

UNION BOARD OF GOVERNORS  
1974-75 MOTIONS

MOTION 1-75  
Oct. 17, 1974

(Ford-Glenn) To commend Tom Stark for his years of service to Coffman Union.

MOTION 2-75  
Oct. 17, 1974

(Simmons-Ledder) To approve Barry Bridges as Board Alumni Representative. Approved.

MOTION 3-75  
Nov. 7, 1974

(Hendricks-Bergstrom) Moved to make no further nominations for Vice Chairman until next meeting.  
Motion Passed.

MOTION 4-75  
Nov. 7, 1974

(Gottfried-Kohnert) Move to charge House Committee to consider Resolution 1.

AMENDMENT 4A-75

(Hendricks-Gottfried) ...Be it also resolved that the House Committee offer a resolution concerning this for next meeting of CMUBOG, bearing in mind our purpose is to serve students' needs.

MOTION 5-75  
Dec. 4, 1974

(Hendricks-Gottfried) Move that the reading of the minutes be suspended.. Motion Passed.

MOTION 6-75  
Dec. 4, 1974

(Hendricks-Bridges) Moved for a unanimous ballot to elect Monica Thrane to the position of Vice Chairperson House Committee. Motion Passed.

MOTION 7-75  
omitted

MOTION 8-75

(Ciabattari-Gottfried)  
Whereas the question of membership in, use of, and support for the Minnesota Union and its various constituent unions has been raised, and  
Whereas the constitution of the Minnesota Union contains ambiguities as to membership and responsibilities, and  
Whereas the intent of the constitution appears to be vague, and  
Whereas it is the wish of Coffman Union to conform to the standards of the Minnesota Union, and  
Whereas Coffman Union may not take any steps in that direction until the problems stated above are resolved, and  
Whereas the Minnesota Union Coordinating Board is the overall governing board of the Minnesota Union  
Be it resolved that the Coffman Union Board of Governors authorizes its representatives to the Minnesota Union Coordinating Board to ask MUCB for opinions and interpretations of the intent of its constitution concerning membership in, use of, and support for the Minnesota Union.

- MOTION 9-75  
Jan. 9, 1975 (Bridges-Hendricks) To appoint a Board member as acting chairperson-bicentennial, to look into what the University plans for bicentennial.
- AMENDMENT 9A-75  
Jan. 9, 1975 (Ciabattari-Hapsch) To look into possibility of forming Bicentennial Committee.
- MOTION 10-75  
March 6, 1975 (Bergstrom-Gottfried) To accept Spring Quarter UPC Budget. Approved.
- MOTION 11-75  
March 6, 1975 (Gottfried-Bridges) To approve By-Law changes, Articles II and VII, regarding temporary appointments of Council Members to fill vacancies occurring thru resignations, not to exceed one quarter. Approved.
- MOTION 12-75  
March 6, 1975 (Gottfried-Peterson) Move that the Board of Governors direct staff to locate photos of former officers and display them appropriately in Room 346. Approved.
- MOTION 13-75  
March 6, 1975 (Gottfried-Hendricks) That a letter of commendation be sent to out-going Board members for outstanding service. Approved.
- MOTION 14-75  
March 6, 1975 (Thrane-Walcott) Move to adopt the following base costs for organization space in Coffman:

BASE COSTS FOR ORGANIZATION TYPES

Organization Grouping	% of Base	1975-76 Minimum Cost
1	30	1.00
2	60	2.00
3	100	3.33
4 *	100	3.33
5	150	5.00
6 *	200	6.66

The major occupants will be treated on an individual basis. The Union will seek to establish a uniform percentage of general building maintenance.

\* Minimum rate charge. Each contract would be negotiated separately for percentage of gross or another comparable charge.

Motion Passed.

MOTION 15-75  
March 6, 1975

(Gottfried-Thrane) Move to approve 1975-76 goals as outlined on document. Approved.

MOTION 16-75  
March 6, 1975

(Gottfried-Thrane) To approve tuition freeze across the board to all students.

MOTION 17-75  
April 2, 1975

(Atkinson-Lenander) To approve the following policy for insertion as part of CMU House Policy:

Space on the Ground Floor generally designated as shops will be available only to commercial enterprises where goods and/or services are provided at a cost to the patron. That space will be restricted to those classifications identified in the document, "Classifications of Organizations Occupying CMU", as Non-Profit Student Enterprises and Non-University Enterprises.

Other space in the Union, including areas on the Second and Third Floors, generally designated as office space will be available for occupancy by those classifications identified in the document "Classifications of Organizations Occupying CMU" as Student Organization, Student Organization with Established Funding Sources, University of Minnesota Department Staffed Offices, University Related Non-Student Organizations.

Motion Passed.

MOTION 18-75  
April 2, 1975

(Blackshear-\_\_\_\_\_) to approve Minutes of March 6. Approved.

MOTION 19-75  
April 2, 1975

(Blackshear-Peterson) Move to approve item 1 with deletion of (e) grant fund thru MUCB. Motion Passed.

MOTION 20-75  
April 2, 1975

(Blackshear-Bergstrom) Move to approve items 2 and 3. Motion Passed.

MOTION 21-75

(Blackshear-Bergstrom) Move to approve \$6,000 toward the financing of the above-mentioned activities. Motion Passed.

MOTION 19A-75

(Peterson-Bridges) It is moved that:

- 1) a non-voting coordinating area within the Union Program Council be created to handle plans and preparation for the Bicentennial celebration. The

Bicentennial area will involve members of the Union Program Council, the UBOG, and Coffman staff and will still be under the jurisdiction of the Union Board of Governors.

- 2) the Coffman Union funds for the Bicentennial be put into a sub-account under the Union Program Council's bank account.

Motion Passed.

MOTION 20A-75  
April 23, 1975

(Lenander-Gottfried) Move to approve the bi-monthly meeting schedule. Motion Passed.

MOTION 21A-75  
April 23, 1975

(Bridges-Lenander) Move that each Board member who is representing a constituent group describe this group, their needs, and suggest how CMU might help. Motion Passed.

MOTION 22-75  
April 23, 1975

(Gottfried-Bridges) Move that we involve the major occupants of CMU in the bicentennial in the rededication of the building. Motion Passed.

MOTION 23-75  
April 30, 1975

(Hendrickson-Thrane) Move tentative approval of the 1975-76 budget.

MOTION 24-75  
April 30, 1975

(Gottfried-Blackburn) Move that the approval of the budget be postponed to the May 14 meeting. Motion Passed.

MOTION 23A-75  
May 14, 1975

(Bridges-Sims) Move to approve CMU 1975-76 Budget. Motion Approved.

MOTION 24A-75

(Bergstrom-Blackshear) That the following persons be ratified and confirmed to their respective ares as coordinators for the 1975-76 Academic Year.

President - Alan Bergstrom  
VP-Finance - Brian Johnson  
VP-Personnel - to be appointed  
VP-PR - Mike Garcia  
Social - Constance Maloney  
Current Events - Rick Plunkett

Ethnic Affairs - to be appointed  
Contemporary Arts - Pat Ford  
Trips & Outings - Kathy Rosel  
Games & Tournaments - to be appointed  
Gallery - Roz Rezac  
Whole Coffeeshouse - to be appointed

Motion Approved.

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

To: CMU Board of Governors  
From: Rufus L. Simmons, Secretary  
Subject: Board Meeting THURSDAY, OCTOBER 17, 1974, Room 626 Campus Club  
Lunch 11:30 (6th floor line)  
Meeting 12:00

AGENDA

I. Call to Order

II. Minutes

III. Reports

House----

UPC

Directors **Orientation. Remodeling.**

IV. Old Business

Election of Officers **(postponed)**

Alcohol Policy

Retreat

V. New Business

Resignation of Assistant Director-Programs

Orientation of New Board Members

**Board Alumnus Position**

**TCSA Position**

**Super Board Reps**

**Cafeteria**

**Next Meeting - November 7 - 12:00 noon - 353 CMU**

10/10/74

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors  
October 17, 1974

Present: Patrick Pechacek, Act Chairman  
Barry Bridges, Act V Chairman  
Mike Jones-z, Union President  
Kathy Rosell, UPC  
Al Bergstrom, UPC  
Rosalind Ford, Grad School  
Fay Peterson, Education  
Vi Justice, Civil Service, Clerk

Perry Blackshear, Faculty  
Charles Walcott, Faculty  
Glenn Hendricks, OSA  
Robert Ledder, Food Service  
Rufus Simmons, CMU  
Berton Atkinson, CMU  
Tom Stark, CMU  
Gary Gottfried, CLA

Absent: Julie Hapsche, UPC  
Bill Broberg, CHIP  
Carol Walden, Minn Alumni

Bradley Kohnert, Civil Service, Student  
Norman Holte, Campus Club

Guests: Diane McLeod, CMU Info Rep  
Ed Siggelkow, Director, MU

The meeting was opened by Rufus Simmons, Secretary to the Board at 12:05 in the absence of the acting chairman. (Pat Pechacek, acting chairman, arrived later during the meeting.)

The minutes of September 12 were approved as distributed.

#### DIRECTORS' REPORTS

Orientation. Mr. Simmons distributed orientation packets to board members who were not able to attend the October retreat at Camp Courage.

Remodeling. Mr. Atkinson said it will not be possible to meet the Phase I completion date of December 15 because of delays in receipt of materials. He thought February 1 would be a realistic date. He noted that the November 1975 completion date for Phase II could still possibly be met as parts of Phase II are already completed, i.e., cement work in front of building and on terrace.

#### UPC

Mike Jones-z, Union President, reported that the Council is moving at a rapid pace. Union Night was successful. The Council realized a small profit from proceeds whereas last year there was a heavy loss. A welcome dinner for new recruits has been planned for this evening. Mexican food will be catered. He senses a more enthusiastic attitude and looks forward to a better year than last.

OLD BUSINESS

Election of Officers. Election of Chairman and Vice Chairman was tabled until the next meeting so that more college board representatives could be present. The secretary of the Board will chair the meetings until officers are elected. Mr. Hendricks suggested a nominating committee set up a slate of officers for action at the next meeting. Gary Gottfried, Barry Bridges, Glenn Hendricks were appointed as a committee, with Glenn to chair. Those interested in holding office should contact the committee.

Retreat. Reactions to the MUCB retreat held at Camp Courage, October 4-6, to orientate new members to Union Boards, the Minnesota Union and College Boards: Fay Peterson, College of Education, thought it was worthwhile as she did not know anything about the unions previous to the meeting. She said they started to formulate goals. Mike Jones-z thought it was good because they met people from other unions but thought what was achieved could have been achieved here.

Alcohol Policy. Barry Bridges reported the alcohol committee has two points of unresolved business (1) house policy sanctions and (2) a check list. Rosalind Ford asked what the situation has been after events at which alcohol is permitted. Mr. Atkinson said that out of the half dozen events held to date there has been no difficulty.

NEW BUSINESS

Resignation of Assistant Director-Programs. Mr. Simmons read the letter of resignation from Tom Stark, Program Director, and Miss Ford requested a vote of commendation for his service.

MOTION 1-75 (Ford-Glenn) To commend Tom Stark for his years of service to Coffman Union.

Mr. Simmons said the Board should look at needs/improvement/reorganization relative to the program director position. Mr. Simmons asked for volunteers for a committee to screen candidates. Mike Jones-z, Fay Peterson, Kathy Rosell volunteered. Rosalind Ford suggested the committee write a description of qualifications desired before the position is posted. Mr. Simmons stated that once the reorganizational details are worked through a new job description will be forthcoming. Mr. Simmons stated that the vacancy created by Mr. Stark's resignation provides an opportunity to re-evaluate the staffing organization of the union. He added that efforts will be made to bring about a better organizational structure which will better enable the union to effectively serve the University Community.

Board Alumnus Position.

MOTION 2-75 (Simmons-Ledder) To approve Barry Bridges as Board Alumni Representative. Approved.

TCSA Position. Pat Pechacek reported the Assembly hopes to have a representative to the Board by the next meeting.

Orientation of new board members. Orientation meeting for new Board members will be Thursday, November 14, 11:15-1:00 at a location to be determined. Miss Ford expressed disappointment in receiving notice of retreat after it was over and hoped it would be possible to have an opportunity to meet members of the other unions at some future time. It was requested that this interest be brought to the attention of the Minnesota Union.

Super Board Reps. The Minnesota Union Coordinating Board (MUCB) will meet Tuesday, October 22, at 4:00 pm. Barry Bridges and Charles Walcott will attend in an acting capacity.

Gary Gottfried asked that the item CMU Issues and Concerns (an outgrowth of the fall retreat) be placed on the agenda for the next Board meeting.

Cafeteria. Miss Ford asked if anything could be done about the crowded conditions in the cafeteria at noontime. Mr. Ledder, Director, Food Service, said this is a major concern of food service. He hopes their near future plans to hire hostesses to help keep traffic moving will bring about more table space for those interested in eating.

NEXT MEETING - November 7, 12:00 noon (lunch 11:30), Room 353 CMU.

The meeting was adjourned at 1:15 p.m.

Respectfully submitted,

Rufus L. Simmons  
Director, Coffman Union



THE MINNESOTA UNION  
 COFFMAN MEMORIAL UNION  
 INCOME & EXPENSE SUMMARY  
 July 1, 1974 to July 31, 1974

INCOME	JULY 1974-75	JULY 1973-74	YEAR TO DATE 1974-75	YEAR TO DATE 1973-74
Encumbered Funds, Operating Accounts			3,589.84	1,066.25
Fee Appropriated 1/12			45,775.25	45,495.67
7104 Administration	419.31	239.72	419.31	239.72
7105 Program Office	-----	-----	-----	-----
7106 Maintenance	178.70	121.82	178.70	121.82
7107 P.A. Control	213.00	131.75	213.00	131.75
7108 Artcraft Studio	401.02	362.87	401.02	362.87
7109 Recreation/Outing	666.54	1,004.50	666.54	1,004.50
7111 Merchandise	3,669.18	4,793.38	3,669.18	4,793.38
7112 Lease Operations	1,105.96	1,409.28	1,105.96	1,409.28
<b>TOTAL INCOME</b>	<b>6,653.71</b>	<b>8,063.32</b>	<b>56,018.80</b>	<b>54,625.24</b>
<b>EXPENSE</b>				
7104 Administration				
Regular Salaries	8,635.42	7,478.00	8,635.42	7,478.00
Misc. Salaries	1,421.17	292.33	1,421.17	292.33
Fringe Benefits	1,274.89	1,055.90	1,274.89	1,055.90
Supplies & Expenses	553.20	326.70	553.20	326.70
	11,884.68	9,152.93	11,884.68	9,152.93
7105 Program Office				
Regular Salaries	5,878.60	5,266.32	5,878.60	5,266.32
Misc. Salaries	90.00	(76.51)	90.00	(76.51)
Fringe Benefits	888.79	794.16	888.79	794.16
Supplies & Expenses	279.05	102.19	279.05	102.19
	7,136.44	6,086.16	7,136.44	6,086.16
7106 Maintenance				
Regular Salaries	11,883.99	12,562.98	11,883.99	12,562.98
Misc. Salaries	2,619.53	2,279.64	2,619.53	2,279.64
Fringe Benefits	1,795.64	1,884.03	1,795.64	1,884.03
Supplies & Expenses	4,598.74	2,942.74	4,598.74	2,942.74
	20,897.90	19,669.39	20,897.90	19,669.39

THE MINNESOTA UNION  
COFFMAN MEMORIAL UNION  
INCOME & EXPENSE SUMMARY, PAGE 2

	JULY 1974-75	JULY 1973-74	YEAR TO DATE 1974-75	YEAR TO DATE 1973-74
7107 P.A. Control				
Regular Salaries	839.42	740.00	839.42	740.00
Misc. Salaries	-----	20.49	-----	20.49
Fringe Benefits	126.92	111.60	126.92	111.60
Supplies & Expenses	7.50	11.40	7.50	11.40
Merchandise for Resale	----	-----	----	-----
	973.84	883.49	973.84	883.49
7108 Artcraft Studio				
Regular Salaries	1,323.00	969.00	1,328.00	969.00
Misc. Salaries	499.16	172.80	499.16	172.80
Fringe Benefits	192.59	146.38	192.59	146.38
Supplies & Expenses	532.09	478.66	532.09	478.66
Merchandise for Resale	480.89	522.68	480.89	522.68
	3,032.73	2,289.52	3,032.73	2,289.52
7109 Recreation/Outing				
Regular Salaries	1,617.82*	1,507.68	1,617.82	1,507.68
Misc. Salaries	584.69	450.03	584.69	450.03
Fringe Benefits	244.59	227.39	244.59	227.39
Supplies & Expenses	163.07	33.59	163.07	33.59
Merchandise for Resale	-----	253.15	-----	253.15
*73-74 year 7109 & 7110 data combined	2,610.17	2,471.84	2,610.17	2,471.84
7111 Merchandise				
Regular Salaries	677.00	625.00	677.00	625.00
Misc. Salaries	525.26	190.31	525.26	190.31
Fringe Benefits	102.36	94.25	102.36	94.25
Supplies & Expenses	68.15	14.30	68.15	14.30
Merchandise for Resale	834.43	3,390.10	834.43	3,390.10
	2,207.20	4,313.96	2,207.20	4,313.96
7113 Undistributed Expense Supplies & Expenses	-----	-----	-----	-----
Expense Sub Total	48,742.96	44,867.29	48,742.96	44,867.29
Encumbered Funds	14,550.29	740.65	14,550.29	740.65
Total Expenses	63,293.25	45,607.94	63,293.25	45,607.94
Balance - Income/Expense			(7,274.45)	9,017.30



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Department of Minnesota Union  
Program Activities Office  
Coffman Memorial Union  
Minneapolis, Minnesota 55455

October 4, 1974

Mr. Rufus Simmons, Director  
205 Coffman Union  
University of Minnesota  
Minneapolis, Minnesota 55455

Dear Rufus:

I hereby resign as the Assistant Director-Programs of Coffman Memorial Union, effective as of November 8, 1974.

I have taken a job as the Director of Student Activities and Director of the Student Center at Rockingham Community College, Wentworth, North Carolina. I have enjoyed my 10+ years at the University of Minnesota but the opportunity at RCC was much too good to pass up.

My last day of work at Coffman Union will be on Friday, November 8, 1974

Sincerely,

Tom M. Stark  
Ass't Director-Programs

cc: MUCB  
Ed Siggelkow  
Union Program Council  
Union Board of Governors

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UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

November 1, 1974

Memo

To: CMU Board of Governors  
From: Rufus L. Simmons, Secretary *R. Simmons*  
Re: UBOG Meeting, Thursday, November 7, 1974, 12:00 noon  
(Lunch 11:30...use 4th floor cafeteria line.  
Carry lunch to Room 353 where we will eat and meet.)

AGENDA

I. Call to Order

II. Minutes

III. Reports

1. UPC
2. House/Finance
3. Chairman Report
4. Director  
Staff Reorganization

IV. Old Business

1. Election of Officers
2. Committee Appointment  
House/Finance Committee
3. Appointments  
MUCB  
MUCB Grant Fund
4. Alcohol Policy
5. UBOG  
Orientation
6. CMU Issues & Concerns

V. New Business

1. Recognition Awards
2. Announcements
3. Next Meeting
4. Resolutions to House Committee

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors  
November 7, 1974

Present: Mike Jones-z, Union President Gary Gottfried, CIA  
Kathye Rosel, UPC Glenn Hendricks, OSA  
Julie Hapsch, UPC Rufus Simmons, CMU Director  
Al Bergstrom, UPC Berton Atkinson, CMU  
Bill Eichten, GC Tom Stark, CMU  
Rosalind Ford, Grad School Pat Pechacek, Acting Chairman  
Fay Peterson, Ed  
Bradley Kohnert, Civil Service-Student  
Vi Justice, Civil Service-Clerk

Absent: John Ciabattari, TCSA Perry Blackshear, Faculty  
Richard Grinley, Law School Charles Walcott, Faculty  
Bill Broberg, Health Science Robert Ledder, Food Service  
Carol Walden, Minn Alumni Norman Holte, CC  
Barry Bridges, Alumni UBOG

Guests: Eric Ringham, Daily reporter

The meeting was called to order at 12:00 noon by acting chairman, Pat Pechacek.  
A quorum was present.

The minutes of October 17 were approved as presented.

Gary Gottfried moved to add Resolutions to House Committee to Agenda.

#### REPORTS

UPC. Mike Jones-z reported that the Council is presently reassessing Coordinator commitments to determine reason/s for slight lag in performance.

House & Finance. Berton Atkinson reported that beginning Monday, November 11, cigarette prices at Commuter/Newsstand will be increased to 60 cents. This has been caused by two wholesale increases and is in line with prices throughout the University.

Minutes - 2  
UBOG  
November 7, 1974

## DIRECTORS

Remodeling Progress. Mr. Atkinson reported that there is still a problem with material delivery and the February Phase-I-completion is becoming more apparent. A memo will be sent to occupants informing them of this development. The kitchen now is in operation and the IN scheduled to be opened. A current concern is getting the building in condition for winter.

Assistant Director-Program resignation. Mr. Simmons explained the rational for staff reorganization/development prompted by the resignation of the Assistant Director-Programs. The planned-for reorganization would involve reclassification of Assistant Director-Operations' position to Associate Director, making the position second in command. The Associate Director would continue to be in charge of the physical aspects of the building and the budget preparations. The reorganization would eliminate from his job description the program aspects of the Artcraft Studio, Games/Outings Center, Bowling & Billiards and free time to devote to the refinement of planning operations and budget matters. The Assistant Director position would include responsibilities for the programming aspects of the union.

Gary Gottfried asked that an organizational flow chart be given to Board members.

## OLD BUSINESS

Election of Officers. Glenn Hendricks, Chairman of Nominating Committee, said the committee considered two criteria: an expressed interest in service as Board Officer and student status.

The Nominating Committee submitted the name of Rosaline Ford as nominee for Chairman. Gary Gottfried moved for white ballot. Nominations were closed.

Ms. Ford opened the meeting for nominations for Vice Chairman of the Board/Chairman of House-Finance Committee.

Patrick Pechacek nominated Fay Peterson. She declined. Gary Gottfried nominated Bradley Kohnert who said he would not decline but noted he was not interested in chairing House & Finance Committee. Ms. Ford said she was interested in HF Committee and would be willing to chair it if this could be handled by a change in by-laws. Gary Gottfried said he would modify his nomination of Bradley Kohnert to consider by-law change to use chairperson to fill role of chairing HF Committee until clarification is gained.

MOTION 3-75 (Hendricks-Bergstrom) Moved to make no further nominations for Vice Chairman until next meeting. Passed.

Minutes - 3  
UBOG  
November 7, 1974

Committee Appointments. Ms. Ford asked for volunteers to serve on House & Finance Committee. Bradley Kohnert, Barry Bridges, Fay Peterson and Bill Eichten will serve.

Berton Atkinson said the HF Committee meets prior to Board meeting to discuss items to be presented to the Board for action. Sometimes two meetings a month are required-five hours a month at the most.

Appointments to MUCB. Chairman of Board plus student member to serve. Rosalind Ford and Gary Gottfried will serve.

Appointment to MUCB Grant Fund committee. Bill Eichten nominated by Gary Gottfried Accepted.

Alcohol Policy. Berton Atkinson said there is still the need to reconcile policy with house rules and asked policy be tabled until committee can deal with the need.

Orientation of Board members. A luncheon meeting for the purpose of orientating new board members will be held in room 346, Thursday, November 21, at noon. Lunch will be catered.

Issues & Concerns, an outgrowth of Minnesota Union retreat. Gary Gottfried requested the item be added to agenda and thought there was a need for a steering committee to look at issues as they pertain to the Union. Fay Peterson asked that a list of issues and concerns as presented at the retreat be made available to Board members. Rufus Simmons suggested House & Finance could occupy role of steering committee. It was moved and seconded (Hapsch-Bergstrom) that the House Committee look at issues and concerns as they pertain to CMU.

#### NEW BUSINESS

Recognition Awards. Mr. Simmons said some recognition was needed for outgoing Board members. He noted there had been a lapse in custom of hanging photos of Board Chairman in Room 346 and thought chairmen pictures should be brought up to date.

Recognition Committee. Julie Hapsch, Gary Gottfried and Glenn Hendricks were appointed to evaluate and list ways to recognize outgoing board members. Julie will chair the committee.

#### Resolutions to House Committee.

1. Be it resolved that CMUBOG House committee consider adjusting building hours so as to conserve energy and to save on operating costs. Be it also resolved that the House Committee offer a resolution concerning this for next meeting of CMUBOG

(Resolution came to Gary Gottfried from CLA Board. New space opening on basement level could keep longer hours.)

MOTION 4-75 (Gottfried-Kohnert) Move to charge House Committee to consider Resolution 1.

Minutes - 4  
UBOG  
November 7, 1974

AMENDMENT 4A-75 (Hendricks-Gottfried) ...Be it also resolved that the House Committee offer a resolution concerning this for next meeting of CMUBOG, bearing in mind our purpose is to serve students' needs.

Amendment 4A passed.  
Motion 4-75 passed.

2. Be it resolved that CMU BOG House Committee create a schedule of rent for the occupants of CMU which would be current beginning February 1, 1974. Be it also resolved that the House Committee solicit from the occupants written opinions concerning any rate increases or adjustments. Further, be it resolved that the Director provide the committee information pertaining to the actual operating costs for the space occupied by lease-holders. Finally, be it resolved that the committee create a written philosophy in regard to the rational used in ascertaining a schedule of rent for the occupants.

Discussion of the resolution brought out that the H&F Committee would, in the course of regular business, investigate the charges of the resolution and therefore it was thought this was redundant.

Gary Gottfried called question/division. Resolution 2 defeated.

Agenda. Ms. Ford recommended items of business that could be more understandably handled by reading prior to Board meeting be submitted to Board secretary in Room 205 CMU at least a week before Board meeting so they can be mailed with Agenda/Meeting Notice.

Glenn Hendricks requested change in order of items on agenda. Ms. Ford asked him to write recommendations to Board.

#### Meetings

Executive Committee (Rosalind Ford, Rufus Simmons, Mike Jones-Z, Julie Hapsch)  
THURSDAY, NOVEMBER 27, 12:00, 209 CMU. (bring bag lunch)

UBOG Meeting. WEDNESDAY, DECEMBER 4, 346 CMU, 11:30 lunch, 12:00 meeting.  
(catered)

House & Finance. (Barry Bridges, Carol Walden, Bradley Kohnert, Fay Peterson,  
Bill Eichten, Roz Ford, Berton Atkinson)  
WEDNESDAY, NOVEMBER 20, 12:00, Room 209 CMU. (bring bag lunch)

MUCB. (Roz Ford, Gary Gottfried) THURSDAY, NOVEMBER 14, 3:30 pm, 346 CMU.

Board Orientation. THURSDAY, NOVEMBER 21, 346 CMU, 12:00. (catered)

Respectfully submitted,

Rufus L. Simmons  
Recording Secretary



UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS  
1974-1975

Chairman (Grad School)	Ms. Rosalind Ford 525 University SE, Mpls 55414 108 Murphy Hall (Dr. Emery's office)	331-3578 (a.m.) 373-3176 (M-W) 377-0011 (T-F pr)
Vice Chairman		
President-UPC	Mike Jones-z 2115 Aldrich So, Mpls 55405 490 Jackson Hall	871-2558 373-0233
UPC	Kathye Rosel 972 Ashland Av, St Paul 55104 205 CMU	225-2089 373-2545
UPC	Julie Hapsch 205 W 15th St, Mpls 55403 205 CMU	335-6179 373-2545
UPC	Al Bergstrom 315 - 19th Av SE, Mpls 55414 205 CMU	331-9297 331-8908 373-2545
TC SA	John Ciabattari 6116 Centennial Hall 305 Aero Engineering (TC SA)	373-0604 373-2414
General College	Bill Eichten 2315 - 15th Av S, #4, Mpls 55404	721-3052
Law School	Richard Grinley 2446 Irving South, Mpls 55405 214 TNM (Legal Aid Clinic)	374-4445 373-9980
Health Science (CHIP)	Bill Broberg 902 Co Rd D, New Brighton 55112 318 Harvard S.E. (CHIP office)	636-7152 373-8969
Education	Fay Peterson 1043 West Co Rd B, St Paul 55113	489-7302
Minn Alumni	Carol J. Walden 988 Iglehart Av, St Paul 55104	645-1056
UBOG Alumni	Barry Bridges 2136 Birch St, St Paul 55110 Rm 200 Shops Bldg	645-7585 376-3670

CMUBOG - 2

Civil Service (Student)	Bradley Kohnert c/o 103 CMU	373-2420
Civil Service (Clerical)	Mrs. Vi Justice 2719 Taylor NE, Mpls 55418 205 CMU	781-9355 373-2555
Faculty	Perry Blackshear, Prof Mech E 29 Birchwood Rd, St Paul 55115 313 Mechanical Engineering	426-2672 373-3014
Faculty	Charles Walcott, Asst Prof, Pol Sci 2408 Doswell Av, St Paul, 55108 1435 Soc Sci	373-2684
OSA	Glenn Hendricks, Asst Prof Anthro & Stud Life Studies 202 Otis, Apt 4, St Paul, 55104 335 Walter Library (Stud Life Studies)	646-6116 373-4057
Food Service	Robert Ledder, Director Fd Service c/o Food Service, CMU	373-5995 373-2496
Campus Club	Norman Holte, Prof Oral Surg 5824 Columbus Av, Mpls 55417 121 Millard Hall	866-2394 373-0310
CMU	Rufus Simmons, Director CMU 10012 Pleasant S, Mpls 55420 209 CMU	881-4838 373-2555
CMU	Berton Atkinson, Asst Dir-Operations 10407 Blaisdell Av, Mpls 55420 103 CMU	881-1877 373-2420
CMU	Asst Dir - Programs	
IT		
CLA	Gary Gottfried 1615 - 4 St, Apt M-3612, Mpls 55404 c/o 103 CMU	338-1442 373-2420

11/13/74

vj

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS  
1974-1975  
Committees & Representatives to Committees

Executive Committee

Rosalind Ford, Board Chairman  
\_\_\_\_\_, Board V-Chairman  
Mike Jones-z, Union President  
Rufus Simmons, Board Secretary  
Julie Hapsch, Chairman Recognition Committee

House & Finance

Barry Bridges  
Carol Walden  
Bradley Kohnert  
Roz Ford  
Fay Peterson  
Bill Eichten  
Berton Atkinson  
\_\_\_\_\_, Board V-Chairman (chair H&F)

Rep to MUCB

Rosalind Ford (Chairman of Board)  
Gary Gottfried (student)

Rep to MUCB Grant  
Fund Committee

Bill Eichten


Recognition Committee

Julie Hapsch - chairman  
Gary Gottfried  
Glenn Hendricks

11/13/74

vj

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

To: Members of UEOG  
From: Rufus L. Simmons, Secretary   
Re: Board Meeting December 4, 1974, Room 346 CMU  
Lunch at 11:30 (catered), Meeting at 12:00

AGENDA

I. Call to Order

II. Minutes

III. Reports

UPC  
House & Finance  
Recognition Committee  
Chairperson  
Directors  
Orientation  
CMU Remodeling  
Controversy (response)

IV. Old Business

MUCB Representatives  
House & Finance Chairperson Election  
Revised Agenda Schedule

V. New Business

Special Committee for Internal Review of UBOG

Encs: Monthly Income & Expense Summary  
Budget Analysis, Fiscal Year 73-74  
Minutes, House Committee Meeting, Nov 20  
"Is Coffman Really a Student Union? Part II

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors  
December 4, 1974

**Present:** Rosalind Ford, Chairman  
Mike Jones-z, UPC President  
Kathye Rosel, UPC  
Al Bergstrom, UPC  
John Ciabattari, TCSA  
Richard Grinley, Law School  
Gary Gottfried, CLA  
Monica Thrane, CHIP  
Fay Peterson, Ed  
Carol Walden, Minn Alumni  
Barry Bridges, UBOG Alumni  
Bradley Kohnert, CS, Student  
Vi Justice, CS, Clk  
Charles Walcott, Faculty  
Glenn Hendricks, OSA  
Rufus Simmons, CMU  
Berton Atkinson, CMU  
Bernie Molitor, CMU  
Tom McCue, FS

**Absent:** Julie Hapsch, UPC  
Bill Eichten, GC  
Perry Blackshear, Faculty  
Norman Holte, CC

**Guest:** Diane McLeod, Info Rep, CMU

The meeting was called to order at 12:10 by Rosalind Ford, Chairman. A quorum was present. The chairman asked the secretary to read or summarize the minutes from the previous meeting as an update measure but there was general agreement this was time consuming and not necessary.

MOTION 5-75 (Hendricks-Gottfried) Move that the reading of the minutes be suspended. Approved.

The minutes of November 7 were approved as submitted.

**REPORTS**

Nominating Committee. Mr. Hendricks, chairman of the Nominating Committee proposed Monica Thrane, representative from Health Science (CHIP) for the position of Vice Chairman/Chairman House Committee.

MOTION 6-75 (Hendricks-Bridges) Moved for a unanimous ballot to elect Monica Thrane to the position of Vice Chairman/Chairman House Committee. Motion passed.

Ms. Thrane was notified of House Meeting set up for Thursday, noon, December 5.

UPC. Mike Jones-z reported the Council was going into Winter Quarter with a good program planned. Recruitment efforts were strong, with a booth set up at Comstock.

Minutes - 2  
UBOG  
Dec. 4, 1974

UPC Budget. Al Bergstrom, Finance Coordinator, presented UPC Winter Quarter Budget proposal. The Gallery, Market Place and Night Place were dropped from the Winter Quarter Budget--the Gallery and Market Place because of the remodeling. The Night Place will be eliminated from programming because it cannot compete with other organizations presently being used. All other area budget requests were cut by 3%.

MOTION 7-75 (Jones-z-Bergstrom) Move that the Winter Quarter budget be accepted and that the council be given permission to make the 3% across-the-board reduction. Motion passed.

House Committee. Barry Bridges reviewed the House Committee minutes of November 20 meeting. Topics reviewed included space allocation and security, space rental rates and overhead costs, student input--does it affect house committee?, operating hours, alcohol policy, names of spaces within Coffman. Alcohol policy and sanctions to be added to house policy were tabled to a later date. Board members were asked to look at drawings in 108 to give their suggestions for unnamed rooms.

Recognition Committee - no report.

Directors. Mr. Simmons announced that Bernie Molitor had been appointed to the position of Assistant Director, replacing Tom Stark. He asked the Board's opinion/approval for Diane McLeod, info rep, to take pictures of members during meeting to set up a 'rogues gallery' for publicity purposes in display case.

Barry Bridges moved for suspension of rules so report from special committee for internal review of UBOG could be made. Prof. Walcott reported for the committee in the absence of the chairman. The committee was precipitated by the Daily article "Is Coffman Really a Student Union?", by Gary Gottfried, Pat Pechacek and Debbie Fontilla. A response to the article was made by Mr. Simmons at the request of Board chairman. The writers of the article were invited to the executive meeting to further clarify understanding/relationships. This committee will be continued in order to review these kinds of matters as they arise.

John Ciabattari questioned how faculty membership was designated in the constitution. The chairman asked him to chair a special committee to look into the disparities of the constitution. Members of the committee will include Barry Bridges and Richard Grinley.

Orientation. All members but two attended the orientation meeting for new members on November 21.

Feedback as to how to keep updated will be appreciated.

Minutes - 3  
UBOG  
December 4, 1974

Remodeling. First phase completion date now extended to March because of delay in delivery of materials.

MUCB representatives. Mr. Walcott will serve in place of Rosalind Ford with Gary Gottfried.

The meeting was adjourned at 1:00 p.m.

The next meeting will be THURSDAY, JANUARY 9, 11:30 am, in Room 345.

Respectfully submitted,

Rufus L. Simmons  
Recording Secretary

COFFMAN UNION PROGRAM COUNCIL  
Proposed Winter Quarter Budget

		<u>Income</u>	<u>Expense</u>
		<u>Summary</u>	
Gallery		-0-	-0-
Contemporary Arts		1019	2297
Current Events		450	2905
Ethnic Affairs		1800	3950
Games & Tournaments		200	1837
Market Place		-0-	-0-
Mini Courses		3685	3885
Night Place		-0-	-0-
Social		11205	13397
Trips & Outings		9757	10391
Whole Coffeehouse		14378	15500
Program Administration		500	3314
		<u>42994</u>	<u>57476</u>
		Less 3% Reduction	1724
			<u>55752</u>
Balance from Fall (est)	730		
Winter fee allocation	15030		
	<u>15760</u>		
Less Marketplace	940		
Gallery	125		
	<u>1065</u>		
Balance Available	14695		
Budgeted Income	<u>42994</u>		
Available Funds			57689
Anticipated Expense	55752		
Allocation to dLongterm Res.	900		
Allocation to Summer Reserve	300		
Current Operating Reserve	737		
	<u>57689</u>		

12/4/74



	<u>Income</u>	<u>Expense</u>
<u>Gallery</u>		
No activity	-0-	-0-
<u>Contemporary Arts</u>		
1101 Dance Series	54	410
1102 Mime Concert	210	381
1103 Autobiography-Jane Pitman	---	160
1104 Theater Production	120	266
1105 Children's Programs	85	220
1106 Mime Residency	<u>550</u>	<u>860</u>
	1019	2297
<u>Current Events</u>		
1401 Contingency Fund	---	250
1402 Last Lecture	---	325
1403 American Culture Film Series	450	980
1404 Bi-Weekly Forum	---	465
1405 Education Symposium	---	585
1406 Speaker--Chile	---	100
1407 New Program Bureau	<u>---</u>	<u>200</u>
	450	2905
<u>Ethnic Affairs</u>		
BT Express	1800	3400
Workshops	----	100
Ethnically Exquisite	---	225
Black Films	<u>---</u>	<u>225</u>
	1800	3950
<u>Games &amp; Tournaments</u>		
1501 Campus Tournaments	200	250
1502 Regional Tournaments	---	1468
1503 Fencing Exhibition	<u>---</u>	<u>119</u>
	200	1837
<u>Marketplace</u>		
No Activity	-0-	-0-
<u>Mini Courses</u>		
1921 (29) Courses	<u>3685</u>	<u>3885</u>
	3685	3885

	<u>Income</u>	<u>Expense</u>
<u>Social</u>		
1601 Bonnie Raitt Concert	9375	10375
1602 Noon Movies	-0-	324
1603 Noon Concerts	-0-	828
1604 Cries & Whispers	720	732
1605 Slaughter House Five	405	542
1606 Serpico	405	596
1607 Harold & Maude	<u>300</u>	<u>447</u>
	11205	13397

Trips & Outings

1301 Ski Nites	1137	1164
1302 Cros Country Demo	---	56
1303 Sleigh Ride	220	220
1304 Ski Train North	8400	8665
1305 Wilderness Consciousness	---	128
1306 Snowshoe Demo	---	56
1307 Bike Exhibit	<u>---</u>	<u>102</u>
	9757	10391

Coffeehouse

General Operations	----	1001
1702 Vassar Clements	1856	1407
1703 Wolverines	753	856
1704 Small Weekend (1/24-25)	324	651
1705 Medium Weekend (2/8-9)	715	1097
1706 Ben Sidran (2/14-15)	1484	1980
1707 Medium Weekend (2/21-22)	933	1372
1708 Big Weekend (2/28-3/1)	1484	1980
1709 Mose Allison	1484	1680
1710 Small Weekend (3/14-15)	224	651
1711 Folk Festivals	117	192
1712 Open Stage	30	38
1713 Jazz	234	365
1714 Terry & McGhee (1/31-2/1)	1484	1980
1715 Experimental Evenings	<u>156</u>	<u>250</u>
	11378	15500
Performance Allowance	<u>8000</u>	
	14378	

Program Administration

President (office expense)	---	871
Finance (audit)	----	800
Personnel	---	485
Public Relations	<u>500</u>	<u>1158</u>
	500	3314

HOUSE COMMITTEE MEETING

November 20, 1974

Present: Bill Eichten, Brad Kohmert, Bert Atkinson, Gary Gottfried, Fay Peterson, Roseline Ford, ~~Barry Bridges~~.

TOPICS

I. Space Allocation and Security

- A. Proposed space allocation is summarized in attachment "A" Relocation Plan.
- B. Security is a continuing program related to keys, locks, and personnel. Even when the building is closed there are security guards. While there have been some breeches during remodeling, they have been corrected. Lists of lost keys are reviewed periodically to determine any needed revision in security system.

II. Space Rental Rates and Overhead Costs - Justification of Cash Flow

- A. A cost study from the past year is indicated on enclosure "B" Current Rates and Schedules.
- B. A charge presented to the House Committee to obtain cost analysis and justify space rental is outlined in enclosure "C" Tasks.
- C. The Daily article, enclosure "D", Is Coffman Really a Student Union? was discussed along with enclosure "C" and the following points were made:
  - 1) In evaluating an organization, the House Committee needs to be aware that the way an organization sees itself is not going to be different then the way the Union sees an organization's usefulness.
  - 2) Union operational costs need to be clearly defined.
  - 3) While it is needed to have a minimum space rental, it should also be considered that the service provided by students for students requires some maximum space rental.
  - 4) The Union must not discriminate between organizations yet must pay attention to where money can be made.
  - 5) Union dollars are finite and students pay the Lions share. Some other way to fund the Union is needed.
    - a. Allocation for utility costs from legislative funds.
    - b. While rental for Food Service and Campus Club may be considered low, they also help foot the bill for remodeling.
  - 6) Any organization should be able to provide sufficient money to cover its own operation costs.

III. Student Input an Open Forum to Activities of the House Committee

- A. Students are able, and in fact, encouraged to participate in Union operation, but this is a continuing process and if student input is not present, the "show must go on".
- B. Student input is good, but has little influence unless there is student commitment. It is the students responsibility to get involved.
- C. The board is made of students but also alums, staff, and faculty. It is chartered by the Regents and with them rest the final authority and responsibility.

IV. Consider Operation of Union at Hours to Maximize Utilization

- A. The extension of weekend operating hours was the only major revision in ten years to the Operation Schedule 'E'.
- B. Once the remodeling is complete, some areas will be open for more hours than at present, while other areas can be secured and vacated much earlier than at present. A study will be needed to determine areas and schedules after occupancy.
- C. Union utilization might be maximized by making space available to non-student and non-university groups. To justify this, in consideration of the student fees support, might require a program of selling staff, faculty, and general public memberships--a Union I.D. card.
- D. Holiday closings will follow the considerations of the Energy Conservation Memo 'F'. Union closure for specific dates will be decided at the next House meeting.

V. Alcohol Check Sheet (see VI)

VI. Sanctions to be added to House Policies - Items V and VI were tabled to a later date because:

- A. The expected need for these items has not materialized, and
- B. There is sufficient ambiguity and lack of power in the Regents policy, and large enough student demands for increased service that perhaps the best course would be to encourage formation of a legislative lobby group.

VII. Names of Spaces within CMU

- A. All rooms are numbered and many have appropriate names. Some spaces, however, are not named or the present name does not seem adequate. The fall list is presented graphically in Bert's office.
- B. All members of the Board are encouraged to review the present names and write possible changes on the drawings provided.
- C. The names must be decided by December 15, 1974, but some discussion will be conducted at the December 4 Board Meeting.

VIII. The next House Committee Meeting will be after December 4 and before December 15.

IX. Summary of Enclosures

- A. Relocation Plan
- B. Current Rates and Schedules
- C. Tasks
- D. Xerox of Daily, November 20, 1974, Page 7
- E. Operation Schedule
- F. Energy Conservation Memo

A list of room names and plan drawings with these names are available in Bert's office and will be provided at the Board meeting, but are not included with these minutes.

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## IS COFFMAN REALLY A STUDENT UNION? PART II

Rufus L. Simmons, Director, Coffman Memorial Union

The recent article entitled "Is Coffman really a student union?" presented certain views that were supported by inaccurate, distorted and misrepresented facts. I am bemused, surprised and bewildered with this recent turn of events, principally because of two reasons. First, two of the authors of the article have knowledge of and access to accurate information—principally through their participation in the governance of the Union. Ironically, Mr. Gottfried and Mr. Pechacek were participants in the 1974 CMU Constitution revision. Mr. Pechacek was the principal author in the Coffman Union's Constitution revisions begun fall quarter 1973 and completed and approved by both UBOG and MUCB this fall. Mr. Pechacek, was, in addition, chairman of the House and Finance Committee during the establishment of rent rates for ISTC, now ISTA, and the reestablishment of rent for MSA Student Stores accomplished during the preceding year.

The focus of this article is not to attack the authors or their opinions, but rather to clear up any misconception contributable to my functions and to present factual information germane to the issues.

A principal, if not the principal mission of a University is attending to the educational needs of students. This function is attended to in a variety of ways: the formal classroom, seminars, workshops, and independent study, to name a few. All other functions at a University should serve this mission--in concert with research and public service.

The Union, being a component of the University educational environment, also has an educational mission. This mission is recognized in Coffman Memorial Union's constitution as "an organization whose objectives are to provide a Twin Cities campus out-of-class program of social, recreational, cultural, and educational activities and a University Community Center." This definition parallels that of the parent organization, the Minnesota Union: "The Minnesota Union is an organization of Twin Cities campus students, faculty, staff, and alumni. Among its purposes are: to provide a sense of community through a variety of programs, facilities and services; to become an integral part of the educational life of the University by providing the services, conveniences, and amenities important to members of the University community; and to provide for those informal associations which will foster knowing, understanding and caring."

Coffman's operation is largely supported by a portion of the student services fee allocated by the Minnesota Union Coordinating Board. The current fee allocated to the Minnesota Union is \$12.50 per quarter, per student; \$7.50 of which is dedicated to current operations and \$5.00 to capital improvements and expansion. This \$12.50 fee is distributed to the three constituent Unions, West Bank Union, St. Paul Student Center, and Coffman Memorial Union by the Minnesota Union Coordinating Board, based upon individual budget requests approved and submitted by each constituent governing board. It is important to know that the constituent union's fee request is the net difference between total anticipated operating expense and total anticipated income. The latter is produced by merchandise sales, admission charges

rental and service charges. To the degree a union is successful in generating income the dependence upon student fees is lessened. I have to believe most everyone is interested in holding down fees.

The membership of Coffman Union is defined by the Constitution as including students (section 1) and faculty, staff and alumni (section 2). The Coffman Union governing structure is currently composed of 18 voting members of which 13 are students and 5 are non students (2 faculty, 1 UBOG alumnus, 1 Minnesota Alumni Association representative, and 1 Civil Service staff person), and 6 non-voting members.

It is clearly evident that the principal users of the union are students when figures show that 81% of the scheduled events in Coffman Memorial Union last year were student sponsored. This does not make the Union just a student's Union, nor does it make the Union just a University's Union, but, I trust, a University Union. The membership definition and the governance composition make this concept valid. It is certainly most compatible with the notion of "shared University governance" as now expressed in the University Senate and the Twin City Assembly. Students have had a voting position in these structures since 1969; students and faculty have been sharing Union governance since 1908. Should not this spirit of "shared governance" in the Union be nurtured, developed, and strengthened rather than dismantled?

One of the key functions of the Union Board of Governors is overseeing the financial operation of Coffman Union. The task is discharged through the House and Finance Committee which is charged to "consider all matters related to facilities, operational procedures, budget and financial operations of the Union." In response to the current



controversy regarding raising the rents of International Study and Travel Association and the Minnesota Student Association Student Store: ISTC rates were negotiated last year, with the Director acting as the Board representative. The negotiation was consummated and reported to the Board by the chairman of the House Committee (Pat Pechacek). There was even greater Board involvement in continuing the MSA Student Store rental rates as the total Board was involved in the decision on December 6, 1973.

About the so-called 50¢ per square foot rental cost attributable to the Food Service, the term "rent" is grossly misleading. The University Food Service should be viewed as "owning" the space they occupy within the union. They're responsible for the renovation, maintenance, and all utility costs of spaces occupied; to assist in the common maintenance costs such as the roof, external care of the building, heat and ventilation system, etc. UFS pays 50¢ per square foot to the Union as the general manager of the building. Their contribution is based on a percentage of square feet occupied in the Union, not for rental of space as such. The question: Is the 50¢/square foot a fair cost-sharing figure? is always open to review as are agreements between the Union and other occupants.

The House and Finance Committee and the Union Board have available to them a number of options along a cost continuum--at one end, the choice of charging the organization the total cost of the Union providing office space, and at the other end, providing office space at no charge, and I might add thus having the student

population bear the total burden thru fees. It seems to me the most viable option rests somewhere between the two extremes, probably at a point where assigning a "rental rate" to an organization is based on some valid criteria which would take into account such matters as the character and nature of service rendered, the population served, and the ability of the organization to pay an equitable rental rate.

The Union Board of Governors and staff will continue to be open and receptive to input from all sectors of the University Community as it attempts to assess needs and seeks alternatives to address those needs. It is only through such input that we will be able to better serve the students and the University Community.

11/27/74

MEMORANDUM

TO: Rufus Simmons, Director  
Coffman Memorial Union  
Union Board of Governors

FROM: Berton M. Atkinson, Assistant Director of Operations  
Coffman Memorial Union

SUBJECT: Budget Analysis, Fiscal Year 73-74

DATE: November 7, 1974

Attached you will find the following budget documents: Operating Statement - Schedule I, Budget Analysis--Source of Funds Transferred - Schedule II, Equipment Reserve - Schedule III, Operating Reserve - Schedule IV, and Budget Analysis--Net Gain Actual Over Budget - Schedule V. The customary detailed budget figures including Income and Expense Summary, Source of Income Statement, Expense Summary, Repair and Renovation Summary, Equipment Replacement Summary, and New Equipment Summary were forwarded at an earlier date. These documents should be used along with the attached documents to achieve a more complete understanding of the entire budget process.

A few highlights that may add to your understanding are as follows. The significant figure from Schedule I that indicates the financial success for the fiscal year is the operating margin at \$142,442.89. An amount of \$27,475.30, representing unencumbered full and part-time salary items for the fiscal year, and an amount of \$10,000.00 in excess fees offset by utilities cost credit from the University, or a total sum of \$37,475.30 was returned to the Minnesota Union thus leaving an actual operating margin of \$104,967.59.

Schedule III and IV indicates the reserve balance credits that we have with the Minnesota Union. These figures are carried as credits because a substantial portion of the funds were invested by the Minnesota Union on our behalf. Schedule V indicates our actual budget experience for the fiscal year compared to the estimated budget. Actual income exceeded budget by \$46,990.85. Actual expense was less than budgeted expense in the amount of \$75,422.92. The bookkeeping process of negative expense and the receipt of certain back bills has the effect of reducing actual overall expenses in the amount of \$18,123.93. The resultant--net gain actual over budget then becomes \$104,289.84.

Additional information as to what transpired in the various operating divisions of the Union is offered as follows. Hopefully, this will further broaden the understanding of the interested reader.

BMA/ds

GENERAL ADMINISTRATION (7104)

Management:

Regular salaries in this area were stable except for cost of living increases. Miscellaneous salaries were up 8,658 to cover an administrative fellow and hourly salary increases. Supplies and expenses were reduced slightly in the amount of 1,458.

Fiscal Accounting Coordination:

In this area we slipped behind schedule at the beginning of fiscal 73-74 due to termination of the department accountant. After hiring a new employee, it took six months to update the work but the skill level of the new employee has enabled this department to make improvements in the accounting system and assist with development of the Program Planning Budget System.

Information Center:

The incumbent supervisor in this area terminated in the spring of 74. The new supervisor has directed her attention to improving systems and services in the area, especially the development of a new accounting system for the xerox service. The demand for xerox printing has increased steadily during the last year, and indicates a net markup of 1,204.

Lost and Found:

The campus Lost and Found service was operated for the first full year in Coffman Union. The program appears to be running smoothly and the service is effective. The program generated \$551 income in quarterly sales. The expense was carried under the administrative budget and miscellaneous payroll.

Reservations:

During the fiscal year the Reservation procedure was revised and a new form, designed to improve the service record keeping and accounting process, was initiated.

Room use income is off an amount of 3,436 for the fiscal year due to a revised process of crediting revolving billings to negative expense and a reduction in major fee programs caused by remodeling uncertainty.

After-Hours Administration:

The after-hours staff consisting of the Night Manager, two Assistant Night Managers, and the building pages was a relatively stable operation during the year. There was some cutback of staff hours during off peak hours--late afternoon and early evening. This group has had to assume the additional responsibility of maintaining a secure building in the face of numerous compromises presented by the remodeling.

BUILDING AND EQUIPMENT MAINTENANCE (7106)

Expenses in the building and equipment maintenance area were very close to the previous fiscal year. Expenses in 72-73 at 255,291 and 73-74 at 255,858 indicate an increase of \$567. Salary and material cost increases were offset by savings in energy consumption, and a reduction in scope of the maintenance program.

Cleaning:

Regular salaries held the line within 1,700 in the face of higher individual salaries. The regular work force was reduced by one person. This position was converted into miscellaneous payroll. Miscellaneous payroll costs increased by 10,999 over previous year due to conversion of jobs, increased hourly rates, and additional security assignments. A savings of 1,395 was achieved in maintenance expense along with 1,463 for linens. This was due mostly to a reduced scope of maintenance areas.

Cost figures for utilities appears to confirm a successful energy conservation program as indicated in the chart. Net percent of increase in utility billings equals 33.5 percent. Net percent of savings equals 16.21 percent, giving an effective net savings of utility cost of 49.71 percent.

UNIVERSITY OF MINNESOTA  
 COFFMAN MEMORIAL UNION  
 ENERGY CONSERVATION COMPARISONS  
 Fiscal 72-73 & 73-74

	% OF BILLING INCREASE <u>73-74 Over 72-73</u>	EXPENSE <u>72-73</u>	EXPENSE <u>73-74</u>	<u>DIFFERENCE</u>	% INCREASE OR <u>DECREASE</u>
Electricity	19.5	23,039	17,375	-5,664	-24.59
Water & Sewer	45.0	5,675	6,151	+ 476	+ 8.38
Heat/Fuel	36.0	16,431	16,351	- 80	- .0049
TOTALS	100.50 (Average 33.50)	<u>45,145</u>	<u>39,877</u>	<u>-5,268</u>	<u>-16.2149</u>

33.50 + 16.21 = 49.71 Net Savings

Remodeling:

The most significant item related to operation of the building was the beginning of the remodeling project which started on February 28, 1974. Various personnel and facilities such as the Post Office and the Bookstore are relocated to temporary areas to vacate the basement and ground floors. These floors are scheduled for completion and occupancy in February 1975, and the entire project in October 1975.

Maintenance:

Overall maintenance costs "repair and renovation" were reduced by 17,374 over the previous fiscal year. A number of maintenance items were deferred that will be picked up by remodeling.

Equipment replacement expenditures show a net reduction of 1,259 over previous year and new equipment purchases were reduced from 8,023 to 553; a difference of \$7,470. This again is the result of deferring cost to remodeling.

Set ups:

Income generated by custodial support services to programs is off for fiscal 73-74 by 1,798. In 72-73 income at 6,224; and 73-74 at 4,425. This reduction is the result of tighter control of negative expense ("revolving accounts") and a loss of programs resulting from remodeling uncertainty.

Security:

Security costs are included under miscellaneous payroll described under the cleaning program. These costs were increased a small amount due to salary improvement and complete security coverage for all off hours.

P.A. CONTROL (7107)

The communications area shows an operating cost for 72-73 at 14,573; and 73-74 at 15,356 for a net increase of \$783. The increases were in the areas of regular salaries at 541, equipment replacement at 438, and new equipment at 1,149. These increases were offset by a substantial reduction in repair and renovation at 1,326. Income for this program indicates a decrease from the previous fiscal year of \$479 which is due to a reduction in fee type programs.

ARTCRAFT STUDIO (7108)

Artcraft:

Expenses in the Artcraft area ran very close to the previous year; 72-73 at 36,189; and 73-74 at 36,772 or an increase of \$586. The major expense increase was in merchandise for resale in the amount of 1,394. However, this increase was partially offset by an increase in sales of \$632. In the previous year, \$476 was expended for equipment replacement. No items were purchased or replaced in 73-74. In the service area seven mini-courses were added to the Artcraft program. These courses were coordinated by the program department.

RECREATION/OUTINGS (7109 - 7110)

Expenses in the bowling area were on a par with last fiscal 72-73 at 34,049; and fiscal 73-74 at 34,279 for a net increase of only \$230. Increase in salaries was offset by decrease in supplies. Both income and expense fell below budgeted levels. Total income at 37,985 exceeded total expense at 34,279 by \$3,706. Total income at 37,985 fell below budget income at 42,000 by \$4,015.

Income for leagues and phy. ed. showed a small increase over previous years, but open bowling suffered a substantial drop; 72-73 at 27,013; 73-74 at 22,799; or a net loss of \$4,214. Some of this loss is attributable to disruption caused by remodeling during the winter and spring quarters.

The Billiard and Table Tennis operation follow a long-time trend of "break even." Expenses at 19,371 exceeded income at 19,017 by \$354. It should be noted, however, that Billiards makes a contribution to management of the table games operation which is carried under Lease Operations which showed a good profit. Billiard expenses; 72-73 at 19,050; and 73-74 at 19,371 show a slight increase of \$321 which is mostly salaries. Income 73-74 at 19,017 exceeded 72-73 at 18,458 by \$559. Cost increases were the primary reason for the small deficit operation.

MERCHANDISE SERVICE (7111)

Operating cost in the merchandise area shows a very nominal increase; 72-73 at 93,933; and 73-74 at 94,857; or an amount of \$924. Regular salaries are up slightly; miscellaneous salaries were reduced by 1,954 because the Newsstand was closed in March of 74 leaving only the Commuter Service area open. Merchandise costs were up by 2,827 due to price increases and an increase in sales volume of 5,444 over fiscal 72-73.



LEASE OPERATIONS (7112)

The Lease Operations Program involves the management of lease contracts for various enterprises in the building including the Bookstore, Barber Shop, Beauty Shop, University Vending, table games, occupant fees and office contracts. Income for 72-73 equals 48,487; and 73-74 at 58,459; or an increase of \$9,972. The most significant increases over previous year were in the Bookstore at 2,778; table games at 7,277; and office contracts at 1,797.

A long-range study has been initiated to review all contract (Lease Operations) arrangements with building occupants. The major thrust of this effort is to bring rental rates more in line with the business world, and a number of contracts have been written to date.

UNIVERSITY OF MINNESOTA  
 COFFMAN MEMORIAL UNION  
 OPERATING STATEMENT 7/1/73 - 6/30/74

SCHEDULE I

Beginning Cash Balance	-0-		
Receipts		242,240.85	
Allocated Student Fees - Operations	528,133.00		
Balance of Unallocated Funds 73-74:			
Equipment Replacement Reserve	22,649.00		
Repair & Renovation	<u>26,049.00</u>	*576,831.00	
Encumbered Funds		2,726.93	
Transfers From Equipment Reserve		2,843.01	
Transfers From Operating Reserve		<u>14,459.18</u>	839,100.97
Expenditures		**681,888.55	
Encumbered Funds 73-74		<u>14,769.53</u>	<u>696,658.08</u>
Operating Margin			142,442.89
Transferred to Equipment Reserve		31,014.56	
Transferred to Operating Reserve	109,833.79		
Add: CMJ/Bus. Off. Posting update	<u>1,594.54</u>	<u>111,428.33</u>	142,442.89

\* Includes \$10,000 Utilities Funds from Union.

\*\* Negative Expense included.

UNIVERSITY OF MINNESOTA  
 COFFMAN MEMORIAL UNION  
 BUDGET ANALYSIS - SOURCE OF FUNDS TRANSFERRED  
 FOR PERIOD JULY 1, 1973 TO JUNE 30, 1974

SCHEDULE II	DEBIT	CREDIT	BALANCE
Source of Funds Transferred			
Supplies 02	75,970.35	1,980.68	73,989.67
Merchandise for Resale 04	40.60	16,483.03	(16,442.43)
Repair & Renovation 06	55,013.27	8.95	55,004.32
Equipment Replacement 08	29,316.53	229.55	29,086.98
New Equipment 10	1,993.69	147.20	1,846.49
Fringe Benefits 12	2,134.38	3,223.32	(1,088.94)
Lease Operations 13	46.80	-----	46.80

TOTALS	164,515.62	22,072.73	142,442.89
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Transfers to:

* 0500-0922-00 Equip Replacement Reserve	31,014.56		
* 0500-0923-00 Operations Reserve	109,833.79		
* Add: CMU Bus. Off. Posting Update	<u>1,594.54</u>	<u>111,428.33</u>	142,442.89

\* 1,594.54 CMU/Bus. Office Posting Update  
 amounts included in Source of Funds Transferred

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
EQUIPMENT RESERVE 7/1/73 to 6/30/74

SCHEDULE III

Beginning Cash Balance 7-73	171,980.15	
Balance of Unallocated Funds	-0-	
Closing from Operating Budgets	<u>31,014.56</u>	202,994.71

Transfers from Equipment Reserve		<u>*2,843.01</u>
----------------------------------	--	------------------

Ending Cash Balance		<u>200,151.70</u>
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7104	2,181.36	
7108	171.20	
7109	<u>490.45</u>	
	*2,843.01	

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
OPERATING RESERVE 7/1/73 to 6/30/74

SCHEDULE IV

Beginning Cash Balance	190,786.17	
Balance of Repair & Renovation Funds Unallocated	-0-	
Closing from Operating Budgets	109,833.79	300,619.96
Transferred from Reserve to our account	14,459.18	
Transferred from Reserve to UPC	<u>5,000.00</u>	<u>*19,459.18</u>
Ending Cash Balance		<u>281,160.78</u>

7106 Maintenance	14,459.18
Transferred to Union Program Council	<u>5,000.00</u>
	*19,459.18

UNIVERSITY OF MINNESOTA  
 COFFMAN MEMORIAL UNION  
 BUDGET ANALYSIS - NET GAIN ACTUAL OVER BUDGET  
 FOR PERIOD JULY 1, 1973 TO JUNE 30, 1974

SCHEDULE V	BUDGET 73-74	ACTUAL 73-74	DIFFERENCE	
Income	772,081.00	821,798.78	49,717.78	
Less: Encumbered Funds		(2,726.93)	(2,726.93)	46,990.85
Expense	772,081.00	681,888.55	90,192.45	
Less: Encumbered Funds		(14,769.53)	(14,769.53)	<u>75,422.92</u>
NET GAIN ACTUAL OVER BUDGET				122,413.77
Less Negative Expense				
Xerox		1,203.94		
Campus Club Back Bills		2,317.68		
Food Service Back Bills		4,512.31		
Utilities Credit-Physical Plant		<u>10,270.00</u>		
Total Negative Expense				<u>18,123.93</u>
TOTAL NET GAIN ACTUAL OVER BUDGET				104,289.84

THE MINNESOTA UNION  
 COFFMAN MEMORIAL UNION  
 OPERATING ACCOUNTS, INCOME & EXPENSE SUMMARY  
 July 1, 1974 to August 31, 1974

INCOME	AUGUST 1974-75	AUGUST 1973-74	YEAR TO DATE 1974-75	YEAR TO DATE 1973-74
Encumbered Funds, Operating Accounts			3,589.84	2,726.83
Fee Appropriated 2/12			91,550.50	90,991.34
7104 Administration	338.01	217.09	757.32	456.51
7105 Program Office	-----	-----	-----	-----
7106 Maintenance	58.00	77.08	236.70	198.90
7107 P.A. Control	5.00	44.00	218.00	175.75
7108 Artcraft Studio	347.51	370.57	748.53	733.44
7109 Recreation/Outing	398.67	458.63	1,065.21	1,463.13
7111 Merchandise	4,007.31	5,132.13	7,676.49	9,925.51
7112 Lease Operations	1,045.83	1,168.31	2,151.79	2,577.39
<b>TOTAL INCOME</b>	<u>6,200.33</u>	<u>7,467.81</u>	<u>107,994.38</u>	<u>109,248.80</u>
<b>EXPENSE</b>				
7104 Administration				
Regular Salaries	8,659.42	6,192.76	17,294.84	13,670.76
Misc. Salaries	2,121.23	1,054.62	3,542.40	1,346.95
Fringe Benefits	1,353.11	861.85	2,628.00	1,917.75
Supplies & Expenses	515.19	808.10	1,068.39	1,134.80
	<u>12,648.95</u>	<u>8,917.33</u>	<u>24,533.63</u>	<u>18,070.26</u>
7105 Program Office				
Regular Salaries	5,622.60	5,266.32	11,501.20	10,532.64
Misc. Salaries	-----	75.68	90.00	(.83)
Fringe Benefits	874.45	794.16	1,763.24	1,588.32
Supplies & Expenses	226.57	396.72	505.62	498.91
	<u>6,723.62</u>	<u>6,532.88</u>	<u>13,860.06</u>	<u>12,619.04</u>
7106 Maintenance				
Regular Salaries	11,561.25	11,012.84	23,445.24	23,575.82
Misc. Salaries	2,283.92	2,914.68	4,903.45	5,194.32
Fringe Benefits	1,785.13	1,661.56	3,544.77	3,545.59
Supplies & Expenses *	7,449.14	3,203.26	12,047.88	6,146.00
	<u>23,079.44</u>	<u>18,792.34</u>	<u>43,941.34</u>	<u>38,461.75</u>

THE MINNESOTA UNION  
 COFFMAN MEMORIAL UNION  
 OPERATING ACCOUNTS, INCOME & EXPENSE SUMMARY, PAGE 2  
 July 1, 1974 to August 31, 1974

	AUGUST 1974-75	AUGUST 1973-74	YEAR TO DATE 1974-75	YEAR TO DATE 1973-74
7107 P.A. Control				
Regular Salaries	839.42	740.00	1,678.84	1,480.00
Misc. Salaries	-----	57.36	-----	77.85
Fringe Benefits	-----	111.60	-----	223.20
Supplies & Expenses	(3.75)	7.50	3.75	18.90
Merchandise for Resale	130.55	----	257.47	----
	966.22	916.46	1,940.06	1,799.95
7108 Artcraft Studio				
Regular Salaries	1,027.00	969.00	2,355.00	1,938.00
Misc. Salaries	275.07	561.40	775.03	734.20
Fringe Benefits	163.27	146.38	355.86	292.76
Supplies & Expenses	76.67	188.68	608.76	667.34
Merchandise for Resale	567.17	103.68	1,048.06	626.36
	2,109.98	1,969.14	5,142.71	4,258.66
7109 Recreation/Outing				
Regular Salaries	1,617.82	1,507.68	3,235.64	3,015.36
Misc. Salaries	518.73	948.51	1,103.42	1,398.54
Fringe Benefits	251.60	227.39	496.19	454.78
Supplies & Expenses	250.04	244.32	406.34	277.91
Merchandise for Resale	-----	-----	-----	253.15
	2,638.19	2,927.90	5,241.59	5,399.74
7111 Merchandise				
Regular Salaries	677.00	625.00	1,354.00	1,250.00
Misc. Salaries	499.96	737.26	1,025.22	927.57
Fringe Benefits	105.28	94.25	207.64	188.50
Supplies & Expenses	300.90	291.20	369.05	305.50
Merchandise for Resale	5,331.80	6,659.95	6,166.23	10,050.05
	6,914.94	8,407.66	9,122.14	12,721.62
7113 Undistributed Expense				
Supplies & Expenses				
Expense Sub Total	55,081.34	48,463.71	103,781.53	93,331.00
Encumbered Funds			14,585.19	18,843.72
Total Expenses	55,081.34	48,463.71	118,366.72	112,174.72
Balance-Income/Expense	48,881.01	40,995.90	(10,372.34)	(2,925.92)



PROVINCE OF MANITOBA  
CLERK AND DEPUTY CLERK  
BOARD OF COMMISSIONERS

January 1, 1978

- I. Bill in Order
- II. Minutes
- III. Reports

1. Report of the  
2. Report of the  
3. Report of the

4. Report of the  
5. Report of the  
6. Report of the

7. Resolutions

8. Other Business

9. Adjourn

10. Closed Session

11. Public Comment

12. Adjourn

13. Report of the

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors  
January 9, 1975

Present: Monica Thrane, CHIP  
Kathye Rosel, UPC  
Julie Hapsch, UPC  
Al Bergstrom, UPC  
John Ciabattari, TCSA  
Bill Eichten, GC  
Fay Peterson, Ed  
Barry Bridges, Alumni  
Bradley Kohnert, CS-Student  
Vi Justice, CS-Clerk  
Glenn Hendricks, OSA  
Robert Ledder, FS  
Rufus Simmons, CMU  
Berton Atkinson, CMU  
Bernie Molitor, CMU  
Gary Gottfried, CLA

Absent: Rosalind Ford, GS (excused)  
Mike Jones-z, UPC  
Richard Grinley, LS  
Carol Walden, Minn Alumni  
Perry Blackshear, Faculty  
Charles Walcott, Faculty  
Norman Holte, CC

Guests: Diane McLeod, CMU Info Representative

The meeting was called to order at 12:05 by Monica Thrane, Vice Chairman.  
A quorum was present.

The minutes of December 4 meeting were approved.

REPORTS

UPC. Fall Quarter Programming Report was distributed by Bernie Molitor, Assistant Director-Programs. The report included an overview of each program area, program/attendance tables and direction/goals for Winter Quarter.

House & Finance. Chairman of H&F reported the committee will meet January 16 at 12:00. The committee is developing categories for organization space assignment.

MUCB. The committee has not met. It will meet January 23 at 3:30 in 346 CMU.

Internal Review. The committee has not. No report.

Recognition Committee. The committee has not met. No report.

CMU Constitution Review Committee. John Ciabattari and Gary Gottfried, two of the three-member committee, met and discussed the position of Coffman Union as related to MUCB. Was CMU constitution out of order with MUCB? They thought the constitution of MUCB was somewhat vague and difficult to determine intent and made a motion to ask MUCB for clarification of its constitution.

January 9, 1975

MOTION 8-75 (Ciabattari-Gottfried)

Whereas the question of membership in, use of, and support for the Minnesota Union and its various constituent unions has been raised, and

Whereas the constitution of the Minnesota Union contains ambiguities as to membership and responsibilities, and

Whereas the intent of the constitution appears to be vague, and

Whereas it is the wish of Coffman Union to conform to the standards of the Minnesota Union, and

Whereas Coffman Union may not take any steps in that direction until the problems stated above are resolved, and

Whereas the Minnesota Union Coordinating Board is the overall governing board of the Minnesota Union

Be it resolved that the Coffman Union Board of Governors authorizes its representatives to the Minnesota Union Coordinating Board to ask MUCB for opinions and interpretations of the intent of its constitution concerning membership in, use of, and support for the Minnesota Union.

Approved.

Director. Mr. Simmons reported the 1975-76 Budget Sequence and Timetable schedule has been developed (a copy is attached). It will be brought to the next House and Finance meeting for formulation of UBOG goals that will be presented to the Board for their approval and for inclusion in the budget planning.

Remodeling. Mr. Atkinson reported that time-wise the remodeling is 14 to 30 days behind schedule. Most of the delay is due to lag in receipt of materials. Mr. Hendricks asked if plans were being made for a "grand opening" upon completion of remodeling. He thought funds for publicity and opening should be included in 1975-76 budget request and the project should be included in the stated goals. "Openings" have been discussed. Some ideas were (1) to hold an opening after each area is completed to publicize that particular area, (2) have a cornerstone capsule ceremony, and (2) tie-in opening with University Bicentennial.

ACU-I Bulletin. Copies of ACU-I December Bulletin were distributed.

Distribution of Fee Dollar. Diagrams showing CMU distribution of fee dollar, % of CMU Fee and Earned Income, and % of allocation of Union Program Service Dollars by program areas were given out. Mr. Simmons noted these diagrams were developed for publication in Winter Quarter Calendar for edifying of the University.

CMU Budget Statements for November were distributed.

OLD BUSINESS

The question of changing the meeting date for the Board was brought up but it was the general consensus that the date and time should remain the same.

NEW BUSINESS

Publicity Committee. Is there a need for a publicity committee? or is PR more a responsibility of UPC? Bernie Molitor said UPC has been doing a good job of publicizing programs and would welcome suggestions from the Board. Can the Board overcome student apathy? or is it more in order that a Review Committee be established than a Publicity Committee be formed?

Alcohol Issue. Mr. Hendricks asked the status of the alcohol issue. Barry Bridges said the policy is written and only requires adding to House Policy.

Bicentennial Committee.

MOTION 9-75 (Bridges-Hendricks) To appoint a Board member as acting chairman-bicentennial, to look into what the University plans for bicentennial.

Amendment 9A-75 (Ciabattari-Hapsch) To look into possibility of forming Bicentennial Committee.

Mr. Simmons noted the Bicentennial was on MUCB's agenda. Fay Peterson was appointed to get information from MUCB about bicentennial plans and report to Board.

Motion and Amendment withdrawn.

Board Picture. Diane McLeod asked if the Board could meet Thursday, January 16, at 12:00 noon in the Campus Club Library (5th floor, cc) to sit for a group picture that she could use in the next issue of CMU Quarterly. She also asked for Board contributions to the Quarterly.

Orientation. Harry Myers is reviewing Orientation proceedings and would be interested in any input from Board members.

Meeting Dates

January 16, Thursday, 12:00 noon, Room 209 HOUSE & FINANCE (after Board Pic)  
January 16, Thursday, 12:00 noon, 5th Fl Campus Club BOARD GROUP PICTURE  
January 23, Thursday, 3:30 p.m., Room 346 MUCB  
January 28, Tuesday, 12:00 noon, Room 209 EXECUTIVE COMMITTEE  
Thursday, February 6, 11:30 a.m. lunch, 12:00 meeting, Room 346 UBOG

CMU Traffic Survey will be conducted January 29 and 30 (Wednesday and Thursday).

Meeting adjourned at 1:00 p.m.

Respectfully submitted,  
Rufus L. Simmons  
Recording Secretary

January 2, 1975

To: Minnesota Union Coordination Board, Union Board of Governors, and  
Union Program Council

From: Bernie Molitor, Assistant Director

Subj: Fall Quarter Programming Report

Fall Quarter was a time of transition and change for the Program Council. Staff changes and illnesses necessitated redistribution of work loads and a considerable extra effort on the part of the remainder of the staff. In sum, it was a difficult time for all of us but we feel that we managed to sustain a good program, both in terms of quality and quantity.

There follows an area-by-area overview of the quarter's programming, a table indicating numbers of programs and attendance, and a summary statement of Winter Quarter directions.

#### CURRENT EVENTS

Programming consisted of the "Last Lecture Series," "Public Interest Forums," Dr. Karlis Kaufmanis' "Star of Bethlehem Speech," and a week-long series entitled, "Limits to Growth."

Last Lectures included presentations by Mr. Marv Davidov and Professor Alfredo Gonzales. This series has been excellently received and will continue. Public Interest Forum presentations included "The Imperial Presidency" and "The Plight of Soviet Jewry." The area hopes to double the number of programs in Winter Quarter and strengthen our co-sponsorship with MPIRG. Kaufmanis' time-honored and enormously popular presentation will possibly be done twice next year because of the overwhelming turn out.

Limits to Growth was a five-day series on economics, depletion of non-renewable resources, pollution, world food supplies, world population, Third World perspectives and post-modern alternatives. The high-lights of the week were a speech by Mr. Stuart Udall and a multi-media slide presentation on the American growth mentality. The theme that ran through the week was that never before has humanity been faced with such enormous problems and further that we have neither the social nor political institutions with which to deal with these problems. The caliber of the panel discussions was truly excellent. One important benefit of the program series was the establishment of several liaisons with faculty people in IT. Some 35 faculty people participated.

The multi-media presentation was outstanding and should be viewed as an extremely valuable tool in educational programming.

The area experienced an almost complete transition and rebuilding this quarter, which is carrying forward nearly according to schedule.

#### MINI COURSES

Thirty-two courses were offered Fall Quarter. The brochures and other publicity was superior. Two hundred fifty-six students were enrolled, and the evaluations suggest that the courses were most rewarding.

Some problem areas encountered were crowded registration area, communication with instructors, and a lack of committee people to sustain the program. However, there seems to be no doubt that the area should expand, and that it should remain a high priority service to the community.

#### NIGHT PLACE

Fall Quarter was a time of experiment and decision for the Night Place. Since the redefinition of the Place last spring, the area attempted to

establish a clientele for a resource and referral center, both telephone and walk-in, run by and for students.

Publicity and recruitment were very effective. Thirty-five volunteers joined the Night Place and served most responsibly.

After two months of operation, the Program Council's conclusion was that the clientele for the Place had not developed, and thus that the need for such a facility had not been demonstrated. Therefore, the Council decided to discontinue the Night Place as an area of programming as of December 7, 1974.

#### TRIPS & OUTINGS

Programming consisted of a Wilderness Consciousness program, a cross-country ski trip, and two outings demonstrations. All programs were well-received and attended and a committee has now developed and is working on expanding the area's offerings for Winter Quarter. Response to the cross-country ski trip was especially enthusiastic.

#### GAMES & TOURNAMENTS

The area experienced considerable difficulties due primarily to lack of a student coordinator, poor coverage from the Daily and the lack-luster play of our football team. The Sports Hour programs, which were to be a review of the previous week's football game, were finally cancelled after 7 of 9 programs.

The primary thrust for Winter Quarter will be to explore the possibility of more cooperative programming with the Intramural Department, which handles tournament type functions.

### GALLERY

Programming in this area was severely hampered by the remodeling. The focus, because of no real facility, was on small organization requests, a Design Department show, and an Art Practique show and exhibit. Programs were done on the second floor, which proved to be a most difficult space aesthetically and practically.

Because of the lack of a facility and all the attendant logistics and security problems, no programming is planned for Winter Quarter. Our efforts will be directed at getting the new facility open and functioning with all possible dispatch.

### CONTEMPORARY ARTS

The foci were ragtime piano, jazz piano, Renaissance music, and The Cabaret--an attempt at a diverse arts program.

Highlights for the area include establishing an active and enthusiastic committee, having a successful series program (music programs), gaining a clear focus on types of programs we can do for the community, the support and involvement of the black community in conjunction with The Cabaret program. In addition, a high level of excellence was achieved in the quality of the publicity offered through the area.

### SOCIAL

The most successful Fall Quarter series was films. They included "Save the Tiger," "Jesus Christ Superstar," horror films, "The Fox," and "Sleuth." Attendance indicates both continuity and an increasing audience.

Heartsfield, the major concert effort of the quarter, turned out to be a Union Program Council public relations effort because the management of the group booked them into a Minneapolis club too close to our date. The



Minnie Riperton concert cancelled one day before the scheduled time, but it has been rescheduled for Spring Quarter.

#### EHTNIC AFFAIRS

Fall Quarter programming was a fashion, cosmetic, and hair care program designed especially for the non-white student.

#### MARKET PLACE

Because of remodeling, which meant that the Market Place had no regular facility, programming was limited to nine days of sales. These proved to be unprofitable because of the location of the sales, high publicity costs and staffing problems.

Because of the high level of staffing necessary and student coordinator continuity problems, the consensus of the Council is to recommend that the Market Place be established on some basis other than a programming area. A study committee has been formulated and will make appropriate recommendations during Winter Quarter.

#### WHOLE COFFEEHOUSE

The Coffeehouse experienced another very successful quarter in spite of the problems caused by the remodeling. The inconvenience of the audience was kept to a minimum, due to the commitment and hard work of the staff.

Foci were folk, bluegrass, jazz, and experimental. Contract terms were consistently reasonable, making the quarter satisfying financially. The Coffeehouse continues to be a unique and valuable program, offering the campus community the finest of its kind in entertainment. In addition, the experience of being a part of the Coffeehouse continues to be highly valuable to students.

Programs of particular excellence included poet-musician, Murray McLaughlin; Tom Waitts; as well as strong programming of traditional musicians such as Furry Lewis and Bogen, Martin and Armstrongs.

#### PERSONNEL

In addition to recruitment efforts, Personnel implemented six newsletters; a recruitment dinner; a retreat; a holiday celebration in honor of Tom Stark, departing Assistant Director; and a Christmas party.

The area continued to clarify its purpose and strategies. The perception that recruitment and group maintenance are most vital functions of the Council is growing.

#### PUBLIC RELATIONS

Major efforts were made in building a first-rate advertising system, improved in-building publicity, publicity mailings, and display case scheduling. The Fall Quarter calendar was the most successful and satisfying area project; 8,700 were distributed and comments were most favorable.

The procedures and preparations of materials for Daily advertising were perfected and operated quite smoothly.

As with Personnel, the perception that public relations is a group effort and that the responsibility for its implementation must be shared, is beginning to take root. Winter Quarter efforts will be directed at maintaining the quality of our publicity, as well as implementing a publicity distribution system that will be of great benefit to the entire Council.

#### EXECUTIVE COMMITTEE

The Executive Committee provides leadership, direction, and assistance to all areas which sets the tone for our success. We feel that the

committee has firmly established itself. For the first time, our program plans were submitted well in advance for the up-coming quarter and were done in complete detail. This has given Finance something concrete with which to deal, and the task of keeping all the areas on budget should be greatly simplified.

We are also in the process of adopting new financial accounting procedures which will give us a clearer idea of our financial status.

The entire committee is to be commended for their tireless efforts at keeping us together.

I wish to make a few comments in regard to our Fall Quarter programming. First, I believe that we have succeeded reasonably well in presenting a diverse and quality program to the campus community. Remodeling and staff changes proved to be substantial impediments, but I think we did quite well.

I believe that the areas that need the most attention, and therefore the hardest work from all of us, are recruitment and publicity distribution systems. Detailed strategies referable to both of these priorities have been prepared and we will be directing our strongest possible efforts at success in these areas.

<u>Area</u>	<u>Events</u>	<u>Attendance</u>
Contemporary Arts	4	338
Gallery	4	2,200
Current Events	18	4,950
Ethnic Affairs	1	45
Night Place	45 (days of operation)	175
Executive:	22	173
Public Relations		
Personnel		
President		
Finance		
Games & Tournaments	10	435
Trips & Outings	4	243
Social	15	5,279
Whole Coffeehouse	40	6,105
Mini Courses	17 Courses 102 Sessions	1,536
Market Place	<u>9</u>	<u>100</u> sales
TOTAL	189	21,579

To: CMU Staff

From: Rufus L. Simmons, Director *Ruf*

Re: 1975-76 Coffman Budget Preparation Sequence and Timetable

Goals Formulation

1st Phase 13 Jan	Review PPBS Area, program, projects. Description statement.
2nd Phase 20 Jan	UBOG, House & Finance, UPC Individual Staff Members Directors independently develop 1975-76 goals.
3rd Phase 27 Jan	UBOG, (UPC) & Directors consolidate goals. Review, comment, modify.
4th Phase 3 Feb	CMU goals presented to CMU Managers/Supervisors/Consultants.  Managers/Supervisors/Consultants/Directors review, compare, determine goal problems. Re-think goals if necessary.
5th Phase 10 Feb	Tentative finalization of 1975-6 CMU goals.

Budget Preparation

1st Phase 10 Feb	Finalization of format and forms. Submit to staff.
2nd Phase 17 Feb	Managers/Supervisors/Consultants take first cut on departmental budget. Gather performance data.
3rd Phase 24 Feb	Managers/Supervisors/Consultants/ Directors 1st budget meeting. Review & instruct.
4th Phase 3 Mar	2nd budget review. Review & tentative approval.
5th Phase 12 Mar	1st review of departmental budgets by House & Finance Committee for goal match-up.
6th Phase 18 Mar	Budget consolidation. Finalization & review.
7th Phase 20 Mar	Submit to secretaries.
8th Phase 17 Apr	Proof budget. Prepare line-item budget.
9th Phase 24 Apr	Submit to UBOG.
10th Phase 1 May	Submit to MUCB.

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

House Committee Meeting  
December 5, 1974

Present: Monica Thrane, Brad Kohnert, Bert Atkinson, Fay Peterson,  
Barry Bridges, Rufus Simmons

Topics:

I. Space Rental Rates

- A. Determine and qualify types of organizations housed in CMU.
- B. Costs per square foot (maintenance).
- C. Determine percentage each organization must pay of the cost of maintenance. The remainder percentage will be paid through student fees,

According to: source of funding of organization  
dues  
sales  
type of service  
volume of sales  
quantity of sales  
number of students who use facility.

Brad Kohnert and Bert Atkinson volunteered to draft definitions of each of the seven categories.

12/11/74  
mt:vj

THE MINNESOTA UNION  
 COFFMAN MEMORIAL UNION  
 OPERATING ACCOUNTS, INCOME & EXPENSE SUMMARY  
 JULY 1, 1974 TO NOVEMBER 30, 1974

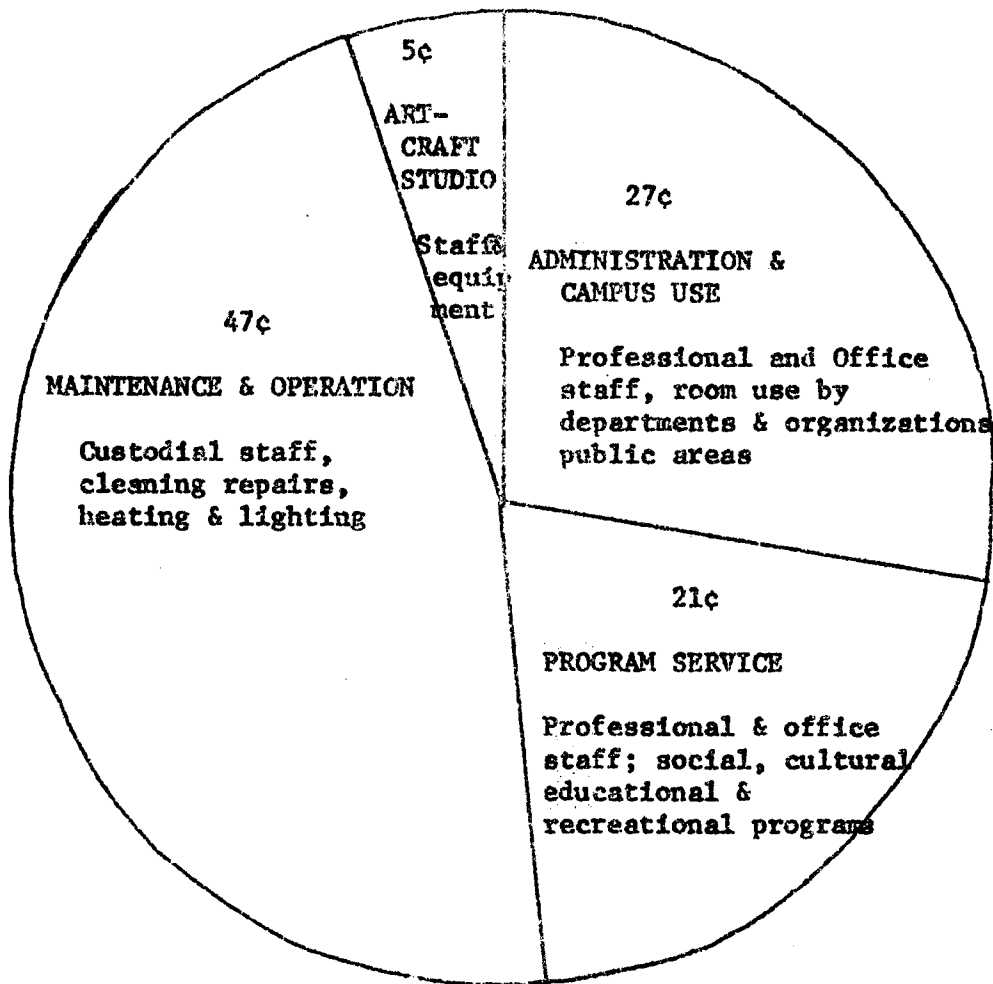
INCOME	NOVEMBER 1974-75	NOVEMBER 1973-74	YEAR TO DATE 1974-75	YEAR TO DATE 1973-74
Encumbered Funds, Operating Accounts			3,589.84	2,726.83
Fee Appropriated 5/12	45,775.25	45,495.67	228,876.25	227,478.35
7104 Administration	794.34	538.16	3,061.83	1,493.37
7105 Program Office	-----	-----	-----	-----
7106 Maintenance	66.22	406.19	609.19	826.38
7107 P.A. Control	264.75	832.97	886.75	1,192.53
7108 Artcraft Studio	900.73	863.15	3,469.78	3,065.20
7109 Recreation/Outing	5,552.86	6,037.08	16,157.39	17,848.29
7111 Merchandise	6,736.73	10,373.43	26,988.62	38,866.01
7112 Lease Operations	3,137.63	6,182.84	11,658.83	14,800.50
<b>TOTAL INCOME</b>	<b>63,228.51</b>	<b>70,729.49</b>	<b>295,298.48</b>	<b>308,297.46</b>
<b>EXPENSE</b>				
7104 Administration				
Regular Salaries	8,253.42	7,448.00	41,530.53	36,099.76
Misc. Salaries	3,142.28	2,549.61	12,872.94	10,718.66
Fringe Benefits	1,533.53	1,058.43	6,994.28	5,347.50
Supplies & Expenses	885.83	465.74	5,540.59	3,179.14
	13,815.06	11,521.78	66,938.34	55,345.06
7105 Program Office				
Regular Salaries	6,181.79	5,266.32	29,184.19	26,331.60
Misc. Salaries	283.40	105.25	377.38	174.79
Fringe Benefits	916.78	794.16	4,468.70	3,970.80
Supplies & Expenses	545.59	421.45	1,596.66	1,916.69
	7,927.56	6,587.18	35,626.93	32,393.88
7106 Maintenance				
Regular Salaries	12,599.79	11,737.84	58,560.04	58,637.12
Misc. Salaries	2,696.92	2,134.67	13,443.63	13,046.82
Fringe Benefits	1,953.28	1,754.23	9,052.85	8,779.10
Supplies & Expenses	4,005.63	5,234.44	26,469.55	20,436.70
	21,255.62	20,861.18	107,526.07	100,899.74

THE MINNESOTA UNION  
COFFMAN MEMORIAL UNION  
OPERATING ACCOUNTS, INCOME & EXPENSE SUMMARY, PAGE 2  
JULY 1, 1974 TO NOVEMBER 30, 1974

	NOVEMBER 1974-75	NOVEMBER 1973-74	YEAR TO DATE 1974-75	YEAR TO DATE 1973-74
7107 P.A. Control				
Regular Salaries	839.42	740.00	4,197.10	3,700.00
Misc. Salaries	266.66	181.48	530.06	588.06
Fringe Benefits	130.55	111.60	649.12	558.00
Supplies & Expenses	32.00	68.43	33.05	106.33
Merchandise for Resale	-----	-----	-----	-----
	1,268.63	1,101.51	5,409.33	4,952.39
7108 Artcraft Studio				
Regular Salaries	1,027.00	1,449.00	5,436.00	6,285.00
Misc. Salaries	1,081.04	706.89	3,962.89	2,722.05
Fringe Benefits	163.97	218.77	845.66	949.07
Supplies & Expenses	298.14	299.09	1,231.15	1,201.66
Merchandise for Resale	958.03	982.65	3,750.61	2,665.77
	3,528.18	3,656.40	15,226.31	13,823.55
7109 Recreation/Outing				
Regular Salaries	1,617.82	1,507.68	8,089.10	7,538.40
Misc. Salaries	2,614.62	2,459.49	8,313.63	8,151.54
Fringe Benefits	251.60	227.39	1,250.99	1,136.79
Supplies & Expenses	1,768.70	643.18	3,298.31	1,498.61
Merchandise for Resale	120.40	-----	553.32	329.15
	6,373.14	4,837.74	21,505.35	18,654.49
7111 Merchandise				
Regular Salaries	677.00	625.00	3,385.00	3,125.00
Misc. Salaries	486.32	822.82	2,574.20	3,060.81
Fringe Benefits	105.28	94.25	523.48	471.25
Supplies & Expenses	(39.81)	302.30	825.60	931.20
Merchandise for Resale	4,995.41	9,400.68	20,390.63	27,085.77
	6,224.20	11,245.05	27,698.91	34,674.03
7113 Undistributed Expense				
Supplies & Expenses	-----	121.40	-----	307.54
Expense Sub Total	60,392.39	59,932.24	279,931.24	261,050.68
Encumbered Funds			8,079.36	2,957.68
Total Expenses	60,392.39	59,932.24	288,010.60	264,008.36
Balance-Income/Expense	2,836.12	10,797.25	7,287.88	44,289.10



DISTRIBUTION OF FEE DOLLAR  
ALLOCATED TO COFFMAN UNION



Self supporting areas (incomes produced by these areas is used to offset the difference between expenses & fee income)

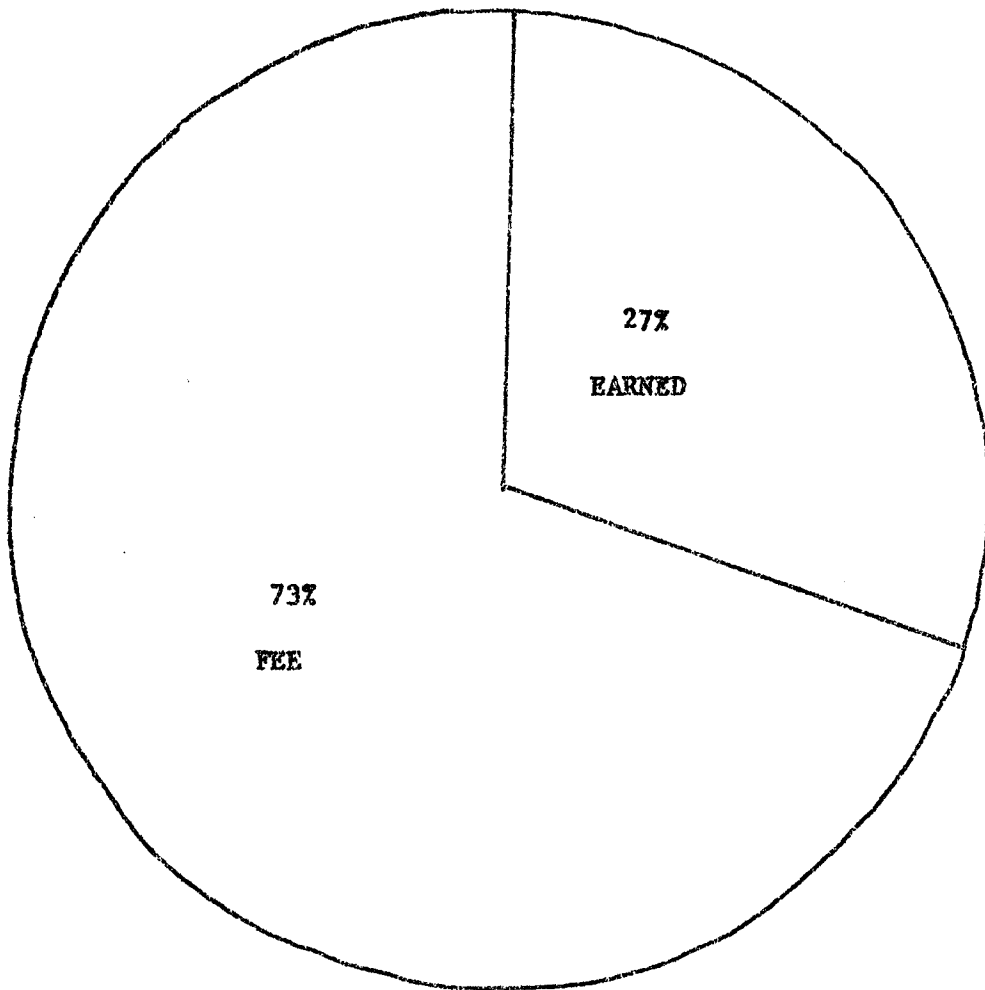
Recreation: Bowling, Billiards & Table Tennis

Merchandise Service: Candy, Cigarettes, Magazines

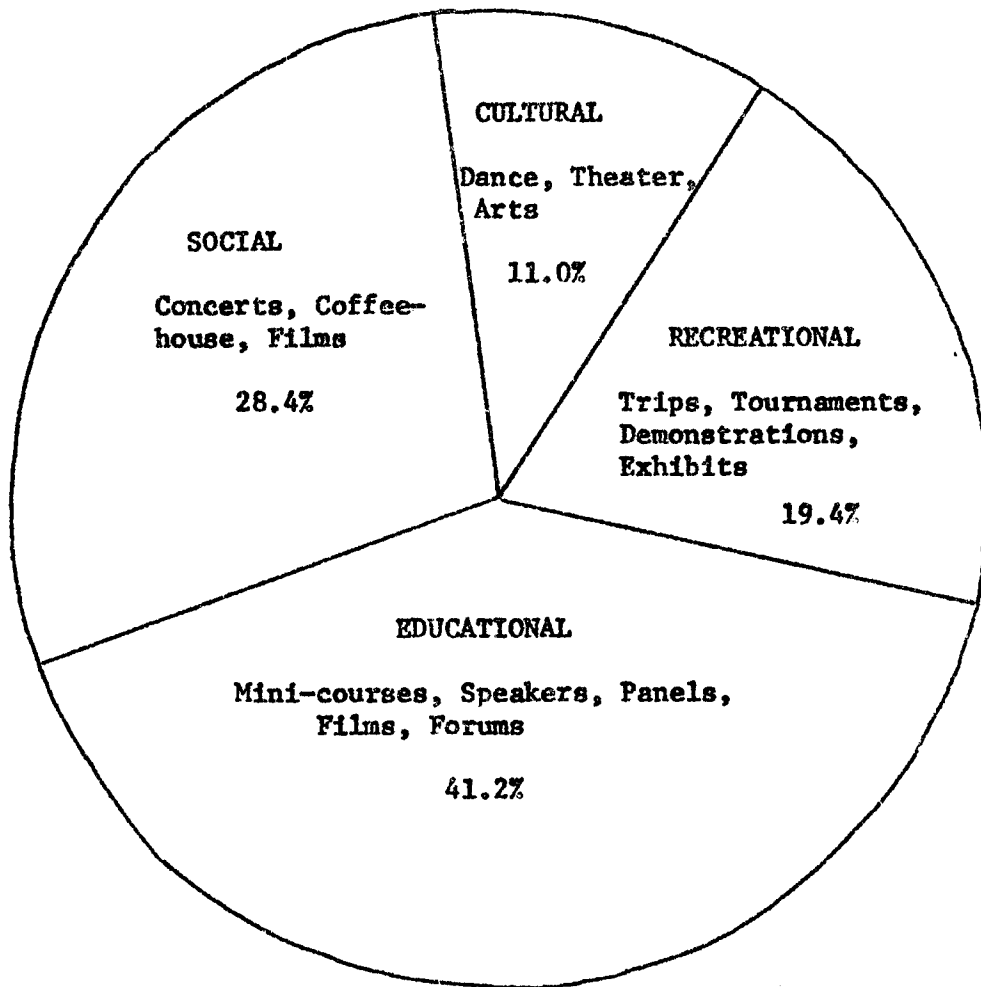
Lease Operations: Barber & Beauty Shops, Amusement Games, Organization Offices

INCOME

FEE & EARNED INCOME



DISTRIBUTION OF UNION PROGRAM SERVICE DOLLARS  
BY PROGRAM AREAS



UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

AGENDA  
Meeting - February 6, 1975

I. Call to Order

II. Approval of Minutes

III. Reports from Committees and Representatives

(It is expected that all committees will have had initial meeting.  
All chairmen or their representatives must report.)

1. UPC (Jones-z)
2. MUCB (Charles Walcott)
3. Internal Review (Bill Eichten)
4. Recognition (Julie Hapsch)
5. Constitution (John Ciabattari)
6. MUCB Grant Fund (Bill Eichten)
7. Bicentennial (Fay Peterson)
8. House & Finance (Monica Thrane)

IV. Chairman's Report

V. Directors' Reports

1. Remodeling
2. Traffic Survey Results

VI. Old Business

1. Goals and Objectives for the Union for 1975-76

(This concerns what should be the principal interest of UBOG and the Union for 1975-6. Examples are: proportion student fees contributed to Union, Food Service improvements, remodeling changes, mini-courses, publicity. You think of others--refer to Annual Report for 1973-4 and the attached goal and budget preparation sheets.)

VII. Announcements

VIII. Future Meeting Dates:

UBOG - March 6, 1975, 346 CMU, 11:30 lunch, 12:00 meeting

EXECUTIVE COMMITTEE - February 27, 1975, 209 CMU, 12:00 noon (All committee chairmen should attend.)

- - - - -  
Have you turned in your lunch request for the February 6th meeting?

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors  
February 6, 1975

Present: Rosalind Ford, Chairman  
Monica Thrane, V-Chairman  
Mike Jones-z, UPC President  
Kathye Rosel, UPC  
Fay Peterson, Ed  
Barry Bridges, Alumni, UBOG  
Vi Justice, CS, Clerk  
Gary Gottfried, CIA  
Rufus Simmons, CMU  
Berton Atkinson, CMU  
Bernie Molitor, CMU

Absent: Julie Hapsch, UPC  
Al Bergstrom, UPC  
John Ciabattari, TCSA  
Bill Eichten, GC  
Richard Grinley, LS  
Carol Walden, Minn Alumni  
Bradley Kohnert, CS, Student  
Perry Blackshear, Faculty  
Charles Walcott, Faculty  
Glenn Hendricks, OSA  
Robert Ledder, FS  
Norman Holte, CC

Guests: Diane McLeod, Info Rep, CMU  
Pat Sullivan, Night Manager, CMU  
Dave Lenander, UPC

The meeting was called to order at 12:20 by Rosalind Ford, Chairman. A quorum was lacking. The minutes of January 9 were not acted on.

REPORTS

UPC. Mike Jones-z reported the Council's programs are doing better than expected. Doc. Watson is expected to be a sell-out. Attendance will be restricted to one showing. Black films have been well attended. Complimentary tickets will be available to CMU staff, UPC, UBOG, MUCB, WBU, SPSC for Tim Weisberg concert to be held at Northrop, February 19. Bernie Molitor reported that Coffman Union teams participating in the Association of College Unions-International Games Tournament won all events: bowling, billiards, table tennis and chess.

Recognition Committee. Gary Gottfried reported for Julie Hapsch. The committee hopes to finalize a proposal for program suggestions to recognize immediate past officers and present officers for Board approval at March meeting for implementation early spring. It was also suggested that the picture gallery of Board chairmen be updated and if this is not possible that a placque be hung in the Board Room with name/yr(s) service of chairmen.

Constitution Committee. Gary Gottfried reported for John Ciabattari. Ambiguities of CMU constitution as related to Coordinating Board Constitution will be discussed at the next Coordinating Board meeting. Barry Bridges will replace John Ciabattari of the Constitution Committee.

Minutes - 2  
UBOG  
2/6/75

Bicentennial Committee. Fay Peterson reported she had talked to Mr. Starr, Director Planning CMU, who suggested the Union might appropriately participate in bicentennial in areas such as new building, constitutional debate, education. Mr. Atkinson said he would like to tie in the re-laying of CMU cornerstone with the bicentennial. Plans are presently underway for university-wide coordination of bicentennial activities. Linda Nigro, U Relations, 3-2126, is coordinator. Gary Gottfried will attend university meeting at B-12 Morrill Hall, February 13, 2:00. §

CMU Bicentennial Committee: Kathye Rosel, Bernie Molitor,  
Gary Gottfried, Barry Bridges,  
Fay Peterson, Bert Atkinson  
Diane McLeod

House & Finance. The committee is working on CMU '75-76 goal formulation and base costs for the following organization types: (1) those who only use facilities; (2) those who rent desk 'n file units; (3) weekly or monthly rental of cubicle for small campus events; (4) space rental by the year.

Cost of maintaining square foot of space per year is \$3.33.

Organizations within CMU will be grouped into six categories and charged % of base. 'Need interpretation from Board before submitting to MU for approval.

Internal Review Committee. Suggestions for committee reviewal should be sent to Bill Eichten.

#### DIRECTORS

Remodeling. A synopsis of remodeling progress has been distributed thru CMU Chatter, Calendar, and Quarterly. Progress is close to schedule. Bowling Lanes should be completed the first of March, Ground Floor by mid-April. The administrative staff will move to temporary third-floor quarters in April. Rosalind Ford commended Diane McLeod for her article regarding remodeling that was in the Tribune.

Traffic Survey. Pat Sullivan, who coordinated the traffic survey taken January 29 and 30 suggested both inclement weather and remodeling were responsible for the sharp decrease in traffic. Billiards and Newsstand suffered the largest decrease.. Although most areas showed a decrease in the number of users, Bowling Lanes, Commuter Service and the Information desk had more action than the 1973 count.

Minutes - 3  
UBOG  
2/6/75

Pat noted the usage in the Aircraft Studio jumped significantly when the machine area opened at noon and thought consideration could be given to opening the entire studio the same hour. If the 9:00 am opening would be considered for the whole studio, additional staffing would be required for the machine area.

Student Bill of Rights. TSCA has requested Board reaction to its Student Bill of Rights. A copy of the Bill will be mailed to each Board member and each member should respond directly to the Assembly--deadline Thursday, February 13.

#### FUTURE MEETINGS

February 27, Thursday	EXECUTIVE COMMITTEE	12:00, 209 CMU
March 6, Thursday	UBOG	11:30 lunch, 12:00 meeting

The meeting was adjourned at 1:15.

Respectfully submitted,

Rufus L. Simmons  
Recording Secretary

**COST OF PROVIDING AND MAINTAINING A SQUARE FOOT OF SPACE IN CMU**

	71-72 Actual	72-73 Actual	73-74 Actual	74-75 Budgeted	75-76 Projected
<b>Total Square Foot Maintained</b>	165,766	165,766	165,766	188,574	188,574
<b>Regular Salaries</b>	130,191.24	133,535.33	135,243.55	162,467	173,840
<b>Miscellaneous Salaries</b>	17,687.05	21,922.78	32,921.43	37,426	40,046
<b>Supplies &amp; Expense (a)</b>	65,704.85	71,651.06	59,214.03	105,845	114,313
<b>Long Range Building Replacement</b>				83,943	83,943
<b>Building Repair &amp; Renovation (b)</b>	50,924.63	17,467.85	26,495.33	125,914	125,914
<b>Furniture and Equipment Replacement</b>	1,241.89	2,690.45	1,430.68	13,402	13,402
<b>New Equipment</b>	923.15	8,023.49	552.60	3,000	3,240
<b>Direct Maintenance Costs</b>	266,672.81	255,290.96	255,857.82	531,997	554,698
<b>Share of Overhead Cost (c)</b>	36,905.20 (33%)	46,931.11 (39%)	53,143.83 (38%)	68,519 (39%)	73,315 (Incr 7% over 74-5)
<b>Total Maintenance Cost</b>	303,578.01	302,222.07	309,001.65	600,516	628,013
<b>Cost of Maintaining Sq. Ft. of Spa</b>	\$1.83	\$1.82	\$1.86	\$3.18	\$3.33

- (a) Includes: electricity, water & sewer, fuel and heat, along with custodial supplies and fringe benefits.
- (b) Includes: shop tickets, wall patching, painting, etc.
- (c) Share of administrative cost 7104

2/4/75



BASE COSTS FOR ORGANIZATION TYPES

Organization Grouping	% of Base	1975-76
1	30	.999
2	60	1.998
3	90	2.997
4	120	3.996
5	150	4.995
6	180	5.994
7	200	6.66

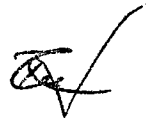
2/5/75

DATA SUMMARY  
 COFFMAN MEMORIAL UNION  
 TRAFFIC SURVEY JANUARY 29, 30, 1975

<u>Totals</u>	<u>Wednesday</u>	<u>Thursday</u>
Traffic Through Doors	11,222 (16,117/1973)	10,924 (15,735/1973)
Billiard Customers	150 (659)	143 (793)
Bowling Customers	313 (172)	156 (140)
Newsstand Customers	255 (1,073)	231 (1,301)
Commuter Service Stand	919 (509)	824 (531)
Cafeteria (Main) Customers	2,794 (2,037)	2,468 (2,811)
Inn Customers	491 (912)	501 (855)
Grill Customers	494 (510)	544 (454)
MSA	243 (-)	292 (334)
Barber Shop	20 (19)	17 (18)
Beauty Shop	8 (13)	21 (40)
Campus Club		
Information Center	522 (437)	535 (510)
<u>Room Counts</u>		
Artcraft Studio	103 (203)	144 (247)
Women's Lounge	259 (443)	136 (not avail.)
Men's Lounge	381 (353)	133 (not avail.)
International Lounge	187 (-)	153 (not avail.)
Main Lounge	533 (545)	436 (not avail.)
Commuter Lounge	359 (-)	354 (not avail.)
Pop Inn	231 (300)	225 (not avail.)
Gopher Hole	159 (316)	210 (not avail.)

January 21, 1975

To: UBOG House & Finance Committee  
From: Rufus L. Simons, Director, Coffman Union  
Re: 1975-76 Budget Preparation Goals



I trust you have received a copy of a memo dated January 7, 1975 regarding the 1975-76 Coffman budget preparation sequence and timetable. I fear we are already somewhat behind in meeting the projected schedule.

It is extremely important that we evolve a set of goals that will determine the direction, and subsequently the budget priorities, for the up-coming fiscal year. Your input is naturally of utmost importance.

In order to make some swift progress I am requesting that you, at minimal, list your concerns for the operation of the Union, i.e., to give more emphasis to ?, to provide ?, de-emphasize ?. Hopefully you will be able to convey the attitude and concerns of your constituents.

Would you please forward your list to Monica Thrane, 631 Middlebrook, by 27 January, 1975.

If your time permits, would you elaborate on your reason(s) for your concern(s).

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Memo

January 22, 1975

To: UBOG and MUCB  
From: Rufus L. Simmons, Director, CMU  
Re: CMU Operating Accounts, Income & Expense Summary Analysis

INCOME

Overall Income is down, as anticipated, from the previous year--the principal factors being remodeling and the economy.

7104 - Administration. Income is up 51% over the previous period. This is the result of recording Xerox sales as income as opposed to treating them as a "negative" expense or revolving account. A minor percentage change resulted from better differentiation between student organizations and university departments.

7105 - Program Office. No income generated.

7106 - Maintenance. The decline is the result of a drop in program set-ups due to the remodeling.

7107 - PA Control. A drop in income is the result of fewer programs due to the remodeling.

7108 - Artcraft Studio. The Artcraft Studio is showing a slight improvement as the result of the mini-course program and charging for supply items that were previously loaned to patrons.

7109 - Recreation/Outing. Billiards is holding its own rather well. The principal drop in income is in the bowling program. The remodeling program has had a major impact on this program. Open Bowling and PE Bowling are down considerably.

7111 - Merchandise. Reducing the number of outlets from two to one accounts for most of the decline in income. Re-opening the newsstand over the noon hour should improve on the situation.

7112 - Lease Operations. Student office contracts are down from the previous period. The decline is principally attributable to journal vouchers not received.

## EXPENSE

The first three items of each departmental budget: regular salaries, miscellaneous salaries, and fringe benefits, are fixed costs based on the Civil Service Salary Plan. Unless there is something unique concerning salary items, the focus will be on Supplies and Expense.

7104 - Administration. The major item contributing to the 74% increase in administrative expense is Xerox Sales which is now being accounted for as income instead of an offsetting expense.

7105 - Program. Program office expenses are down nearly \$400 due principally to limited Gallery expenses.

7106 - Maintenance. Salaries remained rather constant even with salary increases. Leaving open positions unfilled and the late hiring of a Sr. Building & Ground Supervisor accounts for the stabilization.

7107 - P.A. Control. No significant variance.

7108 - Artcraft Studio. Regular salaries are down. The drop is attributable to converting the Artcraft Studio assistant position to a part-time, student position.

Supplies and Expenses are stable and there is a slight increase in merchandise for resale. A mini-course, wood cost, and minimizing give-aways, account for the change.

7109 - Recreation/Outings. Expenses are up due to two large purchases of bowling pins and shoes.

7111 - Merchandise. Operating one outlet accounts for basic decline in operations expense.

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

ATTENDANCE REPORTS COMPARISON FALL QUARTER 73 & FALL QUARTER 74

Overall attendance for the period 1974 shows a decline of 33% or 10,727 from 1973, though there was an increase in the number of meetings. This shows a trend to more frequent small meetings as opposed to fewer and larger meetings. Welcome Week activities and university department/events account for 10,582.

Construction has hampered large meetings. The main ballroom was not available for use for nearly half of the fall quarter, 1974, because it was being used as a storage area. Also, there was a fire in the Men's Lounge which eliminated its usage for about a month.

Individual categories of student organizations show some change in ranking of attendance when comparing the top-six high users.

1973	1974
1. Study/Discussion Groups	1. Recreation/Hobby/Social
2. Political Action	2. Miscellaneous
3. Recreation/Hobby/Social	3. Political Action
4. Religious/Interfaith	4. Language/Cultural/Int'l
5. Language/Cultural/Int'l	5. Religious/Interfaith
6. Governing Board/Intergroup Councils	6. Study/Discussion Groups

Most of the groups have remained in the top six though they have changed positions somewhat. One exception is in 1974--the miscellaneous category appeared. This includes all Welcome Week attendance. These figures were not included in the 1973 report originally, but were added later.

COFFMAN MEMORIAL UNION  
 GROUP ATTENDANCE & DATA TALLY  
 FALL QUARTER 1974  
 SEPTEMBER 15, 1974 to DECEMBER 14, 1974

<u>Student Organization Categories</u>	<u>Total Attendance</u>	<u>Total Events</u>
A. Governing Board/Intergroup Councils	633	15
B. Academic Fraternities	300	5
C. Academic Sororities	29	2
D. Professional Fraternities	23	1
E. Professional Sororities	18	1
F. University Residence Halls	-	-
G. Study/Discussion Groups	1,051	46
H. Leadership/Honorary/Recognition	10	1
I. Departmental/Professional	42	1
J. Religious/Interfaith	1,239	64
K. Language/Cultural/International	1,804	42
L. Political Social Action	2,154	77
M. Fine Arts/Music/Film/Drama/Dance	35	1
N. Publications/Communications	221	13
O. Recreation/Hobby/Social	4,023	86
P. Social Service	171	7
Q. Student Enterprises	275	12
R. Miscellaneous	2,324	46
S. Special Accounts	-	-
TOTAL	<u>14,352</u>	<u>420</u>
<u>Student &amp; Non-Student Use</u>		
1. Student Groups	14,352	420
2. Staff & Faculty	-	-
3. University Departments	5,637	263
4. Non-University Groups	<u>1,519</u>	<u>5</u>
TOTAL	<u>21,508</u>	<u>688</u>
<u>Type of Event</u>		
D - Dance	2,710	32
M - Meeting	13,050	605
F - Film	379	8
C - Concert/Play	374	2
B - Banquet	2,410	9
S - Speaker	1,010	14
E - Exhibits	1,533	17
T - Contact Tables	30*	30*
L - Leagues	-	-
R - Rehearsals	42	1
TOTAL	<u>21,508</u>	<u>688</u>

\* Number of contact tables reserved—  
 not included in grand totals.

To: CMU Staff

From: Rufus L. Simmons, Director *Ruf*

Re: 1975-76 Coffman Budget Preparation Sequence and Timetable

Goals Formulation

1st Phase 3 Jan	Review PPBS Area, program, projects. Description statement.
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Budget Preparation

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3rd Phase 24 Feb	Managers/Supervisors/Consultants/ Directors 1st budget meeting. Review & instruct.
4th Phase 3 Mar	2nd budget review. Review & tentative approval.
5th Phase 12 Mar	1st review of departmental budgets by House & Finance Committee for goal match-up.
6th Phase 18 Mar	Budget consolidation. Finalization & review.
7th Phase 20 Mar	Submit to secretaries.
8th Phase 17 Apr	Proof budget. Prepare line-item budget.
9th Phase 24 Apr	Submit to UBOG.
10th Phase 1 May	Submit to MUCB.



UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS  
1974-1975

Committees & Representatives to Committees

Executive Committee

Rosalind Ford, Board Chairman  
Monica Thrane, Board V-Chairman  
Mike Jones-z, Union President  
Rufus Simmons, Board Secretary  
Julie Hapsch, Chairman Recognition Committee  
Charles Walcott, Rep to MUCB  
Bill Eichten, Internal Review Committee  
John Ciabattari, Constitution Review Committee

House & Finance

Barry Bridges  
Carol Walden  
Bradley Kohnert  
Gary Gottfried  
Fay Peterson  
Bill Eichten  
Berton Atkinson  
Monica Thrane, Board V-Chairman (chair H&F)

Rep to MUCB

Charles Walcott  
Rosalind Ford

Rep to MUCB Grant  
Fund Committee

Bill Eichten

Recognition Committee

Julie Hapsch - chairman  
Gary Gottfried  
Glenn Hendricks

Internal Review

Bill Eichten - chairman  
Charles Walcott  
Rosalind Ford  
Carol Walden  
Fay Peterson  
Monica Thrane

Constitution Committee

John Ciabattari - chairman  
Richard Grinley  
Gary Gottfried

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Meeting March 6, 1975, 346 CMU, 11:30 am lunch, 12:00 meeting

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Reports
  1. UPC
  2. MUCB
  3. Recognition
  4. Grant Fund
  5. Bicentennial
  6. House & Finance
  7. Chairperson
  8. Directors
- IV. Old Business
  1. Organization Classification & Rental Rates Structure
  2. Ground & Second Floor Office/Space Policy
  3. Furniture Policy
  4. 1975-76 CMU Fiscal Goals
- V. New Business
  1. Dinner
  2. Tuition Freeze Proposal from TCSA
  3. Announcements
  4. Spring Quarter Meeting Dates (Proposed 1st Wednesday of each month.)

2/28/75  
RF/RS

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors  
March 6, 1975

Present: Rosalind Ford, Chairperson  
Monica Thrane, V Chairperson  
Al Bergstrom, Acting President  
Julie Hapsch, UPC  
Dave Lenander, UPC  
Kathy Sims, TCSA  
Faye Peterson, Ed  
Carol Walden, Minn Alumni  
Barry Bridges, UBOG Alumni  
Gary Gottfried, CLA  
Bradley Kohnert, CS, Student  
Vi Justice, CS, Clerk  
Perry Blackshear, Faculty  
Charles Walcott, Faculty  
Glenn Hendricks, OSA  
Robert Ledder, Food Service  
Rufus Simmons, Director  
Berton Atkinson, CMU  
Bernie Molitor, CMU

Absent: Kathy Rosel, UPC (excused)  
Bill Eichten, GC  
Norman Holte, CC

Guests: Dr. Frank Wilderson, Vice President for Student Affairs  
Diane McLeod, CMU Info Rep  
James McDonald, Student

The meeting was called to order at 12:10 by Chairperson Rosalind Ford who welcomed Vice President Wilkerson as guest and Kathy Sims as new TCSA representative. A quorum was present.

The Minutes of February 6 were approved without change.

REPORTS

UPC. Representatives to UBOG. Al Bergstrom will serve as Acting President following the resignation of Mike Jones-z. Dave Lenander will fill UPC representative to Board position vacated by Al Bergstrom.

The UPC Spring Quarter Program Budget was presented to the Board for approval. Gary Gottfried commended UPC for its advance planning. After discussion, a motion was made to accept the budget as presented.

MOTION 10-75 (Bergstrom-Gottfried) To accept Spring Quarter UPC Budget.  
Approved.

Coordinator resignation policy. A policy for temporarily filling coordinator and presidential vacancies occurring thru resignation was presented for Board approval. This would allow the Council a full voting complement and flexibility in transacting business. The policy would require the following by-law changes:

Article III, Section 3 -----deleted ( ) added

Vacancies in offices shall be filled in a similar manner to that described in Article III, Section 1 and 2. (The Council may designate a person from the area, while the selection process is taking place, to serve as a voting member of the Council. Such designation shall not exceed one quarter.)

Article VII, Section 2

~~The Vice President for Finance shall,~~ In the absence of the President or at the request of the President, (a member of the Executive Committee shall) assume the President's responsibility in relation to the Council. The Vice President for Finance shall serve as Treasurer of the Council and Chairman of the Finance Committee.

MOTION 11-75 (Gottfried-Bridges) To approve By-Law changes, Articles III and VII, regarding temporary appointments of Council Members to fill vacancies occurring thru resignations, not to exceed one quarter.  
Approved.

Hartford, Clements, Blake Concert, April 1. Bernie Molitor read the following memo addressed to UBOG, WBU, SPSCBOG and MUCB at-large members, from UPC:

"Each constituent union shall have access to eight tickets. MUCB at-large members shall have access to six tickets. In all fairness we hope that people who were not given a chance to go to our last concert will be given first priority to obtaining the tickets. Please try to submit lists to 205 Coffman Union by Thursday, March 13.

MUCB. Rosalind Ford reported the following items were included on agenda of MUCB meeting held at the home of Gordon Starr on February 27: guest cards for Union events; two new members-at-large; reinstatement of food service committee; vending machine study committee (rep from each board); CMU organization classification and rent structure (MUCB did not feel it was necessary they approve it).

Recognition Committee. The following recommendations were made by the committee for recognition of Board members:

- 1) That UBOG direct CMU staff to locate photos of former Board officers and display them appropriately in Room 346.
- 2) That a letter of commendation be sent to out-going Board members for outstanding service. That a committee of non-outgoing Board members meet in May to determine deserving recipients. Criteria for selection to include faithful attendance, participation in and contribution to meetings, and committee service.
- 3) That a plaque for outstanding service be placed in Room 346, giving member's name and year involved with the Board.
- 4) That there should be a short, formal meeting of the Board for presentation of awards.

MOTION 12-75 (Gottfried-Peterson) Move that the Board of Governors direct staff to locate photos of former officers and display them appropriately in Room 346. Approved.

MOTION 13-75 (Gottfried-Hendricks) That a letter of commendation be sent to out-going Board members for outstanding service. Approved.

Committee for selection of commendation to outgoing Board members to include Glenn Hendricks, Rufus Simmons, Al Bergstrom, Monica Thrane. Monica Thrane will act as chairperson while Glenn Hendricks is on vacation.

Mr. Atkinson suggested recommendations by the recognition committee be incorporated in the By-Laws.

Mr. Simmons charged the recognition committee to draw up guidelines for the award-presentation meeting for Board review and decision at the April meeting.

Bicentennial. Faye Peterson reported the committee suggestion to present a bicentennial CMU "package," such as a Spring Festival, with a "Frontier Days" theme. Exhibits, Coffeehouse Concerts, Programs, ads, Food Service, could all be tied in with the theme.

Mr. Simmons asked the committee to define a proposal for presentation to the Board.

The committee proposed the Union provide a scheduling service for bicentennial events. Mr. Simmons suggested this would be an overlap of the University Bicentennial Committee.

House & Finance. Monica Thrane reported the H&F committee is drafting a policy regarding ground and second floor space and furniture. It will be presented to the Board for approval at the April meeting.

Classification of Organizations Occupying CMU and Base Costs for Organizations, distributed to Board members and concerned organizations prior to the meeting, was brought to the Board for approval. It was noted that the MSA Store questioned space priority. Priority of space will be documented for Board approval at a later date but will not affect base costs.

MOTION 14-75 (Thrane-Walcott) Move to adopt the following base costs for organization space in Coffman:

BASE COSTS FOR ORGANIZATION TYPES

Organization Grouping	% of Base	1975-76 Minimum Cost
1	30	1.00
2	60	2.00
3	100	3.33
4 *	100	3.33
5	150	5.00
6 *	200	6.66

The major occupants will be treated on an individual basis. The Union will seek to establish a uniform percentage of general building maintenance.

\* Minimum rate charge. Each contract would be negotiated separately for percentage of gross or another comparable charge.

Motion passed.

Chairperson Report. Rosalind Ford commended the Board for good attendance at this meeting. Her personal objection to TCSA's Open Meeting Policy is having to give too much advance notice. The Resource Center for Student Government would like information about what UBOG is doing. The secretary was asked to send copy of Constitution, By-Laws, Minutes, and Quarterly Calendar to Resource Center for Student Government, 305 Aero Engineering, and to add the Center to mailing list for Minutes and Calendar.

CMU Fiscal Goals. Mr. Simmons asked for feedback on 1975-6 CMU Goals, noting that the Board has this opportunity to input their ideas as to what they feel our goals should be for the year. These goals determine to a large extent budget planning for the fiscal year thus early approval of the document was requested.

MOTION 15-75 (Gottfried-Thrane) Move to approve 1975-76 goals as outlined on document. Approved.

#### NEW BUSINESS

- 1) Dinner. Gary Gottfried asked that the item be tabled until spring quarter.
- 2) Tuition Freeze. It was noted that the TCSA statement has nothing to say about foreign students.

MOTION 16-75 (Gottfried-Thrane) To approve tuition freeze across the board to all students.

Glenn Hendricks thought it inappropriate for the Board to vote on the tuition freeze issue. Charles Walcott asked that it be placed on the April agenda as old business. He thought it should be brought before the Board when there was more representation (several students had left the meeting for class and a quorum was lacking).

The motion and second were withdrawn.

#### MEETING DATES

HOUSE & FINANCE	Wednesday	March 12, 11:00 am	Room 205
BICENTENNIAL	Wednesday	March 12	
EXECUTIVE	Thursday,	March 13	Room 205 (All committee chairmen are asked to be present.)
UBOG	Wednesday	April 2, 11:30 am	Room 346 (Please note change in day of week and time of meeting.)

The meeting was adjourned at 1:30 pm.

Respectfully submitted,

Rufus L. Simmons  
Recording Secretary

THE MINNESOTA UNION  
 COFFMAN MEMORIAL UNION  
 OPERATING ACCOUNTS, INCOME & EXPENSE SUMMARY  
 JULY 1, 1974 TO JANUARY 31, 1975

INCOME	JANUARY 1974-75	JANUARY 1973-74	YEAR TO DATE 1974-75	YEAR TO DATE 1973-74
Encumbered Funds, Operating Accounts			3,589.84	2,726.83
Fee Appropriated 7/12	45,775.25	45,495.67	320,426.75	318,469.69
7104 Administration	1,994.13	739.72	5,773.65	2,845.58
7105 Program Office	-----	-----	-----	-----
7106 Maintenance	406.04	834.15	1,345.87	2,148.00
7107 P.A. Control	200.00	411.75	1,218.75	1,727.28
7108 Artcraft Studio	1,383.95	1,042.28	5,519.28	4,920.28
7109 Recreation/Outing	7,841.96	9,323.78	26,634.91	30,269.82
7111 Merchandise	8,183.27	11,973.67	38,917.47	55,841.89
7112 Lease Operations	5,121.87	4,576.83	22,843.63	22,265.55
<b>TOTAL INCOME</b>	<b>70,906.47</b>	<b>74,397.85</b>	<b>426,270.15</b>	<b>441,214.92</b>

EXPENSE				
7104 Administration				
Regular Salaries	9,067.42	7,350.29	59,233.37	51,335.05
Misc. Salaries	3,828.96	2,854.93	18,785.83	15,130.47
Fringe Benefits	1,583.76	1,090.27	10,057.80	7,580.60
Supplies & Expenses	* (51.46)	1,278.60	8,290.89	5,195.92
*-991.00 Reverse Oct. entry Program Office adjusting J.V.	14,428.68	12,574.09	96,367.89	79,242.04
7105 Program Office				
Regular Salaries	5,307.92	5,291.32	40,203.21	36,889.24
Misc. Salaries	(3.98)	115.09	590.88	423.37
Fringe Benefits	852.71	799.96	6,227.93	5,564.92
Supplies & Expenses	238.44	323.09	2,093.76	2,423.62
	6,395.09	6,529.46	49,115.78	45,301.15
7106 Maintenance				
Regular Salaries	12,948.39	11,598.38	83,981.98	81,973.34
Misc. Salaries	2,703.64	2,666.71	19,185.88	17,531.03
Fringe Benefits	2,049.86	1,737.65	13,093.41	12,270.98
Supplies & Expenses	*(4,074.96)	2,633.01	25,196.61	25,199.48
*-9,990.00 Physical Plant utilities credit included	13,626.93	18,635.75	141,457.88	136,974.83



THE MINNESOTA UNION  
 COFFMAN MEMORIAL UNION  
 OPERATING ACCOUNTS, INCOME & EXPENSE SUMMARY, PAGE 2  
 JULY 1, 1974 TO JANUARY 31, 1975

	JANUARY 1974-75	JANUARY 1973-74	YEAR TO DATE 1974-75	YEAR TO DATE 1973-74
7107 P.A. Control				
Regular Salaries	877.42	740.00	5,913.94	5,180.00
Misc. Salaries	200.41	234.02	846.74	898.95
Fringe Benefits	138.89	111.88	918.56	781.48
Supplies & Expenses	3.42	(14.34)	73.15	126.71
Merchandise for Resale	-----	-----	-----	-----
	1,220.14	1,071.56	7,752.39	6,987.14
7108 Artcraft Studio				
Regular Salaries	1,072.00	1,449.00	7,535.00	9,183.00
Misc. Salaries	1,148.19	774.94	5,672.48	3,869.66
Fringe Benefits	173.36	219.33	1,182.29	1,387.17
Supplies & Expenses	137.62	421.91	1,506.31	1,349.99
Merchandise for Resale	846.43	929.16	5,654.28	4,322.67
	3,377.60	3,794.34	21,550.36	20,112.49
7109 Recreation/Outing				
Regular Salaries	1,684.80	1,507.68	11,391.72	10,553.76
Misc. Salaries	2,744.82	2,657.22	12,801.21	12,385.21
Fringe Benefits	266.70	227.97	1,769.29	1,592.31
Supplies & Expenses	446.84	552.16	4,022.82	2,042.98
Merchandise for Resale	76.32	-----	629.64	535.65
	5,219.48	4,945.03	30,614.68	27,109.91
7111 Merchandise				
Regular Salaries	715.00	625.00	4,777.00	4,375.00
Misc. Salaries	852.12	802.35	3,948.84	4,288.82
Fringe Benefits	113.18	94.49	741.94	659.99
Supplies & Expenses	141.10	245.10	1,113.90	1,183.50
Merchandise for Resale	2,720.57	5,738.26	26,438.23	39,510.29
	4,541.97	7,505.20	37,019.91	50,017.60
7113 Undistributed Expense				
Supplies & Expenses		94.49		659.99
Expense Sub Total	48,809.89	55,149.92	383,878.89	366,405.15
Encumbered Funds			6,108.09	5,712.40
Total Expenses	48,809.89	55,149.92	389,986.98	372,117.55
Balance-Income/Expense	22,096.58	19,247.93	36,283.17	69,097.37

COFFMAN UNION PROGRAM COUNCIL  
Proposed Spring Quarter Budget

	<u>Income</u>	<u>Expense</u>
Gallery	60.00	295.00
Contemporary Arts	-0-	1470.00
Current Events	300.00	2455.00
Ethnic Affairs	400.00	3135.00
Games & Tournaments	20.00	350.00
Mini Courses	4362.00	4491.25
Social	20525.00	24107.25
Trips & Outings	750.00	1286.50
Whole Coffeehouse	11701.00	15787.15
Program Administration	-0-	3350.50
TOTAL	<u>38118.00</u>	<u>56727.65</u>
Balance from Winter (est)	12,000	
Spring Allocation	12,297	
Balance Available	<u>24,297</u>	
Budgeted Income	38118.00	
Available funds		<u>62415.00</u>
Anticipated expense	56727.65	
Allocation to Longterm reserve	4000.00	
Allocation to summer reserve	2000.00	
Current operating reserve	2000.00	
	<u>64727.65</u>	
Less Whole performance allowance	<u>2132.65</u>	
	<u>62415.00</u>	

3/3/75

	<u>Income</u>	<u>Expense</u>
<u>Contemporary Arts</u>		
2101 Contingency Fund	-0-	180.00
2102 Stephen Spender	-0-	255.00
2103 Spring Dance Recital	-0-	225.00
2104 Jazz Concert	-0-	510.00
2105 Artists on Campus	-0-	<u>300.00</u>
	-0-	1470.00
<u>Gallery</u>		
2201 Spring Art Fair	60.00	195.00
2202 Grad Exhibit	-0-	<u>100.00</u>
	60.00	295.00
<u>Current Events</u>		
2401 Contingency Fund		250.00
2402 Bi Weekly Forum		475.00
2403 American Culture Film Series	300.00	980.00
2404 Student Activism		300.00
2405 Education Symposium		<u>450.00</u>
	300.00	2455.00
<u>Games &amp; Tournaments</u>		
2501 Frog Jumping Contest	20.00	<u>350.00</u>
	20.00	350.00
<u>2601 Blue Grass Social</u>		
2601 Blue Grass Concert	9785.00	10533.00
2602 Bonnie Raitt Concert	9600.00	11647.00
2603 Harold & Maude	240.00	372.00
2604 Cinderella Liberty	405.00	509.25
2605 Nicholas & Alexandra	495.00	592.00
2606 Noon Concerts		<u>454.00</u>
	<u>20525.00</u>	24107.25

	<u>Income</u>	<u>Expense</u>
<u>Whole Coffeehouse</u>		
2702 Odetta	928.00	1422.20
2703 Murray McLaughlin	1404.00	1570.00
2704 Medium Weekend	1230.00	1181.50
2705 Mimi Farina	1101.00	1093.85
2706 Small Weekend	432.00	668.40
<del>2707 Mese Allison</del>	<del>1484.00</del>	<del>1780.20</del>
2708 Mose Allison	1484.00	1780.20
2709 Medium Concert	1076.00	1442.10
2710 Large Concert	1484.00	1980.20
2711 Medium Concert	1076.00	1442.10
2712 Medium Concert	1076.00	1442.10
2713 Sunday Evenings	455.00	837.50
2714 Open Stages	45.00	27.00
2715 Light & Sound		400.00
2716 Food Bar		500.00
	<u>11701.00</u>	<u>15787.15</u>

2801 Black Psychology Conf.  
Ethnic Affairs

2801 Black Psychology Conf.		760.00
2802 Black Films		415.00
2803 Dance	400.00	800.00
2804 Common Heritage		800.00
2805 Third World Artists		360.00
	<u>400.00</u>	<u>3135.00</u>

Executive-Program Administration

PRES.

2911-1 Misc.		60.00
2911-2 Pens & Pencils		50.00
2911-3 Xerox		100.00
2911-4 Paper		55.00
2911-5 Stamps		200.00
2911-6 Telephone		333.00
		<u>798.00</u>

FIN.

2912-1 Audit		800.00
2912-2 Checks & P.O.s		50.00
		<u>850.00</u>

PERS.

2913-1 Awards Banquet		415.00
2913-2 Training Awareness		24.00
2913-3 Evaluation Cards		80.00
2913-3 Spring Retreat		155.00
2913-6 Recruitment		235.00
2913-7 Newsletter		50.00
2913-8 Files		3.50
2913-9 Party		50.00
		<u>1012.50</u>

PR

2914-1 Calendar  
2914-2 Printing Supplies

Income

Expense

550.00

140.00

-0-

690.00

Mini Courses

2921

4362.00

4491.25

4362.00

4491.25

Trips and Outings

2931 Bike Repair & Show  
2932 BWCA Canoe Trip  
2933 T.C. Bike Tours  
2934 Outdoor Show

750.00

200.00

758.50

18.00

310.00

750.00

1286.50

3/3/75

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

February 27, 1975

To: All Student Organizations Desiring Occupancy in Coffman Union

From: House and Finance Committee, Union Board of Governors

The House and Finance Committee is preparing to finalize a policy concerning the classifications of organizations occupying space in Coffman Union and the consequential rental rate structure. One of the enclosed documents is the proposed classification system that describes the nature of each organization type according to its source and kind of revenue. It is hierarchal order based on the financial structure of the organization and the percentage of the base minimum cost for maintaining the Union we feel the organization should be responsible for. The second enclosed document describes how the base minimum rate per square foot was determined.

Your inputs, comments and criticisms concerning the enclosed proposals would be of great value to us before the actual finalization takes place. Please address your concerns to:

House and Finance Committee  
Union Board of Governors  
Coffman Union

before March 6, 1975.

MT

# CLASSIFICATIONS OF ORGANIZATIONS OCCUPYING CMU

## PREAMBLE

The purpose of this statement is to present the rationale for the rental structure for organizations housed in CMU. Coffman Memorial Union is an integral part of the University Community, facilitating the educational experiences of the University Community thru programs, services and facilities. The Union recognizes the value of organized student life and the vital role student organizations play in fostering enrichment of university life and as such the Union is committed to their existence and facilitation in the Union.

The financial base of the Union's operation is the student fee. This fee is supplemented by revenue earned by charging for goods and services and program enterprises.

It is with the foregoing items in mind that the remainder of this document will be focused on two factors:

1. Develop a means to minimize student fee enlargement.
2. Develop a mechanism for allocation of limited physical space that cannot meet the potential demand.

The principal rationale for the CMU rental structure is that, wherever possible, where the benefit of organization space gained by a specific organization, that organization shall be responsible in sharing a greater responsibility for the operational cost of providing the space. Without assuming such responsibility, the general student population shall carry the total burden. In addition, the organization shall be responsible for sharing in the cost of providing space in the Union proportionately to its source and stability of revenue.

### 1. Student Organization

All student voluntary groups registered by the Student Activities Center as authorized by ACSA and with financial support through membership dues with only an occasional fund-raising program. No external financial support, all work effort on a voluntary basis. Student organizations in the Union divide into four basic categories related to level of services provided. These categories are:

- a. On a daily basis, limited intermittent use of facilities such as duplicating facilities, typewriters, mail box service and message center in the Student Organization Activities Center.
- b. On a weekly basis, services identified in "a" above, plus assignment of smallest unit office, plus telephone services in SOAC.
- c. On a monthly basis or longer, services identified in "a" above, plus assignment of "Desk-N-File" units in SOAC.
- d. On a quarterly or annual basis, all of the services in "a" above, plus assignment of major office units, plus telephone services in SOAC.

2. Student Organization with Established Funding Sources (Student Fee Support)

An all student voluntary group. May or may not have a dues structure, but will include a broader base of financial support to include state or national branch/ chapter or incidental fees support. The major thrust is not revenue producing.

3. University of Minnesota Department Staffed Offices

A University department or branch of a University department. Full-time paid staff (director, manager, coordinator) and/or part-time paid staff. Financial support through 0100 or 0500 funds.

4. Non-Profit Student Enterprise

Business or retail enterprise organized around and supervised by a governing board comprised principally of students and registered as a student organization. Major thrust is sales and services that are non-profit oriented.

5. University Related Non-Student Organization

Private non-student, non-profit organization with a strong affiliation to the University.

6. Non-University Enterprise

Private business or retail enterprise. Major thrust being sales and service that is profit-oriented. No University affiliation except through a lease contract for space rental.

Major Occupants. A University department or branch of a University department supervised by University Administration or a voluntary membership organization supervised by a governing board or corporation with a strong affiliation to the University. This group differs from other building occupants in that it is responsible for equipping and operation of its space and in making a contribution to general building operations cost. Organized as a business or retail enterprise. Major thrust is sales and service that is non-profit-oriented. Employing fulltime staff (director, manager, coordinator) and other support staff, and part-time staff--no voluntary staff. Corporation board membership with a strong affiliation to the University.



## BASE COSTS FOR ORGANIZATION TYPES

Organization Grouping	% of Base	1975-76 Minimum Cost
1	30	1.00
2	60	<del>3.00</del>
3	100	<del>3.00</del>
4 *	100	4.00
5	150	5.00
6 *	200	6.66

The major occupants will be treated on an individual basis. The Union will seek to establish a uniform percentage of general building maintenance.

\* Minimum rate charge. Each contract would be negotiated separately for percentage of gross or another comparable charge.

CMU  
rls  
3-6-75

**COST OF PROVIDING AND MAINTAINING A SQUARE FOOT OF SPACE IN CMU**

	71-72 Actual	72-73 Actual	73-74 Actual	74-75 Budgeted	75-76 Projected
<b>Total Square Foot Maintained</b>	165,766	165,766	165,766	188,574	188,574
<b>Regular Salaries</b>	130,191.24	133,535.33	135,243.55	162,467	173,840
<b>Miscellaneous Salaries</b>	17,687.05	21,922.78	32,921.43	37,426	40,046
<b>Supplies &amp; Expense (a)</b>	65,704.85	71,651.06	59,214.03	105,845	114,313
<b>Long Range Building Replacement</b>				83,943	83,943
<b>Building Repair &amp; Renovation (b)</b>	50,924.63	17,467.85	26,495.53	125,914	125,914
<b>Furniture and Equipment Replacement</b>	1,241.89	2,690.45	1,430.68	13,402	13,402
<b>New Equipment</b>	923.15	8,023.49	552.60	3,000	3,240
<b>Direct Maintenance Costs</b>	266,672.81	255,290.96	255,857.82	531,997	554,698
<b>Share of Overhead Cost (c)</b>	36,905.20 (33%)	46,931.11 (39%)	53,143.83 (38%)	68,519 (39%)	73,315 (Incr 7% over 74-5)
<b>Total Maintenance Cost</b>	303,578.01	302,222.07	309,001.65	600,516	628,013
<b>Cost of Maintaining Sq. Ft. of Spa</b>	\$1.83	\$1.82	\$1.86	\$3.18	\$3.33

(a) Includes: electricity, water & sewer, fuel and heat, along with custodial supplies and fringe benefits.

(b) Includes: shop tickets, wall patching, painting, etc.

(c) Share of administrative cost 7104

2/4/75

## PROPOSED CMU 1975-76 MAJOR GOALS

### A. Financial

1. Establish specific budgeting goals for all revenue producing departments to reflect a percent increase over inflationary cost.
2. Establish "sound" commercial lease agreements for the new commercial space.
3. Determine feasibility of establishing a differentiated and/or comprehensive Union membership card for non-student patrons.
4. Explore options for increasing new patrons building use.
5. Develop and maintain a fiscal management program to insure UPC program balance and continuity during the year.
6. Consider possible means of reducing total net operation cost of the Artcraft Studio.

### B. Student Development

1. Continue to develop the UBOG and UPC "partnership" concept through increased efforts on recruitment, training, and group maintenance.
2. Research course credit for volunteer workers and feasibility of scholarships for UPC area coordinator.
3. Coordinate 10 workshops for staff and UPC members.
4. Strengthen Executive Committee through centralizing Executive advisement.

### C. Staff Development

1. Establish and maintain a comprehensive staff development program.
2. Routinize MBO, goal formulation processes and procedures manual updating.
3. Establish comprehensive student employee orientation and training program for all departments, starting fall quarter.
4. Explore effective means for decision-making and development of staff cohesiveness.

D. Facility Development

1. Minimize the disruption of services and facilities due to renovation and plan a smooth transition to the remodeled space.
2. Reorganize CMU housekeeping and maintenance program.
3. Upgrade physical appearance of the Artcraft Studio.
4. Research similar artcraft facilities on other locations for the purpose of maximizing the quality and use level of the CMU Artcraft Studio.
5. Complete the program concept and equipment needs for the Theater Lecture Hall and Music-Listening.
6. Prepare staff plan and operational program budget for the opening of the Recreation/Outing Center.
7. Develop and complete the redecoration plan for the third floor.

E. Program Development

1. Establish firmer relationship between major building occupants, specifically Food Service, Campus Club and Commercial Leasees.
2. Reinstate UBOG Food Service Committee.
3. Develop and implement a major comprehensive research study of CMU programs, service and facilities.
4. Expand film and contemporary arts programming compatible with CMU facilities.
5. Develop detailed music-listening program.
6. Improve UPC program production.

F. Public Relations

1. Improve dissemination of information concerning CMU programs and facilities.
2. Develop plans for bicentennial celebration.
3. Examine and improve the total public relations effort.
4. Plan and execute a major CMU guide to service and facility brochure.
5. Develop an Open House and/or Grand Opening of the Union.

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Meeting Wednesday, April 2, 11:30 am - 1:00 pm, 346 CMU

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Reports  
(Reports from committees only, committee business will be taken up under Old Business.)
  1. UPC - Al Bergstrom
  2. Social - Gary Gottfried
    - a. Wine and Cheese Hour (April)
    - b. Dinner (May)
  3. Bicentennial - Faye Peterson
  4. House & Finance - Monica Thrane  
Tour of Construction Area
  5. Chairperson Report - Rosalind Ford
  6. Directors' Report - Rufus Simmons, Berton Atkinson
- IV. Old Business
  1. Bicentennial Project for Spring, 1976
  2. Ground-Second-Floor Space Policy (copy attached)
- V. New Business
  1. Proposed Bi-Monthly Meeting Schedule  
(April 2, 16, 30; May 16, 28; April 30 special meeting for Budget.)
  2. Recruitment of New Board Members  
(Letters to College Boards; advertisements in Daily, etc.; how many current members of Board plan to remain on Board next year?)
  3. Executive Committee Meetings  
(Will be held on Monday's: April 7, 21; May 5, 19; at 12:00 noon in 205 CMU. Committee Chairmen expected to attend are Monica Thrane, Gary Gottfried, Faye Peterson, Al Bergstrom, Charles Walcott.)
  4. Non-Smoking Ordinance - Monica Thrane
  5. Comments from Board Members - Barry Bridges (See attached copy.)

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors  
April 2, 1975

**Present:** Monica Thrane, V-Chairman  
Al Bergstrom, President-Union  
Kathy Rosel, UPC  
Dave Lenander, UPC  
Kathy Sims, TCSA  
Fay Peterson, Education  
Vi Justice, CS, Clerk  
Perry Blackshear, Faculty  
Rufus Simmons, CMU  
Berton Atkinson, CMU  
Bernie Molitor, CMU

**Absent:** Gary Gottfried, CLA  
Carol Walden, Alumni  
Bradley Kohnert, CS, Student  
Glenn Hendricks, OSA  
Norman Holte, Campus Club  
Rosalind Ford, Chairman  
Barry Bridges, Alumni  
Charles Walcott, Faculty  
Bob Ledder, Food Service

**Guests:** Diane McLeod, Information Representative, CMU  
Margaret Dagg, Coordinator, Mini-Courses, CMU  
Rick Chase, Student Employee, CMU

The meeting was called to order at 12:40 p.m. by Monica Thrane, V-Chairman. A quorum was not present at the opening of the meeting but latecomers made up a quorum for business action.

**REPORTS**

UPC. Bernie Molitor reported the April 1st concert (John Hartford Clements) held at Northrop was successful. Forty mini-courses will be offered spring quarter.

Social. The secretary was asked to send out notice of a social hour for Board members, April 9, 3:00-5:00, in the Dale Shepherd Room, Campus Club. Wine and cheese will be served.

Tour of Remodeling should be arranged through Berton Atkinson or Rufus Simmons. The basement should be completed by May first. The Recreation Center will open April 15. Projected total completion date is October 24th.

Executive Board Meetings. It was announced the executive committee meeting dates would be on Wednesday instead of Monday. (The date has subsequently been changed back to Monday and the following dates: April 7, 21; May 5, 19; Time: 12:00 noon, Place: 205 CMU.

CMU 1975-76 Budget will be brought to the House & Finance Committee at their meeting April 22, 10:00 am, Room 205. It will be presented to the Board for approval at a special meeting, April 30th. It is hoped all board members will be able to attend this important meeting.

Ground Floor Space Policy.

MOTION 17-75 (Atkinson-Lenander) To approve the following policy for insertion as part of CMU House Policy:

Space on the Ground Floor generally designated as shops will be available only to commercial enterprises where goods and/or services are provided at a cost to the patron. That space will be restricted to those classifications identified in the document, "Classifications of Organizations Occupying CMU, as Non-Profit Student Enterprises and Non-University Enterprises.

Other space in the Union, including areas on the Second and Third Floors, generally designated as office space will be available for occupancy by those classifications identified in the document "classifications of Organizations Occupying CMU" as Student Organization, Student Organization with Established Funding Sources, University of Minnesota Department Staffed Offices, University Related Non-Student Organizations.

Motion Passed.

Recruitment of Board Members. Mr. Simmons explained that it is Board policy to get representatives from college board presidents. Last year interest for college board reps was solicited by the Union through Daily ads. Applications were available at CMU Info Center. Completed applications were forwarded to the college president for consideration and recommendation. This procedure will be continued. Present Board members desiring to remain on the Board next year should communicate their interest to Rosalind Ford or Rufus Simmons.

House Policy questions relating to UPC should be brought to the attention of Dave Lenander.

MOTION 18-75 (Blackshear-\_\_\_\_\_) To approve Minutes of March 6. Approved.

Bicentennial. Dr. Blackshear requested opinion/approval of School of Engineering exhibiting a history of a narrow segment of technology. He asked if recognition could be given to business enterprises contributing in a monetary way to the activity(s). Dr. Blackshear suggested a CMU bicentennial space/time schedule be advertised so other organizations/departments can plan on using space for exhibits/programs.

Bernie Molitor, Margaret Dagg, and Rick Chase were present to explain their bi-centennial proposal "The Oregon Trail: A Commemorative Replication" and to answer questions regarding the value of the project to UPC and the Union.

Fay Peterson read the following motion from the Bicentennial Committee:

It is moved that Coffman Memorial Union will

1. Provide letters to SAC for other student organizations informing them that we have:
  - a) space and facilities,
  - b) time and purpose (rededication of CMU),
  - c) the core of an existing festival,
  - d) the means for coordinating activities,
  - e) a grant fund through MUCB.
2. Promote non-organized students at-large to get involved in Bicentennial activities, i.e., to contribute ideas and labor to produce the core festival.
3. Organize through its Bicentennial committee, in which UPC will be strongly represented, a spring festival centering around the rededication of CMU as its major Bicentennial activity.
4. Sponsor and contribute \$6,000 towards the financing of the aforesaid activities. Of this money \$1,000 will be designated for the Oregon Trail Project and \$5,000 allocated for educational, cultural, social and recreational activities, and publicity.

Because of the length and variety of proposals in the motion, each item was voted on separately.

MOTION 19-75 (Blackshear-Peterson) Move to approve item 1 with deletion of (e) grant fund thru MUCB. Passed.

MOTION 20-75 (Blackshear-Bergstrom) Move to approve items 2 and 3. Passed.

MOTION 21-75 (Blackshear-Bergstrom) Move to approve \$6,000 toward the financing of the above-mentioned activities. Passed.

#### Meetings

The Board will meet bi-monthly through the remainder of the year in order to present and act on all items on Agenda.

April 23, Wednesday (This is a change in date from April 16)

April 30, Wednesday Budget Meeting

May 14, Wednesday

May 28, Wednesday

The meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Rufus L. Simmons

Recording Secretary



A PROPOSAL TO THE COFFMAN UNION BOARD OF GOVERNORS  
FOR AN AMERICAN REVOLUTION BICENTENNIAL PROJECT

The Oregon Trail: A Commemorative Replication

Submitted By

Mr. Bernard F. Molitor  
Ms. Margaret Dagg  
Mr. Richard Chase

The following is a proposal for sponsorship and support of an American Bicentennial Revolution project. Contained herein is a timeline for the completion of the project, a narrative description, rationale and objectives, and a tentative funding schedule.

The authors believe that the project has been well researched and are committed to its completion. We believe further that the project will coincide with and highlight the University's and The Minnesota Union's Bicentennial efforts. The benefits derived from the project will be twofold: programmatic and public relations. Upon initiation and completion of the project there will be programs which will be imaginative and exciting, and the authors would be traveling as representatives of the University of Minnesota and The Minnesota Union. There will be numerous celebrative and commemorative events along the way, as well as presentations to civic and community groups, and a detailed journal and media presentation prepared which would synthesize and highlight the trip.

Therefore, we are asking that The Union Board of Governors and The Minnesota Union provide sponsorship and support of this project and provide seed money in the amount of \$1000.00 which will initiate the Bicentennial effort and will be used for essential correspondence, both written and phone, and if permitting, for the purchase of some essential equipment.

## I. Time Line for Completion of Project

Our intention is to depart from Independence, Missouri on April 1, 1976. We will proceed to the Willamette Valley and the city of Portland, Oregon on or about September 1, 1976. We will approximate the original Oregon Trail as authentically as possible, passing through every major historical site (see attached map). Our rate per day will be approximately 20 miles plus. Since one of the major purposes of our journey is to bring the Bicentennial to the people, we intend to make ourselves available to communities for Bicentennial activities and celebrations.

## II. Narrative Description of Project

### Rationale and Objectives

We see three essential foci in our project: national, local, and personal.

On a national level, we believe that a replication of a historical process of this magnitude, will illustrate and rekindle one of the primary forces which has shaped our national character, namely that of the frontier experience, --"the pioneer instinct, the 'strong bent' of the American

spirit, the desire to blaze trails, to accept a difficult challenge--the thrill of opening a new country". Henry David Thoreau sensed it in the New England woods, when he once felt his perplexity change to insight: "eastward," he said, "I go only by force, but westward I go free." Social and geographical mobility are still powerful forces in American culture; we wish to seize the taproot of this drive and to perpetuate this great epic drama in living form.

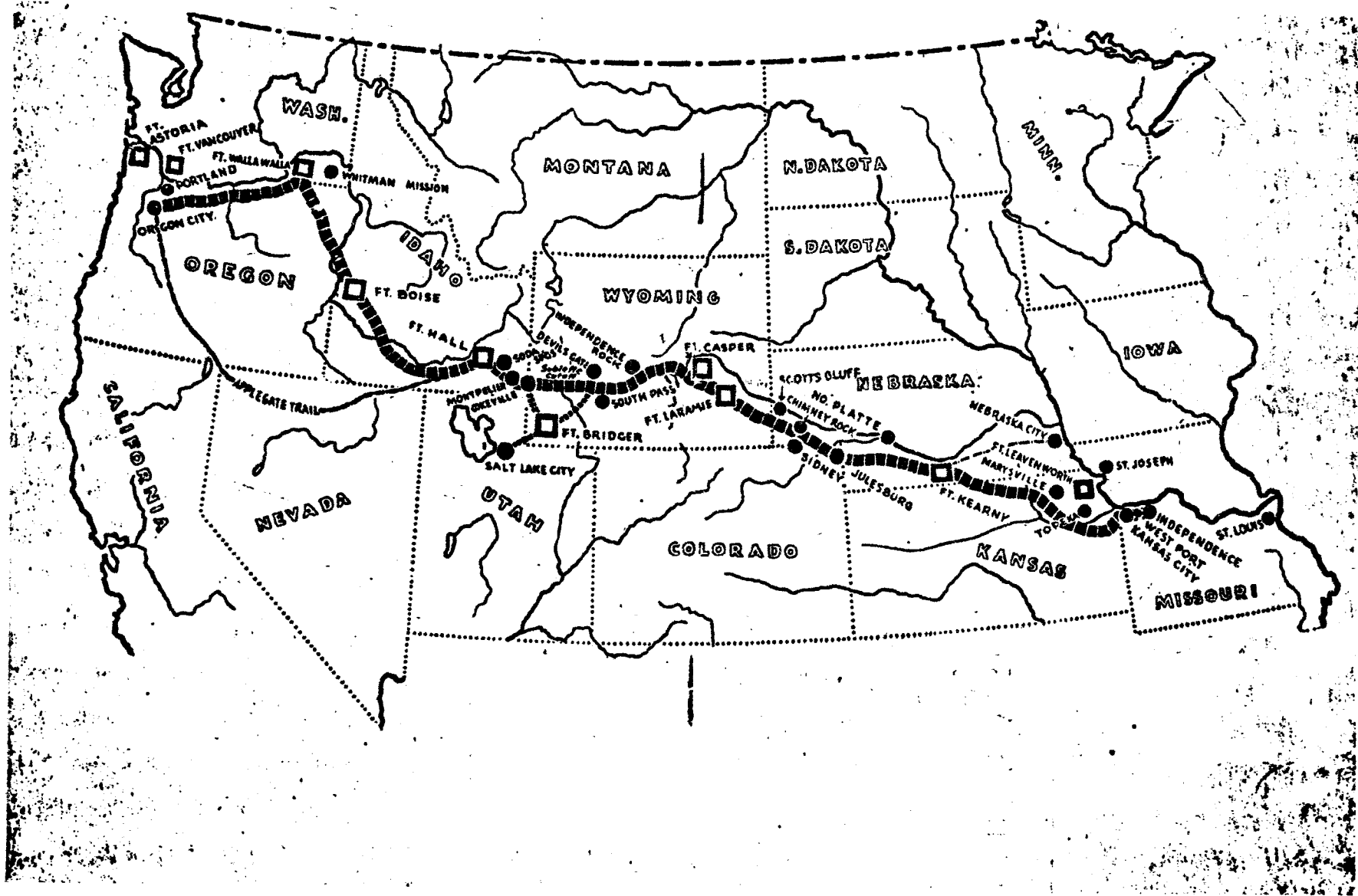
At the local level, we believe that the Bicentennial will be a time for commemoration, celebration, and reexamination of the principles of our democratic republic. We further believe that our wagon and our journey will provide literally and symbolically a vehicle around which people can rally to reaffirm our nation's heritage. Our aim, therefore, is to bring the experience of Westering to the communities.

On a personal level, we see this project as an opportunity for an experiential replication of a way of life that for most of us is irretrievable. As 20th century Americans we can have only faint glimmers of what it meant to be a pioneer: the dust, the heat, the mountains, the pitiless deserts, the perils of uncertainty, the visions of a new

beginning and the determination to prevail. We intend to synthesize and communicate the substance of this dramatic change in the pace of our lives as accurately as possible through photographs, and written and recorded journals.

The Oregon Trail has already carried fur trappers, adventurers, missionaries, and pioneers through the Rocky Mountains and into the Oregon country beyond. Indeed, the Trail brought America itself into the unsettled Pacific Coast. At the peak of migration in 1853, some 55,000 pioneers rolled westward by wagon train. Now, along with the memories of the spirit of heroic endeavor that characterized the great migration and the dreams of our burgeoning historical imaginations, the Trail shall carry three Twentieth Century Americans into the past to recapture the experience of our pioneer ancestors. One Oregon settler remarked of this prodigious tide: "It will be received by future generations as a legend on the borderland of myth."

In the Spirit of '76, it behooves us to enliven the westerling legend and to reinforce its authenticity--as a reminder of our heritage and as a model for future challenges.



### III. Budget Summary

#### TOTAL COST OF PROJECT

Equipment	1992.44	
Clothing	1312.41	
Transportation	1781.17	
Food	5391.10	
Storage space for Equipment	1198.00	
Compensatory Allowance	9000.00	
Skills	213.00	
Wagon	6600.00	
Wagon Shipment	941.00	
Mules	<u>4220.50</u>	
	32649.62	
	<u>1305.98</u> + 4% New & Non Specific	
	<u>33955.60</u>	GRAND TOTAL

#### TENTATIVE FUNDING SCHEDULE

##### Funding Source:

Coffman Union Board of Governors/ The Minnesota Union	1000.00
State Bicentennial Commissions	12000.00
Private Sources	<u>22000.00</u>
TOTAL	35000.00

THE MINNESOTA UNION  
COFFMAN MEMORIAL UNION  
OPERATING ACCOUNTS, INCOME & EXPENSE SUMMARY  
FOR PERIOD, JULY 1, 1974 to FEBRUARY 28, 1975

INCOME	Feb. 1974-75	Feb. 1973-74	Year to Date 1974-75	Year to Date 1973-74
Encumbered Funds, operating accounts			3,589.84	2,726.83
Fee Appropriated 8/12	45,775.25	45,495.67	366,202.00	363,965.36
7104 Administration	829.78	361.62	6,603.43	3,207.20
7105 Program Office	-	-	-	-
7106 Maintenance	358.86	519.36	1,704.73	2,667.36
7107 P.A. Control	61.00	299.50	1,279.75	2,026.78
7108 Artcraft Studio	836.04	1,023.69	6,355.32	5,943.97
7109 Recreation/Outing	6,949.49	7,639.03	33,584.40	25,786.47
7111 Merchandise	6,854.51	10,178.48	45,771.98	78,142.75
7112 Lease Operations	2,934.66	6,150.14	25,778.29	26,940.42
Total Income	64,599.59	71,667.49	490,869.74	511,407.14
EXPENSE				
7104 Administration				
Regular Salaries	9,067.42	7,068.00	68,300.79	58,403.05
Misc. Salaries	3,001.01	3,273.54	21,786.84	18,404.01
Fringe Benefits	1,611.68	1,095.81	11,669.48	8,676.41
Supplies & Expenses	1,277.19	1,263.01	9,568.08	6,459.73
	14,957.30	12,700.36	111,325.19	91,943.20
7105 Program Office				
Regular Salaries	4,883.40	5,291.32	45,086.61	42,180.56
Misc. Salaries	762.75	328.15	1,353.63	751.52
Fringe Benefits	755.90	799.96	6,983.83	6,364.88
Supplies & Expenses	51.51	301.17	2,145.27	2,724.79
	6,453.56	6,720.60	55,569.34	52,021.75
7106 Maintenance				
Regular Salaries	13,730.13	11,235.61	97,712.11	93,208.95
Misc. Salaries	3,254.15	2,385.92	22,440.03	19,916.95
Fringe Benefits	2,159.42	1,682.83	15,252.83	13,953.81
Supplies & Expenses*	(9,579.82)	6,237.25*	15,616.79	31,436.73
	9,563.88	21,541.61	151,021.76	158,516.44

\* Amount includes 13,257.57 Food Service back payment for electricity.



INCOME & EXPENSE SUMMARY, PAGE 2

	<u>Feb.</u> <u>1974-75</u>	<u>Feb.</u> <u>1973-74</u>	<u>Year to Date</u> <u>1974-75</u>	<u>Year to Date</u> <u>1973-74</u>
<b>7107 P.A. Control</b>				
Regular Salaries	877.42	740.00	6,791.36	5,920.00
Misc. Salaries	161.16	155.20	1,007.90	1,054.15
Fringe Benefits	138.89	111.88	1,057.45	893.36
Supplies & Expenses	-	(12.46)	73.15	114.25
Merchandise for Resale	-	-	-	-
	<hr/> 1,177.47	994.62	8,929.86	7,981.76
<b>7108 Artcraft Studio</b>				
Regular Salaries	1,072.00	1,121.73	8,607.00	10,304.75
Misc. Salaries	1,169.24	780.51	6,841.72	4,650.17
Fringe Benefits	173.36	169.84	1,355.65	1,557.01
Supplies & Expenses	308.00	383.61	1,740.75	1,733.60
Merchandise for Resale	763.34	586.56	6,417.62	4,739.97
	<hr/> 3,485.94	3,042.25	24,962.74	22,985.50
<b>7109 Recreation/Outing</b>				
Regular Salaries	1,684.80	1,507.68	13,076.52	12,061.44
Misc. Salaries	2,845.13	2,407.73	15,646.34	14,793.00
Fringe Benefits	266.70	227.97	2,035.99	1,820.28
Supplies & Expenses	835.84	374.59	4,858.66	2,387.57
Merchandise for Resale	76.32	97.20	629.64	632.85
	<hr/> 5,708.79	4,615.17	36,247.15	31,695.14
<b>7111 Merchandise</b>				
Regular Salaries	715.00	625.00	5,492.00	5,000.00
Misc. Salaries	740.07	736.52	4,688.91	5,025.34
Fringe Benefits	113.18	94.49	855.12	754.48
Supplies & Expenses	400.35	159.40	1,514.25	1,342.90
Merchandise for Resale	2,931.10	3,481.58	29,369.33	42,991.87
	<hr/> 4,899.70	5,096.99	41,919.61	55,114.59
<b>7113 Undistributed Expense</b>				
Supplies & Expense	-	9.53	-	13.58
Expense Sub Total	<hr/> 46,246.64	54,721.13	429,975.65	420,271.96
Encumbered Funds			6,878.71	19,306.06
Total Expenses	<hr/> 46,246.64	54,721.13	436,854.36	439,578.02
Balance Income/ Expense	<hr/> 18,352.95	16,946.36	54,015.38	71,829.12

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Meeting Wednesday, April 23, 11:30 am, 346 CMU

AGENDA

I. Call to Order

II. Approval of Minutes

III. Reports

1. UPC - Al Bergstrom
2. Recognition - Glen Hendricks
3. Bicentennial - Fay Peterson
4. House & Finance - Monica Thrane
5. Chairperson - Rosalind Ford
6. Directors - Rufus Simmons, Berton Atkinson

IV. Old Business

1. Social Committee Proposal - Gary Gottfried

V. New Business

VI. Announcements

1. Meetings

House & Finance - April 22, 10:00 am, 205 CMU

Special Board - Budget Approval - April 30, 11:30 am, 346 CMU

Executive - May 5, 12:00 noon, 205 CMU

Board - May 14, 11:30 am, 346 CMU

Executive - May 19, 12:00 noon, 205 CMU

Board - May 28, 11:30 am, 346 CMU

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors  
April 23, 1975

**Present:** Rosalind Ford, Chairperson  
Monica Thrane, V-Chairperson  
Al Bergstrom, President-Union  
Kathye Rosel, UPC  
Dave Lenander, UPC  
Kathy Sims, TCSA  
Carol Grant, Law School  
Fay Peterson, Education  
Carol Walden, Minn Alumni  
Barry Bridges, UBOG Alumni  
Bradley Kohnert, Civil Service (student)  
Vi Justice, Civil Service (clerical)  
Charles Walcott, Faculty  
Norman Holte, Campus Club  
Rufus Simmons, CMU  
Berton Atkinson, CMU  
Bernie Molitor, CMU  
Gary Gottfried, CLA

**Absent:** Perry Blackshear, Faculty  
Glenn Hendricks, OSA  
Robert Ledder, Food Service

**Guest:** Diane McLeod, Information Representative, CMU

The meeting was called to order at 11:30 a.m. by Chairperson Rosalind Ford. A quorum was present later in the meeting for business action.

#### MINUTES

The minutes of April 2 were approved with the following corrections:

1. Add Julie Hapsch to list of absentees.
2. Add to Motion 21-75: ...Of this money, \$1,000 will be designated for the Oregon Trail Project and \$5,000 allocated for educational, cultural, social, and recreational activities, and publicity.

#### REPORTS

UPC. Bernie Molitor presented the UPC Winter Quarter report, giving the program highlights by area and 1974-5 comparison figures for the number of events held and the number in attendance. "The UPC is justly proud of its Winter Quarter efforts. Despite the programmatic problems caused by the extensive remodeling, and building traffic being down some forty percent, the figures show an increased attendance of 4,100 over last year."

Bicentennial. Fay Peterson reported the committee will meet with UPC staff on Thursday, April 24, 11:30 am, to discuss/coordinate program ideas for the Union's bicentennial efforts.

Recognition. Monica Thrane reported for Glenn Hendricks with the following committee recommendations: 1) that the three officers be given special recognition, and 2) that the Board as a whole be recognized by a special evening activity such as dinner-theater.

The idea of individual letters of recognition/commendation was dropped because of difficulty in collecting data. The idea of having a combined UBOG-UPC recognition event was negated by UPC, however Bernie Molitor invited the committee to attend the UPC Executive Meeting on Monday, April 28 at 2:00 for further discussion of this possibility. UPC has scheduled an evening on the Paddleford and the Board could consider this for their special evening activity. The cost is \$3.00 per person. Kathy Sims and Brad Kohnert agreed to work with Gary in planning/coordinating an activity.

House and Finance. Monica Thrane reported current concerns are for WMMR's rent situation and allocation of commercial space use. The committee will meet Tuesday, April 29 at 10:00 am in Room 209 CMU. Mr. Simmons reported Coffman's Annual Budget will be ready for Minnesota Union approval by the 8th or 15th of May. Ms. Ford urged all Board members to attend the special Board meeting for budget approval that is scheduled for April 30.

Remodeling. Mr. Atkinson reported the remodeling is more than 50% complete. The basement is in operation except for the Apple Barrell (lunch counter) and the furniture for the games area is yet to be installed. Traffic-use has increased and those who have toured the area are favorably impressed with the decor. Staff on the 1st and 2nd floors will be moved to ground and 3rd floors the first week of May. A schedule of rooms, moving dates and time will be published by Operations Office.

MUCB. Mr. Simmons reported the Coordinating Board will meet May 1 at 3:30 in 346 Coffman.

ACU-I. Four CMU staff persons attended the Association of College Unions-International Conference in Hollywood, Florida, April 13 thru 17 for professional development and growth. The opportunity for exchange of ideas concerning union programming, methods, interests, problems, etc. is invaluable. Mr. Simmons was elected Vice President for Conference Programs and Mr. Siggeikow received the Porter Butts Award, the highest award given by the Association.

Bicentennial. Fay Peterson introduced a motion from the Bicentennial Committee to create a non-voting bicentennial coordinating area within UPC and to set up a sub-account in UPC bank account for bicentennial funds.

MOTION 19-75 (Peterson-Bridges) It is moved that:

- 1) a non-voting coordinating area within the Union Program Council be created to handle plans and preparation for the Bicentennial celebration. The Bicentennial area will involve members of the Union Program Council, the UBOG, and Coffman staff and will still be under the jurisdiction of the Union Board of Governors.
- 2) the Coffman Union funds for the Bicentennial be put into a sub-account under the Union Program Council's bank account.

Motion passed.

Chairperson Report. Rosalind Ford apologized for her absence at the April 2 meeting as she was taking her Master's oral exams. She has been asked to present a paper this summer at Stuttgart, Germany and is looking forward to the experience.

OLD BUSINESS

Bi-Monthly Meeting.

MOTION 20-75 (Lenander-Gottfried) Move to approve the bi-monthly meeting meeting schedule. Motion passed.

Comments from Board members representing a constituent group were requested by motion.

MOTION 21-75 (Bridges-Lenander) Move that each Board member who is representing a constituent group describe this group, their needs, and suggest how CMU might help. Motion passed.

(Board members were asked to submit suggestions/needs to Mr. Simmons as soon as possible.)

NEW BUSINESS

Campus Club. Mr. Holte, Campus Club representative asked if the Campus Club should be involved in the rededication programming.

MOTION 22-75 (Gottfried-Bridges) Move that we involve the major occupants of CMU in the bicentennial in the rededication of the building. Motion passed.

The meeting was adjourned at 12:45.

Respectfully submitted,

Rufus L. Simmons,  
Recording Secretary

To: Minnesota Union Coordinating Board, Union Board of  
Governors, and Union Program Council

From: Bernard Molitor, Assistant Director, CMU

Subj: Winter Quarter Programming Report

The Union Program Council is justly proud of its winter quarter efforts. Despite the programmatic problems caused by the extensive remodeling, and building traffic being down some forty percent, the figures show an increased attendance of 4,100 over last year. There follows a description of program highlights and a comparative summary sheet.

#### PROGRAM HIGHLIGHTS

##### Contemporary Arts

The mime residency co-sponsored with Concerts and Lectures was an unparalleled success for large scale programming of this type. Five events drew over 1000 people. Other noteworthy successes were an original one act drama, a Cicily Tyson film and participatory dance workshops.

##### Current Events

Programming featured Last Lectures by Gisela Konopka, Carl Nelson, and Roger Jones; The American Culture Film Series, (A Separate Peace, A Tree Grows in Brooklyn, David and Lisa,

Page two

Taking Off, and The Learning Tree); two programs on the Middle East, a lecture by Fr. Phillip Berrigan, Bi-Weekly Forums with Pete Wagner, on Prostitution, Pornography, Marijuana, and the Ethiopian Famine.

#### Ethnic Affairs

Programs included a Black Film Series, (Come Back Africa, Nothing But a Man, Black Orpheus, Early Black Films, Black History: Lost or Stolen, Let the Church Say Amen, and Mandabi), which were representative of the Black experience in Africa, Latin America, and the United States. The Series was co-sponsored with Black Student For Survival on Campus (BSSC). Of particular note was an evening with Tony Brown, noted Black journalist, which featured discussions on campus and in the community.

#### Trips and Outings

Cross country ski trips, sleigh rides, and the Wilderness Consciousness program were all exceptionally well received. The area anticipates increased efforts along these lines because of the excellent response.

#### Games and Tournaments

Highlight of the quarter was our participation in the ACU-I

Page three

regional games in Iowa, from which we emerged over-all champions. Other noteworthy programs included intercollegiate tournaments, a fencing demonstration, and an arm wrestling tournament.

### Social

The social film series which included Cries and Whispers, Slaughterhouse Five, The Harder They Come, Serpico, and Now For Something Completely Different, the Northrop Concert (Tim Weisberg and Tracy Nelson), and the seven noon concerts held in CMU's main lounge were all very successful.

### Whole Coffeehouse

The Whole experienced another outstanding quarter. Doc Watson's three concerts established a new format for future large scale concerts held in that facility. Other outstanding concerts included Vassar Clements, Sonny Terry and Brownie McGhee, Asleep at the Wheel, and return concerts by Wendy Waldman and Ben Sidran. The Woody Guthrie benefit concert was the outstanding Sunday night program. We believe that the coffeehouse has evolved into one of the finest in the country.

### Mini Courses

Thirty courses were offered, with 294 participating students. We were able to expand and diversify our offerings into new



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areas such as transactional analysis, woodworking, welding, and Cross country skiing. The over all response to our program has been outstanding.

#### Executive Events

Public relations efforts were the Spring Quarter calendar, UPC membership cards, large poster indicating council sponsorship of programs, development of attractive display cases, full implementation of a publicity distribution system, and improvement of relations with the Daily.

The personnel area focused on recruitment, both within Coffman and at dormitories, published six all-council newsletters, organized a council retreat, and held one all-council party.

The finance area completed bringing all the books up to date, and assembled the complete annual UPC budget for 1975-76. Al Bergstrom, President of UPC, continued his effective labors at making the council a more interdependent, mutually supportive and cohesive group.

## EVENTS AND ATTENDANCE BY AREA

Winter 1975

	<u>Winter 1975</u>	<u>Winter 1974</u>
<b>Contemporary Arts</b>		
Events	12	9
Attendance	1467	435
<b>Current Events</b>		
Events	16	16
Attendance	1820	3155
<b>Ethnic Affairs</b>		
Events	9	19
Attendance	729	914
<b>Executive Events</b>		
Events	4	1
Attendance	115	17
<b>Night Place</b>	Closed	7 392
<b>Trips and Outings</b>		
Events	7	
Attendance	226	
<b>Games and Tournaments</b>		17 754
Events	7	
Attendance	1200	
<b>Social</b>		
Events	13	13
Attendance	5293	4076
<b>Whole</b>		
Events	27	31
Attendance	8846	6767
<b>Mini Courses</b>		
Events	30	---
Attendance	1764	----
<b>Gallery</b>		
Events	Closed	4
Attendance		850
<b>TOTAL</b>		
Events	125	117
Attendance	21460	17360

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Special Meeting for Budget  
April 30, 1975

Present: Rosalind Ford, Chairperson Gary Gottfried, CLA  
Monica Thrane, V-Chairperson Perry Blackshear, Faculty  
Al Bergstrom, President-Union Glenn Hendricks, OSA  
Kathye Rosel, UPC Bob Ledder, Food Service  
Dave Lenander, UPC Norman Holte, Campus Club  
Kathy Sims, TCSA Rufus Simmons, CMU  
Carol Grant, Law School Berton Atkinson, CMU  
Barry Bridges, UBOG Alumni Bernie Molitor, CMU  
Vi Justice, CS (clerical)

Absent: Fay Peterson, Education (excused)  
Carol Walden, Minn Alumni  
Bradley Kohnert, CS (student)  
Charles Walcott, Faculty

Guests: Diane McLeod, Information Representative, CMU  
Edwin Siggelkow, Coordinator of Student Activities and  
Director of Minnesota Union

The meeting was called to order at 11:50 am by Chairperson Rosalind Ford.

The minutes of April 23 were approved as written.

There were no committee reports.

1975-76 Budget. Mr. Simmons explained the budget had been prepared based on the goals of staff. Monica Thrane, Chairman of House and Finance, reviewed the first-draft-budget, explaining reasons for projected increases, chiefly 15% cost of living and equalization increase to full-time salaries, 10% to student salaries, 10% compensation for inflation to supplies and expenses, and .5% fringe benefits. The increase in UPC programs would provide for opening of the new area, Music-Listening, and re-opening of the Gallery. The increase in Maintenance Salaries (over the 15% increase) will provide for additional custodial staff to bring staff to full complement. (Open positions due to resignations have not been filled during renovation but will be required to maintain the renovated building.)

New PA equipment, including Music-Listening furniture, does not appear on the budget. It will be purchased through the Reserve Account later in the year.

The question of increased student fees was raised. The Minnesota Union has requested an increase from student fees of 50 cents.

Kathy Sims, having served on the Fee Committee, reported the committee will not likely increase the student fee, but is looking towards decreasing the fee, if possible, by cutting back on some of the present allocations.

Mr. Siggelkow noted Coffman is not reflecting operations as it should due to the renovation and he would expect an increase in income. Funds could come from Minnesota Union reserves but he expressed concern that there would be a compensating wash-back at the end of the year from the Unions. He suggested budget footnotes should include changes in administrative (7104) positions, information/merchandise area, and the drop in administrative student salaries.

Mr. Hendricks suggested services be reduced instead of requesting an increase in fees.

Ms. Ford suggested additional income might be gained from non-university patronage or else it would be necessary to reduce services rather than increase the fee request.

Gary Gottfried suggested economizing on Maintenance Salaries by replacing full-time open positions with student help in order to avoid contract negotiating increases. Mr. Blackshear asked what the cost difference would be by replacing regular help with student help. Mr. Atkinson said the 17% Fringe Costs plus the negotiation increases would be saved. He reported two full-time positions have been converted to student positions in the last two years but he found it difficult to keep the positions filled because of the pressures of studies.

Mr. Simmons asked for tentative approval of the budget pending the MUCB approval on May 15.

MOTION 23-75 (Hendrickson-Thrane) Move tentative approval of the 1975-76 budget.

David Lenander noted tentative approval was implied whether the motion was made or not.

Mr. Hendrickson and Miss Thrane withdrew their motion.

MOTION 24-75 (Gottfried-Blackburn) Move that the approval of the budget be postponed to the May 14 meeting. Passed.

Ms. Ford asked those who were interested in creative budgeting meeting with Mr. Simmons. Monica Thrane, Kathy Sims and Dave Lenander indicated interest in assisting with the budget.

The meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Rufus L. Simmons

Recording Secretary

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors  
May 14, 1975

Present: Monica Thrane, V-Chairperson  
Al Bergstrom, President UPC  
Kathy Rosel, UPC  
Dave Lenander, UPc  
Kathy Sims, TCSA  
Carol Grant, Law School  
Fay Peterson, Education  
Barry Bridges, Alumni (UBOG)  
Bradley Kohnert, CS-Student

Gary Gottfried, CLA  
Vi Justice, CS-Clk  
Perry Blackshear, Faculty  
Charles Walcott, Faculty  
Glen Hendricks, OSA  
Rufus Simmons, CMU  
Bert Atkinson, CMU  
Bernie Molitor, CMU

Absent: Rosalind Ford, Chairperson (exc)  
Robert Ledder, Food Service

Carol Walden, Alumni (Minn)  
Norman Holte, Campus Club

Guests: Diane McLeod, Info Rep, CMU  
Dan Winter, UPC  
Tim Ryan, Applicant to Board

The meeting was called to order at 12:00 by Gary Gottfried, acting for Rosalind Ford.

The minutes of April 30 were approved as written.

It was requested that the absence of Rosalind Ford on April 2 Minutes be changed to excused.

Recognition Dinner. The UBOG Recognition Dinner will be at Chanhassen, May 20. Reservations must be sent in today. Payment for guests will be due May 16. Checks should be made out to University of Minnesota and sent to Gary Gottfried through the Director's Office.

Student Governance Retreat. The Minnesota Union Coordinating Board and constituent union boards will plan a student governance retreat similar to that of 1974. Carol Grant, Law School, will attend planning meeting.

Bicentennial. Fay Peterson presented a more specific list of planned events for which Bicentennial monies will be spent. The additional events would be in recreational, social, and cultural areas and will include programs such as Tournaments of Colonial Games, Colonial Foods to Eat. The American View of Work and Play, Old Time Dance, Vaudeville in the Whole, Evolution of Music, Gallery Disp. American Dramas (in CMU's new theater), Colonial Craft Mini-Courses. The plans are tentative so suggestions and ideas are requested and welcomed.

Budget. The directors presented the line item budget for 1975-76. Footnotes explained the changes from the 1974-75 budget. The program planning budget giving detailed goals and needs relative to the line item budget had been distributed prior to the meeting for Board review. Discussion centered around increased custodial salaries and the desire to utilize more student employees. Mr. Atkinson explained the increase in custodial salaries was due to the cost of living increase, replacing a Sr. Custodial Worker, and bringing the custodial force up to full complement. He did not think it advisable to replace full-time

UBOG Minutes  
May 14, 1975  
Page 2

employee vacancies with part-time employees at this time because of the pending increase in workload foreseen with completion of remodeling. Bradley Kohnert, student custodial supervisor, was in full accord; Gary Gottfried, student custodian, also agreed that it would not be advisable to replace the full-time vacancies with students.

MOTION 23-75 (Bridges-Sims) Move to approve CMU 1975-76 Budget. Approved.

MUCB. The Coordinating Board will meet May 29th at 6:30 at the home of Ed Siggelkow. Gary Gottfried will attend for Charles Walcott.

The meeting was adjourned at 1:05.

Respectfully submitted,

Rufus L. Simmons  
Recording Secretary

UNIVERSITY OF MINNESOTA  
DEPT OF THE MINNESOTA UNION  
COFFMAN MEMORIAL UNION

May 12, 1975

To: Coffman Union Board of Governors  
From: House & Finance Committee and the Directors  
Subject: Budget proposal fiscal 1975-76

The budget for fiscal 1975-76 was prepared according to the overall guidelines and footnotes as detailed below.

1. Building hours and services are to remain essentially as provided in the 1974-75 budget except to implement remodeling improvements to include Music Listening, Outings Center, Theater/Lecture Hall and the maintenance of 22,800 square feet of additional floor area and 18,000 square feet of glass.
2. Cost of living increases are reflected in Regular Salaries @ 15%, Student Salaries @ 10%, Supply & Expense @ 10% and Fringe Costs calculated at 17%.

FOOTNOTES

- (a) Reflects establishing separate budget areas for Information Center and Reservations to include (2) fulltime staff, building pages and all supply and expense.
- (b) Includes non-recurring expense for publicity and promotion of new facilities in the amount of \$4300, increased board expenditures in the amount of \$1086.
- (c) Reflects transfer of Assistant Director item from program to administration.
- (d) Reopening of Gallery and implementing Music Listening program.
- (e) Bring custodial staff up to complement to maintain new areas.
- (f) Supply costs reduced by \$23,528 negative expense plant fund electrical back billing.
- (g) Expense reduced from \$102,123 to \$91,853 by plant fund utility support of \$10,270
- (h) Fulltime staff item converted to parttime.

May 12, 1975  
Page two

- (i) Opening of new Outings Center
- (j) Doubling of merchandise and information staff after 4 p.m.
- (k) Full operation of Newsstand and Information stands from January 1976.
- (l) Portions of (3) fulltime staff under PPBS.
- (m) All building pages in this budget.
- (n) Includes lease operations (Bookstore, Barber and Beauty Shops, Vending, Lost and Found, Arcade and occupant fees.
- (o) Reflects increase in user fees and income from Billiards, Bowling, Table Tennis, Table Games and Outings.
- (p) Photo copy service.
- (q) Room use fees and student office contracts.

Percentage of change fiscal 74-75 to 75-76

Expense = .0964%, Income = .0922%, Fee Support = .199%,  
Rates of earned income to expense = .367%.



UNIVERSITY OF MINNESOTA  
DEPARTMENT OF THE MINNESOTA UNION  
COFFMAN MEMORIAL UNION  
Operating Budget Fiscal 1975-76

5/12/75 Second Draft

	Actual 1973-74	Budget 1974-75	Projected 12 months 1974-75	Budget 1975-76
<b>EXPENSE</b>				
<b>7104 Administration</b>				
Salaries (Regular)	88,317.76	121,997.00	102,813.00	(a) 119,817.00
401 Salaries (Student)	28,978.79	37,274.00	33,484.00	(a) 18,147.00
02 Supply & Expense	12,124.80	19,404.00	14,352.00	(b) 22,507.00
12 Fringe Costs	13,178.49	20,130.00	16,494.00	20,370.00
Sub Total	<u>142,599.84</u>	<u>198,805.00</u>	<u>167,143.00</u>	<u>180,841.00</u>
<b>7105 Program</b>				
Salaries (Regular)	63,472.52	54,976.00	64,436.00	(c) 63,481.00
401 Salaries (Student)	1,987.21	3,862.00	2,170.00	(d) 7,405.00
02 Supply & Expense	5,649.66	4,673.00	3,218.00	4,630.00
UPC Program	117,365.00	210,216.00	129,316.00	185,015.00
12 Fringe Costs	9,583.88	9,071.00	10,632.00	10,792.00
Sub Total	<u>198,058.27</u>	<u>282,798.00</u>	<u>209,772.00</u>	<u>271,323.00</u>
<b>7106 Maintenance</b>				
Salaries (Regular)	135,243.55	191,869.00	154,243.00	(e) 228,492.00
401 Salaries (Student)	32,921.43	38,891.00	34,393.00	41,736.00
02 Supply & Expense	38,904.41	79,026.00	(f) 61,777.00	(g) 91,853.00
12 Fringe Costs	20,309.62	31,658.00	25,450.00	38,844.00
Sub Total	<u>227,379.01</u>	<u>341,444.00</u>	<u>275,863.00</u>	<u>400,925.00</u>
<b>7107 Communications/Media</b>				
Salaries (Regular)	9,036.78	10,529.00	10,529.00	12,108.00
401 Salaries (Student)	1,917.90	1,577.00	1,550.00	2,561.00
02 Supply & Expense	168.75	1,026.00	110.00	196.00
12 Fringe Costs	1,364.58	1,737.00	1,737.00	2,058.00
Sub Total	<u>12,488.01</u>	<u>14,869.00</u>	<u>13,926.00</u>	<u>16,923.00</u>
<b>7108 Artcraft Studio</b>				
Salaries (Regular)	15,730.73	(h) 18,325.00	12,895.00	14,794.00
401 Salaries (Student)	7,812.73	8,659.00	10,430.00	14,493.00
02 Supply & Expense	2,624.17	2,261.00	2,637.00	2,786.00
04 Merchandise for Resale	7,555.63	7,980.00	9,626.00	11,294.00
12 Fringe Costs	2,341.27	3,073.00	2,128.00	2,515.00
Sub Total	<u>36,064.53</u>	<u>40,298.00</u>	<u>37,716.00</u>	<u>45,882.00</u>

UNIVERSITY OF MINNESOTA  
DEPT OF THE MINNESOTA UNION  
COFFMAN MEMORIAL UNION  
Operating Budget Fiscal 1975-76, Page two

	Actual 1973-74	Budget 1974-75	Projected 12 months 1974-75	Budget 1975-76
7109 Recreation/Outings				
Salaries (Regular)	18,274.26	21,061.00	21,061.00	23,960.00
401 Salaries (Student)	23,367.11	29,808.00	24,035.00	(i) 32,395.00
02 Supply & Expense	6,540.24	9,450.00	7,288.00	10,639.00
04 Mdse for Resale	756.40	1,000.00	945.00	1,000.00
12 Fringe Costs	<u>2,759.66</u>	<u>3,475.00</u>	<u>3,475.00</u>	<u>4,074.00</u>
Sub Total	<u>51,697.67</u>	<u>64,794.00</u>	<u>56,804.00</u>	<u>72,068.00</u>
7110 Information Center				
Salaries (Regular)				8,485.00
401 Salaries (Student)				(j) 11,954.00
02 Supply & Expense				1,270.00
04 Photo Copy Service				3,317.00
12 Fringe Costs				<u>1,443.00</u>
Sub Total				<u>26,469.00</u>
7111 Merchandise				
Salaries (Regular)	7,500.00	8,580.00	8,580.00	9,867.00
401 Salaries (Student)	7,840.18	7,160.00	7,381.00	(k) 10,832.00
02 Supply & Expense	2,414.18	2,168.00	2,501.00	2,710.00
04 Mdse for Resale	75,731.00	62,050.00	44,054.00	68,850.00
12 Fringe Costs	<u>1,132.44</u>	<u>1,416.00</u>	<u>1,416.00</u>	<u>1,677.00</u>
Sub Total	<u>94,617.80</u>	<u>81,374.00</u>	<u>63,932.00</u>	<u>93,936.00</u>
7112 Reservations				
Salaries (Regular)				(l) 11,052.00
401 Salaries (Student)				(m) 8,137.00
02 Supply & Expense				620.00
12 Fringe Costs				<u>1,879.00</u>
Sub Total				<u>21,688.00</u>
TOTAL EXPENSE	<u>762,905.13</u>	<u>1,024,382.00</u>	<u>825,156.00</u>	<u>1,130,055.00</u>

UNIVERSITY OF MINNESOTA  
DEPT OF THE MINNESOTA UNION  
COFFMAN MEMORIAL UNION  
Operating Budget Fiscal 1975-76, Page three

	Actual 1973-74	Budget 1974-75	Projected 12 months 1974-75	Budget 1975-76
<b>INCOME</b>				
7104 Administration	65,083.23	53,065.00	56,968.00	(n) 55,116.00
7105 UPC Program	71,095.00	164,671.00	135,455.00	134,526.00
7106 Maintenance	4,583.58	3,500.00	2,557.00	2,685.00
7107 Communications/Media	3,661.53	2,000.00	1,920.00	2,400.00
7108 Artcraft Studio	9,729.61	7,560.00	9,533.00	12,553.00
7109 Recreation/Outings	57,002.49	66,280.00	50,377.00	(o) 85,767.00
7110 Information Center				(p) 5,569.00
7111 Merchandise	102,180.41	85,000.00	69,000.00	102,000.00
7112 Reservations				(q) 13,918.00
1973-74 Encumbered Funds	<u>2,726.93</u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total Earnings</b>	<b><u>316,062.78</u></b>	<b><u>382,076.00</u></b>	<b><u>325,810.00</u></b>	<b><u>414,534.00</u></b>
<b>Fee Income - Operations/ UPC</b>	<b><u>535,948.00</u></b>	<b><u>596,848.00</u></b>	<b><u>594,848.00</u></b>	<b><u>715,521.00</u></b>
<b>Total Operating Income</b>	<b><u>852,010.78</u></b>	<b><u>978,924.00</u></b>	<b><u>920,658.00</u></b>	<b><u>1,130,055.00</u></b>
<b>Year End Net Gain (Loss)</b>	<b><u>89,105.65</u></b>		<b><u>95,502.00</u></b>	
<b>Funded from CMU Reserves</b>		<b><u>45,458.00</u></b>		

COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Meeting, June 11, 1975

AGENDA

I. Call to Order

II Approval of Minutes

III Reports

UPC

MUCB

Recognition

Bicentennial

House & Finance

Directors

IV Old Business

Year's Closing

V New Business

Faculty Vacancy (nominations)

Summer Meeting

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors  
June 11, 1975

Present: Monica Thrane, V-Chairperson  
Al Bergstrom, UPC  
Carol Grant, LS  
Fay Peterson, Ed  
Barry Bridges, Alumni, UBOG  
Gary Gottfried, CLA  
Dennis Smith, GC

Vi Justice, CS-Clk  
Perry Blackshear, Faculty  
Glenn Hendricks, OSA  
Rufus Simmons, CMU  
Berton Atkinson, CMU  
Bernard Molitor, CMU

Absent: Rosalind Ford, Chairperson (Exc)  
Kathy Rosel, UPC  
David Lenander, UPC  
Kathy Sims, TCSA  
Carol Walden, Minn Alumni

Bradley Kohnert, CS-Stud  
Charles Walcott, Faculty  
Robert Ledder, FS  
Norman Holte, CC

Guests: Diane McLeod, Info Rep

The meeting was called to order at 12:00 noon by Monica Thrane, Vice-Chairperson.  
A quorum was present.

The minutes of May 14 were approved as written.

Dennis Smith was welcomed as new Board member, representing General College.

UPC. Al Bergstrom reported there is a committee for summer programming. Programs include 20 mini-courses, coffeehouse, bi-weekly forums, trips and outings like the Apple River Float, and Academy Award winner films.

1975-76 UPC Area Coordinators

MOTION 24-75 (Bergstrom-Blackshear) That the following persons be ratified and confirmed to their respective areas as coordinators for the 1975-6 Academic Year.

President - Alan Bergstrom  
VP-Finance - Brian Johnson  
VP-Personnel - (to be appointed)  
VP-PR - Mike Garcia  
Social - Constance Maloney  
Current Events - Rick Plunckett

Ethnic Affairs - (to be appointed)  
Contemporary Arts - Pat Ford  
Trips & Outings - Kathy Rosel  
Games & Tournaments - (to be appointed)  
Gallery - Roz Rezac  
Whole Coffeehouse - (to be appointed)

Motion approved.

MUCB. Mr. Simmons reported CMU's 1975-6 budget was approved by the Coordinating Board on May 15. The request for 50 cents increase in fees has been endorsed by the Fees Committee and Administration and will be acted on by the Regents. Chairperson for the Coordinating Board for 1975-6 will be Lee Hansen.

Fall Leadership Retreat. Carol Grant reported the MU leadership retreat will be conducted in October - probably October 11 and 12. Leadership of all student organizations are encouraged to attend. Objective: to pull group together, define goals, and work with other organizations. Cost per person is \$18.00. Mr. Hendricks and Mr. Simmons, having attended the '74 meetings, attested to the value of this kind of interaction and endorsed Board attendance.

MOTION 25-75 (Grant-Bridges) Move that members of the Union Board of Governors attend Leadership Retreat with cost being paid by UBOG. Passed.

Recognition. Sixteen persons, board members and guests, spent a pleasant evening at Chanhassen, dinner and theater, as an appreciation for the year's service. Special recognition was given to Rosalind Ford, Chairperson, Monica Thrane, V Chairperson, and Al Bergstrom, Acting President UPC in the form of an engraved pewter cup expressing the Board's appreciation for their service.

Bicentennial. Fay Peterson reported. She asked Board members to look around for ideas during the summer. The committee is pleased with having a good start for next year.

House & Finance committee has been working on finalizing contracts with building occupants.

Remodeling. Mr. Atkinson reported the iron workers may go on strike. Progress on remodeling has been good and the November completion date may be realized. Travel and MSA have been allotted space on Ground Floor.

MBO (Maintenance by Objective). Mr. Simmons noted individual staff MBO's will be brought up to date this month and combined MBO will be available for review at the fall retreat.

Faculty Vacancy. Dr. Perry Blackshear will continue on the Board next year. A replacement will be sought for Prof. Charles Walcott. Mr. Simmons asked for recommendations for a faculty member to fill the two-year term. Dr. Blackshear suggested Dennis Holloway, Joel Goodman, or Roger Clements (architects). Other recommendations should be forwarded to the Director's office.

A summer Board meeting (barbeque) will be held late July or early August. Details will be forthcoming from Barry Bridges.

The meeting was adjourned at 12:45.

Respectfully submitted,

Rufus L. Simmons  
Recording Secretary

COFFMAN MEMORIAL UNION BOARD OF GOVERNORS 1974-5

Summer Address

Chairman (Grad Sch)	Ms. Rosalind Ford 525 University SE, Mpls 55414	331-3578
Vice Chairman	Monica Thrane Rt 1, Bx 170-A, Audubon, MN	439-6386
President-UPC	Al Bergstrom 315 - 19 Av SE, Mpls 55414	331-8908
UPC	Dave Lenander 1630 Selby, St Paul, MN 55104	647-0294
UPC	Kathye Rosel 972 Ashland Av, #2, St Paul 55104	225-2089
TCSA	Kathy Sims 315 - 10 Av SE, Mpls 55414	331-5221
General College	Dennis Smith 1229 - 7 St SE, Mpls 55414	331-5870
Law School	Carol Grant 2134 Arcade St, St Paul 55109	774-2079
Education	Fay Peterson 1043 West Cty Rd B, St Paul 55113	489-7302
Minn Alumni	Carol J Walden 988 Iglehart Av, St Paul 55104	645-1056
UBOG Alumni	Barry Bridges 4057 10th Av S, Mpls 55407	824-7968
Civil Service (Stud)	Bradley Kohnert 2166 Grand Av #205, St Paul 55105	699-2602
Civil Service (Clk)	Mrs Vi Justice 2719 Taylor NE, Mpls 55418	781-9355
Faculty	Perry Blackshear, Prof Mech E 313 Mech Engr 29 Birchwood Rd, Mahtomedi, MN 55115 (out of town June 15 - July 15)	3-3014 426-2672
Faculty	Charles Walcott, Asst Prof, Pol Sci 1032 Goodrich Av, St Paul 55105 (Thru August 1)	226-7900
OSA	Glenn Hendricks, Asst Prof Anthro & Stud Life Studies 202 Otis, Apt 4, St Paul 55104 335 Walter Library (Stud Life Studies)	646-6116 3-4057

<b>Food Service</b>	<b>Robert Ledger, Director Fd Service c/o Food Service, CMU</b>	<b>373-5995 373-2496</b>
<b>Campus Club</b>	<b>Norman Holte, Prof Oral Surg 5824 Columbus Av, Mpls 55417 121 Millard Hall</b>	<b>866-2394 373-0310</b>
<b>CMU</b>	<b>Rufus Simmons, Director CMU 10012 Pleasant S, Mpls 55420 352 CMU</b>	<b>881-4838 373-2555</b>
<b>CMU</b>	<b>Berton Atkinson, Associate Director CMU 10407 Blaisdell Av, Mpls 55420 355 CMU</b>	<b>881-1877 373-0182</b>
<b>CMU</b>	<b>Bernard Molitor, Assistant Director 2064 - 17 Av N, St Paul 55109 351 CMU</b>	<b>735-5654 373-7602</b>
<b>IT</b>		
<b>CLA</b>	<b>Gary Gottfried 1615 - 4 St, Apt M-3612, Mpls 55404</b>	<b>338-1442</b>

6-21-75  
vj



COFFMAN UNION PROGRAM COUNCIL MOTIONS  
1974-75

- MOTION 75:1 (Hall-Lenander) To select the following people to represent UPC to UBOG: Julie Hapsch, Al Bergstrom, Kathy Rosel. Motion carried.
- MOTION 75:2 (Dagg-Lenander) To have Exec Committee select replacement if any UPC representative cannot attend retreat. Motion carried.
- MOTION 75:3 (Lenander) To postpone the office clean-up until after we discuss the retreat. Motion carried.
- MOTION 75:4 (Hall) To take enough time, as part of the Retreat, to clean up the UPC office. Motion carried.
- AMMENDMENT 75:4A (Dirks) To return to the UPC office after the Retreat (6 p.m.) and clean for 15 to 30 minutes. Motion carried.
- MOTION 75:5 (Bergstrom-Rose) To suspend fall quarter programming in areas where there is not a coordinator or where plans are not underway for programs and to reallocate funds from such programs to a reserve account. Motion carried.
- MOTION 75:6 (Bergstrom-Criss) To appropriate an additional \$300.00 from program reserves to pay Night Place supervisors. Motion carried.
- MOTION 75:7 (Lenander) To co-sponsor another Twin Cities Music Conference in January. Motion carried.
- MOTION 75:8 (Bergstrom) To formally adopt the Publicity Distribution System.
- AMMENDMENT 75:8A Adopt the Publicity Distribution System. Participation and support of PDS be accomplished through coordinators, committee members and the executive committee. Motion carried.
- MOTION 75:9 (Dirks) To appoint Mike Garcia as temporary coordinator of Ethnic Affairs. Motion carried.

- MOTION 75:10 (Lenander) The Market Place as it has been defined is no longer under the jurisdiction of the Union Program Council because of substantial problems with staff time, student commitment, and financial resources and because there are new alternative outlets for handcrafted items. Motion carried.
- MOTION 75:11 (Dirks) The Planning Proposal for the April 1st concert be approved as part of the spring quarter budget and be accepted as is.
- AMENDMENT 75:11A Approval of the Planning Proposal would be reapproved followed by reappraisal by the finance committee the week of February 10th. Motion and amendment carried.
- MOTION 75:12 (Dirks) One person from each committee on the council be appointed by the coordinator, or if there is no such person, the coordinator oneself sit on the Personnel Committee with the time to be determined. Motion carried.
- MOTION 75:13 (Bergstrom) To accept the Resignation Policy with appropriate changes in By-Laws and to be forwarded to UBOG for approval. Motion carried.
- MOTION 75:14 (Dirks) To appoint dave Lenander to fill the vacant UBOG position. Motion carried unanimously.
- MOTION 75:15 (Dirks) That UPC recommend approval of the Finance Committee Budget for Spring Quarter Budget as presented. Motion Carried.
- MOTION 75:16 (Garcia-Lenander) UPC endorse MPIRG for purpose of maintaining present fee allocation policy. Motion carried.
- MOTION 75:17 (Dirks-Garcia) I move that effective this date the Council welcome and accept Rick Plunkett and Elaine Ward as Temporary Coordinators for Spring 1975 in the respective areas of Current Events and Coffman Gallery with the responsibilities and privileges thereof. Motion carried.
- MOTION 75:18 (Dirks-Garcia) In light of the By-law change, I move that we accept and confirm Al Bergstrom as President for the Council for Spring 1975. Motion carried.

- MOTION 75:19 (Dirks) To approve 1975-76 budget as presented.  
Motion carried.
- MOTION 75:20 (Dirks) To appropriate \$250.00 for two people to attend the conference. Motion carried.
- MOTION 75:21 (Dirks) To approve the appropriation of \$150.00 for the Mark Lane program. Motion carried.
- MOTION 75:22 (Marinan) That all discussion on any subject be limited to three minutes. There was no discussion.  
Motion carried.
- MOTION 75:23 (Ward) That the regular meeting time be moved to 4 p.m. Mondays. Motion carried.
- MOTION 75:24 (Dirks) That complimentary tickets be limited to 70 tickets and that UPC, UBOG, and MUCB members be allowed to purchase additional tickets at 70% (agency percentage of contract) of cost for Bonnie Raitt Concert. All purchases are to be made through the UPC office. Motion carried.
- MOTION 75:25 (Marinan-Garcial) To appoint Pat Ford interim coordinator of Contemporary Arts. Motion carried.
- MOTION 75:26 (Dirks-Marinan) The following people are recommended for their respective areas:  
Presidnet - Al Bergstrom  
VP for Public Relations - Mike Garcial  
Trips & Outings Coordinator - Kathye Rosel  
Contemporary Arts Coordinator - Pat Ford  
Current Events Coordinator - Rick Plunkett  
Social Coordinantor - Constance Maloney  
All were accepted. Motion carried.
- MOTION 75:27 (Marinan) To approve the summer budget of \$2242.05.  
Motion carried.
- MOTION 75:28 (Garcia-Plunkett) To confirm the new gallery and finance coordinators at the UBOG meeting on June 11.  
Motion carried.
- MOTION 75:29 (Garcia-Palmer) To drop the mini course area from the Union Program Council but to retain consultation and input through quarterly reports. Motion carried.

MOTION 75:30

(Garcia-Marinan) To establish a summer committee to carry out Council business, to meet at least once each session. The committee will consist of the following people: Garcia, Maloney, Plunkett, Bergstrom, and Johnson. Motion carried.

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
September 23, 1974

Present: Kathye Rosel, Constance Maloney, Ava L. Hall, Jones-z, Al Bergstrom, Mary Ayshford, Margaret Dagg, Julie Hapsch, Dave Lenander, Dwyn Criss, Judy Zenk, Jim Sleezer, Rufus Simmons, Bernie Molitor, Tom Stark, Vanne Hayes, Charlie Marinan

Absent: Kathy Palmer, Excused

The meeting was called to order at 4:35 by the President.

The following people were ratified as coordinators: John Rose - Social, Vicki Dirks - V.P. for Personnel, and Charlie Marinan - V.P. for Public Relations.

A special Union Night Meeting was scheduled for 5 p.m., Tuesday, September 24. All areas are asked to be represented.

MOTION 75:1 (Hall)(Lenander) To select the following people to represent UPC to UBOG: Julie Hapsch, Al Bergstrom, Kathye Rosel. Motion carried.

There will be a MUCB Retreat on October 4, 5, & 6 for UPC representatives to UBOG.

MOTION 75:2 (Dagg)(Lenander) To have Exec Committee select replacement if any UPC representative cannot attend retreat. Motion carried.

There was a suggestion to alternate UPC meeting content by having a business meeting one week and a workshop the following week throughout the quarter. The meetings will be at the same time--4:30 p.m. on Mondays. The Exec Committee will set up the schedule.

The ACU-I/NEC Conference on October 10-12 conflicts with Union Night on October 11. The Council therefore decided not to send anyone. The Ass't Director-Programs will write the Regional Representative explaining the situation.

Each coordinator will be expected to serve on one of the following: Finance Committee, Public Relations Committee, Personnel Committee. Coordinators should turn in to Jones-z a slip saying on which committee they wish to serve.

Coordinators should turn in class, work, and office schedule cards to Jan. Also turn in meeting times for your area.

UPC Retreat . . . Coming soon!

There being no further business the meeting was adjourned.

Respectfully submitted,

Tom Stark  
Ass't Director-Programs

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

October 7, 1974

Present: Al Bergstrom, Jones-z, Kathye Rosel, Charlie Marinan, Dave Lenander, Margaret Dagg, Julie Hapsch, Vicki Dirks, John Rose, Tanya Hall, Jim Sleezer, Marlene Vernon, Tom Stark

Absent: Kathy Palmer (excused), Dwyn Criss (excused)

The meeting was called to order by the President at 4:30 p.m.

There were no minutes from the last meeting.

Old Business:

Meeting Procedures and Constitution and By-laws: Handout attached.

UBOG has approved the new coordinators and the Fall Quarter UPC budget.

Non-UPC use of facilities: Last year's motion was re-affirmed. (Motion basically states that with coordinator permission people can use office providing it doesn't hinder UPC programming.)

A two-page handout on how to use the Whole Coffeehouse will be presented at next week's meeting.

The UPC office again needs a good clean-up. We are all going to have to work together on this. Tom will arrange to get two more waste baskets (one large).

MOTION 75:3 (Lenander) To postpone the office clean-up until after we discuss the retreat. Motion carried.

MOTION 75:4 (Hall) To take enough time, as part of the Retreat, to clean up the UPC office. Motion carried.

AMENDMENT TO MOTION: (Dirks) To return to the UPC office after the Retreat (6 p.m.) and clean for 15 to 30 minutes. Motion carried.

Committee Reports:

Union Night: 460 tickets have been sold. A lot of people are needed to work--sign up in 205 CMU. If you have a friend who would like to work, sign his name by Wednesday.

There will be a Union Night Meeting at 2 p.m. in 205 Coffman on October 8.

UPC Minutes  
October 7, 1974  
Page two

Personnel: The UPC Retreat will be held on October 13 at 12 noon to 6 p.m., at Sammy D's Downstairs (informal). Dinner is at 4:30 p.m. Put issues you want discussed in Vicki's box.

Welcome Dinner: October 17, 5:30-10 p.m. in the Whole Coffeehouse. Please get names and addresses of your committee people to Vicki as soon as possible so they can be invited. Mrs. Del Rio will be cooking Mexican food.

Night Place: The first training session was Saturday, October 5. Fifteen people showed up. The Night Place will open on October 14 in the CAC Office. One work-study position has been filled but there are still two to fill. Jim recommended that the resolution of the problem of supervisor for the Night Place be referred to the Executive Committee.

There being no further business, the meeting was adjourned at 6 p.m.

Respectfully submitted,

Tom M. Stark  
Ass't Director-Programs

Parliamentary procedure is easy to learn. It is essentially common sense. It is simple to understand and easy to use. After a little practice one feels at home with parliamentary procedures. It works magic in meetings. It gives confidence and power to those who master it. It enables members and organizations to present, consider and carry out their ideas with efficiency and harmony.

It is true that parliamentary law can be used to destroy as well as to construct. However, it can be used destructively only when a majority of the members are ignorant of their parliamentary rights.

---Sturgis Standard Code of Parliamentary Procedure.

The most important principles of parliamentary procedure are the following:

1. The purpose of parliamentary procedure is to facilitate the transaction of business and to promote cooperation and harmony.
2. All members have equal rights, privileges and obligations.
3. The majority vote decides.
4. The rights of the minority must be protected.
5. Full and free discussion of every proposition presented for decision is an established right of members.
6. Every member has the right to know the meaning of the question before the assembly and what its effect will be.
7. All meetings must be characterized by fairness and good faith.



## WHAT TO DO

If you want to . . .	Use the following:
Present an idea for consideration	Main motion Resolution Consider subject informally
Improve (amend) a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Vote immediately
Delay a decision	Refer to committee Postpone definitely Postpone temporarily Recess
Suppress a proposal	Object to consideration Postpone indefinitely Withdraw a motion
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask a member a question Question of privilege
Question the decision of the chair	Point of order Appeal from decision of chair
Enforce rights and privileges	Division of Assembly Division of question Parliamentary inquiry Point of order Appeal from decision of chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion
Change an action already taken	Reconsider Rescind Amend by new motion
End a meeting	Adjourn Recess

(3)

Two basic procedural rules have developed to assure that the simplest and most direct procedure for accomplishing a purpose is observed. First, motions have a definite order of precedence, each motion having a fixed rank for its introduction and its consideration. Second, only one motion may be considered at a time.

### Order of Precedence of Motions

#### Privileged Motions

1. Adjourn (I move we adjourn, or I move we adjourn at (time) .)
2. Recess (I move that we recess for five minutes, or I move that we recess after the report of \_\_\_\_\_.)
3. Question of Privilege (to meet emergency or get more information.)

#### Subsidiary Motions

4. Postpone temporarily (I move that the main motion be postponed temporarily.)
5. Vote immediately (I move to vote immediately on the motion.)
6. Limit debate (I move that debate on the proposed motion be limited to one hour, or each speaker be limited to five minutes.)
7. Postpone definitely (I move that committee reports be postponed until next week.)
8. Refer to committee (I move that the proposal be referred to the \_\_\_\_\_ committee for consideration.)
9. Amend (I move to amend the motion by inserting the words . . . or, by deleting the words . . . )
10. Postpone indefinitely (I move to postpone the main motion indefinitely)

#### Main motions

- 11] The main motion and specific main motions (I move that . . . )

#### Incidental motions (no order of precedence)

- a. Appeal (I appeal from the decision of the chair.)
- b. Suspend rules (I move to suspend the rule that \_\_\_\_\_ so that \_\_\_\_\_)
- c. Object to consideration (Mr. Chairman, I object to consideration of this motion.)

Requests (incidental motions, no order of precedence)

- d. Point of order (Mr. Chairman, I rise at a point of order.)
- e. Parliamentary inquiry (Mr. Chairman, I rise to a parliamentary inquiry.)
- f. Withdraw a motion (I withdraw my motion, or after discussion is opened, I wish to withdraw my motion.)
- g. Division of question (I request that the motion be divided into two motions . . . )
- h. Division of assembly (Division?)

Once a motion has been made, it must be acted upon unless a motion with a higher precedence is made, in which case the motion with the higher precedence shall be considered first.

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council  
October 14, 1974

Present: Constance Maloney, Dwyn Criss, John Rose, Ava L. Hall, Dave Lenander, Charlie Marinan, Mike Jones-z, Vickie Dirks, Al Bergstrom, Dan Winter, Margaret Dagg, Vanne Hayes, Marlene Vernon, Jim Sleezer

Absent: Kathye Rosel (excused), Tom Stark (excused), Bernie Molitor (excused)

The regular meeting of the Union Program Council was called to order at 4:40 p.m. October 14, 1974, in Room 343 of the Coffman Memorial Union by the President, Mike Jones-z. A quorum was present.

Charlie Marinan, Vice-President for Public Relations, reported that last night on KDWB Radio, there was a special on Lonnie Knight which mentioned the Whole Coffeehouse. This is a weekly program and she suggested that we might get better coordination with the station since the program and the Whole feature the same types of music. She is also working on arrangements for use of the graphics facilities in Murphy Hall. This could save considerable expense on publicity supplies. The Daily is planning a homecoming issue this week. Ads appearing in Friday's paper will also appear Saturday and advertisers will be billed at double the normal rates.

Dave Lenander suggested that coordination of the Daily ads with the Minnesota Union be considered so that other Unions could take advantage of our bulk rates.

John Rose, Social Coordinator, reported that Union Night made over \$100 this year. He extended his thanks to all who put in effort on the program. He would like coordinators to submit written evaluations to be circulated and included in records for next year. The Minnie Riperton concert has sold 328 tickets with 40 sold for Heartsfield. John is taking sign ups for people to work at the event. People are needed to decorate the dressing rooms, handle food, stage, tickets and security. John will be the announcer unless someone else prefers the job. He also needs some assistance with preparing directional signs for the West Bank Auditorium.

Vickie Dirks, Vice President for Personnel, announced that the Welcome Dinner is October 17 at 6 p.m. Coordinators are asked to arrive early to put up signs for their area. No speeches are expected from coordinators and the program will be simple. The Fall Retreat has been moved to November 3. Help is needed to plan the various retreat sessions; get ideas and suggestions to

Vickie promptly. A newsletter will go out this week. Vickie needs meeting and work party announcements in the next couple of days. New personnel should be listed with herso that the mailing list can be updated. John asked that names of people not at the University be deleted from the list.

Al Bergstrom, Vice President for Finance, noted that some programs have not taken place and suggested that funds be reallocated. Tanya Hall asked whether this was to include postponed programs or only those cancelled. Al said that it would affect only those which had been cancelled or would not take place.

Al then moved to suspend fall quarter programming in areas where there is not a coordinator or where plans are not underway for programs and to reallocate funds from such programs to a reserve account. The motion was seconded by John Rose. MOTION 75:5.

Dave Lenander moved to postpone the motion until a list of programs was available. After discussion, the motion to postpone was withdrawn without dissent.

It was clarified that the main motion was not intended to stop programs which the coordinators intend to carry out but only to reallocate funds in the event that programs were not occurring. It was also noted that funds could be reallocated through normal finance committee procedures in the event that an alternate program was planned.

MOTION 75:5 The main motion then passed unanimously.

Vickie stated that several people had requested a time schedule of various activities such as submission of ER's, Daily ads, posters, etc. Al said that he would include finance data in a report he was preparing. Jim Sleezer volunteered Tom Stark to collect an "office activities timetable." Marlene Vernon concurred and Vanne Hayes suggested that the information be included in next week's meeting. Coordinators were advised to let Tom know what information they wanted included.

Margaret Dagg, Coordinator for Mini-Courses, asked for suggestions for mini-courses.

Tanya Hall asked whether there was a set distribution plan for posters. She didn't feel that this was being done and suggested that it was important and should receive attention.

Jim Sleezer extended his appologies to anyone offended by his abruptness last week and commended the group for an unusually orderly meeting this week.

There being no further business, the meeting was adjourned with the announcement that there would be a technical workshop in the West Bank Auditorium. Dan Winter was present to guide participants to the facility.

Respectfully submitted,  
James H. Sleezer, Secretary

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Union Program Council  
October 14, 1974  
Room 343, 4:30 p.m.

AGENDA

Call to Order

Minute

Reports: Personnel  
Public Relations  
Social - Union Night

Old Business: Program Fund Reallocation

New Business

Announcements: Tech & facility workshop in West Bank Aud.,  
5 to 7 p.m. tonight, by Dan Winter

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council  
October 21, 1974

Present: Mike Jones-z, Charlie Marinan, Al Bergstrom, Vickie Dirks, Tanya Hall, Dave Lenander, Margaret Dagg, Tom Stark, Jim Sleezer, Bernie Molitor, Marlene Vernon, Judy Zenk

Absent: Kathye Rosel (excused), Kathy Palmer (excused), John Rose, Julie Hapsch, Dwyn Criss

The regular meeting of the Union Program Council was called to order at 4:55 p.m., Monday, October 21, 1974 in Room 343 of the Coffman Memorial Union by the president, Mike Jones-z. A quorum was present.

The minutes of the previous meeting were accepted as distributed.

Tanya Hall reported the first Sunday music program was successful. About 60 persons were in attendance. Tanya has also placed a special exhibit in the display case.

Dave Lenander reported that the Last Lecture and Bi-Weekly Forum have been postponed. The Limits to Growth program is well underway.

Jim Sleezer reported that the Trips and Outings area has abandoned plans for Ski West in favor of some cross-country ski trips during winter break.

Marlene Vernon reported that there will be a work party Wednesday evening in the Whole Coffeehouse to assemble new tables. Everyone is invited.

Charlie Marinan reported progress on use of facilities at Murphy Hall. She is in the process of compiling a list of publicity deadlines. The display case will be changed on Mondays. Get material to Charlie by 1 p.m. that day.

Bernie Molitor suggested that area meeting times be posted in Room 204.

Vicki Dirks presented the Personnel report.

Al Bergstrom reported that the Finance Committee has adjusted the budget and shifted \$3,355.60 to program reserves.

Tom Stark outlined procedures for approval of a planning summary. The Vice-President for Public Relations and Scheduling reviews the proposal for schedule conflicts and sends the gold copy to

UPC Minutes  
October 21, 1974  
Page two

103 CMU to confirm space. The Vice-President for Personnel checks for personnel and manning problems. The Vice-President for Finance reviews the proposal to see that it is within budget limitations. If there are no problems, the President approves for the Council. The gray file trays in 204 are to be used only for planning summaries. Evaluation forms and other mail go in the regular boxes.

If there is a commitment, there will be a Technical Workshop at 4:30 p.m., Thursday, October 24, in the West Bank Auditorium. Marlene Vernon agreed to coordinate with Dan Winter.

The Executive Committee Meeting tomorrow will deal with scheduling UPC meetings. Input should be given to Mike Jones-z before the meeting.

President Mike Jones-z discussed coordinator commitment. He requested that people either follow up on last year's goals or submit alternate proposals. He plans to meet with each coordinator on an individual basis to discuss this.

There have been some problems with cash reports in recent weeks. Mike Jones-z asked that everyone be careful in counting and reporting funds.

It was requested that coordinators complete cards on everyone working and turn them in to Vicki Dirks. The names will be entered on mailing lists and then returned to coordinators for their files.

Because of the Veteran's Day holiday next week, there will be no regular meeting of the Council.

Charlie Marinan moved to adjourn the meeting. Al Bergstrom seconded the motion and it carried.

Respectfully submitted,

James H. Sleezer, Secretary



UNION PROGRAM COUNCIL  
1974-75

Revised Fall Budget

Fall Allocation	\$18,218.00
1973-74 Loss	<u>1,270.00</u>
	\$16,948.00

	OLD	SHIFTED FUNDS	NEW
01 Gallery	\$ 490.00	\$ 300.00	\$ 190.00
02 Contemporary Arts	1,180.00	250.00	930.00
03 Current Events	2,690.00	---	2,690.00
04 Ethnic Affairs	1,500.00	425.00	1,075.00
05 Games & Tournaments	476.00	1.00	475.00
06 Market Place (own Acct)	-0-	---	-0-
07 Mini-Courses	-0-	---	-0-
08 Night Place	1,700.00	---	1,700.00
09 Social	1,700.00	800.00	900.00
10 Trips & Outings	1,050.00	540.00	510.00
11 Whole Coffeehouse	1,158.00	---	1,158.00
12 Program Administration	<u>3,604.00</u>	<u>1,039.60</u>	<u>2,564.40</u>
TOTAL	\$15,548.00	\$3,355.60	\$12,192.40
Summer	400.00		
Reserves	<u>1,000.00</u>		
TOTAL	\$16,948.00		
Program Reserve		3,355.60	
New Fall Budget			\$12,192.40

As of June 15, 1975, Finance Committee recommends: Summer Acc't      \$1,000.00  
Long Term Reserve      2,500.00

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

November 25, 1974

Present: Mike Jones-z, Vicki Dirks, Dave Lenander, Tanya Hall, Margaret Dagg, Al Bergstrom, Charlie Marinan, Constance Maloney, Kathy Rosel, Bernie Molitor, Jim Sleezer, Tom Dhepell, Dwynn Criss  
Absent: Kathy Palmer (excused), Julie Hapsch (excused)  
John Rose

Meeting called to order, quorum present at 4:40 p.m.

Minutes were approved.

Area Reports:

Current Events: Dave rescheduled an event scheduled for study day to Tuesday, January 21. Announced that John Gardner will be speaking on Dec. 4. He is sponsoring it in conjunction with Common Cause.

Finance: nothing to report.

Trips & Outings: nothing to report.

Film: Constance said "Sleuth" took in \$1535.00. The Godfather has been cancelled, Slaughterhouse Five to be shown instead probably.

Social: John still needs to be reinstated, he was not present at the meeting to clear up questions concerning his position as coordinator.

Personnel: Vicki said the newsletter and invitations for the Christmas Party were sent out last week. The recruitment at Comstock went well, however, not everyone who signed up to work showed up. But display booth was beautiful thanks to Jim Sleezer and Jones-z is a good salesman in the "women's dorm." Four sign up sheets have come back.

Cont. Arts: Tanya told the group that contemporary arts will be putting out a newsletter. The Renaissance Concert went well. She didn't expect over 30 people but 75 showed up. She estimated 75-100 persons at each of the three programs in the Music Series. Tanya commended those on her committee.

Mini Courses: Margaret said Helen had done the final audit for Mini Courses.

--offering 28 courses winter quarter, some 2 level courses.  
--the brochure will be out in 1-1/2 weeks after next week; is at the printer.

Bernie said because he had not been available, Margaret and Joyce Ann had sustained most of the work on Mini Courses.

UPC Minutes  
November 25, 1974  
Page two

The Whole: (Tom for Kathy Palmer) Planning summaries and budget have been completed for next quarter, only one contract signed.

### Old Business

Dave Lenander feels John Rose should be reinstated or a new coordinator chosen to fill Social area.

Exec wants a more formalized way of reporting and getting attendance up for programs to find out who and how many are attending.

Exec also wants to know how the council feels about an in depth report formally given or should we keep on with our general reports at each meeting. This was discussed, but no formal agreement was reached or voted on.

Al reported on the planning summaries. He does not have Contemporary Arts or Ethnic Affairs. Finance will go over these tomorrow and plan the budget. The next Union Program Council meeting will run longer to go over planning summaries and the budget.

Bernie wants the Council to think about whether we should continue the Night Place.

Marlene and Jones-z mentioned the NEC in Washington, D.C. Asked the Council to decide in their own minds if we should send representatives.

Charlie said the design for the calendar is done and the printer has been selected.

### New Business

Bernie (for Steve Fingerette) brought up the Twin Cities Music Conference. He said the attendance was 200. Steve proposed UPC co-sponsor a similar seminar in January. He feels the Council could get good PR by this event. The Council agrees.

MOTION 75:7 (Lenander) To co-sponsor another Twin Cities Music Conference in January. Motion Carried.

Dave mentioned controversy over UBOG. He suggested we go through amendment process to establish alternates to fill in positions of members who do not attend or positions which are not filled. He further suggested electing alternate to serve on all committees.

Jones-z stated before there is any more discussion on this issue, wait until Rufus answers the letter which has caused the controversy.

UPC Minutes  
November 25, 1974  
Page Three

**Announcements:**

Christmas Party is on December 5, 1974.

There was a move and seconded to adjourn. The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Kathye Rosel

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
January 13, 1975

**Present:** Tanya Hall, John Rose, Al Bergstrom, Dave Lenander, Kathy Palmer, Charlie Marinar

**Advisors:** Marlene Vernon , Vanne Hayes

**Absent:** Vicki Dirks, Kathye Rosel, Margaret Dagg

The meeting was called to order at 4:55. Marlene presented the calendar update which a copy of is sent out to the community.

Reports were then called for.

**Personnel:** Vicki was absent so Vanne talked about the Retreat which was cancelled and asked that it be rescheduled for a time to be designated; the day of Wednesday January 22 was suggested, 5:30 - 9:30 p.m.

**Mini Courses;** Margaret being absent, submitted a written report. Total income from registration = \$3612.50. There are 30 mini courses offered. The following were cancelled due to insufficient enrollment: House Plants, Batik, Belly Dancing II, Leather Craft, Quilling, Transactional Analysis Workshop II and Plains Indian Jewelry.

**Social:** Dan Winter reported on the progress for the Northrop concert. So far it looks like Tim Weisberg with the front act still to be designated.

**Contemporary Arts:** Tanya Hall submitted a written report and she said, "I put it in your box and if you didn't get it, see me."

**Current Events:** Dave Lenander expressed concern and extreme excitement over the unusual turnout for his committee meeting which was a significant grand total of 4! Yeah Dave. Keep it up. He said his films and speakers were doing well. Up coming speakers are Giesela Knopka, Carl Nelson and Nicholas Coleman from the Minnesota Senate.

**Whole Coffeehouse:** Kathy Palmer said despite the blizzard and all the foul weather that the hardy Minnesotans were able to forge through and give the Whole another sellout night. She also expressed the sentiment that a few more would happen before the quarter was over.

**Finance:** Al Bergstrom told the Council how he managed to beg, borrow and steal and managed to reduce our deficit from-(\$3171) to only -(\$302). He said a new budget would be forth coming reflecting the changes.

UPC minutes  
January 13, 1975  
Page two

**OLD BUSINESS**

**Recruitment:** First dorm recruitment effort will be Wednesday, January 15 at Middlebrook Hall from 4:30 to 7:00 with the hopes of gaining a few new people to be used in the different areas of the Council.

**Publicity:** The distribution system was gone over again by Charlie and Marlene as a last effort to get the policies understood and implemented.

**Co-Sponsorship:** Dave Lenander said that the Current Events area had decided to co-sponsor with Marv Davidov in a new program area.

**Reinstatement:** Council voted to ask UBOG for reinstatement of John Rose as social coordinator.

**NEW BUSINESS**

Discussion was started as to whether or not the council should keep the Market Place as an area; nothing was decided as time ran out.

**ANNOUNCEMENTS**

Charlie has learned to stay awake; when she's on a date, give her a hand.

Respectfully submitted,

Mike Jones-z

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
January 20, 1975

Present: Kathy Rosel, Charlie Marinan, Vicki Dirks, Margaret Dagg, Michael Garcia, Kathy Palmer, Constance Maloney, Bernie Molitor, Mike Jones-z, Al Bergstrom, Jim Sleezer, Vanne Hayes, Marlene Vernon, Dave Lenander, Kurt

Absent: Tanya Hall (excused), John Rose (excused)

The meeting was called to order at 4:35 p.m. A quorum was present.

Reports

Charlie passed out the updated winter quarter calendar. She asked that if your program has prices, please list them on the main calendar in 205 CMU.

Marlene asked that we get any cancellations on calendar in UPC office to facilitate communication between UPC and information desk.

Kathy Rosel reported ski night January 22 has been cancelled.

Vicki said that no written report as to number of people who returned the cards from our recruitment efforts has been prepared. She stated she needs meetings times for all the areas. She also passed out the retreat handout.

Jones-z brought up the recruitment booth. He felt it was important to make sure time is scheduled with all participating. The shock value was good but the response at Middlebrook was not as effective as at Comstock. Marlene said the music was especially effective.

Bernie asked that he be given a written evaluation on recruitment booth at Middlebrook.

Charlie mentioned she has made up the PDS time and work table. She needs names from our committees who will distribute publicity.

MOTION 75:8 (Bergstrom) To formally adopt the Publicity Distribution System.

In the discussion preceeding a vote, Bernie felt it would be worthwhile in an ammendment to this motion that it be stated that area members as well as coordinators be

involved in PDS.

MOTION 75:8 Ammended: Adopt the Publicity Distribution System. Participation & support of PDS be accomplished through coordinators, committee members and the executive committee. Motion carried.

Kathy Palmer reported that the Whole had a large crowd this past weekend. Thirty new tables were put together and they look great.

The film committee reported that they are having a hard time getting a film list for spring quarter. It should be out by the end of this week.

CRIES & WHISPERS was shown by Jim Sleezer despite the blizzard which snowed in most of the film committee. They extend their thanks. 457 people attended it.

A preview of the film CLAUDINE will be shown the Tuesday of the weekend prior to its showing.

Al asked that the coordinators keep checking the grey file box for returned planning summaries.

Current Events announced a Last Lecture tomorrow (Jan. 21) and on Thursday, UPC Current Events will Co-sponsor with MPIRG, Phyllis Kahn.

Margaret Dagg's letter of resignation was read before the Council. It was accepted and Jones-z extended his thanks as President for UPC to Margaret for all her fine work on the Council.

It was also announced by Bernie that Dwyn Criss has resigned. He expressed that we must connect with her committee to get it back on track.

Vicki asked if Mike Garcia and Vanne Hayes would chair Ethnic Affairs without voting power.

MOTION 75:9 (Vicki) To appoint Mike Garcia as temporary coordinator of Ethnic Affairs. Motion carried.

#### OLD BUSINESS

Market Place: Bernie said we needed a motion in regard to the Market Place. Vanne asked that we look to see if our perceptions are in the same place.

MOTION 75:10 (Lenander) The Market Place as it has been defined is no longer under the



jurisdiction of the Union Program Council because of substantial problems with staff time, student commitment, and financial resources and because there are new alternative outlets for handcrafted items.  
Motion carried.

NEW BUSINESS

Vicki asked if the "screening committee" chosen to look for a new staff person should become a subcommittee of the council with UPC choosing representatives to serve on it.

Bernie mentioned the Council looking into credit, or pay for UPC coordinators and committee heads.

Bernie asked that coordinators tell your advisor how you feel about past programming.

ANNOUNCEMENTS

Marlene said the Mime Concert needed some help. If you have time to spare, please come by on the evening of the event to help out.

Meeting adjourned at 5:55 p.m.

Respectfully submitted,

Kathye Rosel

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
January 27, 1975

Present: Tanya Hall, Kathy Palmer, Mike Garcia, Marlene Vernon,  
Vanne Hayes, Bernie Molitor, Mike Jones-z, Charlie Marinar,  
Vickie Dirks, Dan Winter, Al Bergstrom, Dave Lenander

Absent: John Rose (excused), Kathye Rosel (excused), Jim Sleezer  
(excused).

The meeting was called to order at 4:50 by President Jones-z. A quorum was present.

Reports

Vickie distributed a written report.

Charlie reported that all updates for February must be in by Jan. 31 for on as well as off-campus press.

Last weeks Program summaries:

Tanya- Dance Series went well: financially, attendance-wise. The punch was good.

Mina was a bit misleading but otherwise went well. There was a good workers turnout.

Kathy Palmer- All the tables in the Whole are finished. All bookings are coming along fine.

Mike Garcia- 27 people attended the Black Film Series; it went exceptionally well. Expectations are good. He also showed and advised of the possibility of using Quickie posters when time is of the essence.

Bernie for Current Events- P. A. problems were encountered but the program did go well. Publicity was not good for the Public Interest Forum. There were 125 people at the American Cultural Film Series which had a very good discussion.

Bernie for Minicourses- Next quarter's minicourses will be emphasized as Coffman Union Mini-Courses. Concerning Margaret's resignation, Bern mentioned the possibility of Margaret resigning her present job and working as a paid Mini-Courser. She has agreed and it looks good.

Dan Winter-Nothing heard yet concerning Tim Weisberg cancelling from the Northrup Concert scheduled Feb. 19, 1975

Vanne- An overview of procedures for Northrup Concerts was given. Discussion followed.

Kathye Rosel- (submitted in writing) The sleigh Ride went well and the people enjoyed it.

Bernie reported on the progress of the screening committee.  
(Bernie, Jones-z, Jim Sleezer, Kathye Rosel, Al Bergstrom)

Resignations:

Vanne, Bernie, Vickie, and Mike G. will look into the possibility of outlining the procedures and results of future resignations.

New Business:

UBOG Reports- UBOG council representatives apologized and pledged to summarize and report on all future UBOG meetings.

Charlie commended Mike Garcia on the outstanding job he is doing.  
Applaudse.

There was some discussion concerning the possibility of using different artists for doing UPC publicity.

Announcements

Vickie announced that next weeks meeting will be Pot Luck. Everyone is asked to bring food. Sign-up Downstairs. There will be a short agenda. Mon. Feb. 5 @ 4:30

Dave announced that any UPC members may apply for Northland Chataqua tickets from Dave. It will be held Fri. Jan. 31 @ 7:30

Jones-z gave an explanation of his current status, his time and purpose. (Where he's at). He also stressed the importance and necessity for an initial commitment from future Presidents.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Alan Bergstrom

**PERSONNEL**

**APPEAL: ONE PERSON FROM EACH COMMITTEE OR THE COORDINATOR AS ONESELF TO SIT ON THE PERSONNEL COMMITTEE.**

**REASONS:**

- I. NEWSLETTER**  
FILE AND MAILING LIST - UPDATING MEMBERSHIP  
ATTENDANCE AT ALL COMMITTEE MEETINGS  
DISTRIBUTION OF UPC CARDS
  
- II. TRAINING PROGRAM**  
TASK-ANALYSIS BREAKDOWN OF ALL POSITIONS  
RETREATS  
WORKSHOPS IN COUNCIL MEETINGS  
WORKSHOP PROGRAMS TO PUBLIC (E.G. EMPLOYMENT)
  
- III. TIE-IN WITH PR**  
LOCATION, POLICY, AND LENDING OF BOOTH  
SYSTEMATIC RECRUITMENT
  - A) DORM
  - B) CMU
  - C) AT PROGRAMS
  - D) BUILDINGS
  
- IV. INDIVIDUAL AREAS PERSONNEL NEEDS**  
CO-ORDINATOR SELECTION (THIS HAS BEEN AT LEAST A BIENNIAL EVENT AND NEEDS TO BE CORRECTED)  
COMMITTEE MEMBER CHANNELING  
TENSION AND FRUSTRATION PROBLEM SOLUTIONS

**BREAKDOWN OF ONE OF THESE (I.)**

**NEWSLETTER:** BI-MONTHLY PRINTING  
INFO UPDATE OF CALENDAR  
INFO SELECTION FROM COORDINATOR( EG. WORK PARTY)  
BUILDING INFO  
THANK YOU'S  
SPECIAL INTERVIEWS OR OUTLOOKS  
OFFICE NOTICES  
150 SENT OUT: FOLDING, STAPLING, LABELS AND STAMPS

---

**FILES:** ALPHABETIZING  
PHONING AND INTERVIEWING  
SLOT INTO AREA  
UPDATE ON ADDRESS  
TOTAL MEMBERSHIP LIST QUARTERLY  
ALL SAME FOR MAILING LIST

---

**ATTENDANCE AT ALL COMMITTEE MEETINGS:**

**TO:** TIE-IN COMMITTEES  
GIVE A CHANCE FOR THINGS TO MAKE IT TO EXEC  
(DEALING WITH PERSONNEL)  
SOMEONE TO DEAL WITH COMMITTEE PROBLEMS & TRAINING SESSIONS

PERSONNEL  
PAGE TWO

DISTRIBUTION OF UPC CARDS:

WHO SHOULD GET THEM  
BEING SURE THEY DO  
BEING SURE THEY ARE NOT MISUSED  
DISTRIBUTION OF POLICY INFORMATION FOR SPECIAL EVENTS

## RESIGNATION POLICY

In the event of a coordinator resignation prior to completion of term of office the following measures are recommended:

1. Advisor of the area will sign expense requisitions, planning summaries, etc.
2. Voting representation will be assumed by one of the area's chairperson's upon vote by Council.\*
3. Chairing of committee meetings will be by chairperson and/or advisor.
4. Long range planning will be done by committee in consultation with staff.
5. An exit interview will be required during which the coordinator will give an evaluation of the area, status of programs, contacts and resources, uncompleted and/or unfinished business.
6. Two-week notice must be given in writing.
7. A memo in reference to the resignation will be sent to all UPC staff and students.
8. Letter of acceptance of resignation will be sent to coordinator.

In the event of the President of the Council resigning:

1. The Vice Presidents for Personnel, Public Relations and Scheduling, and Finance will select from the Executive committee a temporary representative which must be voted on by the Council.\*

In the event one of the Vice Presidents resigns:

1. Same as coordinator.

\*Requires a by-law change. Could possibly become Article X. entitled "Resignation Procedure".

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
February 10, 1975

**Present:** Jones-z, Michael Garcia, John Rose, Al Bergstrom, Kathy Rosel, Dave Lenander, Vickie Dirks, Kathy Palmer, Dan Winter, Steve Fingerett, Constance Maloney, Bernie Molitor, Vanne Hayes, Marlene Vernon, Jim Sleezer.

**Absent:** Charlie (excused), Tanya Hall

The meeting was called to order at 4:30 p.m.

Reports

**Finance:** Al and his committee would be doing worksheets Thursday, February 13 in room 327 starting at 8:30 a.m. All co-ordinators and chairperson heads were welcome to come up and find out where their budget was.

Spring Quarter Planning Summaries are due Tuesday, February 25th, on March 3rd they would be approved by the Council and on March 6th would go to UBOG.

**Ethnic Affairs:** Film on February 5th drew over two hundred people with little publicity. Flyers were sent to the Afro-Studies Department Mike said.

**Social:** April 1st concert was discussed as it involved allocation of spring quarter monies.

MOTION 75:11 (Vicki) The Planning Proposal for the April 1st concert be approved as part of the spring quarter budget and be accepted as is.

MOTION 75:11 Ammended: Approval of the Planning Proposal would be reapproved followed by reappraisal by the finance committee the week of February 10th.  
Motion and ammendment carried.

**Personnel:** Written report.

MOTION 75:12 (Vicki) One person from each committee on the council be appointed by the co-ordinator, or if there is no such person, the co-ordinator oneself sit on the Personnel Committee with the time to be determined.  
Motion carried.

UPC Minutes  
February 10, 1975  
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NEW BUSINESS

MOTION 75:13 (Bergstrom) To accept the Resignation Policy with appropriate changes in By-Laws and to be forwarded to UBOG for approval.  
Motion carried.

ANNOUNCEMENTS

Mike Jones-z announced his resignation.

There would be no meeting February 17 as U is closed.

Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Vicki Dirks



UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
February 24, 1975

**Present:** Constance Maloney, Vicki Dirks, Dan Winter, Kathy Palmer, Jim Sleezer, Mike Garcia, Bernie Molitor, Karen Phelps (Guest), Margaret Dagg, Marlene Vernon, Dave Lenander, Al Bergstrom, Vanne Hayes

**Absent:** Kathy Rosel and Charlie (excused), John Rose and Tanya

The meeting was called to order at 4:45 p.m.

Karen Phelps from the Women Studies Dept. presented a program proposal for International Women's Day. Program to be held in CMU on March 7, requested co-sponsorship in terms of money and help on publicity.

Minutes approved

Reports

Finance: Announced planning summaries were done for spring quarter budget February 25, 1975

Social: Films committee reported a profit of \$1.79 on The Harder They Come; Serpico made \$300.00.

Constance expressed a complaint about the inadequacy of the film projectors. Bernie encouraged Constance to make complaints and requests for and about equipment in writing to the director and also enter them in the night report.

Northrop Concert--Dan Winter distributed written summation of Weisberg concert.

P.R.: The spring quarter calendar will go to the printer about March 7. Give input and highlights to Marlene by February 27.

Ethnic Affairs: Let the Church Say Amen, attendance was about thirty. American Indian Week is coming up and also Cinco de May, the 5th of May.

Whole: When the program office moves to third floor, the Whole staff is moving to the Whole. Be sure to drop down and see them all.

Kathy Palmer raised the question of areas who make profits being able to keep soem percentage of that money for extra programming or remodeling. It was requested that she direct her comments to executive committee next week.

Wendy Waldman sold out on February 24, should be cause to make some major policy decisions about the house. Anyone having suggestions direct them to Kathy Palmer.

Current Events: David Lenander gave reminder about coming programs in his area:

March 4-Roger Jones, Last Lecture, Junior Ballroom.  
March 6-Public Interest Forum, "Victimless Crimes?,"  
Rm. 320.

March 12-Pete Wagner, Daily Cartoonist  
Mentioned that his committee would like to sponsor American Culture Film Series for free Spring Quarter.

Contemporary Arts: Mime series starts February 27, any help from council members would be much appreciated. There is a Dance and Drama workshop coming up soon.

T & O: "Wilderness Conciousness will be March 6, Supervisor from Superior National Forest will be the guest. Spring quarter they are doing a bike and equipment show. If anyone has suggestions of dealers, etc., please contact Jim Slezzer.

#### New Business

Rotation of reports - It was discussed whether we should have written reports from each area or oral summations by area represented. It was decided that we will continue with oral summations and a quarterly written report from each area. This is not to say, however, that written reports on large programs or whatever else will not be appreciated.

Office cleanup - We will probably be moving upstairs around the middle of March. It is necessary that we straighten up our files and discard all unwanted material before this move takes place.

UPC Minutes  
February 24, 1974  
Page three

Handbook Subcommittee- Mr. molitor stated that it is necessary for the job description and time committment of coordinators to be updated and clarified. Also the committee will explore the possiblity of stipend and or credit for area coordinators. Persons who volunteered for this are Kathy Palmer, Tim Hannisch, Kathye Rosel, Al Bergstrom. Their first meeting will be February 28 at 3:00 p.m.

Dave Lenander expressed the desire to meet with the House Policy Committee to be better informed about house policies. He will attend their next meeting. Anyone who has questions or comments they wish to express contact Dave Lenander or leave note in his box.

UBOG Representative- Since Jones-z resigned from UPC, there is an opening on UBOG for a UPC rep.

MOTION 75:14 (Vicki Dirks) To appoint Dave Lenander to fill the vacant UBOG position. Motion carried unanimously.

Meeting adjourned at 5:55 p.m.

Respectfully submitted,

Margaret Dagg

February 24, 1975

To: Union Program Council

From: Dan Winter

Re: REPORT ON WEISBERG/NELSON CONCERT

When the concert finally started I thought we had an utter failure on our hands. After talking with people including the managers of the groups, I felt differently. Although it was far from smooth, the show production was not as bad as it seemed. Weisberg's manager thought that we had done well for our first venture in major concerts. I am open to suggestions and criticism in order to make future concerts better.

I see that we need to work on the following things:

stage manager--we need to conduct a workshop with a professional stage manager so that we are clear as to what can and cannot be done.

artist relations--we need to have those people doing it to have a car or access to a car; we need to have all supplies for the artist at the concert by their arrival time; we need to make it clear that any additional needs of the artist are their responsibility; we need to talk directly to the groups to make sure that the time allotted for set up is adequate and if it is not, what can be done to make it adequate.

We need to set up a meeting with the house management to make them fully aware of the problems that may occur and what they might have to explain to the audience.

We should move the starting time back to 9:00 p.m. in hopes that this will allow for a timely opening.

As far as the difference between expected and actual attendance is concerned, there are two possibilities. First, the concert could have been buried by the four other shows that happened before the concert. Second, the more plausible one to use, is that Tracy Nelson did not carry her weight. We would have been better off not having her on the bill. So much for hindsight. But it must be used in future considerations.

Now on to what is right. I wish to personally thank all the people who helped distribute posters, fliers and mailings: Dave Eagan, Dave Lenander, Tanya Hall, Rick Plunkett, Steve Lauterbach, Vicki Dirks, Constance Maloney, Mike Garcia, Terry Meyerson, Gary Wagner and John Rose.

Special thanks to Brian Lewis for the poster, Vicki Dirks, Diane McLeod, Vanne Hayes, and Constance Maloney for help with the T-shirts. John Rose for making the signs. And thanks to all those who worked the concert and reception afterwards.

I would also like to thank the Program Council for the gift and the card I received at the reception for it made all the effort put toward the concert worth it. I cannot tell you how much I appreciate knowing that the council is behind this new aspect of programming. Thank you once again.

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
March 3, 1975

Present: Mike Garcia, Kathy Palmer, Vickie Dirks, Tanya Hall, Dave Lenander, Bernie Molitor, Al Bergstrom, Charlie Marinan, Jim Sleezer, Marlene Vernon.

Absent: Vanne Hayes, Al Bergstrom, Kathy Rosel, Constance Maloney, Steve Fingerette, Jon Rose (Excused.).

Meeting was called to order at 4:38 p.m.

Minutes approved without correction.

Reports

Public Relations: UPC Alumni/Coordinator card is now available for all UPC officers. Cards may be picked up from Vicki. Charlie was commended for fine design job.

Ethnic Affairs: Written report on Tony Brown Black Journalism program was distributed. Ethnic Affairs Committee meeting will be this Thursday at 1:30 p.m.

Social: Changes will be made by Wednesday on Spring Film Series. Cinderella Liberty will definitely be replaced.

Current Events: Dave Lenander gave reminder on upcoming programs:

March 4	Last Lecture, Roger Jones
March 7	International Women's Day
March 12	Public Interest Forum, Pete Wagner, Daily Cartoonist

Rick Plunkett made announcement about Public Interest Forum March 6. Panelists: Gary Flakne, Charlotte Cohen, Sandra Valle, and Hugh and Nora Spurgin. Topic: Pornography, Prostitution, Marijuana: Victimless Crimes.

Contemporary Arts: Mime Residency was well received. Successful programming with Concerts and Lectures. Mime concert had attendance of 400 people.

Mini Courses: Mini Course list for Spring has been placed in coordinators boxes. Registration will be April 1-4 and registration will be handled by hired person.

UPC minute  
March 3, 1975  
Page 2

Finance: Spring Quarter Budget distributed.

Games & Tournaments: Co-sponsorship with Intermurals on Wrestling Tournament was successful and publicity mentioned UPC involvement. Wilderness Consciousness program Thursday, March 6.

Sub-committee Reports

Stipend Committee: Bernie reported on last Friday's meeting. Consensus was that the proposal should be to provide tuition for all UPC Coordinators plus Whole Booking Chairperson and Film Chairperson for 1975-76. Next meeting will be Friday at 3:30 p.m.

Staff Screening Committee: Bernie reported that four final candidates for program advisors position have been selected. They will be visiting the Program offices on Thursday and Friday and will be available to talk with staff and students.

Budget

MOTION 75:15 (Vicki Dirks) That UPC recommend approval of the Finance Committee Budget for Spring Quarter Budget as presented. Motion Carried.

Spring Quarter Calendar was read through and corrections and additions were made. Deadline for final information changes is Wednesday, March 5. Paper, ink, type styles and general design plans were explained. Tanya asked why principally big programs and series are highlighted in the calendar and not small or special interest programs. Marlene explained that program highlights are selected upon request from coordinator and staff and since no one but recreation requested it, they are being selected as representative of UPC major spring commitment.

Announcements

Tuition stipend meeting Friday at 3:30.  
Union Board of Governors meeting Thursday at 11:30  
Schedule with Staff Candidates 10:30-11:30 & 1:30-2:30.

Meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Marlene Vernon

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
March 10, 1975

Present: Vanne Hayes, Al Bergstrom, Judi Zenk, Constance Maloney, Kathy Palmer, M.P. Garcia, J.W. Rose, Vickie Dirks, Dave Lenander, Bernie Molitor, Tanya Hall (late), Marlene (late).

Absent: Charlie Marinan (excused) and Kathye Rosel (excused)

Minutes distributed - corrections

Al Bergstrom present only

John Rose present

Addition: MUCB card policy (Vickie to give to Vanne) approved as corrected.

Reports

UBOG: Accepted by-law change regarding resignations.  
Accepted budget, however concern and criticism was voiced.

Personnel: Party Saturday.  
Passed out recruitment sign-up schedule for dorms  
PR booth at grade pick-up in Main Ballroom.

Social: Changes in film scheduling for: Virgin and the Gypsy, Harold and Maude, Nicholas and Alexandra, and Willie Wonka and the Chocolate Factory.

\$2000.00 income from the April 1 concert so far. Need 15 people to help with this concert. Sign up with secretaries to help and for comps.

Need help with film March 15, 4 p.m. to midnite.

Noon Concert March 14, Friday, with Joan Autrey.

Ethnic Affairs: Film series ended successfully.  
Voice change - Charlie has a deep voice.

PR: Calendar available for review tomorrow afternoon.  
Posted publicity to be indicated on publicity distribution systems sign-up - indicate please.



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March 10, 1975  
Page two

Whole: Discussion on Sunday openings - Open Stage first Sunday of the month.

Possible Friday, Saturday, and Sunday format.

Current Events: Program coming up March 12, Wednesday with Pete Wagner in Room 320.

Women's Day Program had attendance of only 30.

Victimless Crime Program was very successful with attendance of 120-140. Discussion centered on Prostitution.

Next quarter - Retrospective on the 60's. Films announced.

Guest - Sally Parker of MPIRG and Zero Population Growth. Fee collection system for MPIRG up for review. Two partial summaries were passed out to explain organization. They would like a letter of endorsement sent to the Regents by Thursday, and a copy sent to State Office. We will discuss and consider this.

MOTION 75:16 (Garcia/Lenander) UPC endorse MPIRG for purpose of maintaining present fee allocation policy.  
Motion Carried.

Bernie Molitor volunteered to write letter.

Diane McLeod took snapshots of the group for Quarterly.

Stipend Committee: Schedule: Wednesday, 9:00 a.m. - rough draft (Kathy R. and Kathy P.). Friday, 9:30 a.m. Meeting with Ed Sigelkow in Bernie's office (Kathy, Kathy, Vicki, and Mike G.)  
AMEN.

#### Announcements

Dave Lenander announced his resignation effective April 1.  
It was accepted with regrets.

We need more money for Awards Banquet.

PPBS due Monday, March 17.

UPC Minutes  
March 10, 1975  
Page three

Al announced his intention to run for President next year. He sought suggestions from the Council for their expectations on the role of the President. He will come up with a platform defining what he believes to be the role of the role of President.

Meeting adjourned 5:27 p.m.

Respectfully submitted

Vanne Hayes

# PERSONNEL REPORT W '75

## RECRUITMENT

MEET UPC- in MBR during grade handouts. Great Publicity distribution and film trailers promoted films. Limited results for recruitment.

WHOLE- The Whole did its own. Personnel did a mailing list and with help from the whole members, their exec. and Marlene, collected names and numbers of individual working there. Also Personnel people in the Whole put themselves forward, Pam and Kath. These people were found through committee meetings. In addition, a Personnel chairperson was possibly found during spring break in the person of Mark Liu.

Dorm- The booth went through as scheduled in most cases, but not all. Students must be aware and informed of the week they are to go. An individual has come forward who is interested in coordinating this effort for the summer and fall- Bob Michelson.

Building- The results from this was poor. Coffman is our best facility for this.

## PARTY

Dan and Nancy Winter                      Feb. 19th  
Vickie and Lola's                              March 17th

One aspect of this is clear... students like to eat. Also the students go more to a party closer to campus. 35 as compared to 12. Also Scott Bartel and his bagpipe provided a highlight to the St. Pat's Party. All parties should be announced in a Newsletter and by invitations.

## NEWSLETTER

Its format changed from one to the other, but Tim Hannasch, who will be doing it next year, will be designing a permanent format. A highlight was Tim's interview of Bernie. The newsletter had 6 publications. Also the mailing list was brought up to date.

## RETREAT

Jan. 22nd at 5:30 in the Men's Lounge.  
Appx. 15 in attendance with a dinner.

## AGENDA

State of the Union Address by Micheal Jones-z  
PDS & mailings  
Finance  
Recruitment and Area Awareness

Program lasted an hour and a half. In retrospective, the retreat did not perform many functions, but to allow the council to sit around and socialize, or to eat. This may have been due to the fact that it was moved from its original time and place due to an unnatural but natural snowstorm.

Respectfully submitted,  
*Vickie Dirks*  
Vickie Dirks

The Black Psychology Conference on April 4 & 5 was the most successful programmatic attempt since my taking the position of co-ordinator for the Ethnic Affairs area. The low attendance this year was attributed to the fact that last year the conference was held over Holy Week, a time when more people were able to attend from the public schools. Under the date circumstances, the attendance was about 60 participants on Friday and 100 on Saturday.

Dr. Ernie Smith (Sweet Ernie) was well received by a wide mix audience of High Schools students, college students, educators, and community participants. He was well able to address issues of immediate concern to the audience.

The publicity for the event went very well with coverage by PSAs, posters, mailings, daily ads, and write ups in the local black newspapers. Se Tu who has been often a contributor designed our poster. The only misfortune in the publicity was the late date of mailings, resulting in not as effective results in community turn-out.

The event was on time for the most part of the two days, which is something in my mind worth noting in a two day conference.

The reception on Friday was well received (or something like that). My thanks are directed to Constance "LOLA" and Vicki for all of their help Friday in the preparation of the food. I will start to work on the request that they made for an appreciation gift as soon as possible. I have not yet seen anything (one) that meets all of the qualifications that were specified.

The BSPA is a group that is always a pleasure to co-sponsor with. Antoine Garibaldi was the person from that group that saw that everything feel in place.

My thanks, beyond those already mentioned, go to Vanne for her constant energies; Margaret, Sheryl, Vi and who-ever else filled in for me at the desk on Friday; the food service for their accommodations and Bernie for his understanding.

Michael Patrick Garcia  
Co-ordinator, Ethnic Affairs

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
April 7, 1975

**Present:** Al Bergstrom, Margaret Dagg, Michael Garcia, Vickie Dirks, Kathy Palmer, Jon Rose, Rick Plunkett, Kathye Rosel, Dave Lenander, Dan Winter, Constance Maloney, Charmagne Ehrenhaus, Marlene Vernon, Vanne Hayes.

**Absent:** Charlie Marinan (excused)

Called to order at 4:35 p.m.

Charmagne Ehrenhaus, new staff person, was introduced to Council.

**MOTION 75:17** (Dirks/Garcia) I move that effective this date the Council welcome and accept Rick Plunkett and Elaine Ward as Temporary Coordinators for Spring 1975 in the respective areas of Current Events and Coffman Gallery, with the responsibilities and privileges thereof. Motion carried.

**MOTION 75:18** (Dirks/Garcia) In light of the By-Law change, I move that we accept and confirm Al Bergstrom as President for the Council for Spring 1975. Motion carried.

Area Reports

Ethnic Affairs: Mike Garcia handed out report on Black Psychology Conference. Very pleased with content of conference.

Whole: New ticket booth--need to iron out line problems. Odetta was very well received.

Social: April 1st concert was very smooth and a financial success. Attendance -- 2639 paid. Sign up for Bonnie Raitt concert will be up tomorrow. Help is welcome. Mr. Molitor reveled in his erroneous projection of attendance at April 1st concert.

Mini Courses: Margaret Dagg reported 75% of courses filled. Registration went very smoothly. Program is now at 40 courses per quarter.

Personnel: Vickie Dirks reported a need of input for awareness workshops. Area will do in-depth report next week. Coordinators were urged to forward names and addresses of all committee persons to Vicki immediately.

Current Events: Program on E.R.A. on Wednesday. Mr. Plunkett is moderating program. Also attempting to get Mark Lane here to do presentation on Kennedy assassination if finances permit.

Trips & Outings: Kathye Rosel reported that the bike show went well-- 550 attendance. Outdoor show and Memorial Day trips are in offing.

UPC Minutes  
April 7, 1975  
Page two

Constance: "I'm weird today."

Rest of Council: "So when aren't you weird?"

PR: Marlene Vernon reported that Quick Print is doing pick up and delivery three times per week - Monday, Wednesday, Friday. E/R must be in advance of pick up. Artwork must be ready too.

Contemporary Arts: Marlene announced program: Stephen Spender, poet, tomorrow at 8:00 p.m.

Recruitment: Vicki Dirks requested that people sign up for taking booth to dorms. Applications are going slowly; all prospective candidates are urged to apply. Tim Hannisch will be doing UPC newsletter next year.

#### ANNOUNCEMENTS

Mike Garcia: Overworked, underpaid, carrying full course load and trying to maintain a personal life. Council suggested that he drop personal life from priorities.

Marlene Vernon: Be sure to specify size, quantity, and color of stock when doing P.O.s.

Office Moving will happen within three and five weeks.

UBOG Approved Bicentennial funding and no-smoking ordinance. Also agreed to Bi-monthly meeting schedule.

Film conference: Will be held in Milwaukee, April 17-21. Council urged that representation be considered. Michael Garcia, Rick Plunkett, and Constance Maloney expressed an interest in attendance. Finance will look at budget and make recommendations.

Meeting adjourned at 5:45 P.M.

Respectfully submitted,

Bernard F. Molitor

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
April 14, 1975

**Present:** Charlie Marinan, Rick Plunkett, MP Garcia, Marlene Vernon, Kathy Palmer, Charmagne Chrenhaus, Dan Winter, Margaret Dagg, Elaine Ward, Vickie Dirks, Bernie Molitor, Al Bergstrom, Constance Maloney

**Absent:** Tanya Hall, Kathye Rosel (excused), Vanne Hayes (excused), Jim Sleezer (excused)

**Guests:** Mike Lazarraw, Bob Michaelson

The meeting was called to order at 4:37.

Minutes were approved.

Area Reports

Personnel - Vicki covered the Personnel report 1975 which was distributed to members. She also passed out the menu for the recognition dinner. Area goals: Train Chairpeople, fill openings, have party. Coordinator needs to fill out application for position. The Paddelford and dinner is arranged. See Vickie for award forms. Coordinators need to design awards, interviews will be arranged.

Bob explained recruitment and handed out schedules.

Ethnic Affairs: Mike reported that the "Our Common Heritage" program will probably fold.

Whole : no report.

Current Events: E.R.A. program went well.

Contemporary Arts: Next big program is "Women and the Arts" A workshop in Glass Studio on West Bank will be held Monday, April 21, 1975, and would like UPC co-sponsorship.

Concerts: Dan reported that the Bonnie Raitt concert is at about halfway point financially. Sign up for work and complimentary tickets is at receptionist's desk. He needs help distributing posters.

Public Relations: Charlie did a calendar update:  
- Black Film on April 16 cancelled  
- Correct: Food Day in Whole 11:30 - 1  
Films in 320  
- Need to make better use of PDS  
- No more recorded spots on KQ

Mike asked that publicity and large UPC posters be taken to all events.

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Finance: All passed out the budget for 1975-76. Net expense is close to last year. The planning proposals were well done.

MOTION: 75:19 (Dirks) To approve 1975-76 budget as presented. Motion carried.

UBOG: Al discussed representatives to UBOG. Must be a member of the council. Julie needs to be replaced because she is no longer with UPC. He agreed to contact Julie. The next UBOG meeting is April 23.

Al handed out applications for coordinator positions.

#### OLD BUSINESS

Discussion of the film conference. Possibility of sending two people at a cost of about \$250.00.

MOTION: 75:20 (Dirks) To appropriate \$250 for two people to attend the conference. Motion carried.

Discussion of the Mark Lane Program: Current Events area is requesting about \$1500.00 to produce. A \$1 admission would be charged. The program is planned for the evening of May 14.

MOTION: 75:21 (Dirks) To approve the appropriation of \$1500.00 for the Mark Lane program. Motion carried.

#### NEW BUSINESS

Social: Constance announced that Harold and Maude made a profit. She made a plea for workers to help at Nicholas and Alexandra.

Al will put out a memo regarding a time change for UPC meetings.

Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Charmagne Ehrenhaus





# Menu

Recognition Dinner -

TACO  
TOSTADA  
ENCHILADA  
RICE  
BURRITO  
MANGO SUNDAE  
POP OR MILK

AT LA BOCA CHICA IN ST. PAUL  
DINNER WILL BE AT 6 P.M. PEOPLE WILL BE TOLD  
WHEN THEY CALL IN THEIR RESERVATION, THAT THEY  
MUST MEET AT CMU. OUTSIDE OR IN- IN ORDER TO  
GET A RIDE. THEY WILL ALSO BE ASKED IF THEY  
COULD POSSIBLY RIDE. THERE WILL BE A CASH BAR  
ABOARD THE PADDLEFORD. I STILL HAVENT GOTTEN ALL  
THE ADDRESSES YET OF THOSE WHO ARE SUPPOSED TO COME.

THE RETREAT IS CONFIRMED FOR MAY 10th and 11th. THE TIME WE SHOULD BE THERE IS  
AT ONE SATURDAY AND WE SHOULD LEAVE AT FIVE ON SUNDAY. I WOULD BE MORE THAN  
APPRECIATIVE IF SOMEONE WOULD COME FORWARD TO PLAN THE MENU FOR THAT WEEKEND.  
IT IS ON A LIMITED BUDGET SO...  
PHIL SAYS IT WILL BE A GOOD WEEKEND, AND HE PROMISES NO SNOWSTORM.

\*\*\*\*\*

I HAVE AWARD FORMS FOR YOUR COMMITTEE MEMBERS, SO COME TO ME TO GET THEM.  
IT PROBABLY ISN'T TOO EARLY TO DECIDE WHAT YOU ARE GOING TO WRITE.

PERSONNEL MEETINGS WILL BE AT 2:30 ON WEDNESDAYS.

PERSONNALLY YOURS,  
VICKIE

TO: PROGRAM COUNCIL  
FROM: PERSONNEL RECRUITMENT COMMITTEE

During Spring Quarter, the Personnel Recruitment Committee will be setting up the display / showcase at various programs. Due to limitations of time and personnel, we will be able to recruit at only one program per area. We have reviewed the schedule of programs for Spring Quarter and have selected one event for each area at which we will recruit.

Tentative Schedule for Recruitment

Whole Coffee House	April 26th	Mimi Farina	7:30-9:00 p.m.
Current Events	April 24th-29th	Natl. Lampoon	
Contemporary Arts	April 28th	Marge Percy	2:30-3:30 p.m.
Recreation	April 30th	Outdoor Show	11:30-1:00 p.m.
Social	April 30th	Bonnie Raitt	8:00-9:15 p.m.
Ethnic Affairs	May 28th	Claudine	6:30-7:45 p.m.

It would be appreciated if area co-ordinators and advisors would contact either Bob Mickelson or Charmagne, prior to their scheduled date, in order that suggestions and information can be communicated. Also, any materials which may be of use in describing what the area does would be appreciated.

Initial Contact - Follow-up Procedure

1. Individuals contacted at the recruitment booth will be sent a follow-up letter, thanking them for expressing an interest in the Program Council and letting them know that their name has been forwarded to the area co-ordinator; AND THAT THE CO-ORDINATOR WILL BE CONTACTING THEM SOON.
2. The Personnel Recruitment Committee WILL NOT take on the responsibility of seeing that these individuals are placed in the area with specific responsibilities or jobs. ITS FUNCTION IS TO MAKE INITIAL CONTACT WITH INDIVIDUALS IN AN ATTEMPT TO RECRUIT STUDENT VOLUNTEERS.

Respectfully submitted,

Bob Mickelson, Chairperson

SOCIAL CONCERT COMMITTEE REPORT  
SPRING QUARTER

This quarter we had two concerts, both of which were successes. The first concert on April 1 featured John Hartford, Vassar Clements and Norman Blake. Some people were a bit pessimistic about having a concert on the first day of school but those fears proved to be ill founded. The publicity went out on time, the PSA ran almost a month, the posters were well designed and visible when they stayed up. The press release was very well written. The night of the concert went relatively smoothly as set up occurred on time and the workers were much more aware of their duties: Norman Blake captured the entire audience with his lightening fast and precise picking. Later he came out and saved a somewhat ill-rehearsed set by John Hartford and Vassar Clements.

Bonnie Raitt and Mose Allison went very smoothly for the most part. The posters, although not artist beauties, did a very effective job of making people aware of the concert. All the ads were very well done, and apparently very effective. The press release was very well written once again. Unfortunately, the PSA was never written so the only station that got anything was KQRS.

The day of the concert ran very well thanks to Dr. Bencriscutto we were able to get into Northrop at 2 p.m. so the stage was ready to go at 6 p.m., Sound checks and all. The show started late because of late comes and ran long because of long sets but I am sure everyone should have been satisfied. At least no complaints to date.

For future concerts I would suggest to continue using stage passes and to exclude all personnel except the stage manager, assistant stage manager, announcer, and host from the backstage area. It makes working with road managers much much easier.

I also suggest that a new policy for comp tickets be drawn up and passed by the Minnesota Union and its constituent bodies so that all parties are clear as to what is coming down for every concert.

I wish to thank all the UPC members who helped make the concerts a success and to give special recognition to those people I feel did far and above what I consider the normal participation: Vicki Dirks, Constance "Lola" Maloney, Steve Fingerett, Mike Garcia, Vanne Hayes, Marlene Vernon, Cheryl Harkness, and all who helped with the mailings.

Now on to other things, I have enjoyed the past five years with the Union Program Council but it is time to move on to other things. Therefore, effective today, I resign as Concert Chairman. I will stay on to train in a new chairperson and to help with next years budget but from then on I will serve only as an advisor and consultant if asked. I thank you all for the experience. It has been the most enjoyable period in my life.

Thank you once again,

Dan Winter

FINANCIAL REPORTS

BLUEGRASS

Reservat	306.30		
Contract	4900.00		
Pub/Prom	1782.41	Income	12988.50
Food	38.70	Expense	<u>10102.66</u>
Misc.	2250.12		
Tax 7%	<u>825.13</u>	Net	<u>2885.84</u>
TOTAL	<u>10102.66</u>		

RAITT (Tentative)

Contract	6000.00	Income	17535.00
Pub/Prom	2330.02	Expense	<u>14297.60</u>
Misc. Tax Inc.	3921.38		
Add %	<u>2046.20</u>	Net	<u>3237.40</u>
TOTAL	<u>14297.60</u>		

COMBINED TOTALS

Bluegrass	2885.84
Raitt	<u>3237.40</u>
TOTAL	<u>6123.24</u>

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
April 21, 1975

Present: Kathy Palmer, Mike Garcia, Charlie Marinan, Charmagne Dugas Ehrenhaus, Elaine Ward, John Rose, Dan Winter, Vickie Dirks, Al Bergstrom, Kathye Rosel, Dave Lenander, Rick Plunkett, Jim Sleezer, Constance Maloney, Bernie Molitor.

Absent: Marlene Vernon (excused), Vanne Hayes, Margaret Dagg

The meeting was called to order at 4:30 p.m.

MOTION 75:22 (Charlie Marinan) That all discussion on any subject be limited to three minute. There was no discussion. Motion carried.

Motion 75:23 (Elaine Ward) That the regular meeting time be moved to 4 p.m. Mondays. Motion carried.

REPORTS

Personnel: Vicki reported that tentative interview times will be placed in boxes of coordinators. Interviews will be week of April 28. Coordinators will be asked to sit on selection committee.

Al asked for volunteers to help on the retreat. Lola volunteered, Kathye for food, Jim got roped in somehow??

Trips & Outings: Kathye reported no response to invitations to participate in the Outdoor Show. An equipment swap is being considered as an alternative.

Current Events: Rick Plunkett reported improvement in the Current Events meetings. Kathleen Peratis will speak at 12:05 Wednesday in Room 320. Retrospective on Student Activism is planned for May.

Whole: Kathy reported that the Whole Coffeehouse will be closed on Sunday except for monthly Open Stage. This is because volunteers are unable to be on hand.

Ethnic Affairs: Mike reported that Marge Piercy, poet, will Present programs at 3:30 and 8:00 p.m. next Monday. The NCFC report will be out next week.

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PR: Charlie asked for commitment from coordinators to get people to take out publicity. CCTV publicity requires 10 x 8 posters with minimum info, large print, submitted a week and a half ahead of time. No guarantee when they will be shown.

Gallery: Elaine reported Gallery plans underway for next fall.

Social: John reported that T- Shirts are under consideration for Bonnie Raitt, but not certain. Dan reported that Bonnie Raitt's management had question 195 complimentary tickets and wanted the number cut to 70. Mike suggested a one ticket per person limit.

MOTION 75:24 (Vickie Dirks) That complimentary tickets be limited to 70 tickets and that UPC, UBOG, and MUCB members be allowed to purchase additional tickets at 70% (agency percentage of contract) of cost for Bonnie Raitt Concert. All purchases are to be made through the UPC office.  
Motion carried.

Lola reported problems with film on Friday. Possible projector problems will be discussed with Duane. Swank representative will be in office at 3:30 tomorrow.

UBOG: Dave reported that UBOG will be discussing adding a non-voting Bi-Centennial area to the council at it's meeting Wednesday.

#### OLD BUSINESS

Charlie reviewed the Calendar.

#### ANNOUNCEMENTS

The budget goes to the student fee committee at 4 p.m. tomorrow.

Winter quarter report has been distributed. It reflects well on the Council.

We are still short on applications for coordinator positions. Among those needed are Ethnic Affairs, Contemporary Arts, Finance, Whole, Games and Tournaments, Gallery, Personnel. Some people have indicated interest but not turned in applications.

Jim announced that the WOMEN'S bowling team had won the Big Ten Championship. The men won only the singles event.

UPC Minutes  
Page three

Marlene is back on a half-day basis. Please try to coordinate meetings with her.

There being no further business, the meeting was adjourned in less than one hour, start to finish.

Respectfully submitted,

James Sleezer

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
April 28, 1975

Present: Bernie Molitor, Vanne Hayes, Jim Sleezer, Charmagne Ehrenhaus, Charlie Marinan, Elaine Ward, Al Bergstrom, Vicki Dirks, Rick Plunkett, Mike Garcia, Margaret Dagg.

Absent: John Rose (excused), Kathy Palmer (excused)

The meeting was called to order at 4:15 p.m., much to the consternation of those who dutifully showed at 4:00 p.m., which is the new starting time for the meetings, and seems to have been forgotten by a large percentage of the brothers and sisters.

I have no conscious recollection of approval of minutes.

MOTION: 75:25 (Marinan/Garcia) To appoint Pat Ford interim coordinator of Contemporary Arts. Motion carried.

AREA REPORTS

Personnel: (The Dirks) Interviews are underway, retreat is May 10 and 11, some areas have no applicants, and The Weather Bureau cautions against parties near the river. Mr. Sleezer interjected, "Well, if it doesn't rain, it will be dry."

Current Events: (Plunkie) Kent State film was good and so was Marv; Hard Day's Night discussion was excellent.

Social: (Danny Boy) Concert sales going well, John Rose's basement is flooded.

Mr. Molitor reported that the Council will move upstairs on Day II, which is the second day in the Lord's plan of creation and falls next Tuesday, one day precisely after Day I, at which time God the Son and The Holy Spirit and the archangels will depart for floor III. He also reported that Bicentennial/Rededication funds will be included with UPC Budget.

Meeting was adjourned at 4:40 p.m., anno domini 1975.

Respectfully submitted,

BABA BUM RAISEN  
Bernie Molitor



UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
May 5, 1975

**Present:** Michael Garcia, Rick Plunkett, Pat Ford, Elaine Ward, Vicki Dirks, Charmagne Ehrenhaus, Kathy Palmer, Charlie Marinan, Al Bergstrom Bernie Molitor, Margaret Dagg, Constance Maloney, Dan Winter, Marlene Vernon, J.W. Rose, Kathye Rosel

**Guests:** Steve Carter, EBWB Tenants Union

The meeting was called to order at 4:00 p.m.

There were no minutes to approve due to the disarray of moving day.

The calendar update was done.

**AREA REPORTS**

**Personnel:** (Vicki) Had the council write nominations for awards dinner sponsored by TCSA. Reminded the council of upcoming retreat May 10 and 11, reviewed agenda of retreat. Congratulated the crew who worked the Bonnie Raitt concert.

**Gallery:** (Elaine) Women and the Arts program to be held starting May 21 is well under way. Yvonne Rainer will be involved in the program.

**Contemporary Arts:** Pat Ford, coordinator for Contemporary Arts was introduced. Pat reviewed the upcoming Thursday night artist programs.

**Social-Films:** (Constance) Films are finished for the quarter. Willy Wonka was attended heavily by children possibly a new direction for programming.

**Social-Concerts:** Dan handed out copies of "Social Concert Committee Report, Spring Quarter". Charlie would like to see an improvement in the Northrop ushers. They were rude and allowed quite a few people in free. Dan was thanked for all his help and will be missed--effective May 5, Dan Winter resigned as Social Concert Committee Chairman.

**Current Events:** (Rick) Alice's Restaurant was attended by about 150 people. Retrospect on student activism was well attended with good discussion. Mark Lane program is Wednesday, May 14 and needs fidgeters. Fidgeters get in free.

UPC Minutes  
May 5, 1975

Ethnic Affairs: (Michael) Saturday's "Gala" was attended by about 100 people. He does not feel that the program was well-received. Chicano Week started today with dancing on the mall. There is a weekly calendar in the daily.

Mini Courses: No report.

Trips & Outings: (Kathye) Reported that there will be an equipment swap on May 14. She needs LOTS of help.

Film Conference Report: (Michael) Booklets are available in UPC and Vanne's office. Arts and Current Events will benefit most from future conferences. The conference was valuable and he recommends that it is attended in the future. Would like to look at 11:00 to midnight showings.

President: Al would like to see the new offices kept clean.

#### NEW BUSINESS

Artsign is having a workshop on May 8 on doing posters, etc. Can sign up, UPC has eight invitations. Times are 10:30, 1:30, 3:30, 6:30. FREE.

Fees Committee was most concerned with operational costs rather than programming. Our reserves are high and may cause problems. UPC feels reserves are essential. A 50¢ increase in student fees is being asked.

SAC Retreat conference postponed.

Tenants Union has asked for cosponsorship for programs on May 16 in the Junior Ballroom. Goal is to generate interest in the Tenants Union. Current Events and Social will try to meet with the Tenants Union to evaluate the situation.

#### ANNOUNCEMENTS

Al asked that everyone please turn in information sheets for the newsletter.

Marlene is sending out a bi-monthly calendar. Please give her changes or updates.

Charmagne asked that everyone please turn in interview evaluations.

Meeting was adjourned at 5:05.

Respectfully Submitted,

Charmagne Dugas Ehrenhaus

UPC RETREAT-  
PERSONNEL REPORT- MAY 10th and 11th

CAMP OWINDEGO in St. Paul was our destination after some quick runs for ice, refreshments and a new tire. Our first event was the introduction of Bernie after our tummies had been fully filled. Next on the agenda were trust walks, led by Vanne, Vickie, Lola, Bob, and who knows who else because of blindfolded people to help them learn the difficulty involved in building trust. The experience I had with my poor victim was that he was afraid of heights and was totally shocked when he found out where we went.

Our recreation time included badminton, "they were all looking at the birdie," exploring, frisbees, touch football, and just general fooling around. The next two workshops dealt with communication problems and exercises in their solution. Dyadic encounter is a way of dealing with these problems on a one to one basis. There were different ways and levels in which one could communicate in this exercise. Some people nearly finished, whereas others probed on a different level especially if they knew each other previously. The next program was one which helped us realize that often all though we have learned language and its usage for much of our lives, it is not often that effective a communicator. This was achieved by having volunteers describe graphics and their arrangement on paper through different levels. Initially, verbal communication from the volunteer was used, secondly, verbal communication was used with feedback, and thirdly, verbal communication, feedback and gestures were all used.

After this, we had free time again while Kathye and Jim made one of the most delectable meals that ever hit the palate. During our free time, some people explored, some learned the double bump from Vanne, and others over partook in the product of the vine. The meal indeed was one which all enjoyed, I had to say that again because it was so good.

In the evening we were to have games and an agree-disagree workshop on the student staff partnership led by Al, but had to be postponed due to an operator malfunction. Group cohesiveness was found through dance, cards, talking, etc. However, I suggest from this point forward that alcohol until all workshops are over, be set aside.

There are a few complaints from the occupants of Grosby cabin, one is 2:30 conversations with Mom, another is people who take showers at ungodly hours of the night and count the drips as they fall, peeping tom's, and the most hilly beds in existence. Our sympathies to the occupants of the lodge and all the musty bugs.

In the morning Jim used his expertise in preparing a beautiful breakfast for all who got up. Next we discussed the student-staff partnership and found that one group got through faster and reached agreement more quickly, this is because when we didn't like a question, we rewrote it. How's that for creative individualism?

Oops, the above paragraph is wrong, those were more agree-disagree statements. Then Mike Garcia did the first of his sessions, this dealt with the restrictions of the english language and words in Male and Female definitions. Discussion of outlooks were a major part of this program and it certainly was interesting.

Next, Bernie discussed the PPBS and we shooed everyone out of the kitchen to make lunch. After lunch we cleaned up and packed up. Then Mike led his next workshop that was based on a Stanford Study of words associated with Male of Female roles. It was fun, but I do not believe that the conclusion of a large disparity having the significance it was said to have was possible.

The last thing we did was return. I would be interested in hearing any other feelings of this retreat, as this is only my perception and opinion, but I think it was good.

Personnally,  
Vickie Dirks

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
May 12, 1975

**Present:** Bernie Molitor, Al Bergstrom, Dave Lenander, Rick Plunkett, Kathy Palmer, Margaret Dagg, Pat Ford, Marlene Vernon, Mike Garcia, Elaine Ward, Charmagne Ehrenhaus, Kathye Rosel, Jim Sleezer, Constance Maloney, Vanne Hayes, Charlie Marinan

**Absent:** John Rose, Vicki Dirks

The meeting was called to order at 4:10 p.m.

Minutes were approved as distributed.

**AREA REPORTS**

Current Events: (Rick) 96 attended Medium Cool and 60 stayed to discuss with Professor Noble. Help is needed with Mark Lane program.

Whole: (Kathy) Things are slowing down in the coffeehouse.

Mini Courses: (Margaret) Needs instructor for house plants course.

Contemporary Arts: (Pat) Women and Arts program is moving along well. Needs help at sessions. Bicentennial festival kickoff is scheduled for May 28.

Ethnic Affairs: (Mike) Film Together Brothers will be shown Friday, May 16 in Main Ballroom at 7:30 and 10 p.m.

Gallery: (Elaine) Have been working with Women and Arts program.

Trips & Outings: (Kathye) Some problems with equipment swap. Needs help!

Personnel: (Charmagne) 18 attended retreat; report was distributed. Only 33 answers to date for Paddelford. Please call area people.

Public Relations: Charlie updated the Calendar.

Bernie announced that the PPBS was available for examination.

UPC Minutes  
May 12, 1975  
Page two

Dave pointed out the open meeting policy appears to require that all meetings (including area meetings) must be publicized.

ANNOUNCEMENTS

Bernie announced the SAC course on Student Government. More information will be sought.

Because of the Paddelford nextweek, the Council will meet at 4 p.m. Tuesday, May 20.

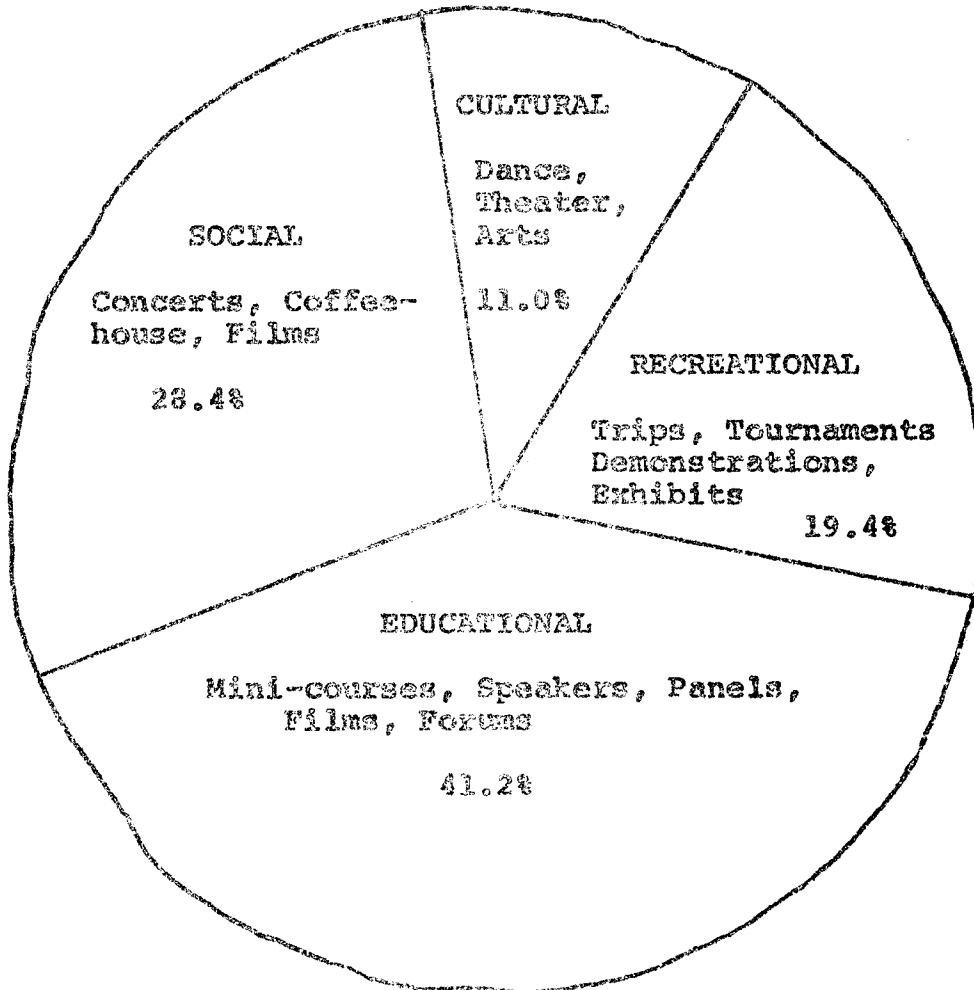
There bein g no other business, the meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Jim Sleezer

UNION PROGRAM COUNCIL  
FREE/CHARGE PROGRAMS

DISTRIBUTION OF UNION PROGRAM SERVICE DOLLARS  
BY PROGRAM AREAS



	Number of Events per year	Free	Charge
<u>EDUCATIONAL</u>			
Mini Course	110	---	110 (1)
Current Events	52	37	15 (2)
Ethnic Affairs	40	36	4 (3)
<u>RECREATIONAL</u>			
Trips & Outings	18	18 (4)	----
Games & Tournaments	17	17 (5)	-----
<u>CULTURAL</u>			
Contemporary Arts	26	14	12
Gallery	13 (6)	13	----
<u>SOCIAL</u>			
Whole	102	12	90
Social	45	30	15 (7)
	-----	-----	-----
TOTAL	<u>423</u>	<u>177</u>	<u>246</u>
		42%	58%

## Footnotes:

- (1) Done on break-even plus basis
- (2) Charge is \$1.00 on documentary films--recaptures 30% of program cost.
- (3) Dances
- (4) Charges cover transportation, equipment use, etc.
- (5) Only cost is for equipment use.
- (6) Based on 75-76 openings
- (7) Admission programs include large concerts and dances.

Program idea for Fall 1975

Presented May 27, 1975  
Michael Patrick Garcia

Area: Current Events (possible co-sponsorship with West Bank & St. Paul)

Topic: HEARTS AND MINDS film and discussion by either producer  
Mr. Bert Schneider or Mr. Peter Davis

Suggested location: West Bank Aud.

Projected budget:

COST	
\$1,250.00	lecture fee
\$ 192.00	air fare round trip Mpls.-N.Y.
\$ 250.00	publicity
\$ 250.00	vs. 65% on film contract
\$ 35.00	space rental
\$ 24.00	projectionist
-----	
\$2,001.00	cost total
INCOME	
\$1,700.00	based on 65% projected at sell out
-----	850 admissions at 2.00
-----	
\$1,700.00	projected income
-----	
-----	
(\$ 301.00)	projected program costs

Program rationale & further explanation:

There are obviously many concerns in doing a program of this nature and cost for which I will try to answer the questions I can anticipate. I will of course be open to any further questions by the Council upon review of this proposal.

In talking with Bob Caminiti who I made initial contact with at the NCFC many options were presented in dealing with this program. At that time he indicated that Peter Davis will be signing with a lecture bureau in New York but that it is unlikely that the fee would change much, as the bureau fee is about 20% and his fee is at about \$1,000. Thus the projection is as real as possible at this time.

Bob indicated that if our normal cost (admission) to such an event was set at say \$1.00, we could deduct any charge over that base to defer the cost of the speaker before we figure the percent.

We are also allowed to have as many showings as possible at that base of \$250.00. This could allow a showing after the discussion and showing or a preview to Schneider or Davis's appearance.

This program is available to a limited number of campuses both because of cost and of the producer/directors lack of desire to make a tour. UPC is in my estimation the only place in MN that would have the program. We are in many respects, being offered the chance for a rather exclusive program.



HEARTS AND MINDS

27 May 1975

M P Garcia

Page two

The draw of the film, because of its topic(Vietnam), is largely collage thus giving us an ability to project audience.

Given our goals and objectives to offer quality programs to the University community, I feel it would be in our interest to be responsible for the happening of this program.

I had the opportunity to meet and talk with Mr. Schneider at the NCFC and see a great deal of value in any ability we may have to associate our name with this program. Bert is a stimulating speaker who has a special knowledge of the film by the involvement he and Mr. Davis had in producing and directing it. The film generated a great deal of discussion at the conference.

Recommendation to the council:

After this fully objective report, being confident that my view has not entered thus far, I would make the recommendation to the council that we act on this program as soon as possible. I think it is within our capability financially and is a program we could be proud of having our name on.

We have a tentative hold on the film for October and will need conformation or rejection of the program as soon as possible soas RBC knows best how to act.

Strength to you,

Michael Patrick Garcia

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
May 27, 1975

**Present:** Charmagne Dugas Ehrenhaus, Bernie Molitor, Rufus Simmons, Kathye Rosel, Kathy Palmer, Margaret Dagg, Tim Hannasch, MP Garcia, Pat Ford, Marlene Vernon, Paul Huether, Charlie Marinan, Constance Maloney, Al Berstrom, Jim Sleezer, Vanne Hayes, Rick Plunkett

**Absent:** Elaine Ward (excused)

The picnic was called to order at 4:15 p.m.

Minutes of May 12 were corrected: Vicki Dirks had an excused absence.

**MOTION:** 75:26 (Vicki Dirks/Charlie Marinan) The following people are recommended for their respective areas:

President - Al Bergstrom  
VP for Public Relations - Mike Garcia  
Trips & Outings Coordinator - Kathye Rosel  
Contemporary Arts Coordinator - Pat Ford  
Current Events Coordinator - Rick Plunkett  
Social Coordinator - Constance Maloney

All were accepted. Motion carried.

Recognition evening cost was \$667.00 with about 70 in attendance. Everyone had a good time and awards were handed out.

Al has received Vicki's resignation effective two weeks of this date.

Calendar Update: Information for calendar should be in by June 6.

**AREA REPORTS**

Current Events: Thank you for help with Mark Lane Program.

Trips & Outings: Equipment Swap appreciates help from volunteers.

Mini Courses: Fliers are out; please help distribute. Brochures will be available at the beginning of next week.

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Ethnic Affairs: Together Brothers could have had better attendance. Tom LeBlanc poetry reading was attended by 15-20 people.

Contemporary Arts: Friday, May 30 will be an all day program entitled "Spring Thing".

Social: Will have films and noon concerts during the summer. Will try to coordinate advertising.

Gallery: Women and the Arts program was a success and a full report will be put out.

#### SPECIAL REPORTS

There will be a newsletter out June 12. Tim would like a bit on new coordinators if possible.

Mike Garcia handed out a fall quarter program idea to present the film "Hearts and Minds". A discussion was held. No decisions.

#### Postering

Please check with the Information center so that items are properly placed when doing in-building postering. Use fliers in the MSA bookstore and reserve poster stands.

#### Recognition

Our apologies for not having formally recognized Diane McLeod. We appreciate her support and efforts with the concerts.

#### Summer Budget

MOTION: 75:27 (Charlie) To approve the summer budget of \$2242.05. Motion carried.

#### ANNOUNCEMENT

Social wants to develop a comprehensive mailing list and would appreciate Council input.

Meeting adjourned at 5:50 p.m.

Respectfully submitted,

Charmagne Dugas Ehrenhaus

MEMORANDUM

June 5, 1975

To: All UPC Staff, Coordinators, and Members

From: John W. Rose - Social Area

Due to complicated circumstances, I have been unable to devote my time to the Council's programs as I wish I could have done. During this quarter I have had very little time to do anything but some menial tasks. I have attended only about three meetings at the beginning of the quarter and haven't been able to meet with Vanne Hayes at all; this is nobody's fault but my own.

During the time I was able to contribute what little I did I enjoyed working with the Council. I would like to extend a special thank you to Dan Winter; God only knows what I would have done without him. I would also like to thank Vanne, Vicki, Constance (Lola), Mike, Judy, Bernie, Marlene, Al, Charlie, and everyone else on the Council for all the help and good times.

I hereby resign as Social Coordinator. Next year I hope to be able to lend help when possible to further the progress of the Council.

Thank you very much.

John W. Rose

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council  
June 9, 1975

Present: Michael Garcia, Kathleen Palmer, Constance Maloney, Al Bergstrom, Bernie Molitor, Rick Plunkett, Charmagne Ehrenhaus, Charlie Marinan, Marlene Vernon

Absent: Vanne Hayes (excused), Jim Sleezer (excused)

The meeting was called to order at 4:08 p.m.

Vernon and Marinan distributed the summer program schedule and asked for changes or cancellations.

AREA REPORTS

Current Events: Rick Plunkett reported two new people in his area from the Mark Lane program. Gay Parenthood forum is planned for summer.

Personnel:

MOTION: 75:28 (Garcia/Plunkett) To confirm the new gallery and finance coordinators at the UBOG meeting on June 11. Motion carried.

Ehrenhaus suggested that chairpersons be given more recognition formally, than has been the case in the past. Everyone concurred.

Ms. Rezac, the new gallery coordinator, entered, and was introduced to the Council.

NEW BUSINESS

Mr. Molitor explained the status of the move to centralize our publicity. Council approved of further investigation.

Mr. Molitor brought forth a proposal to drop mini-courses as a regular program area of the Council because the area had failed to attract a working committee because of the nature of the work. It has therefore become anomalous in the sense that it requires paid staffing for its maintenance, unlike the other areas. He suggested that the courses become a staff function, with quarterly review by Council, thus retaining the element of consultation.

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MOTION: 75:29 (Garcia/Palmer) To drop the mini course area from the Union Program Council but to retain consultation and input through quarterly reports. Motion carried.

MOTION: 75:30 (Garcia/Marinan) To establish a summer committee to carry out Council business, to meet at least once each session. The committee will consist of the following people: Garcia, Maloney, Plunkett, Bergstrom, and Johnson. Motion carried.

#### ANNOUNCEMENTS

Basic Training workshop to be held on Wednesday, June 18 5 - 7 p.m. A logo change was recommended by the departing personnel coordinator. This was followed by much raucous and unseemly talk.

A mock-up of the new UPC brochure was shown and given accolades.

Mr. Bergstrom thanked all the departing coordinators for their service during the past year.

Meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Bernard F. Molitor