain his expectations and determine if they are relevant to UBC.

Possibly ask the applicant his reasons for coming to college and what he hopes to get out of it.

Generally, are his interests varied and would he fit into one of the programming areas of UBC?

V. Financing

It is recommended that UBC be given a starting budget by the Personnel Standing Committee, and, if necessary, further allocations on the basis of need. UBC should not be expected to have fund raising projects as such, but it is hoped that they could raise some money through their programming.

VI. Summary

It may seem that we have set up a rather complicated structure, but if we have it is to promote participation by all the members of UBC. By breaking up the group into smaller sections, we have made committees of a practical size with rotating chairmanships for each project. We would hope that the executive committee would unify the group through leadership and discussion sections, and that that informal social activities be held also to accomplish this.

Also, by having area directors assigned to help UBC committees on specific projects, we would hope to strengthen the ties between UBC and its parent organization as well as giving them the benefit of the area directors program experience.

BW/la
5/24/66

Retyped la
7/7/66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

TO: Area Directors

FROM: Program Standing Committee
Eric Hucke, Vice President

SUBJECT: Summer Budget Allocations and 1966-67 Program Budget Policy

I. Summer Program Budget

Recreation	420.00		
Creative Programming Development	1250.00		
Social	1050.00		
Fine Arts	385.00		
Music	700.00		
Topics	800.00		
Program Office	910.00		
Summer Contingency	1000.00	West Bank	425.00
	<u>6515.00</u>	TOTAL	<u>\$425.00</u>

To go into effect retroactive July 1, 1966 superseding the Program Budget authorization approved by the Executive Standing Committee.

NOTE: This does not include Budgets for Board Activities, Personnel, or Public Relations whose budgets are the responsibility of the Executive, Personnel, and Public Relations Standing committees respectively.

II. Yearly Budget Procedure

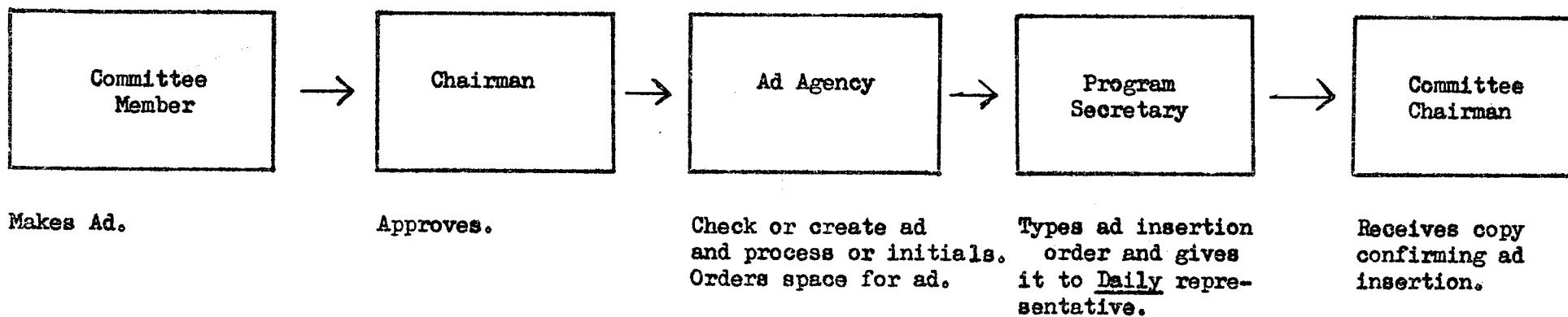
1. All area budget requests are to be submitted by the area director to the Program Standing Committee no later than the first day of the quarter for which they are to be effective.
2. Responsibility for budget allocations will remain the responsibility of the Program Standing Committee subject to Board review.
3. Yearly projections of income and expenses are to be submitted to the Program Standing Committee by each area director no later than August 10, 1966. (Revision of previous requests accepted April 22, 1966, is requested considering the change-over in many area directorships.) These projections are not in any way binding but will serve as a guide in budgeting to both the standing committee and the areas.
4. The present summer budget is effective July 1 through September 26, 1966. Fall quarter budgets are due Monday, September 26, 1966.

EH/la
7/7/66

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Ad Forms

FLOW CHART

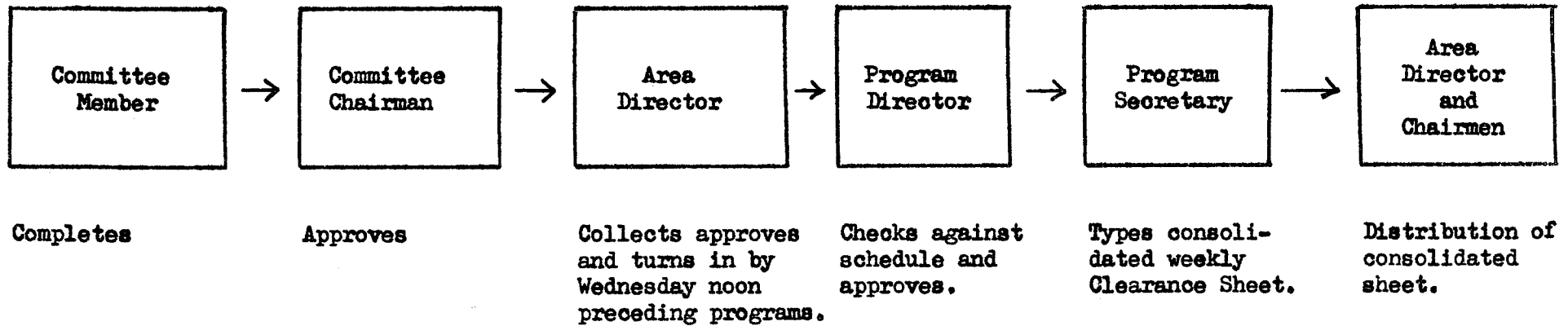


jfr
6/22/66

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Clearance Sheet

FLOW CHART

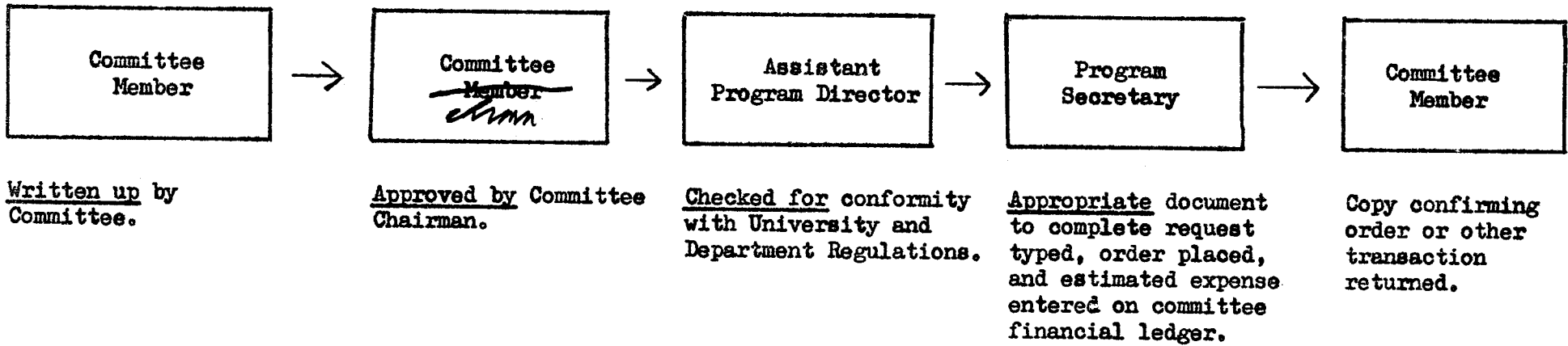


jfr
6/22/66

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Request for Purchase - Petty Cash - Telephone

FLOW CHART

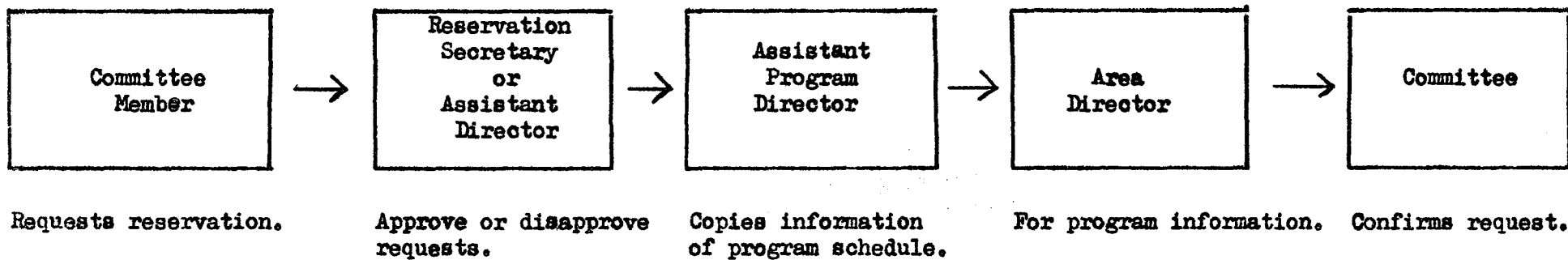


jfr
6/22/66

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Room Reservation

FLOW CHART



jfr
6/22/66

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS
Coffman Memorial Union

Board Meeting Agenda

August 17, 1966

- I. Director's Report
- II. Old Business
 1. WMMR
- III. New Business
- IV. Announcements
 1. Executive Standing Committee
 - A. Summer Programming
 2. Program Standing Committee
 3. House and Finance Standing Committee
 - A. Room Allocations
 4. Personnel Standing Committee
 - A. Fall Recruitment
 - B. Recognition System
 - C. Passes for Chairmen
 - D. Fall Retreat

Adjournment

BW/la

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of August 17, 1966

Members Present

Bob Weinhausen, Charles Gustafson, Jud McCarthy, Greg Ritter, Eric Mucke, Tim Jeffery, Kathy Keleher, Tim Murrinan, Mr. Tracy Page, Dr. James Holte, Dr. Donald Zander, and Mr. Gordon Starr.

Members Absent

Robbie Engelmann, Gail Pearlman, Joe Kroll, Dr. Mary Corcoran, and Mr. Emil Behrens.

Guests Present

Mr. Tom Reeve, Program Director; Mr. Carl Nelson, Assistant Program Director; Mr. Terry Linnihan, Program Consultant; Claudia Peacock, Administrative Fellow; Mr. Berton Atkinson, Assistant Director; Jim Kofski, Daily Reporter; and WMMR Representatives -- Bob Metcalf, Scott O'Malley, Harlan Weikle, Bob Mills, Ivar Brogger, Al Jacobs, Tom Miles, Anita Larson, Rosemary Camb, Steve Reidell, Bob Allison, and Bob Kofski; and Linda Anderson, Secretary.

Board members and guests met in Room 346, Coffman Memorial Union, at 6:30 p.m. The business meeting was called to order at 6:40 p.m. by the president, Bob Weinhausen.

Mr. Starr reviewed the minutes for the meeting of July 7, 1966. There were no corrections to be made.

MOTION Y-1

Motion was made to accept minutes of July 7. Seconded. Carried.

I. Director's Report - Mr. Starr

Mr. Starr announced that Dr. James Holte and Mr. Tracy Page have accepted to serve on the Board for another year. They were given an ovation by the entire Board.

He announced that Mr. Terry Linnihan, Program Consultant for the Recreation Area, is leaving our staff to join the Wisconsin Union. He resigned effective August 19.

Mr. Starr briefed on the need for space in Coffman Memorial Union. There is a possibility that the Alumni Association will be moving to another building on or off campus. There is no assurance that this space will be given to the Department due to all University space needs.

There is a space problem on the West Bank as well as in Coffman Memorial Union. While CMU was built for a maximum of 14,000 student enrollment and is being literally "overrun", we do not have adequate space on the West Bank and may lose our one classroom. With the increased enrollment there is increased pressure for space on the West Bank, including the Clay School. It is unfortunate that we do not have a new Union building in operation on the West Bank.

Mr. Starr told of the Homecoming Committee meeting that he attended. They are going to try to get away from the traditional events of homecoming and the UBOG programming should do their share in contributing to this overall program. We suggested that the Board work closely with the Homecoming Committee for the best program possible. The Scottish Highlanders are coming from the University of Iowa Union for the game.

Mr. Bruce Bundy has been hired as the new Recreation Facilities Supervisor in the Bowling Lanes.

We have run out of the general departmental brochure and will be developing a new one in the future.

A review and evaluation should be made of the summer programs especially in terms of better advanced planning for next year.

There have been numerous requests for speeches that were made during the 25th Anniversary and for the papers that were presented at the seminar. It is hopeful that these can be combined into one report.

II. Old Business

Eric Hucke presented the Ad Hoc Committee II Report as follows: The decision of the second WMMR Ad Hoc Committee, consisting of President Bob Weinhagen, Jud McCarthy, Mr. Bert Atkinson, Mr. Tom Reeve, and Eric Hucke, is that the WMMR station should no longer be a part of the Union.

Eric Hucke presented some of the objectives of WMMR, which are to provide a laboratory situation for University students, to develop effective human inter-relations, to develop leadership capability, to produce quality programming, long-range renovation needs based on the Engberg Engineering Report, and the programming budget including the annual budget for operating expenses per year. The WMMR Ad Hoc Committee II concerned itself with programming and finances. This committee felt that WMMR should no longer remain connected with Coffman Memorial Union. The following solutions were considered by this committee:

1. That WMMR be expanded immediately.
2. The facilities expansion be delayed for 1-4 years.
3. That the station be continued as it exists. This possibility was definitely ruled out.
4. That WMMR be discontinued.

In making this recommendation, this committee is aware of the great expenditures of time and effort on the part of those persons who have been a part of WMMR this past year and in previous years. If WMMR should be discontinued, such a decision should not be felt to reflect on the fine performance of all those who worked on the station. Such a decision goes beyond matters of individuals and is based on consideration of Union finances, the impact of radio on the dormitory student, and the general needs and resources of the University. If the Union had greater amounts of funds available, perhaps WMMR should be made operable.

Mr. Tracy Page raised the question as to how many students were actually reached by WMMR. It was reported that approximately there are 3,000 students located in the residence halls. He challenged the use of funds which did not include the large number of commuters. It was estimated that about 1,000 students have been reached by WMMR but this was because WMMR did not receive its transmitter until May, 1966. The question was raised concerning the costs of WMMR's operation for a year. It is estimated that the costs would be approximately \$23,000, including salaries and renovation needs (which are somewhat estimated). A question was raised concerning commercial sales and WMMR's relationship with KUOM.

There was some discussion that the purpose should not be to duplicate commercial sales but rather to give quality programming and also that the students and staff members receive a great value from this experience. The difference between KUOM and WMMR was discussed. KUOM is a University departmental station run by a professional staff whereas WMMR consists mainly of students. WMMR gives students the experience needed to determine whether they would like the radio field as a life-time profession. It provides the laboratory experience for some 80 to 100 students who worked in various phases of WMMR.

Mr. Tom Reeve made a re-adaption report for WMMR which hinges on the hiring of a full-time staff station manager. A student would be selected as WMMR Program Director who would represent WMMR on the Directorate. This would enhance advertising of an important station. The Program Consultant would become the station manager handling all the administrative angles of the programming while the student manager would be working with the students on programs. Mr. Reeve stressed how much more important it was to obtain good quality programming than to just be interested in how many were in attendance at the programs.

At this time there was a discussion of Program Potentials:

Music Program -- WMMR could expose trends and fads.

News Program -- There is no limit to the experience for student and staff members. This would be made possible with the new equipment. Events could be immediately reported, live and direct. They would also then be able to broadcast to the hospital which would give them 800 more in their audience. WMMR doesn't design for how many you can serve, but rather how you serve them.

Sports Program -- There are a number of broadcasts you can do on sports: play-by-play coverage for minor as well as major sports. WMMR has given all students the chance to take part in radio dramatizations, and minority groups a chance to do something in this order. This has also been a good public service -- it has given the chance to editorialize.

Many of the Board members felt that students just don't have the time or interest to become involved with a college radio station. WMMR can be expanded in the communications area although it is not career-oriented.

Mr. Starr, Director of Student Unions, pointed out that CMU operates both from fees and from other sources of income and if we can have income producing units it helps to keep the fee down. He also pointed out that there are many projects in renovation, including air conditioning, and building the West Bank Union, for which funds are needed. In the past the Board has requested an increase in the incidental fee and it is unlikely that any such request could be approved without good justification of expenditure of funds.

It was pointed out that the proposed plan of expansion would eliminate three conference rooms. It was reported that the present equipment will be of little value in connection with the proposed plan. According to some individuals, WMMR has become the image of the Union and has received mention in the Billboard magazine.

A secret ballot was suggested by Greg Ritter because he felt that Jud McCarthy might be affected by others' opinions. The Director mentioned that by tradition only ballots were cast for elections. It was the consensus of opinion that the usual hand vote be taken.

Before the Board voted, Jud McCarthy requested time for his presentation. He spoke in terms of "people, education, and the Union's role". He summarized all that WMMR has involved and all that it will be able to involve if it is expanded, including people, friendships, support throughout the Twin Cities and the University area, its major role in the Union, and students' involvement.

He cited an example of becoming acquainted and making friends here at the University through WMMR. He mentioned the fact that he was the recipient of the Barry Halper scholarship and that this scholarship has done much to help other students.

MOTION Y-2 — *no motion*

It was moved that we do not consider change of the station in any aspect. (Status Quo). Died for a loss of a second.

MOTION Y-3

It was moved that WMMR be discontinued. Seconded.

A vote was taken and the results were 5 in favor, 5 opposed. President Bob Weinhagen broke the tie by casting his vote in favor.

At that time, a technicality was pointed out that dissolution of WMMR would be dissolving an area of the Board which would require a By-Law change with a 2/3 vote and such action would require presentation at a previous Board meeting.

MOTION Y-4

Reconsider

It was moved that "WMMR be expanded as much as possible including a new location, that new facilities be provided as recommended in the Engberg Report and a fully paid staff station manager be hired to provide expert training and leadership continuity, commercial advertising be established immediately, and present facilities be maintained until the new facilities are installed. The cost of renovation should be distributed over the next three fiscal years, \$20,000 this year for studio construction, a \$20,000 next year for equipment, and \$14,500 the third year for completion." Seconded.

MOTION Y-5

Eric moved to table Motion Y-4 until the next Board meeting. Seconded and Carried.

In agreement with the Board, the President declared a five minute recess due to the length of time of the previous action.

The Board reconvened after the five minute break.

MOTION Y-6

It was moved to *reconsider* the motion tabling the WMMR action until the next Board meeting. Seconded and passed. Following the motion on reconsideration, the Board again discussed Motion Y-4. It was suggested that the Board allocate \$10,062 during the current fiscal year to implement immediate technical facilities for this coming school year plus \$20,000 ~~next~~ year, \$8,300 during the second year, and \$20,000 in the third year to complete the project. \$2,000 would also have to be allocated for planning. The vote was taken and resulted 6 in favor, 3 opposed. Carried.

4th fiscal A question was raised as to whether the Board had the responsibility for this large amount of funds. *2nd fiscal* Jud McCarthy, House and Finance Committee, pointed out that all Board action relative to funds are in the form of recommendations to the University through regular channels. *3rd fiscal*

III. There was no New Business

IV. Announcements

A. Personnel Standing Committee

1. It was requested that the Personnel Standing Committee be allowed to present their report. As part of the fall recruitment, Tim Jeffery, Personnel Chairman, presented the layout for the Welcome Brochure for recruitment. The approximate cost is \$900 for 10,000 copies. The Board indicated enthusiasm about this brochure.

He announced that September 23 would be a meeting date for those interviewing and strongly stressed the need for fall recruitment. Tim Marrinan raised a question as how to handle committees if chairmen were already appointed. Mr. Starr, the Director, suggested that recruitment be done with upper classmen and that not too much stress be placed on freshmen because of their need to become oriented first.

2. The recognition system agenda was deferred to another meeting.

MOTION Y-7

3. Tim Jeffery moved that all chairmen be given a card which entitles each chairman and one guest to privileges equivalent to those of a Union Board pass. A Board pass entitles the holder to free admittance to all Union programs, providing costs are not increased because of the individual's attendance, such as the Ski Train and similar events. This pass will be valid only as long as the holder remains a chairman. The pass will be issued on a quarterly basis and will be good only for one quarter at a time. Motion carried.
 4. He announced that the fall retreat would be the second week of school, Saturday, October 8, and that the time, cost, and other details have not been determined as yet.
- B. Program Standing Committee
1. The tentative program for fall quarter should be submitted this summer.
 2. Completed evaluations of each area budget for the spring is needed. This should include both income and expenditures. He presented the idea of having a total budget for the year for each area but that it should be broken or divided into the respective quarters. (Fall, Winter, Spring, Summer Sessions)
 3. He stressed the need for help for Welcome Week and especially Welcome Night, 1966. Greg Ritter presented the following report: The goal of Welcome Night is to "acquaint all incoming students with the areas and functions of the Union Board, and with the facilities of our Union." The Welcome Night Committee is composed of three officers and fifteen committee members recruited from committees within the Board structure. The organizational meeting was held May 26, 1966. There have been five meetings since then. There will be an evaluation meeting on September 20. The program will start at 7:30 p.m. and wind up at 12:00 p.m. on Monday, September 19. The planning for Welcome Night is proceeding smoothly and carefully and a complete history file is being assembled.

SCHEDULE

AREA	SPACE	PROGRAM	TIME SPAN	BUDGET
Topics	Women's Lounge	Mock Election	7:30-10:00 p.m.	\$100
West Bank	Men's Lounge	Coffee House	7:30-10:00 p.m.	150
Recreation-	Terrace or	Cookout,		150
Music	Main Lounge	Folk Group	8:00-11:00 p.m.	200
Fine Arts	Gallery	Play	7:30-10:00 p.m.	50
Social	Ballroom	Dance	10:00-12:00 p.m.	150
Games	Gamerom	Games Carnival	7:30-11:00 p.m.	150
ArtCraft	A.C. Studio	Creative Circus	7:30-10:00 p.m.	50
WMMR	Gopher Hole	Evening Madness	7:30-10:00 p.m.	50
C.P.D.	Union	Guides	-	50
Personnel	Union	Information Booth	-	100
P.R.	Union Lounge		-	<u>\$1250 TOTAL</u>

All programs must be closed at 12:00 but may extend beyond times specified. Welcome Week buttons will admit to the dance and all other programs will be free of charge.

C. Executive Committee

1. President Weinhagen suggested that there should be an evaluation of summer programming, clarification of student-staff responsibilities for summer programming and at least two large programs be undertaken for summer programming. We also stressed the need for advanced planning.

He announced that the University Search Committee for the new positions in the Department of Student Unions has been named, that Dean E.G. Williamson was the chairman, and that the committee was active.

D. House and Finance Committee

Jud McCarthy, chairman, reported that the House and Finance Committee met and took action on the following:

1. That all student groups be notified that for the time being office allocations will remain the same as last year.
2. The Board of Residence Halls be given office 226A or 225 depending upon staff assignments.
3. That planning should begin immediately for the development of a general student service office area in the basement near the ArtCraft Studio.
4. The House Council will be established to consult and advise on matters concerning facilities of the Union. This Council will be asked their opinion concerning long-range space assignments in the Union.
5. A letter will be sent to all groups in the Union stating that any assignments in space are subject to change during the year for those groups which are in the general student service office area as these offices would be affected by construction. Also, evaluations will be given to long-range office assignments.
6. He reported that he had talked with Vice President Wenberg concerning the Alumni space and if the Alumni Association moves this might be an area for the Director of University Unions and his staff.

7. It was decided to invite Alpha Rho Chi to develop plans and decor for the Gopher Hole, North Star Room, and Ski U Mah Room in cooperation with Food Service where they are involved. It was agreed that the Board would allocate miscellaneous costs in planning so that the Director of Student Unions will arrange to have the tables and chairs moved from the Gopher Hole to the North Star Room and vice versa.
8. In both the Men's and Women's Lounges, painting is nearly completed. Bids have been let for the furniture and the carpeting should be installed in time for the beginning of fall quarter. Planters will be added to both the Men's and Women's Lounges, as well as the Main Lounge.
9. Blinds and draperies are in the process of being replaced as per schedule.
10. Due to the poor condition of the front of the building and the danger of falling stone slabs, the Director of Student Unions has authorized the additional sum of \$20,000 on an emergency to complete this project as requested by the Physical Plant. It is hopeful that the work on this project can be completed and the front entrance again open before school starts.
11. We will need Union Board members to conduct parents' tours of the building at noon on Sunday, September 18. This is part of the Welcome Week program.
12. The chairman reported that we are being pressured by the University concerning our space on the West Bank and that we will try to hold onto the space as long as possible, especially while we are remodeling student service office areas. If we cannot use this space for the fall quarter, we should relinquish it back to the University.

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:la

8/24/66

WMMR AND THE DORMITORY AUDIENCE

**(A report on the relationships between the dormitory radio
audience of the Minneapolis campus
of the University of Minnesota and
WMMR, the closed-circuit
radio station on that campus)**

**Mrs. George E. Klechefski
in cooperation with
The Department of Student Unions
University of Minnesota
1966**

ACKNOWLEDGEMENTS

I would like to thank Dr. Mary Corcoran of the University of Minnesota and Robert Curry, formerly of WMMR, now of the United States Army, for all their generous assistance. Thanks also go to Program Consultant Erik Erickson who delivered the questionnaires, and to Miss Fleur Medberry of WMMR who helped so much in the tabulation. And finally, very special thanks to my husband George who stood by, slide rule in hand.

Introduction

This survey of the 1965-66 WMMR Radio Audience was initially conducted as part of a complete survey concerning the relationship of the dormitory students on the Minneapolis Campus, University of Minnesota, to Coffman Memorial Union. For reasons of usefulness, practicality and convenience, it was decided to compile all information regarding WMMR into a report on that subject alone.

The questionnaire, entitled You and the Union, was distributed to the dormitories on May 20 and 21. The blank forms were delivered to dorm presidents, head counselors and housemothers, as requested by each dormitory. These persons circulated the forms to the residents in the usual manner for each dorm, which varied from mailboxes, to Hall meetings, to individual handouts.¹ Students were requested to return the completed forms to the switchboard in their dormitory. The completed forms were picked up on June 3. There were a total of 3442 dormitory residents when the survey was taken. Completed forms were received from 414 of these students or twelve per cent. A breakdown by dormitory is as follows:

Response by Dormitories

<u>Hall</u>	<u>No. of Students</u>	<u>No. of Responses</u>	<u>Percentage of Dorm</u>
Centennial	650	77	12%
Comstock	543	95	18%
Frontier	567	0	0%
Pioneer	563	65	12%
Powell	282	31	11%
Sanford	293	59	20%
Territorial	544	87	16%

Total number of students - 3442
Total number of responses - 4104
Total percentage of responses - 12%

The questionnaires were divided into two groups according to the answers given to the question "Do you ever listen to radio station WMMR?" Those answering yes became Group I, WMMR Listeners, 153 in number (N=153), or thirty-six per cent (36%) of the total number of respondents. Those answering no became Group II, WMMR Non-listeners, 261 in number (N=261) or

¹ At the time this survey was taken there were wide spread differences of opinion as to how any poll, survey, form letter or questionnaire should be distributed within the dormitories. The main question concerned the "stuffing" of student mailboxes - could they or could they not be stuffed, what could they be stuffed with, and who could do the stuffing? Frontier Hall refused to distribute any questionnaires for any group until the issue was settled. You will note in the table of returns per dormitory that there is no percentage given for Frontier Hall.

sixty-four per cent (64%) of all respondents. Group III, computed for a total look at the dormitory audience, is simply the sum total of Groups I and II or 414 in number (N=414) or one hundred per cent (100%) of the respondents.

This report presents a tabulation and comparison of the responses of the above mentioned groups, and some conclusions based upon these answers.

Tables in this section show the percentages of WMMR listeners, WMMR non-listeners and all listeners in their responses to the various questions.

Before proceeding some caution must be recommended. No tests of the statistical significance of differences were computed to support or negate any conclusions. Certain errors are inherent in the findings as a result of "rounding off", so any given percentage may have a maximum error of plus or minus one per cent. Finally, the several characteristics of the listening audience are only described in this section. Possible cause and effect relationships will be found in the footnotes.

In the following tables 1) the question asked is described briefly; 2) the figures are headed by the captions WMMR Listeners, WMMR Non-listeners and All Listeners; and 3) the paraphrased responses given by listeners are indented under major headings.

Response to Question "Do You Ever Listen to
Radio Station WMMR?"

Yes (WMMR Listeners) _____	36%	(N=153)
Non (WMMR Non-Listeners) _____	64%	(N=261)
	100%	(N=414)

A little more than one-third of the respondents had "ever" listened to WMMR. This is a drop from the last survey, taken by Gerald D. Hursh in 1964,² when almost half of the respondents had "ever" listened to WMMR. The present survey did not categorize as "WMMR listeners" any respondent who specifically stated having listened one time only - as was indicated by many who heard the last Ohio-Minnesota baseball game.

² Hursh, Gerald D., "A Study of the Listening Audience For Radio Station WMMR," University of Minnesota, 1964.

Respondents Who Listened to WMMR "Last Week"

WMMR Listeners _____	65%	(N=153)
All Listeners _____	24%	(N=414)

Almost two-thirds of all WMMR listeners reported having tuned the station in during the previous week. It is possible that this percentage is actually higher because respondents had the opportunity of answering the questionnaire during Final Exam Week, when the radio station had been off-the-air the previous week.

Reasons Given For Not Listening To WMMR

Reception Difficulties _____	17%
Poor Quality _____	12%
Lack of Transmitter _____	5%
Another Station Preferred _____	15%
WMMR Disliked _____	13%
In general _____	5%
Announcers _____	4%
Music _____	2%
WMMR Unfamiliar _____	13%

(N=2114)

The above responses indicate that reception continues to be a sore point with dormitory students in general and in particular with residents of Sanford Hall who cannot receive WMMR. A number of respondents who did not like the station based their answers on exposure to WMMR before the 1965-66 school year, which would indicate that any changes in the station's operation were not well advertised. The number of respondents who were quite unfamiliar with WMMR would seem to confirm the lack of advertising and publicity.

Usual Radio Listening Hours of Respondents
With Reference to Any Station

<u>Time</u>	<u>WMMR</u> <u>Listeners</u>	<u>WMMR</u> <u>Non-Listeners</u>	<u>All</u> <u>Listeners</u>
6:00 am - 9:00 am	43%	42%	42%
9:00 am - 12:00 n	9%	7%	8%
12:00 n - 3:00 pm	18%	13%	15%
3:00 pm - 6:00 pm	31%	38%	38%
6:00 pm - 9:00 pm	44%	29%	35%
9:00 pm - 2:00 am	73%	42%	52%
	(N=153)	(N=261)	(N=414)

As the above table shows, the hourly listening pattern of all respondents is very similar. There is a large audience in the early morning followed by a sharp slump during the peak class hours. Then there is a gradual trend upward into late evening when the audience returns to (and in the case of "WMMR listeners" greatly exceeds) the morning high. During any time period the largest shares of the audience are "WMMR Listeners", with the exception of late afternoon when "WMMR Non-Listeners" dominate. Obviously the strongest listening pattern is the fondness for late evening radio exhibited by "WMMR Listeners."

Radio Stations Usually Listened to by All Respondents

<u>Station</u>	WMMR	WMMR	All
	<u>Listeners</u>	<u>Non-Listeners</u>	<u>Listeners</u>
WCCO	35%	28%	31%
KDWB	30%	30%	30%
WDGY	30%	28%	29%
WLOL	21%	21%	21%
WWTC	17%	18%	17%
WPBC	11%	11%	11%
WMMR	27%	0%	10%
KSTP	11%	8%	9%
KQRS	7%	6%	7%
KRSI	7%	4%	5%
KUOM	5%	3%	4%
WAYL	6%	2%	3%
WLOL-FM	0%	5%	3%
Others	28%	7%	15%
	(N=153)	(N=261)	(N=414)

The most interesting factor in this table is WMMR's appearance as a station regularly listened to by ten per cent of all respondents, and by twenty-seven per cent of "WMMR Listeners". (The Hyrsh report indicated that no one listened to WMMR regularly. Stations mentioned by less than two percent of all respondents are not listed individually. The above table supports the theory that collegiate audiences prefer rock'n roll, up beat and popular music formats.

**Radio Station Usually Listened to By All Respondents
for News, Weather and Sports**

<u>Station</u>	WMMR	WMMR	All
	<u>Listeners</u>	<u>Non-Listeners</u>	<u>Listeners</u>
WCCO	46%	41%	43%
WDGY	17%	30%	25%
KDWB	20%	20%	20%
WLOL	15%	16%	16%

³ Ibid.

KSTP	13%	9%	10%
WWTC	6%	7%	7%
WPBC	2%	9%	6%
WRCR	2%	5%	4%
WMMR	8%	0%	3%
KRSI	2%	2%	2%
Others	6%	9%	8%
	(N=125)	(N=210)	(N=335)

Not all listeners obtain news, weather and sports information from the radio, therefore respondents were specifically asked "Do you listen to news, weather and sports on the radio?" Only those who answered yes were counted for the above percentage. Seventy-nine per cent of all respondents answered yes. Stations mentioned by less than two per cent of all "yes" respondents are not listed individually. WCCO continues its dominance of the audience, gaining about ten per cent more listeners for its news, weather and sports programming. A comparison of the top ten stations in each category follows. Asterisks denote stations appearing on one list only.

Usual Station For
General Programming

1. WCCO
2. KDWB
3. WDGY
4. WLOL
5. WWTC
6. WPBC
7. WMMR
8. KSTP
9. KQRS *
10. KRSI

Usual Station For
News, Weather, Sports

1. WCCO
2. WDGY
3. KDWB
4. WLOL
5. KSTP
6. WWTC
7. WPBC
8. WRCR *
9. WMMR
10. KRSI

**Respondents Opinions Regarding WMMR
News, Weather and Sports**

<u>Opinions</u>	<u>All Listeners</u>
More News	15%
Less News	6%
More Weather	5%
Less Weather	5%
More Sports	10%
Less Sports	6%
No Changes	6%
	(N=414)

The above figures indicate a fairly balanced opinion of WMMR's coverage. The requests for more news and sports focused on campus and dormitory reporting. Sports responses were almost predictable according to whether a men's or women's dorm was being tabulated. The former called for more sports, the latter for less.

Response to WMMR Play-by-Play
Sports Coverage

<u>Listened to:</u>	<u>WMMR Listeners</u>
Any game	40%
Basketball	8%
Hockey	12%
Baseball	28%
	(N=153)

As shown above the audience increased with each sport attempted. Only home games were broadcast. There was some feeling that WMMR should broadcast only those sports not normally covered by the professional Twin City Stations. ⁴

Listeners' Opinions of WMMR's Play-by-Play Sports Coverage

<u>Coverage In General</u>	<u>WMMR Listeners</u>
Good	8%
Average	5%
Poor	4%
 <u>Announcing</u>	
Good	6%
Average	8%
Poor	15%
	(N=153)

Play-by-Play coverage was more than acceptable to those listeners making comments. The main objections were directed toward engineering problems, including voice distortion, and toward the apparent lack of ⁵ knowledge regarding the sport and/or the players by some announcers.

⁴ The gradual increase in audience through the athletic season can be traced to three major factors. First, the size of the potential audience steadily increased with the installation of new transmitters. Second, the number of radio and television stations carrying Gopher sports steadily decreased until only WMMR was broadcasting Gopher baseball. Third, WMMR was the only station to broadcast the last three Gopher "away" baseball games (Ohio and Indiana) when the Big 10 Championship was being decided.

⁵ WMMR sports announcers were totally without play-by-play experience, or any radio experience for that matter, when the 1965-66 school year began.

Listeners Comments on WMMR Announcers

<u>Comments</u>	<u>WMMR Listeners</u>
Good	18%
Fair	7%
Average	3%
Poor	36%
In general	15%
Too much talk	7%
Wild	5%
Imitates top 40 station badly	5%
"In" jokes & attitudes	3%
Inexperienced	3%

(N=153)

Of the respondents who commented on WMMR announcers almost ten per cent more listeners rated the disc jockeys as poor than the listeners who rated them average or better. This follows the trend to criticize the announcers shown in the answers to why respondents did not listen to WMMR, and to the comments regarding sports coverage. ⁶

Types of Music Which Respondents Would Like to Hear on WMMR

<u>Type</u>	<u>WMMR Listener</u>	<u>WMMR Non-Listener</u>	<u>All Listeners</u>
Popular	67%	48%	55%
Broadway	52%	56%	54%
Semi Classical	52%	56%	54%
Classical	48%	46%	47%
Jazz	43%	43%	42%
Folk	39%	40%	40%
Rock'n Roll	41%	21%	29%
Country Western	9%	7%	8%
Religious	6%	5%	5%
	(N=153)	(N=261)	(N=414)

As seen in the table above popular type music is the favorite of a combination of all respondents, with Broadway and semi-classical tied for the second, a single percentage point behind. Even within the two-listener and non-listener groups, the top three choices remain popular, Broadway and semi-classical, with popular slipping to third among non-listeners. The biggest surprise in this table is the low rating of rock 'n roll music. Remember that the second and third favorite stations of all listeners were Top 40 formatted KDWB and WJGY.

6

Criticism of WMMR's announcers is hardly surprising considering the station started the 1965-66 school year with nine announcers who could claim only previous experience. Only three of these men were available the entire year.

An attempt was made to determine the times of day when respondents would prefer given types of music, for example, popular in the early morning. Findings were highly inconclusive. The only trends that appeared at all were a preference for popular in the morning and semi-classical and classical in the evening.

Listeners were more definitive when asked about a program dealing with the music and peoples of other nations (no hour specified). Forty-five percent of all listeners said "yes; they would listen" with little difference between responses by WMMR listeners and non-listeners. There were a large number of qualified answers (not tabulated as yes) with the comment "It depends on how the show is done." being the most frequent reservation.

Distribution of Respondents by Age

Age	WMMR Listeners	WMMR Non-Listeners	All Listeners
18	13%	19%	16%
19	26	22	24
20	25	19	21
21	18	16	16
22	9	10	10
23	6	5	5
older	3	8	7
	<u>100%</u> (N=153)	<u>100%</u> (N=261)	<u>100%</u> (N=414)

Most WMMR listeners fall into the 19-21 year old age group, while most WMMR non-listeners fall into the 18-20 year old age group. Listeners who are aged 22 or older make up less than twenty-five percent of the audience.

Distribution of Respondents by Class Standing

Class	WMMR Listeners	WMMR Non-Listeners	All Listeners
Freshmen	29%	38%	30%
Sophomore	24	19	21
Junior	28	19	22
Senior	9	13	12
Graduate	10	17	15
	<u>100%</u> (N=153)	<u>100%</u> (N=261)	<u>100%</u> (N=414)

In spite of the previous finding that WMMR did not attract 18 year olds, there are more freshmen listeners than any other class. Juniors place a close second, leaving sophomores a somewhat unaccountable third. Senior and graduate students maintain the percentage of the age group of 22 and older.

CONCLUSION

It would seem that the relationship between WMMR and the dormitory audience has improved considerably since 1964.⁷ True, the current body of WMMR listeners is fifteen percent less than in 1964, but the phrasing of the questions reflect a difference in interpretation of a WMMR listener. The 1964 question was phrased⁸ "Have you listened to WMMR...?" and "yes" responses were interpreted as students⁹ "... who, in their college careers, have listened to WMMR..." The key wording is obviously "in their college careers". The 1966 survey attempted to frame all questions, and thus the responses, within the limitations of the 1965-66 school year.

In the current sample, sixty-five percent of WMMR listeners said they had tuned in the station during the previous week. In 1964 "...yesterday...virtually no one¹⁰ listened to WMMR". Certainly the additional days in the 1966 survey encouraged the possibility of a larger response, but the percentage jump between the two years cannot be dismissed that easily.

7

The degree of audience response to WMMR is quite remarkable in view of the circumstances under which the station started in the 1965-66 school year. There was no "carry-over" audience because the station has been off-the-air the previous year, which also effectively eliminated the return of numerous staff members with any experience (nine students could claim previous radio work). The technical equipment could hardly be called first-class, and there was one transmitter in one dormitory when WMMR began broadcasting in October. At the end of the school year Sanford Hall still did not receive the station. And the funds available for station operation had to be stretched like three day old bubble gum.

8

Hursh, Ibid., p. 1.

9

Ibid.

10

Ibid., p. 3.

Perhaps the largest single indication of WMMR's growth in popularity is that WMMR listeners rated it as one of their top five favorite stations, and WMMR appeared in the top ten station list of all respondents in both news and general ratings. ¹¹
In 1964 there was one list of fifteen stations, WMMR was not among them.

It would be useful to take a closer look at these WMMR listeners and non-listeners. The listeners are, for the most part, nineteen to twenty-one years of age. Their class standing ranges from Freshmen through Juniors. They listen to more radio and more radio stations during the day than WMMR non-listeners. They usually listen in the early morning and anytime after 6:00 p.m., but their favorite time is 9:00 p.m. to 2:00 a.m. WMMR listeners list their top favorite stations as WCCO, KDWB, WDGY, WMMR, and WLOL, but get most of their news, weather, and sports from WCCO. Less than half of them are likely to listen to a play-by-play broadcast ¹² on WMMR. The WMMR listening audience may have a preference by popular and rock 'n roll stations, but the music they say they want to hear on WMMR is popular, semi-classical, and classical, in that order. The call for "Top 40" records is low on their list.

11

Ibid., p. 6.

12

It is surprising that so many listeners tuned into WMMR for play-by-play when WCCO's Ray Christensen does much outstanding work in this area. The hockey and baseball audiences can be attributed to the fact that no other local radio station carried these games.

WMMR non-listeners are not really too much different from listeners. Their distribution pattern for age and class standing is very similar, with the exception of a notably larger percentage of eighteen year olds, and the unrelated increase of senior and graduate students. These non-listeners have their radios turned on somewhat less often and to fewer stations than listeners. They also favor the early morning and late hours for listening but provide the same large audience during the afternoon hours of 3:00 p.m. to 6:00 p.m. WMMR non-listeners give KDWB, WDGY, WCCO, WLOL, and WWTC as their top five stations, but turn overwhelmingly to WCCO for news, weather, and sports. It is a little surprising that the WMMR non-listeners, who are very much inclined to rock 'n roll list their musical wants on WMMR as Broadway, semi-classical, popular, and classical. Of course, the WMMR listeners did the same thing.

Generally speaking, the dormitory radio audience has a broad range of interests and tastes. It is not likely to pick one radio station and leave the dial set. It searches out music to fit its moods and its needs of the moment. It is demanding, critical and not too responsive. This audience is on the way to maturity and sophistication, and is always looking for the same, even in radio stations.

Hopefully, the information gathered about the radio listening audience on the Minneapolis campus of the University of Minnesota and its relationships to radio station WMMR will prove useful to those forces planning the future of the station, hopefully--for WMMR and for the listener in the dorm.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

TO: Mr. Robert Weinhagen, President, UBOG

FROM: Mr. Eric Hucke, Chairman, WMMR Ad Hoc Committee (II)

SUBJECT: WMMR and Its Relation to the Student Union Program

Upon consideration of the reports submitted by WMMR Ad Hoc Committee (II) and by the Union Program Director, Tom Reeve, and additional consultation with various academic departments of the University and the subsequent weighing of these findings with what this committee consider to be the broad needs and goals of Coffman Union, we conclude WMMR should no longer remain a function of this department. This committee did feel that WMMR was of educational value and met Union goals of leadership and creativity. However, based largely upon the necessity of high costs involved in running WMMR balanced against the students involved, the expense could not be justified. It was felt that even if WMMR were to improve service it would merely duplicate existing commercial programs in the Twin City area. Thus, the major reason for existence would be to provide a laboratory experience for students interested in communications and specifically broadcasting. The allocations of an estimated \$24,000 per year of student funds for this purpose does not seem feasible.

For matters of record, the following solutions were considered by this committee:

1. That WMMR be expanded immediately (or as soon as possible) including a new location, new facilities be provided as recommended in the Engberg Report (estimated \$54,000), a fully paid staff station manager be hired to provide expert training leadership continuity, commercial advertising be established immediately, and present facilities be maintained until the new facilities be installed. Total cost of this program was estimated at \$24,000 yearly for the next ten years. (See addendum of financial costs.)
2. That facilities expansion be delayed for a period between one and four years. During which time a fully paid station manager would operate the station and endeavor to establish a more firm liaison with academic departments, improve service to the listening audience, and build up the commercial sales program. At a time in the future, the Board would again consider WMMR progress and potential and decide on whether or not to embark on future renovation. (This proposal constituted a compromise of the First.)
3. That the station be continued as it exists. This possibility was definitely ruled out.
4. That WMMR be discontinued.

In making this recommendation, this committee is aware of the great expenditures of time and effort on the part of those persons who have been a part of WMMR this past year and in years previous. If WMMR should be discontinued, such a decision should not be felt to reflect on the fine performance of all those who worked on the station. Such a decision goes beyond matters of individuals and is based on consideration of Union finances, the impact of radio on the dormitory student, and the general needs and resources of the University. If the Union had greater amounts of funds available, perhaps WMMR could be made operable. However, as it stands at this time, we do not feel that our present situation can maintain a student radio station.

Respectfully submitted,

Eric Hucke
Vice President
Union Board of Governors

EH/1a
8/10/66

Financial Addenda for WMMR

Estimates are based on the best available information and are primarily for the purpose of giving general guidelines regarding the total picture of what WMMR will cost the student union for the next ten years.

1. Initial renovation for this coming year (Total cost closer to 9,000 of which 5,000 is adaptable to future expansion, bringing about a loss of 4,000)	4,000
2. Major renovation based on the Engberg Report	54,000
3. Salary of station manager (averaged at 8,500)	85,000
4. Program Costs (estimated at 5,000 for the first two years and 10,000 thereafter)	90,000
5. Engineering and maintenance costs (Engineering expense estimated at 1,500 salary and 3,000 per year for the first two years and 1,500 thereafter in maintenance costs)	65,000
6. Overhead to sales	<u>36,000</u>
	334,000
7. Less income from commercial sales (Estimated 7,000 for the first year and averaging 10,000 thereafter)	-97,000
 TOTAL COST FOR WMMR	 237,000

EH/la
9/10/66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

TO: Robert Weinhaven, President, Union Board of Governors
FROM: Eric Hucke, Vice President, Union Board of Governors
SUBJECT: WMMR Ad Hoc Committee Report

As Chairman of the WMMR Ad Hoc Committee, I submit the findings of this committee to the Union Board of Governors as follows:

As specified in your letter of March 24, 1966, establishing this committee, the tasks of the committee were to be as follows:

1. What should be the administrative structure of WMMR?
2. How much money should the Union Board of Governors allocate to WMMR for renovation of facilities?

It was assumed that by providing answers to these questions, this committee would enable the Board to better evaluate the future direction and development of WMMR. The following recommendations have been arrived at:

1. The objectives of WMMR should be:
 - a. To provide a laboratory situation where University students can develop leadership capabilities while learning broadcasting techniques. (Individual Development)
 1. Because it is a highly structured organization, WMMR parallels and presents leadership opportunities and responsibilities found in similar structures throughout society. It is vital that this relationship be recognized by the entire University community and that WMMR continuously strives to improve its functions, procedures, and opportunities to insure maximum organizational development.
 2. The demands of continuous radio broadcasting underline and impose individual performance standards beyond any other related experience available in the Union. This type of exposure to organizational needs and skill in broadcasting techniques prepares an individual for the establishment of personal standards which will benefit him in any professional role.
 3. WMMR should provide a skillfully structured approach, while flexible in nature, that will constantly adapt to the need for meaningful application and learning in the multi-phase of modern radio broadcast skills.
 - b. To develop effective human inter-relations. (Group Development)
 1. Through its design, WMMR's structured inter-dependence need should bring about an acute awareness of person-to-person communication perfection and understanding. This worthy development should be gained through the sharing of common personal achievement and a common goal. This factor is intensified by the structure's demand for peak individual performance.

2. The structure itself should not alone contribute to the success of effective human inter-relations, but also the selection of personnel based on an individual's enthusiasm, interest, sacrifice and the desire to contribute to another staff member's growth and feeling of acceptance.
- c. To produce quality programming, especially in the areas of news, music, and coverage of campus events. (Programming Service)
 1. WMMR should stimulate a "professional" attitude and performance level. The station should provide a laboratory situation where students who are interested in radio can put classroom theories into actual practice, and where any student can be exposed to the many facets of radio broadcasting. A strong student station should be able to add to the scope and depth of Union programming by informing students of the many opportunities available within the Union, and by providing a daily example of Union activities in action. A strong campus station can provide its collegiate listeners with quality programs of interest to them. Finally, a strong WMMR will be able to serve the University community by helping to improve communications between faculty, students, and the public, and by developing responsible young people who may serve as leaders in industry, education, government and their community.
 2. Because WMMR will always be staffed by students with relatively little radio experience, the bulk of the programming will probably continue to be predominantly musical. It would be desirable to run this kind of program either as a combo operation, or as an announcer-and-engineer setup.
 3. News should have a large place in the programming. WMMR can contain national and international news via a radio network (presently Mutual) and teletype service (UPI). Local news can be obtained in cooperation with the school newspaper (the Daily) and by the WMMR staff. WMMR will never have an extensive reporting staff, but would like those who have to be able to cover special stories, events, or press conferences with a battery-operated tape recorder.
 4. Sports coverage is a very popular and is an area of broadcasting which students should have experience. WMMR, therefore, should not be able to provide play-by-play coverage of most sports events.
 5. WMMR should be able to either originate their own programs or pick up programs put on by other groups anywhere in the Union building, the dormitories, fraternities and sororities, Campus Carnival, Homecoming, Northrup Auditorium, or the St. Paul Campus.
 6. In order to give the graduate wider experience and to give the audience varied programming WMMR should produce interviews, panel discussions, some live drama, and possibly some live music.

NOTE: It should be recognized by those concerned that many program possibilities were considered by the consulting engineer (Mr. Engberg) and his advisors to substantiate his equipment proposal. (Those programs previously mentioned in this document provided the outline for the many specific programs discussed.) Equipment was proposed by Mr. Engberg in order to provide the maximum in continuous transmission as well as maximum program flexibility.)

2. Administratively, WMMR should be set up as follows:

- a. The station should continue within the Union structure.
- b. It should continue as a basic program area of the Union Board program.
- c. The present consultation and student station manager relationship should be maintained and lines of authority should be clarified to avoid any further confusion. (In effect, what we are saying is that the present operating procedure is adequate for the purposes discussed above. It is possible that greater definition of the roles and working procedure of the station may be necessary. If so, this should be carried out as an ongoing function of the station under the supervision of the Vice President of the Board and the Program Director.)

3. The committee recommends adoption of commercial sales for this coming year, subject to the rehabilitation of station facilities. Consultation on this matter should be first undertaken with the Department of University Relations and the Radio and Television Committee. This committee also recommends that commissions for student sales of advertising and the hiring of a half time student clerk typist be established to facilitate the process of commercial sales. Total costs involved in commercial sales based on an estimated gross income of \$7,000 per year as follows:

Clerk Typist	\$1,896 (half-time basis)
Commissions	750 (approximately, estimated on basis on sliding commission scale)- of 5-15%)
Postage and Office Supply	500
Overhead to Business Office	140
	<u>\$3,586</u>

Adoption of commercial sales would increase: 1) station morale, 2) provide income, 3) provide additional student service, and 4) increase the range of training opportunities.

4. Long Range renovation needs.

This committee submits the following recommendation based on the Engberg Engineering Report. Allowing for time to begin implementing this proposal, actual construction would begin in June, 1967.

I. Renovation

Equipment - Engberg Report	\$28,000
Installation	5,000
Special Office Equipment (record cabinets, etc.)	1,500
Renovation of Facilities	<u>\$20,000</u>
	\$54,000

II. Student Engineers

40 hours/week
\$2.00/hour
\$80.00/week
50 weeks
\$4,000
\$1,500

\$2,500
\$8,000

Share of Time of Full-time
engineers (Harold Bliss)
Maintenance Supplies (Engineers)
Engineering Operating Expenses

III. Programming Budget (including remotes)

\$10,000
Annual Budget \$18,000 Operating Expense/year

The Engberg Report was prepared by Ernest L. Engberg, a broadcast engineer from WHA, the student radio station for the University of Wisconsin, Madison, Wisconsin. Mr. Engberg spent three days at Coffman Union in consultation with staff and students and prepared and submitted a thorough report covering a complete overhaul of present facilities. The report was received January 31, 1966. In considering the needs of the station the goals discussed above were the primary objective.

This committee feels that provision should be made for adequate space to house the equipment and for implementation of the program (soundproofing, etc.) Attached to this report is a floor plan which Jud McCarthy submitted, situating the future WMMR studios in rooms 325-27 and including the present WMMR office. In this consideration, the station would be moved across the hall from its present location. Matters of noise, continuity, and increased space were the basis of this recommendation. (See floorplan, addendum #1.)

The committee recognizes that this amount of \$54,000 is a considerable sum and that alternatives have not been provided. This sum is based upon a single report, that done by Mr. Engberg. Discussions and goals set up by the Engberg committee assume a highly efficient and maximum operation station. This committee does not feel that it is technically capable of presenting an alternative to this proposal that would be of lesser cost and scale. It was also the conclusion of this committee that a good technical facility is an absolute requirement to the total success of the over-all program. This committee further recommends that if such expenses and extensive additions are made to WMMR that adequate installation and on-going engineering be provided. If this support cannot be guaranteed, the replacement and addition of equipment should not take place.

5. Immediate renovation Needs. (Please see addendum #2)

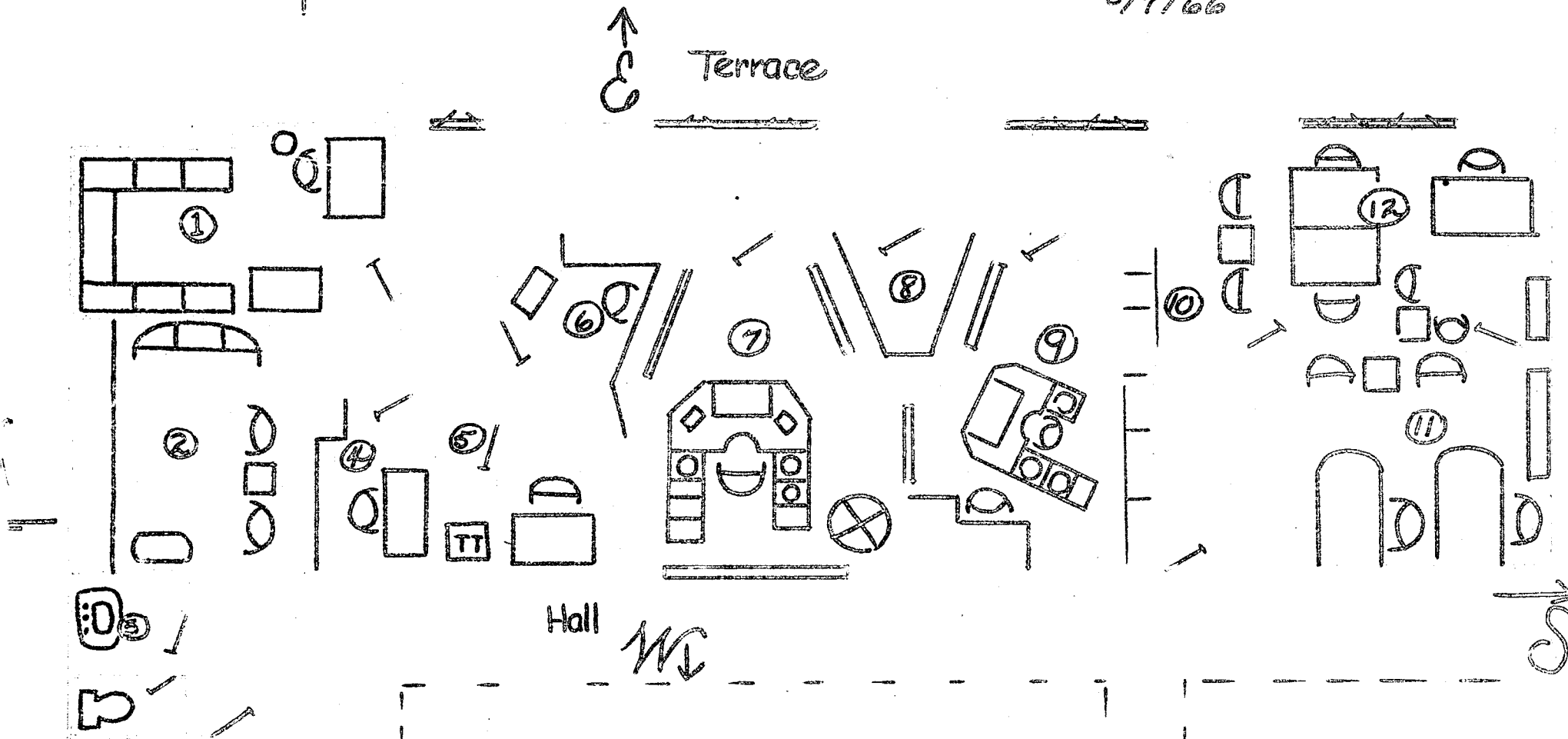
For this coming year, in order that the station remain on the air, this committee recommends that the House and Finance Committee allocate \$7,312 to update present facilities. In addition, a quarterly maintenance expense of \$250 should be allocated. This brings the yearly maintenance cost for the station operation to \$8,062. It should be noted that of the \$7,312 equipment renovation cost, \$4,734 worth of new equipment could be re-adapted as part of the long-range proposal. The future renovation would then be cut down from \$54,500 to \$49,966 as suggested above.

EH/1a

8/16/66

Proposed WMMR-CMU

Jud McCarthy
5/7/66



LEGEND

- | | |
|-------------------------------|---|
| 1. Record Library | 7. Studio II-Combo-Control |
| 2. Staff Lounge and lockers | 8. Studio III - Announcer Booth |
| 3. Men's Washroom | 9. Studio IV - Production - Control |
| 4. Copy-Talent Office | 10. Hall |
| 5. Teletype-Police Radio Room | 11. General Office (Business & Sales) |
| 6. News Room - Studio I | 12. Program Director,
Public Relations,
General Manager |

EXISTING
STUDIO

Women's
Faculty
Lounge

JAM 7/11/66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of September 15, 1966

Members Present

Bob Weinhagen, Charles Gustafson, Jud McCarthy, Eric Huccke, Tim Marrison, Joe Kroll, Pam Koskey, Mr. Tracy Page, Dr. James Holte, Dr. Donald Zander, Mr. Gordon Starr

Members Absent

Greg Ritter, Robbie Engelmann, Tim Jeffery, Gail Pearlman, Mr. Emil Behrens,

Guests Present

Mr. Berton Atkinson, Assistant Director; Mr. Tom Reeve, Program Director; Mr. Carl Nelson, Assistant Program Director; Mr. Erik Erickson, Program Consultant; Miss Claudia Peacock, Administrative Fellow; Rosalee Nunn, representative of Board of Residence Hall; Randall Pratt, Host Chairman for Welcome Night; and seven representatives from WMMR; Vi Justice, secretary

The meeting was called to order at 6:45 p.m. by the president, Bob Weinhagen who asked for corrections or additions to minutes of August 17. The following corrections were requested:

1. Eric Huccke requested MOTION Y-2 be deleted as a motion as he did not intend for the statement "We do not consider change of the station in any aspect" be considered a motion.
2. Page 5, paragraph 5 be changed to read: "...It was suggested that the Board allocate \$10,062 during the current fiscal year to implement immediate technical facilities for this coming school year, plus \$20,000 the second fiscal year, \$8,300 during the third fiscal year, plus \$20,000 in the fourth fiscal year to complete the project."...
3. Page 5, MOTION Y-6 be re-worded to read: "It was moved to take from the table the motion tabling the WMMR action until the next Board meeting."

MOTION Y-8 Move that August 17 minutes be accepted as corrected. Seconded. Carried.

President Weinhagen raised the question whether an absent Board member could have a proxy vote at this meeting. It was mentioned that others not present might have requested a proxy vote if they had been aware of its legality. It was also felt granting this request might establish precedence. Dr. Holte thought one disadvantage would be the fact that the absentee voter could not change his vote in the event that new facts were presented which might have altered his decision. It was agreed that a By-Law change should be made before allowing a proxy vote and that some future policy should be established relative to this matter.

Meeting of September 15, 1966 - 2

Old Business

MOTION Y-9 Dr. Zander moved to reconsider MOTION Y-4. Seconded. Carried.

A question was raised about the legality of MOTION Y-6 at the August 17 meeting. This motion brought MOTION Y-4 (dealing with WMMR expansion) back before the Board after it had been tabled until the next meeting. President Weinhagen said it was legal to take a motion from the table after intervening business. Eric Hucke stated that the only intervening action was a recess which would not constitute business.

Jud McCarthy said the motion was taken from the table so that errors in voting could be corrected.

Dr. Holte objected, saying that the reason the motion was tabled was because of the large amount of money involved and that it was thought more time should be allowed for presentation in order for the Board to make an intelligent decision.

(For purpose of clarification it was noted that the Board was now considering MOTION Y-4 as carried August 17 and as changed and accepted in MOTION Y-8 (motion to accept minutes), which now reads:

"That WMMR be expanded as much as possible including a new location, that new facilities be provided as recommended in the Engberg Report and a fully paid staff station manager be hired to provide expert training and leadership continuity, commercial advertising be established immediately, and present facilities be maintained until the new facilities are installed. It was suggested the Board allocate \$10,062 during the current fiscal year to implement immediate technical facilities for the coming school year plus \$20,000 the second fiscal year, \$8,300 during the third fiscal year, and \$20,000 in the fourth fiscal year to complete the project. \$2,000 would also have to be allocated for planning.")

Mr. Page questioned the present Board committing funds for future Boards when future budget figures are not known. He objected to the wording "allocate" and felt it should be "recommend".

Jud McCarthy said the motion was made on the recommendation of staff for long-range planning.

It was noted that Board actions are subject to higher authority and that the Board of Regents has the final authority, but for future clarification and to avoid any misunderstanding, it was suggested that in the future the word "recommend" be used instead of "allocate".

Eric Hucke called question. MOTION Y-4 defeated.

MOTION Y-10 Jud McCarthy moved that WMMR be expanded to include new facilities as described in figure 3 of Engberg Report and a fully paid staff station manager be hired to provide expert training and leadership continuity, that commercial advertising be established immediately, and present facilities be maintained until new facilities are installed. Further recommend expenditure of \$10,062 during current fiscal year to implement immediate technical facilities for coming school year, plus \$10,000 for second fiscal year, \$8,300 for third fiscal year and \$20,000 for fourth fiscal year to complete project. Seconded.

Mr. Starr presented the following questions to the Board for their consideration:

1. How many students benefit from WMMR?
2. Is WMMR an area that fits into the scope of social, recreation, and cultural program concepts of the Union?
3. How much does it cost directly or indirectly to program WMMR?
4. Are there any other ways to finance WMMR - grants, commercialization, or help from MSA dorms?
5. Has the history of WMMR given us thought for direction?

MOTION Y-11 Jud McCarthy moved to recess for ten minutes. No second.

Tom Reeve read from an article from Billboard regarding the success of WNYU, student station at New York University, where they customize the program to fit the needs of the consumer.

Bob Weinhagen read a letter from Dr. Bart, newly appointed faculty member of the Board, who was unable to attend the meeting, in which he recommended that the motion passed at the last Board meeting be upheld.

Mr. Page repeated that he felt more people should benefit from use of the incidental fee. He said that if WMMR programmed FM throughout the city, he would be in favor of it. Jud McCarthy said that FM could be operated in the future if funds were available.

Eric called question. MOTION Y-11 failed.

At this time the floor was given to the Director who both chastised and challenged the Board, indicating that they had not carefully stated motions, that they had not read their minutes carefully and that as Board members it was their responsibility in terms of funds and programs to do the best thing possible to serve the student body. He challenged them to face the problem directly, that of the reason for reconvening for this special Board meeting to again consider the financial aspect of WMMR. He read a letter from Mr. Atkinson which gave the present situation relative to getting WMMR on the air for the opening of fall quarter. This indicated a cost of slightly less than \$5,000, including labor. He challenged the Board to get over the hurdle of WMMR and come to a decision.

Meeting of September 15, 1966 - 4

MOTION Y-12 Jud McCarthy moved that Board recommend hiring of full-time manager for coming school year, the implementation of Mr. Atkinson's report (copy attached) regarding technical equipment not to exceed \$5,000 and the permission to solicit commercial advertising. Seconded.

There was doubt expressed about getting capable person to take job for one year.

Joe Kroll called the question. Vote taken - 6 yes, 4 no. MOTION Y-12 carried.

There was no new business.

Director's Report

Mr. Starr commented on a recent housekeeping inspection in which he found the building in excellent condition.

House and Finance - Jud McCarthy

Jud McCarthy reported on a meeting with Alpha Rho Chi (Architect Fraternity) representatives. The fraternity has been asked to act as architects in the renovation of the Gopher Hole. The matter of request will be placed before the Chapter. Mr. Tom Martinson, president, indicated a strong interest in seeing the project through. Renovation should begin halfway in fall quarter.

Because of the increase of executive people anticipated with the new Board structure, there will be a space shortage for offices. House and Finance recommends room 315 be reserved for conference use and would like to set aside room 345 for the Program Directorate.

MOTION y-13 Move that room 345 be established as office of Program Directorate and room 315 be set aside for CMU conference space. Seconded. Carried.

The Assistant Director informed the Board that reservations have already been made for room 345 and that we should honor them and that the Directorate would be moved as soon as possible.

Jud McCarthy asked for volunteers to serve on a committee for Open House, Sunday, September 18. Joe Kroll and Eric Hucce will serve on the committee.

A letter was received from Room Scheduling which pointed out the necessity of converting room 260 CB back to a general purpose classroom in the near future. It seems feasible that some departments could be moved from the Clay School which would give a suite of rooms for the Union on the first floor and possibly assigning the gym and adjoining kitchen to the Union. This would be in lieu of the two rooms on the lower floor of Clay School presently assigned to the Union and the one room in the classroom building. This would increase the total space for the Union on the West Bank. It was requested by Room Scheduling that if necessary the gym would be made available for final examination periods and that one of the classrooms which would be used for meetings would be open to other departments and groups for scheduling, the same

Meeting of September 15, 1966 - 5

as other facilities in CMU. It was the feeling of the House Committee that it was advisable to make this change in view of the total development of the use of facilities at West Bank.

Several questions raised relative to the West Bank facilities were answered by Jud McCarthy, House and Finance Chairman. It was the general concensus of the Board that it would be wise to make this move and have some space and program rather than to find that in a year from now there would be no space available and little programming.

The possible use of the second lounge in the tower at West Bank was referred to House and Finance for investigation.

The Union has been asked by MSA to contribute \$40 toward a map which will be placed in the Union, outlining bus routes for the express bus service system.

MOTION Y-14 Motion was made to adjourn the meeting. Meeting adjourned at 9:50 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj
9-20-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
DEPARTMENT OF STUDENT UNIONS

TO: Gordon L. Starr, Director
FROM: Berton Atkinson, Assistant Director
SUBJECT: NEW EQUIPMENT, WMMR

In my memo dated August 29, 1966, I indicated that we could have WMMR on the air with a minimum quality signal, that is comparable to the signal when the station went off the air, Spring Quarter 1966, by Welcome Week. However, I wish to point out that the station, due to the condition of the equipment, was not operating with a high degree of reliability either in signal quality or its ability to stay on the air.

It is my understanding that we intend to contract for commercial advertising. If this is true, we have a very definite obligation to fulfill these contracts in a business like manner. It is my considered opinion, supported by Mr. Harold Bliss, that this is only possible with the purchase and installation of additional equipment. The items listed below with the estimated price represents the minimum necessary to fulfill the goal of a reliable Combo Facility.

If funds were provided for the purchase of this equipment and I could obtain an agreement from the Purchasing Department for assignment of orders to the RCA Company, they could effect delivery within four days of receipt of the purchase order. With luck we could have the equipment installed and working by the second week of school. Please let me have your reaction as soon as possible so that I will know how to proceed.

List of Equipment to be Purchased

- | | | |
|----|---|-----------|
| 1. | 3 phono pre-amplifiers with RIAA equalization
RCA BA-26B MI-11436C | \$ 347.00 |
| 2. | 1 power supply RCA with guide assembly
RCA BX-71A ES-11163 | 214.00 |
| 3. | 1 mounting shelf
RCA MI-11597-B | 36.00 |
| 4. | 2 consolette program amplifiers
RCA BA-73 ES-11159-A | 340.00 |

5.	2 consolette pre-amplifiers RCA BA-71 ES-11158-A		\$ 203.00
6.	1 tape cartridge play back RCA RT 7D MI-11957-D		608.00
7.	cartridge tape recording amplifier RCA BA-7B MI-11958-B		386.00
8.	repair 2 RCA 77D microphone repair 1 RCA 44BX microphone		100.00 50.00
9.	1 ampex PR10 tape deck and amplifier half track model ampex 96001-00		1,045.00
10.	1 UHER portable tape recorder and play back machine		400.00
11.	3,000 feet of Coaxial RG-581-U at \$33.80 per thousand feet for installation in the tunnels at estimated price		<u>101.40</u>
		TOTAL	\$3,830.40
12.	estimate of labor cost to install new equipment and activate existing equipment		
	Harold Bliss	80 hours	243.00
	Rollin Dennistoun	88 hours at \$1.68 per hour	147.84
	David Shaddrick	60 hours at \$1.50 per hour	<u>90.00</u>
		TOTAL	480.84
		GRAND TOTAL	<u>480.84</u> \$4,311.24

The above estimate of cost does not include any funds for operation of the station or engineering maintenance for the school year. Nor does it include the cost of purchase of a transmitter and installation of same for Sanford Hall. It is estimated at \$500 to \$600.

BMA/lmh

Copied
 9/21/66
 kw

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Union Board of Governors

E V E N T R E P O R T

(Please Type)

COMMITTEE: _____

DAY, DATE AND HOUR OF EVENT: _____

EVENT: _____

PLACE: _____

CHAIRMAN'S REPORT:

Description of Program:

Publicity Methods Used:

Special Services, Refreshments:

Attendance: _____

Total Cost: _____

INCOME _____

COMMENTS FROM COMMITTEE (Give Name of Members):

COMMENTS FROM AREA DIRECTOR:

COMMENTS FROM CONSULTANT:

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

House and Finance Report
Tuesday, October 4, 1966

Present: Jud McCarthy
Chuck Gustafson
Gordon Starr

Absent: Dr. Donald Zander

I. House Council

The House Council will meet on Thursday, October 27, 1966, at 7:00 in Room 346 CMU. Each student organization with assigned space in the Union or Clay School will have one representative on the Council. Mr. McCarthy will chair the meeting. Mr. Atkinson will represent the Director.

Agenda: A. Gopher Hole Development
B. House Rules -- Questions and Problems
C. Food Service (Including Vending)
D. Building Hours of Operation -- Holidays
E. Student Office Space Allocation
F. Building Maintenance

We will arrange to have coffee, pop, cookies and donuts served at this meeting. Copies of the House Rules will be distributed.

II. Holiday Schedule

It is the consensus of the House and Finance Committee that the building should be open on Veteran's Day (November 11); the Friday, Saturday, and Sunday following Thanksgiving; during the Christmas break, except Saturdays, Sundays, Christmas Day and New Year's Day; Washington's Birthday, (Feb. 22); Good Friday; and Memorial Day (May 30). Arrangements will be discussed with the Assistant Director. The House Committee would encourage publicizing these open dates and the planning of appropriate programs to attract students to the Union.

III. Program Renovation Requests

The House and Finance Committee will ask Mr. Reeve and Mr. Huckle to join us for the evaluation of the Program Standing Committee requests for renovation. They will be asked to explain and substantiate some of the items in their report.

IV. Office Space Application

The committee has approved the application of the Student for a Democratic Society for office space. Official acceptance will be withheld pending a space availability study in Clay School by the Assistant Director.

V. Faculty Women's Club

Members of the Committee were apprised of a recent article in the St. Paul paper indicating the desire of the Faculty Women's Club to seek space elsewhere because of cramped quarters in Coffman Union. Such a move would be dependent upon generating additional sources of revenue for the Club.

VI. Dance Policy

A general discussion of the current House policy regarding the use of the building for dances was held. It was felt that the House and Finance Committee should await the recommendations of the Dance Policy Ad Hoc Committee before reviewing House rules governing this matter.

VII. Coffman Garage Entrance

The House Committee requests that the UBOG President contact the University police department through the Vice President for Business Administration in regard to having the entrance to the Coffman Garage moved from the west to the east end of the building. Such action was requested last Spring and a follow-up now seems necessary.

VIII. Vending Service Study

The House and Finance Committee asks that the Assistant Director assign one of the week-end personnel, preferably the week-end manager, to run a regular surveillance of the vending machines in the building. The House and Finance Committee is particularly concerned about the machines in the North Star Room. We would like a report (based on four week-ends of study) on the replenishment of food and beverages in these machines. We would like to know at what hour of the day the machine becomes empty, out of change, out of order, or otherwise unusable. Many complaints regarding the poor stocking of these machines on week-ends have been received and we would like a complete report to present to Food Service.

IX. I.I.T Tour Group

A group of student and staff (44) from the Illinois Institute of Technology Union will be visiting Coffman Union on Friday, October 28. We have arranged to have a bus pick them up at the Great Northern Depot at 7:15 and bring them to Coffman Union. They will purchase their own breakfasts in the cafeteria, then be given a tour of the Union. Following the tour, the Assistant Director will give a short talk on some possible ideas for development of Coffman and the West Bank. A short coffee hour with members of the Board, the Program Directorate and the staff will leave the Union at 11:00 a.m. for their conference at River Falls, Wisconsin. The assistance of Board members as tour guides from 8:30 -- 9:45 a.m. is requested. All are invited to the coffee hour in Room 329 at 10:15 a.m.

Respectfully submitted,

Jud McCarthy
House and Finance Chairman

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Board Meeting Agenda

October 13, 1966

- I. Director's Report
- II. Old Business
- III. New Business
- IV. Announcements
 1. Executive Standing Committee
 - A. Swearing in of New Board Members
 - B. Board Representative on the MSA Senate
 - C. Board Representative on the MSA Assembly
 - D. Board Representative on the Social Service Council
 - E. Dance Policy Committee
 - F. Region 10 Conference
 - G. West Bank Ad Hoc Committee
 - H. Executive Committee Decisions
 - I. Board Representative on the BRH Liaison Committee
 - J. Next Board Meeting
Wintere
 2. Program Standing Committee
 3. House and Finance Standing Committee
 - A. Assignment of Office Space for UBOG and Directorate
 - B. Music Listening Room
 - C. Ballroom Noon-Hour Use
 - D. WMR Engineering Budget
 - E. Time of Weekly House and Finance Meetings
 - F. Mimeograph Machine
 - G. Program Standing Committee Renovation Requests

3. House and Finance Standing Committee (Cont.)

H. Building Operation on Holidays

I. Room Reservations

J. House and Finance Information Clearance

K. MSA Tuition Study Committee

4. Personnel Standing Committee

Adjournment

BW/la
10-13-66

UNIVERSITY OF MINNESOTA

DEPARTMENT OF STUDENT UNIONS

October 17, 1966

TO: Mr. Berton Atkinson, Assistant Director of Student Unions
FROM: Mr. Mark Durenberger, Station Manager, WMMR
SUBJECT: Equipment and Engineering Expenses, WMMR

1. I have reviewed all previous lists and proposed budgets, and in consultation with Mr. Harold Bliss, have reviewed the condition and capability of the equipment installed at WMMR. To properly achieve the aims and objectives set forth for WMMR as a commercial radio station and a CMU Departmental Area, the items listed below are set forth as a proposed engineering operating budget for this school year.
2. Note that these items include expansion of present facilities and that they are listed in order of necessity:

Miscellaneous parts and transistors for maintenance	\$ 400.00
A. Two (2) microphones, dynamic	200.00
B. Ampex AG-350 Tape recorder, 7 1/2- ips, w/remote controls	1,807.00
C. Tape reels and tape cartridges (recording)	400.00
D. 5 station intercom system	30.00
E. Console unit for center studio	50.00
F. Rebuild Viking Cartridge tape player	100.00
G. Repair dorm transmitter monitor system (3 items)	130.00
H. Five (5) patch bays for equipment switching	195.00
I. Three (3) phono cartridges	150.00
J. Installation of new transmitter at Sanford	200.00
K. Three (3) on-air lights	90.00
L. Two (2) 12-hour digital clocks	40.00
M. Remote controls for tape recorders	20.00
	<u>\$3,812.00</u>

Separate Item:

Payment of a student technician to complete installation work and maintain equipment while training personnel	\$ 960.00
	<u>\$4,772.00</u>

Mr. Berton Atkinson
October 13, 1966
Page 2

This does not include any proposed expansion, such as providing service to the St. Paul Campus and other student residence areas which may be deemed advisable at a future date in light of the progress of WMMR.

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10-13-66

Copied: jh
10-17-66

UNIVERSITY OF MINNESOTA
COTTRELL MEMORIAL UNION
PROGRAM OFFICE

TO: Dr. Paul Cashman
Dr. Fred McCormick
Mr. Vern Ausen
Mr. Gordon L. Starr
Mr. Pius Locker
Mr. Berton Atkinson
Mrs. Carla Nelson
Dr. Donald R. Zander
Mr. Robert Weinhagen
Mr. Jud McCarthy

FROM: Mr. Tom Reeve

SUBJECT: Meeting Regarding Clay School Facilities
October 6, 1966, 3:30 p.m., 346 CMU

The meeting was called to order by Mr. Gordon L. Starr. Introductions were made.

It was noted that the following facilities were assigned to the Department of Student Unions: Classroom Building 260 and 130, Clay School 37 and 43. It was noted by Mr. Berton Atkinson that the Department of Student Unions' furniture was removed from Clay School 37 and 43 without notification. Mr. Ausen and Mr. Locker explained that studies indicated very little traffic in either assigned space. Mr. Ausen also added that the Classroom 260 was not divided and that a number of Social Service organizations have moved to Clay School.

Six rooms are to be eliminated in the Northwest corner of Clay School. Two of these rooms, 37 and 43, were previously assigned to the Department of Student Unions. Mr. Ausen has agreed to assign a suite of rooms, 119, 125, and 131, in Clay School to the Department of Student Unions if they would like to relinquish Classroom Building 260 at this time.

Mr. Jud McCarthy inquired as to whether or not Clay School would be demolished in the near future. Mr. Ausen stated that if the legislature granted funds for a performing arts building on the West Bank, demolition of Clay School could begin within one or one and one-half years.

Mr. Starr raised two pertinent questions in consideration of room assignments. The group was asked to consider relationships with the faculty on the West Bank and the services available to students on the West Bank.

I raised the question as to the small proportionate allowance for student activity space in relation to academic space on the West Bank at this time. After considering the problems of expansion and on-going building projects on the West Bank, I do not feel the present expansion allotted for student activity is at all equitable in relation to the proportion of student activity space that will exist when building plans are completed on the West Bank.

Mr. Ausen pointed out the very small total number of classrooms now available on the entire campus. I believe the figure was only 273.

Mr. Jud McCarthy asked Mrs. Carla Nelson what her feelings might be if an activity center or suite of offices were to be set up in Clay School. Would this location invite student involvement? Mrs. Nelson replied that she seriously doubted if many students would be attracted by such an arrangement.

Mr. Ausen and Mr. Locker stated that there would be some study space in the Classroom Building immediately North of Washington Avenue in the near future. The question was raised as to whether or not it would be possible for the Union to occupy any space in this building. Mr. Ausen noted that this might be possible.

I raised the question as to the assignment of Clay School 119, 125, 131 and if we could make a request for this suite for the 1967-68 school year. (It was previously discussed that we would undoubtedly be asked to relinquish Classroom Building 260 at the end of the 1966-67 school year.) Mr. Locker and Mr. Ausen both agreed that the Union may make a request for the suite in Clay School by January 1, 1967, if they wish to have the space for 1967-68.

Mr. Atkinson recommended that the Union maintain Classroom Building 260 and the Lounge 130 in the Classroom Building for the 1966-67 school year. Mr. Atkinson also suggested some additional area for the four student organizations presently assigned union space. The consensus of the committee was to accept this recommendation, and Mr. Bob Weinhagen recommended that the House and Finance Standing Committee evaluate and make a decision on the request for Clay School 119, 125, and 131 for the school year 1967-68 before January 1, 1967.

Mr. Starr adjourned the meeting.

I want to thank Mr. Ausen and Mr. Locker for their time, effort, and patience in supplying the Department of Student Unions with their advisement concerning room scheduling.

sm
10-7-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of October 13, 1966

Members Present

Bob Weinhaven, Charles Gustafson, Jud McCarthy, Eric Hucke, Tim Marrinan, Joe Kroll, Greg Ritter, Robbie Engelmann, Tim Jeffery, Allan Gavera, Mr. Tracy Page, Dr. Donald Zander, Mr. Gordon Starr

Members Absent

Kathy Keleher, Pam Koskey, Gail Pearlman, Dr. James Holte, Mr. Emil Behrens, Prof. Leonard Bart

Guests Present

Mr. Atkinson, Assistant Director; Mr. Tom Reeve, Program Director; Mr. Mark Durenberger, Program Consultant; Paul Quist, Talent Agency Chairman; Vi Justice, Secretary Joe Kroll, Greg Ritter

The meeting was called to order at 6:40 p.m. in room 346.

MOTION Y-15 Motion was made to accept minutes of meeting of September 15.
Seconded. Carried.

Bob Weinhaven introduced new member of the Board, Allan Gavera.

1. Director's Report - Mr. Starr

Mr. Starr noted that this was a historical meeting in that it was the first conducted under the new Board structure. He stressed the importance of working together in carrying out policies. He welcomed Mr. Mark Durenberger to the meeting and said that the department was happy to have him on the staff and felt that he has done an excellent job in getting WMMR on the air.

It was mentioned that the T.C. Atlantics (the band who failed to show up for a performance) had paid their debt by performing at the Union and that the matter was now closed.

Mr. Starr reported on a trip to Washington, D.C., where he attended the National Recreation Association Congress. He had a chance to interview prospective staff members for positions at the Union, particularly the Bowling Supervisor opening. He commended Dennis Bingen, student employee, for doing an excellent job substituting in that position. He had the opportunity to talk to Secretary of Agriculture, Hon. Orville Freeman on matters related to what the Department of Agriculture is doing for recreation and felt there may be an opportunity (to be investigated) for meeting camping needs of the University through government assistance.

The Director noted that tremendous progress has been made toward a new decor for the Gopher Hole. Schematic plans are being made. It is anticipated that by next quarter a theme will be selected and final plans and model presented to the Board by the Architect Fraternity. Mr. Jerry Kindall from the Athletic Department suggested that the theme for the Gopher Hole be similar to the Hoosier Room at the Union at Indiana University, which carries out an athletic decor (sports pictures, trophies, etc.). In this event, the Athletic Department would furnish pictures and replicas of trophies.

A Big Ten magazine was sent around for Board reviewal. Public Relations committee was asked to investigate whether the Union would want to take over campus distribution of the magazine and to recommend to the Board what action should be taken. The magazine would be distributed on campus at no cost to the Union. Mr. Atkinson suggested it be distributed by the Union under contract, either in giveaway boxes or at the magazine newsstand. Final clearance would be made through the University Administration.

Two years ago the ACU-I inquired as to whether Minnesota would want to host a Summer Institute. At that time the Union Board of Governors indicated that they were interested. The Institute is held for the benefit of those people with five years or less experience in Union work or for graduate students. It is thought that the fee charged for the Institute would take care of the cost. Mr. Starr has sent a preliminary proposal to the ACU indicating that Minnesota is interested in hosting the Institute in 1967. If accepted, the matter will be brought before the Board.

II. There was no old business.

III. There was no new business.

IV. Announcements

1. Executive Standing Committee - Bob Weinhagen

Charles Gustafson, Tim Marrinan, Allan Gavera were sworn in as new Board members. They have been appointed as Governors-at-large.

It was mentioned that Tim Jeffery would see about getting them Board pins.

Bob Weinhagen asked Governors-at-large to indicate their preference for serving as a Board representative on the MSA Senate, the MSA Assembly, the Social Service Council, or the BRH Liaison Committee. He mentioned he has not received a reply to his inquiry of MSA as to who would be representing their organization as a voting member on the Board.

The president noted the need to establish a Dance Policy Committee. Some of those to be included on the committee would be Joe Kröll, and representatives from BRH, ISA, CRC, Pan Council, Union Staff Member, Faculty Member and Governor-at-large. Dr. Zander suggested including Student Center on St. Paul Campus. Mr. Tom Reeve stated that Union sponsored dances, when properly regulated, break even or lose money. Mr. Atkinson noted that other organization-conducted dances realize a good profit and felt that the Union could use this area as a source of revenue and still maintain proper regulations. Joe Kröll mentioned that his Area is confronted with

Meeting of October 13, 1966 - 3

the demand for quality programming on the one hand and the demand for attendance on the other. Tom Reeve suggested that Joe Kroll should receive direction from the Program Directorate until the forthcoming committee could establish policies.

Mr. Starr suggested the Board incorporate the terminology "University Administrative Staff" along with "Faculty Member" since all of those included on the Board were not teaching.

The Region 10 Student Union Conference will be held in Iowa City November 3,4,5. Those wishing to attend should contact Bob Weinhagen by Thursday, October 20. There is no cost to individuals attending as this is budgeted in the Board activity fund.

Minutes of the meeting regarding use of Clay School were enclosed in Board folders. It was recommended in the minutes that the Union maintain Classroom Building 260 and the Lounge 130 in the Classroom Building for 1966-67 school year. It was also suggested some additional area for four student organizations presently assigned Union space be requested. It was recommended that the House and Finance Standing Committee evaluate and make decision on request for Clay School 119, 125, and 131 for school year 1967-68 before January 1, 1967. Bob Weinhagen suggested the following serve on an Ad Hoc Committee for West Bank: West Bank Area Director, Faculty Member, one or two representatives appointed by the Program Director, two Governors-at-large.

The next Board meeting will be October 26 at 6:30 in room 346. The president noted that during intervening periods it is sometimes necessary for the Executive Board to make decisions. These decisions are binding unless reversed at the Board meeting. Anyone disagreeing with the decision has the option of bringing it up at a Board meeting or having the president bring it up at an executive meeting. It was noted that copies of executive committee minutes will be given to Board members in the future.

2. Program Directorate - Eric Hucke

Interviews for Program Directorate produced the following assignments:

Music Area - Mary Josefson
Topic - Dave Larson
WMMR - Ivar Brogger
Personnel - Kay Sias
Public Relations - Randy Pratt
West Bank - (no applicant)

The Movie Policy Committee representatives of the Union will write up the Union's recommendations for film selections which will be combined in a comprehensive report.

Mr. Tom Reeve suggested Board members should have attended Dean's retreat to indicate their interest in other organizations. It was noted that invitations had not been received by most members.

3. House and Finance Standing Committee - Jud McCarthy

The House and Finance Committee recommended that room 315 become the office of Union Board of Governors, room 316 a private conference room for the Board, rooms 231 and 231A be turned over to the Program Directorate for office space. These assignments are subject to change as usage patterns change and additional space becomes available for assignment.

Mr. Reeve asked if other organization needs had been considered and discussed. Jud McCarthy said the committee concluded the Board and Directorate needs were the most pressing at this time. Mr. Atkinson said that room requests had been filled except for small organizations.

The Assistant Director, working with Mr. Mike Hopkins, University Decorator, and Chairman of House and Finance Committee, estimates the total cost of equipping, decorating and lighting the Board office to be about \$7,700. An additional sum of \$350 would be necessary to purchase two desks and chairs for use of the Program Directorate in rooms 231-231A. The following items would be purchased:

9 desks	Venetial Blinds room 315 and 316
1 secretarial posture chair	Drapes for room 315 and 316
1 Side Panel Executive Posture Chair	Carpet Room 316
2 Side Panel Executive Swivel Chairs	Paintings Room 315-316
3 Executive Swivel Chairs	9 Floor Mats for Swivel Chairs
3 Side Chairs	Bulletin Board
3 Arm Chairs	2 Greenery and planters
2 Host Chairs	Miscellaneous desk supplies
2 Judge Chairs	
1 Table for Reception Area	
1 Table(round) for conference area	
9 Desk Lamps	
1 Electric Typewriter	
2 Manual Typewriters	
2 Floor Lamps	
1 Table Lamp	
6 Telephones	
3 Filing Cabinets	
Coat Racks	

MOTION Y-16 Jud McCarthy moved that rooms 315, 316 be turned over to Board of Governors as office space. Further moved that rooms 231-231A be designated as office space for Program Directorate. Recommend expenditure of \$7,700 for equipment, lighting of new Board office and additional sum of \$350 for new desks and chairs for Program Directorate in 231 and 231A. Seconded. Carried.

House and Finance concurs with Executive Committee that there is not presently sufficient interest or need to warrant development of Music Listening Program.

MOTION Y-17 Move that Board drop proposal of development of Music-Listening Program from further consideration at this time and that remainder of \$1,200 originally appropriated for development of this program revert to general renovation fund. Seconded. Carried.

Meeting of October 13, 1966 - 5

House and Finance concurs with Executive Committee regarding use of ballroom as a lunchroom between 11:00 a.m. and 1:00 p.m. on days when there is no program or other scheduled event. The House Committee feels that use of tables should be experimented with in that area. The Director would arrange details with Assistant Director. Mr. Atkinson raised the question of what would be done if a dance would be requested at noon. Request should be referred to Dance Policy Committee.

It has been recommended by Mr. Atkinson, Mr. Bliss and Mr. Durenberger that \$4,772 is needed to keep WMMR on the air, improve quality of its operation, provide regular maintenance and support its programming. (A list of recommended items is attached.)

MOTION Y-18 Move that Board recommend expenditures of \$4,772 for WMMR Engineering Budget. Seconded.

Mr. Reeve noted that the Union is fortunate to have Mr. Mark Durenberger on its staff. He felt Mr. Durenberger has the leadership and know-how to build one of the best college stations in the United States as long as the needs of the station are recognized and supported. He commended Roland Dennison, student technician, for an exceptional job in getting WMMR on the air on time and in developing the best sound WMMR has had.

A question was raised about the \$5,000 initial allocation for WMMR. It was noted that this amount was used for things to get WMMR on the air, that at the time the amount was recommended there was no consultant to determine needs and that the amount now requested is for maintaining WMMR on the air. Allan Gavera inquired about the matter of paying a student employee as the By-Laws state no Board member can be paid. It was brought out that the student technician is paid for maintaining equipment which should not be considered as programming. It was explained that he would train students in the use of the equipment and when it was felt they were able to handle the equipment his service would be discontinued and the remainder of the \$960 (requested for three quarter period) would revert to general renovation. Mr. Reeve mentioned that we were fortunate to get someone with the technical knowledge who was willing to do the job at student wages. It was noted that after students were trained in the use of the equipment that Mr. Harold Bliss, staff member, would maintain equipment.

AMENDMENT Y-18 Tim Marrinan requested the "separate item" for payment of student technician in the amount of \$960 be deleted from the budget and that \$3,812 be allocated for WMMR instead of \$4,772.

AMENDMENT Y-18 failed.

Mr. Page called the question.

MOTION Y-18 carried.

House and Finance Committee will meet every Tuesday at 4:00 p.m. in the Director's office unless otherwise announced.

A request has been made for a mimeograph machine. This request will be cleared through University Administration by the Director as it is against an existing policy directing all duplicating to a central office.

A list of items submitted to the House and Finance Committee by the former Program Standing Committee is under consideration and recommendations will be made as items are evaluated.

Meeting of October 13, 1966 - 6

House and Finance Committee feels that part or all of the Union should be open on holidays. Cost and dates involved will be investigated and recommendation made to the Board.

Requests for information concerning operation of the Union regarding House and Finance matters from sources outside the Department should be directed to the House and Finance Chairman.

John Fischer, MSA senator, has been named to chair a committee to study the University tuition and fee situation. He has asked cooperation of Board in work of this committee. Mr. Weinhagen will appoint a UBOG representative to serve on this committee.

4. Personnel Standing Committee - Tim Jeffery

Personnel Standing Committee in reviewing the spring recognition banquet does not feel it accomplishes the purpose for which set up and feels some change is in order. The committee suggests personal recognition of merit key winners as they are noted. They suggest the person be recognized at a Board dinner where they would be a guest of honor and that publicity be given them in show cases.

The objection to this plan of recognition was a dinner for a few selected committee workers, eliminating all other committee people from the event. (The Merit Reception is the only recognition given to all committee workers.)

Eric Hucke suggested setting up a committee to discuss spring recognition banquet.

Jud McCarthy mentioned that a study will be conducted of other radio stations in the United States to determine how they are operated and financed. Bill Shiebler, Ad Fellow, will handle the paper work in conjunction with Mark Durenberger, station manager, and Jud McCarthy.

Eric Hucke said he would need to know the names of the two Governors-at-large to be permanently assigned to the Program Directorate by next week.

MOTION Y-19 Motion made to adjourn meeting. Seconded. Carried.

The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj
10-20-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Executive Committee Report
Friday, October 21, 1966
4:30 p.m.

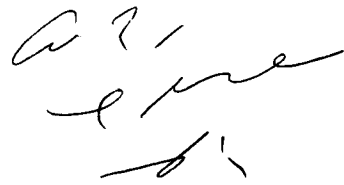
Present: Bob Weinhagen, Eric Hucke, Jud McCarthy, Tim Jeffery, Tom Reeve
and Gordon L. Starr

Absent: Miss Robbie Engelmann

- I. The next meeting of the Executive Committee will be on Monday, October 24 at 3:30 p.m. We will discuss the role of the Union Board of Governors and the roles of its executive officers.
- II. The following people will make the trip to Iowa for the Region Ten ACU-I meeting: Jud McCarthy (representing Bob Weinhagen), Robbie Engelmann, Joe Kroll, Greg Ritter, Tim Murrinan, Chuck Gustafson, and Randy Pratt.
- III. Vice President Wenberg has invited the members of the Board to his home for a dinner meeting. We will probably schedule this for the first or second week of winter quarter.
- IV. Members of the Executive Committee strongly urged that the Program Directorate explore the possibility the sponsoring or co-sponsoring the Symposium formerly sponsored by MSA. Mr. Hucke will investigate and present a report to the Program Directorate.
- V. There was some discussion as to whether or not the Board had acted too hastily in the matter of the offices for the Board and Program Directorate. Since the matter was approved by the Executive Committee, the House and Finance Committee, and the Board, the action is a matter of record. The dangers involved in constantly reviewing and criticizing past actions of the Board were discussed. The actions of the Board are valid and binding and that to constantly call their decisions into question would seriously underline the morale and effectiveness of the organization. It is not reasonable to bring a matter back before the Board merely because an individual does not believe the Board properly considered the matter, or because an individual disagrees with the position taken by the Board. These are a matter of value judgement. It should also be noted, however, that any member of the Board has the right, when he or she has new and significant information on a subject, to bring it to the attention of the Board.

VI. The Executive Committee concurs with the request of the Program Directorate for a hearing on the matter of the respective roles of the Board and the Directorate. The Exec encourages people to come prepared to make statements and to discuss the matter rationally. Minutes of the hearing will be prepared and distributed. Following the hearing, the Executive Committee will meet to summarize the results and make a recommendation to the Board as to the Board's position vis a vis the Program Directorate for the coming year. It would seem that one or two By-Law changes will be recommended immediately for action this quarter. Following the hearing, the joint committee to evaluate the structure will begin to meet. It is quite probable that their work will take most of the school year and that any recommendations that they may have will not be acted upon until sometime Spring Quarter at the earliest.

Respectfully submitted,



Jud McCarthy
10-22-66

JMC/la
10-22-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

House & Finance Report
Tuesday, October 25, 1966

Present: Jud McCarthy, Chuck Gustafson, Dr. Donald Zander, Gordon Starr,
Tom Reeve

I. Department of Landscape Architecture

The Chairman of the House & Finance Committee has contacted Mr. Roger Martin of the Landscape Architecture Department in regard to the development of the mall area directly in front of Coffman. Mr. Martin was quoted by the Sunday Tribune as saying, "The space in front of Coffman Memorial Union is wasted. It could be a dynamic meeting place of the whole University." After we have met with Mr. Martin, a report will be presented to the Board.

II. Model of CMU

The scale model of the Union and the new parking ramp has been completed. A few minor revisions will be necessary before it can be presented to the Board for reviewal.

III. Program Standing Renovation Requests

The House & Finance Committee began consideration of the renovation request program submitted by the former Program Standing Committee, a number of decisions were made:

1. To return the list to the Vice-President and the Program Director for a numerical priority ranking of the items on the list.
2. To submit the list to the Director and the Assistant Director for a preliminary cost analysis of the items on the list.
3. To have the Director and staff add to the list any items of building renovation projected over the next ten years with cost estimates.
4. To approve purchase of a mimeograph machine as soon as type, model and cost are determined.

We recognize that implementation of this decision will require much time and effort on the part of all involved, but we feel it is a vital step necessary to the on-going development of the Union.

Respectfully submitted,

Jud McCarthy
Secretary-Treasurer

JM:jh
10-26-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Executive Committee Report

3:45 p.m. in Mr. Starr's office

Present: Bob Weinhagen, Eric Hucke, Jud McCarthy, Tim Jeffery, Gordon Starr,
and Tom Reeve.

Absent: Miss Robbie Engelmann

I. Tuition Study Committee

The first meeting of the MSA tuition study committee was held Saturday morning at 9:30 in Room 346. The meeting lasted only fifteen minutes because only a part of the committee was on hand. A meeting with Vice President Wenberg will be held the first week in November. The committee will examine how each of the departments and services receiving a part of the student fee are utilizing the funds. The committee also hopes to explore other possible sources of revenue to enable the University to hold the line on tuition and fee increases.

II. Minnesota Daily Budget Story

We have been approached by Sue Cole, the UBOG reporter from the Daily, for a story on the Union budget. The House and Finance chairman will discuss the request with her to determine the kind of information required. Since the subject is a complex one, it may be necessary to arrange a meeting with the Daily editor to completely explain our position.

III. House Council

The first meeting of the House Council will be held on Thursday, October 27, at 7:00 p.m. in Room 346. Each student organization with assigned office space in the building should have one representative present. The House and Finance chairman will chair the meeting. Mr. Atkinson will represent the Director. Items on the agenda include: Gopher Hole Development, House Rules, Food Service, Bldg. Hours of Operation, Student Office Space Allocation, and Building Maintenance.

IV. Board - Directorate Hearing

A hearing on the role of the Union Board of Governors and the Program Directorate will be held at 3:30 p.m. in Room 346. Interested parties are encouraged to come prepared to present and discuss their positions intelligently and in rational order.

V. Development of Mall Areas in Front of Coffman

The House and Finance Chairman will contact Mr. Roger Martin, head of the University's new Department of Landscape Architecture in regard to development of the mall area immediately in front of Coffman. Mr. Martin was quoted by the Sunday Tribune (10-23) as saying "The space in front of Coffman Memorial Union is wasted. It could be a dynamic meeting place of the whole University." We would like to pursue this discussion to determine what changes might be feasible.

VI. Iowa Region 10 Trip

Due to a conflict in commitments, Jud McCarthy will be unable to attend the Region 10 conference at Iowa as planned. There will be six students, two staff members, and two administrative fellows representing Coffman. The administration fellows will be provided free transportation to Iowa, but will pay their own registration fees.

VII. Board of Presidents

Howie Kaibel, MSA President, has called a meeting of the Board of Presidents (presidents of the larger all-University organizations). The Board will discuss various issues of current concern to University students. Eric Hucke will represent Bob Weinhausen at the meeting scheduled for 3:30 p.m. on Tuesday, October 25.

VIII. Board Stands on Campus Issues

The question was raised as to whether or not the Union Board of Governors should take stands, as a group, on issues currently the concern of the campus. There is a problem created in that the Board differs from campus student groups because it is not only a student group, but includes faculty and administrative staff. Furthermore, the Board has departmental responsibility for the Department of Student Unions and there is some question as to whether a University department should take a stand on such issues as the war in Vietnam, release of class-standings, etc. The Executive Committee did not take any action and recommends a discussion by the Board.

IX. MSA Human Relations

The Executive Committee recommends greater involvement of the Board in the work of the MSA Human Relations Program. Allan Gavere, Governor-at-Large and Chairman of the Social Action Ad Hoc Committee, may wish to pursue this. Topics Area may also be able to increase their contacts in this area.

X. Exchange Program

The Executive Committee feels that the Board and the Program Directorate should initiate contacts with the other colleges in the Twin Cities area concerning an exchange program of student admission and participation in projects and events sponsored by the various campuses. The Board should discuss the possibilities involved and many want to assign the project to the Public Relations Governor or one of the Governors-at-Large. Possibly C.P.D. Area of the Program Directorate could also look into the question.

XI. Names and Titles, UBOG and Program Directorate

The Executive Committee discussed the problems involved in the naming and titling of the Union organization and structure as we know it. Two basic points of views emerged from the discussion.

A. The phrase "Union Board of Governors" applies only to the nine students and four non-student members who comprise the Board. (See Constitution, Art.1, Sec. 4 "The governing body of the Union shall be known as the University of Minnesota Union Board of Governors, hereinafter designated as the Board."

With the development of the West Bank Union and the increasing integrated relationships with St. Paul Campus, it will be necessary to designate "Coffman Memorial Union" and the "Coffman Memorial Union Board of Governors" to distinguish it from unions and boards on the West Bank and the St. Paul Campus.

The word "union" is the key word and must be taken to mean much more than a building. It is the union of all students, faculty, and staff on all campuses. Fees will support all buildings, but more importantly. The fees will underwrite a comprehensive social, recreational and cultural program on all campuses.

Based on the above premises, one conclusion is that the designation be made as follows:

Examples:

1. The Union Board of Governors of COFFMAN MEMORIAL UNION
2. The Program Directorate of COFFMAN MEMORIAL UNION
3. The Union Board Council of COFFMAN MEMORIAL UNION
4. The Director of COFFMAN MEMORIAL UNION
5. The Program Director of COFFMAN MEMORIAL UNION

Used in this sense, the term COFFMAN MEMORIAL UNION represents the "corporate" entity or "union" of students whose primary center of activity is the Coffman Memorial Union building. The term Coffman Memorial is used to distinguish and designate, much as "West Bank" or "St. Paul" might be used. It does not mean the building per se. The analogy would be to a firm such as Dupont, Inc. where you have:

1. The Board of Directors of DUPONT, INC.
2. The President of DUPONT, INC.
3. Advisory Commission on Labor Relations of DUPONT, INC.

Thus, members of the Program Directorate are members of the Program Directorate of Coffman Memorial Union, responsible to the Union Board of Governors of Coffman Memorial Union.

B. The other alternative is to give the phrase "Union Board of Governors" two meanings. It would refer to the 13 members of the governing Board. It would also become, in a sense, the "corporate" name of the Union, so that all subdivisions carry that name. This is the kind of structure that would result:

Examples:

1. The Union Board of Governors of the Union Board of Governors
2. The Program Directorate of the Union Board of Governors
3. The Director of the Staff of the Union Board of Governors
4. The Program Director of the Union Board of Governors

Executive Committee Meeting -- Page 4

The Executive Committee recommends that the Board withhold action on this until after the Friday hearing on roles and relationships of the Board and the Program Directorate.

XII. Roles of Executive Officers

Each member of the Executive Committee was requested to review the Constitution and By-Laws and return to the next Executive meeting with a written job description summarizing their own analysis of their individual roles. These will be discussed and refined by the Executive Committee and presented at the later meeting.

Respectfully submitted,

Jud McCarthy
Secretary-Treasurer

JMC/la

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Board Meeting Agenda

October 26, 1966

- I. Director's Report
- II. Old Business
- III. New Business
- IV. Announcements
 1. Executive Standing Committee
 - A. Tuition Study Committee
 - B. Hearing
 - C. Illinois Region Ten Trip
 - D. Board of Presidents
 - E. Relationship of the Board to Major Campus Issues
 - F. Title of the Organization
 - G. MSA Symposium
 2. Program Directorate
 3. House and Finance Standing Committee
 - A. House Council
 - B. Holiday Schedule
 - C. Program Renovation Requests
 - D. Office Space Allocation
 - E. Faculty Women's Club
 - F. Dance Policy
 - G. Coffman Garage Entrance
 - H. Vending Service Study
 - I. Illinois Tour Group
 - J. Letter to the Department of Landscaping Architecture
 - K. Progress Report on Rooms 315, 316, and 231

Board Meeting Agenda -- Page 2

4. Personnel Standing Committee

5. Public Relations Standing Committee

Adjournment

la

10-26-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of October 26, 1966

Members Present

Bob Weinhagen, Charles Gustafson, Jud McCarthy, Eric Huccke, Tim Marrinan, Robbie Engelmann, Tim Jeffery, Allen Gavere, Mr. Tracy Page, Dr. Donald Zander, Mr. Gordon Starr

Members Absent

Dr. James Holte, Mr. Emil Behrens, Prof. Leonard Bart

Guests Present

Joe Kroll and Greg Ritter from the Program Directorate; Bob Kofski, former Board member; Sue Cole, Daily representative; Mr. Tom Reeve, Program Director; Mr. Carl Nelson, Assistant Program Director; Mr. William Shiebler, Ad Fellow; Mr. Berton Atkinson, Assistant Director; Vi Justice, Secretary

The meeting was called to order at 6:45 p.m. in room 346 by the president who asked for corrections and additions to Minutes of October 13 meeting.

Charles Gustafson requested the minutes be corrected in regard to those in attendance. Kathy Keleher and Pam Koskey to be deleted from "Members Absent" list since they are members of the Program Directorate. Gail Pearlman to be deleted from "Members Absent" list since she has resigned. Joe Kroll and Greg Ritter to be deleted from "Members Present" list and added to "Guests Present" as members of Program Directorate.

MOTION Y-20 Motion was made to accept minutes of October 13 Board meeting as corrected. Seconded. Carried.

The president introduced William Shiebler, Ad Fellow; Bob Kofski, former Board member and Sue Cole, Daily representative to the Board.

I. Director's Report - Mr. Starr

The Director said the Department is happy to have Mr. William Shiebler on the staff and informed the Board that one of Mr. Shiebler's projects will be a study on Carrier Current Stations, in collaboration with Mr. Mark Durenberger and Jud McCarthy, in addition to many day to day assignments.

Mr. Starr clarified the mystery of the pile of dirt in front of the Union. Workers are excavating to repair the membrane (seal) on the outside of the building in order to prevent further building damage through water seepage. Soundings are being made at the rear of the building in connection with the pending construction of the overpass to the ramp now under construction.

January 4th has been set as date for meeting of Student Center Board, UBOG of CMU, including Program Directorate, at home of Vice President for Educational Relationships and Development, Mr. Stanley J. Wenberg.

Meeting of October 26, 1968 - 2

A pamphlet on Drug Abuse, distributed at the program "Ice Cream Habit" presented in the main ballroom, was circulated for Board perusal. Mr. Starr felt this program had good value.

Two letters of appreciation from Mr. William Nunn, University Relations, thanking the Department for its service were sent around.

Brochures from Big Ten Universities regarding their programs and events were distributed. The Director noted that this is a good means of Union communication.

While attending the recent Big Ten Directors' meeting Mr. Starr had the opportunity to get other Union reactions to the magazine Big Ten which Public Relations is presently investigating for CMU distribution. Three of the Big Ten Universities are distributing the magazine and although there were no rave notices, there was no negative reaction. The St. Paul Student Center would like the magazine.

II. There was no Old Business.

III. There was no New Business.

IV. Announcements

1. Executive Standing Committee - Bob Weinhagen

MSA has created a committee to study tuition and incidental fee. The committee includes a representative from Vice President Wenberg's office, Fred McCormick, SAB representative, and Jud McCarthy. Food and vending service will be included in the study. Faculty members and staff will be used as resource people. The committee will make recommendations to Vice President Wenberg.

The Minnesota Daily has requested information on the Union budget. Jud McCarthy and Mr. Atkinson will meet with Sue Cole, Daily representative, regarding this request.

It was recommended that an Ad Hoc Committee be set up now to analyze needs of next year's budget. Mr. Reeve suggested it would be better to have the standing committee make the analysis as there were so many Ad Hoc Committees already.

A request was made for a copy of budget evaluation. It was pointed out that the budget was approved last spring.

There will be a hearing on Friday, October 28, at 3:30 p.m. in room 345 for the purpose of discussing relationship of the Board and Directorate. President Weinhagen said he hoped each individual would present his opinions of the problems with the new structure. Also to be discussed would be the Executive Committee report of October 17 concerning the role of the Union Board of Governors and the Program Directorate as set forth in the Constitution and By-Laws.

Robbie Engelmann, Randy Pratt, Tim Murrinan, Charles Gustafson, Greg Ritter, and Joe Kroll will be student representatives to the Region 10 Conference at the State University of Iowa, November 3 through 5. Staff members will be Karen Chappell and Mark Durenberger, Program Consultants. A question was raised as to whether Minnesota should try to hold the conference next year. Mr. Starr suggested delegates wait until other bids are known before placing theirs, in case there should be a bid from another school that has something they would like to see. Robbie Engelmann said that an offer has to be made beforehand which wouldn't allow them the chance to see who was bidding.

Mr. Tom Reeve asked how the program for the conference was arrived at since, to his knowledge, no request for program was received at the Union. President Weinhagen said to his knowledge no request had been received. Mr. Reeve suggested the question be asked at Iowa City.

Robbie Engelmann asked if anyone would be running for office at the conference. President Weinhagen asked that the delegates get together and discuss who should run for office - two should be selected. To the question of whether officer candidate would have to be present at the meeting, it was noted that the individual would not stand much chance if not there to make a presentation.

Mr. Starr suggested Board members compile a list of questions for the delegates so specific information can be sought at the conference.

Board of Presidents (presidents of major organizations on campus) has had one meeting. Eric Hucke attended the meeting and the subject of abolishing grading system for draft deferment was discussed. Mr. Hucke said that only 18 of 100 organizations were represented.

The question of whether a member of the Union Board of Governors should take a stand as a representative of the entire group on issues currently of concern to the entire campus was brought up for discussion. Although it was agreed that representatives should take an active part in the meeting and should express their opinions, it was generally agreed that an individual should not take a stand as representing the entire group. President Weinhagen mentioned that issues of the meeting, according to Mr. Walter Kaibel, would be known ahead of time which would give representative time to bring the matter to the Board for their opinion. Mr. Starr said that the representative at the meeting would also have the opportunity to bring Board matters to the meeting.

MOTION Y-21 Move that members of the Union Board of Governors represent themselves as individuals on issues related to student educational interests and that they have the right to bring back issues to the Board in order that the Board can voice opinion on issues. Seconded.

There was a considerable amount of discussion on how Motion Y-21 should be worded so the motion was withdrawn by Mr. Page to be taken up by the Executive Committee.

It was noted by Eric Hucke that he would represent only himself at the next President's meeting.

President Weinhagen reported that the Executive Committee had discussed the problems involved in the naming and titling of the Union organization and structure as it now stands. Two points of view emerged from their discussion, (1) that the phrase "Union Board of Governors" applies only to the nine students and four non-student members who comprise the Board, and (2) that the Union Board of Governors has two meanings, referring to the thirteen members of the governing Board, its activities and other functions.

It was brought out that the constitution designates the Union Board of Governors of CMU as the University of Minnesota Union and that retitling would require a constitutional change. With Unions in St. Paul and West Bank, it was felt that the title "University of Minnesota Union" was misleading.

A suggestion for a contest in which students in general name the Board was discounted.

Meeting of October 26, 1966 - 4

Eric Hucke stated that the Union Board of Governors is intended to include committees as members as well as the governing Board.

Dr. Zander noted that this discussion was scheduled to take place at a special meeting on Friday, October 28, and suggested it not be given further time at this meeting. He further suggested that Executive Committee give the matter more final conclusion before bringing it back to the Board for action.

MSA has dropped the Minnesota Symposium. In past, it has been subsidized by WCCO. The Union Board of Governors may consider this program after discussing it with MSA.

2. Program Directorate - Eric Hucke

All members of the Program Directorate were sworn in by President Weinhagen at the first meeting, October 19.

The Directorate approved a \$1,000 allocation to Fine Arts Festival for cash prizes in a statewide student art contest. The prize money will be given to students in amounts of \$50 and \$100.

Greg Ritter and Charles Gustafson were appointed to the Program Finance Committee to assist Vice President Hucke in program finance discussion.

Eric Hucke announced that the area of Games and Artcraft Studio has been opened up.

The Directorate voted to accept Region 10 Games Tournament, February 17-18, 1967.

Tim Jeffery requested that the minutes of the Ad Hoc Committees be given to Board members. It was noted that it would be too difficult for the Ad Hoc Committees to report on each meeting, but that there would be a periodical report from the committees and a final report would be given in time for Board members' consideration before being brought up at a Board meeting.

A plea was made that information relative to meetings be given to those attending prior to the meetings so that it can be read and acted on intelligently.

The following committee representatives were appointed:

Ivar Brogger - Board of Residence Hall Ad Hoc

Dave Larson - Social Action Ad Hoc

Joe Kroll) Homecoming (to discuss future relationships with MSA)
Eric Hucke) - Movie Policy

Reg Ritter - West Bank Ad Hoc

Joe Kroll - Dance Policy Ad Hoc

Greg Ritter)
Charles Gustafson) - Program Finance

3. House and Finance - Jud McCarthy

Jud McCarthy announced that the House Council (student organizations with assigned space in the Union or Clay School) would meet October 27 at 7:00 in room 346. He hoped the meeting would be well represented so that student organizations could discuss Gopher Hole Development, House Rules, Food Service, Building Hours of Operation--Holidays, Student Office Space Allocation and Building Maintenance.

CMU will be open on holidays until May, 1967. It is felt that in this length of time it will be possible to ascertain if it is worthwhile to have the building open on holidays. Mr. Atkinson noted that in the past, House Rules provided that the building be closed. He also said that the building would be operated with student help as regular employees would be on a holiday and that it would cost approximately \$150 each day to keep the building open. He said it would be more difficult to maintain the building as custodians ordinarily took advantage of the holidays to catch up on extra duties.

MOTION Y-22 Move that the building should be open on Veteran's Day (November 11); the Friday, Saturday, and Sunday following Thanksgiving; during the Christmas break, except Saturdays, Sundays, Christmas Day and New Year's Day; Washington's Birthday, (February 22); Good Friday; and Memorial Day (May 30).
Seconded.

It was recommended that these dates be publicized and that programs be planned that would attract students to the Union on those days. It was suggested that a letter be written to student organizations informing them that they could use their offices on above mentioned days.

Mr. Atkinson inquired if mechanism had been set up to evaluate holiday openings. Mr. Nelson asked if Food Service had been approached regarding some service.

Question called - MOTION Y-22 carried.

House and Finance will ask Mr. Reeve and Mr. Huccke to help evaluate program renovation requests of Program Standing Committee.

Application for office space made by Student for a Democratic Society has been approved by House and Finance. Official acceptance is contingent on space availability in Clay School.

Jud McCarthy reported that a recent article in the St. Paul paper indicated the Faculty Women's Club is desirous of seeking space elsewhere because they do not have large enough quarters in CMU.

House and Finance will await recommendations of the Ad Hoc Committee on Dance Policy before it reviews House Rules relative to dance policy.

It was noted that the entrance to the Coffman Garage had been moved from the west to the east end of the building. It was recommended the president advise the University Police regarding the "no right turn" sign.

Meeting of October 26, 1966 - 6

Because of complaints received on poor weekend vending service, House and Finance Committee has asked the Assistant Director to assign Mr. Jerry Igelsrud, the night manager, or Bruce Wilson, assistant night manager, the task of making a regular check of the vending machines in the building, particularly those in the North Star Room, and report on the replenishment of food and beverages in the machines for four weekends. House and Finance would like to know what hour the machines are likely to become empty, out of change, out of order.

Volunteers were requested to help host on a guided tour a group of student and staff from the Illinois Institute of Technology Union visiting CMU on Friday, October 28. Charles Gustafson and Eric Hucke volunteered. It was asked why hospitality function should be conducted by House and Finance rather than Public Relations Committee.

MOTION Y-23 That hospitality function of Board be removed from House and Finance jurisdiction and assigned to Public Relations Committee. Seconded. Carried.

Jud McCarthy has contacted Mr. Roger Martin of the Landscape Architecture Department in regard to development of the mall in front of Coffman Memorial Union. Mr. Martin feels the space in front of the Union is wasted and that it could be a meeting place for the whole University.

House and Finance Chairman directed a question to Mr. Atkinson on what progress has been made regarding rooms 315, 316 and 231 and what the next step would be. Mr. Atkinson stated that Mr. Mike Hopkins, University Decorator, would go over the list of items requested, substituting items of more lasting grade than those selected from the catalog. Question was asked if the Board had to accept selections of Mr. Hopkins or if the Executive Committee could review his presentation and make its own decision. Mr. Atkinson noted that any item over \$50 went on bid which limited selection somewhat. House and Finance Chairman requested that Mr. Atkinson obtain pictures and price list from Mr. Hopkins so that Committee can agree on selection. It was noted that Governors-at-large wanted to be present when selections were made.

Because of a conflict with BRH on reservation of room 346, House and Finance questioned whether some policy should be established restricting reservation of this room.

4. Personnel Standing Committee had no report.
5. Public Relations Standing Committee had no report.

MOTION Y-24 Motion was made to adjourn. Seconded. Carried.

The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Board Meeting Agenda
November 9, 1966

- I. Director's Report
- II. Old Business
- III. New Business
1. West Bank Ad Hoc Committee Proposal
2. Region X Conference
- IV. Announcements
1. Executive Standing Committee
 - A. Title of the Organization
 - B. Union Board of Governors "Freedom of Speech" policy
 - C. Next Board Meeting
 - D. Amendment Committee
2. Program Standing-Committee--- Directorate
3. House and Finance Standing Committee
 - A. Time of House and Finance Meetings
 - B. Contract with Landscape and Architecture
 - C. Progress on Board Office
 - D. Budget and Income-Expense Reports
 - E. Board-Directorate Budgets
 - F. Policy Statement on the Use of Room 346
 - G. Gopher Hole Meeting
 - H. Christmas Trees and Decorations
 - I. Hassocks for the Men's Lounge
 - J. Renovation of the Ticket Booth
 - K. Mimeograph Machine
 - L. House Council

4. Public Relations Standing Committee

A. Convention

1. Regional Newsletter

2. Hospitality Station

B. Inter-College Visitations

C. Gopher Suggestions

D. Big Ten Publication

5. Personnel Standing Committee

Adjournment

la
7-9-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of November 9, 1966

Members Present

Bob Weinhagen, Eric Hucke, Jud McCarthy, Charles Gustafson, Tim Marrinan, Allan Gavere, Robbie Engelmann, Tim Jeffery, Dr. Leonard Bart, Dr. James Holte, Dr. Donald Zander, Mr. Gordon Starr

Members Absent

Mr. Emil Behrens, Mr. Tracy Page, Jr.

Guests Present

Mr. Tom Reeve, Program Director; Miss Louise Sargin, Ad Fellow; Sue Cole, Daily representative; Joe Kroll, Program Directorate; Greg Ritter, Program Directorate; Vi Justice, Secretary

The meeting was called to order at 6:35 p.m. by President Bob Weinhagen who welcomed Dr. Leonard Bart, new Board member.

MOTION Y-25 Motion was made to accept minutes of October 26 Board meeting.
Seconded. Carried.

I. Director's Report - Mr. Starr

Reading from an article in Notes and Quotes (a publication circulated to University supervisors) the director noted that the first job of leadership is to create a stimulating work environment in which personal satisfaction can be obtained.

Mr. Starr handed out the University Administration Organization charts for the benefit of those who are new to the University and unacquainted with the administrative structure.

The Director read a quote from the new magazine Collegiate Scene, a national student life publication, where a carrier current radio station has set a new marathon broadcast of one-hundred twenty hours of straight broadcasting by a student. Mr. Starr brought this to the Board's attention as this type of program is not representative of WMMR. In the history of WMMR we have only had one adverse report in terms of the quality of broadcasting and type of programs. He commended those who are working with WMMR in setting goals and maintaining high standards.

The Director introduced Miss Louise Sargin, Ad Fellow, to the Board.

II. There was no Old Business.

III. New Business

West Bank Ad Hoc Committee Proposal. Mr. Tim Marrinan reported that the original January 1 deadline for space request for West Bank had been extended to March 1, 1967. He said that programming on West Bank will involve all seven areas in order to determine what would be popular. The committee requested that the Director make arrangements with Mr. Ausen for classroom building space at West Bank. If the classroom space will be available, the space at Clay school will not be requested. It was noted that Clay school will be demolished within five years and, also, when the classroom building is completed, eating facilities will be moved there.

MOTION Y-26 Move that the Board direct Mr. Starr to make whatever arrangements possible for procurement of space in South Classroom Building at West Bank. Seconded. Carried.

Region X Conference. President Weinhausen congratulated Mr. Greg Ritter for for his nomination as Vice Chairman for next year's Region X Conference to be held at St. Cloud. Mr. Ritter read a report he had written which summarized the activities and programs at the recent conference at Iowa City.

Mr. Tom Reeve, a staff representative at the conference, reported that, among other meetings, he attended the Committee on Arts. As a result of this meeting he would like to develop a Region X Art Show which would travel throughout the Unions and also a directory of local artists with work available.

IV. Announcements

1. Executive Standing Committee - Bob Weinhausen

Title of Organization. Executive Committee has concluded it would be best to continue under the organization name UBOG until the Union Study Committee makes a final report to Vice President Wenberg. At that time the constitution can be brought into alignment with that report and a title worked out in conjunction with the St. Paul Student Center, the West Bank Union and Coffman Memorial Union.

Freedom of Speech Policy. A policy on whether Board members should represent themselves or take a stand as representing the Board as a whole was presented to the Board for approval.

MOTION Y-27 Move that this policy be considered as policy for governing Board and representatives. Seconded.

A question was raised as to whether this policy included program directorate and their committees and staff. Item 4 was added to clarify. A question was raised to the appropriateness of the title "Freedom of Speech" Policy. The title was changed to "Representation Policy". The policy reads as follows:

Representation Policy

1. If the Union Board of Governors has made a policy decision or has taken a stand on a given issue, then Union Board representatives to duly constituted University bodies, must reflect that position in their comments and vote as members of said bodies.
2. If the issue is related to the functions or responsibilities of the Board, then the member can make a judgmental decision in keeping with what he believes to be the best interest of the Board and reflect that decision in his comments and votes.
3. Any member of the Union Board of Governors should feel free and is encouraged to take a position on any unrelated issue, but he must make it clear that he is representing himself and not the Board, of which he is a member. If the Union Board of Governors, as a body, is requested and/or desires to take a stand on an educational issue, the issue must come before the Board for discussion and a vote. A majority is necessary for the Board to state its position. This position can then be transmitted only through a duly ~~represented~~ *appointed* member of the Board.
4. This policy should be understood to include all Board members, students and professional staff within the Union structure.

MOTION Y-27 Carried.

Next Board Meeting. The Board meeting scheduled for November 23 was changed to November 22, Tuesday, for the benefit of those leaving Wednesday night for the Thanksgiving Holiday.

Amendment Committee was appointed by President Weinhausen: Greg Ritter, Joe Kroll, Charles Bustafson, Eric Hucke, Bob Weinhausen-Chairman.

2. Program Directorate - Eric Hucke

Mr. Eric Hucke reviewed the following items which had been taken up at the Program Directorate meeting:

WMMR and Horizons Unlimited co-sponsored the election returns. It was felt that this type of program should increase the dorm audience.

Don Shirley, a jazz trio, will be presented Tuesday, November 15 at a charge of 75 cents.

Campus Carnival will be programmed again this year as a social service project with monies going to benefit fund. It cost us approximately \$300 last year.

Mr. Hucke has discussed the Minnesota Symposium with MSA and it would be impossible for the Union to adopt the program this year as it requires a great deal of time and organization in contacting speakers. Funding this program would also be a problem as it is estimated it would require \$5,000. Mr. Starr mentioned that the Interfraternity Council was investigating this program and was interested in it.

The Directorate would like to co-sponsor big name bands with Northrop Auditorium with presentation at Northrop, since lack of space at Coffman Memorial Union makes this type of programming unprofitable at CMU and no other building offers adequate seating. Joe Kroll and Mary Josephson will discuss this idea with Mr. James Lombard, Director of Concerts and Lectures.

3. House and Finance Standing Committee - Jud McCarthy

Time of House and Finance Meetings has been changed by request of President Weinlagen to Tuesday, a week before the Board meeting, at 4:00 p.m., rather than the Tuesday preceding the Board meeting.

Contact with Landscape and Architecture. Mr. Roger Martin, head of the Landscape Architecture Department has indicated a willingness to work with the Board in the development of a plan for the Mall area in front of Coffman Union. Planning should get underway spring quarter.

Progress on Board Office. Mr. McCarthy announced that telephone service should be installed in rooms 315 and 316 this month and as soon as sufficient work areas can be supplied the Board will move to that location and the Directorate will have rooms 231 and 231a available to them. The Board secretary will move to room 315 at that time. Joe Kroll suggested that rather than having the desk arrangement which had been planned for the Directorate that it might be more feasible, due to lack of space in the rooms, to have a more utilitarian arrangement as used at the University of Iowa. It was suggested that the Director of the Iowa Union be contacted for his opinion of this type of equipment. Mr. Atkinson will meet with Mr. Mike Hopkins Tuesday, November 15, regarding the list of items for the Board rooms.

Budget and Income-Expense Reports. House and Finance Chairman reported he has met with Mr. Starr, Director of Student Unions, Mr. Larson, Director of Student Center, Bob Woods, President and Don Westerman, Finance Chairman of Student Center Board in regard to the development of a financial report for distribution to the Daily and to the Study Committee. Mr. Starr, Mr. Atkinson and Mr. McCarthy will meet with Vice President Wenberg on Monday, November 14, and a report made from the findings of this meeting. MSA
Tuition

Board-Directorate Budgets. Before the new Board structure, Board activities were taken from one budget. With the new structure it is felt that the Board and the Directorate should have separate budget numbers. For the remainder of this year the same budget number will be used, but a separate tally made of Directorate and Board charges. Next fiscal year, separate budget numbers will be used.

House and Finance requests that \$900 be taken from Program Income for additional Board expense. This request is made to take care of the \$1,000 in stipends which have been approved for the President and Vice President. It was noted that since stipend approval was made after the budget had been set up that it was necessary to take \$900 from Program Income at this time.

MOTION Y-28 Move that \$900 be appropriated from Program Income for additional Board expense for remainder of fiscal year. Seconded.

The Program Directorate Chairman stated he would prefer to hold this action until program funds could be evaluated.

MOTION Y-28 withdrawn by President Weinlagen.

House and Finance requested that the Program Directorate present their program activities budget by the 22nd of November.

Policy Statement on the Use of Room 346. House and Finance recommends that the following insertion be made in the House Rules regarding the House Policy governing the use of Board Conference Room 346:

1. Normally, the Board Conference Room is reserved for the Board of Regents, Minnesota Student Association Senate, Union Board of Governors and other similar groups.
2. Normally, the Board Conference Room is reserved for group meetings of ten or more people.
3. Normally, food and beverages should not be served in this room.
4. The room may be reserved one quarter in advance for meetings throughout any given quarter.
5. It is expected that all groups using the Board Conference Room take good care of this room, as well as other facilities in the Union. Abuse of the room may necessitate barring a group from future use.

(The above-stated policies have been used in regard to the Board Conference Room, but have never been stated formally.)

Gopher Hole Meeting. Members of Alpha Rho Chi have submitted tentative design drawings for the Gopher Hole development.

Christmas Trees and Decorations. Miss Joyce Ann Matejcek, Artcraft Supervisor, contacted in regard to Christmas decorations, has submitted tentative plans for the decorations which will be displayed following Thanksgiving. Miss Matejcek favors decorating the building proper rather than having a tree in front of the building. The matter of Christmas decorations will be left to the discretion of the House and Finance Committee. Mr. Starr recommended that a member of the Board be responsible for the decoration of the tree in the main lounge and that the House Committee select a tree for the main lounge.

Hassocks for Men's Lounge. In regard to a request for hassocks for the Men's Lounge, it was felt it would be wise to wait until the new furnishings are all received to see if the need for hassocks still exists.

Renovation of the Ticket Booth. A request for repainting, relighting and renovation of the ticket booth on ground floor has been referred to the Director and his staff to be included on the list of priority renovation being drawn up. It is felt that these improvements will contribute to publicity and the sale of tickets for campus events. *Done*

Mimeograph Machine. There has been no further progress made on ordering of a mimeograph machine, until make and model are established. *are not determined*

House Council. The next meeting for the House Council will be Wednesday, November 16 in room 346 at 3:30 p.m. It is hoped that more organizations will become interested in attending these meetings.

4. Public Relations Standing Committee - Robbie Engelmann

Region X Conference. While attending the Region X Conference at Iowa, Miss Engelmann exchanged opinions regarding Regional Newsletter telelectures and hospitality area. Mr. Starr raised a question regarding hospitality for the Purdue Band which will be here Saturday. Robbie said Public Relations will try to have an open house after the game. It was mentioned that the Minnesota Band hosts an open house for visiting bands following games in Northrop Auditorium and it was suggested that the Minnesota Band could use the Union facilities and the two worked in together.

Meeting of November 9, 1966 - 6

Inter-College Visitations. Public Relations hopes to include all twin city colleges on a visitation tour of CMU at some future dates. The first group, from Hamline, will visit the Union Thursday, November 10, for lunch and a tour of the building.

Gopher Suggestions were requested by Public Relations for this year's publication. Last year's Gopher had a picture of recreation areas.

Big Ten Publication. After making a study of the publication Big Ten, Public Relations' Chairman recommends that the Union Board of Governors not distribute the magazine.

A list of Ad Hoc Committee Chairmen and Members was enclosed in Board folders (attached to minutes).

President Weinhagen announced the Big Ten Student Union Meeting would be March 17-19 at Indiana. Four students will be allowed to attend.

MOTION Y-29 Motion was made to adjourn the meeting. Seconded. Carried.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:vj

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Ad Hoc Committee Chairmen and Members

Community Action Ad Hoc Committee

Allan Gavere Chairman
David Larson
Carl Nelson
Ann Huston
Joanne Oppegard
Nancy Day

Dance Ad Hoc Committee

Chuck Gustafson Chairman
Carl Nelson
Joe Kroll
Bob Ross SAB
Jeff Wartchow CSRO
Tom Fulton BRH
Cliff Olson IFC

West Bank Ad Hoc Committee

Tim Marrinan Chairman
Tom Reeve
Greg Ritter
Chuck Gustafson
Carla Nelson
Charlotte Weber
Tracy Page

BRH Liaison Committee

Tim Marrinan Chairman
Tom Fulton Chairman
Ivar Brogger
Noel Nelson
Tom Reeve
Eric Hucke
Steve Anderson
Marie Kittleson

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS
Representation
"FREEDOM-OF-SPEECH" POLICY

1. If the Union Board of Governors has made a policy decision or has taken a stand on a given issue, then ~~members of the Board, who are~~ representatives to duly constituted University bodies, must reflect that position in their comments and vote as members of said bodies.
2. If the issue is related to the functions or responsibilities of the Board, then the member can make a judgmental decision in keeping with what he believes to be the best interest of the Board and reflect that decision in his comments and vote.
3. Any member of the Union Board of Governors should feel free and is encouraged to take a position on any unrelated issue, but he must make it clear that he is representing himself and not the Board, of which he is a member. If the Union Board of Governors as a body is requested and/or desires to take a stand on an educational issue, the issue must come before the Board for discussion and a vote. A majority is necessary for the Board to state its position. This position can then be transmitted only through a duly represented member of the Board.
4. This policy should be understood to include all Board members, students and professional staff within the Union structure.

Union Board

TJ:vj
11-9-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

House and Finance Meeting
Tuesday, November 15, 1966

Present

Jud McCarthy, Chuck Gustafson, Dr. Zander, and Gordon Starr.

1. Portable Lighting

The House and Finance Committee received a request from the Fine Arts Area Director for the purchase of portable stage-theater lighting. The main advantage for purchasing this equipment would be the flexibility in use. It was also pointed out that this would save the Union the cost of rental of such equipment during the course of the year. It is estimated that this cost saving would pay for the total cost of the lights within two years. The committee approved this request, subject to final check on the exact cost and specifications by the Director's office.

2. Art Sale

A request was made for reservation of the Gopher Hole between 9:00 a.m. and 5:00 p.m. on Wednesday, December 7, for the purpose of the Holiday Art Sale. The committee was reluctant to grant this permission since the Gopher Hole is needed for commuter lunch space on school days. The House and Finance Chairman will meet with the Fine Arts Area Director and Mr. Tom Stark to discuss the possibility of holding the Art Sale in another portion of the building. We have been informed that the Main Ballroom has already been reserved for other purposes on that day. The House and Finance Committee would agree to holding the Art Sale in the Gopher Hole only if it is impossible to make arrangements for the sale in another area of the building.

3. Income-Expense Report

The annual summary income-expense report will be distributed at the next Board meeting. The House and Finance Committee has reviewed this summary for the fiscal year July 1, 1965 to June 30, 1966. There appeared to be no serious discrepancies in the report. Some questions were raised concerning the program income-expense figures. The House and Finance Chairman will meet with representatives of the Program Office prior to the Board meeting to discuss these questions. The summary report and a statement on our present final position will be presented to the Board at its regular meeting on Tuesday, November 22.

4. "Desk 'N File"

The House and Finance Committee received information on a "Desk 'N File" unit for use by the Program Directorate in Rooms 231, 231A. The members of the committee were reluctant to recommend such a purchase to the Board at this time. It was felt that we do not have enough information on how these units would be used, whether they would be the best possible unit for use in the area, and whether or not the proportion of work vs. storage space is sufficient. The House and Finance Chairman will meet with the Program Directorate on Wednesday, November 16, at their regular meeting to discuss this request in further detail. The members of the House and Finance Committee have left this matter and appropriate recommendation in the hands of the House and Finance Chairman. It is expected that this matter will be considered by the Board at its next meeting.

5. Model of the Union

The scale model of Coffman Memorial Union has been completed, including recent changes and additions made necessary by changes in University planning. The Director has indicated that this model will be shown to the Board at their next regular meeting.

6. Student Office Service Center

Preliminary estimates by the Department of Plant Services indicate that the development of the Student Office Service Center in the basement area adjacent to the Art Craft Studio may cost as much as twenty-five to thirty thousand dollars. Members of the House and Finance Committee feel that this figure is entirely out of the question and Chuck Gustafson and Jud McCarthy will meet with the Director to tour the section of the basement area concerned to investigate the possibility of reviewing our plans for that area. It is hoped that a plan for that area which will cost no more than eight to ten thousand dollars can be developed. It is the feeling of the committee that no permanent or long-range investment should be made in this area. Any changes should be made in such a manner that the area involved can later be developed for other uses. The need for student office space and for a service center of this kind are such that a much larger area will be needed to meet the demands. The development of the West Bank Union, the expansion of Coffman Memorial Union, and other development plans make it necessary to wait before developing any long-range or comprehensive plan for the development of the Student office area.

7. Change in House Rules

The House and Finance Committee recommends the following change in the House Rules concerning the use of Room 346, the Board room, and additional conference space on the third floor:

An additional paragraph under Section V F-2a to read --

Room 346 - Board Room

- a. Normally this room is reserved for Board and Committee meetings associated with functions of an all-campus nature. Serving of food and beverages not permitted.
- b. Dining rooms, 351, 352, 353, 354, and 355, when available, may be used as conference rooms at the rate applicable to other meeting rooms.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Office of the Director

To: Members, Union Board of Governors and Directorate

From: Gordon L. Starr, Director of Student Unions

Subject: Board-Directorate-Committee Members-Staff Relationships

Those Boards throughout the Association of College Unions who have an effective program have developed a close working relationship between the Boards and staff members. This is also vital in effective work with those students selected to serve as activity chairmen and on committees of the Directorate programs.

This relationship can best be developed when there is mutual understanding of problems and policies, and through communication. The latter is a two-way street for both the sender and the receiver. Good relationships include being an effective member of any committee and fulfilling the obligation to the highest level. Understanding the role of members and the professional staff can increase communications, clarify responsibility, eliminate false starts, avoid misunderstandings, etc.

Effective relationships can best develop when the following are considered:

First, the concept of the college Union is that of "team work" on behalf of the students, faculty, alumni and staff, all working together with the common purpose of serving the campus.

Second, the basic policies are Board determined and best considered when democratically formed and are subject to change when carefully reviewed or presented by respective committees and acted upon when fully understood by all Board members.

Third, the purpose in having a staff is to aid the Board and Directorate in fulfilling the objectives of a college Union. They provide the day-to-day services of operation. They serve as a link between committees and perform a number of duties to maintain an effective program and building. They serve in a great variety of ways from both professional and historical standpoints. They are the greatest single resource of the Union. They interpret policies of the Board to the University Administration and vice-versa. They short-cut legal "red tape" which is a necessity in a complex organization such as a university. They try to eliminate "busy" work of committees so the maximum educational value can be received by the students and the best policies determined by the Boards. In addition to the important aspect of program counseling, they seek new methods and better ways of helping the Board, Directorate and committee members do a better job.

Fourth, staff members should be able to help you develop schedules--- short and long-range goals. They should be able to help students fit their work into their schedules whereby it supplements academic pursuits and at the same time aids the personal development of the individual.

Fifth, in order that staff can be of the best assistance, there are a number of guidelines which are helpful in considering the staff-board relationships which are as follows:

1. Don't use studies as a "crutch", as all staff recognize the prime importance of a student's classwork. If you cannot make a meeting, staff are willing to fill the gap on an emergency basis.
2. Do set committee meetings after consultation with the staff member assigned to the Program Standing Committee, Ad Hoc, etc.
3. Don't set a committee meeting without notifying all members of the committee beforehand. Such meetings should be set at the convenience of the majority of the committee.
4. Do your level best to arrive at decisions "by the group" rather than "a group of decisions".
5. Don't expect that certain types of action taken regarding physical needs can always be immediately implemented as there are certain prescribed University channels and procedures which must be followed.
6. Do bring your ideas and ideas of members of the campus community to the attention of staff and committees, as there is no corner on the market for new ideas.
7. Don't expect faculty, alumni, staff and student members to maintain a high degree of interest in the Board, Directorate or committee unless they are kept well informed on progress.
8. Do guard against loss of authority through abdication of responsibility. A staff member will act in an emergency and salvage a program for the welfare of the group you are committed to serve but in so doing others become aware of and recognize the lost control.
9. Don't expect that your ideas will always be accepted. Keep in mind that carefully prepared and explained ideas have a better possibility of being accepted by committees, administration and staff.
10. Don't hesitate to talk things over with staff members. A minute taken at the appropriate time can save hours of work for students, faculty, alumni and staff alike.

A strong Board-staff relationship will develop a strong organization which will have lasting value in experience and education, as well as service to the University.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Board Meeting Agenda
November 22, 1966

- I. Director's Report
- II. Old Business
 1. Preliminary Consideration for Area of Social Action
- III. New Business
 1. Proposed By-Law Change
- IV. Announcements
 1. Executive Committee
 - a. Union Director Selection Committee
 - b. Job Description of the Board Secretary
 - c. MSA Report
 2. Program Directorate
 3. House and Finance Standing Committee
 - a. Portable Lighting
 - b. Art Sale
 - c. Income-Expense Report
 - d. Desk 'N File
 - e. Model of Union
 - f. Student Office Service Center
 - g. Change in House Rules
 4. Personnel Standing Committee
 5. Public Relations Standing Committee

Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of November 22, 1966

Members Present

Bob Weinhagen, Eric Hucke, Jud McCarthy, Charles Gustafson, Tim Marrinan, Allan Gavere, Dr. James Holte, Mr. Tracy Page, Jr., Dr. Donald Zander, Mr. Gordon Starr

Members Absent

Robbie Engelmann, Tim Jeffery, Dr. Leonard Bart, Mr. Hal Behrens

Guests Present

Mr. Tom Reeve, Program Director; Mr. Carl Nelson, Assistant Program Director; Mr. Berton Atkinson, Assistant Director; Miss Louise Louise Sargin, Ad Fellow; Sue Cole, Daily representative; Joe Kroll, Directorate; Vi Justice, Secretary

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

Mr. Jud McCarthy asked that the following changes be made to the Minutes of November 9:

- Page 3 - Item 3 of Representation Policy, line 8, "a duly represented member" be changed to a "duly appointed member".
- Page 4 - Budget and Income-Expense Report, line 5, insert "MSA Tuition" before "Study Committee". Delete "and a report made from the findings of this meeting", replace with "to discuss the form of financial reports for the department."
- Page 5 - Policy Statement on the Use of Room 346. To be added in parenthetical statement: "Final wording will be submitted to the Board at the next meeting."
- Page 5 - Renovation of Ticket Booth, line 3, insert "items" after renovation.
- Page 5 - Mimeograph Machine, rewrite to read: "There has been no further progress made on ordering of a mimeograph machine. Make and model have not been determined."

MOTION Y-30 Motion made to accept minutes as changed. Seconded. Carried.

I. Director's Report - Mr. Starr

The Director distributed a memo titled Board-Directorate-Committee Members-Staff Relationships, giving his ideas on ways of strengthening the Union organization and ultimately providing better service to the University.

The model of the parking ramp being constructed behind the Union was displayed and highlights pointed out by the Director. He noted that there would be increased activity in the Union upon completion of the ramp as many of those parking (the garage will accommodate 1,700 cars) will be using the Union, if only for a thoroughfare. Plans for the top of the ramp are not complete. It is intended that the top of the ramp be designed so as to keep a clear view of the river from the Union. Board members were asked to give their suggestions for use of the top of the ramp. The ramp is scheduled to be completed by fall of 1967.

New ideas and sketches for the Gopher Hole will be presented at the first meeting winter quarter.

II. Old Business

Preliminary consideration has been given to the Area of Social Action. Service organizations such as the Red Cross have been contacted as to opportunities for this area. Mr. Allan Gavere reported that programs will be set up after checking with SAB Social Service and the Area should become active winter quarter.

III. New Business

In order to strengthen liaison between the Board and Directorate, the Amendment Committee will make a recommendation for the following By-Law change:

Appeals Committee: Composition, Substance, and Procedure of Appeal

1. This committee will be so designated as the Appeals Committee. The Vice-President will always be the chairman. Both the Board and the Program Directorate will have two representatives to be appointed annually by their respective chairmen. The Program Director will serve as a non-voting member.
2. This committee will be concerned with program policy.
3. When the Board takes action on any question which the majority of the Program Directorate believes will affect program policy adversely, then the Program Directorate shall have the right of appeal to the President of the Board. The President shall rule on whether the action of the Board does or does not substantially affect program policy. If the appeal is approved, the appeals Committee will be called upon to make a recommendation. If the appeal is denied by the President then a 2/3 vote of the Program Directorate will send it to the Appeals Committee. This committee will report its recommendation to the Board. The decision of the Board is final. Similarly, if a majority of the Board believes that a program policy decision made by the Program Directorate is not in the best interests of the Union, then it has the right of appeal to the President for the calling of the Appeals Committee.

It was requested that the last sentence of the By-Law change be clarified as to whether the Board would accept the decision of the President or whether they could, by a 2/3 vote, send it to the Appeals Committee. No action was taken, therefore the President referred it back to the committee.

Meeting of November 22, 1956 - 3

Mr. Gavere requested that an addition be made to the By-laws indicating that the Program Directorate has the power to make program policy.

President Weinhalten announced that the next Board meeting would be a joint meeting of the Student Center and CMU Boards at Vice President Wenberg's home on January 4.

IV. Announcements

1. Executive Committee - Bob Weinhalten

Board members were informed by President Weinhalten that applicants for the new position of Director of University Unions are being interviewed by the Selection Committee.

Board Secretary A job description for office secretary for the Union Board of Governors was presented to the Board for approval. (attached)

MOTION Y-31 Move that the Union Board of Governors approve the position of office secretary to the Board, with the suggested job description. Seconded.

It was noted for the record that the secretary would primarily be assigned to the Board, that Directorate work would be handled by the Program Office, with overload given to the office secretary. Mr. Reeve stated that he thought this arrangement would put too much pressure on the Program Office.

MOTION Y-31 carried.

2. Program Directorate - Eric Hucke

Because of the possibility of using the "Desk N File" type of units in the Directorate rooms 231 and 231A, ERic Hucke made the following motion:

MOTION Y-32 Move that the Board return to the House and Finance Committee that portion of Motion Y-16 that pertains to selection of office equipment for rooms 231 and 231A. Seconded. Carried.

Mr. Hucke reported that a request had been received for money to send five students to Penn State to compete in the U.S. Intercollegiate Chess Tournament December 26-30. Previously funds have been provided for four students, contributions making up the necessary travel expense for the fifth person. Executive Committee was asked to make a decision on the matter by Wednesday, November 30. Clarification of the policy is needed.

MOTION Y-33 Move that the Executive Committee reconsider present Union Student Travel Policy. Seconded. Carried.

It was reported that the Movie Policy Committee established last summer by Vice President Wenberg will soon have a proposal. Mr. Starr noted that at a recent SCSA meeting a good deal of interest was shown in the movie policy.

Mr. Hucke informed the Board that Area Directors not doing their job adequately would be evaluated by Governor Tim Jeffery and by himself.

Mr. Reeve noted that he is investigating a program of seminars which would enlist speakers from the faculty. Allen Gavere mentioned that Dr. Smith of the Council of Liberal Education, is looking into this same type of program.

3. House and Finance Standing Committee - Jud McCarthy

Portable Lighting. Mr. McCarthy reported that the House and Finance Committee has approved, subject to final check on exact cost and specifications by the Director's office, a request from the Fine Arts Area Director for the purchase of portable stage-theater lighting. It was noted that the saving in rental cost for such equipment would pay for the total cost of the lights within two years.

Student Office Service Center. To meet the need for a Student Office Service Center at this time, it has been suggested that the area of the basement adjacent to the Art Craft Studio be remodeled by removing the partitions of the small organization offices and making one large area which would be equipped with the new type of Lock-N-File desks, typewriters and mimeograph machine. This type of room would triple the number of groups that can be served. An office worker would be employed at least part-time to check on the use of the machines. It is hoped that a plan can be worked out whereby the cost of this development can be kept below \$2,000 rather than \$25,000 to \$30,000 as previously estimated.

MOTION Y-34 Move that UBOG approve allocation of \$2,000 for the first phase of Student Office Service Center in the basement area of Union.
Seconded.

A question was raised regarding the organizations presently occupying the offices - where they would be housed during the remodeling. There is presently no space available at Clay School. It was pointed out that the organizations were aware they they might be inconvenienced by remodeling when their rooms were assigned.

There was some feeling that the entire plan, including cost of furniture, should be presented before going ahead.

Question called. MOTION Y-34 carried.

Income and Expense Report. An income and expense summary report for 1965-66 was explained to the Board by the House and Finance Chairman. (copy attached)

Change in House Rules.

MOTION Y-35 Move that the following paragraphs be added under Section VF-2,a of House Rules:

- a. Normally room 346 is reserved for Board and Committee meetings associated with functions of an all-campus nature. Serving of food and beverages not permitted.
- B. Dining rooms 351, 352, 353, 354, and 355, when available, may be used as conference rooms at the rate applicable to other meeting rooms.

Seconded. Carried.

MOTION Y-36 Motion made to adjourn meeting. Seconded. Carried.

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary
GLS:vj

JOB DESCRIPTION

Secretary--Union Board of Governors

GENERAL DESCRIPTION

Serves on the staff of the Department of Student Unions as Secretary-Receptionist for the Union Board of Governors and is responsible to the Senior-Secretary in the Office of the Director.

EDUCATIONAL REQUIREMENTS

A high school graduate with course work in stenographic and commercial practices.

PERSONAL QUALIFICATIONS

- 1.) Skill in typing and shorthand.
- 2.) Knowledge of elementary bookkeeping practices.
- 3.) Ability to operate a ditto machine.
- 4.) Ability to take dictation at a satisfactory rate of speed and transcribe it accurately and rapidly.
- 5.) Ability to learn rapidly specific office and Union policies, regulations, and procedures and to apply this knowledge to a variety of situations and cases.
- 6.) Ability to establish and maintain effective working relationships with other employees, members of the Union Board of Governors, students, University departmental representatives, and the public.
- 7.) Ability to perform varied clerical work.
- 8.) Ability to follow-through to completion on a given project with little direction after the project is set up.
- 9.) Ability to work with many interruptions.

PREFERRED EXPERIENCE

- 1.) Experience in varied clerical, stenographic and typing work, preferably in the employment of the University.
- 2.) Familiarity with Union and University practices and procedures.
- 3.) Experience in dealing with the public, especially students, in a secretarial-receptionist capacity.

JOB RESPONSIBILITIES

- 1.) Type all office correspondence, for example, letters memos, notices, minutes, and reports of the Union Board of Governors and its committees.
- 2.) Maintain a single entry budget record for the activity and administrative expenses directly attributable to the Union Board of Governors.
- 3.) Establish and maintain complete administrative files for the Board, its committees, and executive officers.
- 4.) Serve as Secretary to the President, Vice-President, Secretary-Treasurer, Personnel Governor, Public Relations Governor, and the three Governors-at-Large.
- 5.) Serve as receptionist for the Union Board of Governors.
- 6.) Handle all incoming phone calls as well as mail and message distribution for both the Union Board of Governors and the Program Directorate.
- 7.) Answer telephone and in-person inquiries about the Board as well as programming and program activities sponsored by the Board or the Program Directorate.
- 8.) Make phone calls as directed by members of the Executive Committee of the Union Board of Governors.
- 9.) Maintain order and neatness in the Board office and requisition necessary office supplies.
- 10.) Ditto all material--forms, reports, postal cards, notices, etc. for the Union Board of Governors.
- 11.) Accept applications and arrange interviews for prospective Board and Program Directorate members.
- 12.) Maintain records of office, class and work hours for members of the Board and Program Directorate and arrange appointments for members of the Executive Committee.
- 13.) Handle overload secretarial responsibilities of the Program Directorate as assigned by the Senior-Secretary in the Director's Office.
- 14.) Other job responsibilities as assigned by the President of the Board or the Senior-Secretary in the Office of the Director.

INCOME AND EXPENSE SUMMARY 1965-66

	Actual 64-65	Actual 65-66	Budget 65-66	Difference 65-66
INCOME				
Student Fees	\$458,361	\$542,066	\$475,000	+\$67,066
Special Services	13,940	15,318	12,500	+ 2,818
Program Admissions	35,249	43,214	49,556	- 6,342
Artcraft Studio Receipts	4,026	5,420	4,000	+ 1,420
Billiard Receipts	21,595	23,429	20,500	+ 2,929
Billiard, Newsstand, & Vending Mdse	88,307	90,977	82,500	+ 8,477
Bowling Receipts	51,901	51,349	50,000	+ 1,349
Playcenter (Village Union)	3,784	3,003	2,800	+ 203
Income from other Departments (Barber, Beauty Shop & Bookstore)	8,399	9,574	7,000	+ 2,574
TOTAL INCOME	<u>685,562</u>	<u>784,250</u>	<u>703,856</u>	<u>+ 80,394</u>
EXPENSE				
Administration				
Salaries	81,450	94,800	85,247	+ 9,553
Supplies & Expense	23,352	31,726	23,000	+ 8,726
Program Office				
Salaries	46,336	64,717	68,427	- 3,710
Supplies & Expense	52,671	75,959	56,379	+ 19,580
West Bank Union Facilities				
Salaries	6,512	8,862	7,244	+ 1,618
Supplies & Expense	4,765	4,418	9,050	- 4,632
Maintenance				
Salaries	101,633	111,310	123,029	- 11,719
Supplies & Expense	60,833	70,430	65,000	+ 5,430
Artcraft Studio				
Salaries	11,366	13,513	11,994	+ 1,519
Supplies & Expense	3,965	5,667	5,000	+ 667
Billiard Room				
Salaries	18,033	19,020	17,287	+ 1,733
Supplies & Expense	4,876	5,036	5,800	- 764
Merchandise	64,709	63,238	60,400	+ 2,838
Bowling Lanes				
Salaries	27,537	27,557	28,765	- 1,208
Supplies & Expense	22,612	23,666	28,000	- 4,334
Playcenter (Village Union)				
Teachers	2,160	2,644	-0-	+ 2,644
Supplies & Expense	1,135	240	700	460
Renovation Fund Allocation	111,707	109,560	75,473	+ 33,087
St. Paul Student Center Loan Payment	32,061	32,061	32,061	-0-
TOTAL	<u>677,213</u>	<u>764,434</u>	<u>703,856</u>	<u>+ 19,816</u>
Encumbrances	8,349	19,816		
SUM TOTAL EXPENSE	<u>\$685,562</u>	<u>\$784,250</u>	<u>\$703,856</u>	<u>+\$80,394</u>

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

November 22, 1966

TO: Union Board of Governors

FROM: Jud McCarthy, Secretary-Treasurer

SUBJECT: Annual Income-Expense Report

The attached sheet is our annual summary of Income and Expenditure. Since the Union, like all University departments, operates on a fiscal year basis, this report is for the period July 1, 1965 through June 30, 1966.

It should be remembered that this is not a budget. The budget is an estimate of expenditures to be made for a given time prepared in advance of the period in question. Our budget is prepared during the third quarter of the fiscal year (January, February, and March) and submitted to the Board for approval in April. It covers the period of the following fiscal year, beginning July 1.

The report you have tonight is not a projection (budget); it is the actual summary of what happened during the last fiscal year.

The first column shows what we did in 1964-65. These are actual figures. The second column shows what actually happened in 1965-66. The third column shows what we proposed (or budgeted) for 1965-66. The fourth column shows the difference between 1964-65 and 1965-66 in terms of both income and expenditure.

It is important to note that the figures before you are prepared in keeping with standard bookkeeping practices established by the University for all departments. Our books are regularly audited by both the University auditors and by the state auditors.

There are two figures of interest which do not appear directly on the summary sheet:

The first is the balance in our general Renovation Fund as of 6-30-66. That amount is \$144,727.35. This fund is designated for major building improvements such as the renovation of the Gopher Hole, construction of a student office center, etc. It does not cover routine maintenance such as painting, general repairs, etc.

The second figure is one that is not directly a part of our annual Income-Expenditures Report, but it is important. It is the amount now being set aside as a capital expansion fund. This fund is controlled by the administration, not the Department of Student Unions. It is reserved for capital expansion on the West Bank, major improvements at CMU, and for the St. Paul Campus. As of 6-30-66, the amount in this fund was \$591,865.68. The establishment of the fund accounts for the major portion of last year's increase in the student union fee.

Any questions concerning the figures in the report should be directed to the House and Finance Chairman and/or the Director.

In conclusion, it should be noted that in our present financial position, we are just about able to "hold our own" on a day-to-day basis. Our present position does not allow sufficient capital for many of the improvement projects which must be undertaken. Remember that CMU was built twenty-six years ago for a student population of 14,000. Today, as the most used building on campus, we are trying to meet the needs of $2\frac{1}{2}$ times as many students as there were in 1940.

JMC/1a
11-22-66

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of January 4, 1967

Members Present

CMU Board: Bob Weinhausen, Eric Huccke, Charles Gustafson, Robbie Engelmann
Tim Jeffery, Dr. Donald Zander, Mr. Gordon Starr

CMU Directorate: Eric Huccke, Charles Gustafson, Randy Pratt, Kathy Keleher,
David Larson, Pam Koskey, Joe Kroll, Mary Josefson, Greg Ritter

Members Absent

CMU Board: Jud McCarthy, Tim Murrinan, Allan Gavere, Dr. Leonard Bart,
Mr. Emil Behrens, Dr. James Holte, Mr. Tracy Page, Jr.

CMU Directorate: ~~Tim Murrinan~~, Ivar Brogger

Guests Present

Student Center Board: Brian Dailey, Cathy Hartle, Jackie Page, Fred Gordon,
Virginia Wabbe, Elizabeth Turning, Dr. Keith McFarland,
Staff: Ron Nelson, Mrs. Miriam Kragness, Mr. Paul Larson

Mr. Stanley J. Wenberg, Vice President for Educational Relationships and Development;
Mr. Berton Atkinson, Assistant Director, CMU; Mr. Tom Raeve, Program Director, CMU;
Mr. Carl Nelson, Assistant Program Director, CMU

A joint meeting of the Union Board of Governors of the CMU and the St. Paul Student Center, including the Program Directorate of CMU was held at the home of Mr. Stanley J. Wenberg, Vice President for Educational Relationships and Development at 7:00 p.m., January 4.

At the informal meeting there was open discussion on such topics as the University and legislature, the changing role of the Union on campus, student government and classwork, etc. Mr. Wenberg spoke informally on topics of interest to the group which were interjected by questions and answers. Following this session, the St. Paul Student Center Board sat in on the meeting of the Union Board and Directorate. President Weinhausen opened the meeting with the announcement there were two items which needed to be presented to the Directorate and Board.

Item one was a proposed by-law change (Article IX) establishing an Appeals Committee. The by-law change was presented and explained by President Weinhausen.

NOTION Y-37 Eric Huccke moved that Article IX, as presented, be added to the By-Laws and that present Article IX become Article X. Seconded by Randy Pratt.

Questions arose regarding committee session procedure and appointment of Directorate members on the committee.

Meeting of January 4, 1967 - 2

AMENDMENT Y-37 Randy Pratt moved that Motion Y-37 be amended to change the wording in paragraph 1.....representatives to be appointed elected annually by their respective chairmen Boards by a simple majority. Seconded and carried.

The question was called and MOTION Y-37, as amended, was carried.

President Weinhagen noted that the Amendment Committee should proceed to consider other By-Law changes. He asked for suggestions from all members. A joint meeting is tentatively scheduled for February 15 to consider other By-Law changes.

Item two was the idea of more flexibility in the use of committees, primarily with programming. Vice President Hucke explained that we sometimes try to get people to file for positions on committees rather than carrying out programs. He questioned whether there should be a committee for each event. Examples were used as how students could serve as publicity chairman for an area rather than a specific event. There was some objection to the idea from members of the Directorate. Mr. Hucke explained that this matter was not being placed before the joint meeting for action, but rather to have each member think through the suggestion in hopes that new and better ways can be devised for better programming.

MOTION Y-38 Motion was made to adjourn meeting. Seconded and carried.

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

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:CN:vj

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Executive Committee Minutes
January 18, 1967
4:30 p.m. - Room 346

Present: Bob Weinhagen, Eric Hucke, Jud McCarthy, Tim Jeffery, Robbie Engelmann, Gordon Starr

Guests: Dr. Paul Cashman, Mr. Tom Reeve, Mr. Chuck Gustafson, Mr. Joe Kroll

I. Board Office - Background

With the creation of the Program Directorate, the space demands made upon Rooms 231, 231A became critical. The assignment of a full-time staff secretary to the area further complicated the problem. Eight members of the Board, seven or eight members of the Directorate and numerous committee chairmen and committee members were sharing the same small area. The decision was made to find additional space for the use of the Board.

The House and Finance Committee originally gave reluctant permission for the use of Room 345 as a temporary Board office. Preliminary arrangements were made to adjust our conference reservations to make this space available. Before this plan could be carried out, however, the President and the Secretary-Treasurer presented an alternate plan to the Executive Committee.

The Executive Committee approved the assignment of Rooms 315, 316 to the Union Board of Governors. Rooms 231, 231A would become the office of the Program Directorate. A preliminary discussion on the appropriate furniture of the area was also held. The House and Finance Committee also approved the assignment of the Rooms 315, 316 to the Board.

At the following Board meeting, this plan was submitted, together with a recommendation that \$7700 be appropriated for the furnishing and general improvement of the new Board office area. This motion passed.

The Board moved into Rooms 315, 316 as soon as telephone service was installed. Since new furniture had not yet been purchased, the room was equipped with folding tables and chairs.

In succeeding weeks, the question of reconsidering of the Board action regarding the office came up at least twice. On each occasion, the Board re-affirmed its original position.

Mr. Mike Hopkins, the University Decorator, met informally with Mr. Atkinson and Mr. McCarthy to discuss the exact choice of furnishings for the office. His report was brought before the Executive Committee which made several deletions and then approved the final purchase requisition by a vote of 3-2. This order was signed by Mr. Starr and forwarded to the office of Vice-President Wenberg.

Over the next several weeks, Dr. Cashman had conversations with Mr. Weinhaber and Mr. McCarthy at which time he requested that the Board review their position. He withheld administrative approval of the purchase until the time of this Executive meeting which he attended.

Discussion

Dr. Cashman raised two questions in regard to the Board's plans for Room 315, 316: (1) Since we are in a transition period, both in terms of space assignments and in role functions, is it wise to make such a commitment at this time, and (2) With the extreme shortage of space throughout the University, particularly faculty offices, would such a move damage the Board's attempts at better Union-faculty relations?

It was generally agreed that our current transitional state precludes any definite, long-term commitments on any space within the Union. Any changes in space assignments would be affected by a number of variables: (1) the philosophy of space assignments within the Union, i.e., who, for how long, where, etc., (2) the removal of any University-assigned tenant from the building, (3) the addition of assigned tenants by the central administration, and (4) the increase in available space due to construction and/or the re-assignment of current space.

In general, the discussion concerning the Board office centered on two points: (1) the space itself (315,316) and the related area (231,231A); and (2) the furnishings of the space.

Concerning the first point, some members felt that neither 315, nor 213 was being adequately used and that to continue to maintain separate offices for the Board and the Directorate was wasteful. These members seemed to favor moving the Directorate into Room 315, since it is a larger area than Room 231. Rooms 231, 231A would then become available for conferences.

Other members felt that although neither 231 nor 315 was now occupied at the rate of previously experienced when 231 was being shared, this was the desired effect, making it possible for both Board and Directorate members to work in peace and order. It was pointed out that the Board secretary prefers the present arrangement and has been able to work much more efficiently.

There was some discussion about the effect that the present office arrangement has on communication between the Board and the Directorate. Some members favored the informal, casual contacts possible under the old shared-room arrangement. Others felt that it was important to the development of a strong Board and Directorate identity and effectiveness that a certain separation be maintained. This issue will be affected by the gradual evolution of the Board's role in the over-all structure of the department.

Concerning the second point, the furnishing of the office, all members agreed to postpone purchase of any furniture until such time as a definite and fairly long-range commitment can be made on space for the Board,

It was felt, however, that some immediate steps must be taken to improve the furnishings in 315. The Vice-President was asked to check with the Directorate to determine their need for the desks in 231. If they are agreeable, these desks will be transferred to Room 315. Arrangements would be made to supply 231 with such furniture as may be necessary.

Decision

The final recommendation of the Executive Committee is:

- (1) that the Board reconsider its earlier motion regarding the Board office;
- (2) that the present assignment of Rooms 315,316 to the Board and Rooms 231, 231A to the Program Directorate be maintained until such time as a complete plan of Union space assignment is ready for consideration;
- (3) that the Board office be furnished with the desks now in use in Rooms 231, 231A; and
- (4) that new lighting be installed in Rooms 315, 316 as soon as possible.

II. Budget Committee

At the suggestion of Dr. Cashman, the planned Ad Hoc Committee on the Union Budget will limit its work to the establishment of budget principles. Since the department will be undergoing administrative re-organization very soon and since this will affect bookkeeping and reporting procedures, Dr. Cashman felt that it would be best to leave procedures and reporting evaluation to a later time.

We are hopeful that this committee can begin work very soon and that Dr. Cashman will be able to work with us.

Respectfully submitted,

Jud McCarthy
Secretary-Treasurer

JHM/la
1-25-67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

ROLE OF THE PUBLIC RELATIONS GOVERNOR

The Public Relations Governor will be responsible for the co-ordination of all public relations within the Union structure. He is concerned with all public relations of the Union as an organization and a facility.

His specific duties will be:

1. To chair the Public Relations Standing Committee. It will be the responsibility of the chairman to provide the needed impetus to make the P.R. Standing Committee an effective P.R. research, problem-solving, evaluating, and policy formation unit.
2. To advise and co-ordinate all P.R. committees on the Board level. These committees are established throughout the year at the discretion of the Public Relations Governor.
3. To explore each new policy consideration with the Union element that will be ultimately affected by the policy.
4. To encourage the Promotion Director and the Directorate to initiate and create worthwhile promotional activity.
5. To work closely with the Promotion Director. Should the P.R. Governor feel that a particular P.R. function requires joint effort between himself and the Promotion Director, he will establish a working arrangement with the Promotion Director which will best fulfill the task.
6. To act as a channel through which suggestions concerning P.R. policies will be brought to the attention of the Public Relations Standing Committee.
7. To work with students and staff within the Union structure and obtain such information as may have Public Relations value.
8. To be responsible for all Union Board of Governors hospitality functions.
9. To delegate representatives to informal functions as requested by other organizations.
10. To be responsible for general P.R. training affecting both the Board and the Directorate and creating an awareness of the need for P.R. within the Union structure.

Note: Brief Explanation of Structure Change Affecting both the Directorate and the Board.

I would suggest that the Public Relations area of the Directorate be changed to the Promotion Area of the Directorate. The functions of this area would include anything directly or indirectly related to the promoting of a Union program. All Public Relations responsibilities of a more general nature, affecting the total Union or the Board itself, would be the responsibility of the P.R. Governor. The P.R. Governor will establish a working structure to fulfill the various public relations needs. There would be no established committee structure in which the P.R. Governor is expected to operate. Immediate changes which would occur under the proposed structure change would be the transfer of the Speakers' Bureau to the Board level and the establishment of a Hospitality Area on the Board level. The transfer of the Publications Committee is also being considered. This transfer will depend on the types of publications the committee will concern itself with this year.

Directorate Area should be known as Program Promotion:

The Public Relations Area on the Directorate should be changed to the Promotion Area rather than the Publicity Area for several good reasons:

1. Publicity implies printed matter only.
2. Program Promotion implies any type of promoting device used to increase interest and attendance at a program.
3. A promotion area would give the area more direction in which to work. Publicity would seriously limit what the area could accomplish.
4. Confusion would not result between Promotion and Public Relations since Promotion would only be Program Promotion, not general UBOG promotion.

RE/1a
2-3-67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Executive Committee Minutes
Wednesday, January 25, 1967
4:30 p.m. - Room 346

Present: Bob Weinhausen, Eric Hucke, Jud McCarthy, Tim Jeffery, Robbie Engelmann, and Gordon Starr

1. UBC Members on Program Directorate Committee

Chris Stoddard, Advisor to the Union Board Council, has indicated that members of the Council are anxious to serve on various Union committees. We are anxious that they become involved in our program areas as soon as possible. The Vice-President will encourage area directors to contact and involve UBC members whenever possible.

2. MSA Co-Sponsorship of Regents-Student Dinner

Joyce Yu, MSA Secretary, has requested that the Union Board of Governors participate in a dinner for Regents-Student leaders. She indicated that MSA could not afford to under-write the full cost of such a dinner, and asked if the Board would be interested in under-writing a portion of the cost. The Executive Committee felt that our involvement in such a dinner would be worthwhile. It was felt, however, that our participation should go beyond mere financial co-operation. We should be involved in the planning of the program.

3. Annual Report

There has been a suggestion that the Union Board of Governors present an annual report. This report would include a statement of our financial position, our program activities, personnel notes, and other items of interest concerning the Union each year. There was little or not interest in such a proposal on the part of the Executive Committee at this time, and the proposal was tabled.

4. Rooms 315, 316 and Rooms 231, 231A

The Executive Committee reviewed its recommendation concerning the use of rooms 231-231A and 315-316. The Program Directorate had gone on record as favoring a shared office for the Board and the Directorate in Rooms 315-316. Rooms 231-231A would then become available for re-assignment for whatever purpose the House Committee and the Board approved. Some of the reasons for this decision on the part of the Program Directorate include: 1) the fact that neither office is currently being used very heavily and combining the office would be a better use of space; 2) the need of Room 231 as a meeting room; 3) the improvement of morale that could result from a joint Board-Directorate office; 4) the value of group inter-action; 5) the fact that other organizations, such as MSA, are in need of additional space; 6) that the majority of the Area Directors have offices or space available elsewhere in the building; and, 7) that there was a general preference for the size and atmosphere in Room 315 compared to that of Room 231.

The Executive Committee considered these reasons and modified its previous recommendation: Item #2 read "that the present assignment of Rooms 315-316 to the Board and Rooms 231-231A to the Program Directorate be maintained until such time as a complete plan of Union space is ready for consideration." Item #2 should be changed to read "that the Board and Directorate share the use of Rooms 315-316, and that Rooms 231-231A be made available for re-assignment." This recommendation will be brought to the Board at their meeting on Wednesday, January 25, at 6:30 p.m.

5. Survey of Student Needs and Attitudes

In the process of inquiring about the possibility of a WMMR listener survey, Eric Hucke came in contact with a Mr. Nelson of the Journalism Department. Mr. Nelson indicated that it was not very possible that anyone would be able to work on a WMMR survey specifically. He did indicate, however, that there were people on the campus planning a general survey on student needs and attitudes. Eric Hucke recommended that the Union Board contact this group and meet with them to discuss the inclusion of student attitudes regarding the Union and its programs.

JHM/la

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of January 25, 1967

Members Present

Bob Weinhausen, Eric Huckle, Jud McCarthy, Charles Gustafson, Allan Gavere, Robbie Engelmann, Tim Jeffery, Dr. Leonard Bart, Dr. James Holte, Mr. Tracy Page, Jr., Mr. Gordon Starr, Dr. Donald Zander.

Members Absent

Tim Marrison, Mr. Emil Behrens.

Guests Present

Mr. Tom Reeve, Program Director, Mr. Carl Nelson, Assistant Program Director, Sue Cole, Daily Representative, Joe Kroll, Directorate, Jackie Page, Vice-President - St. Paul Student Center Board of Governors, and John Barkla, Set Designer - Northrop.

The meeting was called to order at 6:45 by President Bob Weinhausen.

Motion Y-39 It was moved that the minutes from the meeting of November 22, 1966 be approved. Seconded. Carried.

Motion Y-40 It was moved that the minutes from the meeting of January 4, 1966 be approved. Seconded. Carried.

President Weinhausen said that the following members, absent from the meeting of January 4, 1966 were excused: Jud McCarthy, Tim Marrison, Allan Gavere.

President Weinhausen introduced Jackie Page, the new Vice-President of the St. Paul Student Center Board of Governors, and John Barkla, Set Designer for the March 3rd production of Oedipus Rex and the Feast of Belshazzar's.

I. Director's Report - Mr. Starr

The Director circulated a newsletter from the Athletic Department titled Gopher Chatter. This is the type of newsletter we have been talking about for the Board, Directorate, committees and staff.

The Director received a letter from the University of Minnesota, Duluth branch, regarding the possibility of purchasing an outdoor facility for Duluth. Our Board went on record that we need an outing center and this idea was later incorporated into a plan for a conference camp to be located a reasonable distance from the University, but as of now, no area or funds are available. The Director felt that the Minneapolis Campus still had a need for that type of a facility.

The Executive Committee has asked that a study be made of the grade-point averages for the Board and the Directorate. The Daily has also asked for information regarding this but little information is available on campus. There is a 2.99 average of the Board and the Directorate and the Director felt that this Board is stronger academically than previous Boards.

The Director went on record in congratulating the Directorate for the fine programs they have sponsored in the first three weeks of the winter quarter.

The ACU-I Bulletin is out and it was hoped that each member could read it as it is the communication piece with other unions. The recent issue describes a conference on urban union planning which is an outgrowth of the Seminar.

The Director mentioned that all Board members should have gotten copies of the speeches and papers from the Seminar for the 25th Anniversary of Coffman Memorial Union. If they have not gotten copies, they should be in the mail.

The parking and ramp development work is still going on but it is ahead of schedule. The Director passed around a sketch showing alterations for Room No. 127 of the Union. The estimation of cost will be reviewed by the House and Finance Committee.

The Director suggested that some type of survey be made concerning student interests on campus as he felt it was not known what the students interests really were. He recommended that some thought, time, and funds be given to this project.

Mr. John Barkla, Set Designer for the March 3rd production of Oedipus and the Feast of Belshazzar's, then gave a brief overview of the stage design and setting which will be used in the March productions as well as the relationship he is working toward between the music and the visual presentation. Mr. Barkla was also the set designer for the production of Carmina Burana presented last year.

II. Old Business

Motion Y-41 Eric Hucks rescinded Motion Y-16 from the minutes of the meeting of October 13 which is as follows:

Jud McCarthy moved that rooms 315,316 be turned over to Board of Governors as office space. Further moved that rooms 231, 231A be designated as office space for Program Directorate. Recommend expenditure of \$7,700 for equipment, lighting of new Board office and additional sum of \$350 for new desks and chairs for Program Directorate in 231 and 231A.

The motion to rescind was seconded. Carried.

The following reasons were given for having the Board and the Directorate together:

1. It was felt that the rooms were not being used as effectively and as efficiently as they should be considering there is such a shortage of

space in the Union. It was mentioned that there are usually only a couple of people in these offices at any given time.

- 1. If the Program Directorate was moved to 315, then rooms 231 and 231A would be available for various other uses, such as committee meetings, etc. It could be used as an all University Conference Room.
- 3. The Assistant Director or the MSA office could also make use of this office space.
- 4. The Executive committee members don't have good communication with the Directorate members when the two are separated.
- 5. It was felt that the morale of the Directorate members would be much better if they were together with the Board members. With the two being separated, the Directorate members very rarely see the Board members.

The following reasons were given against locating both the Directorate and the Board in rooms 315 and 316:

- 1. The major work that Area Directors do is with the committee members and 231 was originated to become more of an area where committee members could work with the Directors. It is intended to be a committee work-room area.
- 2. In the past several weeks there has been a continual changing around and it was felt that it might be better to wait until May when total changes are going to be made rather than making any more temporary changes.
- 3. Jud mentioned that he felt there is a need to strengthen the Directorate, but as long as the two are functioning out of the same office, the people in the Directorate would lean on the Board and become too dependent on the Board.

Motion Y-42 Jud McCarthy moved that the Board accept the original recommendation of the Executive Committee as it is originally stated in the minutes of January 18 with the deletion of Part #1 which is as follows:

that the Board reconsider its earlier motion regarding the Board office.

The motion was seconded. Carried.

Motion Y-43 Dr. Leonard Bart moved that the question be divided for the remaining three parts.
Motion seconded. Carried.

Motion Y-44 The motion on Part #2 from the minutes of January 18 stated as follows:

that the present assignment of rooms 315,316 to the Board and rooms 231, 231A to the Program Directorate be maintained until such time as a complete plan of Union space assignment is ready for consideration.

Motion on Part #2 seconded. Failed

Motion Y-45 A question was raised on Part #3 from the minutes of January 18, as follows:

that the Board office be furnished with the desks now in use in rooms 231, 231A.

Motion seconded. Carried.

Motion Y-46 A question was raised on Part #4 from the minutes of January 18 as follows:

that new lighting be installed in rooms 315, 316 as soon as possible.

Motion seconded and carried.

Motion Y-47 Eric Huckle moved that the Board accept the Executive Committee's recommendation that the Directorate and the Board be both located in rooms 315 and 316 and adequate equipment be provided.

Motion seconded. Carried.

Jud McCarthy went on record saying that it had been agreed that Miss Linda Anderson's primary function was to the Board and not to the Directorate. She is first to do the Board's work and then if she has time she is to work on matters from the Directorate.

III. New Business - Allan Gavere

Allan Gavere and Mr. Carl Nelson gave a short report on a proposal to establish a new area which will be Community Service. This area will provide students with the opportunity to volunteer for service to the community and provide an educating experience for the volunteer and their experiences will be shared with others. To do this, the structure will have to support and supervise the service and draw volunteers back to the center and also link the Corps with the program areas.

Eric Huckle and Jud McCarthy raised questions as what would be the responsibility of the Union in terms of off campus programs and what would be the effects on the Union and the University if problems and bad publicity arose from the undertaking. Mr. Reeve stated that the position of the Union would be that of referral such as referring a student to a counseling bureau. A number of the Board members questioned the necessity of making this an area of the Board especially since it was on an experimental basis. The matter was left to be acted upon at the next Board meeting.

IV. Announcements

1. Executive Standing Committee - Bob Weinhagen

Nothing to report except that the By-Laws Committee will be meeting in the middle of February and the Board and the Directorate will compare changes at that time.

2. Program Directorate - Eric Huckle

a. Ski Train

Eric reported that the Directorate has done a great deal of programming this

winter quarter. Ski Train was very successful in their weekend trip to Canada and had about the same number of people as last year, 420 to 430, and this year the Ski Train was run even more by the students themselves rather than the staff. There will also be a Ski Train West which will go to Idaho during quarter break.

The Director said that he received a letter from the ski area operators in Canada stating that the University of Minnesota ski group was a very excellent group. Al Gavere suggested sending a copy of the letter to the Daily.

b. Creative Arts Festival

The Creative Arts Festival held during the first week of winter quarter was very successful. Eric mentioned that Joan Strommer, Chairman, deserved special credit for her fine work in getting this organized.

c. Horizons Unlimited

Horizons Unlimited has been trying to sponsor different types of programs rather than just dances. The dance attendance has been going down even when more expensive or elaborate dances are sponsored. One dance that is coming up is the Sno-Ball which is a semi-formal dance.

The programs presented on the ABC's of Sex were well received and there was a considerable amount of space in the Daily regarding these programs.

The Pozo-Seco Singers were here last Saturday night. There was an attendance of 1100 at a cost of \$1.50 per person. Mr. Tom Reeve reported that the final tally had been taken and far less was paid to the singers than expected as they were on a percentage basis rather than on a purchase contract.

d. Committee for the Rescue of Italian Arts

This committee is trying to raise money to help with the restoration of \$300,000 worth of arts which the destruction in Italy destroyed. An art sale and also some old movies with admission charged will be sponsored.

e. The Region Ten Recreation Tournament

This tournament is being held here the 17 and 18 of February. A hospitality group will be set up to help the students when they are here. The Director suggested that everyone help out in this as the University's reputation will depend on the type of hospitality that is given to the students.

f. Committee Structure Change

A policy is being considered to the effect that an Area Director may orient the work in his area in the way that would be most beneficial rather than having a committee with so many members.

3. House and Finance Standing Committee

a. Student Office Service Center

Jud McCarthy distributed to the Board a "Policy on Student Organization Services".

Motion Y-47 Jud moved that the adoption of this policy be approved with the addition of "day-to-day basis" in Item #8 included.

The motion was seconded. Carried.

This policy is attached to the minutes.

b. Duplicating Machine.

Jud reported that enough student organizations have duplicating needs for the use of a mimeograph machine which provides a more professional appearance and makes more copies than a ditto machine. An A B Dick machine was recommended. Verbal approval for purchase of a machine has been given to the Director by the Business Vice President's office.

Motion Y-48 Jud moved that the Union Board of Governors appropriate \$748 for the purchase of a mimeograph machine to be located in the Art Craft Studio Area and administered through the Art Craft Studio personnel.

The motion was seconded. Carried.

c. Space Allocation Meeting

Jud said that he had a meeting with Dr. Cashman, the Director, and President Weinham regarding office space. A meeting will be held Tuesday evening and Jud urged anyone with an interest in this matter to attend the meeting. Representatives of student organizations with space in the Union are urged to attend as ideas will be sought on how the Union can best use its space.

d. Electrical Transformers

Over the Christmas holidays there was a failure in one of the transformers and the cost will be shared by those that benefit from the services of this transformer. This cost will be taken out of the renovation fund and it is anticipated that it may be a costly item.

e. House Rules

Jud mentioned that this is the time of the year when House rules are reviewed, and any suggestions or changes should be submitted to him. The final draft will be submitted to the Board for their approval.

4. Personnel Standing Committee - No Report.

5. Public Relations Standing Committee - Robbie Engelmann

a. Structure Changes

Robbie is in the process of getting the Hospitality Committee started. The Speakers' Bureau Transfer has been transferred to the Board level and is under Robbie's direction.

b. Daily Story Suggestions

Robbie said that Area Directors are going to be asked to do a story on their area once every one or two weeks in order to get some type of coverage for the Daily.

Motion Y-49 Motion was made to adjourn the meeting.

Seconded. Carried.

Meeting adjourned at 9:05 P.M.

Respectfully submitted

Gordon L. Starr
Recording Secretary
GLS/kw
1/26/67

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
COFFMAN MEMORIAL UNION

POLICY ON STUDENT ORGANIZATION SERVICES

It is suggested that the area and enclosed office area be named S.O.S. for Student Organization Services. The purpose of this area is to provide services and center equipment such as desks and files for as many student organizations as possible. With this in mind, the following recommendations are made:

1. Part-time clerical help should be made available through the Art Craft Studio supervisor. Cost of this clerical help will be charged to the departmental administrative budget. Hiring of student personnel for this position will be handled through the normal procedures.
2. Hours for clerical help should be 12:00 to 4:00 Monday through Friday during normal class days. (Approximately 20 hours per week.) After 4:00 P.M. the supervision of the area will be the responsibility of the Art Craft Studio personnel.
3. Students wishing to use typewriters can do so during the Art Craft Studio hours with arrangements made through the Art Craft Studio.
4. The main function of clerical help in the S.O.S. is to provide clerical assistance to the program consultant and the committees located in this area and, as far as possible, to the organizations located in this area.
5. The clerical assistance is given so that individual student organizations can help themselves as far as possible.
6. The secretary will assist by serving as a communication link for the organizations.
7. It is expected that organizations will pay for the stencils, paper and other supplies through the Art Craft Studio.
8. Room B-4 will be available to the student organizations on a reservation basis. These reservations should be made through the secretary and/or the Art Craft Studio personnel.
9. The Union Board of Governors will supply all office equipment in the B-62 area. Files will be assigned to individual organizations on a need basis. Desks and other work space will be made available by reservations with the secretary.
10. Union Board of Governors will continue to supply storage space to those organizations requesting it on a need basis, and as space is available.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Program Directorate Meeting
Wednesday, February 1, 1967

MINUTES

Members Present

Eric Hucke, Chuck Gustafson, Tim Murrinan, Kathy Keleher, Kay Sias, Greg Ritter, Dave Larson, Pam Koskey, Ivar Brogger, and Tom Reeve; Program Director.

Members Absent

Randy Pratt, Joe Kroll, and Mary Josefson.

Guests Present

Carl Nelson, Assistant Program Director; Louise Sargin, Ad Fellow; Chris Stoddard, UBC Advisor; and Linda Anderson, Secretary.

The February 1, 1967, meeting of the Program Directorate was called to order at 6:15 p.m. by Eric Hucke, Vice-President, in Room 346 Coffman Memorial Union.

I. Old Business

MOTION A-24 Motion was made to accept the minutes of the Program Directorate meeting of January 18, 1967. Seconded. Carried.

II. New Business

Mr. Greg Ritter suggested that advance notice be sent out telling of scheduled Program Directorate meetings so that no conflict arises concerning the scheduling of other meetings. This was discussed briefly and the Vice-President decided that no notice will be sent unless the date of a meeting has been changed or canceled.

III. Announcements

Mr. Chuck Gustafson outlined a few of the problems encountered by the Dance Committee this year. There has been a "dance myth" on campus that organizations can make a considerable profit by holding dances. Consequently, there have been as many as five or six dances on campus each weekend. The Committee originally felt that some sort of co-ordination should be established between organizations so that the number of dances could be reduced. However, this problem has worked itself out as the dances have been diminishing to a more reasonable level. The possibility of allowing other colleges in the Twin Cities area into out dances was also discussed. It was brought up that this creates discipline problems and it isn't financially worthwhile.

Mr. Dave Larson held a brief discussion of the Social Action Committee. The main difficulty in a program of this sort has been in getting people to work on the projects. There is no problem structurally. This program would be entirely student-run. It was felt that we have to set this program up in such a way that there is a solid tie between it and the Union Board of Governors and the Union. The Committee doesn't think there would be much cost involved except for a small administrative fund and recruitment. MSA (in Project Awareness) found that it was difficult to find people who could devote themselves to the social action project and still work with the student organization. It was suggested that the Program Directorate discuss this with a few leaders who headed programs of this nature, such as, Project Awareness, Project Motivation, and One-to-One. A hearing with these people present was suggested. In further discussion, it was discussed as to whether this social action project should become an area in itself or a committee under a presently established area. Eric Hucke will check with Allan Gavere and notify the Program Directorate members about a hearing.

Mr. Tim Marrinan, Chairman of the West Bank Committee, has found it increasingly evident that East bank committee shouldn't be doing programming on the West Bank. The Committee will start evaluating the programs that have been held on the West Bank within the next two weeks. There has been good quality and quantity of programming on the West Bank so far. It was mentioned that the West Bank Chairman does not see his role as directly involved with the Union. He is mainly interested in putting on programs. Mr. Tom Reeve mentioned that the most significant goal for the Union is planning significant programs and be aware that not every chairman uses the same procedure to achieve this objective. Union leadership should be very cautious in evaluating individual performances. The West Bank Ad Hoc Committee will soon make a recommendation as to what the future appears to be for the West Bank programming.

The Summer Policy Committee suggested that we appoint three or four area directors right now to plan programs for the summer. The Committee will meet and talk this over again. We need to begin thinking now about the establishment of these programs. The executive body will be established secondly. We need to co-ordinate summer plans with other departments of the University, such as the Summer School, so as not to duplicate University programming. Mr. Chuck Gustafson was added as a member to this committee.

Mr. Carl Nelson announced that business procedures have been going very well. The petty cash procedure has not been abused. Long-distance phone calls still need to be evaluated more carefully. Carl also mentioned the number of last-minute cancellations that have been made to Mr. Atkinson's office for room reservations. The reservationist recorded 40 cancellations for Fall Quarter. Be sure that you actually need an area so that other groups will not be unfairly deprived of space.

Area structure changes were discussed. Creative Programming Development had previously dissolved their committee lines. Greg Ritter reported that the committee members prefer to keep committee lines and chairmen. Most of them wanted to join just one committee. Identification and communication are factors which may account for this. However, many people work on several committees over a period of time. Discussion of structure will be continued in the future.

There was a recommendation made by the House and Finance Committee at the last Board meeting that Room 231 become the Cashier's Office and the service fraternity now in Room 214 be moved into the vacated room (227). This room would prove more secure for the cashier. Room 214 would then be assigned to MSA, who need more space. More changes are going to be made in the basement area so that committees would have more room there. The Directorate suggested that B-4 be set up as a committee workroom and B-60-B be used as a meeting room. Tom Reeve discourages the use of the consultants offices for committee detail work but appropriate group and individual consultation is encouraged.

MOTION A-25 Motion was made to accept the recommendation for Room 231 if Room B-4 becomes a committee workroom with files, form files, typewriters, telephone, tables and chairs. A telephone should be installed at the secretary's desk in the foyer. B-60-B will then be used as a reserved conference room for UBOG committees and other organizations in the Student Office Service Center. Seconded. Carried.

The Amendment Committee will meet on Friday, February 3, to discuss the By-Laws and refine the written role of the Program Directorate and define the roles of each area director. The changes that the Program Directorate want to make will be discussed at the next Directorate meeting. The section of the By-Laws concerning the Program Directorate will be sent to each area director for their comments and possible changes.

Pam Koskey brought up the question that if a student has not paid the incidental fee, could he participate in programs such as Ski Train? Tom Reeve reports that according to the 1965 Policy Manual for Student Organizations, Section V. B states "Students enrolled in extension classes shall be declared eligible for participation in activities if they have registered for at least three credits during the current semester in the Extension Division (not correspondence courses)." It should be noted, however, this is basically for organizational participation and it may be well to establish a Union policy as to individual participation in Union programs.

Tim Marrinan reported that the programs for the Restoration of Italian Art are set up for the week of February 12-17. The week is booked and the programs look very good "on paper".

WMMR Week was really a big success. It featured a different type of programming for each day. Many people have called or written regarding these programs.

Program Directorate Minutes - Page 4

Mr. Tom Reeve mentioned again that there is too much unwise spending. He suggested more careful planning in the use of refreshments, ads, etc. He went on to say that he would like to think that the first reaction to a program would be "How did the audience respond?"--not "How large was the audience?" The content of a particular program is far more important than presenting a number of programs. Programs should reflect students interests and needs.

Meeting was adjourned at 8:30 p.m.

la
2-8-67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

House and Finance Committee
Wednesday, February 1, 1967
2:30 p.m. - Mr. Starr's Office

MINUTES

Present

Mr. Starr, Mr. Gustafson, Mr. McCarthy

Guests Present

Mr. Atkinson

Members Absent

Dr. Donald Zander

1. Men's and Women's Lounges

In response to requests and suggestions from various members of the staff, the House and Finance Committee discussed the possibility of re-naming the men's and women's lounges and making them co-educational facilities. There seemed to be little doubt that such a change would result in improved conduct and appearance in these rooms. However, it is uncertain what the reaction of the current users might be. It is the recommendation of the House and Finance Committee that a survey be taken. Preparation of this survey will be undertaken by the Chairman with the help of the staff.

2. Weekend Food Service

As of this meeting, Mr. Atkinson had not had a chance to contact Mr. Felber regarding the results of our vending machine survey. He will attempt to make this contact before our next House meeting.

3. West Bank Lounge Hours

The House Committee discussed the request from Mrs. Carla Nelson regarding extension of the West Bank Lounge hours to 9:00 p.m., Monday through Thursday. At this point, it was discovered that the West Bank Lounge is already open in the evening. The House and Finance Chairman was directed to contact Mrs. Nelson and determine who had approved this extension of hours. The committee would also like to know how the lounge is being staffed in the evening. In general, the committee favors a trial period before we make a definite policy change regarding West Bank Lounge hours.

4. Re-Assignment of Rooms 231 and 231A

With the assignment of the Program Directorate to Room 315, Rooms 231-231A are available for re-assignment. The Committee discussed a number of possible uses for that space. Mr. Atkinson had requested that area for his bookkeeping and accounting section. We have had several requests from members of the Directorate and committee chairmen for a committee work room. Some people have suggested a general meeting room open to all University groups. We have received requests for additional space from MSA and the Inter-Fraternity Council. There is also a need to provide better offices for consultants now located on the first floor and in the basement. It was also pointed out that any changes made now would be temporary until the regular spring assignment of offices is made. After some discussion concerning the pro's and con's of the various suggested uses for this space, the Committee reached a decision. This decision will not be included in the minutes at this time, since premature disclosure of our plans could make any changes more difficult. The recommendation of the Committee will be presented to the Board at its next regular meeting.

5. Space Allocation Meeting

Reactions from members of the House and Finance Committee concerning the meeting on space allocations last night were solicited. In general, everyone felt the meeting was a success, and reacted favorably to the questions posed by the House and Finance Chairman to the student delegates in the room. We are hopeful that this survey will provoke meaningful results which can be of assistance to the Board in making recommendations to the administration. Another meeting of the House Council is scheduled for Thursday, February 23, at 7:15 p.m. in Room 346 CMU.

6. Survey on Artcraft Studio Hours

There has been some pressure from within the Union Board structure for opening the Artcraft Studio at 9:00 a.m. rather than noon. It is anticipated that with the development of the Student Office Service Center, demands upon the Artcraft Studio may increase. Before we recommend the earlier opening of the Artcraft Studio, we will attempt to survey our own organization and those student groups using the building, for their opinions.

7. Survey on Summer Weekend Hours

The current House Rules call for the close of the Union on weekends during Summer Session. With student enrollment during the summer sessions increasing every year, there is a need to re-evaluate this policy. Preliminary step in such re-evaluation will be a survey of an informal nature to determine student reactions to weekend hours during the summer. This question will probably be included in the survey regarding the Artcraft Studio hours and the use of the men's and women's lounges. Another factor which must be considered is the cost of operation and the availability of food service during the summer.

8. The Board-Directorate Mail Box

Members of the House and Finance Committee were reluctant to grant approval for a large scale model mailbox for installation in the Board office. It was felt that a mailbox large enough to serve all the Board members, Program Directorate members, and committee chairmen would require from 70 to 80 slots. The recommendation of the Committee is that a mailbox large enough to accomodate the Board, Directorate, and those committee chairmen who cannot receive their mail elsewhere, be constructed. This would mean that groups such as WMMR, CPD, West Bank, Social Area and Recreation, would receive their mail through their individual offices. Since a recent informal survey of the mailbox situation indicated that many committee chairmen did not pick up their mail on a regular basis, perhaps such an arrangement would lead to more effective mail distribution. A mailbox large enough to accomodate everybody would be of such an enormous size that it would be awkward and unsightly. By cutting mail distribution in the Board office to a minimum, it is hopeful that traffic in and out of the office can be kept to a minimum. Mail distribution in Room 315 will be limited to Board members, Directorate members, and those committee chairmen who cannot receive their mail in any other part of the Union.

9. MSA Express Bus Map

Some time ago, the Union Board of Governors agreed to pay the cost of a map to be used in a joint UBOG-MSA express bus system. We agreed to pay the cost of the materials and MSA to administer the program. At the time we were approached on this subject, it was indicated that our cost would be under \$25. On that basis, we agreed to this cooperative venture. Since that time, however, a bill for \$52 for the map has been received. The House Committee recommended payment of this bill. The House and Finance Chairman will, however, contact Mr. Kaibel to inform him of our dissatisfaction with the facts presented to us in our initial discussions on this question.

10. Bulletin Board Space for the Free-University

The House and Finance Committee has received a request by the Free-University for bulletin board space. It was felt that to provide special space for this group would be an invitation to any student organization or student group registered with SAB to apply for private bulletin board space in the Union. This would be a bad precedent and we could not possibly hope to accomodate everyone. The Free-University has given every indication of desiring to be self-sufficient in regard to space and other administrative arrangements. The House and Finance Committee did not approve this request.

Respectfully submitted,

Jud McCarthy
Secretary-Treasurer
Union Board of Governors

JHM/la
2-8-67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

House and Finance Committee
Wednesday, February 1, 1967
2:30 p.m. - Mr. Starr's Office

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Mr. Atkinson

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Dr. Donald Zander

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Respectfully submitted,

Jud McCarthy
Secretary-Treasurer
Union Board of Governors

JHM/1a
2-8-67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS
Executive Committee Minutes
Wednesday, February 1, 1967
4:30 p.m. - Room 346

Present: Bob Weinhagen, Eric Hucke, Jud McCarthy, Tim Jeffery
Robbie Engelmann, and Mr. Gordon Starr

Guests: Tom Reeve

1. Information - Vice President Wenberg

The Executive Committee requested that Bob Weinhagen contact Vice President Wenberg's office as soon as possible in regard to some specific questions the Board has about its direction and role in the new Union administrative structure. The Executive Committee feels that there has not been sufficient definite information to enable it to make plans for the remainder of this year and to begin plans for the next school year. The Committee hopes that Vice President Wenberg will reply as soon as possible.

2. Role of the Public Relations Governor

The Executive Committee discussed the role of the Public Relations Governor as prepared by Robbie Engelmann. After considerable discussion and some changes in the role, the committee accepted the definition. Robbie Engelmann will have this material dittoed and distributed for the consideration of the Board at its next meeting.

3. Staff Attendance at Committee Meetings

Mr. Gordon Starr requested that committee chairmen use discretion in inviting staff members to various committee meetings. He explained that duplication of staff on committees could affect the operation of the Department in that staff members have other assigned responsibilities which must be attended to. Committee chairmen should be certain that staff members, other than those regularly assigned to the committee, are free of other conflicting responsibilities before they extend an invitation to these staff members.

Respectfully submitted,

Jud McCarthy
Secretary-Treasurer
Union Board of Governors

JHM/la
2-6-67

Carroll copy
2/24/67

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
COFFMAN MEMORIAL UNION

February 7, 1967

HOUSE RULES

I. INTRODUCTION

The purpose of these rules is to insure the best possible use of Coffman Memorial Union and West Bank Union facilities, to indicate the principle purposes for these facilities, and identify those who are eligible for their use. These rules are also intended to protect the building and its facilities for future generations of students and other campus personnel. The Director and his staff will enforce the following rules. Appeal to the application of these rules may be made to the Coffman Memorial Union Board of Governors.

II. GENERAL

A. Individuals and groups authorized to use facilities of Coffman Memorial Union and West Bank Union facilities:

1. All students who have paid the current University incidental fee and and their guests.
2. All student organizations recognized under Senate Committee on Student Affairs action.
3. Faculty and staff members of the University and their guests.
4. All recognized faculty and staff organizations.
5. Non-University individuals and members of non-University groups when it is in the best interest of the University, and sponsored by a recognized University organization.

B. These rules apply to all areas except:

1. Food Service Areas
2. The Campus Club
3. Book Store
4. Barber Shop and Beauty Shop
5. U. S. Post Office
6. Garage
7. Alumni Association
8. Faculty Women's Club

C. Building Hours:

1. While classes are in session: Normally, the building is open 7:00 a.m. to 11:00 p.m. Monday through Saturday. Sunday building hours are 1:00 p.m. to 11:00 p.m.

2. Holidays: Normally, the building shall be closed.
 3. Vacation periods and summer sessions: Normally the building is open 7:00 a.m. to 10:00 p.m., Monday through Friday with the building closed on Saturday and Sunday.
 4. The Union Board or the Director shall be empowered to change these hours for special occasions if such changes are in the best interests of the University.
- D. The Union is a Department of the University and use of its facilities must be in accord with University rules and regulations.
 - E. Any willful or careless damage to any property of the Union will necessitate replacement by the person responsible.
 - F. There is to be no tipping of any employee of the Union.
 - G. Nothing may be sold in the public areas of the Union building without specific approval of the Director.
 - H. Normally facilities will not be available for regular classroom activities.
 - I. Card playing is to be restricted to the Game Room, North Star Room, and the Gopher Hole. ~~Smoking is prohibited~~ *Smoking is prohibited by state law*
 - J. Organizations meeting in the Union will adjourn fifteen minutes before Union closing hours.
 - K. Furniture and equipment will not be taken from the building except as authorized by the Assistant Director.
 - L. As a Department of the University, the Union must remain non-sectarian. Therefore, no facilities or special privileges for one religious group may be authorized unless circumstances permit the granting of equal space or privileges to all potential religious organizations.
 - M. Only those magazines, books, and similar publications authorized by the Union Board or Director are permitted in the Union for public reading.
 - N. Bannering or picketing of any event will not be permitted within the confines of the building proper.
 - O. All persons using Union facilities may be asked to provide appropriate identification.
 - P. Animals, except for seeing eye dogs, are not permitted in the Union at any time.

III. INFORMATION CENTER

- A. The Information Center is located on the first floor of Coffman Memorial Union. It is intended to provide information concerning Union programs, facilities,

and general campus information. It may also provide certain services such as distribution of brochures and Campus maps.

B. This facility usually is open during normal building hours.

IV. OFFICE SPACE FOR STUDENT ORGANIZATIONS

A. The purpose of these areas is to provide headquarters for student organizations and committees. Due to limited space available for assignment and the definite needs of so many student organizations, room allocations are made with these 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. To the extent possible, a general office and file area should be provided for student special interest groups in order to increase the number of student organizations that the Union may serve.

B. Assignment of Office Space:

1. Requests for office space are to be made in writing by an officer of the organization to the chairman of the House and Finance Committee. The request will state the purpose of the organization and the reasons why such space is requested.
2. Assignment of office space is subject to Board approval. Such assignment may be cancelled on 30 days notice by the Board if cause is demonstrated.
3. Organizations authorized office space in the Union must complete an agreement, provided by the House and Finance Committee, stating the responsibilities of the user and the Union.

C. The Assistant Director will provide needed office equipment as it becomes available. No furniture or equipment may be installed in student offices without prior approval from the Assistant Director.

V. RULES GOVERNING THE USE OF INDIVIDUAL FACILITIES

A. Main Lounge

1. The basic purpose of the Main Lounge is to provide a comfortable area for relaxation and casual use.
2. Restricted use of this lounge will be made only with special approval by the House and Finance Committee.

B. Men's and Women's Lounges

1. The basic purpose of these areas is to provide a comfortable place for relaxation and casual use. Eating or drinking is not permitted under normal use.
2. Programming may be permitted after 3:30 p.m., Monday through Friday

and at other times as approved by the Assistant Director.

3. Reservations for these areas can be made through the room reservationist.

C. Terrace Reading Room

for casual reading &

- 1. The basic purpose of this area is to provide a comfortable place for relaxation. There shall be no eating, drinking or smoking.
- 2. Programming may be permitted after 3:30 p.m. Monday through Friday and at other times with approval of the House and Finance Committee.

D. Main Ballroom

- 1. Reservations must be submitted in writing to the Assistant Director and will be considered up to 12 months in advance.
- 2. Fridays, Saturdays and evenings before holidays will normally be restricted to dances and similar party reservations with first preference being given to student recreational and social functions. Exceptions to this policy may be made by the House and Finance Committee.
- 3. Tentative reservations will not be accepted.
- 4. Eating of bag lunches is permitted during noon programs.
- 5. All plans for decorations require approval of Assistant Director.
- 6. The operation of the light board is restricted to trained ~~personnel~~ *CMU staff*.
- 7. Needed equipment, subject to availability, is to be requested when reservation is made.
- 8. As a fire precaution, smoking while dancing is not permitted on the Ballroom floor.

9. Marguerite

E. Game Room

- 1. The Game Room is open between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday while regular classes are in session for informal games of cards, chess, checkers, etc.
- 2. The Game Room is available ~~as a quiet~~ *as an activity* room after 5:00 p.m. and during normal building hours on Saturday and Sunday by advance reservation.

F. Conference Rooms

1. The purpose of conference rooms is to provide the maximum amount of space for a maximum number of organizations. No one organization is permitted to monopolize an area to the extent that it deprives other organizations of approximately equal use.

2. Conference rooms normally include the following:

320	327	345
325	343	
326	344	

a. Room 346

Normally this room is reserved for Board and Committee meetings associated with functions of an all-campus nature. Serving of food and beverage not permitted.

b. Dining rooms, 351, 352, 353, 354, 355, when available, may be used as conference rooms at the rate applicable to other meeting rooms.

3. Requests for space may be submitted in person or by phone to the room reservationist but will be limited to one meeting only. Each group must state the nature of their program and student organizations must present a clearance slip issued by the S.A.B. for those meetings involving non-University personnel or the showing of films.
4. Advance or multiple requests for rooms must be made in writing to the office of the Assistant Director and will be limited to the current quarter.
5. No advance room reservations will be accepted for individual piano practice. Pianos if available will be assigned by the room reservationist at the time of need.

G. Billiard Room

1. The Billiard Room normally operates between the hours of 9:00 a.m. to 9:00 p.m. Monday through Friday, and from 9 a.m. to 4:00 p.m. on Saturday. Closed Sunday. Summer session and vacation hours will be 9:00 a.m. to 3:45 p.m. Monday through Friday, closed Saturday and Sunday.
2. The rates charged for the use of the facilities will be determined by the Director subject to Union Board approval.
3. The Billiard Room is available for private use by organizations after 9:00 p.m. on week days or 4:00 p.m. on Saturdays at a rate as determined by the Director.

H. Special Activities Office Room 131

1. This room is available on a reservation basis (Room 228) to student organizations involved in activities of an all campus nature. Maximum reservation period shall be two weeks unless special arrangements are made through the Assistant Director.

I. Bowling Lanes

1. The Bowling Lanes are normally open between the hours 8:00 a.m. to 12:00 midnight Monday through Thursday. 8:00 a.m. to 2:00 a.m. Friday and Saturday. 12:00 noon to 11:00 p.m. Sunday. Summer sessions 12:00 noon to 11:00 p.m. Monday through Friday, *Closed Sat & Sun*

J. Artcraft Studio

1. This area provides equipment, materials, etc. for use in special interest fields.
2. Normal hours are from 12:00 noon to 10:00 p.m. Monday through Friday. 9:00 a.m. to 5:00 p.m. Saturday. Closed Sunday. Summer sessions Monday, Wednesday, Friday noon to 6:00 p.m. Tuesday and Thursday noon to 10:00 p.m., *Closed Sat & Sun*
3. The charges for equipment usage and materials will be established by the Director subject to Board approval.

K. North Star Room ~~and Student Union~~

1. ~~This room is a~~ ^{is} general social and recreation area which ~~is~~ also used as a lunch room.

~~2. The Union Board has jurisdiction over these rooms except when Food Services normally operates them.~~

L. Gopher Hole

1. This is a general social and recreational area which is also used as a lunch room.
2. Normal hours are from 7:00 a.m. to 5:00 p.m. Monday through Friday. Closed Saturday and Sunday. This area is available for programming after 5:00 p.m. Restricted use of this area before 5:00 p.m. will be permitted only by House and Finance approval.

M. International Gallery

1. This area provides facilities for the display of articles of current interest and for programs of an international nature. *It is open during normal building hours*

N. Coffman Gallery

2. The Gallery is open 9:00 a.m. to 8:00 p.m. Monday through Saturday, 12:00 noon to 5:00 p.m. Sunday. However, it will be closed at 6:00 p.m. on nights when there is a large, informal dance.
1. The primary purpose of Coffman Gallery is to exhibit art by the students, staff, and faculty of the University of Minnesota for the community; and the secondary purpose is to exhibit professional arts, traveling shows, and art from other colleges, universities, or art schools.
3. The Fine Arts area reserves the right to make the decision on selecting items to be displayed and of determining how they are to be displayed.

O. West Bank Lounge

1. The basic purpose of this area is to provide a comfortable area for relaxation and casual use. All House Rules apply except as specifically defined herein.
2. Programming will be permitted under the supervision of the West Bank Area.
3. Lounge hours: Normally open 7:00 a.m. to 6:30 p.m. Monday through Friday. Closed Saturday, Sunday, and school holidays.
4. Special rules
 - a. Eating permitted in table area only.
 - b. Reclining on furniture is not permitted.
 - c. Card playing permitted. Gambling prohibited by state law.

VI. RULES GOVERNING THE SERVING OF FOOD IN THE UNION

- A. Normally, it is not permissible for groups to bring food into the building. Where special occasions demand it, exceptions may be granted by the Director. (see University Food Policy)
- B. Normally, food will be ordered through Coffman Memorial Union Food Service.

VII. STUDENT CONTACT TABLE POLICY

Tables are provided so that student organizations may make contact with the student body relative to conducting campaigns and the dissemination of information. Other than the distribution of printed material within a room reserved by a particular organization, the contact table is the only method by which student organizations are permitted to distribute literature in the Union without special approval by the Board or the Director's office.

- A. On the ground floor of Coffman Memorial Union, tables ~~may be placed~~ ^{are permitted} in the following locations:
1. Two tables on each side of the center entrance to the Book Store.
 2. One table against the wall ^{north east of the new stand} ~~of the men's laundry~~.
- B. On special occasions of an all-University nature, tables and decorations may be placed in the first floor foyer. Such use requires the approval of the Assistant Director.
- C. The following rules govern the use of contact tables:
1. The tables may be reserved for a maximum of six consecutive days; however, this may be reduced if circumstances require.
 2. Decorations will be confined to the tables or bulletin boards.
 3. Tables and/or discussion by contracting groups must not obstruct normal traffic.

VIII. UNION POSTER AND DISPLAY POLICY

A. Displays

1. All displays must be approved through the Director's office except for normal UBOG displays.
2. Only publicity of University functions is normally permitted.
3. First Floor Cases
 1. Display cases numbers 1,2,3, and 4
 - 1 x 2 (1) Number one and two are reserved solely for UBOG. The public Relations committee will regulate the time limit for their use.
 - (2) Number 3 and ~~four~~ ⁴ are for events of all University nature and may be reserved up to one year in advance, for a display period of two weeks.

B. Posters

1. A member of the staff will be responsible for placement.
2. Each poster must be marked indicating sponsorship and have pertinent information in regards to time, place and event.
3. Posters may be placed in the following locations:
 - a. Ground Floor

- (1) On the bulletin board opposite the bookstore.
- (2) Groups who are sponsoring events in the Main Ballroom may have one poster of regulation size by the front entrance, the day before and the day of the event
- (3) A maximum of two posters at each end of ground floor.

b. First Floor

- (1) One Poster stand outside of Room 131
- (2) A maximum of two posters at each end of first floor corridor

C. Outside of the floor of the room reserved for an event
d. Other locations as authorized by the Director. During the Program

0.4 Size and equipment for posters

- a. Normally the maximum poster size will be 22x28 inches
- b. Poster stands are to be those provided by the Union, available on a sign-out basis through the Art Craft Studio.

0.5 Time limit for posters

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.

IX. UNION DECORATION POLICY

- A. Plans for the decoration of the Union exterior and/or interior must be approved by the Assistant Director.
- B. Organizations granted permission to decorate are required to conform with the following regulations:
 1. No tape may be put on any painted, marble, or finished surface. No pins or other fasteners are to be used on draperies or curtains. Poster putty may be used for certain events with advance approval by the Assistant Director.
 2. No tacks may be used except on bulletin boards.
 3. Only materials which are non-flammable may be used.
 4. All organizations are responsible for putting up their own decorations and removing them at the end of their event.
 5. The period of display for decorations is for the duration of the event, but this time normally will not exceed one week.

X. PUBLIC ADDRESS SYSTEM POLICY

- A. The public address system provides for announcements, music and programs.
- B. Requests for announcements must be submitted twenty-four hours in advance in writing to the office of the Assistant Director. Normally, announcements will be made the day of the event, and not to exceed three times.
- C. Portable radios may be used providing they do not disturb others or interfere with another activity in the Union

Feb.
~~January~~, 1967

D. Phonographs and T.V. sets are not permitted except by special permission of the Assistant Director.

E. *Emergency announcements must be approved by the Asst. Director*

XI. LOCKER AND KEY POLICY

Lockers are available through the departmental cashier on a quarterly contract basis with a deposit required ~~quarterly~~.

XII. CHECK ROOMS

A. Ground Floor check rooms are open only as reserved for Main Ballroom events.

B. First Floor check room is normally open 8:00 a.m. to 5:00 p.m. Monday through Friday and for special events as reserved. *Checking is free*

MARQUEE POLICY

A. The marquee will publicize Main Ballroom events only.

B. Letters are available through the custodial office, Room 30 and may be put up one day prior to an event providing it does not conflict with another program.

C. Any organization or committee wanting to use the letters is responsible for putting them up.

UNION DANCE POLICY

A. Only University of Minnesota Students with I.D. Cards will 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.

B. This policy ~~will apply~~ *applies* to all organizations holding dances in the Union. Students with spring quarter fee statements and I.D. cards will be allowed to attend summer sessions dances. Staff, faculty, and 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 driver's license for spouse).

C. Normally only one dance at a time will be permitted in the Union.

D. 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.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Board Meeting
Wednesday, February 8, 1967

AGENDA

- I. Director's Report
- II. Old Business
 1. ACU-I Steering Committee Meeting
- III. New Business
- IV. Announcements
 1. Executive Committee
 2. Program Directorate
 - a. Committee Space
 - b. Italian Art Committee
 - c. West Bank Future
 3. House and Finance Standing Committee
 - a. Informal Survey on Facilities
 - b. Re-Assignment of Rooms 231-231A
 - c. Report on House Council Meeting
 - d. Policy on Reporting of House Items to Board
 4. Personnel Standing Committee
 5. Public Relations Standing Committee

Adjournment

la
2-8-67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of February 8, 1967

Members Present

Bob Weinhagen, Eric Hucke, Jud McCarthy, Charles Gustafson, Tim Murrinan, Allan Gavere, Tim Jeffery, Dr. Leonard Bart, Mr. Gordon Starr.

Members Absent

Robbie Engelmann, Mr. Emil Behrens, Dr. James Holte, Mr. Tracy Page, Jr., Dr. Donald Zander.

Guests Present

Mr. Tom Reeve, Program Director; Mr. Carl Nelson, Assistant Program Director; Mr. Berton Atkinson, Assistant Director; Jackie Gentile, Gamma Sigma Sigma; Bill Folker, Alpha Phi Omega; John Roemer, Alpha Phi Omega; Karen Wynn, Secretary.

The meeting was called to order at 6:45 by President Bob Weinhagen.

MOTION ~~50~~ It was moved that the minutes from the meeting of January 25, 1967 be approved.

Seconded. Carried.

I. Director's Report - No Report.

II. Old Business - Bob Weinhagen

President Weinhagen read to the Board the information from Greg Ritter on the ACU-I Steering Committee Meeting which was held at St. Cloud State College Saturday, January 28, 1967. The 1967 Conference will be held in St. Cloud November 17-18, 1967 which will be one more day than last year's conference. What the conference is aiming for this year is to break down the communication barriers between schools of different sizes and get down to basic programming concepts.

III. New Business - No Report.

IV. Announcements

1. Executive Committee - Bob Weinhagen

The President had no report except that the Amendment Committee has been meeting every Friday afternoon trying to iron out changes in the by-laws, and these changes will be presented to the Board for their approval.

2. Program Directorate - Eric Huckle

a. Committee Space - Because of the loss of rooms 231 and 231A, the Directorate has a need for committee space and therefore made the following recommendation: (Motion A-25 from the Program Directorate Minutes of Wednesday, February 1, 1967)

"Motion was made to accept the recommendation for room 231 if room B-4 becomes a committee workroom with files, form files, typewriters, telephone, tables and chairs. A telephone should be installed at the secretary's desk in the foyer. B-60B will then be used as a reserved conference room for UBOG committees and other organizations in the Student Office Service Center."

b. Italian Arts - It was recommended that the Board help produce some programs that would raise money for the arts that were destroyed in Italy. The Directorate decided to go ahead and set up a special committee in the Fine Arts Area, with Tim Marrinan as the coordinator. Brochures were distributed to the Board members which gave a brief description of the events that this committee will sponsor in Coffman Memorial Union during the week of February 12 - 17. Tim Marrinan and Mr. Tom Stark were congratulated by the Board for the fine work they are doing in presenting these programs.

c. West Bank Future - Tim Marrinan is chairman of the Ad Hoc Committee at West Bank and this committee has reached no real conclusion but the Board will have to decide before the end of the year what they want to do in terms of structures and programs. A meeting will be held to evaluate programs and also to decide whether or not they will take office space in Clay School, and whether or not they will exist as a committee at West Bank.

Eric Huckle, Vice President of the Board and Chairman of the Directorate, mentioned that the Directorate, in general, is in favor of the Social Service Area but some questions have been brought up which will be looked into and discussed later on. The Social Service Council is still a little bit uncertain about the union's role in this undertaking. There will be a meeting this Friday in room 326 in the Union regarding this, and it was felt that it would be a good idea if several of the Board members could attend the meeting.

3. House and Finance Standing Committee - Jud McCarthy

a. Informal Survey on Facilities - a number of questions have come up concerning the use of facilities in the Union regarding such things as co-educational lounges, Art Craft Studio, Food Service, etc. Jud prepared an informal survey but it was too long and he felt that the only way to handle this was to have an interview conducted. He felt that much better results would be received.

Dr. Bart suggested that there might be a class in Journalism, Sociology, or Statistics that might be interested in taking this on as a class project. Eric Huckle said that he had talked to Professor Nelson from Journalism and he said that there is a possibility that a group coming up in Spring quarter might be able to do this.

b. Re-assignment of Rooms 231 and 231A - At the House and Finance Meeting of February 1, 1967, rooms 231 and 231A were discussed for re-assignment. (From the House and Finance minutes)

"The committee discussed a number of possible uses for that space. Mr. Atkinson had requested that area for the bookkeeping and accounting section. We have had several requests from members of the Directorate and committee chairmen for a committee workroom. Some people have suggested a general meeting room open to all University groups. We have received requests for additional space from MSA and the Inter-Fraternity Council. There is also a need to provide better offices for consultants now located on the first floor and in the basement. It was also pointed out that any change made now would be temporary until the regular spring assignment of offices is made."

Mr. Atkinson pointed out the need for using 231 and 231A for an accounting office. He said that the present operation already has outgrown 227 and there is a need for additional filing space and also for additional accounting and bookkeeping facilities. He said that there is also some exposure as far as the cash security is concerned in room 227 and this would not be as prevalent in a center room. Then there is also a problem with traffic as people go into this area for check cashing, locker rentals, miscellaneous payroll, etc. It would be an advantage if this could be moved into the smaller room (231A) and the traffic could be accommodated directly off the main hall and have a counter-type section set up. Mr. Atkinson said that room 227 is 231 square feet and 231 including 231A is 377 square feet.

The Director pointed out that this would involve some change again with the accounting office and that the accounting office does not belong in this area. We have outgrown all office space and it is very undesirable to have the Union administrative offices in various locations. This move would not help the overall problem. Any change now would only be temporary and student organizations would be reconsidered at the time when contracts are renewed. This area was designed for student organizations and program consultants offices.

It was then suggested that MSA be expanded to room 214 as they obviously have a need for greater space. Room 214 is now occupied by Alpha Phi Omega and Gamma Sigma Sigma and it was felt that they could probably move into room 227. The three guests from this sorority and fraternity were asked how they felt about this move and all three felt that they would like to be in room 227 and that this would satisfy their needs.

MOTION Y-51 Jud moved that the Board of Governors approve the assignment of Room 214 to the MSA, room 231 and 231A to the Union Accounting and Bookkeeping Office, and room 227 to Alpha Phi Omega and Gamma Sigma Sigma.

Seconded. Carried.

There was some discussion regarding B-4 as a committee workroom, and either B-60A or B-60B as a conference room. Jud mentioned that either B-60A or B-60B could accommodate about 10 people for a meeting. He said that it was felt that if the committees are expected to work out of the same office as the consultants, it should be B-60B because it is the largest. Mr. Reeve felt that although there should be close contact between the area director and the program consultant, it should not be encouraged to have the area directors set up offices in the consultants offices. The Director re-affirmed Mr. Reeve's position on the offices.

Eric Huckle mentioned that the committees, especially in the Recreation and Social Areas, need a lot of space and they would not be able to have it in a consultant's office.

MOTION #52 Jud moved that B-4 be used as a committee workroom, B-60A be used as a conference room for organizations, and B-60B be used for the consultants.

Seconded. Carried.

c. Report on House Council Meeting - Jud said that they have been meeting with the organizations in the union to discuss their space needs. At the last meeting they had a chance to explain the shortage problem that is now being faced. There was also a discussion on space needs and recommendations. The members of the organizations that were at the meeting were given some questions which they are to discuss with their own particular organization and then meet again with all the organizations to discuss them. Two of the most important questions are as follows:

1. Do any of the organizations have suggestions regarding the possible ways that space could be utilized better in the Union?
2. If it were required to expand the Union, would the members of the organization support a fee increase to make this possible?

d. Policy on Reporting of House Items to Board - To shorten the length of Board meetings, Jud has been requested to keep to a minimum the number of items that he is reporting on and it will be the Board's responsibility to check the House and Finance minutes and if they find in the minutes anything they would like to talk about, they should go to Jud.

Regarding the Gopher Hole, Alpha Rho Chi has completed a set of drawings and within a couple of days it is hoped that they will be available.

4. Personnel Standing Committee - Tim Jeffery

MSA has asked that they be appropriated \$150 for an informal dinner which will be given for the student leaders and the Board of Regents. MSA will appropriate \$100 for this undertaking and the estimated cost will be \$250. People such as MSA senators, executives, Union Board of Governors, major leaders from campus student organizations, the twelve Regents, the President and the two Vice-Presidents would be invited. The purpose of this dinner is to develop a liaison directly between the students and the Regents. It was felt that the Board should support this as it is one of the few chances that students have to talk directly with the Regents.

MOTION #53 Eric Hucke moved that the Board ask the Vice-President to request the Directorate to allocate \$150 for this project from the program financial budget.

Seconded. Carried.

The Director, Mr. Starr, suggested that consultation on this project be made through university channels as best results can be obtained by this method. The university Vice-President for Business is secretary of the Board of Regents and normally this would be the best approach. He cited the splendid attendance of the Board of Regents for the Union Board of Governors 25th Anniversary Luncheon when the invitations were sent through the Vice-President's office.

Tim Jeffery gave spring election dates as follows:

Friday, April 7 - Openings on the Board other than elections.

Wednesday, April 12 - Deadline (noon) for accepting applications for the Board.

Monday, April 17 - Interviews held and final selections made.

Wednesday, April 12 - Accepting applications for the Directorate.

Wednesday, April 19 - Deadline (noon) for accepting applications for the Directorate.

Monday, April 24 and Tuesday, April 25 - Interviews will be held and Tuesday the final selections made.

Wednesday, April 26 - the deadline for applying for officer positions.

Tim also mentioned that in order to be admitted to the Board, the following are necessary:

1. Two letters of recommendation.
2. Filling out of a questionnaire.
3. Grade Transcript.
4. Interview.

A question was raised regarding the 25 hours of U.B.O.G. experience as a requirement.

5. Public Relations Standing Committee - No Report.

MOTION #54 A motion was made to adjourn the meeting.

Seconded. Carried.

Meeting adjourned at 8:00 P.M.

Respectfully submitted

G.L. Starr
Recording Secretary

kw
1/10/67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Joint meeting of Board and Directorate of March 1, 1967

Members Present

Board: Bob Weinhagen, Eric Hucke, Jud McCarthy, Greg Ritter, Tim Murrinan, Allan Gavere, Robbie Engelmann, Tim Jeffery, Mr. Tracy Page Jr., Mr. Gordon Starr, Mr. Ed Haislett, Director of Alumni Relations, representing Mr. Emil Behrens.

Directorate: Randall Pratt, Kay Sias, Kathy Keleher, Dave Larson, Joe Kroll, Mary Josefson, and Pam Koskey.

Members Absent

Board: Dr. Leonard Bart, Mr. Emil Behrens, Dr. James Holte, Dr. Donald Zander.

Directorate: Ivar Brogger

Guests Present

Mr. Tom Reeve, Program Director; Mr. Carl Nelson, Assistant Program Director; Mr. Berton Atkinson, Assistant Director; Miss Louise Sargin, Administrative Fellow; Tom Mills, WMR; Sue Cole, Daily Representative; Jeanne Husaby, Secretary.

The meeting was called to order at 6:45 by President Bob Weinhagen.

I. Director's Report - Mr. Starr

The Director reported that Dr. Zander has been recommended to become Director of the Department of University Unions. Dr. Zander has served the Board for the past six years and should make a good contribution to the Department for many years to come. He hopes that all Board members will welcome and give him their complete support.

Mr. Starr suggested that we look into the future, benefit from past experiences, and improve our weaknesses such as:

1. Involvement of more faculty members and faculty board members in actual participation in Board activities.
2. Strengthen our action in regard to missionary work with colleges that do not have unions.
3. Provide a program which will reach the mass of students. We need to get into more creative programming. We need to give more thought to the distribution of funds in programming to be used on the West bank Campus, East bank Campus, and North bank Campus (St. Paul Student Center).

Following the Director's Report the President stated that it was hopeful that

they could complete insofar as possible, with this joint meeting of the Board and Directorate, the revisions of the By-Laws with the exception of the House and Finance Governor position which has not been decided and approved by the Amendment Committee as of date.

Copies of the proposed By-Law changes were presented to the Board and Directorate for review.

II. Discussion of the By-Law Changes

1. It was announced that there were no changes in Articles I, IV, or IX.

MOTION Y-54 It was moved that the amendments to Article II be accepted.

Seconded.

2. The following change was made in Article II of the By-Laws:

F3 was added which states, "The President will assure that information related to items on the agenda is distributed in advance of the meetings."

A question was raised as to the meaning of "advance of the meeting"? It was generally agreed that advance means insofar as possible and practical.

MOTION Y-54 Carried.

MOTION Y-55 It was moved that amendments to Article III be accepted.

Seconded.

3. The following changes were made in Article III of the By-Laws:

- a. A. Membership was changed to read: "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 will be appointed annually by the UBOG Selection Committee and one additional student will be appointed annually by the MSA President. Four non-students will be appointed (three by the Vice President of Educational Relationships and Development and one by the Alumni Association President.)"
- b. C2b1 was changed to read "Applicants must be regularly enrolled students at the University."
- c. C2b3 was changed to read, "Meet all-university eligibility requirements."

Mr. Starr stated that eligibility set by the Board at 2.3 Grade Point Average helped reduce the problems of eligibility of the past, and if a change were made it would lower standards and the Board would undoubtedly have more eligibility problems again.

MOTION Y-55 Carried.

MOTION Y-56 It was moved that the amendments to Article V be accepted.

Seconded.

4. The following changes were made in Article V of the By Laws:
 - a. A1 was changed to delete the word initial before direction.
 - b. Section A2a was added to read: President (his duties)
 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. As Chairman, he should distribute information to Board members in advance of the meeting. He should keep the discussion moving as efficiently as possible while making sure that both sides of an issue are discussed, and that the comments are relevant. At the end of each discussion, he should briefly summarize the contracting viewpoint.
 2. He will be Chairman of the Executive Committee.
 3. He will appoint committees of the Board other than the standing committees and will be ex-officio, with vote on all standing and special committees.
 4. He will keep the Board and the Executive Committee up to date on the progress of the special committees.
 5. He may recall at his discretion any or all appointments made by him.
 6. He will interpret the Constitution, By-Laws, and all other Board policies, subject to the appeal of the Board in which case a majority vote will rule.
 7. He should be especially aware of possible future problem areas within the Union.
 8. He will allocate projects to Governors-at-Large after having discussed the concerns of the Union with the respective Governors and the Executive Committee. He will keep the Executive Committee and the Board informed on the work of these Governors.
 9. The President or his representative will represent the Board at various University functions as the need arises.
 10. He should strive to strengthen the Union's participation in the Association of College Unions-International.
 11. He should meet periodically with Board members in order to review their progress and discuss possible projects.
 12. He will be responsible for working with individual students to maintain optimal student-student relationships within the organization. It is especially important that he communicates frequently with the Board and Directorate members in order to maintain rapport with them both as a group and as individuals.

13. He should meet periodically with the President of the St. Paul Student Center Board of Governors in order to maintain an effective relationship with and discuss the goals of the Union program.
14. He will be responsible for working with the Director of CMU and staff to maintain optimal student-staff relationships.
15. He should work closely with the Director of University Unions to encourage the strongest possible Union development.
16. He should meet periodically with the Vice President for Educational Relationships and Development in order to be aware of the educational goals of the University, the concerns of the Vice President, and to discuss the goals of the Union program.
17. He will attempt to establish and maintain rapport with other organizations, (such as serving on the MSA Board of Presidents) and maintain a meaningful dialogue with the leaders of these organizations.

There was some discussion concerning the Board President working closely with the Director of CMU. It was felt that this was covered in Item 14. Mr. Haislet expressed his view that the Director's position has been largely overlooked in the entire By-Law revision.

MOTION Y-57 It was moved that Section A2a18 be added to Article V to read: "He will perform other duties as appropriate to the office of the president."

Seconded. Carried.

5. Section A2b was added to Article V, to read: Vice President (his duties)
 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
 3. He will be Chairman of the Appeals Committee
 4. He will, in the absence of the President, be an ex-officio member, with vote, of all other standing committees.
 5. He will be Chairman of the Program Directorate:
 - a. He will prepare the agenda for the Program Directorate meetings and see that adequate discussion is held relating to skills pertaining to Union programming in the areas of :
 1. Finance
 2. Personnel
 3. Publicity
 4. Area Organization
 5. Program Output and Evaluation
 - b. He will bring desired changes in Board policy to the attention of the Board, when called upon to do so by the Program Directorate.

6. The Vice President's primary role is that of coordinator of programming:
 - a. He will evaluate the total programming progress in light of:
 1. The number of quality programs meeting the needs of the campus.
 2. Creativity and development of effective concepts and program approaches.
 3. Flexibility, diversity, and broad range of appeal.
 - b. He will keep informed on the needs for new programs and will consult with area directors regarding the establishment and elimination of various phases of programs.
 - c. He will evaluate and analyze Union programming with regard to area structure.. At least once a quarter, a re-evaluation should consider:
 1. The area's objective
 2. The usefulness of various committees and program concepts. The role of each area should be evaluated in determining the needs of students in relation to the area's existence.
 - d. He will approve cooperative programming agreements after careful evaluation and consultation with the parties involved.
 - e. He will be chairman of the Program Finance Committee and maintain a continued understanding of the program budget. He will receive regular information on program finances and distribute such information to the Board and Program Directorate.
 - f. He will maintain an effective relationship with the program staff. He will report changes in program policy and procedures to the Directorate. He will present to area directors the attitudes and suggestions of Board members, consultants, and University students and organizations.
 7. He will be responsible for analyzing the performance of area directors and will bring major problems of personnel to the attention of the Personnel Governor.
 8. He will seek to maintain and improve communications and good morale within the program structure.
6. Section A2c and A2d were not changed.
Section A2e was added to Article V to read: Personnel Governor.
1. He will be Chairman of the Personnel Standing Committee.
 2. He will conduct research related to personnel (e.g., new recruiting methods).
 3. He will be responsible for the functioning and evaluating of the Union Board Council.
 - a. He has authority over the decisions made by the Union Board Council and/or its advisor.
 - b. The Personnel Governor will be responsible for the recruitment of qualified students for the position of Union Board Council Advisor

4. He will encourage the Personnel Area Director and the Program Director to initiate and create worthwhile personnel activities.
5. He will provide training for Board members and will encourage training for all Union personnel.
6. He will have access to information, such as will be needed to give him a complete understanding of the personnel structure of the Union.

MOTION Y-58 It was moved that the word personnel before information be deleted in number 6 of Section A2e of Article V.

Seconded. Carried.

7. He will work closely with the Personnel Area Director in developing skills of an effective personnel administration.
8. He will direct the implementation of all personnel policies which are passed by the Board and establish whatever working arrangement with the Personnel Area Director that the Personnel Governor feels is necessary.
9. The Personnel Governor, if the need is felt by the Board, will act as an agent concerning the number of staff positions, the role of the staff in those positions, and staff requirements related to departmental expression of change. The hiring, training, evaluation, promotion, discipline, firing of paid department personnel are the responsibilities of the department supervisors. The Union Board of Governors through the Personnel Governor, is at all times free to raise questions concerning the execution of these responsibilities with the respective supervisors. He will insure that the appropriate supervisor (s) is (are) consulted throughout all subsequent evaluation. Any changes which result from these discussions must be presented to the Board by the Personnel Governor for its approval.
10. The Personnel Governor must be consulted with regard to the establishment of all professional and non-professional Union staff positions. He will then notify the Board of all such changes.
11. He will insure that a proper recognition program is established.
12. He will insure that current and complete personnel records will be maintained for all Union personnel.

Mr. Starr mentioned that under the present operation the Union Board President works in consultation with the Director in regard to staff personnel. With the proposed By-Laws, this function would then be a transfer from the President to the Personnel Governor.

The next part considered was that of the Public Relations Governor. Miss Engelmann stated that there were some changes made since she had reviewed it in committee.

Section 2f was added to Article V, to read: Public Relations Governor.

1. He will be Chairman of the Public Relations Standing Committee.
2. He will conduct research related to public relations.

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3. He will establish, advise, and co-ordinate all Public Relations Committees at the Board level.
4. He will explore each new public relations policy with the Union element that would be ultimately affected by the proposed policy.

MOTION Y-59 It was moved that the word concerned be deleted after policy in item 4 of Article V, 2f.

Seconded. Carried.

5. He will encourage the Promotion Director and the Program Directorate to initiate and create worthwhile promotional activities.
6. He will direct the implementation of all Public Relations policies which are passed by the Board.

MOTION Y-60 It was moved that item 7 under Section 2f of Article V should read: "He will work closely with the Promotion Director on public relations functions which involve the Board and Directorate and establish working arrangements with the PR Director which would best fulfill the task."

Seconded. Carried.

8. He will channel suggestions concerning the public relations policies to the Public Relations Standing Committee.
9. He will be responsible for all Union Board of Governors hospitality functions.
10. He will be responsible for general public relations training affecting both the Board and the Directorate.

MOTION Y-61 It was moved that Item 11 be added to Section 2f, Article V to read: "He will encourage the Board to strengthen rapport with other college unions and the University community."

Seconded. Carried.

D1 under Article V was changed to read: "To act as an advisor to the Board with respect to policy and operations."

D2 under Article V was changed to read: "To act as a resource to the Board."

D3 under Article V was changed to read: "To act as the instrument of the Board in carrying out actions taken and/or decisions made by the Board."

The Director of CMU sees that the actions of the Board are carried out. He is also the administrative person responsible, from a University standpoint, and heads the chain of command.

President Weinhagen stated that due to the reorganization of the Department, the matter of the role of Director was purposely by-passed at this time in order to

give flexibility in setting up staff alignment, but will be considered at a later date.

MOTION Y-56 was carried.

MOTION Y-62 It was moved that the amendments to Article VI be accepted.

Seconded.

MOTION Y-63 Mr. McCarthy moved that section A2b under Article VI read: "The Executive Committee will appoint two student members of the Board (of which one must be a Governor-at-Large) and one faculty or alumni member. Approval of the Standing Committee appointments will be made at the first meeting of the Board following the annual meeting."

Seconded. Carried.

Section A4a2e under Article VI was changed to read: "Appoint standing committee members."

Section A4a2f under Article VI was changed to read: "Establish Ad Hoc and special committees."

Section A4b2 was changed to read: Membership: Secretary-Treasurer (Chairman), two Governors-at-Large, one faculty or alumni, and the Director of Student Unions or his representative."

Section A4c1 under Article VI was changed to read: "Membership shall include the Personnel Standing Committee chairman, two Governors-at-Large and one faculty or alumni member. The Personnel Area Director and one program staff representative shall be non-voting members."

Section A4d1 under Article VI was changed to read: "Membership shall include the Public Relations Standing Committee chairman, two Governors-at-Large and one faculty or alumni member. The Public Relations Area Director and one program staff representative shall be non-voting."

(These changes under this article primarily stated two Governors-at-Large instead of one would be included in the membership.)

MOTION Y-62 was carried.

MOTION Y-64 It was moved that the amendments to Article VII be accepted.

Seconded.

Article VII was changed to just one section, Section A, which should read: "The President and the Vice President of the Board will receive an annual stipend. No other member of the Board or Program Directorate will be employed and paid from any budget under the control of the Board."

MOTION Y-64 was carried.

MOTION Y-65 It was moved that the amendments to Article VIII be accepted.

Seconded.

- A. **Function** - The Program Directorate will concern itself with all aspects of programming; program policy, content, publicity, personnel, and finances.
1. The Program Directorate will establish program policy.
 2. The Program Directorate will present proposals not directly under the jurisdiction of the Directorate to the Board through the Vice President.
 3. The Program Directorate will discuss program-related actions of the Board.
 4. The Directorate will discuss and evaluate past and present programs.
 5. The Directorate will familiarize itself with future programs and suggest improvements in these programs.

B. **Meetings**

1. **Annual Meeting.**
The Annual Meeting of the Board and the Directorate shall be held no later than four weeks following official spring elections.

C. **Membership**

1. The Program Directorate will be composed of thirteen members. The Vice President of the Union Board of Governors will serve as chairman. Two Governors-at-Large will serve on the Directorate as representatives of the Board. The other ten members will be appointed by the Program Directorate Appointment Committee. The Program Director will be an ex-officio member.

Old number 3 was deleted

Item 4 Eligibility of students was changed to Item 3.

- 3a. Applicants must be regularly enrolled students at the University.
- 3c. Meet all University eligibility requirements.

Item 5 Term of office was changed to Item 4.

- 4b. Complaints against members of the Directorate shall be handled in the following manner.
 - b(1) The Vice-President shall receive it initially and try to correct it through arbitration and conciliation.
 - b(2) If no correction is made, it will be brought to the attention of the Personnel Governor.
 - b(3) After investigation, if the Personnel Governor feels dismissal warranted, he will bring the matter before the Personnel Standing Committee.
 - b(4) The action taken by the committee is final.

Item 6 Certain members of the Directorate will have special responsibilities for the Union programming was changed to Item 5.

5. These will include area directors for:
 - a. Topics
 - b. Fine Arts

- c. Music
- d. West Bank
- e. Recreation
- f. Social
- g. WPMR
- h. Creative Programming Development
- i. Personnel
- j. Promotion

Old i and j were deleted.

- D3a(2) To periodically receive and evaluate financial reports from committee chairmen.
- (3) To submit requests for funds to the Program Finance Committee.
 - (4) To report to the Vice President the redistribution of funds.
 - (5) To submit a budget annually to the Vice President.
(Number 4 is new and Number 5 is a rewording of present Number 4)

- D3b(1) To recruit people for this area with the aid of the Personnel Area Director.
- (4) All potential candidates for a Chairmanship position be required to be reviewed by a Selection Board, whose members are appointed by the Personnel Area Director. One member will always be the director of the area for which the candidate is applying.
(The present number 1 and 4 have been changed as cited above.)

- D3c(8) The Directorate will receive one progress report per quarter from each area director.

- D4c Will be responsible for the actual implementation of Board policies if they are directly or indirectly concerned with the Program Directorate.

Old f and i were deleted in the By-Laws.

- D5 Promotion Area Director

Old d was deleted

E3 Approval

- E3a The appropriation of funds in excess of \$100 must be approved by the Program Directorate.
- E3b The Directorate must be notified of all appropriations under \$100 and may reverse the decision of the Program Finance Committee by a majority vote.

MOTION Y-65 was carried.

There were no changes in Article IX or X.

- III. The matter of the Community Action Program which had been deferred at a previous meeting was then brought to the Board for review. The President called on Mr. Eric Hocke, Mr. Carl Nelson, Assistant Program Director; and other Board members relative to views on the Community Action Program.

MOTION Y-66 It was moved that there should be acceptance of the Community Service Project as a program worthy of support and implementation as outlined in the previous memos. The status of this project will be as a special committee of the Directorate responsible to the Directorate through the Vice President and the Director of Community Service Project, and responsible to the Board through the Vice President and the Director of Community Service Project, and responsible to the Board through the Directorate.

Seconded.

Objective: Provide an educational extracurricular opportunity for students to be exposed to community cultures, problems and issues previously relatively foreign to the student.

Method: Arrange for volunteer work opportunities at Community Centers and select volunteers for the work. Set up bi-weekly meetings of all volunteers at the Center. Serve as student coordinators to enlarge and reinforce the exposure and learning of the volunteers. Program community issues for the campus with the volunteers as program participants or as resource people to the programmers.

Leadership: A Steering Committee composed of the PIC's coordinators, PIC Student Director, staff advisor, and a faculty member.

**Relation-
ship to**

UBOG: Responsible to the Vice-President and the PIC's Director and would report monthly to the Directorate on PIC's activity

Cost: The anticipated cost for supplies would be approximately \$50 for spring quarter. Staff time needed would amount to 12 to 16 hours per week of program staff time.

Directorate members have talked to the following people concerning the program:

Ann Houston, S.A.B.
Dr. Mathew Stark, S.A.B.
Dan Paskewitz, Project Awareness
Doug Britten, YMCA

It was decided that the program would be helpful in three ways:

1. It would give an opportunity for more students to give more programs and enlarge upon their contacts with other students and organizations.
2. Relations outside the University would expand.
3. It would relate back to the University.

With this program students would gain increased education of other cultures, countries, etc.

MOTION Y-66 was carried.

- IV. The next item on the agenda was the Ad Hoc Committee report on West Bank. Mr. Tim Marrison Chairman of this committee presented a verbal report.

MOTION Y-67 It was moved by Mr. Marrinan that in principle a separate West Bank Program Directorate, similar to the UBOG Program Directorate in nature, and existing co-equally with that latter body, be established.

Seconded.

This decision by the Ad Hoc Committee, to recommend a separate Directorate, was brought about by the following reasons:

- a. The desirability of planting and nurturing in the minds of West Bank students a greater identity and association with the Union than has existed there previously,
- b. the feeling, in light of the long-range situation, that implementation of such a decision would better an actual West Bank Union structure and would facilitate a smoother transition between the present and future situations,
- c. the recognition that, beginning next fall, there will be two new buildings on the West Bank campus, and hence more available programming space,
- d. the desirability of presenting a fuller spectrum of programming on the West Bank, more comparable in nature and scope to that range found on the East Bank,
- e. the anticipation that the increased prestige factor associated with such an autonomous body will prompt much greater student involvement than was heretofore existant on that campus.

If such a West Bank Directorate should be developed, Mr. Marrinan suggested that the following relationships should be established between this West Bank Directorate and the Union Board of Governors:

- a. There will be a liaison between the two bodies on two separate levels. The first would find the ranking officer of the West Bank body responsible to the Vice-President of the Coffman Memorial Union Board of Governors in matters of finance only. On the second level, there would be a member of the Union Board of Governors (probably a Governor-at-Large) whose prime responsibility would be the long-range consideration of the West Bank situations, e.g., future expansion, policies, etc.
- b. That the presiding officer of the West Bank Directorate would be seated automatically on the Union Board of Governors of Coffman Memorial Union.
- c. That the presiding officer of the West Bank Directorate be responsible to the Vice President of the Union Board of Governors of Coffman Memorial Union.

The discussion of the West Bank Directorate was brief since Mr. Marrinan had announced that a meeting would be held in the near future to consider the relationships. It was the general concensus, without vote, that a West Bank Directorate would be a logical move in the near future.

MOTION Y-67 was carried.

- V. The President called on Mr. McCarthy, House and Finance Chairman, as there was one item that action was required upon at this meeting, since immediate consideration of this item was necessary.

Mr. McCarthy mentioned that at a previous Board meeting we had discussed the matter of plans and funds for the wall in the Game Room area for the entrance of the ramp.

MOTION Y-68 It was moved to allocate \$4385 for general renovation for work on the East end of Coffman Memorial Union, Ground Floor.

Seconded. Carried.

- A. Mr. McCarthy explained the report on Summary of Income and Expenditures which showed a Net Balance for the fiscal year 1966-67 "in the red" in the amount of \$14,077.76. The reason for this was that income had been received only from summer session and fall quarter fees. It was explained that the fees for winter quarter would give a net credit balance.

VI. President Weinhagen made the following announcements:

- A. It was announced that Joe Kroll, Randy Pratt, Kathy Kaleher, and Bob Weinhagen will represent CMU at the ACU-I Big 10 Student Union Conference at the University of Indiana, March 17-19.
- B. Miss Mary Joseph announced that the Belshazzar's Feast and Oedipus Rex will be presented at the Northrop Auditorium on Friday, March 3, 1967 at 8:30 p.m. This program will include the University of Minnesota's Chorus, Orchestra, Glee Club and selected soloists.

Mr. Starr reported that finances for the program were being met by funds that were left from the program of last year. The Board, The Music Department, and Concerts and Lectures had agreed to again jointly sponsor the program this year.

VII. The problem of the Ski Train West was brought to the Board's attention.

It was pointed out that there would be a \$600 to \$700 loss in the Ski Train West program unless there were more students signing up. There was considerable discussion as to whether the Ski Train should be cancelled or whether those who signed up should be asked to pay half of the additional cost and that the Directorate would pay the other half. It was stated that it would be poor public relations to cancel the Ski Train and therefore, it was felt that the wisest thing would be for the Directorate to absorb the financial loss.

A question was raised as to last year's Ski West program. It was reported that there had been a slight profit.

The Director suggested that a Program Revolving Fund should be established for continuing programs of this nature to allow carrying funds into a balance expenditure over a period of years.

MOTION Y-69 It was moved that the meeting be adjourned.

Seconded. Carried.

Meeting was adjourned at 10:00 p.m.

Respectfully submitted

G.L. Starr
Recording Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Board Meeting
Wednesday, April 5, 1967

AGENDA

- I. Director's Report
- II. Old Business
 1. West Bank
 2. Stipends
- III. New Business
- IV. Announcements
 1. Executive Committee
 2. Program Directorate
 3. House and Finance
 - a. Lighting - Room 315
 - b. Room Assignments
 - 1) B-7
 - 2) B-60A
 - 3) 110
 - c. House Rules
 4. Personnel Standing Committee
 5. Public Relations Standing Committee

Adjournment

jh
4-5-67

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
COFFMAN MEMORIAL UNION---UNION BOARD OF GOVERNORS

TO: Executive Committee

FROM: Jud McCarthy, Secretary-Treasurer

SUBJECT: Executive Stipends

I would like to suggest that the Executive Committee recommend to the Board the extension of its present program of executive stipends to the following levels:

President	\$600/quarter	(4 quarters)	=	\$2400
Vice-President	550/quarter	(4 quarters)	=	2200
Secretary-Treasurer	500/quarter	(4 quarters)	=	2000
Personnel Governor	450/quarter	(3 quarters)	=	1350
Public Relations	450/quarter	(3 quarters)	=	1350
TOTAL/QUARTER:	\$2550/quarter	(3 quarters)		
	\$1650/quarter	(1 quarter)		
TOTAL/YEAR:	\$9300.00			

Assuming an average commitment of twenty hours per week by each executive, the approximate hourly rates (for purposes of comparison only, since these are not hourly rate positions) would be:

President	\$2.31/hour
Vice-President	2.12/hour
Secretary-Treasurer	1.92/hour
Personnel Governor	1.73/hour
Public Relations	1.73/hour

At the present time, student employees of the Union are paid at the following rates for the positions indicated:

Billiard Room Clerks	\$1.68/hour
Bowling Lanes' Clerks	1.68/hour
Control Room Technicians	1.68/hour
Artcraft Studio Ass'ts.	1.68/hour
Senior Attendants	1.68/hour
Ass't Night Manager	1.68/hour
Student Custodians	1.62/hour
Bowling Lanes' Custodians	1.62/hour
Clerk-Stenographer	1.56/hour
Newstand Employees	1.44/hour
Information Desk	1.44/hour
Pin-Chasers (Bowling)	1.44/hour
Coke Sellers	1.38/hour
Ticket Takers and Sellers	1.38/hour
Checkroom Attendants	1.28/hour
Door Guards (Dances)	1.28/hour

I would particularly like to call your attention to the rates paid to student employees with supervisory responsibility:

Student Custodial Supervisor	\$1.90/hour	
Bowling Lanes Manager	2.40/hour	(\$416.00/month)

According to Mr. Igelsrud, the average student employee works between 10-12 hours per week, with student custodians averaging 20 hours per week. Approximately forty percent of our student employees are in the \$1.68/hour wage category.

By way of additional comparison, the Minnesota Daily, according to the most recent rates approved by the Board of Publications, pays the following amounts for the positions indicated. (1965 and 1966 figures are cited to indicate the amount of annual increase.)

	<u>1967</u>	<u>1966</u>	<u>1965</u>
Editor-in-Chief	\$650/quarter	\$500	\$425/quarter
Business Manager	900/quarter + comm	-	75/week
Managing Editor	575/quarter	-	-
Associate Editor	525/quarter	400	375/quarter
City Editor	525/quarter	400	325
Sports Editor	525/quarter	300	220
Photo Editor	425/quarter	325	275
Ivory Tower Editor	480/quarter	-	300
Office Manager	50/week	-	375

All positions listed are student positions. The Daily also maintains full-time paid staff. All students at the Daily are paid, either on an hourly, quarterly, article column inch, or commission basis.

Executive stipends should be sufficiently large to make it unnecessary for members of the executive committee to seek outside sources of income through extensive employment. This means that the stipends should be large enough to pay a considerable portion of the cost of education. If it is not, an income barrier is created which may prevent some people from holding office because they need to earn the cost of their education. If we can afford to pay student employees to sweep the floor, sell magazines, check coats, operate bowling and billiards areas, etc., we should certainly be willing to subsidize student involvement on a really meaningful level. It is hard to see a wiser area of investment in terms of benefits to the individual, the Union, the student body, and the University.

Certain figures concerning the cost of a college education also have bearing. Let's look at the average cost of one year of college education at this University:

TUITION & FEES:

Fall	\$125.00		Fall	\$125.00
Winter	125.00	(or)	Winter	125.00
Spring	125.00		Spring	<u>125.00</u>
S.S. I	76.50			<u>\$375.00/year</u>
S.S. II	<u>76.50</u>			
	\$528.00/year			

BOOKS & SUPPLIES (based on an average of \$2.50/credit hour):

Fall	\$30.00		Fall	\$37.50	
Winter	30.00		Winter	37.50	
Spring	30.00	(or)	Spring	<u>37.50</u>	
S.S. I	15.00			\$112.50	(45 credits)
S.S. II	<u>15.00</u>				
	\$120.00	(48 credits)			

ROOM & BOARD (TRANSPORTATION): (This is based on figures from the Bureau of Loans and Scholarships which indicate that the average cost of dormitory room and board is approximately equal to the true costs of a commuter living at home, assuming that the commuter owns an automobile and the dorm resident does not. The base cost is \$25.00/week. (Dorm rates for room and board are expected to rise \$10-15/quarter next year.)

Fall	\$300.00	(12 weeks)	Period from end of SSII and beginning of Fall Qtr:	\$100.00	(4weeks)
Winter	300.00	(12 weeks)			
Spring	300.00	(12 weeks)			
S.S. I-II	300.00	(12 weeks)			

TOTAL 3 QUARTERS: \$900.00

TOTAL ONE YEAR: \$1300.00

MISCELLANEOUS EXPENSES: (Recreation, clothes, laundry, personal expenses, etc., based on an average of \$10/week.)

36 weeks x \$10.00 = \$360.00

52 weeks x 10.00 = 520.00

The above figures (based on very moderate estimates of cost) would indicate that a student attending the University for three quarters will have a basic cost of \$1747.50. A student who also attends summer session (as most student leaders must in order to make up for light credit loads during the year) will have costs of \$2468.00. One can quickly see that the executive stipends proposed, even in the case of the President, do not fully cover these costs. (The national average for a four-year college education is \$10,000 or \$2,500/year.) While it is true that a student living at home may not have to pay these costs himself, they are true and actual costs which someone, probably his parents, are paying to support his education.

At the present time, we are allocating \$1000.00 for executive stipends. Increasing this figure to \$9300/year means an additional expenditure of \$8300.00 Where will and should this money come from?

There are several possible and valid answers. I personally feel that with proper budgeting and cost control in all areas of the department, at least \$9300 (about one percent of our operating budget) could be saved annually at our present level of expenditure. In fact, I think it is probable that this amount could be saved in the area of program expenses alone. Another possibility is a reduction in our present level of staffing. The starting salary

for a program consultant is currently about \$6800/year. Starting salary for our administrative fellows (equals half-time rate for teaching and research assistants) is \$3096 for twelve months, or \$774/quarter. Elimination of just one consulting position and one (of three) administrative fellowships would amount to a saving of about \$9900, or more than enough to cover executive stipends.

I do not wish to discuss the pro's and con's of these proposals. I certainly do not mean to suggest that this proposal for increasing the executive stipends should necessarily be dependent on one of the possible savings mentioned. What I do want to point out is that the increase in stipends need not necessitate an increase in our over-all budget.

It is my premise that an alert, informed student executive committee with sufficient time to handle its duties and to properly evaluate the programming, financing and facilities of the Union, can and would lead to eventual cost reductions in the Union and should eliminate some of the need for staffing at the present level and quantity. Furthermore, we would, in a sense, be creating undergraduate "fellowships" or "scholarships" in leadership. It would not be surprising to see this result in far-reaching effects upon the development of talent in student personnel work and Union administration at the University. (Note the effect that the opportunities afforded by the Daily have had on the development of journalism at Minnesota.)

Although the comparison may not be valid in all respects, there is something to be learned from the athletic department's "scholarship" program. Colleges and universities learned long ago that a boy could not be expected to do justice to his school work, hold down a job, and still put in the hours necessary to produce a first-rate athletic team. In order to provide the best on field, ice, and court, the school subsidizes the athlete, providing his room, board, tuition, books, and in some cases, even a small amount of money for personal expenses. This plan helps to ensure that the best available people will be representing the school and that the individual student will, in a sense, be repaid for his time and talents.

The financial aid does not seem to affect athletic performance adversely. If anything, the reverse is true. Nor has this subsidization affect student and public support of athletics. It is accepted as a fact of life. It is also interesting to note that this scholarship program hasn't affected the attitudes of nonsubsidized students toward their own participation in athletics. The intra-mural program is strong and growing. The fact that certain athletes are paid does not seem to lessen the enthusiasm of those who participate in athletics on a voluntary basis. It is recognized that at a certain level of involvement, and at a certain level of skill, ability, and training, economic consideration does become a factor.

Students today are more sophisticated about their roles. The days of the "rah-rah" collegiate fund culture are gone---if, indeed, they ever existed. Students are serious about their involvement in positions of leadership and

responsibility. Attitudes toward underwriting the costs of student leaders are changing. It has been realized that student leaders must devote considerable time and energy to the overwhelming job of dealing with thousands of full-time paid staff, faculty, and administrators. Being a student leader is a job and a demanding one. People in these roles deserve all of the financial support that can be made available. To draw the analogy with the student athlete, student leaders should be compensated for their time, talents, and effort.

To insist that student leaders should continue to support themselves with outside jobs while still attempting to represent the student body, is almost to insure a second-rate and inadequate performance. Like the athletic department, we should want the best we have on the field at all times, and finances should not be a barrier. The student body can be brought to recognize that it is as important to them that their leadership be paid as it is that we hire students to sweep floors, etc.

Somehow, we must clear the psychological barrier which still lingers in some minds, i.e., that there is something wrong or unclean or unworthy about financing student leadership. The days of completely voluntary involvement on the higher levels are gone. Conversations with leaders in fraternities, sororities, residence halls, student government, the student newspaper, will indicate that everywhere, these groups are seeking ways to ease the financial burden of leadership. Voluntary labor may be fine in those elite private schools where education is being financed by parents who don't miss a few thousand a year. Such an attitude is a luxury at a state university. If we continue to ignore this issue, in the face of rising costs and demands upon student leadership, we are taking grave risks with the future of meaningful and democratic student involvement. Participation will be limited to students from upper income backgrounds, and more and more, by default, to full-time paid staff members.

The Union Board of Governors made a significant break with tradition in this regard last year. At that time, stipends were kept low in order to forestall any undue opposition. (No adverse comments were recorded to my knowledge!) It should be remembered that most of the student body assumes that we are paid. The student activists who know that we are not, are currently seeking the same advances within their own organizations and will likely view gains by the Board as gains for their own cause. It was indicated last year that the stipends would be reviewed the following year. Now is the time for this executive committee to finish the job, and do it right, for the benefit of the student body and next year's leaders.

JHM/LA
3/14/67

Copied by djo & jh
4/5/67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Role of the House and Finance Governor

1. The House and Finance Governor's primary role is that of co-ordinating the efforts of students and staff in order to achieve the most effective use of Union facilities and finances.
 - a. He will be responsible for ensuring:
 - 1) effective student-staff relationships in planning which involves Union funds and facilities;
 - 2) careful planning and execution of financial policies;
 - 3) effective and creative use and development of Union facilities.
 - b. He will be supplied with necessary departmental financial information, including:
 - 1) the complete and detailed departmental budget;
 - 2) the complete and detailed quarterly and annual income-expense reports.
 - c. He will be involved in and/or informed of all departmental plans concerning:
 - 1) proposed renovation;
 - 2) general maintenance;
 - 3) space assignment;
 - 4) House Rules;
 - 5) operational policies.
2. He will be Chairman of the House and Finance Committee.
 - a. He will prepare the agenda for the House and Finance Committee meetings and will see that periodic discussion is held concerning:
 - 1) budget analysis and preparation;
 - 2) income-expense reports;
 - 3) House Rules;
 - 4) renovation proposals;
 - 5) space assignments;
 - 6) facilities operational policy;
 - 7) building maintenance;
 - 8) furnishings and equipment purchases;
 - 9) special financial allocation.
 - b. He will bring desired changes in Board policy to the attention of the Board when called upon to do so by the House and Finance Committee.
 - c. He will be responsible for recording and distributing the minutes of the House and Finance Committee.
3. He may, by agreement with the Personnel Governor, call joint meetings of of the House and Finance and the Personnel Standing Committees to discuss aspects of the Union's organization and structure which affect the efficiency, cost, and effectiveness of departmental administration. Chairmanship of such meetings will be mutually decided by the House and Finance Governor and the Personnel Governor.
4. He will work closely with representatives of the staff and University administration to see that the Union's financial situation and facilities needs are accurately represented to administrators, students, and the campus as a whole.
5. He will be responsible for maintaining effective liaison with student groups housed in the Union, especially regarding space assignments and House Rules.

6. He will be responsible for supervision of the office of the Union Board of Governors.
 - a. He will work with the Board secretary to develop and maintain effective office procedures.
 - b. He will see that the Board office is properly supplied and equipped.
 - c. He will approve all expenditures and charges against the Board expense account.
 - d. He will maintain accurate records of all Board expenditures.
7. He will be a member of the Executive Committee.
 - a. He will be responsible for recording and distributing the minutes of the Executive Committee.

JHM/1a
4-12-67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Role of the House and Finance Governor

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 - a. He will be responsible for ensuring:
 - 1) effective student-staff relationships in planning which involves Union funds and facilities;
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 - a. He will be responsible for recording and distributing the minutes of the Executive Committee.

JHM/la
4-12-67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting of April 19, 1967

Members Present

Bob Weinhagen, Eric Hucke, Jud McCarthy, Greg Ritter, Tim Jeffery, Dr. Donald Zander.

Members Absent

Allan Gavere, Dr. Leonard Bart, Mr. Emil Behrens, Dr. James Holte, Mr. Tracy Page, Jr.

Guests Present

Mr. Tom Reeve, Program Director; Mr. Carl Nelson, Assistant Program Director; Randy Pratt, Acting Public Relations Director; Chris Stoddard, UBC Advisor; Joe Kroll, Social Area Director; Donna Oursland, Secretary.

There were not enough members present to constitute a quorum; therefore, no motions could be voted upon.

The meeting was called to order at 6:45 p.m. by President Bob Weinhagen.

I. Director's Report -- Dr. Zander

The Director of University Unions reported that the new director of Coffman Memorial Union is President-elect of the Association of College Unions-International. He will be present at the next Board meeting. Dr. Zander reported that discussions of budget with the Executive Board are being held.

Dr. Zander stated that the Association of College Unions-International had held a good Conference in Philadelphia.

II. West Bank-Bob Weinhagen

Many questions were raised in the discussion of West Bank. One question was whether there should be a new governor-at-large for the West Bank or whether he should be one of the three presently on the Board. Mr. Tom Reeve suggested a parallel body now, with a governor-at-large, and then this arrangement would phase out. The governor-at-large could be link until the interim period is finished, and then link could be dropped. Question was then raised as to the length of the interim period. Dr. Zander stated that it may possibly be until 1970-71.

The question as to whether the vice-president of West Bank should serve on the Executive Committee, the Board, or neither, was left to be worked out at a later date. The question of why create a vice-president, since it would be only an interim period, was brought forth. Jud McCarthy suggested the Board change their structure so that there could be an ex-officio member instead of the vice-president.

Eric Hucke expressed his idea of spending more time creating the job rather than the title. He recommended leaving the position governor-at-large instead of raising to vice-president.

Dr. Zander expressed his hopes of seeing Mr. Carl Nelson, a program consultant, and a directorate at West Bank. He mentioned that there should be a strong link with this group. He wishes to see much more programming at West Bank.

A straw vote was taken on the question of whether there should be a governor-at-large. The members voted three to two in favor of having a governor-at-large.

2. Stipends - Jud McCarthy

Mr. McCarthy stated that his concern was the finance barrier which deterred people from service on the Board. He felt that until some other arrangements come into being, stipends must be kept to fill the needs now. The flaw in the arrangement now is that money is being given to the position, not the person; and thus, it is not serving a purpose. He pointed out that last year it was suggested that stipends be optional, but that the flaw in that method is the question of how many people will turn it down.

Mr. Kroll presented the idea of having scholarships. Dr. Zander mentioned that in his discussion about scholarships, they must consider each separate case individually.

Tom Reeve presented the plan of investing money annually and letting that draw interest so that when scholarships are not being used, the money is being increased. Mr. Kroll suggested student leadership funds, and the money would come from student fees. This money would be used as loans, and eventually come back to Union people. Discussion was held on whether students would dislike this idea or whether they would not care.

Tom Reeve pointed out that providing funds for individuals who wanted to contribute to the University is not only a Union problem but also a campus problem. He suggested having other groups throughout campus draw a percentage from incidental fees.

President Weinhagen brought up the plan of establishing a loan program under which, perhaps, there will be no interest until two years after graduation. Members reacted favorably because this plan would narrow motivation, would not give away student money, and it could be campus-wide.

Dr. Zander stated that he is opposed to setting up something just for the Union Board of Governors. Randy Pratt asked Dr. Zander to talk to the Bureau of Loans and Scholarships regarding the problem. President Weinhagen mentioned that he should involve students in the discussion. Dr. Zander suggested that some traits like service to the Community be considered along with need and ability in granting loans or scholarships.

The question of whether stipends should be continued until something better comes up or whether they should be abandoned was left unanswered. President Weinhagen stated that the discussion would be continued at the next meeting when a vote can be taken.

III. New Business - No Report.

IV. Announcements

1. Executive Committee - Bob Weinhagen

Bob Weinhagen reported that on Tuesday, May 2, at 5:30 p.m., a dinner will be held for members of the old Board, new Board, old Directorate, and new Directorate. Mr. Siggelkow will be introduced then; and Mr. Starr will be presented a picture. Bob Weinhagen stated that the Board meeting will be held at 6:30 p.m. Elections will be held for the members of the new Union Board of Governors and the new Directorate. Nominators can be members of the new or old Board. The nomination speech is limited to three minutes; the platform speech is limited to five minutes; and the debate has an unlimited length of time. Bob Weinhagen stated that the added item to this election is a questioning period of each candidate after his speech. As of yet, no time limit has been set on this period.

Question was raised regarding the value of the discussion period at the elections. The question of excluding the Directorate from the discussion period will be presented at the Executive meeting Monday. Tom Reeve raised the question of why have a discussion period at all. Mr. Reeve stated that a discussion should have no influence on the vote because forethought has gone into each candidate. Tim Jeffery mentioned that perhaps the discussion period should be limited and more time given to the questioning period. Eric Hucke stated that in a group meeting one learns about the person he will work with.

2. Program Directorate - Eric Hucke

Eric Hucke reported that the WMMR survey has been completed. It is a five-page questionnaire that will be given verbally to 150 people in dorms only. Mr. Hucke mentioned that the main issue next week will be summer programming.

3. House and Finance - Jud McCarthy

- A. Lighting - Room 315 Jud McCarthy reported that Mr. Atkinson presented three proposals for relighting of Room 315, the second of which was decided to give best lighting at the best rates. Dr. Zander has approved this.
- B. Room Assignments
 - 1. B-7 Jud McCarthy reported that Room B-7, the staff lounge, will be converted to a meeting room.
 - 2. B-60A Jud McCarthy reported this will be used for programming development area.

3. Room 110 - Jud McCarthy reported that Mr. Tom Stark, Program Consultant, is now occupying Room 110 and that his old office will again become a storage room.

No vote was taken on these changes. No objections were given.

C. House Rules-Mr. Jud McCarthy presented the subject of House Rules; however, no vote could be taken. Randy Pratt expressed concern on two points:

1. House Rule II., B. - Randy Pratt asked how to suppress the Union Board of Governors so that they do not overuse these facilities.
2. House Rule IX., B., 1. - Randy Pratt asked why masking tape cannot be used.

4. Personnel Standing Committee - Tim Jeffery

Mr. Tim Jeffery reported on the spring retreat for members of the incoming and outgoing Union Boards of Governors and Directorates which will be on Sunday, May 14. It was stated that interviews will be held Monday afternoon for Board membership and Tuesday afternoon for Directorate membership.

5. Public Relations Standing Committee - No Report.

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Dr. Donald Zander
Recording Secretary

DRZ:do
4/21/67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Joint Board and Directorate Meeting of May 2, 1967

Members Present

Board: Bob Weinhagen, Eric Hucke, Jud McCarthy, Greg Ritter, Allan Gavere, Tim Jeffery, Bill Newell, Mr. Ed Haislett, Dr. Leonard Bart, Dr. James Holte, Dr. Donald Zander

Directorate: Pam Koskey, Tom Reeve, David Larson, Joe Kroll, Randy Pratt, Judy Meyer

Members Absent

Board: Mr. Tracy Page, Jr.

Directorate: None

Guest Present

Mr. Gordon Starr, Director; Mr. Tom Stark, Program Consultant; Miss Dianne Green, Administrative Fellow; Miss Louise Sargin, Administrative Fellow; Mr. Barton Atkinson, Assistant Director; Mr. Carl Nelson, Assistant Program Director; Miss Sue Cole, Daily Representative; the following students: Tim Marrinan, Mary Horst, Jo Gustafson, Mary Kottke, Chuck Gustafson, Miriam Smith, Kay Sias, Mark Elias, Sherry Wagner, Tom Sinnet, Chris Stoddard, Otte Boersma

At 5:30 p.m. members of the Board and Directorate and a number of guests met in Room 307 for the annual Joint Board and Directorate Dinner Meeting. After dinner, Bob Weinhagen, President of the Union Board of Governors gave a short speech concerning the two years he has served on the Union Board of Governors. He also congratulated Mr. Starr on his new appointment as the Director of Planning for University Unions, and also stated that the Board would like to present Mr. Starr's portrait to be hung in Room 346, the Union Board meeting room. Mr. Weinhagen expressed the appreciation of the Board to Mr. Starr for the many years he has been the advisor to the Coffman Memorial Union Board of Governors.

The meeting was called to order at 6:45 by President Bob Weinhagen.

I. The first order of business was the approval of the students recommended to the Board by the Selection Committee.

MOTION Y-70 It was moved that the Board accept the following students as Board members as recommended by the Selection Committee: Sue Cole, Chris Stoddard, and Dave Larson.

Seconded.

There was a discussion of legality of the appointment procedure.

MOTION Y-71

It was moved to pass the following resolution:

WHEREAS, the selection committees had used procedures which may be considered irregular by some members of the Union, the staff, and other parties interested in the Union;

AND WHEREAS these practices include the selection of three ineligible people according to the By-Laws; (2.3 ruling) on GPA

AND appointment of all people without validation by the Personnel Standing Committee as provided for by the By-Laws;

AND WHEREAS These practices discouraged many people from applying to either board had they been made aware of the "spirit" as well as the "letter" of the By-Laws;

AND WHEREAS The criteria of judgement, although not to be argued with, seem somewhat vague to many people when viewing the results.

BE IT THEREFORE RESOLVED THAT

the Union Board of Governors and Program Directorate go on record as recognizing that these procedures occurred.

AND BE IT FURTHER RESOLVED THAT

The Union Board of Governors and Program Directorate go on record in favor of revamping the By-Laws with respect to membership on the Union Board of Governors and Program Directorate so that its intent is captured as well its letter.

AND BE IT FURTHER RESOLVED THAT

due to temporal and operational difficulties that may arise by taking any action which may postpone installation of the new Board for the new year, the Union Board of Governors and the Program Directorate go on record in favor of accepting the selection committee's report realizing all the irregularities involved.

Seconded.

Bob Weinhausen stated that he is not a constitutional legalist and pointed out that the 2.3 grade point average was a guidepost for decision and that you must also take other views into account. You should look at each particular situation. If an individual does not have a 2.3 average but if he does spend a number of hours in union work and does not present the danger of falling below 2.0 then this person should be considered also.

Bill Newell stated that you have to make this fact public to the University community to be at all fair, because many did not apply because they did not have a 2.3 average.

MOTION Y-71 was passed after a vote was taken.

MOTION Y-70 was passed, brought up for reconsideration, and defeated.

MOTION Y-72 It was moved that the Board accept the following students as Directorate members as recommended by the Selection Committee: Judy Maier, WMR; Sherry Wagner, CPD; Tom Sinnott P.R.; Mary Horst, Fine Arts; Miriam Smith, Recreation; Jo Gustafson, Personnel; Mary Kottke, Music; and Steve Erickson, Topics.

MOTION Y-72 was defeated.

Dr. Zander stated that there were too many hair-splitting rules. He suggested abiding with the 2.3 grade average and checking on the 25 hours of union time. The By-Laws should not be overlooked. Both needed to be considered before appointments were made.

MOTION Y-73 It was moved that the appointments be postponed for at least two weeks.

Seconded. Defeated.

MOTION Y-74 It was moved to suspend the section of the By-Laws dealing with selection and election.

Seconded. Defeated.

Dr. Leonard Bart brought up two points concerning the appointments if the election were postponed.

1. Would some people have to retract their names as candidates.
2. If they waited two weeks for elections could you accomplish enough in 10 days so you could start off with clear thinking.

MOTION Y-75 It was moved to call a five-minutes recess so the Executive Board can evaluate the 25 hours of union time for each applicant.

Seconded. Carried.

It was decided by the Executive Board that all the persons up for election had 25 hours of union time which is sufficient for appointment.

MOTION Y-76 It was moved that the Board accept the following people to the Board as recommended by the Selection Committee: Sue Cole, and David Larson.

Seconded. Carried.

MOTION Y-77 It was moved that the Board accept the following people to the Directorate as recommended by the Selection Committee: Judy Maier, WMR; Sherry Wagner, CPD; Mary Horst, Fine Arts; Miriam Smith, Recreation; Jo Gustafson, Personnel; Mary Kottke, Music; Steve Erickson, Topics.

Seconded. Carried.

11. Swearing-in of the accepted members of the Board and Directorate was the next issue of business.

All newly selected Board and Directorate members stood and the oath of office was given to them.

Bob Weinhagen, president of UBOG swore in the Union Board Members
Bob Weinhagen, president of UBOB swore in the Directorate Members

III. The election procedures were explained.

Bob Weinhagen stated that the appointments would be elected in the following order:

President
Vice President
House and Finance
Personnel
Public Relations

It was explained that if a candidate did not get appointed to the position for which he originally tried out, he could drop down and try for the next position if he wished.

- A. In voting for the President, it was stated that only new Board members could vote.
- B. In voting for the Vice President, it was stated that new Board members and Directorate members could vote.
- C. The required vote would be the majority of those present.

Presidential candidates giving speeches were:

Greg Ritter
Joe Kroll
Jud McCarthy

Greg Ritter was elected President of the Union Board of Governors.

Vice Presidential candidates giving speeches were:

Randy Pratt
Joe Kroll

Joe Kroll was elected as Vice President of the Union Board of Governors.

Dave Larson was elected as Secretary-Treasurer of the Union Board of Governors by a White Ballot.

Personnel Governor candidates were:

Randy Pratt
Judd McCarthy

Judd McCarthy was elected as Personnel Governor of the Union Board of Governors

Sue Cole was elected as Public Relations Governor of the Union Board of Governors by a White Ballot.

MOTION Y-78 It was moved that the meeting be adjourned.

Seconded. Carried.

Meeting was adjourned at 12:00 p.m.

Respectfully submitted
Donald R. Zander
Recording Secretary

jh
5/8/67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Board Meeting
Wednesday, May 31, 1967
AGENDA

- I. Approval of Minutes
- II. Old Business
- III. New Business
 - A. Swearing in of New Board and Directorate Members
 - B. Executive Vacancy Special Election
- IV. Announcements
 - A. Executive Committee
 - 1. Representation Policy
 - B. House and Finance Committee
 - 1. Budget
 - C. Personnel Committee
 - D. Public Relations Committee
 - 1. Leadership Retreat
 - E. Program Directorate
 - 1. Directive on Dance Policy

GR/1a
5-31-67

UNIVERSITY OF MINNESOTA
Coffman Memorial Union &
West Bank Union
Summary of Income & Expense Accounts
Fiscal Year 1967-68
4th draft corrected 5/23/67

INCOME

7202-03	Rental & Service	16,000	
7211-03	Program (subsidized)	5,300	
06	Program Revolving Account	35,600	
7237-03	Billiard Receipts	21,500	
05	Department Merchandise Receipts	117,500	
*7238-03	Bowling Lanes Receipts	56,000	
7202-09	Artcraft Studio Receipts	6,500	
7100-03	Radio Station WMMR Receipts	2,500	
7234	Other Departments		
02	Barber, Beauty Shop & Bookstore	5,800	
7202-03	Support from Student Fees	<u>504,939</u>	
	Total Income, Fiscal year 1967-68		771,639

EXPENSE

7202	Coffman Memorial Union, General		
	Regular Salaries	93,925	
	Miscellaneous Help	22,000	
02	Supplies & Expense Administration	22,636	
04	Supplies & Expense UBOG	4,000	142,561
7202	Building Maintenance		
	Regular Salaries	127,346	
	Miscellaneous Salaries	30,000	
06	Supplies & Expense	70,000	227,346
7202	Artcraft Studio		
	Regular Salaries	8,004	
	Miscellaneous Salaries	4,500	
08	Supplies & Expense & Equipment	7,900	20,404
7100	Radio Station WMMR		
	Regular Salaries	7,692	
	Miscellaneous Salaries		
02	Engineering & Maintenance	1,200	
04	Program Administration	2,375	
06	Construction & Expansion	6,125	17,392
7211	Coffman Memorial Union, Programs		
	Regular Salaries	39,132	
	Miscellaneous Salaries	1,900	
02	Administration & Supplies	4,000	
04	programs, (subsidized)	32,000	
06	Program Revolving Account	34,900	
08	University Program Fund	500	112,432

* Fee increase, 5¢ per line included
** Includes Health Insurance funds & fund for
2% overhead, CMU operations income.

Summary of Income & Expense Accounts
 Fiscal Year 1967-68/4th draft
 May 31, 1967
 Page 2

7212	West Campus Student Unions		
	Regular Salaries	21,084	
	Miscellaneous Salaries	1,700	
02	Administration, Supplies & Equipment	1,000	
04	Programs	7,600	31,384
7237	Coffman Union, Billiards, & Newsstand		
	Regular Salaries	6,828	
	Miscellaneous Salaries	14,600	
02	Administration, Supplies, & Equipment	5,800	
04	Merchandise for Resale	80,000	107,228
7238	Coffman Union Bowling Lanes		
	Regular Salaries	12,792	
	Miscellaneous Salaries	12,600	
02	Administration, Supplies & Equipment	12,000	
04	Merchandise for sale	500	37,892
	Equipment replacement fund (0500-9558-02), estimated transfer from bowling (0500-7238-02)	55,000	
	Depreciation of furniture & Equip. inventory 7 1/2% of purchase cost @ 300,000	22,500	22,500
*	Transfer from operating reserve to meet annual expenditure for renovation	<u>52,500</u>	52,500
	Balance, replacement fund beginning fiscal year 1967-68	130,000	
	Total Expense (Coffman Memorial Union) fiscal year 1967-68		<u>771,639</u>
*	10 year average expenditure, \$75,000		

BMA/lmh
 5/31/67

PROPOSAL:
AN ONGOING PROGRAM IN
GROUP DYNAMICS AND
LEADERSHIP TRAINING

William N. Shiebler
Administrative Fellow
May 15, 1967

INTRODUCTION

This preliminary proposal is designed to present a group dynamics and leadership training program for a college student group. It has not been specifically designed for the students and staff who are affiliated with our Union organization. Therefore, there is much room for adaptation and implementation in view of the needs of the Union's students and staff.

One might wonder: Why train active and involved groups of students in group dynamics? Isn't this a function of the classroom? A full answer to this inquiry is beyond the scope of this proposal but it can be summarized with the statements of two basic concepts upon which I base my proposal.

The first is that extra curricular activities and involvement are an important part of the college or university learning experience. They are often the only areas on the campus where a student is able to apply his skills and knowledge through group participation and individual effort. If one sees extra curricular activities as an important, often predominant part of the college learning process; then the need for expert guidance and a maximization of the experience of extra curricular activities is obvious. Too often these activities roll on year after year without any evaluation of their effectiveness as educational experiences.

The second basic concept comes from the youthful science of Social Psychology. Goodwin Watson defines Social Psychology as being concerned with the experience and behavior of persons in social situations in which each responds in some way to the behavior of others. (Watson, 1966). In the most elementary and superficial observation of human activity, it is rather obvious that most of our time and activity is spent in groups, ranging from the dyad to the membership in large organizations such as the University. Watson further states: "Education has been slow to recognize its obligation--even the possibility for training people to work effectively in groups. The tradition of the school has

been individual work and grading on individual performance." (Watson: 1966). In the study of the group process, Social Psychologists have developed various methods which facilitate the process and enable the individual to better understand the groups he comes into contact with in his day to day activity. These methods help the individual to make his group experience a rewarding one for himself and those he comes into contact with. By joining these two concepts of student activity and Social Psychology, one can see the necessity for some type of formal approach to training in group dynamics.

It is my personal bias through experience and training that any group or individual can benefit from an exposure to human relations training. Therefore this proposal will certainly not attempt to discourage this type of program for the Union organization, but rather to positively implement it. In an attempt to explain some of the theory and methodology of group dynamics training I have added a few pages of notes on the subject. These barely scratch the surface of the amount of research and writing in the field. In the event that further clarification is needed, I have also added a rather limited bibliography.

The Proposal:

Goals

The initiation of training in group dynamics in the Union program cannot stand unexplained. It must have a purpose or goals. It is my feeling that these goals should be carefully delineated by those within the Union itself: the students and staff members involved.

For the purposes of this proposal, I will name some of the areas in which I feel human relations or group dynamics training would be helpful to the Union organization. These are: perception of self and others; problem solving; inter-group collaboration and conflict; leadership styles and skills; decision making and

the role of consensus in decision making; staff student relations and communications; basic communication skills; and an understanding and clarification of group goals. Training is available for the above areas and others through various group dynamics procedures.

The conference should provide a minimum of 15 hours for sensitivity training in T groups. A brief explanation of Sensitivity Training is needed here.

Sensitivity training has three basic goals: (1) to increase the participants understanding of his real self; (2) to sensitize him to the feelings of others and the influence of his own behavior on other persons; and (3) to develop awareness of the process by which groups develop open-communication, trust, consensual decisions, and cooperative action. The basic unit of this type of training is the T group. T group training takes place in self-directing, self-observing groups usually containing eight to twelve members. The Laboratory Method, as it is sometimes called, implies that participants learn mainly from their own observation and experience rather than from lectures or reading.

The skilled professional trainer does not serve as a group leader but rather helps the group members to discover and to operate their own leadership resources. The group strives for frank, free, open communication on a basis of mutual trust.

Research on T groups has been going on continuously since their inception by Lewin, Bradford, & Lippett at Bethel, Maine in 1947. Gibb (1955) found that participants were better able to rate themselves as others would rate them. Massarick and Carlson (1960) used the California Psychological Inventory and found that sensitivity training enables the average participant to feel free and more spontaneous. Gibb & Allen found that ninety six T group trained people were more vigorous in challenging the ideas of other group members, more

hardened in their comments, more open in their criticism of persons, ideas, etc. Bunker (1965) found eight areas of positive change in individuals behavior after T group training.

In addition, the weekend conference should contain sessions or workshops which are aimed at specific, concrete training in various areas of group dynamics.

The Planning Committee:

The training program which is contained in this proposal is no simple job. It will take a great deal of hard work on the part of those who plan it. A strong, capable student committee is needed for this job.

The committee should be made up of four or five members, who remain on the committee for two year overlapping periods so as to give some continuity of effort. The members should be students who have the resource of a staff or faculty advisor. Naturally they will be responsible to those who provide the funds.

Most of the basic decisions concerning the content, cost and participation in the training program should be made by this committee. However, decisions as to how to carry out the various aspects of training should be left to the professional training staff who they have hired.

The Training Program:

The training program which I propose will be one which is operated on a year round basis and covers every possible area in group dynamics training. As I have stated, the goals of the program should be carefully delineated. However, the program should be flexible in content, so to service immediate and ongoing needs of the groups concerned. The focal point of this program would be a

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three or four day conference which would be held annually at the beginning of fall quarter. I will briefly outline the content, format and cost of such a conference:

1. Content:

The conference should serve the dual purpose of introducing students who are unfamiliar to group dynamics to the field and enabling students who have been participating in the ongoing program to further their knowledge and skills. For example, these might include sessions on decision making, problem solving, role playing, and communication. The choice of which session, should be left to the planning committee, but the methods used should be decided upon by the professional staff hired as trainers.

2. Format:

Various model conference schedules are available as guidelines, but the format should be decided by the planning committee. One thing which should be kept in mind is that the conference is not a vacation weekend. Three days is a rather short period of time, and it should be used to its fullest extent.

3. Cost:

Since much of the information such as location, amount of staff and food costs is unavailable to me, it is rather difficult for me to pinpoint expenses. As a rule of thumb, we can figure on approximately \$30.00 per person in attendance. This should cover lodging, food, transportation, and staff services for about sixty people or a total budget of about \$1,800.00. However, this is an arbitrary figure. The size of the conference is limited only by the availability of finances, facilities, and professional staff.

The Ongoing Program:

Ideally, this training program should be on a year-round basis. Monthly or Bi-monthly sessions should be held. These can be directed at specific areas by the planning committee members, in consultation with the professional staff available.

In addition, there should be consultation made available to individual students and groups for problems which may arise during the year. Consultation such as this is now being used extensively by industry and it has proven to be very valuable. Some on-going programs have T groups which meet on a weekly basis. These only work out under the right conditions. For a group of students who are committed to many meetings, these group sessions could become just another hour sandwiched into a myriad of other appointments. Therefore, in the beginning at least, I do not recommend an on-going T group.

Professional Staff:

The professional staff needed for both the weekend conference and the year-round program should be available here on campus. Ideally, a social psychologist or someone with graduate training in group dynamics should be chosen to be the Director of the conference and the main consultant for the on-going program. Dr. David Johnson of the Educational Psychology Department here at Minnesota is more than qualified for this position. I am sure that there are other faculty members who also have the qualifications needed.

The person hired as Director or Coordinator will be able to assemble the training staff according to the needs decided upon by the student committee. Skilled trainers are available here on campus and in the Twin Cities area.

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Coffman Union Staff Involvement:

If the program is to be highly effective, I would recommend that the professional staff of the Union be involved in group dynamics training. I will make several recommendations in this area:

There should be a staff group at the weekend conference. This group should participate in a Staff T-group and in the general skill sessions along with the students. It should be possible at future conferences to have some Staff-student T-groups.

Group Dynamics Skills Sessions should be planned for staff members on an ongoing basis. These people are working constantly with groups of students. Consequently they should be aware of the group process.

At least one staff member should be given more extensive training. This could be accomplished by sending a staff member to Bethel, Maine for one of the month long training sessions under the auspices of the National Training Laboratory. This person could then become an immediate resource person in the Union.

Library and Course Work:

For those students and staff who wish to pursue the field academically, certain steps can be taken. There are graduate courses available in the study of groups. In addition, the Union might endeavor to build a small collection of books and periodicals in this area. These can be recommended by the professional training staff.

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Evaluation Procedures:

Evaluation of training in this area is difficult. Precise measures have not been developed to show graphic results. However, there are some rudimentary measures available. These can and should be utilized by the professional training staff.

Conclusion:

A training program such as I have outlined is no small endeavor. It will involve a great deal of time and money on the part of those who sponsor it. The immediate results or effects upon the Union might not be readily visible. Yet, if the activities in the Union are seen as an educational experience, one cannot disagree with the endeavor to achieve the most from them.

This proposal has barely outlined what is available in the way of group training. Team training, Community Development Laboratories, and other specific focuses of training have not been elaborated. If a program is initiated at Coffman, I am sure that it will branch into other areas and skills. All that is needed is a beginning.

WNS: jh

5/15/67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Board Meeting of May 31, 1967

Members Present

Greg Ritter, Joel Kroll, Dave Larson, Sue Cole, Jud McCarthy, Dr. Donald Zander

Members Absent

Randy Pratt, Dr. Leonard Bart, Dr. James Holte, Mr. Edwin Haislet, Mr. Tracy Page, Jr.

Guests Present

Tom Reeve, Program Director; Carl Nelson, Assistant Program Director; Bert Atkinson, Assistant Director; Yvonne Thayer, Daily Reporter; Chuck Gustafson, student; Bob Canfield, MSA representative; Steve Erickson, Topics Area Director, Directorate; Tom Whear, Social Area Director, Directorate; Tom Sinnott, PR Director, Directorate;

The meeting was called to order at 6:45 p.m. by President Greg Ritter.

- I. Since there was not a quorum at the April 19 meeting there were no minutes to be approved from the last meeting.

II. Old Business

MOTION Y-79 It was moved that the Board rescind MOTION Y-71 of the Minutes of May 2, dealing with the resolution on irregularities in the Board and Directorate appointments.

Seconded. Carried.

III. New Business

A question was raised about the officers of the UBOG speaking as representatives of UBOG or for themselves on issues. It was decided that our present policy on representation was adequate.

A. Swearing-in of New Board and Directorate Members

MOTION Y-80 It was moved that Tom Sinnott and Tom Whear be appointed as members of the Union Board of Governors Directorate.

Seconded. Carried.

Tom Sinnott and Tom Whear were sworn in as members of the Directorate by President Ritter.

MOTION Y-81 It was moved that Chris Stoddard be appointed to the Union Board of Governors.

Seconded. Carried.

Chris Stoddard was sworn in as a member of the Union Board of Governors by President Ritter.

B. Executive Vacancy Special Election

It was stated that there were two executive vacancies on the Board.

1. House and Finance Governor
2. Personnel Governor

It was announced that Jud McCarthy resigned his position as Personnel Governor at the Executive Committee Meeting on the afternoon of May 31, 1967.

MOTION Y-82 It was moved that Jud McCarthy be elected as House and Finance Governor by a white ballot.

Seconded. Carried.

MOTION Y-83 It was moved that Chris Stoddard be elected as Personnel Governor by a white ballot.

Seconded. Carried.

IV. Announcements

MOTION Y-84 It was moved that the Leadership Retreat be moved to Section 1 under Personnel Committee on the Agenda for the meeting and that the Merit Key Winners be added to the agenda under Personnel Committee.

Seconded. Carried.

A. Executive Committee

It was announced that the next meeting would be June 28, in Room 346. There will be discussion on summer business.

B. House and Finance Committee

1. Budget

MOTION Y-85 Jud McCarthy moved that the 4th Draft of the Summary of Income & Expense Accounts be accepted by this Board with one correction that account 7202-03 be increased by \$1,500.

Seconded

Dr. Zander stated that the purpose of this summary was to present a realistic balanced budget.

Dr. Zander gave a brief explanation of what was covered under each item of income and expenditures and where the various amounts of money under each item came from.

There was a time for discussion of any questions which were brought up on the budget.

MOTION Y-85 was carried.

MOTION Y-86 It was moved that the Operating Reserve Fund be invested for a minimum of six months, until such time as the role and responsibilities of the All-University Committee is determined.

Seconded. Carried.

MOTION Y-87 It was moved that the 4th Administrative Fellow be appointed with student consultation and that an evaluation be started by the end of fall quarter 1967.

Seconded. Carried

C. Personnel Committee

1. Merit Key Winners - 10 selections.
Each of these winners will receive letters of commendation.
The winners are as follows:

Rolland Dennistoun

John Stanton - WMR

Dick Greig

Dianne Setsler - West Bank

Coleen Morgan

Nancy Day - Topics

Bonnie Stewart

Francine Moskowitz - CPD

Paul Gens

Ginny Melcher - Social

2. Leadership Retreat

MOTION Y-88 It was moved that the Board allocate \$1,500 for a 3-day retreat to be held next fall. Other campus groups can and should be invited to participate. The Personnel Governor shall be responsible for making all arrangements and insuring the success of this experiment.

Seconded.

There was discussion on the proposal "An Ongoing Program in Group Dynamics and Leadership Training," by Bill Shiebler.

It was suggested that members of UBOG, MSA, St. Paul Student Center Board, Daily, etc. should be invited to the retreat. \$1,500 is the estimated cost for 60 people which was the maximum number that could be accomodated with the maximum benefit. It was stated that such a retreat would increase the contact and communication with individuals in other organizations.

Such a retreat would include three phases:

1. It would include about 15 hours of T-group sensitivity training, which would increase the awareness of action happening around others, the individual himself, and the group cooperation.
2. It would include a series of leadership training workshops which would give each individual knowledge of situations surrounding him and how to deal with them.
3. The third phase would include a period where the groups would get together and talk about their own organizations including their goals and objectives.

MOTION Y-88 was carried

D. Public Relations Committee No report

E. Program Directorate

1. Directive on Dance Policy

Joe Kroll noted that exceptions can be made to the dance policy by the Director who shall record and report it to the House Standing Committee.

It is the policy of the Union that students must have a University of Minnesota I D card to be admitted to dances. An exception was made to let college students with any college I D card be admitted to any of the dances for the summer.

MOTION Y-89 It was moved that if a dress code did exist for dances that it should be abolished.

Seconded. Carried.

MOTION Y-90 It was moved that the meeting be adjourned.

Seconded. Carried.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted

Dr. Donald R. Zander
Recording Secretary

DRZ: jh
6/6/67

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Board Meeting
Wednesday
June 28, 1967

AGENDA

- I. Approval of Minutes
- II. Old Business
- III. New Business
- IV. Announcements
 - A. Executive Committee
 - B. House and Finance Committee
 - 1. Board of Presidents' request
 - 2. Gopher Hole
 - 3. Parking
 - 4. Building Hours
 - 5. Priority List
 - 6. Other, etc. WMMR
 - C. Personnel
 - 1. Retreat
 - D. Public Relations
 - E. Program Directorate
 - F. President's Report
 - G. Director's Report

GHR/1a
6-27-67

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UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Board Meeting of June 28, 1967

Members Present

Greg Ritter, Joe Kroll, Dave Larson, Jud McCarthy, Chris Stoddard, Dr. Donald Zander

Members Absent

Sue Cole, Randy Pratt, Bob Canfield, Dr. Leonard Bart, Dr. James Holte,
Mr. Edwin Haislet, Mr. Tracy Page, Jr. (Faculty members are in process of
changing.)

Guests Present

Carl Nelson, Assistant Program Director; Steve Erickson, Topics Area Director,
Directorate; Scott O'Malley, Station Manager of WMMR; Bill Westmiller, WMMR
Representative; Yvonne Thayer, Daily Representative; Donna Oursland, Secretary

The meeting was called to order at 6:35 p.m. by President Greg Ritter.

I. Approval of Minutes

Joe Kroll asked that his name be correctly listed in Members Present as Joe Kroll
instead of Joel Kroll.

It was stated that Bob Canfield should be listed under Members Present as MSA
representative.

Chris Stoddard stated that his name should be included in the list of Guests
Present.

In Motion Y-80 the word Program should be before "Directorate".

In Motion Y-86 it should be changed to read "It was moved to recommend".

Jud McCarthy asked that on page 5 the first sentence under Program Directorate,
Directive on Dance Policy, read "House and Finance Standing Committee".

MOTION Y-91 It was moved to accept the minutes as changed.

Seconded. Carried.

II. Old Business

President Greg Ritter stated that it is still unknown what amount is in the
Operating Reserve Fund in order to carry out Motion Y-86. He mentioned that at
the next meeting a better estimate will be known.

III. New Business

President Ritter stated that the next Board meeting will be held Thursday, July 27, in the Campus Club, and that it will be a dinner meeting.

IV. Announcements

A. Executive Committee - Greg Ritter

Greg Ritter reported that the Executive Committee with the approval of the Board has appointed Dave Larson as PICS (Program in Community Service) director until a permanent person can be recruited.

B. House and Finance Committee - Jud McCarthy

1. Board of Presidents' Request - Jud McCarthy reported that the Board of Presidents wants an executive secretary for research. The Board of Presidents wants an executive secretary for three months in order to determine the value of this position; therefore, they will need \$1600 to finance it. They have requested that the Union Board of Governors allocate \$900 to help finance.

MOTION Y-92 It was moved that the Union Board of Governors allocate \$900 to the Minnesota Student Association for the Board of Presidents' request of hiring an executive secretary.

Seconded.

Jud McCarthy stated that the money which is allocated will be charged to the account of Board Expense. After a discussion of what the research would include that the executive secretary would be doing, Chris Stoddard made an amendment to Motion Y-92 which stated that the Union Board of Governors recommends that the research which should develop from the expenditure of funds should take a direction in not only looking at the past but also in looking at the current thought on this campus and others and at the current direction of student involvement as seen by contemporary thinkers.

Seconded. Carried.

MOTION Y-92 carried as amended.

2. Gopher Hole - Jud McCarthy mentioned that the establishing of a renovation priority list will be made with Mr. Atkinson in the near future.

3. Parking - Jud McCarthy stated that the last Executive Committee and House and Finance Committee suggested that the Union Board get six parking spaces to be reserved on a permanent contract basis through Mr. Atkinson's office.

MOTION Y-93 It was moved that the Union Board of Governors reserve six contract parking spaces for the coming fiscal year for \$450 in the parking area south of Coffman Union.

Seconded. Carried.

It was mentioned that the reservation system and the priority list involved in reserving the parking spaces will have to be worked out.

4. Building Hours - Greg Ritter mentioned that Coffman Union will be closed on weekends during the summer. The question was raised whether the building should be open on weekends.

5. WMMR - Jud McCarthy presented three alternatives for WMMR:

1. Continue closed circuit operation similar to what is being done now except on a smaller basis.
2. Close WMMR.
3. Expansion of WMMR to FM radio so that it will reach anywhere in the Twin City area.

Jud McCarthy stated that Mark Durenberger knows an engineer, Mr. Ray Bowman, who is willing to conduct a frequency search for FM radio for \$350. Once this search is completed, the application for the license to FCC can be done. It was mentioned that there is probably only one FM license left in the Twin City area.

MOTION Y-94 It was moved that the Union Board of Governors allocate \$350 for conducting a frequency search with Mr. Ray Bowman for FM radio, and if authorized by the Board, to get an FCC license.

Seconded. Carried.

Mr. Scott O'Malley stated that with FM, WMMR could reach not only the University but also the Twin City area; therefore, this would be public relations because commuters and parents of students would be included. He mentioned that if WMMR practiced Educational FM it would be the first in the Twin Cities and thus expand the audience. Mr. Bill Westmiller mentioned that the new studio which is being created will be able to take FM. He also mentioned the possibility of the tower being on top of the hospital. Jud McCarthy reported that it is approximately a \$20,000 investment. There was a short discussion on whether the Union Board or whether the University of Minnesota would get the FM station. Dr. Zander and President Ritter spoke to the question of delaying this action for further study.

- C. Personnel - No Report.
- D. Public Relations - No Report.
- E. Program Directorate - No Report.
- F. President's Report - Greg Ritter

President Ritter stated that he plans to have a session each week with each

Board member. He reviewed what the Union Board is doing in each of the following:

1. Student Responsibility - The Union Board has helped the Board of Presidents to set up an executive secretary to do research in this area.
2. Student relationships - The Union Board is in the process of arranging a retreat for next fall.
3. Inter-campus relationships - President Ritter pointed to the ACU-I Convention to be held in November.
4. West Bank Union - President Ritter mentioned that he will be working with Mr. Carl Nelson in setting up the Board for West Bank.

President Ritter expressed his idea of the Union Board thinking not only of what is going on in the Union but also of what is happening at the entire University.

G. Director's Report - Dr. Donald Zander

Dr. Zander reported that Mr. Siggelkow, the new director of Coffman Memorial Union, will be here next week and will be at all of the future Board meetings. Mr. Carl Nelson, Director of West Bank Union, will be moving there next week. Dr. Zander stated that Erik Erickson will be Program Director at Coffman Union. He mentioned that Mr. Starr and he will move to Clay School shortly.

Dr. Zander stated that Roger Martin has accepted the nomination to the Union Board of Governors for next year. He stated that Dick Stanford has been nominated to the Advisory Board.

Jud McCarthy raised the question of the possibility of Tom Stark getting Carl Nelson's office and then the executive secretary could take Room 110. It was decided to check with Tom Stark first since his office is a short distance from the Gallery.

MOTION Y-95 It was moved that the meeting be adjourned.

Seconded. Carried.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Dr. Donald R. Zander
Recording Secretary

DRZ:do
6/30/67