

1976-77	9-23-76	10-14-76	11-1-76	11-15-76	11-29-76	12-16	1-5	1-10	1-14 Sp	1-17 Sp	1-24-77	2-7-77	2-28-77	4-4-77	4-18-77	Sp	4-25-77	5-2-77	6-6-77	
CHAIRMAN Robin Silverman				P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
VICE CHAIRMAN Tim Ryan				P	P	P	EX	P	P	P	P	A	P	P	P	P	EX		A	
PRESIDENT CUPC Kathye Rosel	P	P	P	P	P	P	EX	P	P	P	P	P	P	P	P	P	P	P	P	EX
CUPC Gwen Willems	P	P	P	P	A	A	EX	EX	P	EX	P	A			Mitch Jossart	P	P	P	P	EX
CUPC Terri Mische	A	A	A	A	EX	EX	EX	EX	-	-	-	-	-	-	John Kennenbeck	P	P	P	P	P
CUPC Robin Silverman	P	P	P	P																
TCSA Mike Lazarow	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
GENERAL COLLEGE Tim Ryan	P	P	P	P																
GRAD SCHOOL Deitmar Barsig	-	A	P	P	P	EX	A	P	P	P	A	EX	P	P	P	P	P	EX	P	
LAW SCHOOL Al Margoles	-	P	P	P	P	A	P	A	A	A	A	A	P	A	A	A	A	A	A	A
UNIVERSITY COLLEGE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
HEALTH SCIENCE (CHIP) Monica Thrane	P	A	EX	P	P	P	P	P	P	EX	P	P	P	-	-	-	-	-	-	-
EDUCATION Don Meyers	P	P	P	P	P	P	P	P	P	P	P	P	P	EX	EX	EX	EX	EX	P	P
MINN ALUMNI Carol Walden Gow Olsen	A	A	A	A	EX	EX	-	-	-	-	-	-	-	P	EX	EX	EX	P	EX	P
UBOG ALUMNI Barry Bridges	A	P	P	P	P	P	P	P	EX	EX	EX	P	P	P	P	A	P	P	P	P
CIVIL SERVICE (Stud) Ken	-	-	P	P	P	A	P	P	P	P	P	P	P	P	Mary H	P	P	P	P	A
CIVIL SERVICE (CTK) Vi Justice	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
FACULTY Dolores Willmore	-	P	P	A	A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Roger Lee P
FACULTY Dennis Hammond	P	P	EX	EX	EX	EX	P	P	P	P	A	Resigned	-	-	-	-	-	-	-	-
OSA Glenn Hendricks	P	P	P	A	P	P	EX	EX	EX	EX	EX	EX	EX	EX	P	P	P	P	P	P
FOOD SERVICE Robert Ledder	P	P	A	P	A	A	EX	A	A	P	P	P	A	P	P	P	P	P	P	P
CAMPUS CLUB Norman Holte	P	P	A	P	P	P	EX	EX	A	A	A	A	EX	P	A	A	A	A	A	P
IT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Robert Lee P
CLA Rick Plunkett	P	P	P	EX	EX	P	P	P	A	A	A	A	P	A	P	A	A	A	A	A
CMU DIRECTOR Rufus Simmons	P	P	P	P	P	P	EX	EX	P	P	P	P	EX	P	P	P	P	P	P	EX
CMU ASSOC DIRECTOR Berton Atkinson	P	P	P	EX	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
CMU ASSIST DIRECTOR Bernie Molitor	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

x Non-Voting

15 18 17 16 16 14 12 11 14 13 13 11 15 12 16 15 13 15 11

UNION BOARD OF GOVERNORS
1976-77 MOTIONS

MOTION 1-77
Sept. 23, 1976

(Thrane-Plunkett) That the Union Board of Governors charge the Union Administration to negotiate with Food Service the following:

1. The new "fair share" contribution formula and rate.
2. Determination of proper percentage of occupancy.
3. Improvement and expansion of Food Service offerings.

Mr. Plunkett asked that the be replaced by a in item one of motion. The change was acceptable to Motion. APPROVED.

MOTION 2-77
Oct. 14, 1976

(Hammond-Willems) That the percentage of students on the Board be brought to its proper level. APPROVED.

MOTION 3-77
Nov. 1, 1976

(Bridges-Meyers) To accept the nominating committee recommendation. APPROVED.

MOTION 4-77
Nov. 1, 1976

(Bridges-Simmons) That the Board accept the nomination of Robin Silverman as unanimous. APPROVED.

MOTION 5-77
Nov. 1, 1976

(Rosel-Bridges)[✓] That the Food Service Liaison Committee be considered adjunct to the House and Finance Committee. APPROVED.

MOTION 6-77
Nov. 1, 1976

(Rosel-Bridges)[✓] To approve the assignment of space in Coffman Union to the following student organizations:

University Mythopoeic Society	Desk 'n File
Election Comm	Desk 'n File
Chinese Student Assn	Desk 'n File
Fellowship of Reconciliation/ War Registration League	Locker

APPROVED.

MOTION 7-77
Nov. 15, 1976

(Rosel-Bridges)[✓] That the Board ratify appointment of Dave Bredenberg as Coordinator, Contemporary Arts, and Karen Oberg, Coordinator, Gallery. APPROVED.

MOTION 8-77
Nov. 15, 1976

(Margoles-) Propose that Coffman not have a Christmas tree, not expend funds to provide for a tree, but provide space in the building for any student group wishing to celebrate the holiday season in a manner consistent with their philosophy and consistent with the season of the year. WITHDRAWN.

MOTION 9-77
Nov. 15, 1976

(Meyers-Ledder) Authorize expenditure of funds for a live tree to be placed in Coffman, that it not be decorated, that it be kept alive, that it be identified that Coffman is putting up a living symbol of the winter season and will plant the tree somewhere on the University campus in the spring. APPROVED.

MOTION 10-77
Nov. 15, 1976

(Bridges-Thrane) To approve \$250 expenditure from Reserves for a plaque for the Ed Siggelkow memorial. APPROVED.

MOTION 11-77
Nov. 29, 1976

(Bridges-Thrane) Move to accept \$415 estimate (\$315 for tree and container and \$100 to replant) for spruce tree, to be coordinated with Joe Leverone, University Custodial and Ground Supervisor; the planning architect of CMU mall; and communicate with University horticulture as to care. APPROVED

MOTION 11.1-77
Nov. 29, 1976

(Rosel-Bridges) That the Board charge Rufus Simmons to contact Vice President Brinkerhoff's office to inquire if there was any long-term or future contract with TCF and what TCF's experience has been on the machine to date. APPROVED.

MOTION 12-77
Jan. 5, 1977

(Plunkett-Lazarow) That the Board recommend the interim budget to the Minnesota Union. APPROVED.

MOTION 13-77
Jan. 10, 1977

(Bridges-Plunkett) To accept with regret the resignation of Terri Mische. APPROVED.

MOTION 14-77
Jan. 14, 1977

(Willems-Meyers) Move that Board members can vote by proxy at Monday's meeting. CARRIED.

MOTION 15-77
Jan. 17, 1977

(Ryan-Lazarow) Move to send out for bid the job of putting reflection film on Ski-U-Mah lounge slanted windows. APPROVED

MOTION 16-77
Jan. 17, 1977

(Ryan-Rosel) Move that we accept the air conditioning package and recommend that the Minnesota Union accept the air conditioning package of \$1, 235, 227. APPROVED.

MOTION 17-77
Jan. 24, 1977

(Ryan,) To award office and desk 'n file space to above-mentioned organizations. APPROVED.

Christian Science Organization - office space
University Marxist Club - office space
Student National Medical Association - office space
U of M Soccer - 1 desk 'n file
Arab Student Organization - 2 desk 'n file

MOTION 18-77
Jan. 24, 1977

(Rosel-Willems) To approve furnishing and remodeling for 324. APPROVED.

MOTION 19-77
Feb. 7, 1977

(Lazarow-Thrane) That the Board approve the CMU-Goals-Directors. APPROVED.

MOTION 20-77
Feb. 7, 1977

(Rosel-Lazarow) Move to renew TCF lease under the present terms. APPROVED.

MOTION 21-77
Feb. 7, 1977

(Rosel-Lazarow) Move that the Board approve the foregoing resolution. APPROVED

BE IT RESOLVED that UBOG strongly supports the continued activity of the Minnesota Public Interest Research Group in behalf of the students of the University of Minnesota. MPIRG represents the legitimate interests of students as citizens, offering alternative viewpoints in behalf of University students and the people of Minnesota.

BE IT FURTHER RESOLVED that UBOG emphatically urges the Board of Regents to continue the present fee collection system for at least two years, believing, as we do, that the present system maximizes freedom of choice for individual students while recognizing MPIRG as a proper student organization deserving of a preferred place on the fees statement.

MOTION 22-77
Feb. 7, 1977

(Atkinson-Thrane) To accept Dennis Hammond's resignation. APPROVED.

MOTION 23-77
Feb. 7, 1977

(Rosel-Lazarow) That the Board ratify appointment of Anita Hansen as Coordinator, Recreation Area. APPROVED.

MOTION 24-77
Feb. 28, 1977

(Plunkett-Bridges) Charge the UBOG to write a letter to TCSA expressing Coffman's concern about the advisability of polling the student body in regard to air conditioning. APPROVED.

MOTION 25-77
Feb. 28, 1977

(Plunkett-Lazarow) That staff Review CMU Facilities and Service Rates (Goals 2) and Review House Policies and Incorporate Changes (Goal 5) and report back to the Board for approval by the end of March. APPROVED.

MOTION 26-77
Feb. 28, 1977

(Rosel-Bridges) That the matter of Program Support Services be referred to House and Finance for their recommendation. APPROVED.

MOTION 27-77
Feb. 28, 1977

(Atkinson-Rosel) That the Operations Schedule for 1977-78 be approved as presented.

MOTION 28-77
April 4, 1977

(Lazarow-Bridges) Any plans for air conditioning Coffman Union, including those by tenant departments, will be reviewed by UBOG. APPROVED.

MOTION 29-77
April 4, 1977

(Rosel-Bridges) To have dinner at Chanhassen. APPROVED.

MOTION 30-77
April 18, 1977

(Lazarow-Rosel) To go to Chanhassen Dinner Theatre and pay for guests. APPROVED.

MOTION 31-77
April 18, 1977

(Bridges-Rosel) That a Task Force, headed by Rufus Simmons, continue a study of the Membership Use Fee Proposal. The study to be resolved by UBOG. The study to be forwarded to MUCB for further action. APPROVED.

MOTION 32-77
April 18, 1977

Motion skipped.

MOTION 33-77
April 18, 1977

(Rosel-Bridges) To ratify appointments of Julie Gobell, Coordinator, Contemporary Arts, and Bruce Kiesling, Coordinator, Whole. APPROVED.

MOTION 34-77
April 25, 1977

(Atkinson-Rosel) Move to adopt the following three criteria for the Master Calendaring Program:

1. Establish the maximum number of programs an organization can schedule. (6 per year, 2 per quarter)

2. Fix prime time. (12:00 Noon to 1:00 p.m., Monday through Friday and 6:00 p.m. to 12:45 a.m., Friday and Saturday)
3. Establish a cut-off date for confirmation of reservations. (Three weeks prior to event, organization making reservation must fill out reservation confirmation sheet. Failure to do so will result in space being open for reservation.)

MOTION 35-77
April 25, 1977

(Lazarow-Ryan) To approve budget for 1977-78. APPROVED.

MOTION 36-77
May 2, 1977

(Rosel-Olsen) To grant exception to student fee statement to use the Music-Listening and Recreation/Outing facilities. WITHDRAWN.

MOTION 37-77
May 23, 1977

(Ryan-Barry) To accept SAC to be housed in CMU in the 340 room series, excluding room 346. APPROVED.

MOTION 38-77
May 23, 1977

(Rosel-Meyers) That UBOG accept slate for 1977-78 Council. APPROVED.

MOTION 39-77
June 6, 1977

(Meyers-Bridges) That the Executive Committee and any other voting members interested in attending XC meetings, be entrusted to make Board decisions through the summer months. Notice of XC meetings to be sent to Board members. APPROVED.

MOTION 40-77
June 6, 1977

(Meyers-Bridges) To approve Mike Lazarow as UBOG representative to ACC and charge representative to bring periodic reports back to UBOG. APPROVED.

MOTION 41-77
June 6, 1977

(Bridges-Meyers) Move to accept application for student office space. APPROVED.

Meeting September 23, 1976

AGENDA

I. Call to Order

II. Old Business

- 1) Food Service Counter Proposal
- 2) Air Conditioning
- 3) Retreat Update

III. New Business

IV. Committee Reports

UPC

Directors Report

MUCB

UNIVERSITY OF MINNESOTA

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
September 23, 1976

Present: Kathye Rosel, UPC
Tim Ryan, GC
Don Meyers, Ed
Vi Justice, CS Clerk
Gwen Willems, UPC
Monica Thrane, CHIP
Robin Silverman, UPC
Bob Ledder, Food Service

Dennis Hammond, Faculty
Glen Hendricks, OSA
Norman Kolte, CC
Rick Plunkett, CLA
Ruf Simmons, CMU
Bert Atkinson, CMU
Bernie Molitor, CMU

Absent: Terri Mische, UPC
Mike Lazarow, UPC

Carol Walden, Minn Alumni
Barry Bridges, UBOG Alumni

Guests: Donna Souter, Info Rep, CMU
Roger, Moe, Support Services

The meeting was called to order at 12:15 by Chairperson Kathye Rosel. A quorum was present later in the meeting.

A change in agenda order was requested to allow for latecomers to arrive before conducting business needing action.

REPORTS

UPC. Mr. Molitor noted summer programs had doubled this year large due to the new Gallery. He invited Board members to visit the music-listening facility opening Monday. There are 32 listening stations, 400+ selections of records and tapes covering a wide range of interests, plus two radio stations.

UPC Board Rep. Ms. Rosel reported that Robin Silverman was elected to be the third member on the Board representing UPC.

Air Conditioning. Mr. Simmons reported the Bruch architectural firm had been selected as designers for the proposed air conditioning. They are a well reputed firm having designed the air conditioning for the main post office, Radisson South, Dunwoody, and others. The company brochure was passed around for Board reviewal.

Mr. Simmons reviewed the timeline for completion of the air conditioning:

October 15 - Schematics completed
November 1 - Construction Cost Estimate

(At that point approval will be needed from the M.U. to go ahead with the project. Concurrently, approval will be needed from Student Fees Committee for funding.) (\$105-\$1.41 for 10 years or 15-year loan payment).

January 1 - Award contracts
March 1 - Chiller delivery
May 1 - Basis system installed
June 1 - System 100% operational

(In order to have air conditioning in by June, it will be necessary to order main equipment items such as the chiller in advance).

Food Service Proposal. Mr. Atkinson explained that Food Service is desirous of cutting back the amount of space they wish to be responsible for from 30,195 sq.ft. to 21,331 sq.ft., areas they consider not under their direct administrative control, general seating areas adjacent to food service points (except the cafeteria) and termination of occupancy of the third floor space. Mr. Atkinson submitted a memo addressed to Mr. Simmons detailing building value and cost sharing data. It is estimated the total building and equipment valuation June 30, 1976 was \$7,919,780.

Chairperson Rosel submitted the following memo from House and Finance regarding Food Service' general building support contribution and participation in CMU air conditioning - a counter proposal to Food Service' proposed cut-back of space/responsibility:

- "1. CMU Food Service has recently raised the issue of their responsibility for Union space they claimed not under their direct administrative control. The space generally referred to as the general seating area adjacent to all food service' services points, with the exception of the cafeteria.
- "2. In addition Food Service also wishes to terminate all occupancy on the third floor of CMU.
- "3. The major implication or questions raised as a result of Food Service proposal are as follows:
 - a. Food Service "shirking" responsibilities (square footage) would mean that CMU would have to pick up the additional financial burden for air conditioning and general operation costs.
 - b. To what extent should CMU subsidize (if any) the Union's Food Service operation?
 - c. To what extent should the Union participate in cooperative programmatic effort to improve Food Service and expand their service to the University community considering the face of the different fiscal operating philosophies.
- "4. Current Facts
 1. Food Service occupies 30,195 square feet of space within CMU.
 2. Food Service remits to the Union \$.50 per square foot (currently 15,097.50) or 25% of net whichever is greater for space occupied in the Union.

This payment is not rent, per se, but is an offsetting contribution toward the general maintenance of public areas, the exterior building (repair window casements, painting, tuck-pointing, roof repair, etc.) and maintenance of the heat, electrical, and ventilation systems.

3. Food Service pays for its direct utilities (heat, light, gas, water) and custodial cost (painting, wall washing, window cleaning), and for repair and replacement of equipment and fixtures, wall, ceiling and floor for the areas under its direct management.
4. Food Service also shares in the maintenance and upkeep of the elevator and periodic sewer line cleanout on an individual project basis.

Considering all of the cost incurred in providing the maintenance of a square foot of space in CMU, the computed Food Service contribution to the general maintenance cost should be \$1/square foot.

5. CMU absorbed the \$345,180 of Food Service' fair share of CMU remodeling cost as translated from the following breakdown:

4,120,553	CMU Remodeling est. before bid
490,371	Fd Service Contribution 12%
7,055,053	Actual Cost
839,551	Fd Service 12% of project cost
480,371	Fd Service Contribution
10,000	Additional payment after bids received
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>	
349,180	Fd Service balance absorbed by CMU

6. Additional Food Service/Union needs:
 - a. Development of the "Country Store" or alternative "natural" food outlet.
 - b. Provide more flexible hours of operation which would enhance the Union's programs, i.e., have foods evenings and weekends.
 - c. Operationalize the original ice cream bar (ground floor) either by Food Service or Union lease operation.
7. CMU realizes the crucial nature of interdependence and seeks to improve upon existing relationships so as to improve our service to the University community.

Considering the forementioned, the House and Finance Committee recommends that the Union Board of Governors charge the Union Administration to negotiate with Food Service the following:

1. The new "fair share" contribution formula and rate.
2. Determination of proper percentage of occupancy.
3. Improvement and expansion of Food Service offerings."

Mr. Hendricks addressed Mr. Atkinson's memo asking if the figures were accurate.

Mr. Hendricks addressed Mr. Atkinson's memo asking if the figures were accurate. Mr. Moe spoke for Food Service, saying that since Food Service was not involved in data gathering (and he thought they should be) they could not verify accuracy of figures. Mr. Ledder asked that Food Service be referred to as Support Services as they are the "hospitality arm" of that department. Mr. Moe asked if the "fair share" had already been determined. Mr. Simmons explained the rate would be part of the negotiation.

Chairperson Rosel reminded the Board that the business at hand was not to negotiate with Food Service but to vote on the recommendation that CMU administration negotiate with Food Service.

MOTION 1-7 (Thrane-Plunkett) That the Union Board of Governors charge the Union Administration to negotiate with Food Service the following:

1. The new "fair share" contribution formula and rate.
2. Determination of proper percentage of occupancy.
3. Improvement and expansion of Food Service offerings.

Mr. Plunkett asked that the be replaced by a in item one of motion. The change was acceptable to Motion.

Concern was expressed for more concrete guidelines and clarification of negotiations.

Mr. Simmons assured the Board that the Union would take a particular position thru compromise mutually acceptable to both parties and this would be communicated thru House and Finance to the Board for approval.

Question was called.

MOTION approved.

Announcements. Next Board Meeting - October 14, at which time officers will be elected.

Mrsrs. Hammond and Plunkett agreed to recommend two faculty names to Vice President of Student Affairs to fill the faculty position vacated by Dr. Blackshear.

Motion was made and seconded to adjourn the meeting at 1:10 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

UNIVERSITY OF MINNESOTA
 COFFMAN MEMORIAL UNION
 BUDGET ESTIMATE FISCAL 1977-1978
 COMPARISON AND RESERVE BALANCES

ITEM EXPENSE	Page 3 Budget Printed 1975-76	Page 3 Budget Actual 1975-76	Page 2-A Budget Estimate 1976-77	Page 2-B Budget 6 Months 1976-77	% Change	Change	Page 1 Budget Estimate 1977-78
Salaries	594,430	566,103	685,450	325,546.08	8%	54,836	(a) 740,286
Fringe Benefits	75,910	74,812	89,318	46,980.24	.05% ^{18%}	4,466	93,784
Supplies & Expense	(c) 328,876	(c) 325,215	417,957	114,308.13	6%	25,077	443,034
Utilities	74,543	59,752	68,051	29,875.92	20%	13,610	81,661
Additions							
Air Cond. Operating Costs							(b) = 3,700
TOTAL EXPENSE	(c) 1,107,759	(c) 1,025,882	1,260,776	516,710.37		97,989	1,362,465
Earned Income	(c) 411,166	(c) 417,865	541,322	162,643.22	3%	16,240	557,762
Fee Income Operations/UPC	<u>662,593</u>	<u>608,017</u>	<u>719,454</u>	<u>354,681.52</u>		<u>81,749</u>	<u>804,703</u>

- a. Includes 174,661 - in student salaries 1976-77 & 188,634 for 1977-78
- b. Calculated at 50% of annual estimate
- c. Includes UPC income & expense
- d. Estimated 6 months

RESERVE ACCOUNTS BALANCE JUNE 30, 1976

Page 8-B	9550-9359-00	Capital Improvement and Building Replacement	10%	=	57,895	- dedicated
	9551-9359-00	Building Repair and Renovation - for ML to that acct	14.2%	=	218,638	
	9552-9359-00	Furniture/Equipment Repair and Replacement		=	345,605	
Page 4-B	9553-9359-00	Operations Reserve	7.59%	=	93,079	

Page 8-C	Building Evaluation	June 30, 1976	7,008,963	- Univ property acct
	Furniture and Equipment Value	June 30, 1976	499,942	

figure as of June 30 '76 for Bldg only
 CMU
 Ad Serv } incl in figure
 cc

new salaries approx 16,240 10% inc

Equip est cost

EXPANSION 1976-77 FIRST SIX MONTHS

Furniture/Equipment Repair & Replacement

Incumbered Funds	25,154.09
Latural Files	594.04
Radio Paging System	58.50
Services/Maintainence Office Equipment	407.99
Woodshop Machine Repair	89.03
Carpet/Drapes Women's Lounge	2,053.00
Audio Visual Repairs	258.98
Cash Register Repair	65.50
Security Mirror	76.50
Floor Fans	1,347.88
Speakers Theatre Lecture Hall	435.60
Sony Tape Deck	747.90
Typewriter - SOAC	534.10
Typewriter - SOAC	690.00
Magnetic Calendar	105.20
Shielded Electronic Cable	745.98
Revox Taperecorder	813.40
(6) Four Man Tents	645.84
Fluid Duplicator - SOAC	707.75
Fluid Duplicator - Program Office	707.75
Cabinet/Duplicator	128.25
Electric Cords Theatre Lecture Hall	194.82
Mailboxes & Cupboards - Room 230	1,650.00
Room 235 - SOAC	
Half Doors - Printing Area	
Mailboxes	
Sliding Doors/Shelves	
Rolling Metal Gate	
Room 140B	
Cupboard/Shelves & Doors	8,590.00
(2) 16 MM Projectors	6,035.04
Cassette Taperecorder	260.00
Spectrum Analyzer	65.00
Cost Estimate for Duct Work	103.80
	<u>53,265.94</u>

Building Repair & Renovation

Incumbered Funds	9,569.87
Sales of Tickets or Materials	6,350.63
Carpet - Lounge	211.83
Air Filters - Heating	1,365.16
Fire Alarm Clock	60.95
Condenser Reciever	247.20
Electrical Work Room 140A, 140B, 140C, & 110B	395.00
	<u>18,200.64</u>

EXPANSION 1977-78
LIST OF INTENDED CAPITAL PURCHASES 1977-78

Operations Reserves

- | | |
|---|----------|
| 1. Additional Music Listening Equipment | 6,000.00 |
|---|----------|

Building Repair & Renovation

- | | |
|---|-----------|
| 1. Roof Work, Flashing, Tuck Painting | 85,000.00 |
| 2. Extension of Seating - Music Listening | 6,000.00 |

Furniture/Equipment Repair & Replacement

- | | |
|---|----------|
| 1. Woodworking Equipment - Art Craft Studio | 2,000.00 |
|---|----------|



UNIVERSITY OF MINNESOTA
TWIN CITIES

Office of the Assistant Director

Department of Minnesota Union
Coffman Memorial Union
Minneapolis, Minnesota 55455

September 17, 1976

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

From: Bernard Molitor, Assistant Director, CMU

Subj: Summer Program/Activities Report

UNION PROGRAM COUNCIL

Contemporary Arts

Contemporary Arts was more active than ever before this summer because of the high level of commitment and involvement of its new coordinator and chairpersons plus the availability of some outstanding artists. Capitalizing on its late spring experience with the new theater lecture hall, three major performance events were sponsored first summer session. The first was the Mixed Blood Theatre Company production of Leroi Jones "Dutchman". This young inner city company was well managed and had a strong grasp of the theatre material and social significance of the work they were presenting. The two UPC performances were the season opening appearances of this racially mixed theatre effort and the group was well received.

As a result of the coordinated efforts of young local mime artists, Japanese mime, Mamako, came to the Twin Cities following a month long Wisconsin summer residency. She was contracted for a lecture demo workshop on mime and zen but because of our excellent lighting facilities in the theatre lecture hall, she presented a full concert version of her noted work "Search for the Bull" for over 200 people in a free noon presentation. A particularly appre-

ciative group of 25 students stayed for a special workshop on zen and mime after her performance. Despite budgetary shortages, we were able to also present the initial performance by a new jazz dance ensemble headed by Ken DeLap.

Two performances, "Cakewalking Through the Ozone" which explored both the contemporary and perhaps future directives of this dance form were also particularly noteworthy because the choreographer chose to design a special number for the conclusion of the program which took both dancers and audience throughout all areas of the first floor of Coffman including the Coffman Gallery. The local Daily and Dance Magazine critic were particularly enthusiastic in their praise of the concert and this special dance as were the more than 300 people who saw the premiere.

Second summer session focused on two series -- American Musical Comedy Film Series and a Friday Noon Concert Series at the Bandstand on the Mall. Popular Entertainment and Contemporary Arts combined efforts for both of these series. The film series drew between 200-300 despite competition with other major events and bad weather. The only problems were poor quality film prints adapted from cinemascope. Contemporary Arts supplied real variety for the noon series including a musical review group, Renaissance music ensemble and bluegrass.

Gallery

Two interim shows between Spring and Summer quarter were quite unusual in style and materials. Two art education faculty members shared Gallery 2 in exhibiting traditional and contemporary weavings and planograph prints

and color photography.

At the same time, Richard Colburn's MFA exhibit of wood sculpture pieces which excelled in their combination of floor compositions and wall hung works were presented in Gallery 1. These showed influences of both surrealism and California funk and exemplified excellent craftsmanship. The scent of cedar permeating the summer art was a special feature of this show's atmosphere.

In July due to a late cancellation and postponement of shows the local women's artist group, WARM association, was invited to have a group exhibit. The work in the exhibit was particularly diversified, but the emphasis in Gallery 1 on the object of chains (a particularly significant "altered object" in modern art) gave the exhibit one of its most distinctive features. This group show was by far the best coordination of numerous artists in working to install with Gallery staff to be presented for several years.

The climax of the summer exhibit program came in August with the installation of Mark Stanley's MFA glass sculpture exhibit. Graduate MFA, Nancy Monk and Ken Kennedy had a mixed media exhibit in Gallery 2 from mid-August through September. One related arts Gallery exhibit was presented by Rod Gipson a MA candidate in Photojournalism, entitled "Bicentennial Bunkum". This was his thesis exhibit project. The Marson Gallery in Baltimore brought an exhibit sale of traditional and contemporary Japanese and other oriental art prints to campus for two days. Coffman acquired over \$200 worth of art prints as its commission for the show.

Gallery staff was particularly busy also in establishing a gallery work area and offices behind Gallery 2 and researching the permanent acquisition of special lights, fixtures, mats, glass and frames for special exhibits.

Current Events

Three Public Interest Forums stimulated much discussion among the summer session students who participated.

"What is De-programming?" provided new insights into the process of de-programming. The topic was explored and debated from a variety of viewpoints.

"Racist Attacks on the North Side", a community education program, was led by Spike Moss of the Way and Ann Darby of the Urban League. This quick reaction program was cosponsored with the Ethnic Affairs area.

"Battered Wives", attended by an all female audience, examined the widespread physical abuse of women and possible solutions to this problem. The discussion was led by a member of Womens' Advocacy.

Ethnic Affairs

The Ethnic Affairs Committee of the Union Program Council sponsored one program this summer which was a Bicentennial speech presented by Attorney Frank L. Alsup entitled "In God We Trust". The focus of the speech was a reminder to minority members of the University community from whence they came and where they should be setting their sights. Alsup who has been a civil rights activist and labor leader for decades and was instrumental in the creation of the State Human Rights Department and achieving equality of opportunity for all peoples here at the University of Minnesota. Our thanks to Marguerite Gamble for chairing the program and bringing Frank L. Alsup to campus. The reception for the speaker and the music provided by the Sounds of Blackness made this program a very real summer highlight.

Public Relations

A substantial improvement in design and distribution of the UPC summer program information was made by calendars for both first and second summer sessions. Weekly ads were run announcing all council activities and almost all posters and fliers were distributed maintaining high campus visibility for our events.

The individual area Daily advertisements were small but effective, and Daily writers gave extensive notice and coverage to our programs, even including some praise for quality and help with recruiting. The orientation issue of the Daily contained info about Coffman programs in at least three articles.

Personnel

On August 1 twenty-five members of UPC made their second annual pilgrimage to LeSueur, Minnesota to celebrate "Corn-on-the-Curb". Council members were treated to curb side seats for the town parade. A luscious feast of succulent corn, spicy sloppy joes (jills) and cold watermelon was hosted by Constance (Lola) Maloney. Many thanks to Lola and Mrs. Ostrom for a very fine day.

Our successful summer recruitment efforts consisted of a series of Daily ads incorporating the UPC cartoon character and continuing the "Come Along With Us" theme.

Recreation and Trips & Outings

The Recreation area and Trips & Outings area had minimal activity during the summer. During the first summer session, Trips and Outings led bike

hikes to nearby parks and lakes which drew a fairly good response, six to ten persons per trip. Much of this can be attributed to the personal interest and promotional efforts of the chairperson, Jeanne Tweeten. Weather conditions, including low water levels and fire bans caused cancellation of backpacking and canoeing trips. As a result, much of this summer's effort went toward fall planning and for the first time in many years, the Trips & Outings area and the Recreation area are entering the fall quarter with most, if not all, activities already prepared.

Popular Entertainment

The Popular Entertainment Committee of the Union Program Council sponsored a Hepburn and Her Men Film Series first Summer Session featuring "Woman of the Year", "Adam's Rib", "Pat and Mike", and "African Queen", and cosponsored their noon concert series with the Contemporary Arts Committee as well as the American Musical Film Series second Summer Session which featured "Guys and Dolls", "Finian's Rainbow", "Seven Brides for Seven Brothers", and "Hello Dolly".

The films which were offered were free to the public and held in our new Theater Lecture Hall and were generally filled to capacity. A few problems with bad prints, tardiness in beginning the program, and operating the new projectors have been taken care of.

The noon concerts were advertised through the Summer Session Office and five of the seven musical events were held on the Bandstand on the Mall. Audience receptivity was high with the musical variety ranging from folk, blues rock, to renaissance. Coordination of volunteers, timely scheduling

with the summer school office, and running overtime on one occasion were the few flaws in an otherwise perfect series.

What may not be reflected in the above assessment of the summer is the fact that by and large, those students who were available for the summer were very consistent about coming into the office and carrying out their responsibilities not only for summer but also for fall. Special thanks to Lola, Dan R., Dave B., Di, and Mike Lazarow.

Whole Coffeeshouse

Summer Friday nights at the Whole Coffeeshouse featured the following local musicians:

- June 18 Tom Lieberman (ragtime guitar)
- June 25 Maureen McElderry and Tim Hennessy (country music)
- July 9 Charlie McGuire (folk guitarist)
- July 23 Mark Lang (classical guitar)
- July 30 Storms and Magraw (classical guitar)
- August 6 Reginald Buckner Trio (jazz)
- August 13 Bill Johnson (folk guitar)

The variety of musical format attracted audiences that were larger than originally projected and indicated that people enjoy being a part of the Whole. A special thank you to Beth Heim, Robin Rainford and Bruce Kiesling for their efforts in making summer at the Whole a worthwhile experience.

EVENTS AND ATTENDANCE BY AREA

<u>Area</u>	<u>Events</u>	<u>Attendance</u>
Contemporary Arts	14	1649
Gallery	7	3445
Current Events	3	115
Ethnic Affairs	1	30
Trips & Outings	4	29
Personnel	1	25
Popular Entertainment	11	2425
Whole Coffeehouse	7	512
TOTAL	48	8230

MINI COURSES

	<u># Courses Offered</u>	<u># Participants</u>	<u># Courses Go</u>	<u>% Go of Total Offered</u>
SSI	26	176	11	42.3
SSII	11	91	8	72.7
Summer 75-76	37	267	19	51.3
Summer 74-75	39	302	24	62.0

<u>Status</u>	<u>SSI</u>	<u>SSII</u>
Student	135	65
Non-student	41	26

<u>Sex</u>		
Male	55	28
	121	63

Means of Registration

Mail	48	40
In Building	126	51

Course offerings included:

Summer Session I

+* Authentic Love: An Existential Vision	* Metal Jewelry Construction
Ballroom Dance I (2 sections)	* Juggling
Basic Life Support: CPR	* Meditation
Basic Sign Language	*PPainting
Belly Dance I	Photography I
Bike Repair	+* Picture Framing
* Beg. Ceramics (2 sections)	Sailing
* Ceramics: Wheel Throwing	Tap Dance I
+* Children's Theatre	* Tap Dance II
Drawing	Wine Appreciation
* Hula Dance	Assertiveness Training
+* Jewelry Casting	

Summer Session II

Basic Life Support: CPR	Bike Repair
Calligraphy	* Beg. Ceramics (2 sections)
Ceramics: Wheel Throwing	Drawing
* Jewelry Construction	Photography
Sailing	Assertiveness Training

* Courses cancelled due to insufficient enrollment.

+ New course offerings.

Publicity

For the first time we published a shared brochure with the St. Paul Student Center and West Bank Union. Four thousand pieces were distributed over the various campus, student centers/unions, dormitories, bookstores, information points and department offices.

Cooperating on a shared brochure reduced costs for both St. Paul and Coffman and allows a wider distribution of information about the program for both St. Paul Student Center and Coffman Union.

One half page and two quarter page Daily ads were done cooperatively with SPSC and WBU. Again, this reduced advertising costs somewhat and allowed greater visibility of the program in the Daily. We did do a few ads that publicized Coffman's offerings only.

Registration

An SOS person was employed to handle both SSI and SSII in building registration periods. No problems.

We have finally established a permanent registration area at the Information Center. Mini Course registration will take place there from now on.

MU Mini Course Guidelines

Guidelines for cooperative mini course programming were established and agreed upon by both Coffman and St. Paul. Signed copies of these guidelines are available from us for review. We will go through fall quarter by the established guidelines and then re-evaluate the agreement.

Course Evaluations

Instructors did well in getting their evaluations to us. Basically, there was no complaint with the program or level of instruction. However, there were many complaints about the temperature inside the building over which we have no control. So goes life and the weather.

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS**

Meeting of October 14, 1976, 11:30 a.m.

Agenda

- I. Call to Order
- II. Approval of Minutes
- III. New Business
- IV. Old Business
 - 1) Governance Retreat
 - 2) Air Conditioning Update - Food Service Update
 - 3) Ed Siggelkow Memorial
 - 4) UBOG Orientation
 - 5) Election of Officers
- V. Committee Reports
 - 1) UPC
 - 2) Directors
- VI. Announcements
- VII. Adjourn

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

October 14, 1976

Present: Kathye Rosel, CUPC
Gwen Willems, CUPC
Robin Silverman, CUPC
Mike Lazarow, TCSA
Tim Ryan, GC
Al Margoles, LS
Don Meyers, Ed
Barry Bridges, UBOG Alumni
Rick Plunkett, CLA
Vi Justice, CS-Clk
Dolores Willmore, Faculty
Dennis Hammond, Faculty
Glenn Hendricks, OSA
Robert Ledder, Fd Service
Norman Holte, CC
Rufus Simmons, CMU
Bert Atkinson, CMU
Bernie Molitor, CMU

Absent: Terri Mische, CUPC
Monica Thrane, CHIP
Deitman Barsig, Grad
Carol Walden, Minn Alumni

Positions

Not Filled: University College, Civil Service-Student, IT

Guests: Bob Mickelson, former UBOG Chairperson, CMU
Donna Soutor, Information Representative, CMU
Marlene Vernon, Program Consultant, CMU

The meeting was called to order at 12:17 by Chairperson Kathye Rosel. A quorum was present.

The newly appointed faculty representative, Dode Willmore, was introduced.

The Minutes of September 23 were approved as written.

Class schedule transparencies were distributed and filled out by Board members to determine a common meeting time.

Student Governance Retreat. Those who have not already responded, should notify Vi of their intentions before they leave the meeting.

Dennis Hammond brought up two points of new business:

1) Percentage of Students Present. Mr. Hammond questioned the percentage of students on the Board. He requested the student representation be brought to the proper level.

MOTION 2-77 (Hammond-Willems) That the percentage of students on the Board be brought to its proper level. Approved.

Rufus Simmons noted there were only three student vacancies at this time. Other absences were because of class conflicts.

Barry Bridges remarked that the class schedules just completed should reveal a common free time for meeting and improve attendance.

2. Conflict of Interest. The second item of new business by Dennis Hammond was prompted by an article in the Daily which reported Rick Plunkett had been elected president of MSA corporation to operate the student store. Mr. Hammond was concerned whether Mr. Plunkett had a conflict of interest. He was amenable to drop the question if the Board did not think there was a conflict. Chairperson Rosel asked Rick Plunkett if he had a conflict of interest and he replied he did not have at the present time and that he did not think being president of the Corporation would constitute a conflict.

Mr. Hammond further stated he believed it to be the primary responsibility of the Board to consider the needs and benefits of the majority of students on campus and if Mr. Plunkett, in his position of corporation president is not able to understand the majority group he thought he had a conflict.

Glenn Hendricks noted there might be a parallel between his position and that of Rick Plunkett. Mr. Hendricks, a non-voting member of the Board representing the Office of Student Affairs, felt his non-voting status reflected a concern for not permitting the University Administration the influence of a vote.

Mr. Margoles thought the MSA issues would be the only conflict and expressed the view that under certain conditions each Board member could have a conflict.

Since Mr. Plunkett had stated that he had no conflict the question was dropped.

OLD BUSINESS

Air Conditioning Update. Mr. Simmons noted the timeline reported at the September 23 meeting is already about a month behind due to delay in appointment of the engineers. The schematics should be completed by November 15. If approved by UBOG and MUCB and sufficient funding is obtained, the main equipment can be ordered by November 1. Bids should be submitted by December 1 and awarding of contracts by January 1. Major equipment delivered by April 1, initial installation by June 1 and system 100% operational by July 1.

Mr. Bridges cautioned that it might be best not to program around the July 1 completion date --that unforeseen delays might extend the date to winter.

Mr. Simmons remarked it is important to communicate our plans to the public even though we cannot guarantee the completion date so they will know some action has been taken. There is no commitment to go ahead with the air conditioning until approved by the Minnesota Union and fee support obtained. The participants concerned with air conditioning will meet with the members of the Fee Committee in an informational meeting.

Food Service. Mr. Simmons reported CMU administration and Food Service have met twice. The first meeting resolved the question of % of occupancy within CMU. Food Service will move their 3rd floor offices to ground floor if air conditioned. At the second meeting the the formula and rate as presented to the Board at the September 23 meeting were explored. Negotiations will continue at a meeting Friday.

Ed Siggelkow Memorial. The memorial designed by Tom Rose, Professor, Studio Art Department, is nearing completion. Those interested in serving on a committee to plan a dedication program should contact the chairperson.

Orientation for New and Old Board Members is being planned for an early date following the student governance retreat and following election of Board officers. The orientation will probably require a three-hour block of time in the evening.

Slate of Officers. Glenn Hendricks, Barry Bridges and Rick Plunkett will serve as a committee to make up a slate of officers. Those interested in running for office should contact the committee.

REPORTS

UPC. Marlene Vernon, Program Consultant responsible for coordinating the information/printing of the CUPC Calendar and present to talk about the Fall Calendar noted the Council would welcome questions and input as to design and content and recommendations for future calendars.

Directors. No further reports.

Announcements

A notice of the next meeting will be sent out with the agenda.

The meeting was adjourned at 12:50 p.m.

Respectfully submitted

Rufus L. Simmons
Recording Secretary

Meeting, November 1, 1976
12:00 - 1:00 (11:30 lunch)

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Old Business
 - a) Election of Officers
 - b) UBOG Orientation - 6 hour session Nov. 13 is being planned.
 - c) Orientation Office Space - Cost of furnishing space has been estimated at \$13,000.
 - d) Student Governance Retreat Report
- IV. Committee Reports
 - a) Directors - Ed Siggelkow Memorial
 - b) UPC
 - c) House & Finance - office space application approval.
- V. Announcements
- VI. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

November 1, 1976

Present:	Kathye Rosel, CUPC	Don Meyers, Ed
	Gwen Willems, CUPC	Barry Bridges, UBOG Alumni
	Robin Silverman, CUPC	Kim Webb, CS-Student
	Mike Lazarow, TCSA	Vi Justice, CS-Clerk
	Tim Ryan, GC	Dolores Wilmore, Faculty
	Dietmar Barsig, Grad	Glenn Hendricks, OSA
	Al Margoles, LS	Rufus Simmons, CMU
	Rick Plunkett, CLA	Bert Atkinson, CMU
		Bernie Molitor, CMU
Absent:	Terri Mische, UPC (ex)	Dennis Hammond, Faculty (ex)
	Monica Thrane, CHIP (ex)	Bob Ledder, Fd Service
	Carol Walden, Minn Alumni (ex)	Norman Holte, CC

The meeting was called to order at 12:05 p.m. by chairperson Kathye Rosel. New members Wilmore and Barsig were introduced.

Approval of Minutes

Motion was made, seconded and carried to approve the minutes of October 14th.

Installation of Officers

The following slate of candidates and report was prepared by the nominating committee, Barry Bridges, Rick Plunkett, Glenn Hendricks and Kathye Rosel:

Robin Silverman, nominee for Chairperson
Tim Ryan and Don Meyers, nominees for Vice-Chairperson

The committee recommended that Robin Silverman be accepted as Chairperson unless there are individuals nominated from the floor. The committee proposed that for the election of Vice Chairperson the two candidates be given an opportunity to state why they are interested in the position of Vice Chairperson, why they were qualified. The Board would be given the opportunity to ask questions of the two candidates. The two candidates would then be asked to leave the room and a secret ballot taken.

MOTION 3-77 (Bridges-Meyers) To accept the nominating committee recommendation.

Approved.

Robin Silverman was asked to comment as to her plans. She said she would hope to see the Board more open and trusting. She would like to see the ideas gained at the student governance retreat, particularly the decision-making process, incorporated. She would like to facilitate the UBOG concerns and goals for 1976-77.

MOTION 4-77 (Bridges-Simmons) That the Board accept the nomination of Robin Silverman as unanimous.

Accepted.

Robin Silverman chaired the remainder of the meeting.

There were no additional nominations from the floor for Vice Chairperson.

Nominees were asked to state their interest/qualifications.

Tim Ryan stated he has been on the Board and House and Finance for over a year. He has been on the MUCB Finance Committee. He has assisted in formulating the budget. He has had good attendance and thinks he can do a good job.

Don Meyers stated he has been an employee of the union for a year. His basic duty is to enforce the house policies. He is interested in learning more about the house policies and the union.

Board members had the opportunity to ask questions of the nominees after which the nominees were asked to leave the room. Following discussion a secret ballot was taken and Tim Ryan was elected Vice Chairperson.

The following committees were set up:

House and Finance: Tim Ryan, chairperson; Robin Silverman; Mike Lazarow; Kathy Rosel; Gwen Willems; Don Meyers; Barry Bridges; Bert Atkinson

Food Service Liaison: Don Meyers, Kathye Rosel, Mike Lazarow, Tim Ryan

MUCB Coord Board: two students Kathye Rosel, Robin Silverman
one staff Rufus Simmons

MUCB Finance: one student Tim Ryan

MUCB Program: one student Gwen Willems
one staff Bernie Molitor

MUCB Act Grant Fund Kimberly Webb

MUCB Fd Liaison: Don Meyers

MOTION 5-77 (Rosel-Bridges) That the Food Service Liaison Committee be considered adjunct to the House and Finance Committee.

Approved.

UBOG Orientation. Volunteers were asked for to serve on a committee to plan the orientation for new and old Board members. Don Meyers, Robin Silverman and Kathye Rosel will serve on the committee.

The orientation retreat will be held November 13, 9:00 a.m. to 4:00 p.m. The main thrust of the orientation will be the decision making process.

Reports

Directors. Mr. Simmons reported funding for the Siggelkow memorial has been approved. The date for the dedication has been set for November 22, in the evening.

Food Service negotiations are progressing well. Common space and maintenance cost are being discussed.

UPC. No report.

House and Finance met to approve assignment of student organization space for University Mythopoeic Society, Election Comm, Chinese Student Assn, and Fellowship of Reconciliation/War Registration League.

MOTION 6-77 (Rosel-Bridges) To approve the assignment of space in Coffman Union to the following student organizations:

University Mythopoeic Society	Desk 'n File
Election Comm	Desk 'n File
Chinese Student Assn	Desk 'n File
Fellowship of Reconciliation/ War Registration League	Locker

Motion passed.

Mr. Simmons suggested the executive committee meet on Mondays alternate to the Board meetings.

The next Board meeting will be November 15 at 12:00 noon (lunch 11:30) in Room 346.

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

November 15, 1976

Present: Robin Silverman, CUCP
Tim Ryan, GC
Kathye Rosel, CUPC
Gwen Willems, CUPC
Dietman Barsig, Grad School
Al Margoles, LS
Monica Thrane, CHIP
Mike Lazarow, TCSA

Don Meyers, Ed
Barry Bridges, UBOG Alumni
Kimberly Webb, CS-Stud
Vi Justice, CS-Clk
Robert Ledder, Food Service
Norman Holte, CC
Ruf Simmons, CMU
Bernie Molitor, CMU

Absent: Terri Mische, CUPC (ex)
Dolores Wilmore, Faculty
Glenn Hendricks, OSA (ex)
Bert Atkinson, CMU (ex)

Carol Walden, Minn Alumni (ex)
Dennis Hammond, Faculty (ex)
Rick Plunkett, CLA (ex)

The meeting was called to order at 1:10 p.m. by chairperson Robin Silverman.
A quorum was present.

Old Business

UBOG Retreat Feedback. Because there was no time at the retreat for evaluation, feedback was requested to facilitate planning of future Board orientation sessions.

Kimberly Webb expressed the opinion that the retreat surpassed her expectations but thought it was too long to be effective--that the MBO-PPBS was an interesting presentation, however felt that it was too complex to be absorbed at the end of a long day and suggested having it presented again at another time.

Mike Lazarow thought there were too many things planned for too short a time. He suggested fewer workshops.

Barry Bridges thought the "getting-to-know-you" session was excellent but somewhat long.

Tim Ryan thought "getting-to-know-you" should be shortened.

Kathye Rosel suggested setting up a UBOG overnight retreat to handle all the orientation information, preferably prior to the Governance Retreat.

Handouts. The following orientation items were distributed to Board members who had not picked them up at the retreat: orientation booklet, UBOG constitution, UBOG bylaws, UPC bylaws, CMU Annual Report, CMU PPBS, Yearly Planning Guide, UBOG Issues and Concerns, ACU-I Bulletin and Agree-Disagree exercise, CMU and CUPC brochures and 3-ring notebook. Items not fully touched on at the retreat will be presented at future Board meetings.

New Business

CUPC Coordinators. The following coordinators were recommended to be ratified to the following positions:

Dave Bredenberg - Contemporary Arts
Karen Oberg - Gallery

MOTION 7-77 (Rosel-Bridges) That the Board ratify appointment of Dave Bredenberg as Coordinator, Contemporary Arts, and Karen Oberg, Coordinator, Gallery.

Approved.

All Campus Council. Chairperson Silverman asked for a volunteer to serve on the All Campus Council. Don Meyers will serve.

Christmas Tree in Coffman. Al Margoles raised the question whether a Christmas tree should be placed in Coffman by the Board, arguing that the tree is a religious symbol and therefore unconstitutional--against separation of church and state; and that it gives partiality to the Christian faith in allocation of money and space. He suggested a non-religious symbol such as a snow man and a winter season greeting would be appropriate and impartial and that space should be offered to all student groups wishing to participate in the holiday season.

MOTION 8-77 (Margoles-) Propose that Coffman not have a Christmas tree, not expend funds to provide for a tree, but provide space in the building for any student group wishing to celebrate the holiday season in a manner consistent with their philosophy and consistent with the season of the year.

Discussion followed as to the religious significance of the Christmas tree. It was expressed by several that the tree did not have religious significance, that it is used worldwide, including the orient.

A suggestion was made that a live tree be used and later planted.

Withdrawn
MOTION 9-77 (Meyers-Ledder) Authorize expenditure of funds for a live tree to be placed in Coffman, that it not be decorated, that it be kept alive, that it be identified that Coffman is putting up a living symbol of the winter season and will plant the tree somewhere on the University campus in the spring.

Al Margoles withdrew his motion in favor of the live tree proposal.

Motion approved.

The following statement was prepared by Al Margoles and Don Meyers to be placed by the tree:

"This spruce (or appropriate name) is a living symbol of the winter season in Minnesota and will be planted in the University Campus when weather permits. Happy Holiday. A gift of Coffman Union Board of Governors."

Reports

CUPC. Kathy Rosel reported Wednesday, November 17, was scheduled for a variety of programs including Kaufmanis' Star of Bethlehem, Congresswoman Shirley Chisholm, and professional billiard player Willie Mosconi.

Directors. Mr. Simmons reported up to \$2,500 had been approved for the Ed Siggelkow memorial: \$1,300 for artist's fee; \$400 for painting over wall graphics; \$723 for installation. The MUCB will provide \$500 for the memorial dedication program: \$400 for printed programs and brochures describing the artist's interpretation and including comments about Ed Siggelkow from family and friends; \$50 for mailing costs and \$50 for a reception.

A plaque describing the memorial and its interpretation will be placed by the memorial. Mr. Simmons asked the Board to approve the expenditure of \$250 from Reserves Account for the plaque.

MOTION 10-77 (Bridges-Thrane) To approve \$250 expenditure from Reserves for a plaque for the Ed Siggelkow memorial.

Motion Approved.

Air Conditioning. Minutes from the air conditioning meeting were distributed. Tim Ryan reported on air conditioning options discussed at the meeting. Questions to Pete Merz, chairperson of AC Committee can be routed through Mr. Simmons.

Announcements

The next Board meeting will be Monday, November 29, 12:00 N, (Lunch 11:30), 346 Coffman.

The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Minutes of CMU Orientation Retreat

Present: Robin Silverman, Kathye Rosel, Tim Ryan, Rufus Simmons

The first order of business was to determine whether the retreat should be organized thru the fulfillment of specific goals or whether specific ideas should be expressed that would form the basis of the retreat. We decided that the goals approach would be the most effective way to plan the retreat, even considering the fact that there was little time available to devote to systematic planning of the retreat.

Through brainstorming five goals were formulated which would be the main focus of the retreat:

1. To inform new members--with emphasis on CMU organizational structure, systems, policies, etc.
2. To introduce new members to old members.
3. To provide direction of emphasis for the year, in essence to plan the major agenda items for the upcoming fiscal year.
4. To provide organizational developmental processes.
5. To have fun.

Question was raised whether there was an orderly flow of goals that would make some sense in planning the retreat. It was decided the order of addressing the goals should be to place item 2, introducing new members to old, first, followed by 4, to provide organizational developmental processes as a base to address the next one which would be to inform new members with emphasis on CMU organizational structure, systems, policies, etc. Number 3 would become the fourth goal, to provide a direction of emphasis for the upcoming year. It was generally concurred that number 5 would be involved in the satisfactory fulfillment of the four previous goals.

Structure of the Retreat

It was decided to list the major components that would satisfy the specific goals:

1. The first goal would be the orientation introduction which would include identifying individual concerns for the retreat.
2. The exercise involving an interaction with new members and old members.
3. Organizational developmental processes would include values clarification, communication, and decision-making with participation involvement being the major concern in the three items.
4. Inform the members with emphasis on CMU organizational/developmental organization, policy, structure, systems, etc.
 - a. ACU-I
 - b. MUCB/CMU relationship
 - c. constitution, by-laws--overview of important points
 - d. UBOG committees
 - e. CUPC
 - f. house policies and finance
 - g. union administrative structure
 - h. PPBS
 - i. MBO
 - j. financial recording systems
5. Identify broad issues and concerns for the Union Board of Governors activities.

CMU Orientation Retreat Minutes - 2

Time Allotment

1. 30-minute focus--"why are we here" orientation--Robin
info packet, groundrules for behavior in Robin's house,
organizational sequence of retreat
2. 30-minute "getting to know you"--Robin
3. 1-hour--values clarification
1-hour--communication
2-hour--decision-making
4. a) 10 minutes; b) 15 minutes; c) 30 minutes; d) 10 minutes; e) 20 minutes;
f) 25 minutes; g) 10 minutes; h) 20 minutes; i) 15 minutes; j) 30 minutes

Problem

The retreat was planned for six hours and there are well over six hours of program content. The committee focused on four options:

1. Shrink each section of the retreat.
2. Reorganize in order to do it piecemeal (one section Saturday and follow-up at a later date).
3. Deal only with critical items at session.
4. Increase time of orientation.

We decided to do one and four to shrink the time allotted to each section and increase the time of orientation.

It was decided to shrink item 4 which dealt with structural policies, etc., of CMU. It was felt that the processes/concerns relating to organizational development were keyed to our development at this particular point and the orientation information could be processed at board meetings during the course of the year. It was decided that b-c-g-h & i would be retained for a sum total of one-hour, 30-minutes.

Workshop Casting

Considering there are only 10 shopping days to prepare for the orientation retreat, the first question asked was, do we do this internally? or do we seek outside assistance? It was felt that we should pursue the services of Steve Heinen who presented the workshop on decision-making. Kathye would talk with Steve and Rufus would seek assistance and information from SAC as to the availability of staff to present certain aspects of the retreat. Tentatively we made the decision that Rufus would lead the values clarification workshop; Jim Sleezer, Communications; and Charmagne or SAC staffperson, decision-making.

Section 4, relating to CMU structures, policies, etc.,--Kathye and Tim Ryan will be responsible for 15 minutes devoted to MUCB-CMU relationship.

Administration, 10 minutes, by Robin.

PPBS, 20 minutes, by Bernie or Rufus.

MBO, 10 minutes, Rufus.

Robin Silverman would handle the welcome and orientation and get-to-know-you exercises.

CMU Orientation Retreat Minutes - 3

Schedule

8:30 coffee and rolls
9:00 Orientation/introduction
9:30 get-to-know-you exercise
10:00 values clarification
break
11:00 communication
12:00 lunch
1:00 decision-making
3:00 break
3:15 CMU structure, systems, policies, etc.
4:45 depart

Logistics

Publicity and getting people there--responsibility of Robin.
Letter pertaining to sense of obligation to attend.
Two letters: 1 going to those not attending meeting.
1 letter addressing content of retreat
Food budget--\$100.00.
Lunch to be catered--box lunch or buffet.
Breakfast rolls and coffee--Robin responsible for procurement.
Interim break--soft drinks, fruit, notebooks, materials, printed matter--Rufus.

rls
11-8-76

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Meeting November 29, 1976, 12:00 N, 346 CMU

AGENDA

- I. Call to Order

- II. Approval of Minutes (November 1 and November 15)

- III. Old Business
 1. CMU Air Conditioning
 2. Holiday Tree

- IV. New Business
 1. TCF Money Machine

- V. Reports
 1. CUPC
 2. House and Finance
 3. Directors

- VI. Announcements
 1. Next Board Meeting
 2. Executive Meeting
 3. House and Finance Meeting

- VII. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

November 29, 1976

Present: Robin Silverman, CUCP
Tim Ryan, GC
Kathye Rosel, CUPC
Deitman Barsig, Grad School
Al Margoles, LS
Monica Thrane, CHIP
Mike Lazarow, TCSA
Glenn Hendricks, OSA
Don Mayers, Ed
Barry Bridges, UBOG Alumni
Kimberly Webb, CS-Stud
Vi Justice, CS-Blk
Norman Holte, CC
Ruf Simmons, CMU
Bernie Molitor, CMU
Bert Atkinson, CMU

Absent: Gwen Willems, CUPC
Terri Mische, CUPC (ex)
Rick Plunkett, CLA (ex)
Carol Walden, MN Alumni (ex)
Robert Ledder, Food Service
Dennis Hammon, Faculty (ex)
Dolores Wilmore, Faculty

Guest: Donna Soutor, Info Rep CMU

The meeting was called to order at 12:05 noon by Chairperson Robin Silverman. A quorum was present.

Approval of Minutes

Motion was made, seconded and approved to accept the Minutes of November 1 as written.

Motion was made, seconded and approved to accept the Minutes of November 15 with the correction that the meeting was called to order at 12:10 p.m., not 1:10 p.m.

OLD BUSINESS

Air Conditioning. Rufus Simmons gave an air conditioning information update, noting the time schedule was about 66 days behind the hoped-for completion date. The present target date is set for the end of summer, 1977. Representatives from the Minnesota Union and constituent unions will attend an information/planning meeting on December 15.

Glenn Hendricks suggested delegating UBOG decision for air conditioning to the Exec members present at the December 15 meeting in order to avoid further delay which might occur because of Christmas break.

Holiday Tree. Mr. Simmons reported 8 nurseries have been contacted regarding the cost of placing a live tree in the Ski U Mah Lounge, and to be planted outdoors when weather permits. None could guarantee that the tree would survive until transplanted. A tree could be purchased for \$105. There would be additional expense for lumber and soil to make a suitable container (30" high, 4'x4' square). Comparative figure for an artificial tree 34' high would be \$100; a live cut tree 35', would run \$50.

Mr. Margoles said he was not concerned so much about cost but the purpose of the live tree proposal. Mike Lazarow expressed doubts about approving so much money for a tree that possibly would not survive.

MOTION 11-77 (Bridges-Thrane) Move to accept \$415 estimate (\$315 for tree and container and \$100 to replant) for spruce tree, to be coordinated with Joe Leverone, University Custodial and Ground Supervisor; the planning architect of CMU mall; and communicate with University horticulture as to care.

Motion approved.

NEW BUSINESS

TCF Money Machine

MOTION 11-77 (Rosel-Bridges) That the Board charge Rufus Simmons to contact Vice President Brinkerhoff's office to inquire if there was any long-term or future contract with TCF and what TCF's experience has been on the machine to date.

Approved.

REPORTS

CUPC. Kathy Rosel reported the Council will be finalizing the program budget next week. They have completed phase I recruitment effort for council members. The Kaufmanis and Chisholm programs were very well received. Exec is preparing goal statements for next quarter.

House & Finance. Tim Ryan reported H&F met November 24. Items of business included budget preparation seminar for interested H&F committee members, CMU space request by the Christian Science Organization, clarification of TCSA lease and 1976-77 H&F goals. Minutes of the November 24 meeting were distributed. Glenn Hendricks asked if there is a charge to other unions for use of CMU space. Bert Atkinson noted other Unions would pay the going rate for use of space; CUPC is not charged for space use.

Fire Alarm Policy. Deitman Barsig questioned the fire alarm procedures at the Union noting that the alarm last week was not taken seriously. Mr. Atkinson said a fire bill is being written. Robin Silverman noted the elevator is programmed to automatically go to first floor when alarm goes off and asked what would happen to handicapped persons stranded on other floors without the use of an elevator? What would happen if the fire was on the first floor? Dr. Holte suggested checking with the hospital as to their fire alarm plan. Mr. Simmons added that the system is being coordinated with the Campus Club.

ANNOUNCEMENTS

UBOG meeting December 16, 12:00 noon, lunch at 11:30.
Executive Meeting December 6, 12:00 noon, 220 Conference Room
House & Finance meeting December 1, 12:00 noon, 220 Conference Room

Motion was made, seconded and approved to adjourn. The meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Meeting Thursday, December 16, 1976
Room 346, 12:00-1:00 (11:30 lunch)

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Old Business
 - (a) Food Service Report
 - (b) TCF Update
- IV. New Business
 - (a) Sense of commitment to Board and H&F
 - (b) Work on individual goals?
 - (c) Options to meet goals.
- V. Committee Reports
 - (a) House and Finance (including holiday tree report)
 - (b) CUPC
 - (c) Directors
 - (d) Announcements
 - (e) Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

December 16, 1976

Present: Robin Silverman, CUPC Don Meyers, Ed
Tim Ryan, GC Barry Bridges, UBOG Alumni
Glenn Hendricks, OSA Rick Plunkett, CLA
Berton Atkinson, CMU Vi Justice, CS-Clk
Monica Thrane, CHIP Norman Holte, CC
Mike Lazarow, TCSA Ruf Simmons, CMU
Bernie Molitor, CMU

Absent: Terri Mische, CUPC (ex) Kim Webb, CS-Stud
Dietman Barsig, Grad (ex) Robert Ledder, Food Service
Dennis Hammond, Faculty (ex) Al Margoles, LS
Gwen Willems, CUPC

Guest: Donna Soutor, Info Rep, CMU

The meeting was called to order at 12:10 p.m. by chairperson Robin Silverman.
A quorum was present later.

REPORTS

Food Service. Mr. Simmons reported the first phase of Union/Food Service negotiation was completed and a rent rate agreed upon. With Food Service vacating the third floor, the rate established will result in approximately \$1,000 additional income to the Union. To increase service and hours of operation of the Food Service facilities the option of the Union purchasing hours outside of regular Food Service hours and assuming any profit or loss is being considered. Operation of a country store and ice cream bar is also being considered.

A written report will be presented at a future meeting.

TCF. A letter inquiring as to the future contractual status of TCF (money machine) with the University has been sent to Vice President Clint Johnson. A response has not yet been received. TCF's present contract expires February 1, with an option to renew within thirty days. Mr. Frisk from TCF has agreed to give a written report on the success/failure of the present location of the money machine in Coffman.

Glenn Hendricks asked if the contract was open-ended. Bert Atkinson explained that it was until negotiated.

Barry Bridges asked if any other organizations have asked for the space. None have. TCF will be installing another machine in the new Bursar's building when completed.

A suggestion was made to invite Mr. Frisk to the next Board meeting.

Robin Silverman suggested the matter be referred to House and Finance for their input toward the contract negotiation.

NEW BUSINESS

1976-7 Goals. The goals that follow were formulated by the Executive Committee.

1976-77 UBOG Goals

Committee Assignment: House and Finance

1. Develop recommendation regarding air conditioning.
 - a. Fact Sheet
 - b. Review schematics and design to include cost estimate for construction and operation. — January 14

Assignment

Completion Date

Engineers Planning Committee to Board
Robin Silverman

2. Review CMU facilities and services rates.

Assignment

Completion Date

Robin Silverman *
Barry Bridges

3. PPBS-MBO

Assignment

Completion Date

Rick Plunkett
Robin Silverman
Kathy Rosel

Kimberly Webb

Apr 20

4. Explore development of differentiating fees for programs and services for staff/faculty and non-university persons.

Assignment

Completion Date

Robin Silverman *
Barry Bridges

5. Review house policies and incorporate changes.

Assignment

Tim Ryan *
Don Meyers

1st week in February

May 4

6. Explore location and policies regarding sale of beer/wine in the union.

Assignment

Completion Date

Monica Thrane *
Mike Lazarow
Don Meyers

Deitman Barsik

7. Examine organizational effectiveness in meeting the need of the campus community.

Assignment

Completion Date

Mike Lazarow
Administration

Meet Tues 12

8. Investigate union traffic and attendance, evenings, weekends and summer to include analysis of hours of operation and impact of those hours of operation.

Assignment

Completion Date

Administration

3rd week in January

9. Complete food service negotiation.

- a. Rates
- b. Services
- c. Hours

Assignment

Completion Date

Administration

10. Proposal for Housing SAC staff.

Assignment

Completion Date

Administration

by Apr 25

11. Complete third floor redecorating plans.

Assignment

Completion Date

Tim Ryan
Don Meyers

12. Re-write SOAC space application form to address questions raised during evaluation process.

Assignment

Completion Date

Executive and/or Ad Hoc Committee
Kathye Rosel

apr 9

13. Review agenda format for recommendation for improvement.

Assignment

Completion

Executive Committee

January 10

14. Examine constitutional revision.

- a. Election of at-large representative.
- b. Election of Board officers in spring.

Assignment

Completion Date

Rick Plunkett

End of January

Dennis Hammond

15. Examine CUPC effectiveness in meeting the needs of the campus community.

Assignment

Completion Date

Mike Lazarow

January 15

16. Interim Budget

Assignment

Completion Date

Tim Ryan

January 15

Administration

Glenn Hendricks expressed concern that students might get bogged down in working on the goals and questioned whether it was realistic to ask students to work on them.

Student response was that students were on the board to develop policy with staff as advisor/resource.

Bernie Molitor felt key questions needed to be handled by staff.

Rufus Simmons noted goals 9 and 10 were charged to administration.

Because additional general meeting times were difficult for some to handle it was decided that individuals would volunteer (see goals) to research goals of interest to them at their convenience and report to house and finance. Completion dates should be established by the next regular meeting. (* in charge)

TCSA letter. Differences have been worked out with TCSA.

Fees Committee has asked for budget request by January 15.

Budget preparation seminar will be held Tuesday at 1:00 in Operations' conference room.

CUPC will have quarterly report at the next meeting.

A report of Mini Courses to be presented winter quarter was distributed.

There will be a meeting on December 23, 12:00 noon of the Planning Committee and Directors regarding air conditioning.

The meeting adjourned at 1:25 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

January 5, 1976

PRESENT: Robin Silverman, UPC
Don Meyers, Ed
Monica Thrane, CHIP
Barry Bridges, UBOG Alumni
Vi Justice, CS, Clk
Berton Atkinson, CMU

Rick Plunkett, CLA
Al Margoles, LS
Mike Lazarow, TCSA
Kimberly Webb, CS, Stud
Dennis Hammond, Faculty
Bernie Molitor, CMU

ABSENT: Tim Ryan, GC (ex)
Terri Mische, UPC (ex)
Dietman Barsig, Grad Sch
Robert Ledder, Fd Service (ex)
Rufus Simmons, CMU (ex)

Kathye Rosel, UPC (ex)
Gwen Willems, UPC (ex)
Glenn Hendricks, OSA (ex)
Norman Holte, CC (ex)

GUEST: Donna Soutor, Information Representative, CMU

The meeting was called to order at 12:07 p.m. by Robin Silverman, Chairperson. A quorum was present.

This special meeting was called for the purpose of approving the interim budget called for by the fees committee.

NEW BUSINESS

UBOG Image

Donna Soutor, CMU Information Representative, asked the Board for input as to publicizing the UBOG and its activities. She asked if anyone had any objection to her taking candid individual pictures at Board meetings. Mr. Atkinson suggested scheduling individual pictures and taking them at the close of the meeting. He also suggested displaying pictures and activity publicity in 1st floor display cases which are now on order. Barry Bridges suggested including publicity on current Board issues in the display.

House and Finance/Budget

Mike Lazarow, acting for House and Finance chairperson, Tim Ryan, informed the Board that the 1977-78 interim budget was passed by House and Finance at its last meeting. He asked Mr. Atkinson to explain the budget.

Bert Atkinson reviewed the highlights of the budget, noting the interim budget was precipitated by the fees committee for an early request by fee supported organizations for fee support money. The final budget will be submitted June 30. In the past fees have been distributed to various fee supported organizations according to the number of students enrolled. This year distribution will be made on the basis of dollars needed. The budget as presented is a status quo budget in all areas. The only increases are for inflationary factors.

In the discussion that followed Dennis Hammond commented on the new zero budget being tried by the government in which items formerly budgeted are examined to see if they are needed. He suggested the Board might follow this procedure instead of taking the previous year's budget and adding to it to provide for inflationary increases.

Bernie Molitor said that the PPBS currently used as a basis for CMU budget relates to the zero budget in that performance is evaluated and unnecessary and unprofitable performance eliminated. He urged Board members to examine the PPBS and participate in the formation of the 1977-78 budget.

MOTION 12-77 (Plunkett-Lazarow) That the Board recommend the interim budget to the Minnesota Union.

Approved.

Announcements

Mr. Atkinson announced there will be a Board meeting on January 14, 12:00 Noon, in the Theatre Lecture Hall at which time the air conditioning engineers will present design development drawings and cost figures on proposed air conditioning. The Minnesota Union, West Bank Union and St. Paul Student Center Boards will be invited.

After the meeting the CMU Board will convene and make recommendation to the Minnesota Union on how they wish to deal with the air conditioning proposal. The Minnesota Union Coordinating Board will meet on January 17 at 3:00 p.m. to act on the UBOG recommendation. (MU meeting has subsequently been changed to Wednesday, January 19, 3:00 p.m..)

It was suggested a notice of open meeting be put in the Daily for the January 14th meeting.

Robin Silverman distributed Minnesota Union membership cards. It was noted that a guest would be allowed.

The next UBOG meeting will be on Monday, January 10th, 12:00 Noon, in Room 346.

The meeting was adjourned at 1:05 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

vj



UNIVERSITY OF MINNESOTA
TWIN CITIES

Office of the Assistant Director

Department of Minnesota Union
Coffman Memorial Union
Minneapolis, Minnesota 55455

December 23, 1976

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

From: Bernard Molitor, Assistant Director, CMU

Subj: Fall 1976 Program/Activities Report

COFFMAN UNION PROGRAM COUNCIL

Contemporary Arts

The Contemporary Arts committee was particularly active fall quarter with film series programming, two theatre residencies and an impressive series of literary artists programs. The new coordinator, Dave Bredenberg, took office in early September and went through an "accelerated learning process" to gain mastery of program skills.

British Film Festival - Five films were shown - "Lady Vanishes", "The Loneliness of the Long Distance Runner", "The Hireling", "Privilege" and "Billy Liar". Of these five, "The Loneliness of the Long Distance Runner" and "The Hireling" clearly did the best. The series itself did not do as well as expected. Part of the reason may have been improper attendance forecasting, part may have been due to lack of, and/or ineffective publicity distribution. The Contemporary Arts committee also coordinated a discussion series following the American Film Theatre matinee performances. On short notice a free film on Alvin Nicholais Dance Theatre was made available to us and shown despite substantial publicity problems.

Schumann Festival - This two evening performance of Schumann music was chaired by Nancy Thompson and was co-sponsored with the Minnesota Performance

Consortium. The program was quite a success with 300 people in attendance. The promo was very good and the whole program was run very smoothly by Nancy. Involved in the performance were U of M students and faculty, which fulfills an area objective of supporting student artists.

Film Discussion Series - Contemporary Arts arranged a speaker and discussion series which took place after most of the American Film Theatre films (sponsored by the Popular Entertainment committee). A new recruit, Julie Gobell, did a good job of obtaining speakers for the films and was a very dependable chairperson. We had a fairly good turnout. A survey that was distributed elicited very good responses from the audience.

Musica Antiqua - Musica Antiqua is a Renaissance group that plays music of that era on musical instruments from the Renaissance era. The people are distinguished musicians from the area, and presented an excellent concert. We had good help from committee members who helped at the concert.

"Oscar" - This was a definite high point in the quarter. Raymond Clarke presented a discussion hour, two acting workshops and a very excellent evening performance dealing with the writings and conversations of Oscar Wilde. The program was co-sponsored with the English and Theatre Departments, which was good from the standpoint of improving relations with them.

Robert Coover, Contemporary Fiction - The reading was in a unique, relaxed atmosphere, was very vivid, and a bit earthy. The result was, however, a satisfied audience and it was a worthwhile program to co-sponsor with the English Department.

I.A. Richards, Poet - We were involved here to a small extent with many other groups and campus departments (Concerts and Lectures, Minnesota Forum,

English Department, to name three of fourteen) in bringing the distinguished Mr. Richards to our campus for a poetry reading. His background is excellent.

Philip Levine, Poet - Our event chairperson, David Mura, did a fine job of coordinating this event, which was co-sponsored with the English Department. Levine is a well known young contemporary writer and gave a very good refreshing reading and discussion.

May Sarton Residency - This was another definite high point in the quarter. May Sarton, who is nationally known for her many published novels, poetry collections and works in well known periodicals, presented a poetry reading and discussion.

San Francisco Mime - An enthusiastic new member of Contemporary Arts, Bill Neuman, was involved in bringing the San Francisco Mime Troupe to the U of M. The troupe is a very active, controversial group of national acclaim.

Gallery

The gallery's fall schedule included two Masters of Fine Arts exhibits in photography and painting/drawing, a very unusual faculty sculpture exhibit "Cache 4 and Other Sculpture", two special juried exhibits of student photography and graphic design work, two honors graduation exhibits, a glass and clay sculpture exhibit plus an oriental print exhibit/sale and the third annual hand-crafted holiday gift exhibit/sale. Gallery openings were very well attended.

The two juried exhibits were a new experience in allowing the work of many student artists to be shown at the same time and the response was sufficiently encouraging to convince the gallery staff to consider coordinating similar efforts in the future. Faculty and graduate artists are also involved in this type of show in the jurying process. Two faculty members from Studio

Arts Department had work displayed during the quarter, Tom Rose in connection with the permanent installation of the Edwin Siggelkow Memorial, and Wayne Potratz presented a major exhibition especially designed for the versatile Gallery One situation which allowed special rotation of artwork in different placements throughout the gallery during the exhibition period. The gallery staff now has set its priorities in acquiring some different contemporary media for winter and spring quarters and increasing the learning experience connected with each exhibit. Most significant for the development of this year's programs is the enthusiasm and commitment of the gallery's new coordinator, Karin Oberg, who has revived the interest and energy in the staff for several special projects.

Current Events

Programming consisted of the "America Is Hard to See" film series, several "Public Interest Forums", and an address by the Honorable Shirley Chisholm.

Political documentary filmmaker, Emile de Antonio, "has a well deserved reputation for making pricking films about thorny subjects". The well attended "America Is Hard to See" film discussion series featured five of his powerful documentaries: Underground, Point of Order, Rush to Judgement, In the Year of the Pig, and America is Hard to See. Discussion facilitated by faculty and community leaders followed each film.

Public Interest Forums this quarter included an exciting debate among the 57th Senate District candidates, a truly "Great Debate" among seven representatives of presidential candidates, a showing of "No More Frontiers", and a presentation of Reserve Mining by Elliot Rothenberg of MPIRG.

Coffman Union had the pleasure of hosting several prominent lecturers this past fall quarter. The Honorable Shirley Chicholm shared her perspectives on "Women and Politics". Peter Camejo, SWP candidate for President, drew a noon hour crowd of 400 in front of Coffman. Professor Karlis Kaufmanis fascinated an audience of 1300 with his annual lecture, "The Star of Bethlehem".

Ethnic Affairs

The Ethnic Affairs Committee of the Coffman Union Program Council presented three programs to the campus community fall quarter. Cultural perspectives focused on Cuba with a visitation by Robert Cohen, journalist in Cuba for the past seven years, and the screening of the film, "Lucia", a Cuban trilogy on love, revolution and women. Cohen's slide show and lecture/discussion were well received. His focus was pro-Castro and his journalist's eye had captured much of the spirit of the Cuban people. In addition to the programs on Cuba, the Ethnic Affairs Committee in co-sponsorship with the CUPC Current Events committee hosted the appearance of Congresswoman Shirley Chisholm on the 17th of November in the Great Hall of Coffman Memorial Union. Her speech focused on "Women in Politics: and the audience responded enthusiastically to her speech. A reception followed in the Women's Lounge and gave students and faculty a chance to interact with Ms. Chisholm informally.

The program thrust of the Ethnic Affairs committee is developed through the ongoing involvement of minority individuals and groups and is a necessary component for successful programming. We need to increase and expand that involvement and interested students are urged to contact Vanne Hayes in 220 Coffman Memorial Union or call 373-7605.

Public Relations

The Public Relations area of the council was particularly active because of the involvement of several chairpersons and committee people in addition to the Vice President. The media chairperson, Mike Flaherty, substantially improved the radio station mailing lists and facilitated the coordination of PSA mailings as well as initiating research on developing a slide show presentation. Materials were supplied on a regular basis for CCTV Journalism student campus broadcast on to classroom monitors announcing special programs.

The Design Chairperson completed special standard information sheets and further investigated the coordinated printing of special projects. The Advertising Chairperson, Tim Hannasch, helped smooth the advertising process with our two Minnesota Daily ad representatives and the several new students designing ads for Coffman Union Program Council (CUPC). More coverage on CUPC events was printed in the Minnesota Daily than ever before including advance articles, reviews, general story features, etc. Relations with Literata, Arts and Entertainment editors and writers continued to be particularly good.

The magnetic calendar was helpful for consultation but was not always helpful for calendar updating. In general free publicity was more accurate due to support staff coordinated efforts. The fall calendar was generally well received but substantial improvements have been arranged for the winter issue.

Special projects for the quarter included attempting to improve the CUPC identity, the final selection and preparation of a new logo, the development of recommendations regarding CUPC in-building publicity needs, design of a new recruitment flier and close coordination on a group project for a journalism class which resulted in several new ideas for CUPC publicity and advertising.

The publicity distribution employee helped maintain posters on regulation boards until Thanksgiving. It was a very busy quarter and starting early for winter seems to be the key to improving our publicity.

Personnel

Personnel survived a rocky fall quarter and, in fact, managed to squeeze through a number of events such as the Activities Fair, recruitment, publication of the Newsletter, the Brat's Bash, and a Holiday Party.

Recruitment was accomplished through a diversity of techniques. The CUPC table at the Activities Fair drew many new recruits. The Activities Fair was followed up by an open house. Personnel in conjuncture with Exec developed some additional recruitment ideas near the middle of the quarter. A CMU contact table was reserved during one of the council's heaviest weeks of programming. Chairpersons and coordinators were reminded to make an announcement at the beginning of each CUPC event to let people know who we are and what we do. Numerous Daily ads were also run, recruiting both coordinators and members.

Three newsletters were published. An interest survey was given to the Council asking for ideas and suggestions for the present format of the newsletter.

Holiday greetings were exchanged by CMU staff (including students) over cheese and crackers, punch, and coffee at the Holiday Party. The party was set in the Mens Lounge on Friday, December 3rd.

Finance

The finance area was occupied with the implementation of some improved bookkeeping procedures which require all area coordinators to participate in the process, and which have produced a greater awareness of the total cash

flow of the organization. The other major project of the quarter was the preparation of winter quarter budgets which entailed some basic group processing of a major financial question in film programming.

President

Kathye Rosel, president of CUPC, directed her energies toward building a cohesive executive group and the essential mastery of group process necessary for decision-making. The quarter proved to be a difficult one in carving out the shared time for the group to achieve basic levels of familiarity and to work out group strategies on recruitment, public relations, etc. However, progress was made in several of these areas. The Council approved a comprehensive set of guidelines on joint programming and addressed the concept of fund-raising and the group has attained a requisite level of cohesiveness that should strengthen upcoming efforts at implementing plans on recruitment, the Training and Development Model, in-building publicity, and image building. The executive committee held 8 meetings with 48 in attendance.

Recreation

Willie Mosconi was the hit of the quarter as he drew some 350 spectators for an exhibition in the Recreation/Outings Center. A table tennis exhibition in the Great Hall drew over 200 participants early in the quarter.

The turn out for the checker tournament was considerably less than expected and probably indicated a lack of interest in this game.

A program of Two Bit Flicks featuring Roadrunner cartoons and the serial, The Whispering Shadow, drew a steady audience of about 60 people a week. The one-hour show was at 11:15 and 12:10 on Mondays in the Theater Lecture Hall.

Trips and Outings

About 50 people participated in two cross country ski trips to the BWCA during the winter break. The first trip, December 16-19, had 28 participants and the second, December 26-29 had 24 participants. A number of persons were not able to be accommodated because of space limitations.

Lack of interest forced cancellation of two trips, a downhill ski trip to Thunder Bay, Canada and a hayride at Hidden Valley Ranch. Only 13 people signed up for the ski trip with a minimum of 40 people needed for a go. The hayride drew only two people.

Myrl Brooks, superintendent of the Voyageur's National Park, spoke for a Wilderness Consciousness program in October. A scheduling mixup forced postponement of the December 1 program with author Calvin Rutstrum until February.

A late program addition, a Cross Country Ski Equipment Show, drew a sizable audience and was well received by most dealers.

The presenter cancelled the Mountain Festival Films program when he was unable to get other bookings in this area.

Popular Entertainment

The Popular Entertainment Committee responds to the leisure needs of the campus community through a broad program format which includes weekly popular film series, classic and foreign film series, free noon entertainment, occasional dances and concerts. Fall Quarter the committee was pleased to provide the campus community with an excellent Popular Film Series and the American Film Theatre.

The Popular Film Series included such film classics as "Touch of Evil" and

"State of the Union", recent box office smashes such as "One Flew Over the Cuckoo's Nest", and foreign greats such as Fellini's "8½" and "Romantic Englishwoman". Attendance at the series was below projections but the numbers should improve winter quarter.

The first season of the American Film Theatre was featured Wednesday afternoons and evenings and included Harold Pinter's "The Homecoming", Eugene O'Neill's "The Iceman Cometh" and Anton Chekhov's "Three Sisters". Lecture/discussion followed the afternoon screenings and were led by faculty members of the University of Minnesota. Many thanks to the Contemporary Arts area of CUPC for their coordination and inclusion of this program among their several other endeavors.

The noon concert program featured many local performers in the Whole Coffeehouse each Friday over the lunch hour. Audience enthusiasm continued to be high for this program. Musical features ranged from the bluegrass music of the Jugsluggers to the dancing feet of Ballet Folklorico de Minnesota.

Many thanks for a job well done to Lola Maloney, coordinator; Mike Lazarow, chairperson American Film Theatre; Mitch Jossart, Popular Film Series; Di Anderson, noon concerts; and John Kannenberg, posters; and Libby Ryder for Daily ads.

Interacting with my advisees utilizing the Training and Development guide proved a purposeful enterprise. The Whole and Popular Entertainment seem to be building cohesive units and the base of understanding about the organization and its interdependent units is broadened.

Whole Coffeehouse

The variety of weekend musical entertainment offered through the Whole

EVENTS AND ATTENDANCE BY AREA
Fall 1975 & Fall 1976

	<u>FALL 1976</u>	<u>FALL 1975</u>
Contemporary Arts		
Events	26	10
Attendance	1913	1932
Gallery		
Events	5	8
Attendance	7250	4225
Current Events		
Events	12	9
Attendance	3055	3100
Ethnic Affairs		
Events	3	7
Attendance	305	633
Personnel		
Events	4	6
Attendance	125	215
Recreation		
Events	14	3
Attendance	1282	555
Trips & Outings		
Events	4	2
Attendance	926	115
Popular Entertainment		
Events	24	17
Attendance	5,488	10,979
Whole		
Events	17	14
Attendance	3,815	6,349
TOTAL		
Events	109	76
Attendance	24,159	28,103

MINI COURSES

Mini Courses were very successful fall quarter. 360 participants were enrolled in 27 different courses.

Publicity

For the second quarter, the Mini Course brochure was published jointly with the St. Paul Student Center, thereby reducing costs for both organizations. Five thousand pieces were distributed to student unions/center, dormitories, bookstores and departments. Brochures were mailed to student housing, cooperatives, sororities, fraternities, campus organizations and nearby community libraries. One half page and one quarter page Daily ad were also shared by Coffman and the St. Paul Student Center.

Registration

An S.O.S. person was employed to handle in-building registration at the Information Center. On two days, in-building registration was extended from 5:00 p.m. to 7:00 p.m. for the convenience of the students who had difficulty registering during the day. The Information Center proved once again to be a convenient place for registration.

Evaluation

The student evaluation form was improved in order to gather more accurate data. An instructors' evaluation form was also developed to allow the instructors to share their perceptions of the program. Generally, students and instructors were enthusiastic about the program.

Operations

The Artcraft Studio built barres for the ballet class which was a very popular course. There were negative comments about the dance floor in the

Mississippi Room and the lack of mirrors. These problems are in the process of being resolved.

Course Offerings

Dance and Movement

Ballet
Ballroom Dance I, 2 sections
Belly Dance I, 2 sections
Jazz Dance
Mime
Tap Dance I
Tap Dance II

Music

Class Piano, 2 sections
*Folk Guitar
*Music Appreciation
*Music in American Society
*Recorder
*Stereo Maintenance

Artcraft Studio

*Backstrap Weaving
*Card Weaving
Ceramics, 2 sections
*Holiday Potpourri
Jewelry Casting
*Jewelry Construction
*Wooden Toys
*Recorder Woodworking
*Stained Glass

Personal Growth and Development

Assertiveness Training
*Authentic Love
Body Balance
*Facing Death
*Pre-Marital Relationships
*Sign Language I
*Sign Language II

Special Interests

*Astrology
Basic Typing
*Bike Repair
CPR
Juggling
Knitting
*Quilting
Wine Appreciation
Wines, California
Writing a Resume
Standard First Aid

*courses cancelled due to insufficient enrollment

	<u># of courses offered</u>	<u># of participants</u>	<u># courses go</u>	<u>% go of total offered</u>
Winter '76	47	365	29	61.7
Spring '76	37	440	32	86.4
Fall '75	49	325	25	50.6
Fall '76	50	360	27	54.0

	<u>Winter '76</u>	<u>Spring '76</u>	<u>Fall '76</u>
<u>Status</u>			
Student	265	334	286
Non-student	100	106	74
<u>Sex</u>			
Male	127	152	96
Female	238	288	264
<u>Means of Registration</u>			
Mail	133	199	65
In-building	232	241	295

MUSIC LISTENING

September 27, 1976 marked the opening of the Music Listening Center. The new staff of five students met the challenge of serving nearly 8000 patrons with enthusiasm, patience and proficiency.

The Music Listening Center currently has 32 stations with seven channels each. The program is as follows: channels 1, 2, 5, 6 are open for requests from our library, channel 3 is tuned to KSJN, channel 7 is tuned to KQRS, channel 4 is devoted to classical recordings.

Over 550 selections of rock, rhythm and blues, jazz, classical, country and folk tapes are currently available for the patron's enjoyment. Requests for items in the library are as follows:

<u>Category</u>	<u>Number of Requests</u>
Rock and Pop	2395
Soul, Reggae, Jazz	187
Jazz	313
Bluegrass	29
Country	4
Blues	18
Folk	14
Guitar, Ragtime	67
Easy Listening	32
Classical	139

These figures do not include the patrons who chose to listen to a pre-programmed channel.

Top Ten Requests from Patrons

91	Beatles	
58	Stevie Wonder	
56	Moddy Blues	
55	Bob Dylan	
50	Fleetwood Mac	
48	Leo Kottke	
47	Neil Diamond	
42	Boz Scaggs	
40	Cat Stevens	
35	Rolling Stones	} tied for tenth place
35	Pink Floyd	
35	Who	

During the first eleven weeks of operation 7953 patrons checked out headsets. The facility is used most heavily from 10 a.m. to 4 p.m. Evenings and weekends the facility was not heavily patronized.

Length of stay in the Center:

<u>Minutes</u>	<u>Number of Patrons</u>
Under 30 minutes	771
30-60 minutes	3458
61-120 minutes	2881
Over 120 minutes	783
Unknown	90

The major problem faced by the Center was headset malfunction. The problem is in the process of being resolved.

A plexiglass program board is being constructed. A plexiglass guard for the checkout window has been installed.

The operating procedures developed for the Music Listening Center have provided for a smooth and secure checkout process. The procedures are being refined and a procedural manual will be published during winter quarter.

RECREATION/OUTINGS CENTER

Overall usage in the Recreation/Outings Center was up for the Fall of 1976 as compared to the fall of 1975.

While bowling as a whole experienced a moderate 4.7 per cent increase, open bowling was up 2,734 lines or 17.7 per cent over 1975. League bowling was down 12.8 per cent, largely because of a change in league scheduling by the intramural office and the elimination of two non-university leagues from the fall of 1975. Schedule differences also accounted for a decrease in intercollegiate bowling. (Five of six matches were on the road as compared to a normal three-three split for fall quarter. Winter quarter play should reflect the difference.)

Billiard play was up about 2.4 per cent in players and nearly 10 per cent in table time. Table tennis showed a 5.7 per cent decrease in players and almost a 15 per cent reduction in table time. (Complaints continue to center around ventilation problems.)

A total of 64 items were rented from the Outings Center by 35 individuals. In addition, 210 persons checked out games from the center and 64 lockers were rented for use by bowling, billiard, and table tennis customers.

Income from amusement games continued to climb, up over one third from last year's mark.

Overall, the Recreation/Outings Center is about 6 per cent over income projections for the end of fall quarter and 14.2 per cent over last year.

	OPEN BOWL.	LEAGUE BOWL.	PE BOWL.	INTERCOLL BOWL.	BILLIARDS	TABLE TENNIS	OUTINGS RENTALS
1976	18202	5850	4190	3376	8255	2220	35/64
1975	15468	6706	4460	3560	8065	2354	40/62

Bowling in lines, billiards and table tennis in players, or cards/items.

ARTCRAFT STUDIO

Fall Quarter had the usual patterns of intermittent heavy and moderate use. Our twelve person limit in the woodshop has worked well and everyone does get to do their own thing. Overall, usage patterns indicate a decrease in ceramics and woodshop that will receive analysis in the coming weeks.

Ceramics

Decreased levels of use indicate the need for analysis of our offerings and possible increased emphasis on promotion. Mini course activity continued at a relatively stable level.

Duplication

A new electric typewriter was installed and the use is moderate. Use of the poster press is down dramatically, indicating that student organizations are using alternate methods of poster preparation more heavily. The decrease in activity here is partially attributable to the opening of The Student Organization Activities Center on second floor which offers some of the same services.

Photography/Dri Mount

Several substantial changes have been made in the area, including the purchase of a new Seal Dri Mount Press with an improved dial for regulating temperature. A new table was built to better accommodate needs in paper cutting, and an additional unit purchased. New acrylic boards are also now available.

Mini Courses

Courses Offered: Back Strap Weaving
Ceramics, 2 sections
Beginning Jewelry Construction

Holiday Potpourri
 Intro Woodworking
 Jewelry Casting
 Photography I, 2 sections
 Stained Glass
 Welding
 Wooden Toys

New procedures were established for the disbursement of clay and photo supplies, providing better cost accounting and convenience. The mini course program in the studio continues to be a significant informal educational experience.

Woodshop

The establishment of a limit on the number of persons permitted in the area has reduced congestion and enabled the staff to provide a more supportive role in assisting our patrons.

<u>Area</u>	<u>LEVEL OF USE</u>	
	<u>Fall 1976</u>	<u>Fall 1975</u>
Ceramics	366	568
Duplication	2139	2485
Photo/Dri Mount	318	307
Mini Courses	338	324
Woodshop	1865	2210
TOTAL	5026	5894

STUDENT ORGANIZATION ACTIVITIES CENTER

SOAC, The Student Organization Activities Center, opened for full operation during fall quarter. During the planning stages of the extensive remodeling of the union, the provision for accommodating many more student groups was given high priority. Although the level of activity has been somewhat below what we anticipated, we are confident that the area will provide not only space, but the vital communications among organizations that will contribute to the quality of the campus environment.

Services provided by the receptionist, Joan Zenk, include phone messages, mail distribution, information resource person, aid and resource in the use of duplicating equipment, and resource person for the typing and duplication services.

A promotion program and open house are planned for winter quarter to raise the visibility of the area.

Meeting, January 10, 1977
12:00 - 1:00 (11:30 lunch)

AGENDA

- I. Call to Order
- II. Approval of Minutes November 29
Approval of Minutes December 16
- III. Old Business
 - a) Goals
 - b) UPC quarterly report - Fall
 - c) Air-conditioning timeline and expectations.
- IV. New Business
 - a) Orientation left-overs
 1. By-laws
 2. Administration
 - b) MU reports
- V. Announcements
- VI. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

January 10, 1977

Present: Kathye Rosel, CUPC
Robin Silverman, CUPC
Mike Lazarow, TCSA
Tim Ryan, GC
Dietmar Barsig, Grad
Rick Plunkett, CLA
Monica Thrane, CHIP
Don Meyers, Ed
Barry Bridges, UBOG Alumni
Kim Webb, CS-Student
Vi Justice, CS-Clerk
Bert Atkinson, CMU
Bernie Molitor, CMU
Dennis Hammond, Faculty

Absent: Gwen Willems, CUPC (Ex)
Al Margoles, LS
Norman Holte, CC (Ex)
Rufus Simmons, CMU (Ex)
Bob Ledder, Fd Service
Glen Hendricks, OSA (Ex)

Guest: Donna Souter, CMU Info Rep

The meeting was called to order by Chairperson Robin Silverman at 12:10 p.m.
A quorum was present.

Motion was made, seconded and approved to accept minutes of November 29 and
December 16 as written.

OLD BUSINESS

House and Finance

Tim Ryan announced there will be a House and Finance meeting on Tuesday, January
18, at 11:00 a.m. Items to be discussed will include Bowling and Billiard rates and
procedures for handling SOAC application and termination of lease. Tim will get in
touch with Kathye Rosel and Executive Committee assigned to research SOAC area for
UBOG goals for their input.

Student Representation on Board

Dennis Hammond asked how Board members viewed the percentage of Board constituency.
Are there enough decisions being made by students that affect students? Robin
Silverman informed him that all colleges are represented on the Board with the
exception of IT and if student representation is lacking at a particular meeting
it is due to class or work conflict. Further discussion relating to addition of
at-large members involving constitutional change was postponed until agenda items
were completed.

UPC Report

Bernie Molitor reviewed highlights of each area report of the Fall Program Activities
Report. He urged Board members to read the report for a more detailed picture of
activities. It was noted the Program Council has a new logo, CUPC. Mr. Atkinson
inquired whether it should be painted on the Council Office door in place of the
old logo.

UBOG Goals

Those not present at the December 16 meeting were given the opportunity to choose goals they would be interested in researching. Kimberly Webb was assigned to Goal 3, PPBS-MBO; Deitmar Barsig, Goal 6, Explore location and policies regarding sale of beer/wine in the union; and Dennis Hammond was assigned to Goal 14, Examine constitutional revision. Robin Silverman asked that anticipated goal completion dates be submitted as early as possible.

Air Conditioning Meeting

Mr. Atkinson reminded Board members of the noon Air Conditioning meeting on January 14, Theater Lecture Hall. Members were requested to set aside a minimum of two and one-half hours for the A/C meeting and the UBOG meeting immediately following for Board action on the engineers air conditioning presentation.

(Members should eat lunch prior to A/C meeting. There will be snacks available at UBOG meeting.)

Deitmar Barsig expressed concern about taking action immediately following the A/C meeting and said he would prefer some time to think about the presentation. He suggested meeting Monday, January 17 to act on the proposal. Bert Atkinson and Robin Silverman will talk to Carl Nelson about delaying UBOG's recommendation until Monday since CMU air conditioning is part of the fee consideration for the budget and there may be a time deadline.

Robin Silverman suggested Board members review the engineers' report and drawings before the January 14 meeting. Mr. Atkinson said reports would be available in Operation's conference room.

Barry Bridges asked what the engineers' proposal would include--would there be options?

Mr. Atkinson thought the engineers would present two systems--with their recommendation for one, and some alternatives in lieu of air conditioning.

Timeline for Air Conditioning

Late April or early May-----Regents meet to approve fee request.

Mid-June-----Completion of plans after fee approval.

July 15-----Bids out.

August 1-----Construction begins.

There is no possibility of air conditioning for this coming summer. Construction for air conditioning will affect third floor programming this coming fall, including the two-day orientation program.

NEW BUSINESS

Resignation of VP Personnel

Robin Silverman informed the Board that Terri Mische, Vice President, Personnel, has resigned because of class conflict.

MOTION 13-77 (Bridges-Plunkett) To accept with regret the resignation of Terri Mische.

Approved.

Alcohol Proposal

Don Meyer reported CMU alcohol proposal for 3.2 beer and wine has been sent to the University Attorney's Office. After a reply has been received the committee will meet to review Attorney's comments and will then forward proposal to MUCB.

All Campus Council

Don Meyer reported the Council met last quarter for ratification of the constitution and by-laws. For clarification of the role of the Council in relation to TCSA it was noted that ACC was task oriented and TCSA works with University governance structure.

Robin Silverman will notify the Election Commission of anticipated change in CMU constitution (related to possible members at large on the Board).

Bert Atkinson announced he would have copies of the revised budget estimate prepared for the Minnesota Union by the next meeting.

The meeting adjourned at 1:08 p.m.

Respectfully submitted,

Rufus L. Simmons

vj

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

January 14, 1977 Special Meeting

Present: Robin Silverman, CUPC
Kathye Rosel, CUPC
Deitmar Barsig, Grad
Don Meyers, Ed
Vi Justice, CS, Clk
Rufus Simmons, CMU
Bernie Molitor, CMU

Tim Ryan, GC
Gwen Willems, CUPC
Monica Thrane, CHIP
Kimberly Webb, CS Stud
Dennis Hammond, Faculty
Bert Atkinson, CMU

Absent: Mike Lazarow, TCSA
Barry Bridges, UBOG Alumni (ex)
Robert Ledder, Fd Service
Rick Plunkett, CLA

Al Margoles, LS
Glenn Hendricks OSA (ex)
Norman Holte, CC

The Board convened in 346 at 2:15 p.m. following the air conditioning meeting to discuss the Bruch proposal.

Chairperson Robin Silverman opened the meeting. A quorum was present.

Ms. Silverman noted letters soliciting tenant reaction to air conditioning had been sent. Response from tenants has been favorable. Anyone interested in reading letters from tenants should see chairperson.

In retrospect, Dennis Hammond noted the real issue before the Board is cost of air conditioning and who will pay for it. He questioned student assessment reasoning the majority of students would not benefit from the air conditioning as they would not be on campus in the summer.

Robin Silverman noted that if the school year is expanded as is presently being looked into, the "summer school student" would not be an issue.

The possibility of taking a student survey to assess their feeling about fee allocation to the air conditioning did not seem feasible because of lack of both time and workers.

There is an apparent widespread support of air conditioning the Union.

Consideration should be given to staff effectiveness.

Mr. Simmons noted it would be impractical to discuss the different plans proposed because of insufficient data at this time. He suggested the system with the smallest operating cost should be considered.

Mr. Atkinson said he would favor the low pressure system because the custodial staff is equipped to maintain it and because of the uncertainty of electrical costs.

It was noted the University engineers and administration will select the most economical system.

The Board will meet at noon on Monday, January 17, to vote whether or not they are in favor of air conditioning.

MOTION 14-77 (Willems-Meyers) Move that Board members can vote by proxy at Monday's meeting. Carried

The meeting adjourned at 3:15 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

vj

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

AIR CONDITIONING MEETING
January 14, 1977

UBOG Present: Tim Ryan, Deitmar Barsig, Bert Atkinson, Gwen Willems, Barry Bridges, Don Meyers, Monica Thrane, Vi Justice, Dennis Hammond, Bernie Molitor, Rufus Simmons, Kimberly Webb, Kathye Rosel, Robin Silverman

Others Present: Representatives from Support Service, Minnesota Union, West Bank Union, and Bruch Consultants, Inc.

Mr. Merz, chairman of the CMU Air Conditioning Committee introduced Don Campbell from Bruch Consultants, Inc., who noted air conditioning studies had previously been made in 1958, the 1960s, and 1975. The design development report by Bruch Engineering, divided into categories Analysis of Air Conditioning Requirements; Reaction to Foreseen Problems, Energy Conservation Considerations; Schedule for Design and Construction; Electrical Specifications, will be available for review through Mr. Atkinson's office.

Some particulars mentioned from the report include:

- the third floor would be a separate system (\$193,000).
- air conditioning is required for B-G-1-2-3
- fifth floor, campus club, was not considered in the report
- shading the slanted windows of Ski-U-Mah would reduce the temperature by 8 degrees (from 110 to 102, based on 89 degree outdoor temperature)
- five new air units would be added
- three types of proposed chillers: electric centrifugal, \$141,000 initial owning cost; low pressure steam absorption, 156,600; high pressure steam, 231,000
- inflated operating cost and owning cost would be prime influence in deciding which type of chiller to use

Mechanical and Drawing - presented by Tom Gridley, Bruch Engineer

- minimal changes from present building
- basement - new chiller area and tunnel
new return air ducts in chiller area
- fan room - cooling coils and chiller pipes added
- Great Hall - chiller room added
- 1st floor - additional air handling
- 2nd floor - blocking off ductwork that leads to third floor
- 3rd floor - new ductwork - fan rooms

Architectural and Lighting - presented by Gary Brussler, Bruch Engineer

- some ceiling and light replacement in main ballroom
- 3-M scotch tint on slanted glass in Sky-U-Mah
- new corridor lights and corridor ceilings in third floor
(Mr. Atkinson called engineers' attention to the fact that there were no plans to replace ceilings in third floor rooms and therefore diffusers to rooms from corridors should be placed in walls.)

Electrical - presented by Martin Erickson, Bruch Engineer

- present electrical power system is inadequate to accommodate chiller
- 42 weeks from beginning of design time to completion of installation
- operating cost figures include normal maintenance and 10%/year inflation costs

Food Service

- separate air conditioning for Cafeteria would cost \$105,000
- cost sharing would save Food Service \$30,000

The meeting dismissed at 1:55 p.m. for a 15-minute break. UBOG to meet in Room 346 to discuss the air conditioning proposal.

For more detailed information as to specs and costs, refer to Design Development Report available thru Bert Atkinson's office.



UNIVERSITY OF MINNESOTA
TWIN CITIES

Department of Minnesota Union
Program Activities Office
Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455

The film committee of the Popular Entertainment area of the Coffman Union Program Council has found it necessary to change the policy regarding complimentary tickets for the card carrying members of the CUPC, UBOG, and Minnesota Unions. This is due mostly to the smaller seating capacity of our new theatre in Coffman Union. With each of our first two movies Winter Quarter, we have had to turn students away due to sellouts. We have also had a good deal of confusion by not being able to know ahead of time how many comps will be used in any one showing. This creates difficulties both in the ticket office, and in the ticket report.

Since the film committee is the only area of CUPC that is regularly expected to produce profits, we have to take related procedures to be able to run in a business-like fashion. Those of importance are 1) having a minimum number of seats that are always marketable and having that number fixed, and 2) having the seating arrangements work into a stable booking procedure.

Our new policy however, should not end up lowering the number of people who use comp tickets. In fact, the number we have chosen, a total of forty per show, is higher than the maximum number of comps believed yet to be used at any one of our films. What becomes the "restricting" feature is the need to spread the comps evenly over the number of showings. In this way, we have a set number of seats to sell with each showing. In other words, our theatre now has 278 seats, rather than 288. In the same way, we always will have ten comp seats available.

We are therefore asking the card carrying members of the CUPC, UBOG and Minnesota Unions to adhere to the following policy in order to obtain complimentary tickets to our popular film series:

Complimentary tickets may be picked up at the CUPC receptionist's desk, 220 Coffman Union, anytime between 8:00 a.m. and 4:00 p.m. Monday through Friday, of the week immediately preceding that film engagement. The tickets must be used for the specific date and time printed on each. Any remaining tickets as of 4:00 Friday afternoon will next be available when the ticket booth opens, one half hour before the first showtime. As before, the following cards also admit one guest comp if desired: CUPC coordinator/alumni, UBOG, Minnesota Unions. CUPC membership cards admit one comp ticket.

If the house has not sold out by showtime, we can open more seats to comps. In the same manner, if all of the regular seats have been sold for a particular show, and people are still waiting to buy tickets, we will then sell any remaining comp tickets to the people next in line. We therefore recommend coming to pick up comps early. This usually would be $\frac{1}{2}$ hour before showtime.

We would like to thank everyone involved for their cooperation. Also, as this is an experimental policy to be reviewed at the end of winter quarter, please send any comments, suggestions or questions our way.

Lola Maloney
Popular Entertainment Coordinator

Vanne Hayes
Program Consultant

January 19, 1977

MEMORANDUM

To: Coffman Union Board of Governors
Minnesota Union Coordinating Board

From: Rufus L. Simmons, Director

Re: Summary of Financial Data for Coffman Memorial Union Air Conditioning

The following information is based upon the design development for CMU air conditioning which was presented January 14 to a combined UBOG/MUCB and other interested parties:

A. Construction Cost Estimates

1-Mechanical and Electrical. All except third floor. No shading for Ski-U-Mah Lounge. Includes cost of a new "C-1" unit for Great Hall. Includes cost of removing existing "C-1" unit.	<u>\$710,162</u>	\$710,162
2-General Construction. All except third floor. No shading for Ski-U-Mah Lounge.	<u>215,374</u>	215,374
3-Third Floor (Deduct) Mechanical and Electrical	139,705	
General Construction	<u>53,476</u>	
Total Third Floor	<u>193,181</u>	193,181
4-Differential between the electrical drive centrifugal chiller (\$141,000) and the high pressure steam-2-stage absorption (\$231,000) for which the University may recommend.	<u>90,000</u>	90,000
Total Construction Cost		\$1,203,717

B. Non Construction Estimates

Consultants (6 1/2% of Construction Cost)	78,567	
Miscellaneous Contingency (5% of construction cost)	60,436	
University Supervision (1 1/2% of construction cost)	18,131	
Soil Borings	1,100	
Engineer Reviews	1,500	
Construction Permit	<u>2,500</u>	
	<u>162,234</u>	162,234
Total Construction Cost	1,208,717	
Total Non-Building Cost	<u>162,234</u>	
Total Air Conditioning Cost	<u>1,370,951</u>	1,370,951

C. Operating Cost

Below are Bruch Consultants projected annual owning and operating costs, in addition, inflationary costs based upon a 10% per year increase in electrical cost and 6% per year increase in steam cost over the next 20 years.

Annual Owning and Operating Cost over 20 Year Period

	Owning	Operating	Owning & Operating	Inflated Average Operating	Inflated Owning & Operating
Electrical Drive Centrifugal	16,328	7,408	23,736	28,028	44,356
Low Pressure Steam Absorption	18,134	13,165	31,299	36,230	54,364
High Pressure Steam Absorption	26,750	10,528	37,328	31,484	58,234

Based upon data prepared by CMU (peak occupancy, time duration, # of peak hours/day, peak hours/day of week, # of hours/week and physical activities in all of the proposed areas to be air conditioned, Bruch Consultants have computed the equivalent full load hours (EFLH) at 400. A typical office building fully occupied in Minnesota for 50 hours per week requires about 800 to 1000 EFLH. Bruch also projects Coffman Union would have about one-half of the EFLH of a typical office building.

Pete Merz has recommended that the CMU data and ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers) standards be computer run to insure a better forecast of CMU's load requirement.

The St. Paul Student Center experienced a \$5,000 increase in utilities costs the first year of operation. Considering the comparability of Union size it is perhaps prudent that the Union compound Bruch Consultants' figures by a factor of three. The resulting operating cost per year would thus be as follows:

Electrical Drive Centrifugal	22,224 (annual)
Low Pressure Steam Absorption	39,495 (annual)
High Pressure Steam Absorption	31,734 (annual)

D. Cost Sharing

Using Bruch Consultants' cost estimates for Alternate 3 (all except the third floor and reusing the existing Unit "C-1" which serves the Great Hall), the construction cost of Alternate 3 is \$841,967 which is 75% of the total system cost including non construction cost.

75% of 1,370,951 = 1,028,213

CMU Food Service would participate in the cost sharing of the above amount.

The principle for cost sharing in the system-wide cost is to be based upon the square foot of occupancy of the areas to be air conditioned.

Food Service controlled space	27,654 sq.ft.
Food Service % Occupancy for air conditioning	13.2%

Food Service Cost Sharing = $13.2\% \times \$1,028,213 = \$135,724$

E. Coffman Union Board of Governors Action

MOTION 15:77 Ryan-Lazarow Send out for bid the job of installing reflective film on Ski-U-Mah lounge' slanted windows.

Approved

The \$6,350 estimated project cost would reduce the temperature in the enclosed area by 8 degrees and would reduce the mechanical and electrical equipment requirements.

MOTION 16:77 Ryan-Rosel That UBOG accept the air conditioning package and recommend that the MU accept and fund the air conditioning package at a total cost of \$1,235,227

Approved
1 dissent

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

January 17, 1977

Present:

Robin Silverman, CUPC
Tim Ryan, GC
Kathye Rosel, CUPC
Mike Lazarow, TCSA
Deitmar Barsig, GS
Don Meyers, Ed
Kim Webb, CS-Student

Vi Justice, CS-Clerk
Dennis Hammond, Faculty
Bob Ledder, Food Service
Rufus Simmons, CMU
Bert Atkinson, CMU
Bernie Molitor, CMU

Absent:

Gwen Willems, CUPC (Ex)
Al Margoles, LS
Monica Thrane, CHIP (Ex)
Barry Bridges, UBOG Alumni (Ex)

Glenn Hendricks, OSA (Ex)
Norman Holte, CC
Rick Plunkett, CLA

The meeting was called to order at 12:10 p.m. by Chairperson Robin Silverman. A quorum was present.

Ms. Silverman asked if there was any further discussion concerning air conditioning.

Mr. Simmons said it would be appropriate to discuss financial perimeters.

Option of solar shading. Mr. Simmons suggested the Board should consider going ahead immediately to install sun shades to the slanted windows in the Ski-U-Mah Lounge as this would reduce the summer temperature by 8 degrees. The cost would be deducted from the air conditioning package.

Mr. Simmons suggested figures from the top dollar package should be used in calculating amount to be requested from the Minnesota Union in order to have adequate funding since there was no certainty of what the cost would be.

An air conditioning cost estimate sheet as follows was presented for Board approval.

Item	Less Solar Shade	Cost Diff- erential & Construction	F/S Share	CMU Cost
Plan C-1 Part "F", Pg 4	1,123,717			
Less Solar Shade (Do now-CMU)	(5,000)			
Total	<u>1,118,717</u>	1,118,717		
Cost Diff H/P steam over Elect Chiller		90,000		
Non Construction Costs		162,234		
Total		<u>1,370,951</u>		<u>1,370,951</u>
Fd Serv @ 75% of total (less 3rd fl & Great Hall) 1,370,951 x 75%			1,028,213	
Total Sq.Ft. B,G,1,2,3	209,134 sq.ft.			
F/S= 27,654 sq.ft. + 209,134 =	13.2%			
13.2% x 1,028,213 =				(135,724)
Total Cost				1,235,227

MOTION 15:77 (Ryan-Lazarow) Move to send out for bid the job of putting reflection film on Ski-U-Mah lounge slanted windows. Approved.

MOTION 16:77 (Ryan-Rosel) Move that we accept the air conditioning package and recommend that the Minnesota Union accept the air conditioning package of \$1,235,227.

Approved.
 1 Dissent - Deitmar Barsig

Some alternatives to air conditioning were mentioned:

1. Solar shading in Ski-U-Mah Lounge.
2. Air handling system in full operation.
3. The possibility of closing the building under unusual conditions.

Tim Ryan announced there would be a House and Finance meeting Tuesday, January 18, 11:00 a.m. in Room 346.

CUPC Report - Films Committee. Mike Lazarow reported the movie All the Presidents Men was a sellout the four nights it was shown. A problem was created by MU membership card holders whose attendance created an "over-sold" situation

To avoid future "overselling" the films committee will have a list of 10 complimentary seats. Card holders should call and reserve seats before 4:30 p.m. on Fridays. After the 10 seats are gone and there is no sell out, complimentary ticket holders can gain admittance. It was noted there were fewer people at the late show and comp ticket holders would have a better chance to get in at the second showing.

Several disagreed with limiting the number of complimentary ticket holders as this is the only compensation, other than personal growth achieved through working in various areas, that students serving on UBOG/UPC receive.

The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Meeting, January 24, 1977
12:00 - 1:00 (11:30 lunch)

AGENDA

- I. Call to Order
- II. Approval of Old Minutes
- III. Old Business:
 - a) Air-conditioning Update
 - b) Goal Update
- IV. New Business:
 - a) Orientation Office Furnishings & Remodeling
\$17,000 +/- 10% (\$18,968)
(\$9,344 furnishings)
(\$7,900 construction)
 - b) Budget Preparation and Sequence
- V. Reports
 - a) House & Finance
 - b) Food Service Liason
 - c) MJ Committee Reports
 - d) CUPC
 - e) Director's Report
- VI. Announcements
- VII. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

January 24, 1977

Present: Robin Silverman, CUPC Monica Thrane, CHIP
Kathye Rosel, CUPC Mike Lazarow, TCSA
Don Meyers, Ed Kim Webb, CS-Stud
Tim Ryan, gc Vi Justice, CS-Clk
Gwen Willems, CUPC Bert Atkinson, CMU
Bernie Molitor, CMU Robert Ledder, Fd Service
Rufus Simmons, CMU

Absent: Deitmar Barsig, Grad Al Margoles, LS
Barry Bridges, UBOG Alumni (ex) Norman Holte, CC (ex)
Dennis Hammond, Faculty Rick Plunkett, CLA

Guests: Donna Soutor, Info Rep, CMU
Messrs Frisk and Ingles from Twin City Federal

The meeting was called to order at 12:10 p.m. by Chairperson Robin Silverman.
A quorum was present.

House and Finance

Tim Ryan distributed minutes from the House and Finance meeting of January 18. He called attention to House and Finance' approval of awarding office and desk n file space to the following organizations:

Christian Science Organization - office space
University Marxist Club - office space
Student National Medical Association - office space
U of M Soccer - 1 desk n file
Arab Student Organization - 2 desk n file

Tim Ryan noted this would fill all available office space - there would be five desk n file units remaining.

The Christian Science Organization is the only one of the above presently holding space. They have been assigned a desk n file unit while waiting for office space.

MOTION 17-77 (Ryan,) To award office and desk n file space to above-mentioned organizations. Approved

OLD BUSINESS

Air Conditioning. Mr. Simmons reported that the air conditioning concept and cost range have been approved by House and Finance and the Minnesota Union Coordinating Board. There is a problem with the amount of participation that Food Service is willing to share in. MUCB needs a hard figure relative to operating costs. Mr. Atkinson said the anticipated construction timeline has been extended to September 15, 1977.

Mr. Atkinson asked if it would enhance the program if the service was advertised more broadly.

Mr. Frisk said a survey taken relative to the cash machine indicated 80% of the students were commuters and a majority of them had not heard of the machine through the Daily or radio.

Robin Silverman asked if there was any possibility of the machine running out of money. Mr. Frisk assured her there was no possibility of running out as the machine can be filled daily. He also noted there is a minimum withdrawal of \$15.00. An account can be opened and maintained with a dollar deposit.

CUPC

Mike Lazarow distributed a policy regarding the use/availability of comp tickets for films. He advised those reserving comp tickets to pick the tickets up in UPC office. The policy has been distributed to other union boards. Because it was necessary to turn people away at all showing this past weekend, the film committee is considering having matinee showings.

Food Service

Don Meyers reported there has been no reply from the attorney's office regarding the proposal for alcohol/beer in the union.

Activities Grant Fund Committee meeting this week. Money is still available in the Fund for student organizations.

Energy Conservation

Mr. Atkinson distributed a report indicating measures being taken at the union to conserve energy--in accordance with a request from President McGrath:

1. Lower building thermometers 5 degrees.
2. Turn off exhaust fans.
3. Turn off electric heater in pedestrian bridge.
4. Relocate dampers in vertical air columns at curtainwalls.
5. Keep all windows tightly closed.
6. Power down air handling systems at night and at times when building is not in use.

Next Board Meeting

February 7, 12:00 noon, 11:30 lunch, Room 346 CMU.

The meeting was adjourned at 1:12 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Goal completion dates were set as follows:

2 and 4 - February 25, 1977
6 - March 7, 1977
7 - no date set as yet
8 - January 31, 1977
Food Service rates - February 1, 1977
Food Service Services - March 1, 1977
SAC Staff Proposal - March 1, 1977
3rd Floor Redecorating - March 1, 1977
SOAC - April 15, 1977
Agenda Format - to be discussed this week
CUPC - end of quarter
Interim Budget - completed

NEW BUSINESS

MOTION 18-77 (Rosel-Willems) To approve furnishing and remodeling for 324.
Approved

Budget Preparation and Sequence memo was distributed by Mr. Simmons and preparation completion dates reviewed. Additional copies are available in the Director's office.

Combined MBO document was distributed by Mr. Simmons. Robin Silverman said she had reviewed the document and wondered if it was the intent of the document to serve in a job description capacity and asked why more goals were not included.

The MBO document was described as an effective plan for job functions, specific as to outcome of job.

Robin Silverman questioned whether there is adequate reviewal of goals and MBO by the Board.

Twin City Federal. Messrs Frisk and Ingles, TCF representatives, had been invited to the meeting to answer questions regarding this past year's experience with the money machine housed in Coffman.

Kathye Rosel explained that when the contract was implemented last year one justification was to serve students. She wondered if TCF had any data to indicate student accounts were increased.

Mr. Ingles said the machine in Coffman, one of four in the city, is doing a large number of transactions (2400/month). Its closest competitor does half as many.

In answer to a question whether staff and faculty were opening accounts, Mr. Ingles noted there is no way to determine if user is student, faculty, or staff.

Kim Webb asked how long it takes to replace a card when it is "eaten" by the machine.

Mr. Ingles explained there were three reasons why the card disappears into the machine. The wrong number is used. The number is not put on in time. The card is damaged. Cards are printed on Wednesdays so it could take 3 to 10 days for a replacement.

AGENDA
Monday, February 7, 1977

- I. Call to Order
- II. Approval of Old Minutes
- III. New Business
 - MPIRG - Kathye
 - Campus Club - Revision of Cost Sharing
 - Acceptance of Dennis Hammond's Resignation
 - Approval of New CUPC Coordinator - Anita
- IV. Old Business
 - Food Service - Redraft of Cost Sharing Formula
 - Air Conditioning
 - CMU Goal Formulation - Directors Goal Presentation & Discussion
 - TCF Machine
- V. Committee Reports
- VI. Director's Report
- VII. Announcements
- VIII. Adjourn

2/7/77

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

February 7, 1977

Present: Robin Silverman, CUPC
Kathye Rosel, CUPC
Mike Lazarow, TCSA
Monica Thrane, CHIP
Don Meyers, Ed
Vi Justice, CS-Clk
Robert Ledder, Food Service
Ruf Simmons, CMU
Bert Atkinson, CMU
Bernie Molitor, CMU

Absent: Tim Ryan, GC
Gwen Willems, CUPC
Deitmar Barsig, Grad (exc)
Rick Plunkett CLA
Barry Bridges, UBOG Alumni (Exc)
Glenn Hendricks OSA (exc)
Norman Holte, CC
Al Margoles, LS

Guest: ~~Donna Soutor, Information Representative, CMU~~ (not present)

The meeting was called to order at 12:20 p.m. by Chairperson Robin Silverman. A quorum was present late in the meeting.

CMU-Food Service Negotiation on Costs Sharing, updated 2/7/77, was distributed. It was noted item B, 26,216, should be 25,216. Mr. Simmons asked for Board approval of the cost formula.

MOTION 18-77 (Lazarow-Thrane) Move to accept Food Service Negotiation Report.

Approved.

CMU Goals-Directors were distributed and reviewed by Mr. Simmons. Board members were given opportunity to question/change goals. Mr. Simmons noted the goals would need to be reconciled to those of UBOG and Staff. Mr. Ledder commended the directors for their comprehensive formulation of goals, noting it was unique for a union to be on an MBO program.

MOTION 19-77 (Lazarow-Thrane) That the Board approve the CMU-Goals-Directors.

Approved.

TCF. Action to approve renewal of TCF lease was held over from the meeting of January 24 because of lack of quorum at the end of the meeting.

MOTION 20-77 (Rosel-Lazarow) Move to renew TCF lease under the present terms.

Approved.

It was noted that the advertising in the Daily would remain the same as before as this seemed the best information vehicle for students.

MPIRG. Kathye Rosel presented the following resolution of support to the Board for their approval:

BE IT RESOLVED that UBOG strongly supports the continued activity of the Minnesota Public Interest Research Group in behalf of the students of the University of Minnesota. MPIRG represents the legitimate interests of students as citizens, offering alternative viewpoints in behalf of University students and the people of Minnesota.

BE IT FURTHER RESOLVED that UBOG emphatically urges the Board of Regents to continue the present fee collection system for at least two years, believing, as we do, that the present system maximizes freedom of choice for individual students while recognizing MPIRG as a proper student organization deserving of a preferred place on the fees statement.

Monica Thrane asked why MPIRG gets fee support. Kathye answered that the fee support gives MPIRG a known income which is needed for planning the year's activities. Student support of the fee collection mechanism indicates student support of MPIRG.

MOTION 21-77 (Rosel-Lazarow) Move that the Board approve the foregoing resolution.

Approved. 1 dissent

Board Resignation. A letter of resignation has been received from Dennis Hammond, Faculty Representative in which he stated he was resigning because he could not agree with the philosophies of the Board.

MOTION 22-77 (Atkinson-Thrane) To accept Dennis Hammond's resignation.

Approved.

A letter of thanks for his service on the Board will be sent to Mr. Hammond.

CUPC. Kathye Rosel asked the Board to ratify appointment of Anita Hansen as Coordinator, Recreation Area.

MOTION 23-77 (Rosel-Lazarow) That the Board ratify appointment of Anita Hansen as coordinator, Recreation Area.

Approved.

The meeting was adjourned at 1:20 p.m.

Respectfully submitted,

Rufus L. Simmons

December 23, 1976

Memo

To: House & Finance Committee and Union Board of Governors
From: Rufus L. Simmons
Subject: CMU-Food Service Negotiation on Costs Sharing

At the September 23 Board meeting the Union Board of Governors took action charging the union administration to begin negotiations with CMU Food Service for:

- a. New "fair share" contribution formula and ratio.
- b. Determination of proper percentage of occupancy.
- c. Improvement and expansion of food service offerings.

This action was precipitated by two factors--one, Food Service cost sharing (general building upkeep) was never established on any formula which could be adjusted based upon inflation or changes in unit occupancy, and two, Food Service had requested being released of all third floor responsibility providing that air conditioning of the union (ground floor space) was completed.

Negotiation began October 12 involving Roger Moe and Bob Ledder representing Food Service, Bert Atkinson, Carl Nelson and Rufus Simmons representing the Union. The first item to be negotiated was a new "fair share."

Weekly meetings usually held Friday mornings were the framework in which proposals and counter proposals were presented, analyzed and discussed---each organization attempting to procure the most advantageous (financial) results.

Following is a summary of the first phase of CMU/Food Service negotiation:

Preface:

The following terms are all predicated on Food Service vacating all third floor space currently consisting of rooms 348, 349, 342, 339 (kitchen), 304, 311, 312 and 313. Pending air conditioning of the Union all Food Service functions currently housed on the third floor will be relocated on ground floor in area currently assigned to Food Service--specifically the Galley.

All square foot calculations are based upon Space Programming and Management Division Statistics dated 6/25/76 and revised 11/18/76.

Control Item

- A. Coffman Memorial Union is comprised of a total usable space of 243,188 sq. ft.
- B. Food Service operates a total space during the school year within CMU of (see Appendix A) 28,216 sq. ft. (10.4% of CMU)

- C. There is an element of common space for corridors, lounging, study, and service use administrated by CMU which closely relates to adjacent food areas or to the common services. 47,466 sq. ft.
(see Appendix B)
- D. During the summer (25% of the year) Food Services necessarily closes part of its operation which reduces the need for public space by deletion of the first floor activity (Grocery) and the public area of the basement (Barrel) level. The respective reduction of 11,176 and 6,789 sq.ft. reduces the common area to: 29,501 sq. ft.
- E. There is an element of common student use of food seating area in the cafeteria, Parlor and Grocery that equates to: 13,435 sq. ft.
- F. During the Summer, Food Service closes the following contribution areas: The Grocery (699 sq.ft.), Barrel (393 sq.ft.), the IN (1192 sq.ft.) to reduce the contributing area by: 2,284 sq. ft.
- G. School year contributing non-shared space controlled by Food Service (Item B, minus Item E): 11,781 sq. ft.
- H. Summer Session contributing non-shared space controlled by Food Service (Item B, minus Item E, minus Item F) 9,497 sq. ft.
- I. CMU deferred maintenance total cost: \$105,134
1.5% of 7,008,963 building evaluates
(Property Accounting Department Figures as of 30 June 1974)

J. CMU cost/sq.ft. for maintenance less program set up cost: \$2.03/sq.ft.
(1975-76 actual budget)

K. Cost Sharing Formula

$$B/A \times J + (.75 \times G/A \times J \times C) + (.25 \times H/A \times J \times D)$$

Deferred maintenance share + school year maintenance share + summer session maintenance share = total contribution.

$$252166/243,188 \times \$105,134 + (.75 \times 11,781/243,188 \times \$2.03 \times 47,466) +$$

$$(.25 \times 9,497/243,188 \times \$2.03 \times 29,501) = 10,901.27 + 3,500.90 + 584.68 = \$14,987$$

As was agreed upon this becomes the total contribution subject only to additional cost for cleaning services in food service controlled areas which are specifically contracted for in writing with Coffman Memorial Union.

In addition the formula shall be used to update food service contribution on an annual basis.

1-27-77

Corrected 1-31-77

Corrected 2-7-77

Appendix A

FOOD SERVICE CONTROLLED AREAS

Basement	B25	393	393
	B22	174	
	B22A	30	
50%	B22B	319	
	B26	354	
	B26A	63	470
		Basement Total	863
Ground	7	2,146	
	9	2,805	
	13	3,039	
	5	345	
	13A	550	
	15	1,192	
	11	2,105	
	8	478	
	12	210	
	77	1,034	
	89	2,389	
	89A	617	
	89B	89	
	89C	51	
	89D	55	
	89E	152	
	89F	70	
	89G	62	
	89H	76	
	89J	51	
	47	236	
	73	3,549	
3 Vending Islands		486	
	87	413 (33% of 1,251)	
	93	56 (33% of 169)	
	92A	133 (33% of 402)	
	90	169 (33% of 511)	
		Ground Floor Total	22,558
First	109	1,096	
	125	699	
		First Floor Total	1,795
		Basement	863
		Ground	22,558
		First	1,795
		Total Food Service Controlled Space	25,216

December 23, 1976

Appendix B

COFFMAN MEMORIAL UNION PUBLIC AND SERVICE SPACE

	<u>Public</u>		<u>Service</u>		
Basement	B1	116	B184A	69	
	B3	797	B21	425	
	B15	1,246	B19	360	
	B17	668	B46B	9,413	
	B59	331	B18C	103	
	B69	769	B46-A	57	
	B75	1,436	B75D,E,F	1,289	
	B80	129	B75C	326	
	Stair A		B75B	110	
	Stair Q	639	B77	273	
	B-8	172			
	B-10	216			
	B56	106			
	B63	164			
	Total	6,789	Total	12,425	
			Total Basement Floor Space		19,214
	Ground	2	104	10	144
3		276	92	651	
19		868	56	03	
23		1,017	17	78	
35		9,701	71	57	
61		662	71A	173	
59		272			
57		79			
16		37			
21A		247			
21		66			
52		53			
52B,C		310			
49		18			
49B		156			
Stairs	1,245				
Total	15,111	Total	1,191		

December 23, 1976

Appendix B (Cont'd)

First	109	800		
	101	1,218	122	204
	123	1,682	124	67
	127	1,152	126	83
	135	2,652	120D	167
	153	634	159B	168
	161	967	144A	34
	120B	156	144B	51
	120C	143		
	129	245		
	Stair C,D			
	E,F,R,S	1,527		
Total		111,176	Total	774
		Total First Floor Space		11,950
		Basement Floors		19,214
		Ground Floors		16,302
		First Floor		11,950
		Total CMU Common Space		47,466

1-27-77
 Corrected 1-31-77
 Corrected 2/7/77

CMU GOALS - DIRECTORS

A. Financial

1. The 1977-78 CMU Operations Budget shall reflect:
 - a. operation expense not to exceed 11% of the previous year's actual
 - b. earned income to increase no less than 4% of the previous actual
 - c. an earned income to expense ratio of 40/60
2. Revenue-producing departments to increase their earned revenue no less than 4% over the previous actual or reduce expense to result in net increase of 4%.
3. All 1977-78 commercial leases shall be established and operational no later than September 30.
4. Complete an in-depth analysis via PPBS of all operating departments for cost effectiveness.
5. Begin and complete negotiation with the campus club for the percent of occupancy in cost sharing in common benefit services and expenses.

B. Student Development

1. Develop strategies to more effectively reduce obstacles which inhibit student volunteerism.
2. Continue the development of an effective orientation and development of UBOG members.
3. Continue to develop strategies which will produce more effective, efficient, and satisfying committee processes.
4. Continue to develop strategies that will produce greater minority student involvement in policy formulation and programming in CMU.

C. Staff Development

1. Continue to develop a comprehensive employee development program to include a thorough orientation, training and job enrichment for both full-time staff and student employees.
2. Continue to develop and facilitate in conjunction with individual staff a program which will enhance their career development.
3. Continue to develop PPBS and MBO as a means to improve the union's effectiveness and efficiency.

D. Facility Development

1. Continue the stabilization process of remodeled areas of union.
2. If funded, complete plans and construction for air conditioning CMU.
3. Complete plans and redecoration of third floor.
4. Continue to refine CMU housekeeping and maintenance program to improve upon and protect the students' investment.

E. Program Development

1. Continue effort to improve relations between Food Service, Campus Club, and other building tenants to maximize the service to the University Community thru resolution of common problems.
2. Continue efforts to solicit and reserarch the needs and desires of the University Community with the idea of maximizing the union's effectiveness in planning to meet those expressed needs.
3. Continue the development of CMU Master Calendaring System.

F. Public Relations

1. Continue to improve upon the planning, development and dissemination of CMU information in an effort to better acquaint the University community and particularly newcomers to the University.

Meeting, January 24, 1977
12:00 - 1:00 (11:30 lunch)

AGENDA

- I. Call to Order
- II. Approval of Old Minutes
- III. Old Business:
 - a) Air-conditioning Update
 - b) Goal Update
- IV. New Business:
 - a) Orientation Office Furnishings & Remodeling
\$17,000 +/- 10% (\$18,968)
(\$9,344 furnishings)
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 - b) Budget Preparation and Sequence
- V. Reports
 - a) House & Finance
 - b) Food Service Liason
 - c) MU Committee Reports
 - d) CUPC
 - e) Director's Report
- VI. Announcements
- VII. Adjournment

AGENDA

Monday, February 28, 1977

I. Call to Order

II. Approval of Minutes

January 5
January 14
January 17
January 24
February 7

III. Old Business

Air Conditioning

The fees committee did not vote on A/C. They are going to put it to a vote of the student body. We will be involved in this process. If TCSA decides to go ahead with funding the project the poll will be dropped.

Campus Club

We will address a cost sharing formula similar to that with Food Service.

House & Finance
Committee Agenda

We need to facilitate the processing of sub-committee goals.

Faculty Openings
on Board

We are soliciting the names of persons you feel would be good on the Board.

IV. New Business

Program Support
Services

We currently underwrite certain maintenance costs for programming in the Union, e.g., set-up and PA. We should address this in some deliberate way.

V. Committee Reports

VI. Directors Report

VII. Announcements

VIII. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

February 28, 1977

Present: Robin Silverman, CUCP
Tim Ryan, GC
Kathye Rosel, CUPC
Mike Lazarow, TCSA
Deitmar Barsig, GS
Al Margoles, LS
Monica Thrane, CHIP
Don Meyers, Ed
Gen Olson, Minnesota Alumni
Barry Bridges, UBOG Alumni
Kim Webb, CS Student
Vi Justice, CS Clerk
Rick Plunkett, CLA
Berton Atkinson, CMU
Bernard Molitor, CMU

Absent: Rufus Simmons, CMU (exc)
Norman Holte, CC (exc)
Bob Ledder, Food Service
Glenn Hendricks, OSA (exc)

Guest: Donna Soutor, Information Representative, CIU

The meeting was called to order at 1:15 p.m. by chairperson Robin Silverman who welcomed and introduced Genevive Olson, Alumni replacement, to Board members who in turn identified themselves.

Motion was made and seconded to approve the minutes for January 5, 14, 17, 24, and February 7 as written with the following corrections to the minutes of February 7: Barry Bridges excused absence; Donna Soutor, not present.

Air Conditioning

The fees committee did not vote on air conditioning. They are going to put it to a vote of the student body. If TCSA decided to go ahead with funding the project the poll will be dropped. Concern was expressed that if a poll were taken during the cool weather the result would be negative.

MOTION 24-77 (Plunkett-Bridges) Charge the UBOG to write a letter to TCSA expressing Coffman's concern about the advisability of polling the student body in regard to air conditioning.

Approved.

Campus Club

A cost-sharing formula similar to that of Food Service for common-use space (loading dock, elevators) needs to be determined for the Campus Club. The matter was referred to House and Finance for recommendation at the next Board meeting.

Goals

A review was made of anticipated completion of assignments/research for 1976-7 UBOG goals. The importance of early completion was stressed. A charge was made to staff in regard to goals for which research had been completed.

MOTION 25-77 (Plunkett-Lazarow) That staff Review CMU Facilities and Service Rates (Goals 2) and Review House Policies and Incorporate Changes (Goal 5) and report back to the Board for approval by the end of March.

Approved.

Rick Plunkett reported Goal 14, Examine Constitutional Revision had been completed. Two items for revision, a) election of at-large representatives and b) election of Board Officers in spring, will be prepared for review and submitted to Board members at least one week prior to the next Board meeting in accord with the Constitution.

In discussion regarding at-large members it was the general feeling that the two at-large positions should be filled from the campus at large and not from the All-Campus Council membership. It was suggested UBOG should advertise these positions through the Daily two weeks prior to all-campus elections.

It was noted in filling vacancies of at-large positions that the all-campus council would have two weeks in which to fill the openings after which UBOG will replace.

Faculty Openings

The following names were suggested as possible faculty replacements on the Board: Richard Horwitz, American Studies; Linda Lee, Women's Studies; Stephen Heinen, Business Management.

Further thought should be given for recommendations for faculty vacancies and names submitted to Robin Silverman.

Program Support Services

The union currently underwrites certain maintenance costs for programming in the union, i.e., set-up and custodial. Should the Union subsidize these costs or charge for them? There would be a need to determine which groups need to be subsidized. Data will be presented at a later meeting.

MOTION 26-77 (Rosel-Bridges) That the matter of Program Support Services be referred to House and Finance for their recommendation.

Approved.

Committee Reports - None

Directors' Report

Mr. Atkinson called attention to the December Budget which had been distributed. He is available for any questions.

The Operations Schedule for 1977-78, to become effective July 1, 1977, was distributed. Mr. Atkinson noted the only adjustment from the present operations schedule is the closing hour during quarter breaks. The building will close at 6:00 p.m. during quarter breaks. This is an economy measure as there is little usage during quarter break.

Robin Silverman asked if there was any data available as to building usage during quarter break. She noted it would be beneficial if the Artcraft Studio, normally closed for clean-up during quarter break, could be open part of the time for students who cannot take advantage of the facility because of class schedules. Bernie Molitor said he is looking to having the Studio open for some programming during some of the quarter break time.

Robin Silverman inquired who has the responsibility of approving after-hour programming, noting that the night manager is sometimes unaware of the after-hour approval. Mr. Atkinson explained that evening program schedules are worked out by his administrative assistant in conjunction with the night manager and others involved in the reservation. Occasionally a request comes in at the last minute and the night manager cannot be contacted. In order to provide service to the community we always seek some way to respond to late requests. Robin Silverman suggested the late request should not be honored if the night manager cannot be contacted.

MOTION 27-77 (Atkinson-Rosel) That the Operations Schedule for 1977-78 be approved as presented.

Approved.

Announcements

UBOG - Next meeting will be the first Monday of Spring Quarter, March 28, unless otherwise notified.

H&F - Next meeting will be Thursday, March 10.

Motion was made and seconded to adjourn.

Respectfully submitted,

Rufus L. Simmons

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING ACCOUNTS, INCOME & EXPENSE SUMMARY
 FOR PERIOD, JULY 1, 1976 TO DECEMBER 31, 1976

INCOME	<u>DECEMBER</u> <u>FY 1976-77</u>	<u>DECEMBER</u> <u>FY 1975-76</u>	<u>YEAR TO DATE</u> <u>FY 1976-77</u>	<u>YEAR TO DATE</u> <u>FY 1975-76</u>
Encumbered Funds, Operating Accounts			12,124.78	1,265.44
Fee Appropriated 6/12	57,098.17	51,000.33	342,598.02	306,001.98
7104 General Administration	10,241.76	1,506.04	21,032.93	19,371.30
7105 Program Administration	--0--	--0--	--0--	--0--
7106 Maintenance	594.87	20,630.17	3,814.16	21,636.15
7107 Communication/Media	1,065.05	443.00	3,069.09	962.00
7108 Aircraft Studio	1,177.50	1,195.31	5,367.96	6,201.66
7109 Recreation/Outings	8,237.27	7,316.30	45,433.73	39,411.09
7110 Information Center	924.11	403.04	5,290.96	2,832.27
7111 Merchandise	5,827.01	5,039.93	36,096.07	33,814.00
7112 Reservations	967.73	494.68	6,017.09	4,710.64
7113 Locker Rentals/Lost-Found	541.26	--0--	17,232.40	--0--
TOTAL INCOME	86,674.73	88,028.80	498,077.19	436,206.53
* Fee Appropriated amounts corrected to show final Business Office Printed Budget rather than earlier U.B.O.G. approved budget.				
EXPENSE				
7104 General Administration				
Regular Salaries	11,174.48	9,551.16	65,888.88	57,331.26
Student Salaries	1,604.56	1,400.46	9,456.31	9,460.62
Fringe Benefits	2,222.10	1,727.52	13,089.30	10,367.54
Supplies & Expenses	1,957.11	1,301.10	12,729.18	8,929.51
Merchandise for Resale	--0--	--0--	486.67	--0--
TOTAL	16,958.25	13,980.24	101,650.34	86,088.93
7105 Program Administration				
Regular Salaries	5,533.34	4,986.84	33,160.04	30,133.54
Student Salaries	1,309.95	702.73	6,207.26	1,708.35
Fringe Benefits	1,082.39	864.39	6,538.59	5,262.89
Supplies & Expenses	459.17	174.58	4,304.69	741.57
TOTAL	8,384.85	6,728.54	50,210.58	37,846.35
7106 Maintenance				
Regular Salaries	17,405.89	16,601.52	107,265.79	80,363.70
Student Salaries	4,027.20	3,319.41	24,512.55	15,026.86
Fringe Benefits	3,202.36	2,738.06	19,968.32	13,268.75
Supplies & Expenses	8,649.19	3,307.02	25,100.37	19,427.98
TOTAL	33,284.64	25,966.01	176,847.03	128,087.29

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING ACCOUNTS, INCOME & EXPENSE SUMMARY, PAGE 2
 FOR PERIOD, JULY 1, 1976 TO DECEMBER 31, 1976

	<u>DECEMBER</u> <u>FY 1976-77</u>	<u>DECEMBER</u> <u>FY 1975-76</u>	<u>YEAR TO DATE</u> <u>FY 1976-77</u>	<u>YEAR TO DATE</u> <u>FY 1975-76</u>
7107 Communication/Media				
Regular Salaries	--0--	1,044.84	4,136.00	5,669.04
Student Salaries	933.90	512.10	4,060.80	2,093.35
Fringe Benefits	--0--	175.77	805.39	960.11
Supplies & Expenses	20.40	118.02	203.77	169.01
Merchandise for Resale	--0--	--0--	--0--	--0--
TOTAL	954.30	1,850.73	9,205.96	8,891.51
7108 Artcraft Studio				
Regular Salaries	1,249.00	1,176.00	7,494.00	7,056.00
Student Salaries	1,071.41	1,106.89	6,466.44	5,734.59
Fringe Benefits	235.59	195.83	1,411.86	1,177.22
Supplies & Expenses	279.33	534.51	1,377.70	1,301.47
Merchandise for Resale	411.77	524.83	2,373.92	4,611.55
TOTAL	3,247.10	3,538.06	19,123.92	19,880.83
7109 Recreation/Outings				
Regular Salaries	2,027.66	2,307.50	12,165.96	11,040.74
Student Salaries	2,058.75	2,193.06	13,475.70	11,943.76
Fringe Benefits	376.64	379.11	2,259.84	1,828.61
Supplies & Expense	151.15	1,825.85	3,003.21	4,955.64
Merchandise for Resale	702.66	--0--	1,319.01	327.30
TOTAL	5,316.86	6,705.52	32,223.72	30,096.05
7110 Information Center				
Regular Salaries	382.00	685.00	1,923.64	4,110.00
Student Salaries	1,397.80	909.47	8,535.35	5,056.23
Fringe Benefits	70.96	112.53	370.92	675.18
Supplies & Expenses	53.00	2.70	483.16	34.20
Merchandise for Resale	524.63	353.51	1,424.82	2,076.04
TOTAL	2,428.39	2,063.21	12,737.89	11,951.65
7111 Merchandise				
Regular Salaries	382.00	735.00	1,996.82	4,410.00
Student Salaries	762.24	664.13	4,143.65	3,852.19
Fringe Benefits	70.96	120.75	370.92	724.50
Supplies & Expenses	15.55	191.50	745.12	1,005.38
Merchandise/Resale	8,663.55	4,962.88	28,242.31	29,598.59
TOTAL	9,894.30	6,674.26	35,498.82	39,590.66

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING ACCOUNTS, INCOME & EXPENSE SUMMARY, PAGE 3
 FOR PERIOD, JULY 1, 1976 TO DECEMBER 31, 1976

	<u>DECEMBER</u> <u>FY 1976-77</u>	<u>DECEMBER</u> <u>FY 1975-76</u>	<u>YEAR TO DATE</u> <u>FY 1976-77</u>	<u>YEAR TO DATE</u> <u>FY 1975-76</u>
7112 Reservations				
Regular Salaries	992.42	949.84	5,954.52	5,699.04
Student Salaries	460.10	470.09	2,750.51	2,435.68
Fringe Benefits	184.34	156.05	1,108.87	943.71
Supplies & Expenses	34.13	9.80	688.99	218.61
TOTAL	1,670.99	1,585.78	10,502.89	9,297.04
7113 Locker Rentals/Lost and Found				
Regular Salaries	723.10	--0--	4,338.60	--0--
Student Salaries	--0--	--0--	777.39	--0--
Fringe Benefits	134.31	--0--	805.86	--0--
Supplies & Expenses	27.51	--0--	724.89	--0--
TOTAL	884.92	--0--	6,646.74	--0--
Expense Sub Total	83,024.60	69,092.35	454,647.89	371,730.31
Encumbered Funds	--0--	--0--	27,394.11	20,324.12
TOTAL EXPENSES	83,024.60	69,092.35	482,042.00	392,054.43
BALANCE INCOME/(EXPENSE)	3,650.13	18,936.45	16,035.19	44,152.10

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING ACCOUNTS, SOURCE OF INCOME PAGE 2
 FOR PERIOD, JULY 1, 1976 TO DECEMBER 31, 1976

	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	FEE APPR.	TOTAL
BROUGHT FORWARD	30,488.06	448.50	5,071.31	3,069.09	5,367.96	17,712.86	--0--	--0--	--0--	--0--	--0--	62,157.78
Billiard Fees						6,876.96						6,876.96
Table Tennis						1,046.04						1,046.04
Pro Shop						581.60						581.60
Amusement Games						16,145.47						16,145.47
Outings Rental						3,643.71						3,643.71
Locker Rental & Refunds						233.00						233.00
Beverage Vending						158.09						158.09
7110 Information Center												
Copy Service							5,290.96					5,290.96
7111 Merchandise												
Newsstand								29,595.83				29,595.83
Information (Merchandise)								6,500.24				6,500.24
7112 Reservations												
Room Use									1,802.26			1,802.26
Office Contracts									4,214.83			4,214.83
7113 Locker Rentals/Lost & Found												
Locker Rental & Refunds										16,663.70		16,663.70
Lost & Found										568.70		568.70
FEE APPROPRIATED											342,598.02	342,598.02
TOTAL INCOME	30,488.06	448.50	5,071.31	3,069.09	5,367.96	46,397.73	5,290.96	36,096.07	6,017.09	17,232.40	342,598.02	498,077.19

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING ACCOUNT, EXPENSE SUMMARY
 FOR PERIOD, JULY 1, 1976 TO DECEMBER 31, 1976

EXPENSE	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds, 1976-77	10,835.30	(159.41)	14,514.22	--0--	--0--	2,205.00	--0--	--0--	--0--	--0--	27,395.11
Regular Salaries	65,888.88	33,160.04	107,265.79	4,136.00	7,494.00	12,165.96	1,923.64	1,996.82	5,954.52	4,338.60	244,324.25
Student Salaries	9,456.31	6,207.26	24,512.55	4,060.80	6,466.44	13,475.70	8,535.35	4,143.65	2,750.51	777.39	80,385.96
Fringe Benefits	13,089.30	6,538.59	19,968.32	805.39	1,411.86	2,259.84	370.92	370.92	1,108.87	805.86	46,729.87
Staff Development: Retreats, Training	365.00										365.00
Dues, Fees, & Travel	1,187.41										1,187.41
Magazines & Books	572.40										572.40
2% Overhead (Mdse Sales & Fees)						750.00		625.00			1,375.00
Utilities: Electricity			4,409.30								4,409.30
Water & Sewer			3,985.22								3,985.22
Heat			1,167.92								1,167.92
Insurance: Building			4,319.99								4,319.99
Art Work		12.61									12.61
Office Supplies	2,293.32	663.19	9.91	11.80	100.97	148.46	162.86	16.57	341.68	310.92	4,059.68
Postage	218.00	30.50			32.25						280.75
Telephone	1,442.27	1,435.62	161.10	109.61	187.23	451.83	186.30	51.81	210.27		4,236.04
Xerox	387.14	55.11	35.25	2.40	18.19	47.52		3.89	21.71	1.96	573.17
Equipment Rentals (Programs)									5.00		5.00
Publicity, Promotion, Printing & Adv.	2,536.26	45.89			50.40	444.55				168.00	3,245.10
Association of College Union - Intl	238.89										238.89
Union Board	485.91										485.91
Maintenance Supplies:											--0--
Shoes											--0--
Pin/Pin Maintenance						691.90					691.90
Bowling Balls											--0--
Billiard Balls						90.08					90.08
Expendable Tools & Materials	9.06	31.00	1,701.47	80.09	76.05	79.29					1,976.96
Duplicating					52.52						52.52
Ceramics					73.15						73.15
Woodshop					406.75						406.75
Photo Lab					284.39						284.39
Mini-Courses					22.93						22.93
Hand Arts											--0--
Music Listening		1,854.38									1,854.38
Painting & Plastering			(372.16)		15.03						(357.13)
SUB TOTAL	109,005.45	49,874.78	181,678.88	9,206.09	16,692.16	32,810.13	11,179.07	7,208.66	10,392.56	6,402.73	434,450.51

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING ACCOUNTS, EXPENSE SUMMARY, PAGE 2
 FOR PERIOD, JULY 1, 1976 TO DECEMBER 31, 1976

	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
BROUGHT FORWARD	109,005.45	49,874.78	181,678.88	9,206.09	16,692.16	32,810.13	11,179.07	7,208.66	10,332.56	6,402.73	434,450.51
Recover Billiard Tables											--0--
Outing Rental Equipment											--0--
Locker Repairs											--0--
Custodial Supplies:											--0--
Cleaning Supplies			1,713.63								1,713.63
Paper Supplies			2,100.13								2,100.13
Linen/Laundry			195.59			13.98					209.57
Mops			320.80								320.80
Uniforms			1,385.86					47.85			1,433.71
Rubbish Pickup			898.06								898.06
Contracts: Elevator			2,280.16			236.00					2,516.16
Office Equipment	2,214.22	147.09			46.33		133.00		46.33		2,586.97
Miscellaneous	779.30	29.30	788.14	(.13)	11.51	49.60			64.00	244.01	1,965.73
Merchandise for Resale	486.67				2,373.92	1,319.01	1,424.82	28,242.31			33,846.73
TOTAL	112,485.64	50,051.17	191,361.25	9,205.96	19,123.92	34,428.72	12,736.89	35,498.82	10,502.89	6,646.74	482,042.00

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 BUILDING REPAIR & RENOVATION SUMMARY
 FOR PERIOD, JULY 1, 1976 TO DECEMBER 31, 1976

Reserve, July 1, 1976	218,638.10
1976-77 Allocation from the Minnesota Union	
Add: Insurance settlement of electrical outage	1,233.45
Less: Trans from reserve to operating accounts (06 Bud.)	<u>(2,000.00)</u>
TOTAL Building Repair & Renovation Reserve December 31, 1976	<u>217,871.55</u>

ALLOCATIONS	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds, 1975-76 Brought Forward			8,643.77	283.50							8,927.27
Allocations to Operating Budget 1976-77			22,000.00								22,000.00
TOTAL ALLOCATED	--0--	--0--	30,643.77	283.50	--0--	--0--	--0--	--0--	--0--	--0--	30,927.27
EXPENSES											
Encumbered Funds	--0--	--0--	8,945.39	--0--	--0--	--0--	--0--	--0--	--0--	--0--	8,945.39
Shop Tickets &/or Materials			16,815.62		342.36						17,157.98
Carpet - Staff Lounge			286.13								286.13
Air Filters - Ventilation System			1,478.06								1,478.06
Fire Alarm Lock			60.95								60.95
Condenser-Receiver Unit - Air Cond.				247.20							247.20
Thermostat Mounting Plates			76.22								76.22
Excavate Plantation Area			2,500.00								2,500.00
Music Listening Door and closer				142.34							142.34
TOTAL EXPENSES	--0--	--0--	30,162.37	389.54	342.36	--0--	--0--	--0--	--0--	--0--	30,894.27

THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
FURNITURE & EQUIPMENT REPAIR & REPLACEMENT SUMMARY
FOR PERIOD, JULY 1, 1976 TO DECEMBER 31, 1976

Reserve, July 1, 1976	245,605.02
1976-77 Allocation from the Minnesota Union	
Add: Close out bal of Locker repair & replacement	14,973.65
Less: Trans from Reserve to operating accts (08 Bud)	
TOTAL Furn/Equip Repair & Replace Reserve December 31, 1976	260,578.67

ALLOCATIONS	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds, 1975-76 Brought Forward			3,495.25		165.00		(47.00)				3,613.25
Allocated To Operating Budget 1976-77			4,350.00	2,300.00	2,541.00	2,696.00					11,887.00
TOTAL ALLOCATED	--0--	--0--	7,845.25	2,300.00	2,706.00	2,696.00	(47.00)	--0--	--0--	--0--	15,500.25

EXPENSES	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds	--0--	--0--	1,576.00	2,700.00	165.00	2,185.00	--0--	--0--	--0--	--0--	6,626.00
Lateral Office Files	594.04										594.04
Camera Repair - Info Representative	24.00										24.00
Cash Register Repairs	65.50										65.50
Platform Carts - Repair/Parts			68.83								68.83
Vacuum Hose - Ranger			20.35								20.35
Vacuum Cleaners - Repair/Parts			230.37								230.37
Carpet & Installation - Women's Lounge			2,053.00								2,053.00
Air Compressor - Gardner-Denver			193.00								193.00
Step Ladders (6)			159.58								159.58
Celotex Panels (10)			39.20								39.20
Insurance Settlement - Women's Rest Room			(116.90)								(116.90)
Radio Paging System - Repair/Parts				110.80							110.80
Service Maintenance Contract - A.B. Dick					407.99						407.99
Woodshop Machines - Repair/Parts					504.40						504.40
Photo Print Dryers (2)					43.90						43.90
Pin Spotters - Repair/Parts						2.10					2.10
Toilet Tissue Dispensers			43.60								43.60
Audio Visual - Repair/Parts				843.27							843.27
Reimbursement - W.B.U. Ropes & Standards			(190.00)								(190.00)
Drapes - Women's Lounge			442.25								442.25
Bowling Lane Maintenance						6.22					6.22
TOTAL EXPENSES	683.54	--0--	4,519.28	3,654.07	1,121.29	2,193.32	--0--	--0--	--0--	--0--	12,171.50

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATIONS RESERVE & NEW EQUIPMENT SUMMARY
 FOR PERIOD, JULY 1, 1976 TO DECEMBER 31, 1976

Reserve, July 1, 1976	93,079.48
Add: FY 1975-76 Close out of Locker income	7,513.50
Less: 1975-76 Reserve Credit transfer to the Minnesota Union Trans from Reserve to Operating Accounts (10 Bud.)	
TOTAL Operating Reserve, December 31, 1976	100,592.98

ALLOCATIONS	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds, 1975-76 Brought Forward		104.00	183.75	8,721.53	534.10						9,543.38
Allocations to Operating Budget, 1976-77	4,247.00	1,075.00	5,800.00	2,400.00	378.64		180.00				14,080.64
TOTAL ALLOCATED	4,247.00	1,179.00	5,983.75	11,121.53	912.74	--0--	180.00	--0--	--0--	--0--	23,624.02

EXPENSES	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds	551.95	550.00	8,694.74	415.00	--0--	--0--	--0--	110.00	--0--	--0--	10,321.69
Coin Operated Adler Typewriter (3)	1,068.20				534.10						1,602.30
IBM Typewriter (2)	1,400.00										1,400.00
Fluid Process Duplicator - SOAC	707.75										707.75
36" Security Mirror		76.50									76.50
Write On/ Wipe Off Calendar Magnets		105.20									105.20
Fluid Process Duplicator - Program Office		707.75									707.75
Base Cabinet for Duplicator - Program Office		128.25									128.25
Emerson Fans (8), Floor Column & Bases (3)			1,347.88								1,347.88
Electric Cords & Connectors			488.96								488.96
2 HP Toshiba Motor			116.60								116.60
ny Stereo Tape Deck				747.90							747.90
Shielded Cable - Stark Electronics				745.98							745.98
Revox Tape Recorder				813.40							813.40
Viking Projectors (2)				6,035.04							6,035.04
Advent Stereo Cassette Recorder				260.00							260.00
Four Man Mesa Tents (6)						645.84					645.84
Herman Miller Furniture Hinge Caps			45.63								45.63
Typewriter Anchor Pads (2) SOAC	79.90										79.90
Ticket Taker Box	116.50										116.50
SUB TOTAL	3,924.30	1,567.70	10,693.81	9,017.32	534.10	645.84	--0--	110.00	--0--	--0--	26,493.07

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATIONS RESERVE & NEW EQUIPMENT SUMMARY, PAGE 2
 FOR PERIOD, JULY 1, 1976 TO DECEMBER 31, 1976

	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
BROUGHT FORWARD	3,924.30	1,567.70	10,693.81	9,017.32	534.10	645.84	--0--	110.00	--0--	--0--	26,493.07
A. B. Dick Mimeograph	994.50										994.50
Business Furniture Desks (7)			1,601.60								1,601.60
Lenses - Viking Audio Visual (4)				408.00							408.00
Sears Cutting Torch Unit					139.95						139.95
Electronic Calculator - Rufus	41.50										41.50
Plexiglass Display Holders (2)	48.31										48.31
Vinyl Carpet Runners			9.92								9.92
Bookstore Fixtures - MSA II			14,695.51								14,695.51
Royal metal Bookcases (3)			220.50								220.50
Dry Mount Press					231.10						231.10
Display Case - 2¢ Candy								25.00			25.00
TOTAL EXPENSES	5,008.61	1,567.70	27,221.34	9,425.32	905.15	645.84	--0--	135.00	--0--	--0--	44,908.96

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

February 25, 1977

MEMORANDUM

TO: All Supervisors and Building Occupants

FROM: Berton M. Atkinson, Associate Director - CMU

SUBJECT: BUILDING OPERATIONS SCHEDULE, FISCAL YEAR 1977-78

The following is the Operations Schedule for Coffman Memorial Union for the fiscal year 1977-1978, including building hours and hours of operation for the various facilities. It is anticipated this schedule will prove to be a useful reference for hours of operation in each facility and to assist you in planning budget and work schedules for full-time and part-time student employees during the forth-coming year.

A major shift in schedule from previous years is that the building will close at 6:00 p.m. weekdays during the fall, winter and spring quarter vacation breaks. Please note this change in schedule for your operations. The dates for University floating holidays are tentative. You will be advised of corrected dates.

In the interest of achieving the most economic use of our resources, our ability to respond to special requests for building use, outside of normal hours, will be limited. In the event such a request appears necessary, we ask that you submit a schedule well in advance of the program data and be prepared to absorb the cost of special staffing and service.

BUILDING HOURS

July 1 through September 18, 1977 - Monday through Friday - 7:00 a.m. to 10:00 p.m. except closed Saturday and Sunday.

CLOSED HOLIDAY: Monday, July 4 (Independence Day)

54 - 15 hour days = 810 hrs.

(FALL
QUARTER) September 19 through December 14, 1977 - Monday through Thursday - 7:00 a.m. to 11:00 p.m. Friday and Saturday - 7:00 a.m. to 1:00 a.m. Sunday - 1:00 p.m. to 11:00 p.m. Except closed Saturday, November 26, and Sunday, November 27.

CLOSED HOLIDAYS: Thursday, November 24 (Thanksgiving Day)
Friday, November 25 (University Holiday)

50 - 16 hour days = 800 hrs.
23 - 18 hour days = 414 hrs.
11 - 10 hour days = 110 hrs.

Building Operations Schedule
Fiscal Year 1977-78
February 25, 1977
Page 2

(QUARTER
BREAK) December 15, 1977 through January 2, 1978 - Monday through Friday -
7:00 a.m. to 6:00 p.m. Except closed Saturdays, December 17,
24, and 31; and Sundays, December 18, 25 and January 1.

CLOSED HOLIDAYS: Friday, December 23 (University Holiday)
Sunday, December 25 (Christmas Day)
Monday, December 26 (University Holiday)
Sunday, January 1, 1978 (New Year's Day)
Monday, January 2 (University Holiday)

10 - 11 hour days = 110 hrs.

(WINTER
QUARTER) January 3 through March 18, 1978 - Monday through Thursday - 7:00 a.m.
to 11:00 p.m. Friday and Saturday - 7:00 a.m. to 1:00 a.m.
Sunday - 1:00 p.m. to 11:00 p.m.

CLOSED HOLIDAY: Monday, February 20 (President's Day, University
Holiday)

42 - 16 hour days = 672 hrs.
22 - 18 hour days = 396 hrs.
10 - 10 hour days = 100 hrs.

(QUARTER
BREAK) March 19 through March 26, 1978 - Monday through Friday - 7:00 a.m.
to 6:00 p.m. Except closed Saturday March 25 and Sundays,
March 19 and 26.

5 - 11 hour days = 55 hrs.

(SPRING
QUARTER) March 27 through June 10, 1978 - Monday through Thursday - 7:00 a.m.
to 11:00 p.m. Friday and Saturday - 7:00 a.m. to 1:00 a.m.
Sunday - 1:00 p.m. to 11:00 p.m.

CLOSED HOLIDAY: Monday, May 29 (Memorial Day)

43 - 16 hour days = 688 hrs.
22 - 18 hour days = 396 hrs.
10 - 10 hour days = 100 hrs.

(SUMMER) June 11 through June 30, 1978 - Monday through Friday - 7:00 a.m. to
10:00 p.m. Except closed Saturdays, June 18 and 24; and Sundays,
June 11, 18 and 25.

15 - 15 hour days = 225 hrs.

INFORMATION CENTER

Open all days the building is open - Monday through Thursday -
7:45 a.m. to 11:00 p.m. Friday - 7:45 to 1:00 a.m. Saturday -
8:00 a.m. to 1:00 a.m. Sunday - 1:00 p.m. to 11:00 p.m.
(Closes at 10:00 p.m. during summer sessions and summer
vacation break.)

NEWSTAND (Ground Floor)

Fall, winter and spring quarters - Open Monday through Friday -
7:00 a.m. to 5:00 p.m. Except
closed Saturday, Sunday, and
Holidays. Closes 3:00 p.m.
quarter breaks, SSI and SSII, and
summer vacation break.

INFORMATION STAND (First Floor)

Same schedule as Information Center.

RECREATION/OUTINGS CENTER (Bowling, Billiards, Table Tennis, Equipment
Rental)

Fall, winter and spring quarters - Open Monday through Thursday -
8:00 a.m. to 10:45 p.m. Friday and
Saturday - 8:00 a.m. to 12:45 a.m.
Sunday - 1:00 p.m. to 10:45 p.m.

Summer sessions and quarter breaks - Open Monday through Friday -
10:00 a.m. to 9:45 p.m. Closed on
Saturday and Sunday when building
is closed. (Portions of area may
be closed for maintenance between
SSII and Welcome Week.)

Except Open - November 25 - 1 p.m. to 12:45 a.m.
November 26 - 8 a.m. to 12:45 a.m.
November 27 - 8 a.m. to 12:45 a.m.
January 2 - 1 p.m. to 10:45 p.m.
February 20 - 1 p.m. to 10:45 p.m.
May 29 - 1 p.m. to 10:45 p.m.

ARTCRAFT STUDIO

Opens September 26, 1977

Fall, winter and spring quarters - Monday through Friday - 12:00 noon
to 10:00 p.m. Saturday - 9:00 a.m.
to 5:00 p.m. Sunday - CLOSED.
Printing service open 9:00 a.m.
Monday through Friday.

Building Operations Schedule

Fiscal Year 1977-78

February 25, 1977

Page 4

First and second summer sessions,
1978

- Monday, Wednesday and Friday -
12:00 noon to 6:00 p.m. Tuesday
and Thursday - 12:00 noon to 9:45 p.m.
CLOSED - Saturday and Sunday and
during vacation breaks.

LOCKER RENTALS/LOST & FOUND

Fall, winter and spring quarters

- Open Monday through Friday - 7:45 a.m.
to 4:30 p.m. Except closed on
Thursday. Closed Saturday and
Sunday.

STUDENT ORGANIZATION ACTIVITIES CENTER

Open all hours the building is open. Receptionist on duty from 8:15 a.m.
to 5:00 p.m.

CUSTODIAL SHIFTS

Regular - Monday through Friday

First Day Shift - 7:00 a.m. to 3:30 p.m.

Second Day Shift - 3:00 p.m. to 11:30 p.m.

Deep Night Shift - 11:00 p.m. to 7:30 a.m.

Saturday -

First Shift - 7:00 a.m. to 4:30 p.m.

Second Shift - 4:30 p.m. to 1:30 a.m.

Sunday -

First Shift - 7:00 a.m. to 4:30 p.m.

Second Shift - 4:30 p.m. to 11:30 p.m.

TOTAL OPERATIONS 1977-1978

4876 Hours

317 Days

BMA/dd

AGENDA

Monday, April 4, 1977

- I. Call to Order
- II. Approval of Minutes
- III. Old Business
 - Goals
 - Faculty Vacancies
 - Air Conditioning - Food Service and Air Conditioning
 - Constitutional Amendments
 - CMU Membership
- IV. New Business
 - Recognition Dinner
 - H&F Budget Reviewal
- V. Committee Reports
- VI. Directors Report
- VII. Announcements
- VIII. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

April 4, 1977

Present: Robin Silverman, CUPC Mary Hausladen, CS (Stud)
Tim Ryan, GC Vi Justice, CS (Clk)
Kathye Rosel, CUPC Robert Ledder, Fd Serv
Mike Lazarow, TCSA Norman Holte, CC
Deitmar Barsig, Grad Rufus Simmons, CMU
Barry Bridges, UBOG Alumni Berton Atkinson, CMU
Bernie Molitor, CMU

Absent: Al Margoles, LS Don Meyers, Ed (exc)
Rick Plunkett, CLA Gen Olson, Minn Alumni (exc)
Glenn Hendricks, OSA (exc)

Guests: Donna Soutor, CMU Information Representative
Pete Gfrerer, School of Journalism

The meeting was called to order at 12:10 p.m. by chairperson Robin Silverman.

The minutes of February 28 were approved as written.

OLD BUSINESS

UBOG Goals

Goal completion progress was reviewed:

Goal 3--PPBS-MBO	Anticipated Completion	April 20
Goal 5--House Policy Review	Anticipated Completion	May 4
Goal 7--...Effectively Meet Campus Needs...	Persons assigned will meet	April 12
Goal 10--...SAC Staff.	Anticipated Completion	April 25
Goal 11--3rd Floor Redecorating Plans	Assigned persons have met 3 times. They are working with Interior Design division and Architectural division of plant department. The project is tied-in with air conditioning.	
Goal 12--...SOAC Space...	Anticipated Completion	April 9

Faculty Vacancies

Mr. Simmons asked for affirmation of faculty persons suggested at the meeting of February 28. Bernie Molitor re-affirmed Richard Horowitz as one with strong program interest and experience. Robin Silverman reaffirmed Linda Lee, having been impressed with her class. It was noted Faculty vacancies on the Coffman Board are to be filled from East Bank.

Student Vacancies

Mike Lazarow asked about the two CUPC vacancies. Kathye Rosel will check with CUPC coordinators who have expressed an interest to Mike in serving on the Board. Rufus Simmons will get an ad out regarding positions that will be open next year.

Air Conditioning

Rufus Simmons said there was a need to establish a motion to review Food Service' plans for air conditioning before going ahead with air conditioning, particularly as concerns the exterior of the building.

MOTION 28-77 (Lazarow-Bridges) Any plans for air conditioning Coffman Union, including those by tenant departments, will be reviewed by UBOG.

Approved.

Air Conditioning Survey - Poll

Mr. Simmons reviewed informational survey/poll relative to air conditioning to be taken of a 500-random-selected student population. A five paragraph background description leading to a yes, no, no opinion poll, includes student interest, temperature in twin cities and Coffman (with present air control), implications of summer close-down, cost (including student fee assessment), information from Bruch Consultants.

The survey will be administered by Roger Harrold of SAC who will have information within a month's time of poll for recommendation to Board of Regents. TCSA will go along with fee committee as relates to poll.

Expense of maintaining air conditioning will be met through sq. ft. charge to users.

Constitutional Amendments

Mr. Simmons informed the Board he was checking with Director of Student Activities to see if there was any violation of by-laws relative to establishing two at-large positions on the Board and asked that any action on proposed amendments be postponed until clearance was received.

Mr. Simmons noted that in his opinion the addition of two at-large members would not add anything more than numbers to the membership and he would be in favor of having minority students fill the at-large positions in order to have needed input. Deitmar Barsig asked that Foreign Students be included in the minority classification. Tim Ryan thought the system should remain as is.

Recognition Dinner

MOTION 29-77 (Rosel-Bridges) To have dinner at Chanhassen.

Approved.

Rufus Simmons will get information regarding what is showing and dates for weeknights in May.

House and Finance Budget Reviewal

The budget should be completed by Wednesday. House and Finance Committee will meet at 4:30 p.m., April 7, Wednesday, in the 2nd floor conference room to review the budget.

Class Schedule

Board members were asked to give a copy of their spring quarter class schedule to Vi Justice, 220 CMU.

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

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

March 9, 1977

TO: All CMU Employees, Current Card Carrying Members of CUPC
and UBOG

FROM: Charmagne Ehrenhaus, Mary Litsheim - Mini Course Coordinators

We are pleased to inform you that you are eligible to register for
the following Mini Courses at a 33% discount of the non-student price.

<u>Class</u>	<u>Reduced Fee</u>
Acting	\$13.00
Backgammon	13.00
Ballet I	12.00
Ballroom	11.00
Belly Dance	12.00
Bible as Literature	13.00
Bicycle Maintenance	11.40
Braille	13.00
Calligraphy	13.00
Ceramics	22.00
Fencing	12.00
Genealogy	9 40
Guitar	13.00
Hatha Yoga	12.40
Jewelry Construction	14.70
Korean Karate	14.00
Meditation	11.40
Mime	11.00
Photography I	21.00
Photography II	22.00
Piano	19.40
Picture Framing	10.90
Pool	12.00
Resume Writing	8.70
Sign Language	13.00
Tap Dance I	13.00
Tap Dance II	12.00
Typing	12.70
Welding	21.00
Wine Appreciation	11.00
Wines of California	8.70
Woodlathe	20.00
Woodworking	17.00

Amendments to CUBOG Constitution to be submitted in writing to Board members one week in advance of next Board meeting.

1. Amend ARTICLE V, Sec. 1. Add letter "F" to read

F. Two representatives of the campus at large to be elected in the annual all-campus elections.

2. Amend ARTICLE V, Sec. 3. Strike "June 15" and add "May 30".

Voting members of the Board shall be appropriately designated prior to ~~June-15~~ May 30 of each year....

3. Amend article v. Sec. 9 to become Sec. 10. New Sec. 9 to read

Sec. 9 Vacancies occurring in the at-large positions of the Board shall be filled by the Board from among interested applicants from the campus at large.

~~Sec-9~~ Sec. 10 No person shall sit on the Board as a representative of more than one category of membership as defined in ARTICLE V.

4. Amend ARTICLE VI, Sec. 3 to read

Sec. 3 A. The chairperson of the Board shall be elected from the Board membership by the Board ~~during the 1st full week in October~~ no later than June 15 of each year.

B. The Vice Chairperson of the Board shall be elected from Board membership by the Board ~~during the 1st full week in October~~ no later than June 15 of each year.

C. Selection of the President shall be made by the UPC and ratified by the Board of Governors not later than ~~the end of spring quarter~~ June 15 of each year.

D. The Recording and Corresponding Secretary who shall be the Director of Coffman Memorial Union.

3/2/77

for Board Meeting 3/28/77

Rick Plunkett

Amendments to CUBOG By-Laws to be submitted in writing to Board members at least one week in advance of next Board meeting.

1. Add ARTICLE V AMENDMENTS

Sec. 1 These By-Laws may be amended by a majority vote of the Board members present providing that notice of the proposed change shall have been submitted in writing to all Board members at least one week in advance of the meeting at which the amendment is considered.

2. Amend ARTICLE III, Sec. 1 to read

Sec. 1 Order of Business. ~~The Order of Business of regular meetings of the Board shall be~~ Subject to change by the Executive Committee or the Board the order of business of regular meetings of the Board shall be:

- A. Call to Order.
- B. Reading, correction, approval, or disposition of minutes of previous meeting.
- C. Reports of Officers.
- D. Reports of Board, Council, or Standing Committees.
- E. Reports of Special Committees.
- F. Unfinished Business.
- G. New Business.
- H. Announcements.
- I. Adjournment.

3/2/77
for Board Meeting 3/28/77
Rick Plunkett

AGENDA
Monday, April 18, 1977

- I. Call to Order**
- II. Approval of Minutes**
- III. Old Business**
 - 1. UBOG Goals - Progress**
 - 2. Budget Presented for Review**
(Approval at Special Meeting April 25)
 - 3. Air Conditioning**
 - 4. Constitution Changes**
 - 5. Recognition Dinner Options**
- IV. New Business**
 - 1. SAC Office Space Proposal**
 - 2. Master Calendar**
 - 3. H&F Space Application**
 - 4. Membership Fee**
- V. Committee Reports**
- VI. Directors Reports**
- VII. Announcements**
- VIII. Adjournment**

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

April 18, 1977

Present: Robin Silverman, CUPC
Kathye Rosel, CUPC
Deitmar Barsig, Grad
Mary Hausladen, CS (Stud)
Mitch Jossart, CUPC
Glenn Hendricks, OSA
Rick Plunkett, CLA
Berton Atkinson, CMU
Tim Ryan, GC
Mike Lazarow, TCSA
Barry Bridges, UBOG Alumni
John Kannenberg, CUPC
Vi Justice, CS (Clk)
Robert Ledder, Fd Serv
Rufus Simmons, CMU
Bernie Molitor, CMU

Absent: Al Margoles, LS
Don Meyers, Ed (exc)
Norman Holte, CC
Gen Olson, Minn Alumni (exc)

Guests: Donna Soutor, CMU Info Rep
Philip Prose, Student

The meeting was called to order at 12:10 by Chairperson Robin Silverman.

Board members identified themselves to new members Mitch Jossart, John Kannenberg, and Mary Hausladen.

The minutes of April 4 were approved as written.

OLD BUSINESS

UBOG Goals. Goal completion dates were reviewed and members were asked to complete goal research as soon as possible.

PPBS. The Planning Program Budget document was distributed. Members were asked to review the PPBS and have ready any questions for the Special Board meeting for budget approval to be held April 25 at noon.

Bernie Molitor noted he had prepared an extensive PPBS packet for ACU-I conference that detailed document preparation. Packets are available in 220 for those desiring further information as to how the budget is made up.

Mr. Atkinson reported the House and Finance Committee has met once to review the budget and will meet Thursday, April 21 at 4:30 for a second review.

Air Conditioning Update. Mr. Simmons reported the Vice President for Student Affairs had stated that legislative funds are not out of the question for A/C and that option may be pursued through the legislature next year. A new survey relative to air conditioning made up of a series of questions, rather than the information/question survey originally planned, may be conducted in conjunction with Student Life Studies.

Recognition Dinner. Mr. Simmons presented information he had been asked to obtain relative to Dinner/Theatre at Chanhassen. Board members voted to have the event May 12 and to attend showing of Vanities. Members will pay for guests. Mr. Simmons will send information/reservation form to Board members.

MOTION 30-77 (Lazarow-Rosel) To go to Chanhassen Dinner Theatre and pay for guests.

Approved.

NEW BUSINESS

SAC Space Request. Student Activities presently has three employees housed in Coffman and is desirous of recombining its total staff. Mr. Simmons reported he had been charged to examine space in Coffman that could meet the needs of SAC. There are three options that could meet the requirements of SAC: The men's lounge, the 350 room series and the 340 room series. Mr. Simmons will prepare a written report for presentation to the House and Finance and subsequent Board approval. He noted space on the third floor is tied in with Food Service' moving to ground floor and the air conditioning. SAC is pressing for a decision as the University has not renewed the lease for the 1st floor of the Presbyterian Center.

Master Calendar. CMU Master Calendar proposal was distributed. Robin Silverman recommended holding on any decision until the Program Council has reviewed the proposal and has had opportunity to in-put to the Board. Mr. Atkinson noted there is a timeline involved.

Space Application. Organizations will need to solicit space for next year. A review of the current system will need to be accomplished this week.

Membership Fee. Robin Silverman submitted a proposal for a CMU Membership Use Fee wherein staff, faculty, visitors, community members and non-service-fee-paying students would be charged a short term, quarterly, or yearly fee for the use of Union facilities. The reason for her proposal is that students pay a fee to use the facilities and other users should be required to do the same. Her proposal set forth rational, eligibility, length and cost of membership, facility use, implementation of fee, and use for moneys collected. In discussion of proposal, concern was expressed about length of membership, minimum age requirement, cost, and that this procedure is a fundamental shift in University philosophy of facility use. A suggestion was made that a higher price could be charged non-member users, or in the event the proposal should be accepted, that non-member users be able to purchase user card for one area rather than total facility. Tim Ryan suggested the proposal might be a matter that the MUCCB would want to consider in context of the three Unions. Mr. Atkinson noted the building survey indicated 20% of users are non-students.

MOTION 31-77 (Bridges-Rosel) That a Task Force, headed by Rufus Simmons, continue a study of the Membership Use Fee proposal. The study to be resolved by UBOG. The study ~~study~~ to be forwarded to MUCCB for further action.

Approved

Persons to serve on Task Force include Mary Hausladen, Kathye Rosel, Barry Bridges, Glenn Hendricks and Berton Atkinson. They should send class schedule to Mr. Simmons.

REPORTS

CUPC Recognition. Kathye Rosel reported CUPC Recognition Dinner will be held Thursday, April 28 at 6:00 p.m. at St. Paul College Club. Reservations are due by April 25.

CUPC Winter Quarter Report. Bernie Molitor called attention to the Winter Quarter report, reviewing some highlights and suggesting members read report in detail.

Coordinators. Robin Silverman requested approval of two CUPC Coordinators, Julie Gobell, Contemporary Arts, and Bruce Kiesling, Whole.

MOTION 33-77 (Rosel-Bridges) To ratify appointments of Julie Gobell, Coordinator, Contemporary Arts, and Bruce Kiesling, Coordinator, Whole.

Approved.

Orientation Space. Berton Atkinson reported furnishings have been purchased and plans for entrance are ready to be implemented.

Barber-Beauty proposal is to be brought before House and Finance.

Board Membership. Mr. Simmons asked for confirmation of members who would not be returning to the Board in the Fall. Rick Plunkett and Tim Ryan indicated they would not be returning.

The meeting was adjourned at 1:25 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

TO: UBOG
FROM: ROBIN
RE: CMU MEMBERSHIP USE FEE

I. RATIONAL AND BACKGROUND

We have in the past been approached by people who are members of the university community, attend other institutions of higher education in the area or are visitors to the university who would like to make use of the union facilities. Union policy is such that students with U of M I.D.'s and fee statements, staff and faculty may use our facilities since we are a student fee supported student union. If we agree with this line of thinking that says that since it is student fees that support this institution and if the facilities were open to anyone who desired to use them the services available to students could decline in some manner. (E.G. A UofM student comes to the union to the union on X might to bowl with friends. All of the lanes are filled. Lane 1 is being used by Professor L and his family. Lanes 2 & 3 by some students visiting from Carlton. Lane 4 by 3 nurses at U Hospital. etc, etc. The student and his friends are angry. After all it is their fees that pay the ROC going and they can't bowl because all of the lanes are being used by other people. Is their anger justified? I believe it is.) So here is our dilemma - we want to be fair to students who pay for the union - this is top priority, but we would also like to be able to facilitate the needs and desires of others. It is for this reason that I am proposing the establishment of a use fee or membership, if you will.

II. WHO WOULD BE ELIGIBLE

A.) STAFF AND FACULTY MEMBERS - These people are now entitled to the use of CMU facilities, but I include them, since as I see it they are receiving a "free ride" paid for by students. We may wish to, and I suggest we do, make as exceptions to this certain members of the university. E.G. CMU staff, MU staff, St. Paul student Center staff, and West Bank Union staff.

B) U of M students who do not pay the student services fee. This includes some extension students and day students who take fewer credits than necessary to pay the fee. This would also include students taking a quarter or more off from their studies etc.

C.) VISITORS TO THE UNIVERSITY.

D.) MEMBERS OF THE COMMUNITY - We may want to specify age 18 and older, although we would probably have no requests from anyone under 18.

III. LENGTH OF MEMBERSHIP

It might be advisable to have three types of memberships:

a.) This would be a short term membership aimed at visitors. These are the one - time users in general. The membership could be good anywhere from two days(weekend) to one week at our descretion.

b.) The second type would be for one quarter in duration. This would accomidate students who do not carry a full credit load or are taking time off. This may also accomidate extention students, staff or faculty members.

c.) The last type that I am proposing would be issued for one year. It would hopefully be the most usefull and the most widely used of the three types. It would most likely be used by extention students, staff, faculty members, and members of the community.

IV. COST OF MEMBERSHIP

The most equitable plan would make this fee equal to that which we receive per student per quarter. Again we should look at the three types of memberships.

a.) SHORT TERM- The cost of this would be 25%- 33 1/3 % of the fee paid per student per quarter. The cost has been set low enough such that it would not be prohibitive, but high enough that people would rather buy a quarter membership if they plan on using our services more than once or twice. Also, in the case of the bowling lanes, it should be made high enough so that people in the area won't come here and pay the fee simply because other neighborhood centers are having leagues or whatever.

b.) ONE QUARTER membership would be 100 % of the fee paid per student per quarter to the union. Since this is the same amount that the student fee collection mechanism collects per student per quarter, it thusly seems a fair amount.

c.) ONE YEAR membership is proposed to be 300 % of the fee paid per student per quarter. One year is three quarters plus one summer. The fee is equal to the amount collected for the union in three quarters per student. This means that a person buying a one year membership would be getting the summer free. The reason for this is two-fold. Firstly, students can generally use their fee statements from spring throughout the summer months. Secondly, this would entice people to buy a years membership which might not only be of benefit to us financially, but logistically it would be easier and less expensive to impliment on a yearly basis.

V. WHAT WOULD A MEMBERSHIP ENTITLE ONE TO?

This would be like an athletics use fee. It would entitle one to the use of all CMU facilities and entrance to all CUPC programs on the same basis and at the same cost as fee paying students.

VI. HOW WOULD THIS BE IMPLIMENTED?

The quarterly and yearly membership could be purchased through either the CMU accounting office or through the bursar. This would ideally be a plastic card with the persons name and an I.D. # of some kind. It might also include the persons picture and/or signature. The short term membership would be a paper card that would be sold either at the Information Center or more likely in the ROC since they handle cash and would be open to sell these at all possible times desired. This paper card would have the name of the member, their signature and at least two CMU staff signature signed at the time of purchase. For security reasons we may want to have the cards turned in after the last use to be properly disposed of.

VII. WHAT WOULD THE MONEY WE COLLECT BE USED FOR?

This question is really up in the air as far as I am concerned, but I will suggest a few option off the top of my head. A lot is dependent on how much we actually gain in revenue. We could opt for any or a combination of these or any ideas you may have.

- a.) We could put the money toward programing.
- b.) We could use it to expand facilities.
- c.) We could use it to expand services.
- d.) We could use it to stipen student volunteers at CUPC and UBOG levels.
- e.) We could set up some sort of a scholarship program.
- f.) We could pour it back into a general operations fund. to help keep down student fees.
- g.) We could put it into the operations budget for specific areas that would generate the monies such as the ROC and Music Listening.



UNIVERSITY OF MINNESOTA
TWIN CITIES

Office of the Assistant Director

Department of Minnesota Union
Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455

April 6, 1977

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

From: Bernard Molitor, Assistant Director, CMU

Subj: Winter 1977 Program/Activities Report

COFFMAN UNION PROGRAM COUNCIL

Contemporary Arts

The Contemporary Arts area, through the efforts of its coordinator and several excellent, hardworking chairpersons demonstrated its potential for a full diversity of high quality successful performing and literary arts events during the winter quarter. These included a major American film series which far surpassed its budgeted audience projections; a full length theatre production by an extremely talented black cast jointly sponsored with the Black Theatre Alliance and UofM Honors Division; a three concert performing arts series featuring mime, music and dance on Thursdays in the Theatre; an evening of poetry and African dance, a major literary series featuring guest lecturers, faculty and local artists, major lecture demo by New York Dance Company, a feminist theatre production and workshop, literary readings and discussion and some isolated film ventures.

Contemporary Arts has been developing a mode of programming which involves long range planning for major series and cooperative programming efforts with arts-related departments as well as reserving some funding for special artists' appearances and productions which become available on more short range notice. Programming level is scaled to the level of student involvement which has been excellent for the last two quarters. As Dave Bredenberg, CA Coordinator, said, "One of my greatest feelings of accomplishment this quarter has been the attraction

to and involvement of numerous students in CA's programming." Efforts such as the "First Breeze of Summer" production relate to several long term goals: to present ethnically diverse art sources and encourage special resources of talented student productions, develop coordination with campus and community arts groups, investigate theatre production capabilities of new Theatre Lecture Hall, and examine contemporary cultural issues.

The CUPC funding support services for the Literature and the Other Arts series was one facet of this second major discussion series cooperatively presented with the English Department and English Club officers. The special arts programs presented in Coffman combined demonstrations of the various arts (music and dance) with the specialist discussions. The Paul Taylor Dance Co. lecture demonstration made possible through the residency arrangements of World Dance Series staff brought the first major American dance company into the Coffman Theatre stage. Additional efforts to present dance in the theatre were involved in the Evening of Dance concert with appearances by three major local dance companies, Minnesota Dance Theatre, Nancy Hauser Apprentice Company, and Choreogram, arranged by Bill Newman. The other dramatic presentations of the quarter were a women's adaptation of Bertolt Brecht's drama focusing on the issue of rape and a literary and mime performance of readings from Virginia Woolf.

An exceptional concert of classical harpsichord and flute music was arranged by Sally Lindsey with support of Music Department faculty.

Contemporary Arts intends to continue to include student, faculty and professional artist performances in its schedules and maintain low concert prices.

Coffman Gallery

The special highlights of the Coffman Gallery Winter exhibit schedule were all associated with the major exhibit by two outstanding, nationally known black

photographers in connection with Black History Month. This exhibit featured the photographic conjurgraphs of Lawrence Sykes and the photojournalistic work of Robert Sengstacke. Both artists came to the Twin Cities for special lectures and workshops, jointly funded by COMPAS and CUPC. Illustrated slide lectures were given by both artists as well as an afternoon workshop with photojournalism students during their campus visit. A film series, "The Tribal Eye", was presented concurrently with this exhibit, which examined the role of art and the artist in numerous cultures. Utilizing a specially set-up area of the gallery and security guards to show the free films, this educational programming will be extended spring quarter to include a greater variety of films.

Selections in the permanent collections of undergraduate student prints were shown concurrently in January with MFA sculptural work of Robert Saxon. The final exhibits for the quarter were by non-University artists. Mark Larson's "Light-works" exhibit represented work familiar to those who frequent contemporary galleries such as "118" but it was an unfamiliar type of exhibit for the campus audience. Ted Perkins mounted a display of clay pieces also different from recent Coffman exhibits.

During the quarter break a new show has been installed which focuses on the graduate work in fiber, fabric, jewelry and ceramic design by graduate students of the St. Paul Design Department.

Current Events

Current Events programming was rather limited during Winter Quarter. Programming consisted of "Angles of Vision" and two "Public Interest Forums". Current Events also facilitated the temporary installation of an Advent Video Beam System.

concerns of the aforementioned constituent groups through lecture, film, discussion, music, dance and art. To this end the following programs were offered winter quarter:

ROOTS: In response to the popularity and significance of the book and television program ROOTS, the Ethnic Affairs committee had a lecture/discussion format combined with the availability of the Advent Video Beam viewer for campus and community involvement.

On January 20, Dr. Lansine Kaba of the Afro-American Studies Department, the History Department, and the Islamic Studies Department of the University of Minnesota, lectured on the Mandinka, the African culture group of which the hero of ROOTS - Kunte Kinte, is a member, as is Dr. Kaba himself. Offering a rare blend of culture and academics, Dr. Kaba's lecture featured the music and art of the Mandinkas as well as a historical narrative.

On February 1, Mahmoud el Kati, local black historian, discussed the "Significance of ROOTS for Afro-Americans" focusing on the cultural world heritage of the Afro-American and the role of the media in America.

SENGSTACKE/SYKES LECTURE/EXHIBIT: Working closely with the CUPC Gallery committee and the Community Programs on the Arts and Sciences (COMPAS), Ethnic Affairs was pleased to present to the campus and community the photojournalistic artistry of Robert F. Sengstacke of Memphis, Tennessee and the conjuregraph photographic imagery of Lawrence Sykes of the University of Rhode Island. Both gentlemen gave a lecture/slide discussion and made community appearances at the Inner City Youth League, St. Paul, and the Twin Cities Exchange Club meeting in North Minneapolis. Their individual talents and abilities and personal rapport made them valuable assets to the campus and community.

TRIBAL EYE FILM SERIES: This educational series focuses on the roots of modern art in nonwhite culture through exploration of the cultural heritage and artistic contributions of various African, Native American, Alaskan peoples of the world. Of both anthropological, artistic and historical significance, the program was well attended by students, staff and faculty.

BLACK MUSIC: THE BIG BAND SOUND OF THE 30'S: In co-sponsorship with the Afro-American Studies Department, Concerts and Lectures, Committee on Convocation and the Arts, Intercultural Urban Affairs, and the Minneapolis Musicians Union (whew!) the Ethnic Affairs committee provided the campus and community with the much heralded music event of the year at Northrop Auditorium. Under the direction of Professor Reginald Buckner and with the musical contributions of Irv Williams and his 15 piece band as well as vocalists Jimmy Bowman and Roberta Davis, an evening of great entertainment was assured. Over 2000 people attended this free musical event which was also the highlight of Black Month.

EVOLUTION OF BLACK MUSIC: Held March 4 in the Great Hall of Coffman Memorial Union, this musical event featuring the Minnesota Chapter of the Gospel Workshop of America, highlights black musical of the oral tradition that developed from the Black Christian experience. Examples of African songs, protest songs, spirituals, and modern gospel trace that tradition to the present. We are most indebted to Director Sam Davis, the Minnesota Chapter of the Gospel Workshop of America, Inc., publicity designer Seitu of the African Afro-American Cultural Arts Center, CUPC chairperson Dexter Allgood and of course, Dr. Reginald Buckner upon whose research the presentation was based.

CHICANO CULTURAL FILMS: Working in co-sponsorship with Chicano Student Cultural

Center, Ethnic Affairs showed a series of films depicting the life of the Chicano on February 23, March 2 and 3. The program was presented in conjunction with an art show in the Chicano Studies Department. Films were available for viewing in the afternoon at CMU Theater Lecture Hall and in the evening at Chicano Studies in Ford Hall.

During winter quarter EA has a number of activities highlighting Black Cultural Heritage and held during the month of February which has been designated Black Month. To this end we have worked closely with the Afro-American Studies Department, the newly formed Twin Cities Higher Education Consortium on Black Month and several campus and community organizations. We are appreciative of the support we have received and would most like to thank Dr. Geneva Southall, Dr. Reginald Buckner, Seitu, and Tacoumba.

The variety of cultural program offerings provided the campus and community through the Ethnic Affairs area has been broad and to a high degree, successful. However successful Ethnic Affairs has been, it has not been satisfied with its multicultural umbrella approach to programming. To make a greater impact on the campus and community with our programs and to increase the involvement of minority students within the Coffman Union Program Council, the structure of Ethnic Affairs will change for program year 1977-78. We will become Minority Cultural Perspectives with individual coordinators and committees for Black, Chicano, Native Americans and a chairperson for Asian Americans. We feel that the value of this move is indicated by the fact that each of the constituent committees will have its own coordinator, budget, and advisor. Benefits include increased staff support of minority programming, increased access to staff as resource, and enrichment in the cultural offerings of the University. Volunteer commitment of minorities has not been high and so we hope to improve that situation with

possible credit for service options on an individualized basis. What we view as improvements are designed to help us contribute better to the sense of belonging and community which should be felt at the University and the enrichment of the cultural experience of all University students.

Public Relations

Public Relations became particularly active following the appointment of the new VP for Public Relations and numerous special projects were accomplished. These included the adoption of effective utilization of the new logo in three council publications -- a totally new design for a recruitment brochure, newsletter designs and council stationary. All gave new image dimensions to both the council as a whole and as individual areas. The winter quarter calendar featured the new logo as well as more photographs of both building and program.

Publicity distribution was particularly effective because of the high calibre of work by new student employee and better area publicity coordination. A dorm posting and mailing system was designed and implemented that greatly strengthened an announcement of programs to the on campus residents.

In advertising a very informative, helpful and well attended workshop was presented by the Minnesota Daily staff. Also, a new design for the weekly CUPC ad was developed and refined early in the quarter.

Personnel

Events coordinated through the Personnel area include a major recruitment campaign, the publication of the CUPC newsletter, and two well attended dinner parties.

CUPC is PEOPLE! The publication of a very excellent brochure, designed by John Kannenberg, launched the Council's recruitment program. Council members distributed brochures at programs and in the dorms. Visiting the dorms proved

to be a very effective recruitment strategy; the majority of new recruits are from the dorms. Daily ads and open houses were also a part of the recruitment effort.

The CUPC newsletter has been redesigned to incorporate the new logo. The CUPC Circular was published twice during the quarter by Tim Hannasch.

The "Welcome to Winter" dinner featured luscious clam spaghetti a la Hayes. Since all CUPC members are notoriously undernourished, the dinner was well attended. Vanne received rave reviews.

A rather rowdy Mid-Year Recognition Dinner, held in the Whole Coffeehouse, was attended by 40 famished Council members. Five coordinators, Beth Heim, Dave Bredenberg, Lola Maloney, Karin Oberg and Gwen Willems, were recognized for their outstanding achievements. In this quarterly report the Council wishes to express their gratitude for the many fine programs these coordinators have produced.

Finance

Robin Silverman, finance coordinator, devoted her energies to both the daily tasks of check and contract approval, as well as to the monitoring of total Council expenses. The most complex issue of the quarter was the revision of budgets and attendant level of support given to the Popular Entertainment area, in light of income/expense problems. The prognosis is much more favorable at this time.

President

Kathye Rosel invested herself in spearheading the Council's recruitment efforts, in creating an atmosphere conducive to effective group processes and decision-making, and to acting as Council spokesperson at the Union Board of

Governors. Kathye is now the resident student veteran of the Council, having served with distinction in program and as president for approximately three years.

Recreation

There were a total of 162 entries in the ACU-I campus games tournament. Two events, bridge and chess, were hosted by West Bank Union and Recreational Sports conducted the foosball tournament. In regional competition, the University's entries took firsts in bridge, chess, women's table tennis singles and doubles, and men's table tennis doubles.

The program of noon cartoons had a high attendance of 101 and an average of 89 for eight shows. Flash Gordon continues his battle with the villain Ming.

Midway through the quarter, Anita Hanson was selected as coordinator of the area.

Trips and Outings

Winter Quarter programming started with Ski Nights. There were basically two different series of Ski Nights: the first three in which only Coffman Union sponsored, priced at \$7.00 and the last three in which there was an agreement between the three Unions to each subsidize one third of the cost needed to bring the price down to \$5.00 per person. The success of this arrangement is shown when the first three trips were canceled getting only two people for the Afton, 8 people for the Welch and 4 people for the trip to Snowcrest. Two of the last three trips went getting 32 people for the trip to Afton and 31 people for the trip to Welch.

The Wilderness Consciousness program continued functioning smoothly with two programs going successfully. The first one February 2, featured Tim Knapp,

cross country enthusiast and professor in the Forestry Department. It drew about 30 people. The second program on February 16 featured Calvin Rutstrum. He is the author of 11 wilderness books and during his presentation he exhibited his equipment and showed slides. There were about 120 people in attendance.

There were also two major ski trips planned, a downhill trip going to Colorado's Summit Mountain and a cross-country trip to Sundance Ranch in northern Michigan. Both were canceled because of poor weather.

Popular Entertainment

The Popular Entertainment Committee responds to the leisure needs of the campus community through a broad program format which includes weekly popular film series, classic and foreign film series, free noon entertainment, occasional dances and concerts.

Popular Entertainment's main achievement during the Winter Quarter of 1977 was the popular film series. According to attendance figures, the series overall improved markedly from Fall Quarter of 1976. Every film's actual attendance surpassed expected attendance goal by at least 100 more persons. This is a marked improvement in program in relation to Fall quarter, attributable in part to the following:

1. Change in admission price.
2. Increased levels of publicity.
3. An outstanding series flier and poster.
4. Acquisition of trailers for nearly every film.
5. Particularly good film selection.
6. Improved management policies that have added organization and continuity. These policies and techniques were put together by students and staff in the area.
7. Program sampling.

The noon concert program featured many local performers in the Whole Coffeehouse each Friday over the lunch hour. The varied format featured the magic of Jack Hart, the African rhythms of Feast of the Circle Dancers, Ron Holberg (in the Great Hall), the original folk tunes of Barb With, Rob Weinberg, Scott Alarik, John Ashton, Ann Reed and Judy Foster, Bill Smith, and Anja and Barb. Special thanks to Di Anderson whose solo efforts and the support of the Popular Entertainment committee make it all happen.

Each quarter the noon concert committee is pleased to feature the University Jazz Ensembles in open rehearsal in the Great Hall one Thursday each month. On January 27 and February 24 the three jazz ensembles played to audiences of approximately 200 people.

Operating without a coordinator the Popular Entertainment area did a fantastic job of programming. Lola, past coordinator, helped the committee through her procedures for film management and some training development. John Kannenberg did an excellent job with publicity design and distribution (mailings) as did Libby Ryder with Daily advertising and Liz Knoblauch with poster distribution. Our congratulations to Mitch Jossart who is the new coordinator for the Popular Entertainment area for 1977-78.

Whole Coffeehouse

The variety of weekend musical entertainment offered through the Whole Coffeehouse included bluegrass (Norman Blake), country/folk (Jim Tordoff and Friends), blues (Mighty Joe Young, Tom Paxton, One Man Robert Johnson), folk (Josh White Jr., Lonnie Knight, and James Lee Stanley) and jazz (Reginald Buckner). The cancellation of Luther Allison due to severe winter weather and Ben Sidran due to scheduling conflicts account for the drop in revenues and attendance generally expected during winter quarter. Volunteer attendance was

up but we could still appreciate an increase in numbers. A growing harmony and closeness is evidenced among the volunteers and much recognition should go to Bruce Kiesling, Curt McNamara, Nadira Somwaru, Scott Kennedy, Darren and most especially to the retiring coordinator Beth Heim, whose leadership embellished the sense of belonging that each volunteer feels for the Whole.

An examination of the Whole as to possible technical improvements was made by the communications media staff and will continue with a possible acoustical survey taken over spring break.

Scheduling the entertainment lineup for winter indicates that the Whole will not be offering the three-night format as often as anticipated last Spring nor will we have as many female performers unless tour schedules and record charts change.

Contract costs for performers are up and thus we have had to raise the price of admission 50¢ to reflect the increase. Audience response has been good. Weather permitting, we look forward to a very successful Spring Quarter.

The workshop/dinner meeting format seems to have improved the awareness of volunteers about the operation of the Whole Coffeehouse and the Coffman Union Program Council. Although we are losing a coordinator to Peace Corps service in the Dominican Republic, we will not lose our momentum.

EVENTS AND ATTENDANCE BY AREA

	<u>WINTER 1977</u>	<u>WINTER 1976</u>
Contemporary Arts		
Events	30	16
Attendance	3281	1830
Gallery		
Events	9	8
Attendance	4565	4305
Current Events		
Events	6	23
Attendance	3225*	2909
Ethnic Affairs		
Events	16	10
Attendance	3120	2000
Personnel		
Events	3	8
Attendance	75	120
Recreation		
Events	16	2
Attendance	894	380
Trips & Outings		
Events	4	6
Attendance	213	212
Popular Entertainment		
Events	21	22
Attendance	10,636	6,355
Whole		
Events	17	14
Attendance	2,660	4,103
TOTAL		
Events	122	122
Attendance	28,669	22,298

*includes 3000 who viewed video beam

MINI COURSES

	<u># of courses offered</u>	<u># of participants</u>	<u># courses go</u>	<u>% go of total offered</u>
Spring '76	37	440	32	86.4
Fall '76	50	360	27	54.0
Winter '76	47	365	29	61.7
Winter '77	41	439	31	80.5

Course OfferingsDance and Movement

Ballet
 Ballroom Dance I (2 sections)
 Belly Dance I (2 sections)
 Mime
 Tap Dance I
 Tap Dance II

Music

Class Piano (2 sections)
 Guitar

Artcraft Studio

Ceramics (3 sections)
 *Jewelry Construction
 Photography (3 sections)
 *The Camera (3 sections)
 *Ski Repair
 Welding
 Woodworking

Personal Growth and Development

Assertiveness Training
 Hatha Yoga
 Meditation

Special Interests

Calligraphy
 *Color and Graphics
 CPR (2 sections)
 Genealogy
 Juggling
 Karate
 Pool
 Resume Writing
 Taxes, Federal and State
 *The Soaps
 *Typing
 Wine Appreciation

*Courses canceled due to insufficient enrollment

Publicity

For the third quarter, the Mini Course brochure was published jointly with the St. Paul Student Center, thereby reducing costs for both organizations. Five thousand pieces were distributed to student unions/center, bookstores and departments. Brochures were mailed to student housing, cooperatives, sororities, fraternities, campus organizations and nearby community libraries. One half page and one quarter page Daily ad were also shared by Coffman and the St. Paul

Student Center.

Registration

An S.O.S. person was employed to handle in-building registration. On two days, in-building registration was extended from 5 p.m. to 7 p.m. for the convenience of the students who had difficulty registering during the day.

Evaluation

The student and instructors' evaluation forms reflected a great deal of enthusiasm for the program.

Operations

The floor in the Mississippi Room was refinished creating a fine atmosphere for our dance classes. There were negative comments about the lack of mirrors; this is in the process of being resolved.

MUSIC LISTENING

The Music Listening Center, which opened in September of 1976, enjoyed an extremely busy second quarter. The staff of six students checked out headsets to 6000 requests.

The Music Listening Center currently has 32 stations with 7 channels operating. The program is as follows: channels 1, 2, 6, 7 are open for requests from our library; channel 3 is tuned to KSJN; channel 4 is tuned to KQRS; channel 5 is devoted to classical recordings.

Over 770 selections of rock, rhythm and blues, jazz, classical, country, and folk music are available for the patrons' enjoyment. The number of selections available has increased by approximately 200 since the facility opened. The overwhelming number of requests are from the Rock and Pop category.

Top Five Requests from Patrons:

Beatles
Stevie Wonder
Moody Blues
Bob Dylan
Fleetwood Mac

During winter quarter 7274 patrons checked out headsets. The number of patrons is approximately 680 less than fall quarter. The facility continues to be used most heavily from 10 am. to 4 p.m. Patronage on weekends and evenings has increased but is still less than optimum.

Length of Stay in the Center:

<u>Minutes</u>	<u># of patrons</u>
Under 30 minutes	537
30-60 minutes	2662
61-120 minutes	2414
Over 120 minutes	783

The Center's major problem continues to be headset malfunction. Ten headsets were purchased to temporarily alleviate the problem. The reduction in the

number of patrons is due primarily to the lack of headsets.

A plexiglass program board has been installed. Permanent yellow cards have been printed to complement the program board.

The operating procedures developed for the Music Listening Center continue to provide for a smooth and secure checkout process. A procedures manual will be published during spring quarter.

RECREATION/OUTINGS CENTER

Business in the Recreation/Outings Center was slightly below 1976 levels in bowling and slightly above in billiards and table tennis. Some of the decline in bowling is attributable to periods of unusual heat during failure of the air handling system in the latter part of February. Customers were unwilling to continue active types of recreation.

Open bowling was down about 1700 lines or 7 percent. League bowling showed a significant drop of 20 percent. Only 62 teams participated in league play, also about 20 percent below expectations. Physical education bowling was down about 5 percent and intercollegiate play was off a surprising 38 percent. Some of this is attributable to self-imposed limits of participants whose averages made it unlikely that they would qualify for intercollegiate matches.

Billiard play was up about two hundred players or 3 percent. Some of this increase was attributable to a mini course in billiards which was well received by participants.

Table tennis play showed a significant 31 percent increase, primarily because of a physical education class offered for the first time winter quarter. Business in table tennis showed an upswing during the energy crisis periods when building temperatures were reduced, but dropped off as air handling problems developed.

The lack of snow reduced the demand on the outings rental center. Usage was about 55 percent of the 1976 season. However, on those few weekends with snow, virtually all winter equipment was in use. Lack of snow also resulted in increased damage to equipment as skiers tried to get by on lightly covered trails.

Games were checked out by some 350 persons and 27 lockers were rented during the quarter. All available lockers are in use.

Income from amusement games continues to run above projections and is helping to offset declines in bowling and outing income. The expansion of the pro shop to include cross country waxes and equipment resulted in increased income; however, a rather large inventory will have to be carried over as purchases did not meet expectations.

R/OC STATISTICS - Winter Quarter

	<u>OPEN BOWL</u>	<u>LEAGUE BOWL</u>	<u>PE BOWL</u>	<u>INTERCOLL BOWL</u>	<u>BILLIARDS</u>	<u>TABLE TENNIS</u>
1977	22257	7146	4657	2224	9097	2767
1976	23981	8992	5116	3564	8807	2110

ARTCRAFT STUDIO

The extremely cold weather was not only hard on Minnesotans but also greatly influenced the attendance figures for the Studio this quarter. Traffic quickly picked up when warmer currents returned but did not recover the attendance in some areas lost in January/February.

Hand Arts Demo

The first in an anticipated series of craft demonstrations was held on February 24, and featured ceramics and picture framing. A short film was shown in conjunction with the demo.

Ceramics

The new system of "pay as you go" relative to firing proved to be very effective, but the area showed a rather dramatic decline in level of use. This is being analyzed, and will be further researched during spring.

Duplication

Here again, the trend in level of use is considerably down. Sampling will be utilized to research the phenomenon, and the best hypothesis at present is that we are simply not experiencing the usual influx of student groups who have traditionally made use of the facilities.

Mini Courses

Levels of participation were as follows:

Photography Section 1	6 registered
Section 2	5 registered
Section 3	6 registered
Ceramics Section 1	12 registered
Section 2	11 registered
Section 3	8 registered
Welding	6 registered
(this class closed on mail registration before building registration opened)	
Woodworking	12 registered

Photography

Several needed components were added to these facilities including acrylic cutting boards, extra filters, and rosin coated paper. We experienced drama-

tically heavier traffic in the dri mount press area with the addition of a second unit.

Woodworking

Todd Randall, an Artcraft employee, worked many hours to complete a wardrobe breakfront, which is quite a masterpiece. He quoted 300 hours in working time as he puts the finish on his project. Here again, usage patterns are up.

Hand Arts

The lapidary unit was completely overhauled and will be in full operation spring quarter. Sewing and jewelry equipment were used heavily.

LEVELS OF USE

<u>Area</u>	<u>Winter 1977</u>	<u>Winter 1976</u>
Ceramics	280	706
Duplication	1770	2832
Photo/Dri Mount	368	212
Mini Courses	420	492
Woodshop	1653	1537
TOTAL	4491	5779

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Special Meeting of the Coffman Union Board of Governors

April 25, 1977

Present: Robin Silverman, CUPC
Kathye Rosel, CUPC
Deitmar Barsig, Grad
Mary Hausladen, CS (Stud)
Mitch Jossart, CUPC
Glenn Hendricks, OSA
Berton Atkinson, CMU

Tim Ryan, GC
Mike Lazarow, TCSA
Barry Bridges, UBOG Alumni
John Kannenberg, CUPC
Vi Justice, CS (Clk)
Robert Ledder, Fd Serv
Rufus Simmons, CMU
Bernie Molitor, CMU

Absent: Al Margoles, LS
Don Meyers, Ed (exc)

Norman Holte, CC
Gen Olson, MN Alumni (exc)
Rick Plunkett, CLA

Guests: Donna Soutor, CMU Info Rep

The meeting was called to order at 12:10 by chairperson Robin Silverman.
A quorum was present.

CUPC Recognition Dinner. The chair reminded the Board of the reservation deadline for the CUPC recognition dinner. A show of hands indicated everyone going to the dinner had made a reservation.

Master Calendaring Program. Mr. Simmons asked for a motion to address the CMU Master Calendar Program proposal, explaining its purpose is to establish a fair and equitable procedure for reserving space in Coffman; to maximize space use; to effect a well-balanced activities program; and to be used as a base for preparing a publication of CMU reservations that would give a general overview of the activities to take place during the following academic year.

Board approval is needed to:

1. Establish the maximum number of programs an organization can schedule.
(6 per year, 2 per quarter)
2. Fix prime time. (12:00 Noon to 1:00 P.M., Monday thru Friday and
6:00 P.M. to 12:45 A.M., Friday and Saturday)
3. Establish a cut-off date for confirmation of reservations.
(Three weeks prior to event, organization making reservation must fill out reservation confirmation sheet. Failure to do so will result in space being open for reservation.)

MOTION 34-77 (Atkinson-Rosel) Move adoption of above three criteria in regard to Master Calendaring Program.

Approved.

Discussion of MCP brought out concern about affect it would have on CUPC programming. Mr. Simmons assured the Board that the Council would not be affected unless it took a disproportionate amount of prime time, at which time a review would be necessary.

MISA is interested in some prime time space.

Robin Silverman stated she would like to see a written statement as to what is considered a program.

Mike Lazarow asked what defined an all-university event? Mr. Simmons explained all-university events have all-campus appeal. Programs/activities relating to the matriculation process would be examples.

The MCP would go into affect September - June.

Bob Ledder spoke in support of the MC proposal noting master calendaring is done in commercial' enterprise and is helpful in planning and working with others.

PPBS. The Planning Program Budget and Line Item Budget were introduced for approval of the budget. The House and Finance Committee had met on three occasions to examine the PPBS and were commended by Mr. Simmons for their diligence.

Deitmar Barsig questioned Pages 31 and 56 of PPBS. He thought the descriptions were ambiguous and could be more definitively written.

Robin Silverman questioned zero amount allocated to Repair and Renovation and Repair and Replacement on Page 58, noting that the upkeep on fire and security systems could be substantial. Mr. Atkinson explained should the need for repair/replacement or renovation arise in this area, money would be available in Reserves.

MOTION 35-77 (Lazarow-Ryan) To approve budget for 1977-78.

Approved.

Board members were asked to fill out reservation form for UBOG Recognition dinner to be held May 12.

Approval of Minutes. The minutes of April 18 were approved with the following corrections:

Page 2. Motion 31. ...study study results...

Page 2. Add John Kannenberg to Membership Fee Task Force.

Next UBOG meeting will be May 2.

The meeting was adjourned.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

M for MASTER
C for CALENDARING
P for PROGRAM

September

WHAT IS THE
M/C/P?

October

PURPOSES
FOR THE
M/C/P?

November

WHAT SHOULD A
GROUP DO PRIOR TO
THE M/C/P?

December

WHEN AND WHERE
WILL THE 1977-78
M/C/P
TAKE PLACE?

January

February

WHAT COFFMAN UNION
SPACE IS RESERVED
THROUGH M/C/P?

March

BASIC
M/C/P
PROCEDURES?

April

WHO WILL BE
SERVICING YOU
DURING THE
M/C/P SESSIONS?

May

M/C/P TAKES PLACE
DURING MAY
(Flip the page
for details!)

GENERAL INFORMATION ABOUT THE COFFMAN MEMORIAL UNION MASTER CALENDARING PROGRAM

WHAT IS THE COFFMAN MEMORIAL UNION MASTER CALENDARING PROGRAM?

The Coffman Memorial Union Master Calendarling Program involves seven (7) phases:

- Phase I. Phase I is completed prior to the Master Calendarling sessions. Through this phase University holidays and periods when the Union is closed are recorded on the Master Calendarling Work Sheet Forms.
- Phase II. Phase II is completed prior to the first Master Calendarling session. This phase involves the reservation of Union space for All University Events scheduled for the next academic school year. This group is considered Priority I.
- Phase III. Phase III is completed prior to the first Master Calendarling Session. This phase involves the reservation of Union space for Union Board of Governors, TCSA and Presidential events according to the CMU Maximum Use Policy for those groups in Priority II.
- Phase IV. Phase IV is carried out through the first Master Calendarling session. This phase involves the reservation of Union space for those programs planned for the next academic school year by those groups in priority III.
- Phase V. Phase V is carried out through the second Master Calendarling session. This phase involves the reservation of Union space for those programs planned for the next academic school year by those groups in Priority IV.
- Phase VI. Phase VI is carried out through the second Master Calendarling Session. This phase involves the reservation of those programs planned for the next academic school year by those groups in Priority V.
- Phase VII. Phase VII provides an opportunity for open bidding for unreserved dates and space for groups in Priorities I through IV.

PURPOSES FOR THE COFFMAN MEMORIAL UNION MASTER CALENDARING PROGRAM

The Coffman Memorial Union Master Calendar Program provides an opportunity:

1. For University of Minnesota student organizations, faculty, administrative and alumni groups to tentatively reserve Union space for programs planned for the next academic school year.
2. For fair and equitable distribution of Coffman Memorial Union space to the different groups eligible to use University facilities.
3. To make maximum use of space and personnel to meet the needs of the University.
4. To effect a well balanced activities program.
Example: If organization A schedules and reserves space for an All University concert on a particular evening, it would be questionable whether organization B would wish to consider scheduling another All University event on the same evening in the same vicinity.
5. To prepare a publication entitled "The Coffman Memorial Union Tentative Master Calendar of Events." This publication provides a general overview of the activities program to take place during the following academic year. It can be used as a tentative calendar of events for those wishing to attend activities at the Union. It also serves as a publicity medium in promoting the various events.

SPECIFIC INFORMATION ABOUT THE COFFMAN MEMORIAL UNION MASTER CALENDARING PROGRAM

WHAT SHOULD THE GROUPS DO PRIOR TO MASTER CALENDARING PERIOD?

1. Develop an activities program outline for those programs to take place during the next academic year.
2. Determine a name for each program.
3. Select three (3) alternative dates for each program.

4. Determine time of day each program will take place.
5. Determine the general format for each program so that through reservation's counseling an appropriate facility or facilities can be selected for each program.
6. Select a group representative who will make the reservations for all the programs through the appropriate Master Calendaring session. This representative might be considered the organization's Reservations Co-ordinator and would serve as such throughout the next academic school year. It is understandable that the chairperson of each program may wish to make the initial Master Calendaring Program reservation and to personally follow up on the reservation in the fall.

WHAT COFFMAN MEMORIAL UNION SPACE IS RESERVED THROUGH THE MASTER CALENDARING PROGRAM?

1. The following Coffman Memorial Union space is reserved through the Master Calendaring Program:
 1. Great Hall
 2. Whole
 3. Men's Lounge
 4. Women's Lounge
 5. Theatre Lecture Hall
 6. Mississippi Room
 7. Room 320
 8. Meeting Rooms

WHAT BASIC PROCEDURES DO THE APPLICANTS FOLLOW DURING THE MASTER CALENDARING PROGRAM SESSION?

1. First, the applicant must determine the day, time, and place for the Master Calendaring Session through which his or her organization may process tentative reservations.
2. Upon arrival, the applicant sees the Coffman Memorial Union Reservations personnel to discuss the date, time, name of program, and place for each reservation desired.

3. The applicant then completes a tentative reservation application form in duplicate for each reservation desired.
4. The applicant presents the completed tentative reservation application forms to the Reservation personnel.
5. A CONFIRMATION DATE WILL BE INDICATED ON THE FORM BY RESERVATIONS' PERSONNEL - THE TENTATIVE RESERVATION MUST BE CONFIRMED AS DEFINITE BY THE DATE INDICATED, OR IT WILL BE AUTOMATICALLY CANCELLED.

WHO WILL BE SERVING YOU DURING THE MASTER CALENDARING PROGRAM SESSIONS?

The Coffman Memorial Union Reservations Staff will be serving you during the Master Calendaring Program Sessions.

If you have any questions about this material, please contact the Coffman Memorial Union Reservationist at 373-2420.

WHEN AND WHERE WILL THE COFFMAN MEMORIAL UNION 1977-78 CALENDARING PROGRAM TAKE PLACE?

- | | |
|----------------------|--|
| Phase I, II and III: | These will be completed prior to the first Master Calendaring session. |
| Phase IV: | MASTER CALENDARING SESSION <u>ONE</u> WILL TAKE PLACE
(Room 320 - May 19) |
| Phase V: | MASTER CALENDARING SESSION <u>TWO</u> WILL TAKE PLACE
(Room 320 - May 23) |
| Phase VI: | MASTER CALENDARING SESSION <u>THREE</u> WILL TAKE PLACE
(Room 320 - May 26) |
| Phase VII: | MASTER CALENDARING SESSION <u>FOUR</u> WILL TAKE PLACE
(Room 320 - May 30) |

AGENDA
Monday, May 2, 1977

- I. Call to Order
- II. Approval of Minutes
- III. Old Business
 - Goal Progress
 - Budget Post Mortem
 - Barber/Beauty Shop
 - CUPC - Winter Report
- IV. New Business
 - Extension Student Use of Facilities (without services fee,
temporary waiver on existing policy)
 - Minority Cultural Perspectives - CUPC
- V. Committee Reports
- VI. Directors Report
- VII. Announcements
- VIII. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Meeting of the Coffman Union Board of Governors

May 2, 1977

Present: Robin Silverman, CUPC Mary Hausladen, CS Stud
 Kathye Rosel, CUPC VI Justice, CS Clk
 Mitch Jossart, CUPC Glenn Hendricks, OSA
 John Kannenberg, CUPC Bob Ledder, Fd Service
 Mike Lazarow, TCOSA Ruf Simmons, CMU
 Gen Olsen, Minn Alumni Bert Atkinson, CMU
 Bernie Molitor, CMU

Absent: Tim Ryan, GC Deitmar Barsig, GS (exc)
 Al Margoles, LS Don Meyers, Ed (exc)
 Barry Bridges, UBOG Alumni Norman Holte, CC
 Rick Plunkett, CLA

Guest: Donna Soutor, CMU Info Representative

The meeting was called to order at 12:15 by chairperson Robin Silverman. A quorum was present.

NEW BUSINESS

Waiver for Extension Students. Mr. Simmons reported he has received a letter from the Extension Department requesting a temporary waiver of the fee requirement for use of union facilities until a policy for non-fee paying student use of facilities is established. Extension students are making their request on the grounds that faculty and staff are allowed to use the facilities without the fee restriction.

MOTION 36-77 (Rosel-Olsen) To grant exception to student fee statement to use the Music-Listening and Recreation/Outing facilities.

Discussion of motion followed:

Bert Atkinson asked if identification of extension students would be a problem. It was noted the student fee paying status is on fee statement.

Mike Lazarow said the facility use is extended to faculty and staff as a courtesy and he did not favor extending this courtesy to non-fee paying students--rather, he thought the faculty/staff privilege should better be reconsidered.

Bert Atkinson suggested extension students could perhaps pay the union portion of the student fee as a temporary measure. Rufus Simmons noted this would create a need to pro-rate the charge as it involves the Minnesota Union.

Glenn Hendricks queried whether this would be a first step toward something that has not occurred or developed.

Bert Atkinson questioned the union's authority to waive the fee.

MOTION 36-77 was withdrawn by Kathye Rosel and Gen Olsen.

Mr. Simmons announced the Task Force Fee Committee, formed for the purpose of examining and developing the fee proposal submitted by Robin Silverman, will have its initial meeting on Wednesday, May 4, at 3:00 p.m.

APPROVAL OF MINUTES

Motion was made, seconded and approved to accept the Minutes of April 25 as written.

OLD BUSINESS

Budget Post Mortem. There were no questions or comments in regard to the budget.

Goals. Kathye Rosel reported she and Bernie Molitor will need to meet with House and Finance in regard to the SOAC goal. (It was noted H&F will meet Thursday at 4:00.) CUPC will write a report reviewing that they are doing to meet the needs of the union/students, including a sampling of programs.

The alcohol in union proposal has not been returned from Administration.

The third floor remodeling is at the point of material and furnishing selection--by room.

Barber/Beauty Shops. Bert Atkinson reported notice has been given the present managers to vacate by July 1. The union has a memo-agreement with Mr. Hanson of Southdale for a full hair-styling service for both men and women. Mr. Hanson has shops in Ridgedale, Northdale, and Southdale. It will cost the union \$50,000 to prepare the space. Mr. Hanson will bring in his furnishings and the present furnishings will be sold on sealed bid. Rate of pay for leasing the space will be \$8,000 or 10% of gross. Mr. Hanson's agreement includes the stipulation that he offer a 'stay-on' possibility to the present employees. The union is working with the Planning Office and looks to select an architect within ten days. (John Kannenberg and Mary Hausladen will join Bert in architect selection.) A hoped-for reopening date would be early September.

REPORTS

Mike Lazarow reported comp tickets will be available for Bonnie Raitt. The number available and distribution are not yet known. Those interested in comp tickets should call CUPC for further information.

Bert Atkinson reported furnishings for Orientation space have been ordered and Orientation may possibly move in July.

There is some electrical work and furnishing left to do in ISTC. House and Finance has not acted on ISTC request for additional space.

Solar shading for the Ski-U-Mah lounge will be tested to determine its compatibility with the plexiglass before installation. The warranty period has been extended from 2 to 5 years. If the solar shading tests out it will be installed by warm weather.

UBOG Minutes

Page 3

May 2, 1977

SAC Space Request. Robin Silverman asked Board members to give some thought to SAC's request for space and CMU's space possibilities in preparation for questions for the May 16 meeting.

Donna Soutor announced an ad had been placed in the Daily in regard to college board vacancies on UBOG.

The next Board meeting will be May 16, 12:00 noon, in Room 346. Lunch will be at 11:30 a.m.

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

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Meeting of the Coffman Union Board of Governors

May 23, 1977

Present: Robin Silverman, CUPC
Kathye Rosel, CUPC
John Kannenberg, CUPC
Don Meyers, Ed
Mary Hausladen, CS (Stud)
Glenn Hendricks, OSA
Rufus Simmons, CMU

Tim Ryan, GC
Mitch Jossart, CUPC
Mike Lazarow, TCSA
Barry Bridges, UBOG Alumni
Vi Justice, CS (Clk)
Phillip Palan, IT
Berton Atkinson, CMU
Bernie Molitor, CMU

Absent: Deitmar Barsig, Grad
Robert Ledder, Fd Serv

Al Margoles, LS
Gen Olsen, Minn Alumni (exc)
Norman Holte, CC

Guests: Donna Soutor, Info Rep, CMU
Nancy Brovold, Extension Board Member

The meeting was called to order at 1:05 p.m. by chairperson Robin Silverman.
A quorum was present.

New Board member, Phil Palan, representing IT, was introduced.

APPROVAL OF MINUTES

The minutes of May 2 were accepted as written with the correction of an excused absence for Tim Ryan.

OLD BUSINESS

Air Conditioning Update. A survey sampling has been taken of the Minneapolis Campus. To date 41% of returns are in favor on installing air conditioning. The Fee Committee and TCSA will meet this Wednesday regarding the issue for an early June Regent agenda item. Glenn Hendricks suggested the fact sheet regarding air conditioning include the alternative options that have been considered.

Board Vacancies. Mr. Simmons reported Linda Lee, Coordinator, CLA Student Personnel, has indicated her willingness to serve as a faculty representative to the Board. Richard Horowitz sent regrets that he would be unable to serve as he was moving to the University of Ohio. Another faculty person recommendation is needed.

Master Calendar. Mr. Simmons reported there were ten organization representatives at the MC meeting last Thursday. Reservations received to date have for the most part been for non-prime time.

Membership Use Fee. The Task Force expects to have a revised membership use proposal for Board and Minnesota Union action by early June.

rogram and dinner

Recognition Dinner. Barry Bridges commented on the excellent program and dinner at Chanhassen.

Goals. CUPC's report of meeting needs of students will be distributed with the minutes of May 23. Third Floor Remodeling plans are proceeding on schedule. Alcohol in Union Proposal is still at the University Attorneys. There are problems with state laws and licensing. To change the laws would require strong student support and Regent action. Some of the laws requiring change are "alcohol may not be served in school or school house;" "no alcohol may be served within 1/2 mile of St. Paul Campus;" "no liquor may be served within 1/2 mile of main building of campus. The University Attorney will provide the Union with a list of laws that pertain to the University regarding licensing.

SAC. Tim Ryan reported House and Finance recommended SAC be housed in CMU in the 340 series of rooms. The 340 series is more adjustable to office space than the 350 series. The Men's Lounge, also considered as space that would meet SAC needs, was negated because of its unique purpose.

MOTION 37-77 (Ryan-Barry) To accept SAC to be housed in CMU in the 340 room series, excluding room 346.

Approved.

Barry Bridges distributed a re-wording of House and Finance amendment to its approval of SAC space. The amendment related to rent rate and improvement of space. The re-worded amendment was sent back to H&F for action before presentation to the Board.

Program Council. Kathye Rosel reported the Council is interviewing applicants for next year. As CUPC is having its final meeting for the year this afternoon she asked for Board acceptance of the 1977-78 officers and coordinators pending their election at the CUPC meeting.

MOTION 38-77 (Rosel-Meyers) That UBOG accept slate for 1977-78 Council.

Approved.

The following slate was ratified:

Executive:	President	Kathye Rosel
	Finance	Robin Silverman
	Personnel	Terri Mische
	Public Relations	John Kannenberg
Coordinators:	Popular Entertainment	Mitch Jossart
	Current Events	Nikke Vangones
	Contemporary Arts	Julie Gobell
	Gallery	Jim Huser
	Whole	Scott Kennedy
	Black Cultural Affairs	Barry Nix
	Recreation	Anita Hanson
	Trips & Outings	Tim Robinson
	Native American	Harold Iron Shield
	Chicano Cultural	
	Asian American Cultural	

COMMITTEE REPORTS

House and Finance - Tim Ryan

CMU Budget has been accepted by Minnesota Union H&F. ISTC has requested the last remaining commercial space available on Ground Floor. Other service options will be looked at before passing on ISTC request.

Directors - No further reports.

Donna Soutor showed the Board new P.R. for the suggestion boxes, soliciting public response to service/needs/programs.

The next UBOG meeting will be June 6, 12:00 noon, lunch 11:30 a.m., Room 346 CMU.

Meeting adjourned at 1:00 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

AMEND SUB-MOTION 3

Strike:

"This space will be provided as is to SAC at a rate of \$3.33/sq ft/year."

Replace With:

"This space will be renovated, following CMU standards, to meet the requirements of SAC. The initial costs of this improvement will be paid by CMU funds as are available; additional costs must be funded by SAC either directly or through their efforts. SAC will be charged \$3.33/sq ft/year in space rental. This rent will be in two portions. The first will be just sufficient to cover the minimum proportional share of operation costs; the second will be deferred until SAC's initial contribution for space improvement has been offset. It must be noted that as operating costs increase the base rate may also increase. This will be re-negotiated annually, but the two-portion rent shall be maintained.

5-23-77 bb

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING ACCOUNTS, INCOME & EXPENSE SUMMARY
 FOR PERIOD, JULY 1, 1976 TO MARCH 31, 1977

INCOME	MARCH FY 1976-77	MARCH FY 1975-76	YEAR TO DATE FY 1976-77	YEAR TO DATE FY 1975-76
Encumbered Funds, Operating Accounts			12,124.78	1,265.44
Fee Appropriated 9/12	57,098.17	51,000.33	513,883.53	459,002.97
7104 General Administration	4,068.68	12,071.58	35,356.94	40,522.24
7105 Program Administration	--0--	--0--	8,412.30	--0--
7106 Maintenance	497.77	1,212.07	28,257.96	3,642.19
7107 Communication/Media	1,637.36	794.00	5,642.81	2,092.75
7108 Artcraft Studio	1,279.79	1,532.78	8,983.96	10,021.35
7109 Recreation Outings	12,499.48	11,455.95	89,415.35	79,236.82
7110 Information Center	1,580.22	760.24	9,608.42	4,795.10
7111 Merchandise	9,514.05	6,920.90	65,738.90	55,151.18
7112 Reservations	2,534.46	702.52	12,020.94	5,626.98
7113 Locker Rental/Lost-Found	1,835.25	747.99	14,943.65	747.99
TOTAL INCOME	<u>92,545.23</u>	<u>87,198.36</u>	<u>804,389.54</u>	<u>662,105.01</u>
EXPENSE				
7104 General Administration				
Regular Salaries	10,978.18	10,518.81	99,301.74	89,306.67
Student Salaries	1,663.14	1,913.35	16,085.44	14,473.79
Fringe Benefits	1,989.59	1,963.53	19,456.14	16,318.66
Supplies & Expense	2,662.50	2,077.71	21,420.67	12,756.08
Merchandise for Resale	--0--	--0--	486.67	--0--
TOTAL	17,293.41	16,473.40	156,750.66	132,855.20
7105 Program Administration				
Regular Salaries	5,666.92	5,272.46	50,160.80	45,527.26
Student Salaries	1,569.83	(1,429.02)	11,603.38	2,592.27
Fringe Benefits	1,083.74	961.81	9,789.04	8,054.96
Supplies & Expenses	80.62	369.28	10,512.82	1,318.30
TOTAL	8,401.11	5,174.53	82,066.04	57,492.79
7106 Maintenance				
Regular Salaries	17,250.00	14,629.90	159,055.29	121,151.33
Student Salaries	5,761.72	3,649.38	43,962.86	26,100.87
Fringe Benefits	3,254.86	2,455.91	29,803.94	20,386.35
Supplies & Expense	12,458.77	1,279.93	56,945.79	45,520.75
TOTAL	38,725.35	22,015.12	289,767.88	213,159.30

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING ACCOUNTS, INCOME & EXPENSE SUMMARY, PAGE 2
 FOR PERIOD, JULY 1, 1976 TO MARCH 31, 1977

	<u>MARCH</u> <u>FY 1976-77</u>	<u>MARCH</u> <u>FY 1975-76</u>	<u>YEAR TO DATE</u> <u>FY 1976-77</u>	<u>YEAR TO DATE</u> <u>FY 1975-76</u>
7107 Communication/Media				
Regular Salaries	1,137.00	983.10	5,841.50	8,618.34
Student Salaries	3,161.55	212.24	9,372.97	3,095.93
Fringe Benefits	301.22	166.78	1,210.15	1,462.65
Supplies & Expense	698.75	16.90	1,078.15	402.14
Merchandise for Resale	--0--	--0--	--0--	--0--
TOTAL	5,298.52	1,379.02	17,502.77	13,579.06
7108 Aircraft Studio				
Regular Salaries	1,277.00	1,227.76	11,325.00	10,739.28
Student Salaries	1,370.81	1,386.26	11,124.57	10,269.73
Fringe Benefits	235.35	211.25	2,119.55	1,811.49
Supplies & Expense	204.77	253.30	1,980.60	1,808.81
Merchandise for Resale	774.65	1,314.14	5,311.64	8,276.05
TOTAL	3,862.58	4,392.71	31,861.36	32,905.36
7109 Recreation Outings				
Regular Salaries	2,068.18	1,926.36	18,370.30	16,819.82
Student Salaries	2,138.04	2,932.19	21,106.50	20,611.84
Fringe Benefits	376.67	326.80	3,389.85	2,809.01
Supplies & Expense	656.46	396.31	7,950.02	6,943.20
Merchandise for Resale	100.80	112.50	1,746.45	327.30
TOTAL	5,340.15	5,694.16	52,563.12	47,511.17
7110 Information Center				
Regular Salaries	417.50	785.51	3,151.14	6,342.03
Student Salaries	1,823.71	1,259.95	14,132.67	8,494.89
Fringe Benefits	115.94	122.70	659.85	1,043.28
Supplies & Expense	(136.84)	224.27	517.01	475.60
Merchandise/Resale	1,018.79	--0--	4,037.78	2,862.39
TOTAL	3,239.10	2,392.43	22,498.45	19,218.19
7111 Merchandise				
Regular Salaries	417.50	438.99	3,224.32	6,395.51
Student Salaries	886.40	657.50	6,953.41	5,828.34
Fringe Benefits	76.04	74.47	594.49	1,061.33
Supplies & Expense	264.89	185.94	1,415.38	1,557.57
Merchandise/Resale	6,208.13	3,936.04	46,318.82	40,536.37
TOTAL	7,852.96	5,292.94	58,506.42	55,379.12

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING ACCOUNTS, INCOME & EXPENSE SUMMARY, PAGE 3
 FOR PERIOD, JULY 1, 1976 TO MARCH 31, 1977

	<u>MARCH</u> <u>FY 1976-77</u>	<u>MARCH</u> <u>FY 1975-76</u>	<u>YEAR TO DATE</u> <u>FY 1976-77</u>	<u>YEAR TO DATE</u> <u>FY 1975-76</u>
7112 Reservations				
Regular Salaries	1,046.72	1,027.64	9,124.68	8,811.96
Student Salaries	628.49	1,056.13	5,428.73	5,386.47
Fringe Benefits	190.64	174.34	1,686.26	1,471.82
Supplies & Expense	58.35	67.12	877.80	462.05
TOTAL	1,924.20	2,325.23	17,117.47	16,132.30
7113 Locker Rental/Lost-Found				
Regular Salaries	745.86	--0--	6,576.18	--0--
Student Salaries	--0--	--0--	777.39	--0--
Fringe Benefits	135.86	--0--	1,213.44	--0--
Supplies & Expense	93.01	238.53	884.13	238.53
TOTAL	974.73	238.53	9,451.14	238.53
Expense Sub Total	92,912.11	65,378.07	738,085.31	588,471.02
Encumbered Funds	--0--	--0--	25,398.16	17,863.10
TOTAL EXPENSES	92,912.11	65,378.07	763,483.47	606,334.12
BALANCE INCOME/(EXPENSE)	(366.88)	21,820.29	40,906.07	55,770.89

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING ACCOUNTS, SOURCE OF INCOME, PAGE 2
 FOR PERIOD, JULY 1, 1976 TO MARCH 31, 1977

	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	FEE APPR.	TOTAL
BROUGHT FORWARD	44,812.07	8,860.80	29,515.11	5,642.81	8,983.96	36,338.57	--0--	--0--	--0--	--0--	--0--	134,153.32
Billiard Fees						14,288.01						14,288.01
Table Tennis						2,300.65						2,300.65
Pro Shop						1,211.58						1,211.58
Amusement Games						29,786.87						29,786.87
Outings Rental						5,892.77						5,892.77
Locker Rental & Refunds						308.50						308.50
Beverage Vending						252.40						252.40
7110 Information Center												
Copy Service							9,608.42					9,608.42
7111 Merchandise												
Newsstand								52,686.11				52,686.11
Information Center								13,052.79				13,052.79
7112 Reservations												
Room Use									4,091.79			4,091.79
Office Contracts									7,929.15			7,929.15
7113 Locker Rentals/Lost & Found												
Locker Rentals & Refunds										13,968.70		13,968.70
Lost & Found										974.95		974.95
FEE APPROPRIATED											513,883.53	513,883.53
TOTAL INCOME	44,812.07	8,860.80	29,515.11	5,642.81	8,983.96	90,379.35	9,608.42	65,738.90	12,020.94	14,943.65	513,883.53	804,389.54

THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
OPERATING ACCOUNT, EXPENSE SUMMARY
FOR PERIOD, JULY 1, 1976 TO MARCH 31, 1977

EXPENSE	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds, 1976-77	11,517.80	80.00	12,641.36	--0--	--0--	402.00	--0--	46.00	--0--	711.00	25,398.16
Regular Salaries	99,301.74	50,160.80	159,055.29	5,841.50	11,325.00	18,370.30	3,151.14	3,224.32	9,124.68	6,576.18	366,130.95
Student Salaries	16,085.44	11,603.38	43,962.86	9,372.97	11,124.57	21,106.50	14,132.67	6,953.41	5,428.73	777.39	140,547.92
Fringe Benefits	19,456.14	9,789.04	29,803.94	1,210.15	2,119.55	3,389.85	659.85	594.49	1,686.26	1,213.44	69,922.71
Staff Development: Retreats, Training	1,076.72										1,076.72
Dues, Fees, & Travel	3,147.74										3,147.74
Magazines & Books	634.40										634.40
2% Overhead (Mdse Sales & Fees)						1,350.00		1,125.00			2,475.00
Utilities: Electricity			6,824.91								6,824.91
Water & Sewer			5,539.61								5,539.61
Heat			16,314.76								16,314.76
Insurance: Building			4,319.99								4,319.99
Art Work		84.12									84.12
Office Supplies	2,667.11	935.92	15.30	104.74	133.40	191.24	213.71	22.81	355.83	310.92	4,950.98
Postage	279.00	66.50		13.54	32.25				32.50		423.79
Telephone	2,531.64	1,813.24	250.44	146.68	374.23	707.94	221.10	79.68	244.40	66.10	6,435.45
Xerox	734.20	72.65	54.55	8.64	44.43	58.89		12.42	37.54	8.83	1,032.15
Equipment Rentals (Programs)									5.00		5.00
Publicity, Promotion, Printing, & Adv.	4,445.83	523.33			100.80	1,758.59				168.00	6,996.55
Association of College Union - Intl.	809.69										809.69
Union Board	722.55										722.55
Maintenance Supplies:											
Music Listening Room		2,019.75									2,019.75
Expendable Tools & Materials	9.06	31.00	3,680.17	770.69	152.66	79.29					4,722.87
Painting & Plastering			(372.16)		15.03						(357.13)
Duplicating					52.52						52.52
Ceramics					101.29						101.29
Wood Shop					579.13						579.13
Photo Lab					284.39						284.39
Mini-Courses		4,764.29			52.63						4,816.92
Shoes						499.95					499.95
SUB TOTAL	163,419.06	81,944.02	282,091.02	17,468.91	26,491.88	47,914.55	18,378.47	12,058.13	16,914.94	9,831.86	676,512.84

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING ACCOUNTS, EXPENSE SUMMARY, PAGE 2
 FOR PERIOD, JULY 1, 1976 TO MARCH 31, 1977

	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
BROUGHT FORWARD	163,419.06	81,944.02	282,091.02	17,468.91	26,491.88	47,914.55	18,378.47	12,058.13	16,914.94	9,831.86	676,512.84
Pin & Pin Maintenance						2,527.01					2,527.01
Bowling Supplies						247.35					247.35
Billiard Supplies						90.08					90.08
Recover Billiard Tables						--0--					--0--
Custodial Supplies: Cleaning Supplies			2,722.09								2,722.09
Paper Supplies			3,592.13								3,592.13
Linen/Laundry			201.52								201.52
Mops			448.90								448.90
Uniforms			2,540.59					41.40			2,581.99
Rubbish Rickup			1,258.00								1,258.00
Contracts: Elevator			7,845.00								7,845.00
Office Equipment	3,071.02	176.25			46.33	236.00	70.00	63.00	46.33		3,707.93
Miscellaneous	1,291.71	25.77	1,709.99	33.86	11.51	173.48	12.20	71.07	156.20	330.28	3,816.07
Merchandise for Resale	486.67				5,311.64	1,746.45	4,037.78	46,318.82			57,901.36
TOTAL	168,268.46	82,146.04	302,409.24	17,502.77	31,861.36	52,965.12	22,498.45	58,552.42	17,117.47	10,162.14	763,483.47

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 BUILDING REPAIR & RENOVATION SUMMARY
 FOR PERIOD, JULY 1, 1976 TO MARCH 31, 1977

Reserve, July 1, 1976	218,638.00
1976-77 Allocation from the Minnesota Union	
Add: Insurance Settlement of Electrical Outage	1,233.45
Less: Trans from Reserve to Operating Accts (06 Bud)	(63,801.21)
TOTAL Building Repair & Renovation Reserve March 31, 1977	<u><u>156,070.34</u></u>

ALLOCATIONS	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds, 1975-76 Brought Forward			8,643.77	283.50							8,927.27
Allocations To Operating Budget, 1976-77			22,000.00								22,000.00
TOTAL ALLOCATED	--0--	--0--	30,643.77	283.50	--0--	--0--	--0--	--0--	--0--	--0--	30,927.27

EXPENSES	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds	--0--	--0--	40,851.07	--0--	--0--	--0--	--0--	--0--	--0--	--0--	40,851.07
Shop Tickets &/or Materials			35,030.78		342.36						35,373.14
Carpet - Staff Lounge			286.13								286.13
Air Filters - Ventilation System			1,782.21								1,782.21
Fire Alarm Lock			60.95								60.95
Thermostat Mounting Plates			76.22								76.22
Excavate Plantation Area			2,500.00								2,500.00
Condenser-Receiver Unit - Air Cond.				247.20							247.20
Misc Listening Door & Closer				205.73							205.73
TOTAL EXPENSES	--0--	--0--	80,587.36	452.93	342.36	--0--	--0--	--0--	--0--	--0--	81,382.65

THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
FURNITURE & EQUIPMENT REPAIR & REPLACEMENT SUMMARY
FOR PERIOD, JULY 1, 1976 TO MARCH 31, 1977

Reserve, July 1, 1976	245,605.02
1976-77 Allocation from the Minnesota Union	
Add: Close out of Balance of Locker Repair & Replacement Reserve	14,973.65
Less: Trans from Reserve to Operating Accts (08 Bud)	<u>(10,920.64)</u>
TOTAL Furn/Equip Repair & Replace Reserve March 31, 1977	<u>249,658.03</u>

ALLOCATIONS	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds, 1975-76 Brought Forward			3,495.25		165.00		(47.00)				3,613.25
Allocated to Operating Budget, 1976-77			4,350.00	2,300.00	2,541.00	2,696.00					11,887.00
TOTAL ALLOCATED	--0--	--0--	7,845.25	2,300.00	2,706.00	2,696.00	(47.00)	--0--	--0--	--0--	15,500.25

EXPENSES	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds	--0--	--0--	1,057.25	2,261.75	323.90	72.00	--0--	--0--	24.00	--0--	3,738.90
Lateral Office Files	594.04										594.04
Camera Repair - Info Representative	24.00										24.00
Cash Register Repairs	65.50										65.50
Platform Carts - Repair/Parts			125.66								125.66
Vacuum Hose - Ranger			20.35								20.35
Vacuum Cleaners - Repair/Parts			458.97								458.97
Carpet & Installation - Women's Lounge			2,053.00								2,053.00
Air Compressor - Gardner-Denver			193.00								193.00
Step Ladders (6)			159.58								159.58
Celotex Panels (10)			39.20								39.20
Insurance Settlement - Women's Rest Room			(116.90)								(116.90)
Toilet Tissue Dispensers			43.60								43.60
Reimbursement - WBU - Ropes & Standards			(190.00)								(190.00)
Drapes - Women's Lounge			442.25								442.25
Radio Paging System - Repair/Parts				310.17							310.17
Audio Visual - Repair/Parts				1,834.56							1,834.56
Service Maintenance Contract - A.B. Dick					407.99						407.99
Woodshop Machines - Repair/Parts					836.03						836.03
Photo Print Dryers (2)					43.90						43.90
Pin Spotters - Repair/Parts						748.11					748.11
Projection Screen & Platform				1,137.00							1,137.00
Bowling Lane Maintenance						2,459.58					2,459.58
Card Tables (60)			663.00								663.00
TOTAL EXPENSES	683.54	--0--	4,948.96	5,543.48	1,611.82	3,279.69	--0--	--0--	24.00	--0--	16,091.49

THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
OPERATIONS RESERVE & NEW EQUIPMENT SUMMARY
FOR PERIOD, JULY 1, 1976 TO MARCH 31, 1977

Reserve, July 1, 1976	93,079.48
Add: 1975-76 Close out of Locker Income	7,513.50
Less: Trans from Reserve to Operating Accounts, (10 Bud)	<u>37,020.38</u>
TOTAL Operating Reserve, March 31, 1977	63,572.60

ALLOCATIONS	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds, 1975-76 Brought Forward		104.00	183.75	8,721.53	534.10						9,543.38
Allocations to Operating Budget, 1976-77	4,247.00	1,075.00	5,800.00	2,400.00	378.64		180.00				14,080.64
TOTAL ALLOCATED	<u>4,247.00</u>	<u>1,179.00</u>	<u>5,983.75</u>	<u>11,121.53</u>	<u>912.74</u>	--0--	180.00	--0--	--0--	--0--	<u>23,624.02</u>

EXPENSES	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds	631.00	550.00	656.24	--0--	--0--	--0--	--0--	--0--	--0--	--0--	1,837.24
Coin Operated Adler Typewriter (3)	1,068.20				534.10						1,602.30
IBM Typewriter (2)	1,400.00										1,400.00
Fluid Process Duplicator - SOAC	707.75										707.75
Typewriter Anchor Pads (2) - SOAC	79.90										79.90
Ticket Taker Box	136.65										136.65
A. B. Dick Mimograph - SOAC	994.50										994.50
Electronic Calculator - Director	41.50										41.50
Plexiglass Display Holders (2)	100.60										100.60
36" Security Mirror		76.50									76.50
Write On/Wipe Off Calendar Magnets		105.20									105.20
Fluid Process Duplicator - Program off.		707.75									707.75
Case Cabinet For Duplicator - Program off.		128.25									128.25
Emerison Fans (8), Floor Column & Bases (3)			1,347.88								1,347.88
Electric Cords & Connectors			488.96								488.96
2 HP Toshiba Motor			116.60								116.60
Herman Miller Furniture Hinge Caps			45.63								45.63
Business Furniture Desks (7)			1,601.60								1,601.60
Vinyl Carpet Runners			9.92								9.92
Bookstore Fixtures - MSA, T00			14,695.51								14,695.51
SUB TOTAL	<u>5,160.10</u>	<u>1,567.70</u>	<u>18,962.34</u>	--0--	534.10	--0--	--0--	--0--	--0--	--0--	<u>26,224.24</u>

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATIONS RESERVE & NEW EQUIPMENT SUMMARY, PAGE 2
 FOR PERIOD, JULY 1, 1976 TO MARCH 31, 1977

	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
BROUGHT FORWARD	5,160.10	1,567.70	18,962.34	--0--	534.10	--0--	--0--	--0--	--0--	--0--	26,224.24
Royal Metal Bookcases (3)			220.50								220.50
Sony Stereo Tape Deck				747.90							747.90
Shielded Cable - Stark Electronics				745.98							745.98
Revox Tape Recorder				813.40							813.40
Viking Projectors (2)				6,035.04							6,035.04
Advent Stereo Cassette Recorder				260.00							260.00
Lenses - Viking Audio Visual (4)				408.00							408.00
Sears Cutting Torch Unit					139.95						139.95
Dry Mount Press					231.10						231.10
Four Man Mesa Tents (6)						645.84					645.84
Plexiglass Display Case - 2¢ Candy								25.00			25.00
Tab Card File			140.00								140.00
Stereo Tuner & Power Amp.				480.00							480.00
Rockwell Electronic Calculator								110.00			110.00
Lateral Office File	150.00										150.00
Refrigerator - Staff Lounge	399.00										399.00
Chalkboard	37.24										37.24
Bookcases - (2) Dayton's			190.40								190.40
Stepladder (1)			41.16								41.16
Candy/Cigarette Display Boards								95.30			95.30
153mm Camera Lens	164.00										164.00
Furniture - ISTC			8,260.19								8,260.19
erman Miller Furniture (Misc.)			16.32								16.32
TOTAL EXPENSES	5,910.34	1,567.70	27,830.91	9,490.32	905.15	645.84	--0--	230.30	--0--	--0--	46,580.56

Meeting, Monday, June 6, 1977

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. New Business
 - Summer Meeting Schedule
 - Clean up of old business (goals) and summer projects.
 - Executive Committee approval to make decision in lieu of Board action.
- IV. Old Business
 - SOAC Space Applications
 - CUPC effectiveness memo.
 - Air Condition Report
- V. Committee Reports
 - CUPC
- VI. Announcements
 - MUCB recognition party invitation.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

June 6, 1977

Present: Robin Silverman, CUPC
John Kannenberg, CUPC
Mike Lazarow, TCSA
Deitmar Barsig, Grad
Don Meyers, Ed
Gen Olsen, Minn Alumni
Bert Atkinson, CMU
Barry Bridges, UBOG Alumni
Vi Justice, CS-Clk
Linda Lee, Faculty
Glenn Hendricks, OSA
Robert Ledder, Fd Serv
Norman Holte, CC
Bernie Molitor, CMU

Absent: Tim Ryan, GC
Al Margoles, LS
Mary Hausladen, CS-Student
Rick Plunkett, CLA
Kathye Rosel, CUPC (exc)
Mitch Jossart, CUPC (exc)
Phil Palan, IT (exc)
Rufus Simmons, CMU (exc)

Guest: Donna Soutor, CMU Info Rep

The meeting was called to order at 12:10 p.m. by Chairperson Robin Silverman.
A quorum was present.

APPROVAL OF MINUTES

It was moved, seconded and approved to accept the minutes of May 23.

NEW BUSINESS

Summer Meetings. Robin Silverman asked that the Executive Committee be entrusted to make decisions in lieu of Board action during the summer months. Concern was expressed as to the kinds and importance of decisions. It was noted decisions would be for routine action, i.e., SOAC notices. There will be no major decisions made without a quorum of voting members of the Board.

MOTION 39-77 (Meyers-Bridges) That the Executive Committee and any other voting members interested in attending XC meetings, be entrusted to make Board decisions through the summer months. Notice of XC meetings to be sent to Board members.

Approved.

All Campus Council. Don Meyers, ACC Representative, will not be returning to the Board next year. Mike Lazarow volunteered to serve as UBOG representative to ACC for 1977-78.

MOTION 40-77 (Meyers-Bridges) To approve Mike Lazarow as UBOG representative to ACC and charge representative to bring periodic reports back to UBOG.

Approved.

SOAC Space Application. A revised application for student office space was presented for approval. Deitmar Barsig questioned administrative space only statement (p. 1), wondering if this emphasis would prohibit any socializing by organizations within the space rented, such as having coffee available or meeting with friends. Robin Silverman explained the emphasis was made to make organizations aware that there is space in Coffman available and better suited for meetings/ socializing.

Glenn Hendricks thought Membership (p. 2, question 2) should be more definitive and should be looked into on the next update.

MOTION 41-77 (Bridges -Meyers) Move to accept application for student office space.

Approved.

Air Conditioning. Robin Silverman reported that TSCA by a vote of 17 to 1, with 1 abstention, voted to put off making a decision on CMU air conditioning in order to do a more in-depth study for alternative funding. In connection with air conditioning question Bert Atkinson reported the solar window covering is scheduled to be installed three weeks from today. Third floor remodeling will be minimal this summer pending the possibility of air conditioning approval. With a September approval, it would be possible to have part of the building air conditioned by next summer.

Gen Olsen, Minnesota Alumni representative, will check with the Alumni Association to determine if they are a source of alternative funding.

Membership Fee Proposal. Progress is being made on revision. The Task Force Committee will meet at 3:00 p.m. on Wednesday, June 8.

CUPC spring quarter activities report will come out next week.

Student Employee Appreciation Picnic. Bert Atkinson reported he thought the picnic on Saturday, June 4, was a great success although there were not as many in attendance as anticipated.

MICB Recognition Party, Tuesday, June 14, 7:30 p.m., at Peggy Tschida's, 758 West Maryland, 489-2105. All Board members are invited to attend and should RSVP by June 10th to Vi, 373-2555.

The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

vj

University of Minnesota
Department of Minnesota Unions
Coffman Memorial Union

APPLICATION FOR STUDENT OFFICE SPACE
Academic Year 197_ - _

Name of Organization _____

Name of President _____

Home Address _____
City Zip

Home Phone Number _____

Purpose of Organization _____

Is your organization currently registered with the Student Activities Center? _____

Philosophy of organization office space:

Office space for student organizations at Coffman is provided so that the officers and committee chairpersons will have a place to transact the business of their organization. It is important to note that the space for which this application applies is for administrative space only. If organizations need space for group meetings or social events we encourage them to use CMU facilities better suited for these purposes. With this in mind, would you please give us an accurate breakdown of your organization on the following pages so the correct type of office space can be assigned to your organization.

Application for Student Office Space - 2

Check one item only in each of the following questions:

1. How many members does your organization currently have? _____

2. Who makes up the membership of your organization?

% Students _____ % Staff _____ % Faculty _____ % Non-University _____

% _____ Other (Please specify) _____

3. Which of the following groups does your organization serve?

a. Students _____

b. Special interest group (please specify) _____

c. Faculty _____

d. Staff _____

e. Public _____

f. Combination of above (please specify) _____

4. Check below the amount of time your organization would spend each week in using your space only as an administrative office:

	Fall Qtr.	Winter Qtr.	Spring Qtr.
a. 1-3 hours	_____	_____	_____
b. 4-6 hours	_____	_____	_____
c. 7-9 hours	_____	_____	_____
d. 10-12 hours	_____	_____	_____
e. 13-15 hours	_____	_____	_____
f. 16-18 hours	_____	_____	_____
g. 19 hours or more	_____	_____	_____

Please specify if your organization would have peak usage during a particular quarter.

Fall

Winter

Spring

REPORT OF CUPC EFFECTIVENESS IN MEETING CAMPUS NEEDS

The Coffman Union Program Council aims its programs primarily at the student community on the Twin Cities Campus. Through careful planning we offer a diversity of programs in the areas of recreational, cultural, social and educational issues. We are funded through student fee monies and consequently are concerned with our accountability. UBOG charged this committee with making some statement as to CUPC effectiveness in meeting campus needs. We looked into two broad areas, the quantitative (# of programs, attendance figures, etc.), and the qualitative category (what kind of educational experience one gets at the council). We are currently involved in evaluating the latter and therefore did not include any discussion on that in this report.

The committee has met twice concerning the quantitative aspect of measuring our effectiveness and found that the only method of evaluation available at this time were the attendance and # of program figures found in the CUPC quarterly reports. Included in these reports are comparison figures from last year and this year. Attendance and program numbers have increased from the previous year.

We have also begun in a limited fashion a program sampling aimed at discovering the level of satisfaction our audiences find in our programming. It is too early to make conclusions from the information but we expect to expand this tool next year. The Minnesota Union Coordinating Board is designing a project to evaluate the Union in meeting campus needs. It's certainly something that will facilitate our answering questions about our effectiveness.

Lastly, CUPC on a day to day basis attempts to analyze our effect on the campus community through very detailed program planning and evaluation. This ongoing process is very important to our success in programming.

In conclusion, given our limited resources in making an effective evaluation, the committee feels CUPC is meeting the needs of students and the areas of educational, social, cultural, and recreational programming.

Kathya Rosel
Mike Lazarow
Bernie Molitor

COFFMAN UNION PROGRAM COUNCIL
1976-77 MOTIONS

MOTION 1-77
Sept. 14, 1976

(Maloney-Heim) To approve Fall Quarter budget as presented.
MOTION CARRIED.

MOTION 2-77
Sept. 14, 1976

(Silverman-Willems) To approve joint programming guidelines. MOTION CARRIED.

MOTION 3-77
Sept. 14, 1976

(Silverman-Mische) To approve the official designation of the Program Council as the Coffman Union Program Council in all major publicity efforts. MOTION CARRIED.

MOTION 4-77
Sept. 14, 1976

(Mische-Heim) To recommend Robin Silverman as the third Coffman Union Program Council representative to UBOG.
MOTION CARRIED.

MOTION 5-77
Sept. 27, 1976

(Mische-Maloney) To approve Ricardo Armijo as Ethnic Affairs Coordinator. PASSED UNANIMOUSLY.

MOTION 6-77
Oct. 4, 1976

(Mische-Silverman) To delegate the decision making responsibility for the Paramount problem to Exec. MOTION PASSED.

MOTION 7-77

Motion skipped.

MOTION 8-77
Oct. 25, 1976

(Mische-Maloney) To recommend approval of Dave Brendenberg as Contemporary Arts Coordinator. MOTION PASSED.

MOTION 9-77
Oct. 25, 1976

(Maloney-Rosel) Move that CUPC not cosponsor the MD Dance-athon this year. MOTION PASSED.

MOTION 10-77
Oct. 25, 1976

(Silverman-Mische) Move to accept the logo with CUPC stacked and the area name above CUPC. MOTION PASSED.

MOTION 11-77
Oct. 25, 1976

(Silverman-Mische) To not accept the Elizabethan Dinner Proposal. MOTION PASSED.

MOTION 12-77
Nov. 8, 1976

(Heim-Maloney) To accept resignation of Dan Reiva, Contemporary Arts Coordinator. MOTION PASSED.

MOTION 13-77
Nov. 22, 1976

(Heim) That CUPC approve a Whole Coffeehouse benefit for "Fairness Fund" and donate proceeds after expenses. MOTION CARRIED.

MOTION 14-77
Nov. 29, 1976

(Mische-Maloney) That the Coffman Union Program Council extend an invitation to the University of Wisconsin-Madison to visit our campus the fourth weekend, January 28-29.
MOTION PASSED.

MOTION 15-77
Nov. 29, 1976

(Heim-Maloney) That we accept the minutes of the previous meeting. MOTION PASSED.

CUPC Motions - 2
1976-77

MOTION 16-77
Dec. 6, 1976

(Mische-Heim) Move to approve Tim Robinson as Coordinator for Trips and Outings. MOTION PASSED.

MOTION 17-77
Dec. 6, 1976

(Maloney-Mische) Move to approve the Winter Quarter budget. MOTION PASSED.

MOTION 18-77
Jan. 17, 1977

(Maloney-Mische) To approve the proposed Popular Entertainment film committee comp ticket policy as presented. MOTION PASSED.

MOTION 19-77
Jan. 24, 1977

(Maloney-Hausladen) To approve the proposal for joint programming for Ski Nights winter quarter. MOTION PASSED.

MOTION 20-77
Jan. 31, 1977

(Mische-Robinson) Move to approve MPIRG resolution as read. MOTION APPROVED.

MOTION 21-77
Jan. 31, 1977

(Mische-Robinson) To accept Anita Hanson as the new coordinator of Recreation. MOTION APPROVED.

MOTION 22-77
Feb. 7, 1977

(Mische-Hanson) On the recommendation of Exec Committee, we recommend the acceptance of John Kannenberg as Vice President for Public Relations. MOTION APPROVED.

MOTION 23-77
Feb. 28, 1977

(Rosel-Silverman) To approve the spring quarter budget with cuts as indicated. MOTION PASSED.

MOTION 23.1-77
March 7, 1977

(Mische-Silverman) To accept the resignations of Beth Heim and Karin Oberg. MOTION APPROVED.

MOTION 24-77
March 28, 1977

(Mische-Hanson) To approve Mitch Jossart as the new coordinator for Popular Entertainment for this Spring and next year. MOTION APPROVED.

MOTION 25-77
March 28, 1977

(Mische-Hanson) To approve the minutes. MOTION CARRIED.

MOTION 26-77
April 4, 1977

(Mische-Silverman) To approve the minutes from March 28 meeting with excused absence for Robin Silverman. MOTION APPROVED.

MOTION 27-77
April 4, 1977

(Mische-Rosel) To approve the committee for recognition awards. MOTION APPROVED.

MOTION 28-77
April 4, 1977

(Silverman-Mische) To approve the new staffing configuration. MOTION APPROVED.

MOTION 29-77
April 4, 1977

(Mische-Jossart) Adopt the phase interview schedule. MOTION APPROVED.

MOTION 30-77
April 11, 1977

(Rosel-Silverman) To approve on the recommendations of the interview committees, Bruce Kiesling as acting coordinator for the Whole Coffeehouse for Spring Quarter, and Julie Gobel as coordinator for Contemporary Arts. MOTION CARRIED.

CUPC Motions - 3
1976-77

MOTION 31-77
April 11, 1977

(Kannenberg-Silverman) To adopt the new information sheet for publicity accuracy check before sending to the printer. MOTION APPROVED.

MOTION 32-77
April 11, 1977

(Silverman-Kannenberg) To emphasize minority focus in all areas of programming and to include a written statement in job descriptions for coordinators with regard to minority focus and ask for UBOG support. MOTION APPROVED.

MOTION 33-77
April 11, 1977

(Silverman-Hanson) To approve Mitch Jossart and John Kannenberg as CUPC representatives to UBOG. MOTION APPROVED.

MOTION 34-77
April 18, 1977

(Silverman-Mische) To approve joint program proposal for the Paul Winter Consort concert on May 4. MOTION APPROVED.

MOTION 35-77
April 25, 1977

(Mische-Jossart) To approve the minutes from the meeting of April 18, 1977. MOTION APPROVED.

MOTION 36-77
May 2, 1977

(Jossart-Mische) To approve the minutes of the April 25 meeting as distributed. MOTION APPROVED.

MOTION 37-77
May 9, 1977

(Silverman-Hanson) To approve the minutes of May 2 as distributed. MOTION APPROVED.

MOTION 38-77
May 16, 1977

(Jossart-Hanson) To approve the minutes of May 9 as distributed. MOTION APPROVED.

MOTION 39-77
May 23, 1977

(Silverman-Mische) To approve the minutes of May 16 as distributed. MOTION APPROVED.

MOTION 40-77
May 23, 1977

(Silverman-Jossart) To approve the coordinators for the year 1977-78. MOTION CARRIED.

MOTION 40.1-77
June 3, 1977

(Gobell-Hanson) To approve the budget as submitted including the Mixed Blood Theatre program. MOTION WITHDRAWN.

MOTION 41-77
June 3, 1977

(Iron Shield-Jossart) To approve the budget as submitted with an additional \$150 for Popular Entertainment's summer film program to be funded from unexpended spring monies. MOTION APPROVED.

MOTION 42-77
June 3, 1977

(Kannenberg-Jossart) To set a quorum of 5 voting CUPC members for summer meetings and processing of decisions. MOTION APPROVED.

MOTION 43-77
June 3, 1977

(Gobell-Jossart) To set a committee to look at priorities on programming for the future and to establish this as a CUPC goal for 77-78. MOTION APPROVED.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council

September 14, 1976

PRESENT: Lola Maloney, Beth Heim, Bernie Molitor, Robin Silverman, Terri Mische, Kathye Rosel, Gwen Willems, Marlene Vernon

The meeting was called to order at 5:10 p.m.

Minutes from the meeting of August 13 were reviewed and accepted.

OLD BUSINESS

The completed fall quarter budget was circulated for examination and discussed.

MOTION 77:1 (Maloney/Heim) To approve Fall Quarter budget as presented.
Motion Carried.

Joint Programming

The final version of the policies and guidelines for joint programming were reviewed and discussed.

MOTION: 77:2 (Silverman/Willems) To approve joint programming guidelines.
Motion carried.

Logo and Fall Calendar

Marlene Vernon reviewed the color, design, and format of the fall quarter calendar. A new printer has been selected. The copy and layout will be consistent for the remainder of the year. Options for a new logo were discussed. Further work on one attractive possibility was recommended. Final selection will be approximately October 1.

MOTION 77:3 (Silverman/Mische) To approve the official designation of the Program Council as the Coffman Union Program Council in all major publicity efforts. Motion carried.

Ms. Mische reviewed the plans for the Activities Fair during Welcome Week. It shall include a booth, a "Rogues Gallery", and a scrapbook of past programs. An open house is planned as a follow up.

MOTION 77:4 (Mische/Heim) To recommend Robin Silverman as the third Coffman Union Program Council representative to UBOG.
Motion carried.

ANNOUNCEMENTS

A tentative Pot Luck dinner is planned for Wednesday, September 29 at Kathye Rosel's home. Further details at the next meeting.

Meeting adjourned at 6:10 p.m.

Dysfunctionally submitted,

Bernie Molitor

9/17/76

sh

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council

September 27, 1976

Present: Mary Litsheim, Charmagne Ehrenhaus, Bernie Molitor, Kathye Rosel, Teri Mische, Tim Hannasch, Beth Heim, Lola Maloney, Marlene Vernon, Kim Doran, Jim Sleezer, Ricardo Armijo, Vanne Hayes
Absent: Dan Reiva, Gwen Willems, Sally Crown (T & O), Robin Silverman (thought meeting at 4:15, tch, tch)

The meeting was called to order at 3:18 pm in Room 346 Coffman Memorial Union.

The meeting opened with a screening of the UPC film short (1 minute) made by Morgan O'Brian with comments by Marlene. There are some screen problems but we have a good visual product.

OLD BUSINESS

All those interested in attending the NEC Regional Conference, October 7-9 in Minneapolis, or the ACU-I Regional Conference, October 29-30 also in Minneapolis must submit their requests to Executive (Kathye Rosels box) by Monday, October 4 for consideration and response.

Paramount Films has placed the Minneapolis campus of the University of Minnesota on hold and will not permit any student organization to show their films until a debt of \$302.68 is paid them. The debt was incurred by a student organization that has since gone out of business with the debt owing. We at present are exploring the possibility of litigation or payment.

Bulletin Board Bernie Molitor and Mick Levinski will meet this week to discuss the placement of acrylic mailboxes in the UPC offices, security, fabric bulletin boards, etc. When questioned about keys for the desks and file, Bernie responded that the company awarded the contract had not responded since June and that at the Directors meeting the matter had been discussed listing available options but no definitive action. In the meantime UPC members are advised to keep track of their valued items. PR materials have been relocated in the Administrative offices until the keys arrive.

NEW BUSINESS

Ratification of New Coordinator

MOTION 77:5 (Mische/Maloney) To approve Ricardo Armijo as Ethnic Affairs Coordinator. Passed unanimously.

Training and Development Model The syllabus and manuals known as the Training and Development Guide are completed - a project which began December 19, 1976. The orange manual contains the syllabus listing everything compiled in the blue and gold folders. The blue folder contains "nuts and bolts" information and the gold folder focuses on group processes. The total package is a unique development model not being used by any other Union. It is anticipated that it will be a great aid and should be utilized frequently. The critical concern is how do we

evaluate its effectiveness which members and staff can respond to in the course of the year. Several staff and students put a lot of time and effort- into its development and it is a document to be proud of. Thanks from Bernie to all of you.

Office Maintenance Kathye Rosel and Teri Mische will monitor the UPC office the first month and then request two volunteers to do the same the following month. A clean friendly atmosphere is what is desired by all.

Personnel Activities THERE WILL BE A POT LUCK DINNER THIS THURSDAY AT THE HOME OF KATHYE ROSEL. Information and sign up sheets were passed at the meeting. List what food you can bring and whether or not you need a ride. UPC OPEN HOUSE WILL BE OCTOBER 7 at 3:15 in the UPC office. On the 14th of October Personnel will host a dinner retreat which will probably be held in Coffman. Bernie and Kathye will discuss the new Cosponsorship policy. MANY THANKS to all those who helped at the Activities Fair. A list of those signing up at the Fair will be available to coordinators Tuesday morning, September 28, 1976.

Publicity Distribution Marlene Vernon introduced Kim Doran who was recently hired to distribute UPC publicity. A memo detailing her responsibilities was circulated. Kim will have her own box in the UPC office for messages and posted office hours. The UPC logo used in the CUPC film short is the preferred symbol so far. It is possible that should we approve this particular logo an artist will make a neon sign for the CUPC office. The calendar will be ready for pick up and distribution on Wednesday.

Meeting time Because of conflicts it was agreed by consensus to change the regular meeting time from 3:15pm on Mondays to 4:15 pm.

Minicourse Bernie Molitor introduce MARY LITSHEIM, Mini-course coordinator. Mary has a background in Design and teaches a design course Thursday evening in Continuing Education. She relayed her enthusiasm to be here and announced that the minicourse brochures are available and then circulated a listing of discounted courses for CUPC members. Mary's hours are 10:00 am to 3:00 pm.

Announcements Marlene Vernon announced that Karin Oberg will be applying for the position of Gallery Coordinator. There will be a Gallery Opening tomorrow night. Jim Sleezer pleaded for assistance with the 2-Bit Flicks on Mondays from 11:00 to 1:00. Attendance of 55 was very good considering the fact that the Daily advertising the program was distributed one-half hour after the program began. Anyone desirous of gaining knowledge of running the poster press in the Artcraft Studio will find Jim Sleezer a willing instructor.

Kathye R. - Fill

Vanne - The popular entertainment committee NEEDS YOUR HELP in selling tickets at the showing of ONE FLEW OVER THE CUCKOO'S NEST this Friday, Saturday, and Sunday. Beth: The Whole will have its first general meeting Sunday, October 1 at 2:30pm in the Whole Coffeehouse.

The meeting was adjourned at 3:56pm. (very good for a first meeting.) WELCOME BACK!

Vanne Hayes

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

October 4, 1976

Present: Charmagne Ehrenhaus, Marlene Vernon, Lola Maloney, Karin Oberg, Gwen Willems, Teri Mische, Tim Robinson, Bernie Moliter, Robin Silverman, Kathyé Rosel, Vanne Hayes, Bruce Kiesling

Absent: Ricardo Armijo (Ex), Beth Heim (Ex)

The meeting was called to order at 4:20pm in Room 346 Coffman Memorial Union.

Marlene Vernon introduced Karin Oberg who is applying for Gallery coordinator. CUPC Welcomes Karin Oberg.

OLD BUSINESS

(Rosel) Conference applications for both NEC and ACU-I are due by 4:30pm on Tuesday, October 5. We have budgeted a car for NEC.

(Hayes) If we want to show Paramount films we will have to pay the \$300.00 and try to get reimbursed. If we pay, a letter of agreement to prevent similar situations in the future would be signed by CUPC and Paramount.

MOTION 77:6 (Mische/Silverman) To delegate the decision making responsibility for the Paramount problem to Exec. Motion passed^d.

(Mische) Last weeks dinner has been tabled. Lists of recruits were distributed. Thursday, October 7 is an Open House for new recruits, please attend. On October 14 there will be a dinner/retreat in Coffman. We need an updated mailing list from coordinators.

Minutes were approved with the following corrections:

Robin Silverman takes exception to the tch-tch behind her name. The Paramount bill is \$308.00 not \$300.00.

NEW BUSINESS

(Vernon) A copy of the CUPC calendar will be circulated weekly at council meetings for corrections and additions. All design materials are in the staff and gallery offices to prevent loss etc. The drafting table in the Gallery is available for your use. Check with staff first to prevent conflicts. Once a month an order for paratype will be delivered. See PR about this new service.

ANNOUNCEMENTS

(Maloney) Thanks to all who helped with the film over the weekend.

(Vernon) Sign up sheets to help with film are in both offices.

(Vernon) Free "Plan Your Week" calendars were distributed. An updated list of official posting boards will soon be available. Printers order forms were also distributed to help when sending orders to the printers.

(Oberg) Sunday, October 10, A Homecoming Open House will be held in the Gallery from 2-5pm.

(Ehrenhaus) CUPC members receive a discount on Mini Courses. Registration will be held through Wednesday.

The meeting was adjourned at 5:55 pm.

Charmagne Ehrenhaus

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

October 11, 1976

Present: Robin Silverman, Kathye Rosel, Teri Mische, Gwen Willems, Charmagne Ehrenhaus, Marlene Vernon, Bernie Molitor, Lola Maloney, Beth Heim, Ricardo Armijo, Dave Bredenberg, Sally Crown, Dave Lenander (visitor) Tim Robinson, Jim Sleezer.

Absent: Vanne Hayes

The meeting was called to order at 4:19pm in Room 346 Coffman Memorial Union.

The minutes of October 4th meeting were approved.

NEW BUSINESS

Review of Bookkeeping Procedures

(Molitor) New Financial Summary Sheets and explanations of new financial procedures were passed out. The new feature is the (TBI) income and expense columns which will enable a closer tracking on outstanding monies and help keep the monthly budget reports more accurate.

The first deadline for Financial Summaries from staff and coordinators is Friday: October 15th in duplicate to Bernie and Robin. Please hand in via Planning Summary Box in 220.

(Silverman) The entire system of making the financial reports was demonstrated with emphasis on procedures for using the new forms. In order to complete the forms the worksheets on all actual incomes and expenses for each program should be consulted (looseleaf notebooks behind Sheryl's desk) and projected income figures should be entered under TBI as well as any other expenses which have not been billed and paid.

Add all incomes and expenses. Subtract income from expense to get Projected Net and you are finished.

OLD BUSINESS

(Vernon) A CUPC Logo Design - Snap Graphics did not deliver new logo design in time for meeting so no discussion took place. It will be in by Tuesday noon. Please look at it in 220 on board by library and prepare to consider for vote next Monday in Council meeting.

(Willems) ACUI Poster Exhibit Info was circulated to all present and discussion of how many posters each area of council could submit resulted in the decision to accept 1-5 from each area and to have exec screen down to five for Council if necessary for competition and exhibition.

Dave Bredenberg was recommended to council as new CA coordinator to replace Dan Reiva.

Personnel Activities

(Mische) The UPC dinner retreat has been rescheduled for this Thursday October 14th at 5pm in room 327. The council cosponsorship policy will be the item of discussion. Dinner will be at 6pm in the Colnade. Veal parmesan is the entre. Sign up sheet will be in the CUPC office.

Let Teri know the times for your area meetings so she can let you know if she can come. An updated list of committee members and mailing addresses is needed; please turn in to Teri in her office box.

(Rosel) A sign up sheet for coordinators to serve on executive committees was circulated.

ANNOUNCEMENTS

(Maloney) The NEC conference was valuable experience in general for those who attended. Lola will share all info brought back with the council.

(Molitor) Assistance on preparing the financial reports was extended by Bernie.

The meeting was ajourned at 4:55pm.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

October 25, 1976

Present: Charmagne Ehrenhaus, Bernie Molitor, Teri Mische, Karin Oberg, Dave Bredenberg, Lola Maloney, Marlene Vernon, Becky Roberts, Robin Silverman, Kathy Rosel, Rick Armijo, Sally Crown,

Absent: Beth Heim, Jim Sleezer, Vanne Hayes, Gwen Willems

The meeting was called to order at 4:20 pm.

Rosel: Introduction of Becky Roberts, publicity distribution person. She is responsible for mailings and poster distribution. Her hours are posted and she has a mail box. CUPC welcomes Becky.

Minutes were approved.

OLD BUSINESS

Bookkeeping Procedures (Silverman) A few financial reports are still missing, please turn them in soon. Most of the reports were very well done. Many thanks. An overview will be presented at the next meeting.

Personnel (Mische) Schedules were collected so that parties, workshops, etc. can be planned.

MOTION 77:8 (Mische/Maloney) To recommend approval of Dave Bredenberg as Contemporary Arts Coordinator. Motion Passed.

(Rosel) There will be a discussion of the newsletter during one of the next CUPC meetings.

(Rosel) Danceathon

MOTION 77:9 (Maloney/Rosel) Move that CUPC not cosponsor the MD Danceathon this year. Motion Passed.

(Vernon) Logo Design Marlene presented the logo from Snap Graphics. Positioning of CCUPC and our names was discussed. The reduced logo will fit into Daily ads. Lola felt that the stacked form could be more useful for our publicity. Robin also liked the stacked form and prefers having the area name above CUPC.

MOTION 77:10 (Silverman/Mische) Move to accept the logo with CUPC stacked and the area name above CUPC. Motion Passed.

NEW BUSINESS

Elizabethan Dinner: A proposed Elizabethan Dinner to be held in April as a fund raiser for UMD students was discussed.

MOTION 77:11 (Silverman/Mische) To not accept the Elizabethan Dinner Proposal. Motion Passed.

Fund raiser: Molitor (staff) suggested that Exec develop a survey on fund raiser to facilitate an all council discussion on fund raisers.

ANNOUNCEMENTS

(Rosel) Exec members will make an effort to attend as many programs as possible.

(Harkins) "What You Can Expect" Work orders are in the box on file cabinet, please use and inform your committee members. In blue book of the T & D package there is a "How To" section, please use it. Please give the secretaries 24 hour advance notice for work. Do not give work to Joan in the SOAC area. Check out supplies with Sheryl. The staple gun must be returned on the same day.

(Maloney) Sign up sheets for movies are up. Lola has extra copies if you need them.

The meeting was adjourned at 5:00 pm.

Respectfully submitted,

Charmagne Ehrenhaus.

11-1-76

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
November 1, 1976

Present: Beth Heim, Lola Maloney, Sally Crown, Terri Mische, Robin Silverman, Kathye Rosel, Dave Bredenberg, Charmagne Ehrenhaus, Dave Lenander, Bernie Molitor, Vanne Hayes

Absent: Gwen Willems (ex - speedy recess made her miss), Karin Oberg (ex) Marlene Vernon (ex), Ricardo Armijo

The meeting was called to order at 4:15 p.m. in room 346 Coffman Union.

The minutes were circulated and approved.

Fundraising survey

Kathye shared the results and urged those who had not turned in their responses should do so immediately.

Area Reports

The membership was further informed by the Chair that area reports are to be submitted and will be done on a rotation schedule similar to last year. The report is to include highlights of the area events, general overview with input from the total committee.

Finance Summaries

There are still some reports not submitted. Please get them in otherwise Robin will have to stop signing checks related to those programs (Robin smiled).

Calendar Update

A sheet was circulated to coordinators to update calendar/event information. THE BRATS ARE COMING NOVEMBER 14, 1976 - Quality from CUPC (Robin got it). Please set aside the evening of November 14 for this spectacular, star-studded gala!

ACU-I Regional X

Beth and Kathye shared their perceptions of the conference held October 29-31 at the Radisson, Normandale Community College and St. Paul Student Center.

ANNOUNCEMENTS

Beth announced that she will take posters for other areas to off-campus sites if others will reciprocate.

Terri is typing up UPC cards now.

Beth stated that we need volunteers. Robin suggested that a recruitment statement run with each Whole ad.

The meeting was adjourned at 4:30 p.m.

Quickly submitted,
Vanne Hayes

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

November 8, 1976

Present: Robin Silverman, Kathye Rosel, Tim Hannasch, Karin Oberg, Dave Bredenberg, Bernie Molitor, Vanne Hayes, Gwen Willems, Mike Lazarow, Jim Sleezer

Absent: Teri Mische (ex), Ricardo Armijo

Guest: Mary Hauslagen (CMU)

Minutes were approved as distributed.

OLD BUSINESS

Danceathon - feedback on letter was good.

NEW BUSINESS

1. Recruitment: Do you need people? Announce at meetings and perhaps add a note with circulation of calendar update. Recruitment and maintenance is on Exec agenda for Wednesday.
2. Finance: Several errors in arithmetic in October 15 financial summaries and adjustments should be made by November 15. Schedule for finance:
November 19 - Financial Summaries due
November 22 - Report to CUPC on November 15 financial summaries
November 29 - Winter Quarter Planning Summaries Due
December 6 - Budget approval
3. UBOG Rep: CUPC needs a rep to UBOG to replace Teri Mische. Kathye Rosel offered a description of responsibilities of representative. Meetings are Monday 11:30-1:00 every other week (lunch at 11:30). Representative must be a coordinator.
4. Resignation: A letter of resignation was read for Dan Reiva, Contemporary Arts coordinator.

MOTION 77:12 (Heim/Maloney) To accept resignation. Motion passed.

Sally Crown will be leaving at the end of Fall Quarter as coordinator of Trips and Outings.

ANNOUNCEMENTS

Jim Announced possibility of Willie Mosconi for billiard exhibition in 10 days. Robin requested new planning summary for revised budget.

Robert S. Cohen, Cuban Journalist will speak 2:00 Thursday.

Lola and Beth both need HELP and more volunteers. Sign up Wed or Thurs for films.

BRAT N BEER Sunday!

Meeting was adjourned at 4:45.

Respectfully submitted,

Vanne Hayes (sh)

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

November 15, 1976

Present: Marlene Vernon, Charmagne Ehrenhaus, Dave Bredenberg, Beth Heim, Sally Crown, Teri Mische, Bernie Molitor, Robin Silverman, Kathye Rosel, Karin Oberg, Vanne Hayes

Absent: Ricardo Armijo, Jim Sleezer, Lola Maloney (ex), Gwen Willems

I. Meeting was called to order at 4:20 p.m.

II. Minutes were not available for approval.

III. OLD BUSINESS

A. Recruitment strategies - Rosel

Memo was distributed. A sign up sheet for staffing contact tables was circulated.

B. Finance - Silverman

The bills for Daily ads are not here yet; when doing financial summaries please refer to your planning summaries. Remember, your financial summaries are due by Friday, November 19. Please double check figures and total them. If summaries are not in by 3 p.m. Friday checks will not be signed.

IV. NEW BUSINESS

A. Calendar - Vernon

Time line for the preparation of the Winter Quarter calendar was distributed. Input should be directed to Gwen and Marlene. There could be six photographs in the calendar to highlight programs. Black ink on white paper has been proposed, please respond to that proposal. Gwen needs your input so please contact her about your ideas, suggestions regarding the Winter Quarter calendar. In the Student Development handbook there is a section on a PR campaign. Five students possibly will be working for credit on a PR campaign. If you have suggestions, comments, forward them to Gwen or Marlene.

B. In Building Publicity Policy - Vernon

Exec will discuss CUPC publicity needs within CMU. If you have specific needs forward them to staff and Exec. The new policy will cover use of bulletin boards, kiosks, poster stands, etc. Please give input. This topic will be discussed further at next Council meeting.

CUPC Minutes

November 15, 1976

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C. Film Update - Hayes

Vanne met with members of the Popular Entertainment area. A proposed film series was placed in your box last week, please note your comments on it and return it to Vanne, Mitch or Lola. PE is also considering reducing cost, running fewer films, etc.

At present the film programming is down about \$3000.00. Depending upon the outcome, Popular Entertainment may need to ask the Council to underwrite Winter Quarter films. Popular Entertainment really needs your perceptions of their proposed films, please talk to your friends on PE committee. Mid-week films will also be dropped. Robin was wondering if areas will have to cut their budgets. It is too soon to determine if that would be necessary, more information is needed. Robin stated that she is against going to long term reserves to support films.

C. Personnel Workshop - Mische

Cancelled because there were too few people.

V. ANNOUNCEMENTS

Beth: The Whole has a personnel chairperson. Tuesday, November 16 is an Oldtyme Coffeehouse with a magician. Telephone recruitment will be done before the program.

Teri: If you recruit people, invite them to a specific meeting. Don't let them get away.

Meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Charmagne Ehrenhaus

11/22/76

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

November 22, 1976

Present: Jim Sleezer, Dave Bredenberg, Lola Maloney, Robin Silverman, Kathye Rosel, Beth Heim, Karin Oberg, Rufus Simmons, Bernie Molitor, Vanne Hayes, Charmagne Ehrenhaus, Marlene Vernon, Teri Mische

Absent: Ricardo Armijo, Gwen Willems, Sally Crown

Guests: Tim Robinson, Pat Rogers, Cherie Rollings, Kathie Doty

Minutes were approved as circulated.

Finance - Robin

Requested care in completing financial summaries (all columns must be filled)

As of November 18 attached financial summary was prepared. Alternatives for handling winter quarter budget preparation and fall deficit include:

1. Take off top of winter fees
2. Cut summer program
3. Cut areas equally
4. Cut some areas
5. Cut one area
6. Use long term reserves
7. Cut operating reserves

Personnel

Teri introduced guests. Tim Hannisch is preparing newsletter and needs material to be submitted.

Public Relations

Marlene presented fall quarter calendar evaluation and new deadlines for winter calendar. Requested assistance with getting material in.

Whole

Beth asked for change in Whole schedule to benefit Fairness Fund.

MOTION 77:13 (Heim) That CUPC approve a Whole Coffeehouse benefit for "Fairness Fund" and donate proceeds after expenses. Motion carried.

ANNOUNCEMENTS

Charmagne asked for volunteer to answer telephones 11/23.

Ed Siggelkow Memorial unveiling tonight, 7 p.m.

Plans are underway for holiday party, December 3 from 2-4 p.m.

Meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Jim Sleezer

11/23/76

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

November 29, 1976

Present: Jim Sleezer, Robin Silverman, Kathye Rosel, Charmagne Ehrenhaus, Lola Maloney, Beth Heim, Bernie Molitor, Dave Bredenberg, Karin Oberg, Timothy Robinson, Teri Mische, Marlene Vernon, Rufus Simmons, Bruce Kiesling, Donna Soutor

Absent: Gwen Willems, Sally Crown

Absent at quorum call: Gwen Willems, Teri Mische, Sally Crown, Karin Oberg, Dave Bredenberg

The meeting was called to order at 4:25 p.m.

Announcements

The University of Wisconsin-Madison Program Board would like to visit the Union Program Council approximately the third week of January for the purpose of viewing our programs and information exchange and have contacted CMU director, Rufus Simmons. After much discussion it was suggested that while the visit was most welcome that particular week end promised to be exceptionally busy with several CUPC and other organizations' events.

MOTION 77:14 (Mische/Maloney) That the Coffman Union Program Council extend an invitation to the University of Wisconsin-Madison to visit our campus the fourth weekend, January 28-29. Motion passed.

Rufus Simmons will present the invitation to Ted Crabb, Director of the student union at University of Wisconsin-Madison.

Minutes

MOTION 77:15 (Heim/Maloney) That we accept the minutes of the previous meeting. Motion passed.

Group Photo

Donna Soutor, CMU Information Representative, will be taking a photo of members of the Coffman Union Program Council for the cover of the winter quarter calendar.

Announcements

The Whole Coffeehouse will be closed this weekend. The Executive area of the Coffman Union Program Council has rescheduled its regular Wednesday meeting for Friday at 9:15 in the Conference Room of the Coffman Union Program Office, 220.

FINANCE REPORT

Robin Silverman passed out a memorandum on the financial status of the Coffman Union Program Council as of November 15, 1976 and a projection for winter quarter 1977. In order to meet the expected \$2100 deficit for winter a variety of options and concerns were discussed.

Coffman Union Program Council Minutes
November 29, 1976
Page 2

At this point we adjourned briefly to the stairway for a group photo. In addition, we lost our quorum due to conflicting schedules of some members.

RECOMMENDATION: (Mische/Heim) That the Coffman Union Program Council take \$1400 from long term operating reserves and reduce current operating reserve by \$700 to cover our projected \$2100 deficit.

Recommendation will be formally acted on at the December 6 meeting.

To facilitate the business of the Coffman Union Program Council in the presence of a quorum the next meeting of the Council will be at 4:00 p.m.

The meeting was adjourned at 5:04 p.m.

Gratefully submitted,

Vanne Hayes

11/30/76

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

December 6, 1976

Present: Dave Bredenberg, Karin Oberg, Sally Crown, Tim Robinson, Lola Maloney, Beth Heim, Kathye Rosel, Robin Silverman, Teri Mische, Gwen Willems, Martene Vernon, Charmagne Ehrenhaus, Bernie Molitor, Rufus Simmons, Liz.

Absent: Vanne Hayes, Jim Sleezer

The meeting was called to order at 4:05 pm.

NEW BUSINESS

Personnel-Mische Schedules for next quarter were completed so that a CUPC meeting time could be determined.

Sally Crown has turned in her letter of resignation. Many thanks to Sally for her contributions to CUPC. Good luck in Spain.

MOTION 77:16 (Mische/Heim) Move to approve Tim Robinson as Coordinator for Trips and Outings. Motion Passed.

OLD BUSINESS

Finances-Silverman A proposed budget was distributed. A rebate of \$1,600.00 from CMU departments was discovered. Using this money to subsidize films CUPC may not have to use the long term reserves. The budget, however, is still very, very tight and the current operating reserves are lower than usual. Everyone must be careful to program within their budgets. A detailed outline of proposed area budgets will be distributed to the Council this week.

MOTION 77:17 (Maloney/Mische) Move to approve the Winter Quarter budget. Motion passed.

Congratulations to Robin.

Minutes of the last meeting were approved.

ANNOUNCEMENTS

Willems- Calendar is progressing on schedule. P.R. needs program dates to be included in the calendar.

Vernon- Liz will be our new publicity distribution person. She will concentrate on in-building publicity. CUPC welcomes Liz. There is project money and time over the quarter break to design publicity pieces.

Silverman-Some planning summaries were not filled in on the back. They will be returned to be completed.

Rosel-An announcement of next quarters meeting time will be put in your mail boxes.

Maloney-If you have any suggestions for CUPC office changes forward them to Charmagne.

Meeting was adjourned at 4:25 pm.

Respectfully submitted,

Charmagne Ehrenhaus.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
January 3, 1977

Present: Kathye Rosel, Robin Silverman, Teri Mische, Tim Robinson, Lola Maloney, Beth Heim, Bernie Molitor, Charmagne Ehrenhaus, Vanne Hayes, Jim Sleezer, Tim Hannasch, Mary Hausladen

Absent: Gwen Willems (ex), Dave Bredenberg, Karin Oberg, Marlene Vernon

Kathye Rosel called the meeting to order at 3:25 p.m. in the 220 Conference Room.

OLD BUSINESS

In-house publicity package

Bernie distributed the publicity package and suggested coordinators and committee people review this preliminary draft within ten days for input and clarification with regard to specific program needs which should be forwarded to Exec members. Exec will be looking at the policy at the next two meetings and forward CUPC viewpoints and input to the House and Finance Committee of UBOG for changes in house policy.

Fall Quarter Report

Bernie distributed the report which includes sections on Mini Course Program, Music Listening Center, Artcraft Studio, Recreation/Outings Center and the Student Organization Activities Center as well as the CUPC reports.

Kathye referred members to page 12 of the report to review the events/attendance by area figures. These comparisons will be discussed at Exec meeting and possibly a program sampling will be requested at programs to see what people want in terms of kinds of events, rather than just those programs which reflect our preferences.

The report will be distributed at the next UBOG meeting and further discussed to give the board a better idea of what CUPC is doing.

Kathye commented that more student input in the reports has been included as well as staff input.

NEW BUSINESS

Welcome Back Dinner - Winter Quarter

Charmagne announced that students have been "clamoring for Vanne's clam spaghetti", but that clams were not in season, so we'd have to settle for un-clam spaghetti and fetticini. A tentative date and time were announced and a show of hands indicated that Sunday, January 9 at 6 p.m. would be a good time -- after the game and before Norman Blake performance at the Whole. Everyone is invited to the Whole after the dinner. More information should be available by Tuesday.

Calendar

Distribution of winter-quarter calendar was welcomed by all - a fine product.

Schedule of Area Reports

A schedule was distributed and Bernie asked that reports be concise but inclusive of important concerns and happenings in your area. These reports give the council a sense of what's happening in other areas and lend to greater group cohesiveness.

Quarterly Planning Guide

Bernie suggested that CUPC compile a list of pertinent dates, i.e. calendar information deadlines, finance bookkeeping report dates, budget preparation dates, etc., to be distributed for timely preparation of such. Each area will be asked to submit important times/dates for compilation.

ANNOUNCEMENTS

Student Leadership Seminars

Bernie made available as a resource to those interested, information on the Student Activities Center Leadership Development Seminar Series, which will meet Wednesday evenings and cover a variety of topics including group maintenance, leadership, and governance. Format will be a formal presentation followed by discussion. A packet of materials will be sent to us before each session for those interested in attending.

Other

Lola announced that we have a new Daily display ad rep who will replace Jim Romlin shortly.

Lola invited all CUPC'ers to NASHVILLE this weekend and breathed a sigh of relief commenting that the entire quarter's film publicity was done already and that the film committee is off to a good start.

Charmagne reminded all CUPC members that mini course registration begins Wednesday, January 5 and CUPC members are eligible for a discount price.

Meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

January 10, 1977

Present: Kathye Rosel, Robin Silverman, Gwen Willems, Teri Mische, Dave Bredenberg, Tim Robinson, Lola Maloney, Beth Heim, Bernie Molitor, Charmagne Ehrenhaus, Marlene Vernon, Vanne Hayes, Jim Sleezer, Tim Hannasch

Absent: Karin Oberg

Kathye Rosel called the meeting to order at 3:24 p.m.

Minutes were approved as distributed.

AREA REPORTS

Popular Entertainment (Maloney)

A written report will be distributed to mailboxes this afternoon. The film committee was very pleased with this weekend's attendance and had to turn people away for all shows. Because of another expected high attendance this weekend, a special matinee for ALL THE PRESIDENT'S MEN will be held on Sunday, January 16 at 2:00 p.m. Noon concerts are going well, but we need recruits for committee to help with all aspects of production. Also PE is looking for a concert chairperson.

Trips and Outings (Robinson)

There will be a Ski Nite to Afton Alps Wednesday, January 12. Cost is \$7.00.

President (Rosel)

Kathye requested that her report be deferred until later in the agenda to coincide with recruitment strategies.

Public Relations - Special Report (Hannasch)

New logo sheets will be distributed to area offices and others to staff and coordinators for safekeeping.

As of Tuesday, January 11, Daily ads without the new logo will have it added on by PR. Add $\frac{1}{4}$ " to 1 column ads and 1" for 2 column ads to accommodate the new logo or build the new logo into the border of your ad.

Jim Sleezer commented that when ads say "CUPC" that we spell out "Coffman Union" in the location to avoid confusion over initials. General discussion generated ideas for limited space in writing out "Theater Lecture Hall", and suggested using "Coffman Union Theater" or "Coffman Theater" in such instances.

There will be an ad workshop conducted by our Daily ad reps on Thursday, January 20, 11:30-1 p.m. Please be there -- especially with your new people who are in ad positions. There will be a signup sheet at Sue's desk. Artwork, type styles, etc. will be discussed. Lola suggested that someone take notes or request an outline from ad reps on what is presented for those in attendance to take back to committee members. Tim said he planned to tape the session also.

Recruitment

Kathye Rosel distributed the President report and announced that we are down to about three programmers with the pending resignation of Karin Oberg, Gallery Coordinator.

The Staff meeting on Thursday will focus on recruitment strategies and recruitment in a different way from past attempts. (Lola requested a workshop on recruitment).

Charmagne recounted fall quarter's attempts at recruitment of new members, including the Activities Fair, Daily ads, contact tables. These drew only few new people and she suggested we may need to change our approach. Charmagne asked that coordinators bring suggestions to the Thursday staff meeting. Charmagne said she would have more time to give to recruitment since she has no committee to carry out the Guilt Program, which has therefore been postponed. Since we are accountable to students who support the union, we need student input in programming.

It was suggested that Personnel alone, would not be able to handle recruitment on a large scale and that Exec and the entire council would have to make a concerted effort to recruit members.

Beth Heim suggested several ways the Whole has attracted volunteers, including announcing at programs that our organization is run by student volunteers, sending out a newsletter, regularized meetings, working at programs for free admission, and announcements on KQRS for volunteers.

Other suggestions included a more casual approach to catch interest rather than stressing major commitment, and target group recruitment.

Target Group Programming

Bernie suggested contacting departments and student organizations to attract people for program of mutual benefit which may lead to people interested in working with CUPC.

Tim Robinson suggested going to professors with handouts for classes and to related clubs for distribution of program information to get a target audience to your program.

Distribution of surveys with a cut-off recruitment/interest signup at programs was also suggested.

Contacting the Journalism and Marketing Departments was suggested for a recruitment slogan for CUPC.

CUPC needs to look at its image, survey itself, and its goals. CUPC must weigh the time commitment versus worth, importance of experiences gained. Members stressed that feedback and recognition from others in the organization is important for cohesiveness because when there is a time crunch, areas tend to isolate themselves from the group.

Kathye Rosel requested written ideas on recruitment for Exec and Staff by Jan 21.

ANNOUNCEMENTS

Sunday matinee at 2:00 for ALL THE PRESIDENT'S MEN

Exec meetings are on Mondays 2:15 in the conference room.

Beth Heim has a schedule conflict with CUPC meeting time and would like to have the Whole vote retained by some method. Kathye and Bernie will discuss.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

January 17, 1977

Present: Kathye Rosel, Robin Silverman, Gwen Willems, Teri Mische, Dave Bredenberg, Tim Robinson, Lola Maloney, Bernie Molitor, Charmagne Ehrenhaus, Marlene Vernon, Vanne Hayes, Jim Sleezer, Tim Hannasch, John Kannenberg, John Dunn

Absent: Beth Heim (ex)

Kathye Rosel called the meeting to order at 3:22 p.m. in the conference room.

Minutes from January 10 were approved as distributed.

Public Relations Workshop (Hannasch)

The workshop is scheduled for 11:30- 1 pm Thursday, January 20. The memo is in your mail box. Please attend. Daily ad borders and type style sheets were distributed. Use the name and number of border and type styles on your ad forms.

AREA REPORTS

Whole Coffeehouse

A written report was distributed.

Contemporary Arts (Bredenberg)

American Film Theater series is going well. They are developing a performing arts series for February. "War Games" will be shown January 25 and 27 and there may be a speaker following the film. First Breeze of Summer, Black Theater presentation is scheduled for February. CA may also do a feminist theater program.

Public Relations (Willems, Kannenberg)

The new logo is being used on all publicity and advertising. Representatives from the dorms on campus will be picking up publicity on Wednesday afternoons to put up in dorm lobbies. Put materials in mailbox indicated for Dorm pickups. There is also a mail box marked for dorm mailings to RA's which will be done each week.

FINANCE TIMELINE (Silverman)

A memo will be distributed this week on the financial summary timeline:

January 24	Forms distributed
January 28	Financial summaries due
January 31	Finance report to council
February 21	Forms distributed
February 25	Financial summaries due
February 28	Finance report to council

Robin will work up a list of do's and don'ts for coordinators to follow when doing the financial summaries.

For those areas without coordinators, Robin asked that committee members, especially aspiring coordinators, assist those area advisors with the financial summaries.

RECRUITMENT

Recruitment strategies were discussed at length. The Exec committee's outline and ideas generated at the meeting will be distributed this week.

FILM COMMITTEE COMP TICKET PROCEDURES (Maloney)

Lola presented a new comp ticket policy for CUPC, MU, UBOG, Alumni cardholders due to the past two weekends' sellout crowds at the Friday and Saturday popular film series events.

The policy was proposed as follows:

1. Popular Entertainment will limit and implement the policy. Currently 10 comp tickets will be allowed per show per night Friday and Saturday (this is approximately 1% of the seating capacity of 280, which is consistent with other programs which distribute comp tickets, i.e. concerts).
2. The above 10 persons per show does not include workers at the film.
3. Vanne, Mitch and Lola will be authorized to issue comp tickets which must be picked up from the receptionist in 220 Coffman before Friday 4 p.m. the week of the show. Any comp tickets not picked up will be sent to the ticket booth in the cash bag for that night.
4. The comp tickets designate the event, date and time of the show and cannot be used for other events.
5. Those persons with comp tickets in hand by Friday, 4 pm, will be allowed to enter the Theater Lecture Hall when the doors open.
6. Those persons who wish to attend the film and do not pick up comps prior to Friday, 4 pm must wait in the ticket line with other patrons. If there are still comps available, they will be distributed at the ticket booth on a first come, first serve basis for those persons waiting in the ticket line who qualify for comp tickets.
7. This policy applies only to the Popular Entertainment Weekend film series.
8. If there are unissued comp seat tickets available at show time and all other seats are sold, all available seats will be sold to patrons.
9. If there are no comp tickets available at show time, the eligible person may wait until all paying patrons are admitted. If there are seats available at show time, the person may be given a seat.
10. This policy is subject to review and evaluation at the end of winter quarter, 1977.

MOTION 77:18 (Maloney, Mische) To approve the proposed Popular Entertainment film committee comp ticket policy as presented. Motion passed.

The policy will be announced by letter to the various organizations involved, through newsletters and through distribution of minutes of this meeting. A sign will also be posted at the ticket booth.

JOINT PROGRAMMING (Robinson)

Tim proposed a co-sponsorship program for the Ski Night program involving the West Bank Union, SPSC, and dorms which would lower the cost for participants and allow for bus pickups at several locations. Trips and Outings will submit a proposal for consideration by next Monday for Exec.

ANNOUNCEMENTS

Roots program information was distributed.
Gallery will be offering a special program with artist Robert Saxon, who will demonstrate his work on January 25 at 2:30 in Gallery 1.

The meeting was adjourned at 4:20 p.m.

RS by,

Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

January 24, 1977

Present: Gwen Willems, Dave Bredenberg, Tim Robinson, Lola Maloney, Beth Heim, Bernie Molitor, Charmagne Ehrenhaus, Marlene Vernon, Vanne Hayes, Jim Sleezer, Tim Hannasch, Mary Hausladen, John Dunn, John Kannenberg, Tom Manahan

Absent: Kathye Rosel (ex), Robin Silverman (ex), Teri Mische (ex)

In the absence of Kathye Rosel, Gwen Willems called the meeting to order at 3:25 pm.

Minutes from the last meeting were approved with the following change under FILM COMMITTEE COMP TICKET PROCEDURES. Change item number 5 to read:

"Those persons with comp tickets in hand by Friday, 4 pm will be allowed to enter the Theater Lecture Hall when the doors open, but must wait in line if one has already formed."

RECRUITMENT

Reports from members on various activities accomplished during the past week were given.

1. Teri has begun drafting letters to departments.
2. A sample introduction was distributed to use as one type of introduction possible at programs.
3. John presented a report on the progress of the recruitment flier. Format will be simple and direct. Use of a photo or slogan on the cover were discussed as well as colors for effect. The committee will make a report at the next CUPC meeting on the final decision on design as they wish to submit it to the printer by the end of next week.

REQUEST INFORMATION FOR COPY FOR EACH AREA TO BE SUBMITTED BY NOON THURSDAY, JANUARY 27. Please remember to keep your copy action oriented.

4. Contact tables at dorms will be setup at Centennial, Middlebrook, Comstock and Sanford. We need a sign up for workers at the various dorms. Lola, Charmagne, and Tim will present a "routine" at the next meeting to be used at dorm recruitment. It was stressed that we need to have an active promotion plan to be successful at the dorms. Free tickets and the slide show were suggested.

Also, twenty minutes of the next meeting will be set aside for recruitment workshop.

5. Lola discussed various methods of t-shirt distribution, among which the most workable would be to have them made and each person could purchase one. She felt the area should be distinguished on the back and CUPC on the front. A sample will be brought to the next meeting.

Marlene has made name tags to be worn at all events to identify workers and persons in charge at the event. Use the largest logo and your name if you wish. Remember to distribute information and talk with people after the program.

AREA REPORTS

Written reports will be distributed to mail boxes this week.

ADVERTISING GRAPHICS

Tom Manahan presented a number of ideas for unifying publicity through the use of area symbols and color coordination of publicity. Each area should choose a symbol if they desire to use them in the recruitment flier. Samples are posted in CUPC and 220 offices.

TRIPS AND OUTINGS PROGRAM PROPOSAL

A copy of the joint programming proposal with WBU and SPSC was distributed for discussion. The proposal would decrease the cost of ski night programs for students and allow for several bus stops rather than just the one at CMU.

MOTION 77:19 (Maloney/Hausladen) To approve the proposal for joint programming for Ski Nights winter quarter. Motion approved.

BOOKKEEPING

Bernie reviewed the handout on financial summary timelines and reminded members that they are due FRIDAY, January 28. Students and staff should work on these together for input.

Bernie also distributed copies of the memo and timeline from Rufus regarding goal formulation and budget preparation for 77-78. Please review carefully and see your advisor for input on goals for your area.

ANNOUNCEMENTS

Marlene requested that when you find posters posted illegally over CUPC posters, that you take them down and indicate where and when you found them, and leave them in Liz's box or hers.

Thank you to all participants and Tim for the excellent Daily workshop. Please keep the handouts in a specified area in your office for your committee people.

The Gallery program at 2:30 Tuesday needs someone to introduce the program.

Jim requested that old posters be removed from poster stands as soon as possible after the program so that people are not always seeing outdated publicity after the weekend.

The meeting was adjourned at 4:17 p.m.

RS by,

Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
January 31, 1977

Present: Kathye Rosel, Teri Mische, Dave Bredenberg, Tim Robinson, Bernie Molitor, Charmagne Ehrenhaus, Vanne Hayes, Jim Sleezer, Mary Hausladen, John Kannenberg, Anita Hanson

Absent: Robin Silverman (ex), Lola Maloney (ex), Beth Heim (ex), Marlene Vernon (ex)

Guests: Dexter Algood, Carol Huerta

Kathye Rosel called the meeting to order at 3:24 p.m.

Minutes were approved as distributed.

OLD BUSINESS

Resignation

Gwen Willems has submitted a letter of resignation as Vice President for Public Relations to Kathye. Anyone wishing to read it, please see her.

MPIRG

It is time for MPIRG contract renewal for the collection of fees at the University. Last year UPC supported the resolution for MPIRG's continued collection of student fees. Kathye read the following motion for approval (discussion followed):

"Be it resolved that CUPC strongly supports the continued activity of the Minnesota Public Interest Research Group in behalf of the students of the University of Minnesota. MPIRG represents the legitimate interests of students as citizens, offering alternative viewpoints in behalf of University students and the people of Minnesota.

Be it further resolved that CUPC emphatically urges the Board of Regents to continue the present fee collection system for at least two years, believing as we do, that the present system maximizes freedom of choice for individual students while recognizing MPIRG as a proper student organization deserving of a preferred place on the fees statement."

MOTION 77:20 (Mische/Robinson) Move to approve MPIRG resolution as read.
Motion approved.

AREA REPORTS

Kathye distributed a reminder memo of due dates for area reports.

Current Events - Charmagne distributed and highlighted the CE report.

Personnel - Teri requested that her report be deferred until later discussion with recruitment.

GUESTS Dexter Allgood and Carol Huerta were introduced by Vanne. Dexter is a graduate student in music and is working on the Gospel Workshop program to be held in March. Carol is interested in working with the Third World Film Series and a Chicano Film Series to coordinate with Chicano Week in spring quarter.

MOTION 77:21 (Mische/Robinson) To accept Anita Hanson as the new coordinator of Recreation. Motion approved.

Welcome Anita!

RECRUITMENT

Schedule

Charmagne reviewed the schedule as follows:

Week of Jan 31 complete and deliver brochure to printer
practice recruitment pitch

Week of Feb 7 Brochure back for distribution
Daily ads
Dorm recruitment tables
Department letters
Announcements at programs

Week of Feb 14 More of the above
Dorm followup

Dorm Recruitment (Kannenber)

There will be tables at all 7 dorms Tuesday, Wednesday and Thursday next week between 4:30 and 6:30 p.m. Minimum number of people requested for each dorm is 2 but we prefer 3. Tell your committee members and sign up by Monday at Sue's desk, 220 Coffman. The recruitment flier, winter calendar, this week's events and sample publicity will be displayed. There will be a box for tear off sheets at each dorm for recruitment.

Miscellaneous

Departmental letters will be out next week.

Daily ads for key chairpeople and coordinators will be put in next week also. Kathy volunteered to assist with the design of the ads.

T-shirts

Vanne brought a sample t-shirt from a company in the area that does most of them for Greathall, Positively 4th Street, etc. The design is rubberized rather than silk screened and should last longer. We need ideas (besides CUPC logo) by next week so we could get them made soon. A dark shirt with light-colored lettering would be better for areas working in the Theater and Whole so you can still read the letters in the dark.

PLEASE GET A LIST OF COORDINATOR AND CHAIRPERSON NEEDS (INCLUDE SPECIFIC FUNCTIONS) TO TERI BY THURSDAY, FEBURARY 3 AND A LIST OF DEPARTMENTS FOR YOUR AREA RECRUITMENT.

Financial Summaries (Bernie)

All summaries are in and appear to be done very well. Looks like we are fairly close to budget. Robin will report next week.

Goal Formulation (Bernie)

CUPC should look at area goals - some are changed very little while others are new. Rufus and he will be looking at them Tuesday and at staffing on Thursday. Recommendations will be forwarded to council. Rotation of assignments has been done in the past for growth within the field as a professional and for new perspectives in each area.

NEW BUSINESS

West Bank Auditorium Proposal

Vanne has a proposal from the Minneapolis Folklore Society who would like to hold a fundraiser in WBA on April 11. They would like us to endorse the program and use our name in publicity as co-sponsors. Vanne asked for approval so that she could reserve the room. CUPC asked that she put a hold on the room reservation and defer council approval until a later meeting.

ANNOUNCEMENTS

Charmagne announced that Leslie Rosenberg from the Info Center was trying to get a group of 25 together for a group showing of Candide. Cost is \$6.70 instead of \$8.50 for groups. Please let Charmagne know by early Tuesday if you are interested so Leslie can reserve tickets.

Meeting was adjourned at 4:07.

RS by,

Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

February 7, 1977

Present: Kathye Rosel, Robin Silverman, Teri Mische, Dave Bredenberg, Bernie Molitor, Charmagne Ehrenhaus, Marlene Vernon, Vanne Hayes, Jim Sleezer, Tim Hannasch, John Kannenberg, Anita Hanson

Absent: Tim Robinson, Beth Heim (ex)

Kathye Rosel called the meeting to order at 3:20 p.m.

Minutes were approved and distributed.

Finance Report

Robin distributed the council financial summary and reviewed the over-all projected net which seems to be a little over budgeted figures.

Things seemed to have gone better this time in completing the forms. Several questions were brought up regarding the Whole and PR excess costs. Robin will check the original forms and get back to areas.

Robin asked that when a staff person okays an increase in a purchase order for Quick Print that they let her know and change the po.

AREA REPORTS

Recreation report was distributed.

Ethnic Affairs - Vanne reported on Roots program, Black Week programs and Tribal Eye Film Series co-sponsored with the Gallery. The Big Band Sound of the 30's concert is Sunday, February 13 at Northrop, and the Gospel Workshop program is scheduled for March 4. EA is strengthening ties with Afro Studies and co-sponsored a program with the Twin Cities Higher Education Consortium for Black Month with a lecture with Charles Hamilton in the Great Hall last week which drew 200 people. There is some discussion on restructuring the area. Thanks to Tacoumba and Seitu, for excellent work and commitment to doing publicity for EA programs.

COORDINATOR APPROVAL

MOTION 77:22 (Mische/Hanson) On the recommendation of Exec Committee, we recommend the acceptance of John Kannenberg as Vice President for Public Relations. Motion approved.

RECRUITMENT

Brochure will be back Friday or Monday so dorm recruitment has been postponed until Mon-Wed next week. Sign up sheet was circulated and will be posted at Sue's desk for committee people to sign up. WE NEED YOU.

FOLKLORE PROPOSAL

The Exec Committee recommends talking with the coordinators of Contemporary Arts and the Whole to see if they are interested in co-sponsoring the program. Exec does not approve of use of the CUPC name for procuring a facility for use by a non-campus organization with CUPC people at the program, since we may be liable for damages, etc. The CUPC image must be maintained also and the way in which the program is run should be in line with CUPC standards if our name is connected with the program.

SPRING BUDGET TIMELINE

The adjusted timeline is as follows for the next financial summary and spring planning summaries:

Feb 18	Financial summaries due
Feb 22	Financial report from Finance in area boxes
Feb 25	Spring budgets due (earlier if possible)
Feb 28	Approval of Spring Budget at CUPC Meeting

CALENDAR TIMELINE

Memo was distributed earlier this week. An evaluation form about the winter calendar will be distributed later this week for your comments, suggestions, etc. The two most important deadlines are February 18 for design decisions and March 2 for copy. The run will probably be cut 2000-3000 for spring distribution.

ANNOUNCEMENTS

John conveyed a message from Liz: If you get posters stamped at Info Center, please leave a message letting her know so that she doesn't duplicate.

Need workers for film at West Bank this weekend, especially Saturday. Have to cover all doors so we need extra people. Sign up is at Sue's desk.

Logo cards are being re-designed to incorporate new logo. Temporary ones are available from Teri.

Mini course program is looking for instructors for disco dance, fly tying and fishing. New courses being offered include fencing and backgammon, acting, California wines and another section of Ballet.

New Contemporary Arts chairpeople are: Bill Neuman - Theatre, Julie Gobel - American Film Theatre, and Sally Milloy - Poetry.

The meeting was adjourned at 4:05 p.m.

RS by,

Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
February 7, 1977

Present: Kathy Rosel, Robin Silverman, Teri Mische, John Kannenberg, Bernie Molitor, Charmagne Ehrenhaus, Marlene Vernon, Banne Hayes, Tim Hannasch, Anita Hanson, Mitch Jossart, Mike Lazarow, Beth Heim, Dave Bredenberg, Tim Robinson.

Absent: Jim Sleezer

Kathy Rosel called the meeting to order at 3:24 p.m.

Minutes were approved with the following correction regarding the FOLKLORE PROPOSAL: "Exec does not approve of use of the CUPC name for procuring a facility for use by a non-campus organization without CUPC people at the program..."

RECRUITMENT

The Brochure is in and distributed.

New contacts are listed at Sue's desk.

The Daily ad had several problems in design and placement which were the fault of Daily production workers. They cannot change an ad without consulting with the organization. Marlene suggested getting the ads in before the two-day deadline, and if necessary requesting a proof of the ad, especially when it is a special, large ad.

Thursday, there is an open house for dorm follow up in the Mens Lounge 3-5 or ask people to come to programs next week.

FINANCE REPORT

Robin brought a Quick Print invoice to the attention of th Council which was well over the 10% overage on Purchase Orders allowed. Council decided to pay only the 10% overage and request itemization of charges.

Xeroxed copies of the financial summaries of February 15 were distributed for review with comments from FINANCE. Please keep the following in mind for next time:

Budgeted Income and Expense should be the same as Approved winter quarter budgets.

New Programs should be so listed under "New Programs" and subtotaled in the budget

List Planning Summary numbers then Description of Program

Programs which haven't happened yet should be listed under TBI(I) and TBI(E)

Watch for mathematical mistakes

When a program is canceled or changed in budget, make notes.
Major budget/program changes - cancel and re-submit.

New timeline is distributed to mail boxes.

REPORTS

President report will be distributed to boxes later.

Ethnic Affairs report was distributed.

Kathye commented that she is working on Proxy vote for Coordinators and will submit a proposal to Exec next week and to CUPC February 28.

Popular Entertainment has a change in film showing this quarter. Scenes from a Marriage will be shown March 4, 5 instead of Face to Face.

ANNOUNCEMENTS

Big Band concert at Northrop drew 2000 people. Posters from the program are available in Vanne's office for those of you who want them.

Please distribute recruitment brochures as you walk around campus.

We received a letter from Diane Skomars at SAC indicating that CUPC has been poster- ing over other organizations' posters. Please see that this is avoided. If you find any illegally posted posters, remove them, date them and turn in to Marlene or Liz.

The meeting was adjourned at 4:02 p.m.

RS by,

Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

February 28, 1977

Present: Kathye Rosel, Teri Mische, Tim Hannasch, Bernie Molitor, Marlene Vernon, Jim Sleezer, Tim Robinson, Robin Silverman, Beth Heim, John Kannenberg, Vanne Hayes

Absent: Dave Bredenberg (ex), Anita Hanson(ex),

Guest: Shannon Hurley

Kathye Rosel called the meeting to order at 3:25 p.m.

Minutes from the preceding meeting were approved as distributed.

Shannon Hurley, new recruit for Current Events and Public Relations was introduced.

OLD BUSINESS

Recruitment

The list of people from the recruitment drive was distributed to boxes. Some people are interested in a number of different areas. Each coordinator should get in touch with the people and by the next meeting should report if they contacted new people. Invite new recruits to the next meeting or committee meetings and programs.

Budget Approval

Robin gave a brief summary of outcome of financial summaries and characterized them as being done "overall--excellent". Remember to transfer funds and indicate as such in expense columns, or as income as necessary.

We are short 2400.00 for spring program requests which stem from the Fall Quarter deficit. The members then broke into small groups and came up with cuts in the amount of \$1482. The remainder will be taken from the Current Operating Reserve for Spring Quarter.

MOTION 77:23 (Rosel/Silverman) To approve the spring quarter budget with cuts as indicated. Motion passed.

NEW BUSINESS

John Kannenberg reported the results of the film survey which was distributed last weekend at the film showings. Out of 1000 distributed, 24 new recruits were gained. He asked if all areas could do something similar.

John also requested written statements from dorm recruitment volunteers regarding specific problems and suggestions for improving the system next time around. Exec will review and evaluate recruitment next week.

CUPC Minutes
February 28, 1977
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Publicity

PR has 5-6 "designers" to do posters, fliers which areas need done. Forms for the information are in the CUPC forms drawer to fill out. Try to get publicity in for Liz to put up on Saturday, and avoid fliers and posters coming in too late for effective advertising.

Newsletter

No information for the newsletter has been turned in by anyone. Get all info you have available for the newsletter in to Tim's box this week.

Reports

The Current Events and Gallery reports were distributed, according to schedule.

ANNOUNCEMENTS

Marlene announced the Grace Paley, Fiction Writer program and distributed written copy on her work. Please attend this literary event if possible.

The meeting was adjourned at 4:08 pm

RS by,

Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

March 7, 1977

Present: Mary Hausladen, Tim Hannasch, Dave Bredenberg, Robin Silverman, Teri Mische, Kathye Rosel, Charmagne Ehrenhaus, Anita Hansen, Marlene Vernon, John Kannenberg, Tim Robinson

Absent: Bernie Molitor(ex), Vanne Hayes(ex), Jim Sleezer(ex)

Kathye Rosel called the meeting to order at 3:20 p.m.

Minutes were approved as distributed.

Schedule cards for spring quarter were distributed. Please turn them in as soon as possible to Sue and your advisor.

Public Relations report was distributed.

OLD BUSINESS

Finance

Spring budget as approved was distributed to mail boxes this week. As you can see, it will be another tight quarter, and no new programs approved.

Resignations

Kathye circulated resignation letters from Beth Heim, WholejCoffeeshouse; and Karin Oberg, Gallery.

MOTION 77: 23 (Mische/Silverman) To accept the resignations of Beth Heim and Karin Oberg. Motion approved.

Quick Print

Marlene discussed the problem of authorization of overages on Purchase Orders, that in the absence of staff members or coordinators, no authorization for overages can be made unless the po is voided and a new one issued. This may hold up publicity, especially for areas which are behind, so think ahead, call and get estimates on paper stock and special designs; or see Marlene, she'll be happy to assist in putting together an estimate. If your advisor is not in, consult another staff person and they can authorize the overage if it is ok with student coordinator. Verbal changes on po's must be recorded on the office copies of the po.

Recruitment

New recruits have been coming thru the mail. Check with Sue on new additions to the list. Call the people and make contact. Check for their schedules for spring quarter and plan to follow up the first week of school spring quarter.

If you have new people to welcome to CUPC, let Tim know and he'll publish the welcome in the Newsletter.

NEW BUSINESS

New Staff Assignments

Charmagne and Marlene reported on history of rotation of staff assignments for professional development and responsibilities. This time there will be a major shift in time percentages, especially in the dissolution of Ethnic Affairs and the sharing of Public Relations and Personnel among all staff.

Each staff member will retain two major areas of specialization. Training will be expanded to include UBOG, CUPC, SAC and all staff development to consolidate efforts in all training.

Ethnic Affairs will be split into four areas, Black programs, Native American, Chicano, and Asian American. This re-arrangement will enable sharing in ethnic areas for programming in all areas of the Council and advisees in each area. A major structural change will occur and three voting coordinators will be added. The success of the chairperson arrangement this year and the extensive load for one person, has led to this proposed change.

Bernie will retain President and Finance because of the necessity of reporting to UBOG and needs regarding CMU budgets. There is a possibility of co-advising Finance on a quarterly basis for each staff member.

Each staff member will have input in this arrangement in Public Relations and Personnel for more student/staff input.

Coordinators and committee people should discuss these proposed changes and bring concerns to Kathye. There will be an informal meeting to discuss our concerns and these will be forwarded to Bernie and Rufus.

Transition would begin mid-spring and by Fall quarter be fully established.

Whole Party

March 12, 5:30 before the Tom Paxton performance, there will be a good-bye celebration for departing coordinators. Sammy D's will provide the food and you should bring your own wine. Staff, committee people and coordinators are invited. Sign up at Sue's desk.

Exec News

Steve Carlson from MISA has asked CUPC to co-sponsor the Spring Festival which will be around April 16. Plans are yet indefinite. Exec feels that CUPC is short of funds and personnel and would not be wise to become involved on a full-scale joint program effort. Carlson will probably be in touch with CA and PE for particular events. It is probably valuable for CUPC to see what major campus events are and try to hook up with them for the next year.

CUPC Minutes
March 7, 1977
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Next Quarter CUPC Meetings

If anyone has a conflict with the same 3:15 Mondays meeting time, let Kathye know before Spring Quarter begins.

ANNOUNCEMENTS

Mini Course brochure will be out Friday and also the discount list for CUPC members.

- Calendar:
- There is a memo regarding deadline for pictures for spring calendar. DEADLINE is March 9.
 - Design will use insignias for areas on CUPC page and basic copy from brochure.
 - Need cover piece of art or photography, so if your area has something, see Marlene.

The meeting was adjourned at 3:52.

RS by,

Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

March 28, 1977

Present: Mitch Jossart, Julie Gobell, Rufus Simmons, Vanne Hayes, Marlene Vernon, Anita Hanson, Bernie Molitor, Kathye Rosel, Charmagne Ehrenhaus, Terri Mische, Tim Hannasch, Mary Hausladen, Jim Sleezer, Tim Robinson

Absent: John Kamenberg (ex), Robin Silverman

Kathye Rosel called the meeting to order at 3:16 p.m. A quorum was not present at this time.

OLD BUSINESS

Terri Mische, V.P. Personnel, discussed the Recognition Dinner, which is tentatively being planned for either April 28 or May 5. The Spring Retreat will be a different format - most likely 2 evening workshops with dinner and program. Dates for these workshops will be announced next meeting, April 4.

Kathye Rosel announced that May 14 is the tentative date for the Bonnie Raitt concert and CUPC would appreciate your volunteer efforts with this program.

Staffing Changes

Kathye Rosel invited all CUPC members to express their views on the proposed changes. At the next meeting we will focus on the rationale and background for the changes. Charmagne and Marlene gave a presentation at the previous CUPC meeting but all staff members were not there to respond. According to Bernie Molitor the budgets relative to the proposed changes are done and changes will be implemented at the end of Spring - June or July. Recruitment should be done this spring for the new MCP coordinators. It will parallel the situation with new and old coordinators. Staff has looked extensively at the proposed changes and are prepared to answer the questions that any one may have.

MOTION 77:24 (Mische/Hanson) To approve Mitch Jossart as the new coordinator for Popular Entertainment for this Spring and next year. Motion approved.

Finance

The unplanned loss of revenues incurred by the Tom Paxton appearance at the Whole Coffeehouse, and the low attendance for the Black Gospel Workshop due to blizzard conditions mean that for Spring we will have no program reserves; we can plan no new programs for Spring; and that we will have to closely monitor the budget for this quarter to reach the breakeven projection. The proposed budget for 1977-78 indicates a projected net increase of \$4000 plus over last year's request and are solidly based on the goals set for next year. He feels good about the thoroughness in budget determination but will plan to discuss it further with the budget before you next week. The financial limits for next year were already set for Coffman by the Fees Committee.

Rufus Simmons: Is interested to know the progress of the Popular Entertainment program after the proposed changes were made for Winter Quarter. The glowing improvement will be reflected in the quarterly report, responded Bernie Molitor.

MOTION 77:25 (Mische/Hanson) To approve the minutes. Motion carried.

NEW BUSINESS - none

ANNOUNCEMENTS

Charmagne Dugas Ehrenhaus: If you are not yet aware there is a discount for CMU staff and CUPC volunteers for the Mini Course program. There are some super new courses including Sign Language, Braille, and First Aid is back by popular demand. Check the brochure for a complete list of course offerings.

Marlene Vernon: There is a gallery opening in Gallery I this evening at 7 pm and you are all invited to view the gallery and enjoy the wine and cheese. Also please stroll through Gallery II which will only be hanging for 4 more days. (Public Relations) The calendar will be back tomorrow at 1 pm for those who are super anxious to see our new spring calendar.

Terri Mische: Please start thinking about people to recommend for the Recognition Dinner. Make up a list and submit to Personnel. We also need a band - NO POLKA.

Kathye Rosel: The University Recognition Dinner at CMU Great Hall needs information for candidates by this Wednesday. You can get a copy of the form from Lorna, SAC Secretary in 220 CMU. Fill it out thoroughly and seriously says Terri Mische.

Bernie F. Molitor: The program staff meeting will be at 8:45 am on Tuesdays and 2 pm on Thursdays this Spring. Please come if you wish. This Thursday the topic for discussion is the Recognition Dinner and the Retreat. Please accept our special invitation.

Mitch Jossart: Popular Entertainment opens the quarter with two film series. This Wednesday the DECADENCE: A FOREIGN FILM SERIES begins with the showing of THE CONFORMIST. This weekend the Popular Film Series features THREE DAYS OF THE CONDOR.

Marlene Vernon: Please meet Julie Gobell who is applying for CA coordinator.

Vanne Hayes: The Whole Coffeehouse opens this weekend with Jim Ringer and Mary McCaslin. As you know we at present have no coordinator and so your help will be much appreciated.

The meeting was adjourned at 3:47 with special assistance from I SO MOVE and I Second.

Respectfully submitted because I will never have to take minutes again Spring Quarter according to Bernie Molitor.

Vanne Hayes

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

April 4, 1977

Present: Bernie Molitor, Vanne Hayes, Charmagne Ehrenhaus, Marlene Vernon, Anita Hanson, Julie Gobell, Teri Mische, Robin Silverman, Kathye Rosel, John Kannenberg, Mitch Jossart, Tim Hannasch, Mike Lazarow, Jeanna Swett

Absent: Tim Robinson, Jim Sleezer (ex)

Kathye Rosel called the meeting to order at 3:25 p.m.

Minutes were approved from the last meeting with the following change: Robin Silverman was excused.

MOTION 77:26 (Mische/Silverman) To approve minutes from March 28 meeting with excused absence for Robin Silverman. Motion approved.

Recognition

Recognition Dinner will be held Thursday, April 28 at the College Club. Chicken in sherry sauce dinner, a cocktail hour, the recognition program and a dance will be in order for the evening. Teri needs a list of members and addresses for the invitation list by Wednesday. Include special positions anyone may hold in the area for recognition. The dinner is for CUPC people who have contributed over the year and is not a recruitment event. Teri would also like area meeting times this week.

A committee will be formed to approve general awards and for awards for Exec, Coordinators and Chairpersons. Bernie, Kathye, Sue or Sheryl and one person from Personnel will be on the committee.

MOTION 77:27 (Mische/Rosel) To approve the committee for recognition awards. Motion approved.

Staffing Changes

Bernie reported that staff will be changing areas of assignment slightly for 77-78. The major change will be a shift from Ethnic Affairs to Minority Cultural Perspectives with individual areas for Black Culture, Chicano, Native Americans (each with a coordinator) and Asian American, a new chairperson on the Current Events committee.

Each staff member briefly summarized their assignment changes.

MOTION 77:28 (Silverman/Mische) To approve the new staffing configuration. Motion approved.

Annual Budgets

This year the fee committee set parameters for the 77-78 budget. Recreation and Trips and Outings are somewhat higher. Cuts in area budgets reflect the need for coordinated efforts in programming, the ways and whys we spend the money, and a more thematic effort in programming. There is a need for a greater cohesive unit in CUPC to meet this year's program achievements in the next fiscal year.

Retreat

Teri Mische presented two proposals as follows for interviewing new coordinators:

1. All week interview new people May 9-13. This would help them to get involved earlier and make for a smoother transition. We could coordinate MCP recruitment with the cultural observances in early May.
2. Interview some now (within the next two weeks) and some later (in May). Some areas are without coordinators and would like to interview for new coordinators now.

MOTION 77:29 (Mische/Jossart) Adopt the phase interview schedule. Motion approved.

Discussion followed regarding date for Spring Retreat for new coordinators. A date will be chosen next week.

The area report schedule was distributed. If you won't be at the meeting, please submit a written report. The PE report will be due May 23, changing with CA on May 16.

NEW BUSINESS

The Exec meeting for students only will be Thursdays at 3 pm in the CUPC lounge.

Public Relations - John Kannenberg brought up a concern regarding mis-information on posters printed this past week. He proposed a system of verification of info and would like CUPC members to think about a system. This item will be discussed further at a later meeting.

There are two UBOG vacancies for CUPC. See Kathye if interested.

Coordinator Interviews - 4:30 Tuesday for Bruce Kiesling for Whole Coordinator for Spring Quarter. 11:15 Wednesday for Julie Gobell for CA Coordinator.

ANNOUNCEMENTS

Program Activities Report for Winter will be distributed this week. Highlights and narrative were very good this time. CA deserves special reading because of the number of events and the film program showed marked improvement over fall.

The Day of the Locust is showing at 7:30 and 9:45 Friday and Saturday.

The meeting was adjourned at 4:20 p.m.

RS by,
Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

April 11, 1977

Present: Jim Sleezer, Rufus Simmons, Charmagne Ehrenhaus, Mitch Jossart, Jeanna Swett, Tim Hannasch, John Kannenberg, Robin Silverman, Kathye Rosel, Marlene Vernon, Scott Kennedy, Vanne Hayes, Julie Gobell, Anita Hanson

Absent: Tim Robinson, Teri Mische (ex)

Guests: Nikki Vaughness, Sue Klinger

Kathye Rosel called the meeting to order at 3:15 p.m.

Minutes were approved as distributed.

Recognition

Teri and Charmagne have lists and need help in sending out invitations--Please volunteer to help send some out for your areas.

A ballot was distributed for the special award categories. The awards committee will tally them.

Retreat

The retreat will be held in May sometime. A subcommittee was asked for to plan the agenda, meals, etc. for new and continuing coordinators. Tim Hannasch, Teri Mische, and Robin will be on the committee. They will report next Monday with Retreat recommendations.

Recruitment

Daily ads will be placed for coordinators and committee. Special ads for MCP and target audience fliers will be done in the next two weeks. Applications are available for coordinators and VPs on the black file in Charmagne's office. Interviews will probably begin next week. Applications for Exec positions are due by April 29.

NEW BUSINESS

Master Calendar

Rufus explained the rationale behind the new system of scheduling all major campus events in the Spring which are to be held in CMU. This will force groups to plan carefully and more long range in terms of requesting space. The space will be allocated in phases. First, the University calendar and holidays will be scheduled. Then, all campus events, such as Union Night, will be given time. Third to be scheduled, would be CUPC and Presidential-type events (such as Commencement). Finally, bids for reservations for on-going programs for all student organizations would open May 19. Prime time, defined as Friday and Saturday 6-12 midnight, and Monday through Friday noon hour, would be allocated to CUPC at 37% of total prime time, since CUPC events have in the past maintained that percentage of total CMU programming. Other organizations would be limited to six prime time programs per year, or 2 per quarter.

CUPC will have to consider carefully their plans for reserving rooms such as the TLH, 320, Mississippi Room, and Great Hall with this new schedule in mind.

Finance

Spring Quarter financial summary reports are due MONDAY APRIL 25. Robin will report at the May 2 CUPC meeting.

New Coordinators

MOTION 77:30 (Rosel/Silverman) To approve on the recommendations of the interview committees, Bruce Kiesling as acting coordinator for the Whole Coffeehouse for Spring Quarter, and Julie Gobell as coordinator for Contemporary Arts. Motion approved.

Robin requested that the Whole start immediately announcing that it is a part of CUPC.

Area Reports

President, Personnel, and Current Events reports were distributed.

John Kannenberg reported for Public Relations. He would like to see a formal poster information verification system to ensure correct information on all printed publicity from CUPC office. He will re-do the Promo Info Sheet with space for signatures and would like them in use by this week.

MOTION 77:31 (Kannenberg/Silverman) To adopt the new information sheet for publicity accuracy check before sending to the printer. Motion approved.

Joint Program Proposal

Contemporary Arts and Popular Entertainment would like to co-sponsor the appearance of the Paul Winter Consort on May 4 with Northrop on a 50/50 profit/loss split. This would be a unique opportunity for inter area and departmental sponsorship. Sign up sheet was circulated and will be at Sue's desk for anyone interested in helping.

MCP - Vanne reviewed the description of the area and emphasized that each area should do co-sponsored programming with MCP.

MOTION 77:32 (Silverman/Kannenberg) To emphasize minority focus in all areas of programming and to include a written statement in job descriptions for coordinators with regard to minority focus and ask for UBOG support. Motion approved.

UBOG Vacancies

MOTION 77:33 (Silverman/Hanson) To approve Mitch Jossart and John Kannenberg as CUPC representatives to UBOG. Motion approved.

ANNOUNCEMENTS

Recruitment lists were distributed.

Tim would be happy to show CUPC people how to do effective ads in the Daily.

John would be happy to share "critique sessions" with anyone willing.

Cries and Whispers will be shown Wednesday at 7 and 9.

Chinatown is the feature at the TLH Friday and Saturday.

Monday is the Last Episode of Flash Gordon -- don't miss it!!

Meeting was adjourned at 3:55.

RS by
Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

April 18, 1977

Present: Mitch Jossart, Rufus Simmons, Kathye Rosel, Bernie Molitor, Charmagne Ehrenhaus, Robin Silverman, John Kannenberg, Teri Mische, Bruce Kiesling, Vanne Hayes, Scott Kennedy, Tim Hannasch, Dyanne Ross, Tim Robinson, Anita Hanson, Julie Gobell

Absent: Marlene Vernon

Guest: Dave Lenander, WBU

Kathye Rosel called the meeting to order at 3:23 p.m.

Minutes from the previous meeting were approved with the following changes:

Add motion to approve Paul Winter Consort.

MOTION 77: 34 (Silverman/Mische) To approve joint program proposal for the Paul Winter Consort concert on May 4. Motion approved.

Dyanne Ross, new recruit to CUPC, was introduced.

OLD BUSINESS

Master Calendar

UBOG did not vote on accepting the master calendar today at meeting so that CUPC could have some questions answered with regard to implementation of the system. The following are some of the concerns students and staff expressed at the meeting:

Does the system mean that current coordinators select program dates now and new coordinators are expected to carry out these plans? -- Yes, it is somewhat inherent in the system, but those coordinators will be planning for the following year's calendar in similar fashion.

What is the policy on how much use of TLH CUPC can program (i.e. for weekend film series)? -- approximately 60-75% which is approximately what CUPC is currently using.

Wouldn't this affect greatly the chances of co-sponsorships in the fall, since fewer rooms would be available? -- No change is foreseen, as the directors expect that during this first year in planning, fewer organizations will take advantage of the system.

CUPC members felt that May 1 was too soon to implement the program. -- Rufus felt that not too many organizations would respond now and that more would during the year; overall use of system would be about 25% effectiveness this first year.

What about changes in programming--what about doing this on a quarterly basis? -- Reservations will be tentative to be confirmed 2-4 weeks before the program so that changes in programming can be accommodated.

What about limiting the number of spaces any organization could reserve on one date for an all-campus event such as Dance-a-thon or Campus Carni? -- At this time, CMU will deal with these on an individual basis; no limit has been set.

CUPC expressed concern for quality and image of CUPC programs and confusion of identity of similar programs if held in Union (i.e. U Film Society in TLH). -- CMU is looking at the balance of programs and does not feel it can freeze out other organizations because they are doing similar programs.

CUPC wants to be sure to protect its program integrity by requesting an intent of use statement from other organizations on format and use of facilities so as not to duplicate CUPC program concept we've built (i.e. Whole, Film Series, etc.)

Any further questions or concerns should be directed to Bernie in writing for discussion at Staff meeting.

Personnel

Date for Spring Retreat has been set for Thursday, May 19. Dinner in the Colonnade and a meeting with discussion of roles and expectations of new coordinators, VPs, and chairpersons. Jim was requested to present "View of the University and CUPC". A date for new coordinators to take over responsibilities will be announced at that time also.

Recognition Dinner plans are moving along. Awards are being considered. Sign up on RSVP list with Sue by Monday.

Recruitment ads are being placed on ads recruiting committee people. Each area is advised to ad a line or two announcing recruitment of committees and coordinators.

MCP - Minority Cultural Perspectives

Vanne reviewed background info on MCP areas and stressed that the idea is to give identity to the individual groups and get away from the umbrella approach of third world identity. Vanne has a strategy for recruitment and maintenance including a letter to departments on the change, requesting time with chairpeople of departments to work on the new structure for recruitment of coordinators, and press releases and psa's.

Bookkeeping

Financial summaries are due to Finance on Monday, April 25. If you need help, see Robin.

Poster Proofing Box

Please be aware that posters will not be sent to printers unless the purple form is initialed by two persons that information on poster is correct. The location for the box is on the black file near Sheryl's desk. The purchase order will not be attached until the form is initialed by two people.

NEW BUSINESS

Human Development Perspective

Bernie suggested that CUPC and CMU work on a policy for what we do in the unions and that Training and Development model be a component of that policy. Major concern would be focus on why we do what we do and assessment of experiences.

Chickering may be her on April 26 to discuss co-curricular educational experience.

Bernie did a paper for the UBOG conference last fall and has copies available if anyone is interested.

Quarterly Report

Bernie distributed Winter Quarter report. Please note events/attendance data and sections on Music Listening, Artcraft Studio, Recreation/Outings Center, and Mini Courses. This report represents the highest level of student involvement in the text of the report.

Area Reports

Contemporary Arts and Ethnic Affairs reports were distributed. Julie asked again for help with the Paul Winter concert.

ANNOUNCEMENTS

Tim reported that three ads were without CUPC logos and said that the Daily production department will leave it off if they can't find one. He recommends cutting out the logo and attaching it to the ad--DO NOT PASTE IT DOWN. Exec will be meeting with the Daily to discuss a system of compensation for errors in ads.

Please vote Tuesday-Friday at Sue's desk for the "Turkey" award. Winner will be announced at the Recognition Dinner.

LA DOLCE VITA will be shown Wednesday, and SEDUCTION OF MIMI will be shown Friday and Saturday.

Dave Lenander reminded CUPC members that campus elections are this week. There is much illegal postering due to this and he suggested that CUPC members remove them and send them to SAC and file a complaint with the Elections Commission about this.

There being no further business, the meeting was adjourned at 4:15 p.m.

RS,
Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

April 25, 1977

Present: Tim Robinson, Charmagne Ehrenhaus, Teri Mische, Dyanne Ross, Robin Silverman, Kathye Rosel, Mitch Jossart, Anita Hanson, Jim Sleezer, Bernie Molitor, Marlene Vernon, Vanne Hayes, Bruce Kiesling, Julie Gobell, John Kannenberg, Rufus Simmons, Tim Hannasch

Kathye Rosel called the meeting to order at 3:17 p.m.

MOTION 77:35 (Mische/Jossart) To approve the minutes from the meeting of April 18, 1977. Motion approved.

OLD BUSINESS

Bookkeeping - All summaries are in except Trips & Outings. Robin will return by the end of the week and report at next meeting.

Personnel - Applications for President for 77-78 are due by Monday, May 2 with a written application and/or statement.

Teri asked if Tim would do some recruitment at the Equipment Swap.

Retreat is on MAY 19. Menu will be decided next week.

Sign up at Sue's desk for recognition dinner - areas are responsible for writing their own text for presentation of awards.

Ballroom dance lessons are available Tuesday in the Mississippi Room and Wednesday in the Great Hall at noon.

Please get your applications for coordinators and VPs in to Teri quickly and also a letter if you will not be here next year. Everyone must submit a written statement.

Master Calendar - UBOG approved the Master Calendar Plan with the following:

1. Prime time is noon Monday-Friday and Friday and Saturday, 6-12:45.
2. Other organizations can reserve 6 prime time spaces per year, only 2 per quarter.
3. Organizations must verify reservations 3 weeks in advance of event.

CUPC will reserve before other organizations, except all campus events. MAY 9 is the deadline for submitting dates, times and programs for 77-78. Reservations must be in to Exec by WEDNESDAY, MAY 4 for review and checking for internal conflicts. Exec will meet Thursday, May 5 at 3 pm.

ANNOUNCEMENTS

Allen Ginsberg will give a lecture Friday at 2:15 in TLH, followed by meditation in the Mens Lounge and a reading at 8 pm at WBA.

The Whole is having a workshop meeting Saturday at 6 pm, anyone interested is welcome to attend.

Gallery is open tonight; thursday is a lecture on "State as Patron" in connection with the Netherlands exhibit, and the Trejo opening is Monday, May 2.

The DAMNED will be shown Wednesday, and THE MAN WHO FELL TO EARTH on Fri/Sat.

Mini courses is hiring for summer and fall if you have new ideas or know of instructors; see Charmagne or Mary.

The meeting was adjourned at 3:38 pm.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

May 2, 1977

Present: Kathye Rosel, Bernie Molitor, Mark Weber, Charmagne Ehrenhaus, John Kannenberg, Vanne Hayes, Scott Kennedy, Bruce Kiesling, Mitch Jossart, Julie Gobell, Timothy Robinson, Jim Sleezer, Anita Hanson, Tim Hannasch, Teri Mische, Marlene Vernon, Vanne Hayes, Rufus Simmons

Absent: Robin Silverman (ex)

Kathye Rosel called the meeting to order at 3:22 p.m.

MOTION 77:36 (Jossart/Mische) To approve the minutes of the April 25 meeting as distributed. Motion approved.

OLD BUSINESS

Paul Winter Consort- The concert is May 4. People who signed up to help should be at Northrop between 7 and 7:15. There is a meeting today at 4 pm. Take posters out and put them up. A comp ticket list (2 per person) was circulated.

Bonnie Raitt-There are 30 comps available for the concert May 14. Comps will be available as follows: Tuesday, May 3, Coordinators, Exec and Staff may sign up for one comp; Wednesday, May 4, committee persons may sign up for one comp; after Wednesday, until Monday, MU and UBOG members may sign up for one comp; if any comps are left after this, they will be available to CUPC for persons who wish a second comp ticket. This does not include the people who have signed up to work the concert. There will be a meeting Friday or Saturday for workers.

Master Calendar-Please get room reservation packets in to Kathye or Bernie by WED. Exec will meet at 3 pm Thursday to resolve any conflicts in room scheduling. They will work to get area coordinators to work out a compromise and if this cannot be done, Exec will make a recommendation. Check with other areas ahead of time to avoid conflicts. CUPC will work out the time percentage with Rufus. In planning schedules, check the student/staff directory for schedule of quarter breaks and holidays.

Personnel-If you were supposed to receive a t-shirt at the recognition dinner, see Charmagne. Let Teri know if you plan to be here next year by WEDNESDAY. If you need chairpeople, let Teri know so Personnel can place recruitment ads.

NEW BUSINESS

Presidential Candidates-Kathye Rosel and Tim Hannasch are the two people interested in running for President of CUPC. Both were provided the opportunity to state their goals and reasons for running and CUPC members were given time to ask questions of both. Kathye had distributed a list of goals at the beginning of the quarter and added several including: to pursue the development and implementation of both the Master Calendar and Minority Cultural Perspectives; to strengthen the focus of Minority Cultural Perspectives within each area; and to adopt Public Relations policies regarding publicity. Tim presented his qualifications and reasons for aspiring to the presidency of CUPC which included: current and continued recruitment rather than one large recruitment program; to coordinate all areas with Minority Cultural Perspectives; more co-sponsorship between areas; expand CUPC

CUPC Minutes

May 2, 1977

Page 2

image as a program and volunteer organization; and to expand the use of the logo. Voting will be next Monday at the CUPC meeting for President.

ANNOUNCEMENTS

This is the first day of Chicano Week activities. There will be a lecture at 7:30 pm by Ruben Trejo followed by the Gallery opening. They need help at the dance in the great hall Friday night.

The Bowling Team leaves Tuesday for San Antonio for the National Championships.

THE TENANT is the film Friday and Saturday at 7:30 and 10 pm

The Whole presents Megan McDonough and her band Mada Rue Friday and Saturday.

The meeting was adjourned at 4:05 pm.

RS by,
Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

May 9, 1977

Present: Anita Hanson, Tim Hannasch, Robin Silverman, Kathye Rosek, Timothy Robinson, Charmagne Ehrenhaus, Bernie Molitor, Marlene Vernon, Julie Gobell, Mitch Jossart, Jim Sleezer, Rufus Simmons, Mike Lazarow, Vanne Hayes

Absent: Teri Mische (ex), John Kannenberg (ex)

Kathye Rosel called the meeting to order at 3:23 p.m.

MOTION 77:37 (Silverman/Hanson) To approve the minutes of May 2 as distributed.
Motion approved.

Presidential Elections

Robin asked presidential candidates for commitment to representing CUPC on UBOG and Tim and Kathye responded affirmatively to familiarity with concerns and time commitment. Voting by secret ballot followed. Bernie and Sheryl counted ballots. Winner announced at end of meeting.

Recruitment

Retreat was to be held Thursday, May 19, but due to conflict with all-campus recognition dinner, will be postponed.

Returning coordinators and exec members are required to turn in a statement of goals and objectives for their area by Monday, May 16 to Exec.

Applications of persons applying for coordinators and vp's are in Charmagne's office for review. Four people will be requested to serve on each interview: the advisor to the area, one person from Personnel, and two coordinators. Interviews will be 45 minutes, and questions about goals and objectives should be asked. Every coordinator must sit on one interview. Sign up at entrance to 220.

Bookkeeping

There were a few problems. Robin will address these to specific areas later. Bottom line as of May 5 looked good, but the next few weeks will tell us more. A lot depends on this weekend and outcome of Bonnie Raitt concert. Council may have to cut some from summer budgets. Robin requested areas to consider how weather affects programs and budgets during spring quarter.

Remember: Budgeted Income and Expense comes directly from the printed budget and when you change your budget, it will show in the actual and TBI columns. If your budget is less, you don't need CUPC approval. CUPC approval is required for more money. If you make substantial changes, attach a separate sheet.

Financial summaries are due Friday, May 20.

Master Calendar

All conflicts have been resolved and CUPC and Mini Course reservations forwarded to Patty.

ANNOUNCEMENTS

This week's events were summarized and CUPC members invited to attend.

Bernie Molitor announced that Kathye Rosel was elected President for 77-78 and thanked Tim Hannasch for his interest and participation in CUPC and hoped that he would continue working with CUPC.

Summer budget will need approval the week of May 31.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

May 16, 1977

Present: John Kannenberg, Mitch Jossart, Bernie Molitor, Barry Nix, Marlene Vernon, Tim Hannasch, Anita Hanson, Timothy Robinson, Kathye Rosel, Rufus Simmons, Charmagne Ehrenhaus, Julie Gobell, Bruce Kiesling, Jim Sleezer, Robin Silverman, Teri Mische

Absent: Vanne Hayes

Kathye Rosel called the meeting to order at 3:20 pm.

MOTION 77:38 (Jossart/Hanson) To approve the minutes of May 9 as distributed.
Motion approved.

Retreat

Exec suggests Tuesday, May 24 at 5 pm for the spring retreat. Members were asked if they could attend then, and the date was confirmed. All coordinators, exec, and key chairpeople are expected to attend. Dinner will be served in the Colonnade at 5 pm.

Recruitment

Almost all coordinator and vp positions are filled. Please sign up for interviews. There is still no applicant for Chicano Cultural Affairs, but recruitment will continue.

Goals and objectives for continuing coordinators should be turned in to Kathye. The by-laws require that a committee process for coordinator selection be followed, therefore Thursday afternoon from 1 to 2 pm will be set aside for interviewing returning coordinators. The meeting will be in the conference room.

Bookkeeping

See this week's program staff agenda for timeline. The final spring quarter financial summaries are due FRIDAY, MAY 20. Concerts will have a bearing on the outcome of this quarter's financial status. Begin to consider summer programs because planning summaries will be due at the end of May.

Concert Report

Mitch reported approximately 4100 people in attendance at Bonnie Raitt and that the concert went smoothly. Bruce commented that problems to review for future concerts are Ticket Distribution and Security. T-shirt orders were taken at the concert and extra posters sold.

ANNOUNCEMENTS

Newsletter information is due in Tim's box by FRIDAY, MAY 20.

A sample suggestion/evaluation form to be distributed at programs was circulated. John requested that comments be written on them and turned in to him by Friday.

FACE TO FACE will be shown Friday and Saturday at 7:30 & 10 pm.

The meeting was adjourned at 3:38 pm.

RS by, Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

May 23, 1977

Present: Anita Hanson, Kathye Rosel, Nikki Vangsnes, Charmagne Ehrenhaus, Bernie Molitor, Teri Mische, Barry Nix, Scott Kennedy, Robin Silverman, Bruce Kiesling, John Kannenberg, Marlene Vernon, Rufus Simmons, Tim Robinson, Julie Gobell, Mitch Jossart

Absent: Vanne Hayes (ex), Jim Sleezer (ex)

Guests: Welcome Week/Orientation Office Representatives:
Jerry Igelsrud, Mary Knox, James Weinberg

Kathye Rosel called the meeting to order at 3:16 pm. The agenda was changed to include a presentation by the Welcome Week committee of the Orientation Office.

MOTION 77: 39 (Silverman/Mische) To approve the minutes of May 16 as distributed.
Motion approved.

Orientation Joint Programming Proposal

Welcome Week will be September 20-25 and the Welcome Week committee is planning to do old movies in the evening and asked if the CUPC would be interested in doing some joint programs/publicity similar to Union Night, but not large scale financial risk, on Sunday September 25. They suggested charging a fee to enter the building and doing low key programs.

CUPC members asked about what type of commitment Welcome Week would like to see from CUPC--financially and personnel-wise. Welcome Week would like to see both resources used from CUPC. A committee from CUPC to plan further was requested. John Kannenberg, Robin Silverman, Scott Kennedy, and Tim Robinson will be in touch with Welcome Week people. A meeting will be held in the Orientation Office on WEDNESDAY JUNE 1 at 6:00 PM. If others are interested in planning with them, please contact one of the people in the Orientation Office, or CUPC person on the committee. Welcome Week wants to emphasize that this program would not be a replacement for the traditional "Union Night" which has been held in previous years.

Retreat

BRING TRAINING AND DEVELOPMENT GUIDES. Dinner will be served at 5:30 in the Colonnade. Program will include Getting to Know You, Programming, Exec and some Training and Development components, and held in the Dale Shephard room in the campus club.

Coordinator Approval

MOTION 77:40 (Silverman/Jossart) To approve the following coordinators for the year 1977-78:

President	Kathye Rosel
VP - Finance	Robin Silverman
VP - Personnel	Teri Mische
VP - Public	
Relations	John Kannenberg
Contemporary Arts	Julie Gobell
Gallery	Jim Huser
Trips & Outings	Tim Robinson
Current Events	Nikki Vangsnes

Recreation	Anita Hanson
Popular Enter- tainment	Mitch Jossart
Whole Coffeehouse	Scott Kennedy
Native American	
Cultural Affiars	Harold Iron Shield
Black Cultural Affairs	Barry Nix

Motion carried.

Bookkeeping

Not all summaries are in but total of those in, plus projected net for areas not in shows a deficit of \$2400 for the quarter, not including any possible deficit incurred after this date. Exec will not approve cutting summer budgets to cover this since summer students pay a fee and are entitled to a certain level of programming from CUPC. Alternatives include using long term reserves, cutting spring programs which have not happened yet, or a combination. CUPC reserves were explained for new members' information. Robin does not recommend using long term reserves unless absolutely necessary as they give CUPC versatility in large scale programs and would have to be replaced at some time in future.

MOTION 77:41. (Silverman/Mische) To establish summer programming funds at \$3000 and to garner a portion of that amount from long term reserves if necessary. Motion approved.

Amendment to Motion 77:41 That each area should look at possible cuts in spring programs and submit to Robin by Wednesday in order to establish amount to be taken from reserves.
Motion carried with ammendment.

Summer Programs

Use last year as a model and look at free, breakeven, and loss programs for budgets. Marlene suggested joint ads for programs to stretch summer program dollars. Consider need for distribution employee during the summer and forward your thoughts to Marlene by the end of the week. Robin suggested that the Council look at the purpose and goals of summer programming. Each area was asked to share summer plans with other council members. Get goals in terms of programs together to present at the next council meeting. This will help the council know what others are doing and why.

ANNOUNCEMENTS

The next council meeting will be FRIDAY, JUNE 3 at 3 pm because Monday May 30 is a holiday.

John Kannenberg reported that most areas had responded to the evaluation form format and he would make a final recommendation for form and have it available for proofing next week probably. Each area can adapt it for special questions, but this form will help give an idea of pertinent questions.

The meeting was adjourned at 4:03.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

June 3, 1977

Present: Robin Silverman, Bernie Molitor, Charmagne Ehrenhaus, Julie Gobell, Mike Lazarow, Mitch Jossart, Barry Nix, Harold Iron Shield, Marlene Vernon, Vanne Hayes, Anita Hanson, John Kannenberg

Absent: Kathye Rosel (ex), Scott Kennedy, Tim Robinson, Jim Sleezer (ex)

Robin Silverman called the meeting to order at 3:23 p.m.

MOTION 77:39 (Nix/Jossart) To approve the Minutes of May 16, 1977 meeting as distributed. Motion approved.

Summer budget

Documents regarding the summer budget and spring deficit were distributed for study. Robin commented on problem areas including the need for more advance planning, use of long-term reserves as a buffer in face of financial crisis, and the need to set priorities in programming for the future.

The Mixed Blood Theatre proposal was discussed. There will be no contract guarantee, and donations asked for at performances. Rather than being a one-area program, a total council commitment was requested to support this program as was done last summer.

MOTION 77:40 (Gobell/Hanson) To approve the budget as submitted including the Mixed Blood Theatre program.

Discussion followed which concerned the programming image of CUPC and a study which is being done for UBOG on "CUPC: Effectiveness in meeting campus needs". Mike Lazarow questioned the cancellation of the Popular Entertainment Area's film program for the summer because of the \$300 limit per area for summer budget. Last year, with \$450 the film program served 1000 patrons and at present, the PE summer budget will be spent on noon concerts; perhaps there is some overlap in music programming and the film program has been built up as a series this year. He requested \$150 in addition to the PE share of summer budget to do a summer film series.

Council members were asked for suggestions on how to accommodate the summer film series program. Members commented on keeping up the image as well as the need to prioritize summer program areas because of budgetary constraints and the difficulty of choosing between the many regular traditional program series (such as noon concerts and film series). It was suggested that the prioritization of programming be referred to Exec for review and establishment of priorities.

MOTION 77:41 (Iron Shield/Jossart) To approve the budget as submitted with an additional \$150 for Popular Entertainment's summer film program to be funded from unexpensed spring monies. Motion approved.

Office Space

Volunteers were requested to be on a committee to look at the re-arrangement/re-assignment of office space in CUPC office, room 230 for the 77-78 school year. Members are John Kannenberg, Mike Lazarow, Harrold Iron Shield and any exec members available.

Office Clean-Up

CUPC people who will not be here during the summer are requested to remove all items from mail boxes and clean up their office areas.

Summer Meeting Time

CUPC will need to meet once more in June, July and August. Please give Kathye your summer schedule and notify her if you will not be here at all this summer. A committee for decision-making will need to be set in any case.

MOTION 77:42 (Kannenberg/Jossart) To set a quorum of 5 voting CUPC members for summer meetings and processing of decisions. Motion approved.

Goals

MOTION 77:43 (Gobell/Jossart) To set a committee to look at priorities on programming for the future and to establish this as a CUPC goal for 77-78. Motion approved.

ANNOUNCEMENTS

All About Eve will be shown this weekend. Vanne requested volunteers to pick up the film at the airport as the first print never arrived in our office. Robin informed us that the print was at the Info Center since last Friday. There was an information gap it seems which should be resolved to avoid similar crises.

Meeting was adjourned at 4:35 pm.

Rs by Sheryl