

UNION BOARD OF GOVERNORS
1977-78 MOTIONS

MOTION 1-78
October 10, 1977

(Bridges) That UBOG provide funds and support the participation in the student governance retreat only for new members of UBOG who desire to attend. Motion failed for lack of second.

MOTION 2-78
October 10, 1977

(Olsen-Lazarow) That UBOG provide funds for a maximum of three new Board members to attend the student governance retreat and if MUCB funds are available that the expense to UBOG be reduced by that amount. That it be made publicly known that the UBOG supports the student governance retreat and is limited in attendance because of UBOG orientation retreat. APPROVED.

MOTION 3-78
October 10, 1977

(Lazarow-Bridges) That the Board not finance Board member attendance at the ACU-I Conference. APPROVED.

MOTION 4-78
October 10, 1977

(Rosel-Bridges) Move to ratify appointment of Juan Hernandez as coordinator of Chicano Cultural Affairs area of Program Council. APPROVED.

MOTION 5-78
October 24, 1977

(Lazarow-Lass) Move to postpone action of SPSC letter to later date. APPROVED.

MOTION 6-78
November 7, 1977

(Hausladen-Lachica) To approve house policy with stipulation that the Board review the policy again before February, 1978. APPROVED.

MOTION 7-78
November 7, 1977

(Bridges-Lazarow) To ratify appointment of Sally Crown as Coordinator of Trips and Outings Area of Program Council. APPROVED.

MOTION 8-78
November 21, 1977

(Bridges-Hausladen) To accept House and Finance recommendation for approval of Option 6 for air conditioning Coffman. APPROVED.

MOTION 9-78
Skipped

MOTION 10-78
November 21, 1977

(Hausladen-Bridges) Move that the Board approve Application for Membership as presented. Motion as amended passed.

MOTION 11-78
November 21, 1977

(Bridges-Olsen) Move to endorse SPSC request for Continuing Education funds. PASSED.

MOTION 12-78
December 5, 1977

(Kannenberg-Bridges) To accept with regret the resignation of Mike Lazarow and to change effective date of resignation from January 1977 to January 1978. APPROVED.

MOTION 13-78
December 5, 1977

(Bridges-Kannenberg) To send to MUCB the following request which should be approved by MUCB for inclusion on appropriate TCSA Funding Committee; and to ask that MUCB take action on this motion by January 13, 1978. APPROVED.

MOTION 14-78
January 9, 1978

(Bridges-Potter) To approve budget estimate including inflation costs and adjustments 1978-9. APPROVED.

MOTION 15-78
January 9, 1978

(Lee-Lass) To approve budget estimate without inflation costs 1978-79. APPROVED.

MOTION 16-78
January 9, 1978

(Bridges-Lass) To approve budget estimate - Deduct 10% + Inflation Costs 1978-79.

AMENDMENT 16-78
January 9, 1978

(Rosel) Accepted by Bridges-Lass.

...and further request that the TCSA Fees Committee consider the following:

- a) Student leaders were not notified of the budget requests by the Fees Committee. We as the Union Board of Governors feel that students must be involved in any process required by the Fees Committee and furthermore, that timelines should allow for that thorough involvement.
- b) Fee committee must be made aware of impact of cutbacks on services and programs to students and community.
- c) CMU via UBOG reserves the right to govern which areas will be cut and to which extent reductions be made, and further, that should the budget requests in the future ask for any substantial cuts in the fee request that the Union Board of Governors rethink the entire union concept, function and operation to meet the request.

MOTION 16-78, as amended, passed.

MOTION 17-78
January 9, 1978

(Rosel-Bridges) Move that TCSA Rep to the UBOG voice the Board's concern to TCSA regarding the decision-making process, that hopefully in the future the Fee Committee will give information to students. APPROVED.

MOTION 18-78
January 23, 1978

(Rosel-Bridges) Move to accept change in Article 6, Section 3. Motion tabled.

MOTION 18-78
February 6, 1978

(Rosel-Bridges) Move to amend CUPC By-Laws, ARTICLE III, Section 3 and ARTICLE VI, Section 3 as follows:

ARTICLE III - Selection Procedure (added)

Sec. 3 Vacancies in offices shall be filled in a similar manner to that described in Article III, Section 1 and 2. (The President of the Council may, with approval of the Council, appoint an interim coordinator or vice-president for any area whose coordinator or vice-president vacates the office. Such appointee shall be entitled to vote for the area on all matters of Council business until the vacancy is filled by action of the Coffman Union Board of Governors.)

ARTICLE VI - Meetings (added)

Sec. 3 A majority of the voting members of the Council shall constitute a quorum for the transaction of business at any meeting. (On all matters of Council business, the President

of the Council, the three vice-presidents of the Council, and the coordinator of each program area established by the Coffman Union Board of Governors shall be entitled to vote. A coordinator or vice-president may designate a representative of his/her area as an alternate entitled to vote when, because of unavoidable circumstances the coordinator or vice-president is unable to.) APPROVED.

MOTION 19-78
February 6, 1978

(Hausladen-Rosel) That the Board adopt the Rent Rate structure document dated November 1977, draft #3, that reflects a 100% base maintenance rate of \$5.09 per year. APPROVED.

MOTION 20-78
February 6, 1978

(Rosel-Howard) That the UBOG endorse the idea of having food available to support the union's evening-weekend program. APPROVED.

MOTION 21-78
February 6, 1978

(Rosel-Hausladen) That UBOG approve the appointment of Diane Lonetree as Coordinator of Native American Cultural Programs. APPROVED.

MOTION 21.1-78
March 6, 1978

(Hausladen-Olson) To approve the 1978-79 Directors/UBOG Goals. APPROVED.

MOTION 22-78
March 6, 1978

(Hausladen-Howard) Approve formula as presented, considering the \$4.82 would be changed to \$5.09. APPROVED.

MOTION 23-78
March 6, 1978

(Hausladen-Olson) To approve Food Service's air conditioning plan as presented. APPROVED.

MOTION 24-78
March 6, 1978

(Hausladen-Potter) Move that UBOG not provide lunch for the steering committee but that the MU pick up the bill instead of Coffman Union. Second withdrawn.

MOTION 25-78
March 6, 1978

(Bissonnette-Howard) Move that Coffman provide meals for the steering committee this weekend. APPROVED.

MOTION 25.1-78
March 27, 1978

(Hausladen-Jossart) Charge XC Committee to investigate and present options for UBOG Recognition to Board at next meeting. APPROVED.

MOTION 26-78
March 27, 1978

(Hendricks-Hausladen) Move that the Board write a letter to Mr. Ledder, with copy to Assistant Vice President Vern Carlson, requesting consideration be given to keeping the Deli food service open and, if necessary, have CMU subsidize. APPROVED.

MOTION 27-78
April 10, 1978

(Bridges) That UBOG not provide subsidy and service be discontinued at this time and that it be reconsidered fall quarter when timing might be better in making students aware of facility. Not acted on for lack of second.

MOTION 28-78
April 10, 1978

(Rosel-Bridges) That UBOG subsidize the next two weekends of Deli operation to the extent of Food Service loss and the issue be sent back to the Food Service Liaison Committee for recommendation to the Board no later than the next Board meeting. APPROVED.

MOTION 29-78 (Hausladen-Bridges) Move to approve 1978-79 budget as presented.
April 24, 1978 PASSED.

MOTION 30-78 (Bissonnette-Bridges) Move to ask Regents only for amount of
April 24, 1978 money needed. APPROVED.

MOTION 31-78 (Hausladen-Rosel) To approve resolution and motion presented
April 24, 1978 by the Program Council. As follows:

"The Whole Coffeehouse, an area of the Coffman Union Program Council, provides service to the campus community through a broad entertainment format which included a musical variety in the areas of folk, blues, bluegrass, jazz, MOR and occasional rock and country. During its 10 year existence the Whole has built a reputation for artist quality at a hopefully reasonable price. To maintain the image that it has worked hard to gain the Union Board of Governors resolves:

1. that only the Coffman Union Program Council either on its own or in cosponsorship with other campus/community organizations shall provide a coffeehouse program in that facility; that the name "Whole Coffeehouse" shall only be used in activities sponsored or cosponsored by the Coffman Union Program Council; that a Whole Coffeehouse program shall be construed to be in a material sense the candles, tableclothes, sound and lighting system, food bar, peanuts, program format, publicity and promotion design, all which create the ambience of the Whole Coffeehouse
2. that the Union Board of Governors, subject to the Master Calendaring System, approves the proposed expansion of activities in the Whole to include, but not limited to the following:
 - a. Whole Coffeehouse music format Friday, Saturday, Sunday of at least 7 per quarter
 - b. that alternative coffeehouse format weekends be available for the CUPC disco
 - c. Minicourse use for games, disco dance, music related courses on Monday and Thursday
 - d. poetry and experimental music/dance programs occur on Wednesday and Sunday evenings
 - e. Whole Coffeehouse technical and training sessions as well as group meetings on Thursday evenings
 - f. noon concerts on Friday afternoon
 - g. that it be made available to Recreation Area of CUPC for game tournaments and demonstrations
3. that the proposed disco format be allowed the same rights and privileges as the coffeehouse format; that the disco format be construed to mean the utilization of records and/or tapes for a non-live music/dance activity with special lighting and sound system, publicity/promotion design; use of food bar, etc.
4. that the Whole Coffeehouse area of Coffman Union Program Council through suggested guidelines endeavors to expand its program format and thus service to the campus and community through broader CUPC sponsorship and development of closer ties to other campus organizations
5. that exceptions to policy be private and/or unpublished events
6. that no non-CUPC organization can expect to use the candles, tablecloths, food bar, peanuts, etc.

7. suggested guidelines to CMU Reservations Office
 - a. that organizations requesting use of the Whole be queried as to the program format
 - b. that any organization wishing to provide a coffeehouse or disco format be referred to the Coffman Union Program Council for cosponsorship approval
 - c. that organizations requesting use of the Whole be given a copy of the Whole Coffeehouse guidelines

MOTION: THAT THE COFFMAN UNION PROGRAM COUNCIL SHALL HAVE EXCLUSIVE RIGHT TO PROGRAMS OF A COFFEEHOUSE OR DISCO NATURE WITHIN THE CONFINES OF THE COFFMAN MEMORIAL UNION AREA KNOWN AS THE WHOLE EXCEPT FOR PRIVATE OR UNPUBLICIZED EVENTS OR ACTIVITIES OF AN ETHNIC OR CULTURAL NATURE; THAT OTHER GROUPS WISHING TO CONDUCT PROGRAMS OF THIS NATURE MUST DO SO IN COOPERATION WITH THE COFFMAN UNION PROGRAM COUNCIL.

MOTION CARRIED.

MOTION 32-78
May 8, 1978

(Hausladen-Rosel) To approve outer loading dock space for placing of bike rack for use by CMU employees and CUPC members. APPROVED.

MOTION 33-78
May 22, 1978

(Rosel-Bridges) That UBOG accept recommended slate of Coordinators, Vice Presidents, and President for 1978-79 Program Council.

Scott Kennedy, President	Hillary Saltzman, Gallery
Nadira Somwaru, VP-Personnel	Denise Darab, Recreation
Steve Dunphy, VP-Finance	Mark Weber, Current Events
Jim Cross, Trips & Outings	Linda Samels, Chicano Cultural Affairs

APPROVED.

MOTION 34-78
May 22, 1978

(Hausladen-Bridges) Move that UBOG approve changes in SOAC area as presented. APPROVED.

MOTION 35-78
May 22, 1978

(Bridges-Hausladen) Move that majority of members of UBOG present at a summer meeting called for the purpose of acting on ISTC request can make decision for the Board. APPROVED.

MOTION 36-78
May 22, 1978

(Bridges-Hausladen) That the XC Committee and any UBOG members present during the summer be empowered to make a decision regarding the SAC space needs. No action on motion.

MOTION 37-78
May 22, 1978

(Bridges-Bissonnette) That the XC Committee be empowered to take action on SAC space providing Board members are informed of action prior to a decision. APPROVED.

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS**

Meeting, Monday, October 10, 1977

AGENDA

I. Call to Order

II. New Business

- 1. Election - Chairperson, Vice-Chairperson**
- 2. Appointments - UBOG**
 - House and Finance**
 - Food Service Liaison**
 - All Campus Council**

Appointments - MUCB

- Board Rep**
- Finance**
- Food**
- Grant**
- Program Coord**

- 3. Barry's Resolution - Student Governance Retreat**
- 4. Region 10 Conference**

III. Directors Reports

IV. Announcements

V. Adjournment

UNIVERSITY OF MINNESOTA

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
October 10, 1977

Present: Robin Silverman, CUPC Mike Lazarow, TCSA
 Kathye Rosel, CUPC Gen Olsen, Minn Alumni
 John Kannenberg, CUPC Barry Bridges, UBOG Alumni
 Mitch Jossart, CUPC Jay Stassen, CS-Student
 Mary Hausladen, CLA Vi Justice, CS-Clk
 Dan Lass, Ed Glenn Hendricks, OSA
 Deitman Barsig, Grad Norman Holte, CC
 Penny Howard, GC Rufus Simmons, CMU
 Ruby Lachica, CHIP Bert Atkinson, CMU
 Bernie Molitor, CMU

Absent: Phillip Palen, IT Linda Lee, Faculty
 Roland Delattre, Faculty Robert Ledder, Food Service

Guest: Donna Weispenning, CMU Info Rep

The meeting was called to order at 12:20 noon by Chairperson Robin Silverman. Board members introduced themselves, giving area of representation to the Board. The meeting was turned over to Kathye Rosel for chairing election of Chairperson for 1977-78.

Election of Officers

Chairperson. Ms. Rosel asked for nominations for chairperson. Major duties of chairperson are to chair Board meetings, set up agenda for meetings, be a member of standing committees and serve as a representative of the Board to MUCB.

Mike Lazarow nominated Robin Silverman. There were no further nominations. Motion was made, seconded and approved to close nominations. Motion was made, seconded and approved to cast a unanimous vote in lieu of opposition.

Robin Silverman was elected unanimously to serve as Chairperson for 1977-8.

Vice Chairperson. The meeting was turned back over to Chairperson Silverman who asked for nominations for Vice Chairperson. Major duties of vice chairperson are to chair the House Committee which works with budget and house policy - for presentation to the Board - and to represent UBOG on the MUCB Finance Committee.

Barry Bridges nominated Mary Hausladen.

Mike Lazarow nominated Dan Lass.

Kathye Rosel nominated Deitman Barsig who declined because of class/workload.

Motion was made, seconded and approved to close nominations.

Mike Lazarow spoke against the resolution because he said the governance retreat was receiving bad press because of the location of retreat and cost and he would not want to add to the negativism.

John Kannenberg spoke for the UBOG retreat, as being very useful and beneficial and he was glad for the opportunity to attend. He thought those speaking against the governance retreat were probably not involved in it.

Deltman Barsig noted the issue seemed to be more location and cost (\$24/person) than whether the retreat should be held.

Rufus Simmons explained the UBOG orientation had previously been held at the all-governance retreat but there was not sufficient time to cover all the UBOG orientation.

Glenn Hendricks said he would like to see a public statement that the Board's decision not to attend is based upon the UBOG orientation retreat rather than as a criticism of the student governance retreat.

Robin Silverman noted the MUCB has allotted funds for three representative members of UBOG to MUCB.

Mary Hausladen said she would like to attend the governance retreat and would be willing to pay one-half of the cost.

Penny Howard would be interested in attending the governance retreat as a new member of the Board.

Ruby Lachica said she first gained appreciation of the parliamentary procedures at the October 1 UBOG retreat and she would be interested in attending the governance retreat.

MOTION 1-78 (Bridges) That UBOG provide funds and support the participation in the student governance retreat only for new members of UBOG who desire to attend.

Motion failed for lack of second.

XC Recommendation. Not to send anyone to student governance retreat because of the cost of the UBOG retreat.

MOTION 2-78 (Olsen-Lazarow) That UBOG provide funds for a maximum of three new Board members to attend the student governance retreat and if MUCB funds are available that the expense to UBOG be reduced by that amount. That it be made publicly known that the UBOG supports the student governance retreat and is limited in attendance because of UBOG orientation retreat.

Barry Bridges asked for friendly amendment not to have maximum of three people. Amendment did not carry.

Motion approved.

Mary Hausladen, Penny Howard and Ruby Lachica will attend the student governance retreat October 28 and 29.

Minutes, UBOG
October 10, 1977
Page 4

ACU-I Conference

It is a recommendation from XC not to finance anyone to attend the ACU-I Conference at Ames, Iowa.

MOTION 3-78 (Lazarow-Bridges) That the Board not finance Board member attendance at the ACU-I Conference. Approved

MOTION 4-78 (Rosel-Bridges) Move to ratify appointment of Juan Hernandez as coordinator of Chicano Cultural Affairs area of Program Council. Approved.

Unexcused Absence

Board members were reminded that two consecutive unexcused absences require reinstatement by the Board.

Meetings

UBOG, Monday, October 24, 346 CMU, 11:30 lunch, 12:00 meeting

Executive Committee, Monday, October 17, 220 Conference Room, 1:00 p.m.

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

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

UBOG Orientation Retreat
September 30 - October 1, 1977
Sheraton Inn Northwest

How well were the goals of this retreat met?

a. Develop a personal familiarity with each member of the Board.

Responded	8	
Average	1	12%
Good	2	25%
Excellent	5	63%

b. Develop a greater sense of familiarity regarding the Union's history, philosophy, mission, organization systems and policies.

Responded	8	
Average	1	12%
Good	6	76%
Excellent	1	12%

c. Formulate and share organizational and personal goal for 1977-78.

Responded	6	
Fair	1	16%
Average	2	33%
Good	2	33%
Excellent	1	16%

d. Provide some basic understanding of problem solving/decision making techniques.

Responded	8	
Average	3	38%
Good	3	38%
Excellent	2	24%

e. To have fun!

Responded	8	
Fair	1	13%
Good	5	63%
Excellent	2	24%

What did you find most useful?

The opportunity to get to know the Board members and a general overview of what the Union is and what the Board is about and reason for their existence.

Session of PPBS-MBO

Introductions

Getting to know the members beyond the superficial acquaintance level

History and mission - provided an overview I needed

Interpersonal communications and problem-solving techniques

Getting to know each other

Getting to know members, background

Getting to know you session

What did you find least useful?

That's hard to say

Org. structure

Problem solving

Goals, at first - not enough clarity of purpose for me

The structure of CMU - I was already familiar with the information

Goals session - better explanations of goals content

Would you recommend that the retreat be repeated next year?

Yes (9)

Definitely! I believe the Board members, new and old, need to be oriented to the goals, tasks and responsibilities of the Board for the coming year to be more effective and efficient.

How can the retreat be improved upon?

Some sort of activity during the second day. Saturday got to be a very long time to sit in one or two rooms.

Use of more comfortable furniture (as used during Friday night)

Perhaps more small group sessions dealing with specifics - like goals

Will provide input later

Try to more on time with respect to the scheduled agenda

Materials provided in advance for an overview so we can better formulate and articulate concerns, questions, ideas

Possibly holding a bit more closely to the time schedule - should have seen slides - some people were not familiar with the Union and services, layout, etc.

Perhaps so many presentations shouldn't be shoved together in one day. It can get a little tiring.

Re-evaluate the time schedule to adjust next year's schedule to better fit the amount of discussion, etc. generated. (i.e. - more time to learn about others, as I feel this portion was quite valuable).

Comments

I enjoyed extremely the opportunity to get to know the other Board members. I feel it will create a more workable atmosphere and attitude in the Board's dealings by having had a more personal view and exchange with each other. Also the opportunity to have a better understanding of the Board will increase each of our effectiveness.

The most productive part of any introductory retreat is becoming familiar with and comfortable with the new group. This worked for me. I feel it was successful. The motel setting was helpful in meeting this goal.

It's important to get to know the other members more on a surface level.

It was better to be able to spend more time with one another. Last year a day (single) just wasn't enough.

It appears both the historical and organizational sessions were well received by both old and new members.

I believe it is a very good idea for Board members to ask themselves what do they want to gain and set as goals for themselves. I believe people need to be very aware of what experiences can give them and to look for experiences which provide the opportunity to grow and develop as an individual especially when one has a say in the development and growth of others.

10/14/77
rls/dn

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS**

Meeting, Monday, October 24, 1977

AGENDA

I. Call to Order

II. Approval of Minutes of October 10

III. Slide Presentation

IV. Old Business

**Committee Appointments - House and Finance, Food Service Liaison
Establish Meeting Times for Committees**

**Process and Procedure - Committee Structure, Attendance
Agenda Items Through Exec**

Goals Clarification

Scheduling of Agenda Items - Priority Issues

V. New Business

St. Paul Student Center Expansion Resolution

VI. Committee Reports

CUPC

MUCB

VI. Directors Reports

Bernie

VII. Announcements

VIII. Adjournment

UNIVERSITY OF MINNESOTA

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
October 24, 1977

Present: Robin Silverman, CUPC
Kathye Rosel, CUPC
John Kannenberg, CUPC
Mitch Jossart, CUPC
Mary Hausladen, CLA
Dan Lass, Ed
Deitman Barsig, Grad
Penny Howard, GC

Mike Lazarow, TCSA
Roland Delattre, Faculty
Barry Bridges, UBOG Alumni
Jay Stassen, CS-Student
Vi Justice, CS-Clerk
Glenn Hendricks, OSA
Robert Ledder, Food Service
Bernie Molitor, CMU

Absent: Ruby Lachica, CHIP
Norman Holte, CC
Bert Atkinson, CMU (exc)
Grant Aldonas, LS

Gen Olsen, Minn Alumni (exc)
Rufus Simmons, CMU (exc)
Phillip Palen, IT
Linda Lee, Faculty (exc)

Guest: Donna Weispfenning, CMU Info Rep

The meeting was called to order at 12:05 by Chairperson Robin Silverman.

A visual tour of Coffman Union via slides was taken. The photos had been taken by Donna Weispfenning, Info Rep, for the UBOG orientation meeting.

Approval of Minutes

Motion was made, seconded and approved to accept the minutes of October 10 as written.

OLD BUSINESS

Committee Appointments

Penny Howard volunteered to serve on the CMU Food Service Committee. (The committee will meet briefly following the Board meeting to establish a meeting date and time.)

Process and Procedures

The chairperson noted agenda items for the Board meeting need to be brought before the Executive Committee to be placed on agenda.

Goals Clarification

The chair asked for additions/priorities for Executive Committee Goals. There were no additions. Some priority items were discussed:

Closure on air conditioning was first mentioned as a priority item. There was discussion about where the Union is in regard to the alcohol policy. Is the Union's policy stated in the House Rules? What is the progress of the proposed CMU policy sent to the University Attorney? Glenn Hendricks noted legislative acceptance would

be needed. Bob Ledder noted the dispenser of an alcoholic beverage is liable in case of an accident. There was general agreement that due to legislative action, the alcohol policy is not a priority item at this time.

Roland Delattre noted for him there were two different kinds of things on the goal list - things important to his knowledge of the Board's responsibility and things of a general nature.

Mary Hausladen noted House and Finance sees House Policy, Air Conditioning, Rent Rates, Closure on Use of Vacant Office, and Budget as priority items.

Chairperson Silverman was asked to comment on how she felt about the priority of goals. She viewed Air Conditioning, Updating CMU Service Charge, Bringing Closure on CMU Membership Policy Implimentation and Evaluation, House Policy, and Create and Facilitate a greater Interaction and Understanding Between UBOG and Building Occupants as priority items. It was suggested that a means of accomplishing interaction and understanding between UBOG and building occupants be outlined, with an anticipated timeline.

Barry Bridges suggested those present rank-order what they consider the top five priorities and give to the Chairperson who will summarize and report back at the next Board meeting.

NEW BUSINESS

St. Paul Student Center Expansion Resolution

The Chairperson circulated a letter from SPSC to Dr. Wilderson requesting the use of Continuing Education surplus funds to make up shortage of funds for the the proposed Student Center expansion. The Student Center was asking for Coffman's support. Bob Ledder, member of the SPSC building committee noted subsequent action of the committee to cut back the remodeling program to fit the budgeted funding has made the money request unnecessary at this time. The cutback included extra banquet and conference space which could be added at a latter time as an adjoining building.

MOTION 5-78 (Lazarow-Lass) Move to postpone action on SPSC letter to later date.
Approved.

REPORTS

CUPC. Kathy Rosel reviewed the Summer 1977 Program/Activities Report which had been distributed to Board members. She asked that any questions be brought back to the next meeting.

Mini Courses. Bernie Molitor noted Mini Courses has experienced a significant growth. Recreation/Outings had its best summer since relocating in new area. Decreased use of the ceramic area in the Artcraft Studio is being studied.

Directors. No report.

UBOG Minutes
October 24, 1977
Page 3

UBOG Exhibit Case Display. Donna Weispfenning will take individual member pictures for UBOG display. Pictures will be taken at the next Board meeting.

ANNOUNCEMENTS

UBOG Meeting - Monday, November 7, 1977; 11:30 lunch, 12:00 meeting.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary



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

October 7, 1977

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

From: Bernard Molitor, Assistant Director, CMU

Subj: Summer 1977 Program/Activities Report

COFFMAN UNION PROGRAM COUNCIL

Contemporary Arts

This summer was not as active as last with much work and planning done for a Mime Festival, which was postponed when the performance production works were not ready for production before the end of summer session. Contemporary Arts facilitated two programs, one with the Walker Art Center and one with the Guthrie Theater. The Guthrie program was one to present an afternoon discussion of the present Guthrie production of "La Ronde" in connection with the theme of conflicts between individuals and society.

The Walker Art Center program involved a grant from Concerts and Lectures to us for coordinating the on campus activities of a New York avant garde director, Richard Foreman, in making a short video taped theatre production. Several on campus locations were used and students were able to participate in the film.

Gallery

Coffman Gallery investigated several special exhibit resources during the summer. The exhibits in gallery one were particularly innovative and included a specially designed piece of environmental sculpture by local professional Janet Lofquist, and a theatre design exhibit with costumes, props and set pieces from

the Children's Theatre and Minnesota Opera Company. The environmental exhibit consisted of one work which the artist had erected especially for the Coffman space which was capable of subtle motion and encouraged audience exploration. At the conclusion of the exhibit dancers from the Nancy Hauser Dance Company presented an hour's program of improvisational dance interacting with the elements of the sculpture. They eventually dismantled the work, thus concluding the installation.

The design renderings, actual costumes and set pieces for several recent theatre productions made a delightful summer exhibit for campus and community student audiences. It was particularly popular because of the imaginative conceptions and fanciful treatments.

Gallery 2 exhibits included a "Dream Creature" painting exhibit, an impressive print exhibit from the permanent collection of University Gallery which included innumerable original works by major Continental and American artists of the post World War II period including Jasper Johns, Andy Warhol and Griconneti. The final exhibit of the summer was a juried photo exhibit from University of Wisconsin - Madison.

The gallery also responded to a special request by the Chicano Studies Department faculty and installed a special one week exhibit in connection with National Spanish Week.

Current Events

The Current Events area coordinated two provocative and well attended programs: Sexual Assault and an Anti-nuclear Power program.

Debbie Anderson, Hennepin County Sexual Assault Services, conducted a program considering sexual assault. The issues dealt with were prevention, available services and proper procedures following abuse. Also in the program were Tom Washington and Walter Bera who demonstrated and discussed self defense techniques.

"Better Active Today Than Radioactive Tomorrow", a timely and controversial program cosponsored with MPIRG and the Northern Sun Alliance, featured anti-nuclear power films, songs and speeches. A lively discussion followed the program.

Black Cultural Affairs

Black Cultural Affairs, in conjunction with Contemporary Arts, presented a play entitled Brother Champ as its first program. Written and directed by Minneapolis playwright Michael Cassin and performed by the Mixed Blood Theatre Co., the production, though poorly attended, was well-received. The fact that it was a matinee performance undoubtedly contributed to the poor attendance. It was not possible to schedule an evening performance. Although everyone was disappointed at the small turnout, the performance was as exuberant as if there had been a full house present and everyone who was present really enjoyed themselves.

The film Leadbelly was presented the following evening, August 11. This played to a packed house. The chronicle of blues singer Huttie Ledbetter's life had a stunning effect upon the audience, evidenced by the dazed expressions and glazed eyes of the audience afterward. We plan to bring the film back during Winter Quarter.

The first programs of Black Cultural Affairs served two purposes: first, it put BCA out in the community as a University organization and secondly, established a level of quality and sophistication in programming that will continue.

Native American Cultural Affairs

The area's first program, a lecture and discussion with Lewis Johnson, an Ottawa spiritual leader, drew a crowd of some forty persons, all of whom seemed responsive to the speaker. Names of prospective committee members were solicited with eight persons responding.

Trips and Outings

Four trips were planned, all for second summer session. The first was a float trip on the Apple River. A total of 27 individuals signed up for the trip, but because of threatening weather only 16 actually attended. The remaining three trips drew little response. However, after the trip to a Kicks soccer game was cancelled, a group of about twenty wanted to join us. No one signed up for either the Twins baseball game or a tour of the Olympia Brewery. The program did have the cooperation of St. Paul Student Center (artist to prepare flyer) and the West Bank Union (promotion and ticket sales).

Popular Entertainment

This Summer the Popular Entertainment area presented a film series entitled "Famous Couples". There were 4 films in the series, two in each summer session. All of the films were shown on Friday nights and as has been tradition for summer films, there was no admission.

The first film was GRAND HOTEL, 1931 film starring Greta Garbo and John Barrymore. Although the film occasionally appears on television, we had 225 people attending the film. The second attraction was THE THIN MAN, also a 1931 release which starred William Powell and Myrna Loy. This attraction had almost 200 in attendance, which was surprising considering the fact that this was presented on the last day of summer session one -- not the best day to program.

The third film was lesser known than the others. It was called THE LONG HOT SUMMER and it starred Paul Newmann, Joanne Woodward and Orson Wells. This 1957 release was based on 2 short stories by William Faulkner and we had almost 250 people in attendance. The final film of the series was THE VIP'S which starred Elizabeth Taylor and Richard Burton. This film had only about 100 in attendance, but the fact that it had been on television only a week before might have had an effect.

In total, there were about 800 people at the summer film program. Our publicity consisted of a single 1 by 2 Daily ad and a series poster. I feel that the summer film program is very valuable for the campus community at large as well as CUPC.

Special thanks to Jeana Swett, who designed the poster, Mitch Jossart, who backed up the program, Mary Hausladen from PA who did a great job in the projection booth and to Vanne Hayes, my advisor, who had the toughest job of all -- contending with film chairperson, Mike Lazarow.

Whole Coffeehouse

The highlights of the summer were Art Resnick and Michael Cooney, who both played to good audiences. The summer also served as an excellent training period for the new leadership of the Whole, a chance to gain valuable experience in their respective positions before the Fall (no pun intended). In addition, a thorough review of proposed changes in the appearance of the Coffeehouse was launched, including the possibilities of new paint, carpet, graphics, staging, and an improved piano. The other thrust for summer was an intensive booking and media campaign undertaken by Curt McNamara and Pat Pheifer, respectively.

P.S. All are invited to read the original of this evaluation done by Scott Kennedy which now appears as a quality painting in the Assistant Director's office.

PROGRAMS, EVENTS AND ATTENDANCE

VOLUNTEER HOURS

<u>Area</u>	<u>Summer '77</u>		
Contemporary Arts			
Programs	2	Core Group	2
Events	3	Ad Hoc	0
Attendance	58	Hours	15
Gallery			
Programs	5	Core Group	1
Events	50	Ad Hoc	0
Attendance	1766	Hours	30
Current Events			
Programs	2	Core Group	1
Events	2	Ad Hoc	3
Attendance	195	Hours	21
Black Cultural Affairs			
Programs	2	Core Group	1
Events	2	Ad Hoc	2
Attendance	340	Hours	36
Native American Cultural Affairs			
Programs	1	Core Group	1
Events	1	Ad Hoc	0
Attendance	40	Hours	40
Personnel			
Programs	1	Core Group	1
Events	1	Ad Hoc	0
Attendance	12	Hours	10
Trips & Outings			
Programs	4	Core Group	3
Events	1	Ad Hoc	0
Attendance	16	Hours	30
Popular Entertainment			
Programs	10	Core Group	3
Events	10	Ad Hoc	0
Attendance	1105	Hours	53
Whole			
Programs	5	Core Group	5
Events	5	Ad Hoc	2
Attendance	458	Hours	125
TOTAL			
Program	32	Core Group	18
Events	75	Ad Hoc	7
Attendance	3990	Hours	360

Footnote: Programs are numbers of distinct concepts; Events are the number of times the programs are presented. Core Group refers to number of

MINI COURSES

Enrollment for summer session surpassed expectations despite adverse publicity in the Daily regarding unvcomfortably warm conditions in CMU. 403 students, which is an increase of 26.1% over summer session 1976, enjoyed a wide range of courses including ceramics, belly dance and sailing.

Standard Mini Course publicity, consisting of a brochure and Daily ads, was successful.

Student and instructor evaluations continue to show a high degree of satisfaction with the program.

	Participants	Courses Offered	Courses Going	Percentage of Success
SS I	354	35	28	85.0
SS II	49	7	3	42.8
Totals : Sum '77	403	40	31	77.5
Sum '76	267	37	19	51.4

Students: 266	Males 106
Non-students: 137	Females 297

Registered by Mail	86
Registered in Person	317

Course Offerings

SS I

Acting	Hatha Yoga
American Folk*	Home Buying
Assertiveness	Jewelry Construction
Ballroom Dance I	Korean Karate
Basketry*	Photography
Belly Dance I	Piano
Bicycle Maintenance	Picture Framing
Calligraphy	Pool
Canoeing (Sec 2)*	Recorder*
Drawing*	Sailing
First Aid	Tap Dance I
Genealogy	Typing*
Guitar	Watercolor*
	Woodworking

SS II

Canoeing*
Ceramics
Hand Arts*
Picture Framing
Sailing
Woodworking
Watercolor*

* Indicates courses canceled due to insufficient enrollment.

RECREATION/OUTINGS CENTER

Increases in all areas except outings rentals highlighted the summer in the Recreation Outings Center. The total income for the summer was up 28.1 percent over the same period last year and is running about 15 percent ahead of projections made during budget formulation.

Billiard play had the largest percentage increase, up 53.1 percent in the number of table hours and 54.3 percent in the number of players. The most significant increase was during the break between summer and the fall quarter when play was up 78.7 percent.

Table tennis also showed a large increase, 63.9 percent in the number of players and 46.1 percent in table hours. Again, the break period showed the largest percentage increase, 84.7.

Bowling began the summer down 35.3 percent in lines during first summer session, but the pattern slowly reversed, with play down 17.9 percent second session and up 122.1 percent during break. For the summer, play was up 1.4 percent.

Outings rental showed an increase in the number of patrons, up 7 percent over last year, but a decrease in the number of items rented. First summer session was 36.6 percent ahead of last year in dollar volume, but second session and break were down 23.1 and 12.8 percent respectively. Overall, income was down about 6.7 percent in this area. Some of the decrease may be related to persons purchasing their own equipment as St. Paul's Waksur Buying Association reported about a 40 percent increase in sales during the summer months and the Student Center rental program reported a slight decrease in income.

The overall increase in Recreation/Outings usage for the summer may be re-

lated to weather conditions since, compared to 1976, the summer was relatively cool. Temperatures were well above desired levels, but were tolerable.

	<u>Bowling Lines</u>	<u>Billiards Players/Hours</u>	<u>Table Tennis Players/Hours</u>	<u>Outings Rentals Persons/Items</u>
SS I	855	981/514	308/122	101/215
SS II	1,028	835/438	320/135	86/195
Break	1,337	791/420	339/133	74/171
1977 TOTALS	3,220	2,607/1,372	967/390	261/581
1976 TOTALS	3,176	1,690/896	590/267	244/705

ARTCRAFT STUDIO

A new scheme of hours of operation was implemented that contributed to an increase in use over last year from 1529 persons to 1925, an increase of 26%.

Several things were done to finish the small pieces of remodeling, including a refinishing of the work tables, new wood designs on the walls, new greenery, and extensive use of the display case to highlight Artcraft activities.

Ceramics - Fairly quiet again this summer -- ceramics does not appear to be as popular as in years past. All equipment functioned well. A new set of display photographs were dri-mounted and laminated, and hung in the area.

Duplication - Near the end of summer we had a surge of poster making in preparation for Fall Quarter events.

Photography - We have experienced some loss of a few items and unfortunately, they are somewhat expensive to replace. A complete set of filters, thermometers, tongs, and easel were among the missing. The level of use is up some 11 percent.

Mini Courses - A large set of courses were offered during the first summer

session including:

Photography - 2 sections
 Woodworking
 Picture Framing
 Jewelry Construction

Drawing (canceled)
 Watercolor
 Basketry
 Ceramics

During second session, we had trouble locating instructors and we only offered three courses, canceling one:

Woodworking
 Ceramics
 Hand Arts (canceled)

Levels of mini courses were up some 77%, a most satisfying development.

Woodshop - Despite the heat, the area was extremely active, use being up some 36%. A tentative rearrangement of wood work tables was done, a more permanent arrangement planned for fall.

LEVELS OF USE

	<u>Summer '76</u>	<u>Summer '77</u>
Ceramics	138	93
Duplication	272	270
Photography	200	223
Mini Courses	232	408
Woodshop	687	931

**UNION BOARD OF GOVERNORS
MEETING, NOVEMBER 7, 1977**

AGENDA

I. Old Business

1. Orientation to CMU
Guest Staff - Pat Sullivan - Communication Media Supervisor
2. House Policy Approval
Copy Enclosed - Please Read!

II. New Business

III. Announcements

Next UBOG Meeting - November 14, Room 346, 11:30 lunch
House and Finance - November 9, Staff Conference Room, 5:00 p.m.
Food Service Liaison, November 7, Staff Conference Room, 4:00 p.m.

NEW BUSINESS

Coordinator, Trips and Outings.

MOTION 7-78 (Bridges-Lazarow) To ratify appointment of Sally Crown as Coordinator of Trips and Outings Area of Program Council. Approved.

St. Paul Student Center Resolution. Ruf Simmons reintroduced the issue regarding the St. Paul Student Center's request for the diverting of the balance of the Continuing Education Center construction balance to the SPSC. The letter was sent to Wilderson in order to solicit administrative action for the reallocation of the funds to the Student Center. The UBOG received a copy to solicit their affirmation toward the ideal of completing the SPSC as planned without seriously cutting back on the project. Discussion followed and there appeared to be confusion as to whether the money was really needed. It was determined that additional information was needed from the building committee or administration of SPSC.

Jay Stassen asked for more information from the Building Committee as to what was eliminated from the building plans.

Bert Atkinson suggested inviting a representative from the SPSC to come to the next Board meeting to give us their perspective. There was concensus from the Board to invite a SPSC representative to the meeting on November 21 to provide information about the Student Center's building and request for transfer of funds.

CMU Air Conditioning. Mary Hausladen announced House and Finance is looking into the options of air-conditioning and will bring a report to the next meeting. A memo from Bert Atkinson to House and Finance describing seven options for air conditioning was distributed to Board members. Pete Merz, University Engineer, will be at the House and Finance meeting on Thursday, 5:00 p.m., if Board members have questions they would like answered, they should attend the meeting.

ANNOUNCEMENTS

UBOG meeting - November 21, 1977, 11:30 lunch, 12:00 meeting

The chairperson announced that CMU Information Rep Donna Weispfenning was leaving the University to work at the Minneapolis Office of the American Cancer Society. She extended appreciation to Donna on behalf of the Board for her service to the Union and best wishes for her new position.

Motion was made, seconded and approved to adjourn the meeting.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

MEMORANDUM

To: House & Finance Committee

From: Bert Atkinson 

Subj: Air Conditioning Options

Date: October 28, 1977

Listed below are the options currently available to us for air conditioning CMU which we need to consider and recommend a single course of action to the Union Board of Governors, then the Union Board of Governors after considering the recommendation will make a further recommendation to Central Administration to finally deal with the question of air conditioning CMU. The following options are not listed in any priority level.

Option 1 - Drop any further consideration to air condition CMU.

This would result in no expense for first or operating costs. Users and staff would literally sweat-out each summer. We may have to give serious consideration to closing CMU each summer, and put staff on ten month appointments. The Campus Club would also have to close.

Option 2 - Air condition total Union according to the "Bruch" study and cost estimate.

This would result in air conditioning CMU including third floor, but not to include Food Service areas (will be accomplished separately by Food Service), and give us a system to cover all possible air conditioning needs and flexibility. The system would be low pressure steam absorption. The estimated cost would be \$1,385,964 (February 16, 1977); annual operating costs first year \$13,000; 20 year period \$36,000.

Option 3 - Total Bruch plan less the third floor.

This option would result in same system as option 2, except third floor would not be included at a cost savings of \$212,500 or a net construction cost of \$1,173,464. There would also be a proportionate saving in operating cost.

Option 4 - Partial air conditioning of CMU.

This option would result in air conditioning basement floor, ground floor shops area, first floor administrative offices, second floor administrative offices, SOFD and YWCA areas, and the Theater/Lecture Hall.

This partial plan would be implemented by adding cooling capacity to existing air handling units for the basement floor and the Theater/Lecture Hall and converting existing variable volume boxes to individual cooling units for the balance of discrete areas as listed above. The bulk of the public areas ground, first and second floor would not be included in this plan and it would require considerable disruption of existing areas to install equipment. Cost of this option would be \$977,900; first year operating cost \$8,600; average for twenty years \$22,000.

Option 5 - All Electric System Phased Construction.

This option would result in installation of four independent packaged chillers serving basement, Whole, Theater/Lecture Hall, Great Hall, AHU #2, and AHU #3. Construction would require placing packaged chillers on the roof of CMU at various locations and could be accomplished within one to four phases at a cost of \$952,890. However, the engineers have pointed out that the CMU structure could not support the added weight and there does not appear to be a method available to shield surrounding structures (Comstock Hall) from operating noise. First year operating cost \$26,000; 20 year average \$43,000.

Option 6 - Two steam absorption chiller plant phased construction.

This option would involve two equally sized low pressure steam absorption chillers in lieu of a single large chiller identified in the Bruch report. Phasing under this option would require the building addition, chilled water piping to the fan room, and one chiller to be included with the first phase of air conditioning. With the installation of phase one, we would develop skill in use of the system transferring cooling capacity to the most critical areas and at the point where one chiller could no longer handle the need, complete phase two. First cost phase one \$648,160; operating cost first year \$6,000; construction cost phase two \$413,940; total cost \$1,062,000; operating cost two chillers first year \$24,000.

Option 7 - Install one all electric chiller.

This option will result in installation of one 210 ton all electric chiller at grade, south of Great Hall connected to our air handling systems. This unit would not be able to carry all areas simultaneously under peak conditions and would result in a degradation of overall space temperature and humidity conditions for the total building or could be used selectively by shifting capacity to various air handling units. First cost of this option \$648,160; first year operating cost \$6,000.

DRAFT

Calendar for Student Services Fees Process - 1977-78

- Sept. 29 - Committee Organizational Meeting
- Oct. 3 - Fees Poll Questionnaire Completed
- Oct. 27 - Committee Meeting - (fee shortfall, sub-committee assignments)
- Nov. 4 - Fees Poll Mailed
- Nov. 14 - Sub-committees Organize
- Nov. 18 - Letter goes to all organizations on process and audits
- Nov. 21 - Initial meetings arranged with organizations
- Dec. 5-16 - Sub-committee meetings with organizations to discuss materials needed by Sub-committee
- Jan. 9-31 - Sub-committees review documents and seek additional information from organizations
- Feb. 2 - Sub-committee reports due
- Feb. 7 - Total Committee review of Sub-committee reports
- Feb. 14-16 - Open hearings on Sub-committee reports
- Feb. 25 - Final Recommendations Prepared
- Mar. 2 - TCSA Approves/Amends/Forwards Recommendations
- Mar. 6 - VPSA receives SSF Committee and TCSA recommendations
- Mar. 27-31 - VPSA, TCSA, SSF review recommendations together
- Apr. 13 - Regents' Student Concerns Committee receives Student Services Fee Recommendations for information
- May 12 - Regents' approve Student Service Fee for 1978-79 (all campuses)

10/20/77

DRAFT

OSA Student Services Fee Funded Units Calendar

- Oct. 31 - Coordination and VPSA discuss SSF options
- a. service cuts (?)
 - b. status quo
 - c. factor for inflation
 - d. factor for expanded operations
 - e. factor for expanded facilities
 - f. move service to tuition support
- Nov. 7 or 14 - Coordinators discuss possible recommendations from them, their departments or boards (CCHS, MUJB, UBOG(s), USLS Board, CCRS)
- Nov. 21-28 - Coordinators interact with their departments and boards on options
- Dec. 5-12 - Coordinators and VPSA interact on possible recommendations to the SSF committees
- Dec. 15 - VPSA recommendation on fee level for 1978-79
- Dec. 19-Jan. 3 - Presentations to Fees sub-committees
- Feb. 14-16 - Open hearings (further presentations)
- Feb. 25 - Fees Committee Final Recommendations Drafted
- Mar. 2 - TCSA Reviews/Amends/Approves Recommendations
- Mar. 6 - VPSA Receives SSF and TCSA Recommendations
- Mar. 27-31 - Meetings on Recommendations with COG, TCSA, SSF Committee
- April 13 - Regents Review Recommendations
- May 12 - Regents Approve Student Service Fees for 1978-79

10/20/77

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
COFFMAN MEMORIAL UNION

August, 1977

HOUSE POLICIES

I. INTRODUCTION

The purpose of these policies is to insure the best possible use of Coffman Memorial Union, to indicate the principle purposes for these facilities, and to identify those who are eligible for their use. These policies are also intended to protect the Union and its facilities for future generations of students and other campus personnel. The Director and his staff will enforce the following policies. Appeal related to the application of these House Policies may be made in writing to the House & Finance Committee of the Coffman Memorial Union Board of Governors. Reference in these policies to various persons or groups will be as follows: Coffman Memorial Union, The Union. The Coffman Union Board of Governors, The Board. Director Coffman Memorial Union, The Director. Associate Director, AD. Assistant Administrator, AA. The House and Finance Committee, HFC. The Coffman Union Program Council, CUPC. Food Service Liaison Committee, FSLC.

II. GENERAL

- A. Individuals and groups authorized to use facilities of the Union:
1. All students who have paid the current University incidental fee and their guests.
 2. All student organizations registered with the Student Activities Center.
 3. Faculty and staff members of the University and their guests.
 4. All recognized faculty and staff organizations.
 5. Non-University individuals and members of non-University groups when it is in the best interest of the University, and sponsored by a recognized University organization.
 6. Other persons desiring to use the Union must apply for a daily pass at the Information Center.
- B. These Policies apply to all areas except:
1. Campus Club
 2. Union Garage

- C. **Union Hours**
1. While classes are in session: Normally, the Union is open 7:00 a.m. to 11:00 p.m. Monday through Thursday. 7:00 a.m. to 1:00 a.m. Friday and Saturday. 1:00 p.m. to 11:00 p.m. Sunday.
 2. Holidays: Normally, the Union is closed.
 3. Summer sessions and fall vacation: Open 7:00 a.m. to 10:00 p.m. Monday through Friday. Closed on Saturday and Sunday.
 4. Quarter breaks: Open 7:00 a.m. to 6:00 p.m.
 5. The Board or the Director shall be empowered to change these hours for special occasions if such changes are in the best interests of the University.
- D. The Union is a Department of the University and use of its facilities must be in accord with University rules and regulations.
- E. In compliance with "The Minnesota Clean Indoor Air Act", the Union is designated as a "No Smoking" building. Smoking will be permitted in certain designated areas as posted.
- F. Any willful or careless damage to any property of the Union will necessitate replacement by the person responsible.
- G. There is to be no tipping of any employee of the Union.
- H. Nothing may be sold in the public areas of the Union building without specific approval of the Director.
- I. Normally facilities will not be available for regular classroom activities.
- J. Gambling will not be permitted anyplace in the Union in accordance with state law.
- K. Organizations meeting in the Union will adjourn fifteen minutes before Union closing hours.
- L. Furniture and equipment will not be removed from the building except as authorized by the AD. Only the custodial staff will be authorized to relocate furniture or equipment within the building.
- M. As a Department of the University, the Union must remain non-sectarian. Therefore, no facilities or special privileges for one religious group may be authorized unless circumstances permit the granting of equal space or privileges to all potential religious organizations.

- N. Bannering or picketing of any program will not be permitted within the confines of the building proper if such actions interfere with the normal operation of the Union or the program.
- O. All persons using Union facilities may be asked to provide appropriate identification.
- P. Animals, except for seeing eye dogs, are not permitted in the Union at any time except by special permission of the AD.
- Q. The parking or riding of bicycles is not permitted within the Union at any time.
- R. The Union will not be responsible for any lost, stolen, or damaged personal property belonging to users of the facilities. Losses of this nature may be reported to the University Police.
- S. Consumption of food and beverages is permitted in designated areas only.
- T. Paint or painting of decorations, theatre props, posters, etc. must be confined to the Artcraft Studio.
- U. Fees for use of Union facilities services and equipment are established by the Director subject to HFC and Board approval.

III. INFORMATION CENTER

- A. The Information Center, located on the first floor (Room 138), provides a "first contact" service for users of the Union. It is intended to provide information concerning Union programs, facilities, and general campus information. It also provides a variety of other services such as copy service, sale of merchandise, poster approval, distribution of brochures and campus maps.
- B. This service is open during normal building hours.

IV. RESERVATION SERVICE

- A. The Reservations service is located on the first floor of the Union and is staffed from 7:45 a.m. to 4:30 p.m., Monday through Friday.
- B. Restricted use of Union facilities and services is possible only by advance reservation confirmed in writing to individuals and organizations authorized to use the Union facilities.

- C. Tentative reservations may be obtained through the Information Center after normal office hours and on weekends. These tentative requests must be confirmed the following day as provided in section IV - B.
- D. There will be a service fee for use of certain facilities and services (see "Schedule of Service Charges").

V. STUDENT ORGANIZATION ACTIVITIES CENTER (SOAC)

- A. The SOAC area located on the second floor (Rooms 213, 230, 235, 235A, 240, 244, 253) provides space for a headquarters for student organizations, organization services, and committees. Because of the amount of space available for assignment and the definite needs of so many student organizations, office allocations are made with these general concepts in mind.
- B. Assignment of Office Space
 - 1. Applications for office space will be provided by the Union to any student organization registered with the Student Activities Center as requested. The application establishes criteria for evaluation and subsequent assignment of office space.
 - 2. Assignment of office space is subject to Board approval. Such assignment may be cancelled on thirty (30) days notice by the Board if cause is demonstrated; and as outlined in the lease.
 - 3. Organizations with authorized office space in the Union must complete a lease provided by the HFC calling for payment in advance of rentals and stating the responsibilities of the organization and the Union.
 - 4. Rentals for office space will be as detailed under the "UBOG Rent Rates".
 - 5. Due consideration will be given to organizations that maintain full and/or part-time paid staffs.
- C. Area Services
 - 1. The Union will provide office furnishings through its "Modular Office System". Size, configuration, additions to or removals from the system will be made only by Union staff with the approval of the AD.
 - 2. Posters and signs are limited to designated poster boards, and the "Union Decoration Policy", Sec. XI, must be observed.
 - 3. The Union will provide through the SOAC receptionist, a variety of services including mail distribution,

telephone message service, duplication equipment, typewriters and sale of duplicating supplies.

4. Telephone rentals will be provided subject to available lines.
5. Desk-N-File units are available by "contract" to those organizations requiring only minimal office services and storage.
6. Office and file keys are available on an individual basis, subject to the Union's "Security and Key Policy", Sec. XIII.

VI. POLICIES GOVERNING THE USE OF INDIVIDUAL FACILITIES

- A. The facilities in the Union are divided into two basic categories—those available for use on a Casual basis during normal building hours by all persons authorized to use the facilities and those available by Reservation Only through Room Reservations of the Union. Reservations from student organizations will be excepted from holder of the Student Service Card. The Holder will give name, name of organization, the nature of the program, and an estimate of the attendance. Any questions related to the use of facilities should be referred to the Office of the AD.
- B. **Casual Facilities**
 1. **The Whole**
 - a. The Whole facility, located on the basement floor (Rooms B4, B4A through B4C) provides space for general social activities, commuter lunches and study. The CUFC also utilizes this area along with "The Bar" (Rooms B18, B18A) for presentation of the Whole Coffeehouse Program.
 - b. Normal hours of operation are from 8:00 a.m. to 5:00 p.m., Monday through Friday, closed Saturday and Sunday. This facility is available for programming after 5:00 p.m. Monday through Friday and weekends by reservation. Restricted use of facility before 5:00 p.m. Monday through Friday will be permitted only by approval of the AD.
 - c. **Policy Covering Restricted Use**
 - (1) The use of the Whole is restricted to Student, staff or other U of M groups recognized by the Board. This includes all organizations recognized by ACSA.

- (2) The use of the Whole for public events is governed by the following policies and procedures:
- (aa) This space must be reserved through Reservations, 373-2420, and must be approved by the AD. Before confirmation of any reservation, consultation must be given in writing by either the UPC Program Consultant or the Assistant Director - Programs, and the UPC Coordinator for the Whole, indicating that the event in no way interferes with the regular Whole Coffeehouse operations. The Reservationist will accept reservation requests in advance on a quarterly basis. Reservation of the Gopher Hole to a group other than UPC does not include the use of Whole Coffeehouse equipment unless it is requested and arrangements coordinated through UPC. In these instances an extra fee will be required for use of the following:
- Stage Lighting
 - Sound System
 - Candles
 - Table Cloths
 - Peanuts
- (bb) A charge of \$10 for student organizations, \$10 + 20¢ per person for University Departments and \$20 + 25¢ per person for non-University groups will be made for the facility if admission is to be charged.
- (cc) If the special lighting for the Whole is to be used and sound equipment is needed for the event, arrangements for all equipment and a PA controlman will be necessary through Reservations.
- (dd) If any equipment or the "Bar" facilities belonging to the Whole are to be used for the event, a request in writing should be submitted to the Program Office, Room 220.
- (ee) The sponsoring organization other than the Whole Coffeehouse must not use the name "Whole Coffeehouse" on any form of publicity or promotion.

- (3) The use of the Whole by student organizations in co-sponsorship with the Whole Coffeehouse is limited to special instances and will depend on the nature of the proposed event and availability of Whole staff to work on the program. These arrangements would be made only with the approval of the Coffeehouse personnel. An agreement of responsibilities and financial arrangements would be required for any such program. (A co-sponsorship form is available upon request.)

2. The Barrel

- a. The Barrel, located on the basement floor, including Room B25, is operated by the Union Food Service as a fast foods service. Dining facilities (Room 15) are provided as an adjunct to the Barrel.
- b. Normal hours of operation are 10:00 a.m. to 8:30 p.m. Monday through Thursday, and 10:00 a.m. to 9:15 p.m. Friday. Smoking is permitted in designated areas.

3. The Recreation/Outings Center

- a. The Recreation/Outings Center, located on the basement floor (Rooms B7, B7B, B34, B35, B35A to B35E, B40, B42, B47, B55, B55A to B55E, B59), provides space for a variety of recreation activities such as Billiards, Table Tennis, Bowling, Table Games, Cue Locker Rentals, Bowling Locker Rentals and Outings Equipment rentals. The Recreation/Outings Center is open 8:00 a.m. to 10:45 p.m. Monday through Thursday, 8:00 a.m. to 12:45 a.m. Friday and Saturday, 1:00 p.m. to 10:45 p.m. Sunday.
- b. Use of facilities by students requires presentation of ID card and current paid fee statement. Faculty and staff must present a staff card. Guest must be accompanied by a student, staff, or faculty person.
- c. Food and beverages are not permitted. Smoking is permitted in designated areas.

4. Game Center

- a. The Game Center, located on the basement floor, (Room B75), provides space for table games such as chess, checkers and cards along with general lounging and television viewing. This

service is open during normal building hours. Food and beverages are permitted. Smoking is not permitted.

5. Lost and Found

- a. The Lost and Found service located on the basement floor (Rooms B78, B78A), provides a central service for the Minneapolis campus for the retrieval of lost items of personal property or the disposition thereof by public sale if not claimed. This service is open during the hours of 7:45 a.m. to 4:30 p.m. Monday through Wednesday, and Friday. Food and beverages are not permitted. Smoking is not permitted.

6. East Bank Locker Rental

- a. The East Bank Locker Rental service, located on the basement floor (Room B78), provides a central rental service to students, staff and faculty for lockers located in various east bank buildings. Locker cards are issued and fees are collected by the University's Bursar's Office, located in Morrill Hall. This service is open from 7:45 a.m. to 4:30 p.m. Monday through Wednesday, and Friday. Food and beverages are not permitted. Smoking is not permitted.

7. The Colonnade, Atrium and Keep

- a. The Colonnade (Room 7), The Atrium (Room 9), and The Keep (Room 13), along with the serving area (Room 11), all located on the ground floor, are operated by the Union Food Service to provide a central serving and eating area for a wide variety of foods generally served in a cafeteria.
- b. Normal hours of operation are from 7:00 a.m. to 6:00 p.m. Monday through Thursday, and 7:00 a.m. to 4:30 p.m. on Friday. Closed Saturday and Sunday. Smoking is permitted in designated areas.

8. The In

- a. The In, located on the ground floor, (Room 13) is operated by the Union Food Service as a fast foods service.
- b. Normal hours of operation are from 10:30 a.m. to 1:30 p.m. Monday through Friday. Closed Saturday and Sunday. Smoking is not permitted.

9. The Post Office

- a. The Post Office, located on the ground floor (Rooms 28, 28A), is operated by the University according to rules and regulations designated by the U.S. Postal Service to provide for the sale of stamps and money orders, and mailing of letters and other items.
- b. Normal hours of operation are from 8:00 a.m. to 4:15 p.m. Monday through Friday. Money orders are received until 2:30 p.m., and packages are received until 3:30 p.m. Closed Saturday and Sunday. Smoking is not permitted.

10. The Soup'r

- a. The Soup'r, located on the ground floor, is operated by the Union Food Service as a specialty foods service. The Parlor, (Room 73) is provided as a dining adjunct to the Soup'r with vending service available.
- b. Normal hours of operation of the Soup'r are 9:00 a.m. to 4:00 p.m. Monday through Friday. The Parlor is open during normal building hours. Smoking is not permitted.

11. The Gopher Court

- a. The Gopher Court, located on the ground floor (Room 35), provides space for commuter lunches, vending, and study. This facility is open during normal building hours.
- b. The Gopher Mound is available by reservation only for programs of entertainment, recreational, or musical nature. Program times are normally limited to 12:00 noon to 1:00 p.m. Other times must be approved by the AD.
- c. The Gopher Court is not available for restricted use. Smoking is permitted in designated areas.

12. Great Hall Lounge

- a. The Great Hall Lounge, located on the ground floor, (Room 54), provides a comfortable area for relaxation and casual use. The lounge is open during normal building hours.
- b. Restricted use of the lounge is not permitted. Food and beverages are not permitted. Smoking is permitted in designated areas.

13. Computer Lounge

- a. The Computer Lounge, located on the first floor, (Room 120) provides a comfortable area for relaxation and casual use. The area also serves as the outer lobby for the Theater/Lecture Hall, and in this regard, portions may be reserved for use related to the Theater/Lecture Hall.
- b. This area is open during normal building hours and other extended hours to accommodate through traffic to the Union parking ramp. Food and beverages are not permitted. Smoking is permitted.

14. Grocery/Deli

- a. The Grocery/Deli, located on the first floor (Room 125, 109), is operated by the Union Food Service as a specialty food service.
- b. Normal hours of operation are from 7:30 a.m. to 2:00 p.m. Monday through Friday.
- c. Restricted use of this area is not permitted. Smoking is permitted in designated areas.

15. Ski-U-Mah Lounge

- a. The Ski-U-Mah Lounge, located on the first floor (Room 135), provides a comfortable area for relaxation and casual use. Restricted use of this lounge is normally not permitted except by permission from the AD.
- b. The Lounge is open during normal building hours. Food and beverages are permitted. Smoking is not permitted.

16. The Fireplace

- a. The Fireplace, located on the first floor (Room 128), provides a comfortable area for relaxation and casual use.
- b. This area is open during normal building hours. It is not available for restricted use. Food and beverages are not permitted. Smoking is not permitted.

17. North Star Lounge

- a. The North Star Lounge, located on the first floor (Room 130), provides a comfortable area for relaxation and casual use.

- b. This area is open during normal building hours. It is not available for restricted use. Food and beverages are not permitted. Smoking is not permitted.

18. Men's and Women's Lounges

- a. The Men's and Women's Lounges, located on the second floor (Rooms 210 and 256 respectively), provide a comfortable area for relaxation and casual use. The lounges are open 7:00 a.m. to 6:00 p.m. Monday through Saturday, and 1:00 p.m. to 6:00 p.m. Sunday.
- b. Restricted use by reservation is permitted after 3:30 p.m. Monday through Friday, and at other times as approved by the AD.
- c. Food and beverages are permitted. Smoking is not permitted. Capacity is 150 persons.

19. The Deck

- a. The Deck, located on the second floor, off the Men's Lounge, provides a casual outdoor lounging space. It is open 7:00 a.m. to 6:00 p.m. Monday through Saturday, and 1:00 p.m. to 6:00 p.m. Sunday. Seasonal use ranges from May to October.
- b. Food and beverages are permitted. Smoking is permitted.

C. Facilities Available by Reservation

1. The Artcraft Studio

- a. The Artcraft Studio, located on the basement floor (Rooms B70, B70A through B70E, and B72, B76), provides space along with equipment and materials for use in various arts and crafts fields.
- b. To comply with health and safety rules, qualified users are required to demonstrate their skills for use of power tools. Minor children are not permitted in the Studio.
- c. Normal hours are 10:00 a.m. to 9:00 p.m. Monday through Friday, 10:00 a.m. to 5:00 p.m. Saturday, closed Sunday.
- d. Food and beverages are not permitted. Smoking is not permitted.

2. The Great Hall

- a. The Great Hall, located on the ground floor (Rooms 60, 60A through 60D and Annex Room 70), provides space for a variety of programs of an educational, social and recreational nature.
- b. This facility is available by reservation only during normal building hours. Reservations must be submitted in writing to Reservations, and will be considered up to (12) months in advance maximum and (2) weeks minimum. Cancellations will be accepted up to (7) days before the event at no charge. Failure to cancel within this time limit will result in the assessment of a late fee.
- c. Fridays, Saturdays, and evenings before holidays will normally be restricted to dances and similar party reservations with first preference being given to student recreational and social functions.
- d. Tentative reservations will not be accepted.
- e. Food and beverages are permitted at designated functions. Smoking is not permitted.
- f. All plans for decorations require approval of AA.
- g. The operation of the light board is restricted to trained CMU staff.
- h. Program equipment, subject to availability, is to be requested when reservation is made.
- i. Capacity for Dances/Concerts is set at 1500 persons, Theatre/Lectures at 1000 persons, Luncheon/Banquets at 600 persons.

3. Ticket Booth

- a. The Ticket Booth, located on the ground floor (Room 53), provides an area for the sale of tickets for programs reserved in the Union.
- b. The booth is available through Reservations the day of and up to five (5) days before the event.
- c. Other uses of the booth are permitted with the approval of the AD.

4. Check Room

- a. The Check Room located on the ground floor adjacent to the Great Hall Lounge (Room 50A), provides a formal checking service for programs reserved in the Great Hall.

- b. Use of this facility insures the proper handling of guest coats and other items. It is available for a fee at the option of organizations reserving the Great Hall.
- c. Security of guest's property is insured only if checking service is manned by Union staff.

5. The Theater/Lecture Hall

- a. The Theater/Lecture Hall, located on the first floor (Rooms 110, 110A, 110B, 110C, 102, 103, 104, 106, and 120E) is a versatile program auditorium designed for major films, media, lecture and performing arts type programs as well as special campus cultural forms and productions. Programming emphasis is directed toward quality campus events which require the special technical capabilities of this hall.
- b. This facility is available by reservation only during normal building hours and will be considered up to (12) months in advance maximum and (2) weeks minimum. Cancellations will be accepted up to (7) days before the event at no charge. Failure to cancel within this time limit will result in the assessment of a late fee. Tentative reservations will not be accepted.
- c. Operation of all audio, video, and lighting equipment is restricted to trained Union staff. Setup of all stage sets and program support equipment will be accomplished by or be under the direct supervision of the Union staff. Program equipment, subject to availability, is to be requested when reservation is made.
- d. Food and beverages are not permitted. Smoking is not permitted.
- e. Room capacity fixed seating 259, movable 50, wheel chair 5, total - 314 persons.
- f. The ticket booth may be reserved the day of and up to (5) days before a scheduled program for advance ticket sales.

6. River Terrace

- a. The River Terrace, located on the first floor, outside south of building, provides an area for outdoor casual lounging, sunning, and eating. Area is open during normal building hours.

- b. Restricted use of this area is permitted by reservation from 12:00 noon to 1:00 p.m. and 5:00 p.m. to 11:00 p.m. Monday through Friday and all day to 11:00 p.m. on weekends. Seasonal use ranges from May to October.
- c. Food and beverages are permitted. Smoking is permitted.

7. Music Lounge

- a. The Music Lounge, located on the first floor (Room 149), provides a space, along with the Music Listening Control (Room 157) for the presentation of the Music Listening Program. In addition, this area is available for study, casual reading and lounging. Use of the Music Listening Service by students requires presentation of ID card and current paid fee statement. Staff/faculty must present a staff card.
- b. The Music Lounge is normally open from 9:00 a.m. to 10:00 p.m. Monday through Friday, 1:00 p.m. to 5:00 p.m. Saturday, and 3:00 p.m. to 10:00 p.m. Sunday. The Music Listening Program is presented 9:00 a.m. to 8:00 p.m. Monday through Friday, 1:00 p.m. to 5:00 p.m. Saturday, and 3:00 p.m. to 10:00 p.m. Sunday.
- c. Restricted use of this area is permitted only by request to the AD. Capacity for programming is set at 100 persons. Food and beverages are not permitted. Smoking is not permitted.

8. Galleries I and II

- a. Galleries I and II, located on the first floor (Rooms 159, 159A, 151, 173, 175), provides an area primarily to exhibit art by the students, staff and faculty of the University for the community. The secondary purpose is to exhibit professional arts, traveling shows, and art from other colleges, universities or art schools.
- b. The Galleries are normally open from 9:00 a.m. to 5:00 p.m. Monday through Friday, closed Saturday and Sunday.
- c. The Contemporary Arts area of UPC is responsible for scheduling the shows through Reservations and reserves the right to make the decision on selecting items to be displayed and of determining how they are to be displayed.

- d. Food and beverages are not permitted. Smoking is not permitted.

D. Conference/Dining Rooms

1. The purpose of Conference/Dining Rooms is to provide the maximum amount of space for a maximum number of organizations. No one organization is permitted to monopolize an area to the extent that it deprives other organizations of approximately equal use (see fee schedule for use rates).

2. Conference/Dining Rooms normally include the following:

305 - Capacity	20 persons.
306 - Capacity	20 persons.
307 - Capacity	24 persons.
308 - Capacity	24 persons.
309 - Capacity	24 persons.
310 - Capacity	20 persons.
311 - Capacity	20 persons.
315 - (To be used with 320).	
320 - Capacity	120 persons. (No Smoking)
325 - Capacity	30 persons.
326 - Capacity	30 persons.
327 - Capacity	20 persons.
351 - Capacity	20 persons.
352 - Capacity	20 persons.
353 - Capacity	30 persons.
354 - Capacity	16 persons.
355 - Capacity	19 persons.

- a. 346 - Capacity 26 persons.

Normally this room is reserved for Board and Committee meetings associated with functions of an all-campus nature.

3. Multiple requests for rooms must be made in writing to the Reservationist and will be limited to the current quarter.
4. No advance reservations will be accepted for individual piano practice. Pianos if available will be assigned by the Reservations Office at the time of need.
5. Smoking is permitted, except for Room 320, at the majority option of the group meeting.

VII. POLICIES GOVERNING THE SERVING OF FOOD IN THE UNION

- A. Normally, it is not permissible for groups to bring food into the Union. Where special occasions demand it, exceptions may be granted by the AA and the Department of Environmental Health and Safety (see University Food Policy).
- B. Normally, food will be ordered through the Union Food Service or the Campus Club.

VIII. ALCOHOL POLICY

- A. This Board policy specifies where and under what conditions alcohol will be allowed in the Union. This policy is subject to all of the rules and regulations as defined under the "Regents Policy on Alcohol".
- B. Since there is a desire to minimize the exposure of a drinking group to the general public, reservations for use of the alcohol permit will be limited to the hours 5:30 p.m. to building closing and to the following rooms: Great Hall, Mississippi Room, Men's and Women's Lounges, and the Whole. No staff or administrative offices, student organization offices or public lounging or recreation areas may be used for consumption of alcoholic beverages.
- C. To maintain an academic image every group function must have a primary program thrust consistent with University policies. The consumption of alcohol must serve as a secondary adjunct.
1. No more than two (2) events planning to serve alcohol will be reserved at the same time and no more than four (4) such events will be reserved in one (1) day.
 2. Reservations for a particular organization or obviously same group of people planning to serve alcohol at an event, will be limited to three (3) per quarter.
- D. Sanitation
1. Clean, sanitary drinking glasses, dispensing and any needed transportation of provisions or serving materials must be provided or approved by the Union Food Service.
 2. Persons who actually serve a beverage will be members of the Food Service staff or the method and persons serving must be approved by the Union Food Service.

IX. STUDENT CONTACT TABLE POLICY

- A. Tables are provided so that student organizations may make contact with the student body relative to conducting campaigns and the dissemination of information. Other than the distribution of printed material within a room reserved by a particular organization and the brochure rack at the Information Center, the contact table is the only method by which student organizations are permitted to distribute literature in the Union without special approval by the Director or the Board.
- B. On the ground floor of the Union, tables are permitted at the foot of stairway "E".
- C. On the First floor: at the bench location adjacent to the east and west front entrances.
- D. The following policies govern the use of contact tables:

1. The tables may be reserved for a maximum of five consecutive days; however, this may be reduced if circumstances require.
2. A maximum of two card tables, the bench, and a bulletin board to be used at each location.
3. Tables and/or discussion by contracting groups must not obstruct normal traffic.
4. Tables as reserved must be manned at all times.

X. UNION POSTER AND DISPLAY POLICY

A. Posters

1. All posters must be approved through the Information Center. A member of the staff will be responsible for placement.
2. Each poster must be marked indicating sponsorship and have pertinent information in regards to time, place, and event.
3. Posters may be placed in the following locations:
 - a. Ground Floor
 - (1) On the bulletin boards in the east and west foyers.
 - (2) Groups who are sponsoring events in the Great Hall may have one poster of regulation size by the front entrance, the day before and the day of the event.
 - (3) A maximum of two posters in stands at each end of ground floor.
 - b. First Floor
 - (1) A maximum of two posters in stands at each end of the first floor corridor.
 - c. Second Floor
 - (1) On the bulletin boards at the east and west ends of the SOAC area.
 - d. Outside the door of the room reserved for an event during the program.
 - e. Other locations as authorized by the AA.
4. Size and equipment for posters:

- a. Normally the maximum poster size will be 14" x 22".
- b. Poster stands are to be those provided by the Union available for reservation at the Reservations Office.

5. Time limit for posters:

Except where noted above and in the display cases, posters may be on display for no more than five school days including the day of the event.

B. Displays

1. All requests for special displays must be made through the Reservations Office and be approved by the AA.
2. All requests for display cases #1 to 4 first floor must be made through the Reservations Office. Cases may be reserved up to 1 year in advance for a display period of 2 weeks. Time extensions are permitted if cases are not reserved.
3. Displays must indicate organization, event, time, and date. Normally only publicity of University functions is permitted.

C. Pamphlet Rack

1. The pamphlet rack located in the North Star Lounge, Room 130, across from the Information Center is available to student organizations, registered with the Student Activities Center, University staff/faculty organizations and departments and community organizations recognized as non-profit for the display and distribution of pamphlets advertising community programs and services.
2. The Union reserves the right to accept pamphlets for distribution and as space is available. If demand exceeds available space, the display period will be limited to 2 weeks. Priorities will be observed in order--student organizations, staff/faculty organizations, and non-profit groups.

XI. UNION DECORATION POLICY

- A. Plans for the decoration of the Union exterior and/or interior must be approved by the AA.
- B. Organizations granted permission to decorate are required to conform with the following regulations:
 1. No tape may be put on any glass, carpeted, paneled or painted surface. No pins or other fasteners are to be used on draperies or curtains. Poster putty may be used for certain events with advance approval by the AA.
 2. No tacks or staples may be used except on bulletin boards.

3. Only materials which are non-flamable may be used.
4. All organizations are responsible for putting up their own decorations and removing them at the end of their event.
5. The period of display for decorations is for the duration of the event.

XII. COMMUNICATIONS/MEDIA POLICY

A. Public Address Announcements

1. The public address system provides for emergency announcements, program announcements and music.
2. Emergency announcements are to be made by designated staff only. Requests for program announcements and music must be submitted (24) hours in advance in writing to the Reservations Office. Normally, announcements will be made the day of the event, and not to exceed (3) times.

B. Audio Visual Equipment Rentals

1. A variety of portable audio visual equipment items are available on a rental basis through the Reservations Office.
2. Use of this equipment on a self help basis is limited to the Union only on a check out and in system.
3. Union operators are also available to run equipment at an established rate.
4. Other kinds of professional AV equipment, permanently mounted in various facilities, is available through the Reservations Office for program support. This equipment may be operated by Union staff only, and is included in the service fee schedule.

C. Privately owned radios may be used in the Union providing they do not disturb other persons or interfere with another activity.

D. Privately owned phonographs and TV sets are not permitted in the Union except by special permission of the AD.

XIII. SECURITY AND KEY POLICY

A. The AD shall be responsible for maintaining building security and will control the issuing of all keys.

B. Individual applications for keys must be presented to the AD, and keys will be issued by Reservations based on appropriate need along with a deposit for each key. Paid staff are not required to make deposit. For refunds, keys must be checked in at Reservations and deposit card presented at the Bursar's Office, 145 Williamson Hall.

- C. Organizations leasing space in the Union will be assessed the cost of labor and material for re-keying in their assigned areas when security is compromised.
- D. Lockers are available through the Recreation/Outings Center on a quarterly contract basis with a deposit required.

XIV. UNION DANCE/CONCERT POLICY

- A. This policy applies to all paid admission events in Coffman Union whose nature is interpreted by the AD to be a Dance, Concert, or combination of the two. Dance/Concerts are permitted in the Union under the following conditions:
 - 1. By payment of a service fee plus a head charge for each admission at the door (see fee schedule).
 - 2. The Union reserves the right to require any and all persons attending events to provide proper identification (commonly accepted ID including a physical description or photograph such as U of M ID or drivers license) or to be accompanied by a person who can provide proper identification and is willing to accept personal responsibility for their guest's behavior.
 - 3. All groups except the UPC will be allowed to schedule only two events per quarter on a "first come--first served" basis. Normally no more than one dance and one concert will be permitted in the Union at one time.
 - 4. Limitations as indicated on the capacity of various dance/concert facilities must be observed. The AA or Night Manager will enforce these limitations.
 - 5. A band may have only one free admission guest for each member of the band.
 - 6. All governors and the UPC Social Coordinator will be permitted free entrance to all dance/concert events in the Union without a guest, for the purpose of observation.
 - 7. The Union will employ all police officers for supervision of dance/concerts held at the Union. The organization shall be responsible for payment of all officer fees.
- B. Exceptions to this policy may be made by the Director who shall record and report these exceptions periodically to the Board.
- C. Sponsoring Organization
 - 1. Confirmation of the reservation for the event must be received in writing.

2. The chairman as named below along with the Organization will be responsible for conducting the event. Billing for fees and services will be sent to the Organization's address and is payable upon receipt. In addition to the normal fees the Organization will be responsible for any unusual wear on or damage to any Union property resulting from the event.
3. If you decide to cancel your reservation, notification must be made in writing by the chairperson, to Reservations at least (7) days before the event date.
4. Organizations will provide workers appropriate for the room being reserved (see room schedule below for minimum needed workers during one shift).

D. Coffman Union

1. Equipment and facilities will be provided for each event as they are available. Use of special equipment (such as microphones or spotlights) must be arranged in advance and equipment furnished by the Union will be billed at the appropriate use rate. The Union will provide the service of the Night Manager, ticket takers, pre-numbered tickets and when applicable checkroom employees and beverage sellers. The standard capacities and service fees are:

CMU Great Hall, Capacity 1500 (workers 6)

Mississippi Room, Capacity 300 (workers 5)

The Whole, Capacity 400 (workers 4)

0 to 400:	\$40.00 + 20¢ per person
401 to 700:	\$50.00 + 20¢ per person
701 and over:	\$65.00 + 20¢ per person

Communications/Media personnel to operate lightboard, microphones or projection booth, \$5.75 per person per hour.

2. For events in the Great Hall that are primarily dances, the customers will be required to check their coats (no charge to the customer). Other areas where coats may be provided, without attendants, checking is voluntary and done at the customer's risk.
3. Appropriate signs as required referring to crowd control or Dance/Concert policy will be posted by the AA or Night Manager.
4. If the organization desires to run an event past the normal building closing time, approval for this schedule must be received in advance of the event from the AA. If the event runs past the negotiated closing time it may be terminated at

the discretion of the AA or Night Manager. In addition, a penalty fee of \$20.00 per hour or a fraction thereof will be assessed against the Organization. (Over-run time will be measured from the scheduled closing time to the time at which all members of the public associated with that event have left the Union and when in the opinion of the Night Manager the Union is properly closed and secure).

5. Failure of an organization to observe the above policy and procedures can result in cancellation of the incipient event or refusal by the Union to accept any future reservations from the Organization or chairman.

I have read and understand all of the above terms and on behalf of _____, agree to abide by those
(organization)
terms _____.
(chairman)

(Reservationist)

XV. ENTERPRISE POLICY

- A. Space on the ground floor including the following: Golden Razor Service (Rooms 20, 20A, 24, 24A, 24B), MSA Student Store I (Rooms 30, 30A), MSA Student Store II (Room 38), International Study/Travel Center (Rooms 40, 42), the Arcade (Room 44), generally designated as "shops" will be available only to commercial enterprises where goods and/or services are provided at a cost to the patron.
- B. This space will be restricted to those classifications identified in the document "Classification of Organizations Occupying CMU as Non-profit Student Enterprises and Non-university Enterprises".
- C. These spaces will be occupied under a lease agreement and rent rates will be as designated under the Union's "Rent Rate Policy."
- D. Hours of operation will be as designated in the lease agreements. Food and beverages are not permitted. Smoking is not permitted.

Meeting, November 21, 1977

AGENDA

OLD BUSINESS

Air Conditioning Recommendation
CMU Membership - Extension Portion
St Paul Student Center Resolution

NEW BUSINESS

DIRECTORS' REPORTS

Utilities (Rufus)

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
November 21, 1977

Present: Robin Silverman, CUPC Mike Lazarow, TCSA
 Kathye Rosel, CUPC Gen Olson, Minn Alumni
 John Kannenberg, CUPC Barry Bridges, UBOG Alumni
 Linda Lee, Faculty Jay Stassen, CS-Student
 Mary Hausladen, CLA Vi Justice, CS-Clk
 Robert Ledder, Food Service Glenn Hendricks, OSA
 Deitmar Barsig, Grad Rufus Simmons, CMU
 Penny Howard, GC Bert Atkinson, CMU
 Ruby Lachica, CHIP Bernie Molitor, CMU

Absent: Phillip Palen, IT Dan Lass, Ed
 Roland Delattre, Faculty Mitch Jossart, CUPC (exc)
 Norman Holte, CC

Guests: Chris Krenek, SPSC Board President
 Pete Merz, University Engineer
 Tom Potter, TCSA University Resource Chairperson
 Tom McCue, Food Service Manager, CMU

The meeting was called to order at 12:15 by chairperson Robin Silverman. A quorum was present.

Approval of Minutes

The minutes of November 7 were approved as written.

OLD BUSINESS

Air Conditioning

Option 6 - Two Steam Absorption Chiller Plant Phased Construction

This option would involve two equally sized low pressure steam absorption chillers in lieu of a single large chiller identified in the Bruch report. Phasing under this option would require the cooling tower building addition, chilled water piping to the fan room, and one chiller to be included with the first phase of air conditioning. With the installation of phase one, we would develop skill in use of the system transferring cooling capacity to the most critical areas and at the point where one chiller could no longer handle the need, complete phase two. First cost phase one \$648,160; operating cost first year \$6,000; construction cost phase two \$413,940; total cost \$1,062,000; operating cost two chillers first year \$24,000.

Mary Hausladen reported the House and Finance Committee, charged to recommend a specific course of action re air conditioning of Coffman, recommends approval of above Option 6 for the following reasons: it is energy efficient; less costly than Option 2 (the other option considered by H&F) of the Bruch Report; less disruptive to the building; the 3rd floor kitchen space can be used for something

other than another air handling unit; it would air condition the entire building; it would be most beneficial to the building programming; it would allow use of present air handling units.

MOTION 8-78 (Bridges-Hausladen) To accept House and Finance recommendation for approval of Option 6 for air conditioning Coffman.

Pete Merz, University Engineer, was present at the meeting to answer any technical questions. Tom Potter, TCSA University Resource Chairperson, was present to explain TCSA's position regarding funding. He stated that TCSA feels there is a need for air conditioning CMU but has strong feelings against raising student fees. TCSA is investigating other ways of funding and should have a statement by the middle of winter quarter. He suggested the Board keep TCSA senators and chairs informed of status of air conditioning.

It was noted that H&F had been charged to recommend specific course of action so Board could make a concrete recommendation to MUCB and TCSA in order to get a resolution to the air conditioning question. 1.3 million would be requested thru student fees if no alternate funding can be found. This would increase student fees approximately \$1.25/quarter for a 10 year period.

Question was called. Motion passed.

Deitmar Barsig asked to go on record as voting against the motion as he is against an increase in student fees.

CMU Membership

To satisfy a request from Extension Students that they be allowed to use the union facilities a CMU membership card and application form were drawn up by House and Finance and a sample of forms distributed for Board approval.

MOTION 10-78 (Hausladen-Bridges) Move that the Board approve Application for Membership as presented.

Glenn Hendricks suggested the application form and card should specify "Extension Students".

Mary Hausladen noted though extension students are the main target at this time, there are other students, not fulltime, who might be interested in a membership.

Bert Atkinson noted it was the intent that membership be open to anyone who pays the \$15.00 fee. (The amount of fee will be updated yearly.)

A friendly amendment was made to include "student" in title of application and card.

Question called. Motion as amended passed.

Student Center Resolution

Chris Krenek, Student Center Board President was present at the meeting to clarify the Student Center's position as to their request of Coffman's support of the Student Center's request for the Continuing Education Center's excess funds for the Center's building deficit. She explained that the Center is presently underspaced as to meeting space and the additional funds would enable inclusion of planned for meeting rooms and meeting hall which would increase their meeting space threefold. She noted the money would be a grant, not a loan. Student Center Board meetings are on Thursdays. An invitation was extended to all Board members interested in attending.

MOTION 11-78 (Bridges-Olson) Move to endorse SPSC request for Continuing Education funds. Passed.

REPORTS

Directors

Rufus Simmons reported a marked increase in electrical costs for September prompted a study to determine the reasons for increase. The Board will be informed when study is completed.

CUPC

Mike Lazarow to resign from ACC. Another representative will be needed.

UBOG Meeting - December 5, 11:30 lunch, 12:00 noon meeting, 346 CMU.

Motion was made, seconded and approved to adjourn meeting.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

S A M P L E

University of Minnesota
Coffman Memorial Union

Student Application for Membership

Application No. 2345

Date _____

I, _____, hereby apply for membership in
applicant's name
Coffman Memorial Union. As a member I will be entitled to all of the
rates, privileges and services extended to fee paying, full time day students,
and hereby agree to abide by and observe the rules and policies as detailed
in the Coffman Memorial Union's "House Policies".

The period of this membership will be from _____ to
starting date
_____ X \$15.00
ending date quarters

Amount of fee paid \$ _____

Current Fee Statement No. _____

Signature of Applicant

Street

City State

Phone No. Zip Code

SEAL

Approved by _____
Authorized Signature

The signed copy of this application is valid for a maximum of seven days after
issue for all services. Membership card will be mailed to applicant's address.

S A M P L E

Front Side

Members Signature	SEAL	No. 2345 Coffman Memorial Union University of Minnesota Minneapolis
		<i>Student</i> Membership Card
		This is to certify that

		is a member of Coffman Memorial Union for the period _____ to starting date _____ expiration date
	Approved by _____ Director, CMU	

Back Side

Conditions of Membership:
The person named on this card upon payment of the membership fee is hereby entitled to all of the rates, privileges and services extended to fee paying, full time day students, and hereby agrees to abide by and observe the rules and policies as detailed in the Coffman Memorial Union's "House Policies".
Coffman Memorial Union Board of Governors

Minutes of House & Finance Committee Meeting

Wednesday, November 9, 1977

5:00 p.m.

Present: Tom Potter
Pete Merz
Bert Atkinson
Rufus Simmons
John Kannenberg
Glenn Hendricks

Mary Hausladen
Robin Silverman
Kathye Rosel
Barry Bridges
Mitch Jossart

Absent: Ruby Lachica

Air Conditioning

Pete Merz expanded on the minutes from the last meeting describing the various points of the air conditioning program on option 1 and 6. Mary indicated her preference for option 6 because of reduced cost, lack of a noise problem, less disruption to the building in making the installation.

Bert pointed out that under option 6, AHU C-1 would be rebuilt and used in place in the fan room rather than building a new C-1 unit in the cooling tower building. Use of two chillers of 270 tons each would present a more flexible system over option 2 and would reduce annual operating cost.

Pete Merz pointed out that the additional amount of \$148,850, added to the cost indicated in the previous meeting minutes, represents the non-construction costs for the project. He also said the cost estimates have been projected to next years construction costs. Note: This is, of course, dependent on the bidding climate at the time requests for bids go out.

Barry Bridges indicated a preference for plan 6 and Rufus Simmons concurred.

Kathye Rosel asked if the purpose of the committee in dealing with the air conditioning question was to bring an option to the Board or to discuss the feasibility of updating air conditioning. Bert Atkinson responded by saying it was up to the Board and subsequent levels of government to deal with the feasibility question. It is the House & Finance Committee's responsibility to recommend a specific course of action in order that the air conditioning question can be resolved.

Glenn Hendricks asked if it was feasible to install only one chiller unit (270 ton). Pete Merz responded by saying yes, but it is better to install the total plant to be able to respond to the most extreme high temperature conditions. Glenn asked how this would effect the cost, and Pete answered the differential is only the cost of the second chiller and cooling tower (phase 2) that amounts to \$84,550.

Rufus Simmons raised question of the most energy efficient system. Pete Merz responded by saying that high pressure steam absorption was most energy efficient, but the chiller would cost an additional \$90,000, and the prognosis is that high pressure steam will not be available in the future.

Barry Bridges mentioned that according to the state energy code calling for systems to be designed to provide 78° air with an outside temperature of 89°, only covers 95% of cooling days. Assuming maximum temperature and full building use, 5% of the days the system would not be adequate.

There was a consensus of the committee that option 6 as outlined in phase 1 and 2 should be installed simultaneously. This recommendation will be made to the Union Board of Governors.

Tom Potter asked for a copy of the list of options previously considered.

Pete Merz was asked to attend the next UBOG Meeting on November 21 to help answer technical questions.

CMU Membership

Kathye, Rufus and Bert presented a summary to the committee of deliberations of the adhoc committees on consideration of CMU membership of last year. As a result of those deliberations and an opinion from Vice President Wilderson that he did not wish to deal with the question at the incidental fee level at this time, and a further statement from both the West Bank and St. Paul Student Center that they are already extending the full range of their services to extension students, that it would be most prudent for CMU to deal with the topic on an individual basis for the time being.

Bert indicated that he would be developing an application form and membership card for extension students at the rate of \$15 per quarter or \$60 per year, which could be sold through the Information Center and validated through Union administration. Rufus indicated that on a long-range basis, we were looking for a differential price structure between students and staff/faculty. The CMU membership topic will be discussed at the next House & Finance Committee Meeting.

SOAC Leases

Some organizations still have not signed leases. We have to bring closure on this. Kathye suggested that if they don't sign their leases by a specific date, then they're out. Mary will make personal contact this week. Letters will go out on Monday, and if they aren't signed by November 18, they will be out and we can reassign the space.

Meeting adjourned.

UNIVERSITY OF MINNESOTA
 THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING STATEMENT
 FISCAL YEAR, JULY 1, 1976 TO JUNE 30, 1977

Schedule I

Beginning Cash Balance	--0--		
Receipts	376,578.85		
Allocated Student Fees- Operations	685,178.00		
Encumbered Funds, 1975-76 Brought Forward	12,124.78		
Funds Transferred from The Minnesota Union: Ed Siggelkow Memorial	<u>500.00</u>	1,074,381.63	
Expenditures	1,026,253.09		
Encumbered Funds, 1976-77	10,196.06	1,036,449.15	
Operating Balance			37,932.48
Transferred To Operating Reserve		38,609.25	
Adjustments in Posting between CMU ledger and Business Office:			
Add: 1976-77 Income	688.84		
Less: 1975-76 Income	(20,308.36)		
Less: 1976-77 Expense	272.18		
Add: 1975-76 Expense	<u>18,670.57</u>	<u>(676.77)</u>	37,932.48

UNIVERSITY OF MINNESOTA
THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
CAPITAL IMPROVEMENT & BUILDING REPLACEMENT RESERVE
FISCAL YEAR, JULY 1, 1976 TO JUNE 30, 1977

Schedule II

Beginning Cash Balance		
July 1, 1976	57,895.00	
Allocation from the Minnesota Union	70,556.00	
Investment Income	4,691.75	133,142.75
Transfers Out		<u> --0--</u>
Ending Reserve Balance, June 30, 1977		<u> 133,142.75</u>

UNIVERSITY OF MINNESOTA
 THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 BUILDING REPAIR AND RENOVATION RESERVE
 FISCAL YEAR, JULY 1, 1976 TO JUNE 30, 1977

Schedule III

Beginning Reserve Balance		
July 1, 1976	218,638.10	
Allocation From the Minnesota Union	105,837.00	
Investment Income	15,977.31	
Insurance Reimbursement-		
Electical Outage	<u>1,233.45</u>	341,685.86
Transfers from Reserve to		
"06" Budgets		* <u>112,104.72</u>
Ending Reserve Balance, June 30, 1977		<u><u>229,581.14</u></u>

Operating Accounts Reserve	
Funds Transferred to:	
7106 Maintenance	111,592.93
7107 Communications/ Media	169.43
7108 Artcraft Studio	<u>342.36</u>
	* 112,104.72

UNIVERSITY OF MINNESOTA
 THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 FURNITURE/ EQUIPMENT REPAIR & REPLACEMENT RESERVE
 FISCAL YEAR, JULY 1, 1976 TO JUNE 30, 1977

Schedule IV

Beginning Reserve Balance, July 1, 1976	245,605.02	
Allocation from Minnesota Union	39,376.00	
Investment Income	20,415.46	
Close Out of Transit Services Locker Repair Reserve	<u>14,973.65</u>	320,370.13
Transfers from Reserve to "08" Budget		* <u>14,886.12</u>
Ending Reserve Balance, June 30, 1977		<u>305,484.01</u>

Operating Accounts Reserve Funds

Transferred to:		
7104 General Administration	886.54	
7106 Maintenance	1,729.17	
7107 Communication/ Media	6,116.15	
7108 Artcraft Studio	2,236.30	
7109 Recreation/ Outings	3,846.46	
7110 Information Center	47.00	
7112 Reservations	<u>24.50</u>	
	* <u>14,886.12</u>	

UNIVERSITY OF MINNESOTA
 THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING RESERVE
 FISCAL YEAR, JULY 1, 1976 TO JUNE 30, 1977

Schedule V

Beginning Reserve Balance		
July 1, 1976	93,079.48	
Investment Income	7,608.24	
Closing from Operating Accounts to Reserve	38,609.25	
Close Out of Transit Service Locker Reserve	<u>7,513.50</u>	146,810.47
Transfers from Reserve to "10" Budgets	* 54,947.16	
Transfer to Minnesota Union Amount over 10% of Closing FY 1975-76 Total Expense	<u>1,399.72</u>	56,346.88
Ending Reserve Balance, June 30, 1977		<u><u>90,463.59</u></u>

Operating Accounts Reserve

Funds Transferred to:	
7104 General Administration	6,939.79
7105 Program Administration	1,463.70
7106 Maintenance	39,333.58
7107 Communication/ Media	1,362.79
7108 Artcraft Studio	411.00
7109 Recreation/ Outings	2,105.84
7111 Merchandise	<u>3,330.46</u>
	* 54,947.16

UNIVERSITY OF MINNESOTA
 THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 BUDGET ANALYSIS-NET GAIN (OR LOSS) ACTUAL OVER BUDGET
 FISCAL YEAR, JULY 1, 1976 TO JUNE 30, 1977

Schedule VI

	BUDGET FY 1976-77	ACTUAL FY 1976-77	DIFFERENCE	
Income	1,060,647.00	1,073,881.63	13,234.63	
Less: Encumbered Funds		(12,124.78)	<u>(12,124.78)</u>	1,109.85
Expense	1,060,647.00	1,036,449.15	24,197.85	
Less: Encumbered Funds		(10,196.06)	<u>(10,196.06)</u>	<u>14,001.79</u>
Net Gain Actual over Budget				15,111.64
Less: Negative Expenses Telephone-Program Reimbursed				<u>811.20</u>
Total Net Gain Actual Over Budget				<u><u>14,300.44</u></u>

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS**

Meeting, Monday, December 5, 1977

AGENDA

- I. Call to Order**
- II. Approval of Minutes of November 21**
- III. Discussion of Agenda Formulation & Basic Procedures**
- IV. Old Business**
 - 1. Air Conditioning - Barry's Recommendation**
 - 2. Rent Rates - Informational**
 - 3. Users Rates - Informational**
 - 4. Barber/Beauty Shop Update - Informational**
- V. New Business**
 - 1. Jim Sleazer - Supervisor Rec/Outings (Orientation)**
 - 2. Camille Carpenter - Lost and Found Supervisor (Orientation)**
- VI. Committee Reports**
- VII. Directors Reports**
- VIII. Announcements**
- IX. Adjournment**

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
December 5, 1977

Present: Robin Silverman, CUPC
Kathye Rosel, CUPC
John Kannenberg, CUPC
Linda Lee, Faculty
Robert Ledder, Food Service
Mitch Jossart, CUPC
Penny Howard, GC
Ruby Lachica, CHIP

Mike Lazarow, TCSA
Gen Olson, Minn Alumni
Barry Bridges, UBOG Alumni
Jay Stassen, CS-Student
Vi Justice, CS-Clerk
Rufus Simmons, CMU
Bert Atkinson, CMU

Absent: Phillip Palen, IT
Roland Delattre, Faculty (exc)
Grant Aldonas, LS
Deitmar Barsig, Grad (exc)

Dan Lass, Ed (exc)
Bernie Molitor, CMU (exc)
Mary Hausladen, CLA (exc)
Glenn Hendricks, OSA (exc)

Guests: Tom Potter, TCSA University Resource Chair
Tom McCue, Food Service Manager, CMU
Camille Carpenter, CMU Locker Rental, Lost and Found
Jim Sleezer, Re Outing Supervisor

The meeting was called to order at 12:00 noon by Chairperson Robin Silverman.
A quorum was present.

Approval of Minutes

The minutes of November 21 were approved as written.

Letter of Resignation

The Chair read a letter of resignation from Mike Lazarow, TCSA Rep, who is leaving to serve for three to four months as a congressional intern in Washington, D.C. The Chair extended appreciation to Mike for his service on the Board and Council.

MOTION 12-78 (Kannenberg-Bridges) To accept with regret the resignation of Mike Lazarow and to change effective date of resignation from January 1977 to January 1978.

Approved.

Tom Potter, TCSA University Resource Chairperson, will be TCSA Rep to UBOG effective January 1, 1978.

The Chair asked for volunteers to serve as UBOG Rep to ACC. There were no volunteers.

Agenda Formulation

The Chair explained that the agenda for Board meetings is formulated at the Exec Committee meeting the week prior to the Board meeting. Board members desiring to place an item on the agenda are asked to present the item to the Chair for consideration at the Exec meeting. To assure that the agenda not become too lengthy and that adequate preparation be given to agenda items, no item will be accepted (except in extreme circumstances) once the agenda has been formulated.

OLD BUSINESS

Rent Rates

Bert Atkinson reported examination of rates and schedule for cost/square foot has been completed and if approved by the Board will go into effect July 1, 1978. The schedule has been reviewed by the House and Finance and will be distributed to building occupants. A meeting will be set for early January at which all persons interested may sit in for a review/discussion of the process.

Users Rates

User rates are developed by using square footage cost, time studies, and equipment fee.

Air Conditioning

Barry Bridges Proposal.

MOTION to send to TCSA Executive Committee the following request for inclusion on appropriate agenda:

WHEREAS there is a clearly substantiated need to provide air conditioning in CMU, and
WHEREAS additional funds other than student fees are not apparently available for this project, and
WHEREAS any delay increases the cost of purchase and installation, and
WHEREAS it will take about 16 months from approval of project to actual operation of completed system,

THEREFORE be it resolved that

- 1) 1.3 million dollars be allocated for the installation of two low pressure steam absorption chillers in Coffman Memorial Union, and further
- 2) this allocation of funds be provided through an increase in student fees, with the quarterly fee increase and number of years it is in effect to be specified by the Fee Committee,
- 3) that this decision be acted on by February 18, 1978.

The Chair noted the House and Finance Committee generally supported the proposal. It was noted the request should go through the MU Coordinating Board to TCSA.

Motion of proposal was reworded.

MOTION 13-78 (Bridges-Kannenberg) To send to MUCB the following request which should be approved by MUCB for inclusion on appropriate TCSA Funding Committee; and to ask that MUCB take action on this motion by January 13, 1978.

The request of proposal was not changed.

Motion approved.

The proposal will be presented to MUCB at their next meeting. If approved, it would be included in their general package going to TCSA.

NEW BUSINESS

Orientation Report. Jim Sleezer, Rec Outing Supervisor was present at the meeting to orientate Board members as to the function of his area which includes bowling, billiards, table tennis, outing rentals, and games. In addition to Jim, Rec Outing employes one full-time and 17 student employees.

Camille Carpenter was present at the meeting to describe the Lost and Found Locker Rental area/function to the Board. Coffman Union is the central lost and found for the University. Articles are collected weekly from an average of 22 buildings. One-fourth of the items found are reclaimed. The remaining articles are kept in Coffman a quarter, then put on sale the last week of the quarter at which time more than half of the things are sold. The items left over from the sale are given to Salvation Army or Goodwill. Some 2,800 lockers are available on east and St. Paul campuses. Lockers rent for \$1.40 for full size and 60 cents for half size locker.

COMMITTEE REPORTS

None

DIRECTORS REPORTS

Rufus Simmons reported MUCB will be instituting major research to determine how well the unions are meeting the needs of the University. MUCB will be formulating a fee request to the Fee Committee no later than January. Coffman's fee request will be presented to the House and Finance Committee on January 4th. It is important that UBOG meets the second Monday in January (January 9) to approve the proposed line item fee request.

ANNOUNCEMENTS

The Chair asked Board members to fill out Winter Quarter Schedule Cards.

Bob Ledder asked that Food Service Liaison meeting scheduled to follow Board meeting be postponed because of an unforeseen time conflict.

UBOG meeting January 9, 1978, 11:30 a.m. lunch, 12:00 noon meeting, 346 CMU.

Motion was made, seconded and approved to adjourn meeting.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

MINI COURSES: REDUCED FEES

Note to CMU employees, members of UBOG, and members of CUPC.

We would like to invite all of you to participate in our Mini Course program this winter.

We are again offering our core curriculum of arts and crafts as well as dance and music; but did you know that we've expanded to include new courses, such as "Weight Control," "Ice Skating," "French for Travelers," and "Backgammon?"

This winter we will be able to offer our courses to you at half the course fee. In the past, we have offered you a discount of 33 1/3%; but, fortunately, now we can offer our courses to you at a more substantial savings. Costs of materials, of course, remain at the full price.

Best wishes for your continued growth,

Charmagne D. Ehrenhaus

Charmagne Dugas Ehrenhaus
Mini Course Coordinator

Mary E. Litsheim

Mary E. Litsheim
Mini Course Coordinator

REDUCED FEES

Acting, Beg.	\$8.25
Acting, Intern	\$8.25
Astrology, Beg.	\$9.75
Astrology, Intern.	\$9.75
Backgammon	\$5.25
Ballet I	\$8.25
Ballroom Dance I	\$9.75
Batik	\$13.25
Belly Dance I	\$9.75
Bowling	\$9.50
Calligraphy	\$9.50
Ceramics	\$18.00
Crochet	\$6.00
Disco Dancing	\$8.00
Drawing	\$12.00
Dulcimer Construction	\$13.50
French	\$9.75
Harmonica	\$8.25
Hatha Yoga	\$9.75
Ice Skating	\$7.50
Investing	\$7.75
Jewelry	\$12.00
Korean Karate	\$10.50
Lacemaking	\$7.50
Modern Dance	\$9.75
Needlepoint	\$7.50
Pattern Alteration	\$8.25
Picture Framing	\$13.50
Pool	\$10.75
Sign Language	\$10.25
Slimnastics	\$9.75
Spanish	\$9.75
Stained Glass	\$13.75
Tai Chi	\$7.75
Tap I	\$9.75
Tap II	\$9.75
Typing	\$9.00
Vocabulary	\$7.50
Watercolor	\$12.00
Weight Control	\$6.50
Wine Appreciation	\$8.50
Woodworking	\$16.00

Due to material costs and special arrangements with other organizations, a few courses cannot be offered at half price.

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS**

Meeting, Monday, January 9, 1978

AGENDA

- I. Call to Order**
- II. Approval of Minutes of December 5**
- III. New Business
1978-79 Fee Request**
- IV. Committee Reports**
- V. Directors Reports**
- VI. Announcements**
- VII. Adjournment**

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of Coffman Union Board of Governors
January 9, 1978

Present: Mary Hausladen, CLA
Kathye Rosel, CUPC
Mitch Jossart, CUPC
Tom Potter, TCSA
Penny Howard, GC
Dietmar Barsig, Grad
Ruby Lachica, CHIP
Dan Lass, Ed
Gen Olson, Minn Alumni
Barry Bridges, UBOG Alumni
Jay Stassen, Civil Serv (Stud)
Vi Justice, Civil Serv (Clk)
Linda Lee, Faculty
Glenn Hendricks, OSA
Robert Ledder, Fd Serv
Rufus Simmons, CMU
Bert Atkinson, CMU
Bernie Molitor, CMU

Absent: Robin Silverman, CUPC (exc)
John Kannenberg, CUPC
Grant Aldonnas, LS
Phil Palan, IT
Roland Delattre, Faculty
Norman Holte, CC (exc)

Guest: Liz Miller, CMU Info Rep

The meeting was called to order at 12:06 by Mary Hausladen, Vice Chairperson, acting for Chairperson Robin Silverman who was absent due to the recent loss of her father. Ms. Hausladen noted flowers had been sent to Robin expressing sympathy on behalf of the Board and the Program Council.

The minutes of December 5 were approved as written.

Fee Request

Rufus Simmons explained the fees committee had asked for three budget estimates, to include:

- 1) a budget estimate with inflation costs
- 2) a budget estimate without inflation costs
- 3) a budget with an estimated deduction of 10% of current fees

The following budget sheet and schedules to accomplish the fee committee request/cutbacks were explained by Rufus Simmons and distributed for review:

- 1) Budget Estimate Fiscal 1978-79 (including the three budget estimates).
- 2) Proposed Budget Reductions Fiscal 1978-79 (including 10% reduction in fee support and 15% inflation costs), a schedule detailing reduction of budget by \$194,229 by closing Saturdays, Sundays, and M-F at 5:00 p.m. It was noted the basement areas would maintain evening hours if they would break even.
- 3) Additional Options for Budget Cuts by area (totalling \$51,435).
- 4) 1978-79 Fee Request, reflecting a 10% reduction of 1977-78 fee request, including recommendations, financial impact, program impact and other implications.
(Fee reduction \$301,418.)

- 5) 1978-79 Request Impact on Union Program by closing Saturdays, Sundays and M-F at 5:00 p.m., and other program reductions (a summary sheet of the impact anticipated through fee reduction of the required \$301,418.)

(Schedules are attached to secretary's minutes.)

The three budget estimates were approved separately.

MOTION 14-78 (Bridges-Potter) To approve budget estimate including inflation costs and adjustments 1978-79. Passed.

MOTION 15-78 (Lee-Lass) To approve budget estimate without inflation costs 1978-79. Passed.

MOTION 16-78 (Bridges-Lass) To approve budget estimate - Deduct 10% + Inflation Costs 1978-79.

Kathye Rosel expressed concern about the decision making process, that the students were not given budget information first-hand by the fees committee. She thought the fees committee should give information to student leaders as well as administration so students are initially involved in the process. She asked that the Board convey this notion to the fees committee for future decision making. She also asked that the fees committee be informed as to the impact of the cutback on programming/services. The Program Council would lose one-half of their fee support which greatly affects what programming can be done for students/community.

Mr. Simmons noted this fee request was more an exercise in mathematics. Dr. Hendricks noted that though this is an exercise this year the future projected enrollment is 32,000 and drastic cuts will be necessary by the University administration.

AMENDMENT 16-78 (Rosel) Accepted by Bridges-Lass.

...and further request that the TCSA Fees Committee consider the following:

- a) Student leaders were not notified of the budget requests by the Fees Committee. We as the Union Board of Governors feel that students must be involved in any process required by the Fees Committee and furthermore, that timelines should allow for that thorough involvement.
- b) Fee committee must be made aware of impact of cutbacks on services and programs to students and community.
- c) CMU via UBOG reserves the right to govern which areas will be cut and to which extent reductions be made, and further, that should the budget requests in the future ask for any substantial cuts in the fee request that the Union Board of Governors rethink the entire union concept, function and operation to meet the request.

Motion 16-78, as amended, passed.

UBOG Minutes
January 9, 1978
Page 3

MOTION 17-78 (Rosel-Barsig) Move that TCSA Rep to the UBOG voice the Board's concern to TCSA regarding the decision-making process, that hopefully in the future the Fee Committee will give information to students.

Passed.

Tom Potter will draft a resolution to TCSA thru Kathye Rosel for presentation at the next TCSA meeting.

ANNOUNCEMENTS

UBOG meeting January 23, 11:30 a.m. lunch, 12:00 noon meeting, Room 346.
House and Finance Open Meeting for Rent Rates, January 11, 3:00 p.m., 320 CMU.

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

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

UNIVERSITY OF MINNESOTA
 COFFMAN MEMORIAL UNION
 BUDGET ESTIMATE FISCAL 1978-79
 COMPARISON AND RESERVE BALANCES

	Printed Budget 1976-77	Actual 1976-77	Printed Budget 1977-78	Bud Est 1977-78 1-10-77	Actual 5 Mos +1 Mo Est 1977-78	Inflation Factor 1978-79	Inflation Costs 1978-79	Bud Est Incl Infl Costs and adjust 1978-79	Bud Est w/o Infl Costs 1978-79	Bud Est-Ded 10% + Infl Costs 1978-79	Prog Impact Ded-10% + Infl Costs 1978-79 (a)
Salaries	699,168	683,821	720,327	755,101	359,926	8%	60,408	(a) 844,305	755,101	679,591	181,607
Living Benefits	91,779	93,474	108,934	103,158	52,132	8%	8,253	134,087	103,158	92,842	9,382
Supplies & Expense	417,957	362,550	408,705	443,034	168,339	4%	17,721	460,755	443,034	398,731	59,998
Electricity	16,900	16,526	13,316	49,921	25,847	13%	6,490	(b) 66,007	49,921	44,929	32,602
Other Utilities	51,151	32,554	48,938	34,700	18,885	8%	2,776	(c) 44,055	34,700	31,230	17,829
TOTAL EXPENSE	1,276,955	1,188,925	1,300,220	1,385,914	625,129		95,648	1,549,209	1,385,914	1,247,323	301,418
Unearned Income	541,322	482,485	523,940	557,562	233,215	3%	16,727	574,289	557,562	557,562	468
Free Income Operations/ UPC	735,633	735,633	776,280	828,352	414,339			974,920	828,352	689,761	
TOTAL OPERATING INCOME	1,276,955	1,218,118	1,300,220	1,385,914	647,554			1,549,209	1,385,914	1,247,323	301,886

a Includes 89,204 salary adjustments, C/L and inflation costs.
 b Includes known cost increases and inflation costs of 16,086.
 c Includes known cost increases and inflation costs of 9,355.

COFFMAN MEMORIAL UNION
PROPOSED BUDGET REDUCTIONS FISCAL 1978-79
(including a 10% reduction in fee support and 15% inflation costs)

Proposed Item	Union Closed Sundays	Union Closed Saturdays	Union Closed 5 p.m. Mon-Fri
Info Center Student Salary @ 3.63			
31 days x 10 hrs x 3.63	1,125		
33 days x 18 hrs x 3.63		2,156	
1,457 hrs x 3.63			5,289
Asst Night Mgr Salary @ 4.92			
31 days x 10 hrs x 4.92	1,525		
33 days x 10 hrs x 4.92		1,624	
31 days x 7 hrs x 4.92			1,068
Custodial Student Salary			
31 days x 16 hrs			
B&G Wkr 279 hrs x 4.64	1,295		
Sr C Wkr 480.5 hrs x 3.98	1,912		
C Wkr 1,441 hrs x 3.86	5,562		
33 days x 18 hrs			
B & G Wkr 288 hrs x 4.64		1,336	
Sr C Wkr 577.5 hrs x 3.98		2,298	
C Wkr 1,732 hrs x 3.86		6,686	
B & G Wkr 9,072 hrs x 4.64			42,094
Rec/Outings Student Salary @ 3.98			
33 days x 20 hrs x 3.98	2,627		
33 days x 17 hrs x 3.98		2,233	
Sr Clk 1,362 hrs x 3.98			5,421
C Wkr 1,362 hrs x 3.86			5,257
Artercraft Studio Student Salary @ 3.98			
33 days x 14 hrs x 3.98		1,839	
46.5 wks x 36 hrs x 3.98			6,663
Music-Listen Student Salary @ 3.63			
33 days x 4 hrs x 3.63		479	
135 days x 5 hrs x 3.63			2,450
Building Page Student Salary @ 3.86			
33 days x 18 hrs x 3.86		2,293	
778 hrs x 3.86			3,003
Night Manager			
33 days x 8 hrs x 6.07		1,602	
Bal of Position			
12,672 - 1,602 + 20%			13,284
Custodial Supervisor, 2nd Shift			
13,128 + 20%			15,754

Proposed Item	Union Closed Sundays	Union Closed Saturdays	Union Closed 5 p.m. Mon-Fri
Reduction in Electricity, Heat and Water & Sewer Costs			
Elect @ 31 days x 16 hrs x \$16/hr x 80%	6,349		
Elect 33 days x 18 hrs x \$16/hr x 80%		7,603	
Elect 1,457 hrs x \$16/hr x 80%			18,650
Heat, Water & Sewer and Custodial Supplies			
31 days x 16 hrs x \$14/hr x 50%	3,472		
33 days x 18 hrs x \$14/hr x 50%		4,158	
1,457 hrs x \$14/hr x 50%			10,199
Total	23,867	34,307	129,132
Security Guard Program Substitute Electronic Program			
B & G Wkr 392 hrs x 4.64	1,819		
Guard 1,248 hrs x 4.09	5,104		
Total	6,923		
Sunday	23,867		
Saturday	34,307		
M-F 5 p.m.	129,132		
Security	6,923		
Total	194,229		

1978-79 FEE REQUEST

Task: Submit a budget reflecting a 10% reduction of fee received for the 1977-78 fiscal year.

\$974,920	Projected fee income necessary to maintain existing programs, services and facilities.
\$689,761	Financial consequence of a 10% reduction of 1977-78 1 January fee request of \$828,352
\$301,886	Projected net fee reduction for 1978-79 operation.

Recommendations:

1. Close all Sundays	\$23,867	
2. Close all Saturdays	34,307	
3. Close bldg daily at 5:00 p.m.	<u>129,132</u>	\$194,229
4. Additional line item cuts (51,435)		51,435
5. CUPC Program Fee		25,000
6. Balance of Lost & Found Locker Rental Expense		3,885
7. Eliminate SOAC service		12,412
8. Eliminate Music-Listening		<u>14,457</u>
		\$301,418

Financial Impact:

A. Student Salaries	\$136,315
39,944 student hrs worked	
38.40 half-time student positions lost	
B. Full-time Staff	\$ 44,674
3.5 full-time positions lost	
C. Supplies and Expense plus Utilities	\$110,429

**PROGRAM IMPACT
CMU SCHEDULED EVENTS AND ATTENDANCE**

The percent to total scheduled building events and their attendance occurring during the recommended building closings. (a)

	Attendance	Events
Saturdays	24%	5%
Sundays	6%	8%
Mon-Fri (5:00 p.m. - 6:00 p.m.)	9.25%	8.5%
Mon-Fri (6:00 p.m.-12:00 p.m.)	<u>31%</u>	<u>34%</u>
	70.25%	55.5%

1976-77 BUILDING PROGRAM AND ATTENDANCE (b)

Student program/attendance		
5,819	159,012	
Non-student programs/attendance		
1,059	41,299	

DISPLACED PROGRAMS AND PATRONS

Students	4,087	88,252
Non-students	743	22,920

(a) Based upon CMU computerized building use data 1976-77.

(b) Taken from CMU 1976-77 Annual Report, pages 61, 62.

OTHER IMPLICATIONS

- Food service operations would undergo drastic alteration. Evening students would have to seek alternative places to eat.
- Conference business would be almost totally eliminated.
- Union programs would undergo a major alteration and would need to be high-revenue producers.
- Campus Club operation would suffer greatly due to building heat and ventilation system shutdown to achieve needed savings.

Additional Options for Budget Cuts for 1978-79 Fee Committee Request

7104 Administration		
Eliminate Student Account Clerk	3,734	
Reduce UBOG Luncheons 50%	400	
Reduce CUBOG Retreat Expense	500	
Reduce Staff Development 50%	3,420	
Reduce General Planning & Research	3,867	11,921
7105 Union Programming		
Reduce Gallery Student Employees 50%	2,918	
Reduce Program Coord Student Salaries	611	
Eliminate Mini Course Program	6,451	9,980
7106 Building Maintenance		
Eliminate Custodial Uniforms	4,265	
Eliminate M&O Student Mechanic	2,714	
Eliminate Painting & Plaster - Transfer to Building Repair & Renovation	3,000	
Reduce Elevator Service 2/5	2,800	12,779
7107 Communication Media		
Eliminate Maintenance Student Salaries	2,582	
Eliminate Test Equip Rental	500	
Eliminate Music Library Purchases	1,853	
Eliminate Facilities Development Student Salaries	557	
Reduce Supplies and Expense	100	5,592
7108 Artcraft Studio		
Eliminate Promotion & Advertising	1,008	1,008
7109 Rec/Outing Center		
Eliminate Intercollegiate Bowling Promotion	220	
Eliminate Subsidy to MU St. Paul Maintenance	177	397
7111 Merchandise		
	-0-	-0-
7112 Reservation		
Eliminate Building Page Program	8,366	8,366
7113 Lost & Found/Locker Rental		
Eliminate Student Salaries	818	
Eliminate Supplies & Expense	574	1,392
GRAND TOTAL		51,435

1978-79 Fee Requests
Impact on Union Program
by Closing Saturday, Sunday,
and 5 p.m. Monday-Friday,
and Other Program Reductions

<u>Item or Position Eliminated</u>	<u>Full-time Salary</u>	<u>Student Salary</u>	<u>Supply & Expense</u>	<u>Elect. & Other Utilities</u>
Night Manager	14,886			
Custodial Supervisor Second Shift	15,754			
Information Center		8,570		
Night Manager		4,217		
Custodial Students		61,183		
Arcraft Studio		8,502		
Recreation/Outings Ctr.		15,538		
Music Listening		2,929		
Building Page		5,296		
Security Guards		6,923		
Utilities				50,431
TOTAL	<u>30,640</u>	<u>113,158</u>		<u>50,431</u>
				<u>194,229</u>
Further Impact of Reductions from Options Sheet		25,423	26,012	
Reduction of CUPC Program Fee Support			25,000	
Reduce Locker Rental/ Lost & Found to ½ time position			3,885	
Eliminate SOAC Service	11,426		986	
Eliminate Balance of Daytime Music Listening Program	2,608	7,734	4,115	
TOTAL	<u>14,034</u>	<u>33,157</u>	<u>59,998</u>	
				<u>107,189</u>
			TOTAL REDUCTION	301,418

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS**

Meeting, Monday, January 23, 1978

AGENDA

I. Call to Order

II. Approval of Minutes

III. Old Business

**Orientation - Joyce Ann , Artcraft Studio
Liz Swisher, Administrative Assistant**

St. Paul Student Center Expansion

IV. New Business

CUPC Proxy - By Law Change

V. Committee Reports

VI. Director's Reports

VII. Announcements

VIII. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
January 23, 1978

Present: Robin Silverman, CUPC
Mary Hausladen, CLA
Kathye Rosel, CUPC
John Kannenberg, CUPC
Mitch Jossart, CUPC
Tom Potter, TCSA
Penny Howard, GC
Dietmar Barsig, Grad
Dan Lass, Ed
Lee Bissonnette, IT
Barry Bridges, UBOG Alumni
Jay Stassen, Civil Serv (Stud)
Vi Justice, Civil Serv (Clk)
Linda Lee, Faculty
Robert Ledder, Food Service
Rufus Simmons, CMU
Bert Atkinson, CMU
Bernie Molitor, CMU

Absent: Grant Aldonnas, LS
Ruby Lachica, CHIP
Gen Olson, Minn Alumni (exc)
Roland Delattre, Faculty
Glenn Hendricks, OSA (exc)
Norman Holte, CC

Guests: Liz Miller, CMU Info Rep; Tom McCue, CMU Food Service Manager;
Joyce Ann Matejcek, Artcraft Studio Supervisor

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

The minutes of January 9 were approved as written.

Orientation

Joyce Ann Matejcek, Supervisor of the Artcraft Studio, reviewed the areas/facilities and services available to students, staff and faculty in the Studio. Supplies are sold at cost. She noted the Studio was extending its hours to be open this spring quarter break.

New Board Member

Board members introduced themselves and identified their area of representation to new Board member Ms. Lee Bissonnette from IT.

NEW BUSINESS

Addition to CUPC By-Laws

CUPC By-Laws were distributed. Kathye Rosel, President CUPC, reported there was a need to give Coordinators the privilege of absence from council meetings for one quarter (due to class conflict). Coordinators would gain written permission from CUPC President and Council to appoint a temporary representative to attend the CUPC meetings during the period of their absence. She asked for a CUPC By-Law addition to Article 6, Section 3, to this effect.

MOTION 18-78 (Rosel-Bridges) Move to accept change in Article 6, Section 3.

There was discussion as to wording of By-Law change. Motion was tabled for next meeting for clarification.

COMMITTEE REPORTS

Food Service Liaison. Dan Lass reported taking a weekend program survey to determine interest in having deli food service available during film programs. Results of the survey will be presented at the next meeting.

CUPC Fall Quarter Report. Kathye Rosel referred to Program, Events and Attendance/Volunteer Hours, p. 10 of report, noting growth in statistics, particularly in the areas Contemporary Arts, Gallery, Current Events, Black Cultural Affairs, Popular Entertainment and Whole Coffeehouse. She expressed appreciation for the Coordinators and supportive volunteers for their outstanding efforts. Bernie Molitor affirmed Kathye's report and called attention to increased attendance and offerings of mini-course program.

Directors

Budget Preparation. Rufus Simmons reviewed the 1978-79 Budget Preparation Sequence and Timetable with a beginning date of February 1 and completion-for-submission to MUCB date of May 5. He re-emphasized the importance of the opportunity for UBOG members input through goal formulation.

Notes from MUCB Meeting. Rufus Simmons reported MUCB has approved the budget status quo plus inflation with a total fee request of \$1,499,824. He noted the current student fee of 10.09 would be increased to 12.50 per quarter--of that \$1.58 would go for air conditioning (1.38 capital, .20 operation). The fee will be on-going for ten years. The Fee Committee will determine what will be given.

MUCB Executive Board. The Coordinating Board wants to augment the MUCB Executive Board by adding a representative from each constituent board's Executive Committee.

House Policy. MUCB will be taking a look at the house policies of constituent unions to determine whether there is a need for more commonality.

ANNOUNCEMENTS

House and Finance Committee will meet Wednesday, January 25 at 12:00 noon.

Union Board of Governors will meet February 6, 11:30 lunch, 12:00 noon meeting, 346 CMU.

Tom Potter announced TCSA will conduct a public hearing on computer facilities next week. The meeting will be advertised in the Daily.

The meeting was adjourned at 1:07 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

CU DIRECTORS' PROJECTS
1977 - 78

Date	Project	Coordination
January	1. Whole Coffeehouse Project	Bernie, Bert, Vanne, Scott
April	2. Program/Operation Procedures Review	Bernie & Cast of Thousands
March	3. Program Sampling Implementation	Bernie, John, Vanne
June	4. Student/Staff Partnership Committee	Program Staff, Exec, CUPC
April	5. Complete Cost-Sharing of Computer System	Activities Directors, Bert, Pat
February	6. Promo - SOAC	Sheryl, Theresa
March	7. Approval & Dissemination of AV and Facilities Rental Rates	Directors, H&F, UBOG
March	8. Determine Character and Scope of SAC Offices	Bert, SAC, H&F
August	9. Complete Program for Redecorating 3rd Floor	Ruf, Bert, Committee
	10. Complete Fan Room Lighting	Bert, Mark, Electricians
	11. Develop Plan for Redecorating & Furnishing Great Hall	Bert, Mick, Design
	12. Extension Student Membership	Director, H&F, UBOG
	13. Develop Food Service Liaison Committee	Ruf & Committee
	14. Develop a New Timeline for Air Conditioning if Project is Funded	Ruf, Bert
	15. Complete Orientation Move to Room 324	Bert, Staff
	16. Workshop/T & D Connections	CDE, Marlene, Ruf
March	17. Develop Long-range Plan for Use of 3rd Flr (Campus Club - Fd Serv)	Ruf, Bert, Tenant Depts
	18. Implement Full Operation of Building Electronic Data Systems	Pat, Bert, Mick, Al
	19. Install Carpet in Whole Coffeehouse and Complete Decorations.	Bert, Interior Design
	20. Bring Final Closure to Remodeling Contracts, General, Electrical and Mechanical	Bert, Mick, Al & Planning

Jan-May	21. PPBS/MBO	All of Creation
Jan 31	22. Install Fume Hood and Curtain in Artcraft Welding Area	Bert, Bernie, JAM
	23. Budget Preparation	Directors, H&F, UBOG
	24. Begin Formulation of Action Plan for CMU Major Research	Directors - MU, CMU
Jan 15	25. Develop Concept of Internal Plantations	Ruf, Nursery
Jan	26. Internships - R/OC, Artcraft	Jim, JAM
	27. Video Concept Proposal	Pat
Feb 1	28. Develop Plans for Energy Cost Overruns	Directors, Staff
Feb	29. Install New Gate at Reservations	Bert, Plant Dept
	30. Update House Policies	Bert, Ruf, H&F
March	31. Provide Permanent Housing for New Computer Complex	Bert, Pat, Mick
	32. Complete Plan for Plantation Front and Sides of CMU	Bert, Ruf, Landscape Arch
	33. Rearrange Accounting Office Space	Bert, Bob, Sandy
April	34. Develop Plan for Housing SAC in CMU	Ruf, Bert, SAC Plant Dept
	35. Complete Elevator Car Remodeling	Bert, Mick, Plant Dept
	36. Develop Plan for Annual Paint-up, Fix-up of CMU	Bert, Ruf, Operations
May	37. Resolve Problem of Steam Supply to Hot Water Heater	Bert, Mick, Al
June	38. Continue Student/staff Partnership Problem Resolution	Ruf, Bernie, Staff, XC
	39. Complete Plan for Modest Exterior Lighting of CMU	Bert, Plant Dept
	40. Develop Method for Cleaning Inside Front Skylight	Bert, Mick, Plant Dept
	41. Complete Room-finish Schedule	Bert, Mick

- | | | |
|-----------|---|------------------|
| July | 42. Develop Plan for Tuckpointing of CMU | Bert, Planning |
| | 43. Install New Deck in Parking Ramp Bridge | Bert, Plant Dept |
| Quarterly | 44. MBO Reviews | Rufus, Staff |
| ?? | 45. Office Communication Workshop??? | |

List Update
1/17/78

January 23, 1978

Memo

To: The Union Board of Governors/CMU Staff
From: Rufus L. Simmons, Director
Re: 1978-79 CMU Budget Preparation Sequence and Timetable

It is that time of the year when we must all carve out precious time from our already busy schedules to give focus to the up-and-coming budget preparation. The intent of this memo is to 1) structure an orderly budget process, 2) identify specific goals which will form the basis for evolving our budget, and 3) totally involve staff and students in the decision-making budgeting process.

The Minnesota Union Finance Committee and the Minnesota Union Coordinating Board have approved our budget and will be presenting the total Minnesota Union budget request.

The forecast is that the MU will have difficulty obtaining our stated fee increase. The Central Officers' group is talking about a 9% increase--the Fees Committee is talking status quo or cuts. Our current MU budget calls for a 24% increase; needless to say, we will have a very difficult time obtaining our total fee request.

With that aside, we need to press ahead. We will, however, have concrete knowledge of how much fees we will have to budget prior to developing the P.P.B.S. financial components.

For the organizational effectiveness and responsiveness to the varied needs of the University community, we must continue to develop and maintain a system which will involve staff and students in the formulation of decisions that will affect their lives and well being. This budgeting format seeks to insure that important organizational objective. In the past the Union Board of Governors have not effectively engaged in this fundamental step in budget preparation. I wish to urge your full involvement in this most crucial phase of budget preparation. Your input is seriously needed, desired and requested.

I am enclosing with this memo the budget preparation sequence and timetable for 1978-79. You will note that there are five phases of goal formulation and ten phases of budget preparation. Each of these phases is extremely crucial in the evolution of our budget. The specific completion dates must be met in order for us to efficiently, with serious deliberation, formulate our budget. Anything short of meeting the specific deadlines will put us in a very precarious position as to completion of the typing and presentation to the Union Board of Governors and the Minnesota Union Coordinating Board.

Specifically, for the Board of Governors, I urge you to review our past Program Planning Budget and 1977-78 Goals. Most of you who attended the fall retreat received a copy at that time. I do have a few copies in my office available for sign-out.

Enclosed also are two formats for goal identification. One (form 1) is more elaborate with a few examples and the other (form 2) a general form. Please use either one--whichever feels comfortable to you.

At minimal I expect you to list your concerns for the operation of the Union to give focus to what the programs, services and operational areas should give more emphasis to. What new developments should we be concerned about? What should be de-emphasized? Hopefully you will be able to convey the attitudes and concerns of your constituencies.

Enc: Budget Preparation Sequence and Timetable, 1978-79
1977-78 CMU Goals
1978-79 CMU Goals (forms 1 and 2)

BUDGET PREPARATION SEQUENCE AND TIMETABLE 1978-79

Goals Formulation

Budget Preparation

	Phase	Completion Date		Phase	Completion Date
UBOG-CMU Staff <u>begin</u> . Review PPBS area, program, projects and description statement. Make changes if necessary.	I	Feb 1	Finalization of PPBS format & forms. Submit to staff.	I	Mar 1
UBOG, House & Finance, CUPC, Individual staff members, directors, independently develop 1978-79 goals.	II	Feb 1	Managers/Supervisor/Consultants take 1st cut at developing departmental budget. Gather performance data for current fiscal year.	II	March 14
UBOG, CUPC & directors consolidate goals. Review, comment, modify.	III	Feb 8	Managers/Supervisors/Consultants/Directors 1st budget meeting. Directors review and instruct changes.	III	March 21
1978-79 CMU goals presented to CMU Managers/Supervisors/Consultants.	IV	Feb 15	2nd budget review. Review & tentative approval by Directors.	IV	March 28
Managers/Supervisors/Consultants/Directors review, compare, determine goal problems. Re-think goals if necessary.			1st review of departmental budgets by House & Finance Committee for goal match-up.	V	Apr 4
Tentative finalization of 1978-79 CMU goals approved by UBOG.	V	Mar 1	Budget consolidation Finalization & review.	VI	Apr 11
			Submit to secretaries.	VII	Apr 18
			Proof budget. Prepare line-item budget.	VIII	Apr 25
			Submit to UBOG.	IX	May 2
			Submit to MUCB.	X	May 5

1978-79 CMU GOALS

(form 1)

A. General (non-specific) goals -

The concern should focus on broad general goals.

Example: Hold fee requests within the inflationary guidelines.

B. General Specific areas' goals -

1. Financial

Example: Maintain an earned income to fee income percentage of 35/65.

2. Program

Example: Improve the union's student development leadership program.

3. Operation (Services)

Example: Review established current service with the intent to improve its service to students specifically and to the University in general.

C. Specific Departmental Goals -

7104 General Administration

7105 Program Administration

C. Specific Departmental Goals (Cont'd) -

7106 Maintenance

7107 Communication/Media

7108 Artcraft Studio

7109 Recreation/Outings

7110 Information Center

7111 Merchandise

7112 Reservation

7113 Locker Rental/Lost & Found

1978-79 CIU GOALS

(form 2)

- A. Financial Goals

- B. Student Development

- C. Staff Development

- D. Programming (Activities) Goals

- E. Facilities Goals

- F. Service Goals

CMU/UBOG GOALS 1977-78

Financial

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

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%.

All 1977-78 commercial leases shall be established and operational no later than September 30.

Complete an in-depth analysis via PPBS of all operating departments for cost effectiveness.

Begin and complete negotiation with the Campus Club for the percent of occupancy in cost sharing in common benefit services and expenses.

Student Development

Develop strategies to more effectively reduce obstacles which inhibit student volunteerism.

Continue the development of an effective orientation and development of UBOG members.

Continue to develop strategies which will produce more effective, efficient, and satisfying committee processes.

Continue to develop strategies that will produce greater minority student involvement in policy formulation and programming in CMU.

Staff Development

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.

Continue to develop and facilitate in conjunction with individual staff a program which will enhance their career development.

Continue to develop PPBS and MBO as a means to improve the Union's effectiveness and efficiency.

Facility Development

Continue the stabilization process of remodeled areas of Union.

If funded, complete plans and construction for air conditioning CMU.

Complete plans and redecoration of third floor.

Continue to refine CMU housekeeping and maintenance program to improve upon and protect the students' investment.

Program Development

Continue effort to improve relations between Food Service, Campus Club, and other building tenants to maximize the service to the University community through resolution of common problems.

Continue efforts to solicit and research the needs and desires of the University community with the idea of maximizing the union's effectiveness in planning to meet those expressed needs.

Continue the development of CMU Master Calendaring system.

Public Relations

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.

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Meeting, Monday, February 6, 1978

AGENDA

- I. Call to Order
- II. Approval of Minutes of January 23
- III. Old Business
 - 1) Proxy - CUPC - Kathye has the correct By-Law changes today - Right!
 - 2) Report on meeting with Fees Committee in regard to budget.
 - 3) Rent Rate Proposal
 - 4) Goal Formulation (set special meeting)
- IV. New Business
 - 1) Food Service Liaison Committee recommendation on opening of Deli on weekends.
- 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
February 6, 1978

Present: Robin Silverman, CUPC
Mary Hausladen, CLA
Kathye Rosel, CUPC
John Kannenberg, CUPC
Mitch Jossart, CUPC
Penny Howard, GC
Tom Potter, TCSA
Dietmar Barsig, Grad
Ruby Lachica, CHIP
Lee Bissonnette, IT
Gen Olson, MN Alumni
Jay Stassen, Civil Serv (Stud)
Vi Justice, Civil Serv (Clk)
Linda Lee, Faculty
Glenn Hendricks, OSA
Rufus Simmons, CMU
Bert Atkinson, CMU
Bernie Molitor, CMU

Absent: Grant Aldonnas, LS
Dan Lass, Ed (Ex)
Barry Bridges, UBOG Alumni (Ex)
Roland Delattre, Faculty
Robert Ledder, Fd Serv
Norman Holte, CC

Guests: Liz Miller, Info Rep, CMU
Ed Braddock, WBU

The meeting was called to order at 12:00 noon by Chairperson Robin Silverman, a quorum was present.

The minutes of January 23 were approved as written.

OLD BUSINESS

CUPC Proxy

Motion tabled at January 23 meeting was brought before the Board.

MOTION 18-78 (Rosel-Bridges) Move to amend CUPC By-Laws, ARTICLE III, Section 3 and ARTICLE VI, Section 3 as follows:

ARTICLE III - Selection Procedure (added)

Sec. 3 Vacancies in offices shall be filled in a similar manner to that described in Article III, Section 1 and 2. (The President of the Council may, with approval of the Council, appoint an interim coordinator or vice-president for any area whose coordinator or vice-president vacates the office. Such appointee shall be entitled to vote for the area on all matters of Council business until the vacancy is filled by action of the Coffman Union Board of Governors.)

ARTICLE VI - Meetings (added)

Sec. 3 A majority of the voting members of the Council shall constitute a quorum for the transaction of business at any meeting. (On all matters of Council business, the President of the Council, the three vice-presidents of the Council, and the coordinator of each program area established by the Coffman Union Board of Governors shall be entitled to vote. A coordinator or vice-president may designate a representative of his/her area as an alternate entitled to vote when, because of unavoidable circumstances the coordinator or vice-president is unable to.)

Passed.

Budget

Mary Hausladen reported Don Meyers, MU President, presented the MU Budget to the Fees Committee along with CMU air conditioning plans.

Ed Braddock from WBU and member of Student Service Fees Committee said the committee's initial recommendation probably would be to reduce the fee request from \$12.10 to \$10.95, plus the \$5 expansion. He indicated the Unions would get an increase but not enough to cover inflation. He suggested UBOG could send a representative to the fee committee meeting either the 14th or 16th to present the Board's feelings on the matter.

Rent Rate Structure

MOTION 19-78 (Hausladen-Rosel) That the Board adopt the Rent Rate structure document dated November 1977, draft #3, that reflects a 100% base maintenance rate of \$5.09 per year.

Passed.

Document attached to Secretary's minutes.

Dietmar Barsig stated he would like to hear from organizations what effect the increased rate would have on them.

Mary Hausladen noted an open hearing was held for explanation/discussion of the rate structure but few organizations attended.

Tom Potter expressed opposition to the new rent structure because of the big increase. He questioned whether fee paying students should be considered as having paid rent.

It was noted that Student Organizations and Fee-Supported Student Organizations are subsidized by the Union as current rates are below cost. Student organizations pay only 20% of rent rate, a low charge in comparison to other locations. The average cost of 80 square feet of space would be \$100/year. The rent rate is reviewed and updated each year to keep up with maintenance costs.

Ruby Lachica suggested, in the interest of public relations, comparable rates should be shown.

The question was called. There was one dissent.

Motion 19-78 approved.

1978-79 Goal Formulation

Robin Silverman asked that a Special Board meeting be set for 1978-79 goal formulation. (Additional copies of memo and goal sheets are available in Director's office.) The Special Meeting will be held Monday, February 13, in 346 at 12:00 noon, 11:30 lunch.

Rufus Simmons stressed the importance of Board input in the goal formulation which has impact on the 1978-79 budget.

NEW BUSINESS

Food Service Survey

Rufus Simmons noted the survey, initiated by Dan Lass of CMU Food Service Committee and administered January 20-21, 1978 at the film programs, indicated 70% wanted the deli open during the film programs. Food Service has responded favorable to the survey and will open the deli 6:30 p.m. - 10:00 p.m. Friday and Saturday while there are film programs. Coffman will not be involved in any expense other than joint promotion efforts.

MOTION 20-78 (Rosel-Howard) That the UBOG endorse the idea of having food available to support the union's evening-weekend program.

Passed.

COMMITTEE REPORTS

CUPC Coordinator

MOTION 21-78 (Rosel-Hausladen) That UBOG approve the appointment of Diane Lonetree as Coordinator of Native American Cultural Programs.

Passed.

House and Finance

Mary Hausladen reviewed progress of H & F.

A committee consisting of representatives from SAC, UBOG, CMU Administration, Plant Department and Interior Design will meet within the next 2 weeks regarding re-decorating 3rd floor space designated for SAC.

A-V and room rental rates will be brought to Board for approval at the next regular meeting.

A timeline will be developed for redecorating the 3rd floor. It is hoped redecoration can be completed by August of this year.

Food Service air conditioning plans will be presented to the Board for approval at the next regular meeting. Food Service hopes to have A/C operational by May 1.

DIRECTOR'S REPORTS

Bernie Molitor augmented Kathy Rosel's report on Student-Staff Partnership Workshop conducted by Larry Upton relative to value clarification, recruitment, role expectation and human development. Those attending thought it was worthwhile and a valuable experience.

Present coordinators will be asked to respond to a questionnaire in regard to recruitment and the info gained used to develop a learning contract.

Bert Atkinson called the Board's attention to the Quarterly Income & Expense Report that had been distributed.

Mary Hausladen complimented the Film Committee for their excellent record.

ANNOUNCEMENTS

Special Board Meeting February 13, 1978
346 CMU, 12:00 noon, 11:30 lunch

UBOG February 20, 1978
346 CMU, 12:00 noon, 11:30 lunch

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

Respectfully submitted,

Rufus Simmons
Recording Secretary

FOOD SERVICE COMMITTEE SURVEY RESULTS

Administered January 20-21, 1978

We are currently working on a plan to have the "deli" portion of the CMU Food Service open during the weekend movie programs here at Coffman. The following information will help us judge the demand for such a service (circle your response):

Thank you for your cooperation,
CMU Food Service Committee

Boxes indicate raw tally

N=300

Total
Response

1. How many weekend programs (movies, dances, Whole Coffeehouse) do you attend in an average month?

1	2	3	4	more than 5	
<input type="checkbox"/> 174	<input type="checkbox"/> 68	<input type="checkbox"/> 21	<input type="checkbox"/> 19	<input type="checkbox"/> 15	297
58%	22.6%	7%	6.3%	5%	

2. While attending these programs, how often would you make use of the food service "deli" if it was open?

never	almost never	sometimes	almost always	always	
<input type="checkbox"/> 55	<input type="checkbox"/> 98	<input type="checkbox"/> 15	<input type="checkbox"/> 99	<input type="checkbox"/> 33	300
18.3%	32.6%	5%	33%	11%	

3. Would you be more likely to attend a given program if a food service were available?

yes	no	
<input type="checkbox"/> 105	<input type="checkbox"/> 190	295
35%	63.3%	

4. Do you think opening the "deli" on weekends is a worthwhile project?

yes	no	
<input type="checkbox"/> 211	<input type="checkbox"/> 75	286
70.3%	25%	

ADDITIONAL COMMENTS

- for people that come regularly it would be a really good idea
- I wouldn't eat here if you paid me
- who cares
- why not just try opening it instead of beaurocratic stuff, provide the popcorn
- we want popcorn
- Deli, cookies!
- food
- popcorn (3)
- free food would be appreciated
- your survey technique is lacking
- if you could improve the items offered to be better quality without hiking the prices
- have cheesecake
- I study here more than I attend programs, but there is nothing but vending machines food available
- I personally wouldn't use it, but others will
- we need popcorn please - I'd always get popcorn!
- I prefer to get it off campus. I'm sure the prices would be too expensive.
- try it experimentally for a quarter, what's to lose
- it is hard to answer these questions if you have never been here before, sorry!
- open a beer joint!
- as long as some "low calorie" food is available, especially for ones who are weight conscious
- put mushrooms on the menu
- this is stupid and an imposition on my time
- I'm usually somewhere else, frankly
- I starve during films otherwise
- I'm dieting, but it is good food
- I think it is rude and inappropriate to hold up people's evening and delay a movie 15 minutes for an unsolicited survey. This should be done after the movie on voluntary time.
- I rarely come
- bring in "Kid Blue" and "Johnny Got His Gun"
- good way to socialize
- the "Deli" has the greatest food! Mmm!
- there's a draft in here (2)
- I've never been in the deli

Food Service Committee Survey Results - 3

- even though I am not a movie eater, there are many who would appreciate and make use of the "Deli"
- there are times when I wish that I could get some good food that I could eat during the movie. This would be good for me.
- where's the deli?
- could have popcorn
- I think it a waste of energy and money - maybe sell some popcorn
- enough snacks to satisfy my hunger pains are available downstairs except microwave popcorn (hint, hint)
- they would probably raise tuition
- business-wise it is not the brightest idea I've heard this week
- don't think that the Deli is necessary for a movie audience but otherwise possibly
- have blueberry french fried donuts and ice cream (2)
- if the food served at the deli was any good, opening the deli might be worthwhile
- how about some beer?
- crummy food - get hamburgers, hotdogs and chips
- people eat too much as it is
- it would be nice for employees, too
- kibbits and nosh
- this is a badly made survey
- I like deli's
- the cost should be a little lower though

1/26/78

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

Special Meeting, February 13, 1978

Present: Robin Silverman, CUPC
Mary Hausladen, CLA
Kathye Rosel, CUPC
John Kannenberg, CUPC
Mitch Jossart, CUPC
Dan Lass, Ed
Barry Bridges, UBOG Alumni
Lee Bissonnette, IT
Jay Stassen, Civil Service (Stud)
Vi Justice, Civil Service (Clk)
Linda Lee, Faculty
Glenn Hendricks, OSA

Absent: Tom Potter, TCSA
Penny Howard, GC (exc)
Dietmar Barsig, Grad (exc)
Grant Aldonnas, LS
Ruby Lachica, CHIP
Gen Olson, Minn Alumni (exc)
Roland Delattre, Faculty
Robert Ledder, Food Service
Norman Holte, CC
Rufus Simmons, CMU
Bert Atkinson, CMU
Bernie Molitor, CMU

Guests: Liz Miller, CMU Info Rep
Charles Rausch, Assistant Director, Student Center, St. Paul Campus
Don Meyer, Chairperson, MUCB
Rafael Esparza, Student

The meeting was called to order at 12:15 by Chairperson Robin Silverman. A quorum was present.

The 1977-78 goals were distributed for review. Board members were asked to give their ideas for goals for 1978-79. The following broad goals were suggested:

Student Development

1. Increase student volunteerism in Union activities.
2. Increase awareness of impact of Union on student community.
3. Involve more faculty in programmatic aspect of CMU.
4. Continue developing concept of student/staff partnership.
5. Increase minority representation in CMU organization.
6. Increase minority use of CMU facilities.
7. Increase involvement and utilization of student expertise in building projects.

Special Meeting
UBOG Minutes - 2
February 13, 1978

Facility Development

1. Utilize all available space.
2. Investigate other uses of coat check area on ground floor.
3. Explore traffic flow on ground floor to improve usage of area (Gopher Mound).
4. Explore possibility of day care facilities.
5. Centralize promotion of facilities to increase quality control.
6. Look into reclassification of student employees at Info Center.
7. Completion of 3rd floor remodeling.
8. Evaluate use of CMU space.

Program Development

1. Increase use of Sky-U-Mah Lounge for free daytime (peak hours) programming.
2. Programming with students of entertainment with strong promotion.
3. Increase contact with student departmental organizations for programming.
4. Further coordinate publicity and promotion efforts with those of the total CMU.
5. Continue to find alternative funding sources for programming.
6. Explore Music Listening as additional resource for programming (use department as support service for other programs).

The areas of Finance, Staff Development and Public Relations will be discussed at the regular Board meeting on February 13. Board members should come to the meeting prepared to give their suggested goals for these areas and any further suggestions for the areas already discussed.

The meeting was adjourned at 1:15.

Respectfully Submitted,

Rufus L. Simmons
Recording Secretary

vj

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS**

Meeting, Monday, February 20, 1978

AGENDA

- I. Call to Order**
- II. Approval of Minutes of February 6 and February 13**
- III. Old Business**
 - Goal Formulation**
- IV. New Business**
 - User's Rates**
- 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

February 20, 1978

Present: Robin Silverman, CUPC
Mary Hausladen, CLA
Kathye Rosel, CUPC
John Kannenberg, CUPC
Mitch Jossart, CUPC
Dan Lass, Ed
Lee Bissonnette, IT

Barry Bridges, UBOG Alumni
Vi Justice, Civil Service (Clk)
Linda Lee, Faculty
Glenn Hendricks, OSA
Robert Ledder, Food Service
Rufus Simmons, CMU
Bert Atkinson, CMU
Bernie Molitor, CMU

Absent: Tom Potter, TCSA (exc)
Penny Howard, GC
Deitmar Barsig, Grad
Ruby Lachica, CHIP

Gen Olson, Minn Alumni (exc)
Jay Stassen, Civil Service (Student)
Roland Delattre, Faculty
Norman Holte, CC

Guests: Liz Miller, CMU Info Rep
Tom McCue, Food Service Manager, CMU

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

The minutes of February 6 and February 13 were approved as written.

Fees Committee 1978-79 Poll

Mr. Simmons summarized responses to questions in the recent fees committee poll as they pertained to Coffman Union:

Have you used this facility in the past Year?
78.2% responded yes.

How important is this service?
82.5% responded very important.
(The Minnesota Daily was first in this category with 89.8%,
Boynton Health Service was second with 87.4%)

Should the fee be increased, kept the same, or reduced?
57.6% thought it should be reduced.
38.7% thought it should be kept the same.
4.7% thought it should be increased.

Mr. Simmons suggested a more aggressive PR campaign might be in order to better acquaint the University Community with "how" their dollars are utilized within the Union and the value received for their dollars.

Goal Formulation

A combined list of goals for Directors/UBOG was distributed. The UBOG goals were those brainstormed at the meeting of February 13. The chair called attention to Goal 9 under Facilities Development, "explore possibility of a daycare facility," and recommended the goal be dropped because of the expense to the Union, noting that the cost per child at the West Bank child care center is \$65.00 per week.

Mr. Simmons noted that the possibility of a daycare center had been considered in 1972 but the idea was dropped because the available space did not meet code regulations--a problem that still exists. He added that the West Bank day care center is requesting \$10,000 from the fees committee to make up for budget deficit.

Mr. Atkinson said that since the University is subsidizing the West Bank day care center that Coffman might have to pay the entire bill which could amount to \$100,000/year. In response to the advisability of restudying the possibility of having a day care center, Mr. Atkinson noted such a study could cost several thousand dollars.

Additional PR goals were suggested:

- 1) Emphasize physical facilities paid for by students.
- 2) Coordinate publicity to make total connection.
- 3) Integrate programming--change of attitude.
- 4) Sense of place and money's worth.

Additional Finance Goals were suggested by Barry Bridges:

- 1) Reduce fee dependence to \$600,000.
- 2) Emphasize student and staff development through programming, both as participants and observers.
- 3) Emphasize reduced costs or improved services made available to students as a result of student fees.
- 4) Overall, show improved cost/benefit ratio by reducing costs to students while increasing benefits, or at least increase user awareness of benefits they've received all along.

Barry Bridges asked if the Board should try to eliminate some of the goals?

Rufus Simmons stated he did not see that any goals should be struck at this time, that some goals are long-term and we should continue looking at them. He did not think the goals would lend themselves to being rank ordered.

Mitch Jossart inquired as to the status of the area designed as an ice cream bar on the ground floor. Mr. Ledger reported the space will be used as a "buy-the-weigh" facility where patrons can build their own sandwich and salad and pay by the ounce for their creations. Bids for equipment are out and the area should be open for business by fall.

ANNOUNCEMENTS

UBOG Meeting - March 6, 11:30 lunch, meeting 12:00 noon, 346 CMU.
SAC Committee Meeting - February 22, noon, Conference Room.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

CMU COMBINED DIRECTORS/UBOG 1978-79 GOALS

Financial

1. Specific budgeting goals to be determined.
2. Continue to explore new sources of operating revenue, in addition to reducing operating costs, without sacrificing program quality.
3. To publicize and close monitoring the Union's membership policy.
4. Develop a more comprehensive cost benefit analysis system for programs and services.
5. Analyze the level of subsidation for the Artcraft Studio to determine ways and means to further reduce the level of subsidation.
6. Study the banking service needs of University students to determine the feasibility and desirability of a full-service-banking service in the Union.
7. Continue to foster a higher level of University subsidy for CMU utilities.
8. Continue to evaluate the Union/Food Service/Campus Club cost-sharing formula to insure an equitable cost sharing program.
9. Develop and establish an appropriate use for the ground floor vacant shop.
10. Analyze, and where desirable, reduce the level of subsidation to non-union organizations.

Student Development

- * 1. Increase the level of student volunteerism in Union activities.
2. Continue to reduce obstacles which impede student volunteerism.
3. Continue to provide timely, high-quality program offerings for the University Community.
- * 4. Seek more involvement of the faculty in the programmatic aspect of CMU.
5. Continue to develop CMU student development program through striving for greater precision in determining specific outcomes through a student/staff learning contract.
- * 6. Continue developing the student/staff partnership concept.
7. Continue efforts to recruit minorities and non-traditional members for the UBOG and CUPC.

- * 8. Increase student and staff minority representation in CMU organization.
- * 9. Be particularly attentive to minority groups' needs in order to insure a warm, receptive environment and relevant programs.
- *10. Increase the involvement and utilization of student expertise in developing plans for building projects.
- 11. Continue to examine the UBOG/CUPC organizational structure and processes to achieve greater efficiency and effectiveness, with specific emphasis on the Executive Committee leadership.
- 12. Develop and implement an assessment tool for the UBOG to determine the impact of the Board experience.

Facility Development

- 1. Complete the redecoration of the 3rd floor to include the SAC office space and over-all furnishings by September, 1978. Coordinate the project for the least disruption of ongoing space needs.
- * 2. Complete 3rd floor remodeling.
- 3. Complete the following building project during the fiscal year:
 - a. CMU remote data system
 - b. CMU electronic security system
 - c. accounting office partitions
 - d. refinish elevator cab interior
 - e. reservation security gate
 - f. building electrical emergency lighting system
 - g. south basement door
 - h. theater/lecture hall safety lighting
 - i. summer steam service consolidation
 - j. great hall redecoration
 - k. complete whole coffeehouse redecoration
- * 4. Utilize all available space.
- 5. Develop more effective use of the CMU coatroom.
- * 6. Investigate other uses of the CMU coatcheck area on ground floor.
- 7. Determine the character and scope of the CMU video program.
- * 8. Explore traffic flow on ground floor to improve usage of area (Gopher Mound).
- * 9. Explore possibility of daycare facilities.
- 10. Complete CMU bi-annual traffic survey.
- *11. Evaluate use of CMU space.

Program Development

1. In conjunction with the Minnesota Union, continue to improve CMU data gathering, research, and evaluation systems.
2. Explore the full capabilities of the planned OSA Activities Group mini computer for improving the Union's management systems.
3. Focus upon the research findings of the MU study for program redress.
- * 4. Increase use of the Sky-U-Mah Lounge for free daytime "background" (peak hours) programming.
- * 5. Programming with students of entertainment with strong promotion.
- * 6. Increase contact with student departmental organizations from programming.
- * 7. Continue to find alternative funding sources for programming.
- * 8. Explore Music Listening center as an additional resource for programming and use the department as support service for other programs.
9. Refine the planning base for program planning through policies referable to deficit spending and reserve schedules and replacement for CUPC.
10. Strengthen minority program areas and participation.
11. Research usage/satisfaction through program sampling and in-depth research projects.
12. Strengthen the food and programming concept.

Staff Development

1. Continue to improve the Union's staff development program.
2. Continue CMU's integrated management system (PPBS-MBO).
3. Continue the bi-monthly staff-rap.
4. More fully utilize the University Human Resource Development Department and seminars.
- * 5. Look into the reclassification of student employees at the Information Center.

Public Relations

1. Develop for major organizational users of the Union a "Consumers' Guide" to services and facilities.
2. Continue to provide timely, accurate communication and image-building information depicting the "Union Idea" in operation.
3. Develop and execute a UBOG Fall Open House for building occupants.
4. Examine and implement, if practical, a centralized CIU public relations' coordination.
- * 5. Centralize promotion of facilities to increase quality control.
- * 6. Further coordinate publicity and promotion efforts with the total CIU.

* Indicates the goals formulated at the UBOG brainstorming meeting February 13, 1978.

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS**

Meeting Monday, March 6, 1978

AGENDA

- I. Call to Order**
- II. Approval of Minutes of February 20**
- III. Old Business**
 - Goals from Executive Meeting (outline)**
 - Users Rates**
 - Food Service Air Conditioning**
- IV. New Business**
 - ACU-I Regional Steering Committee Request**
 - Student Board member for MU Long-Range**
 - Planning Committee and Student on**
 - the Questionnaire Drafting Committee**
- V. Committee Reports**
 - SAC Committee Update**
- VI. Directors' Reports**
- VII. Announcements**
- VIII. Adjournment**

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
March 6, 1978

Present: Robin Silverman, CUPC
Mary Hausladen, CLA
John Kannenberg, CUPC
Mitch Jossart, CUPC
Tom Potter, TCSA
Penny Howard, GC
Dietmar Barsig, Grad
Dan Lass, Ed
Lee Bissonnette, IT
Gen Olson, Minn Alumni
Jay Stassen, Civil Service (Student)
Vi Justice, Civil Service (Clk)
Glenn Hendricks, OSA
Robert Ledder, Food Service
Rufus Simmons, CMU
Bert Atkinson, CMU
Bernie Molitor, CMU

Absent: Kathye Rosel, CUPC (Exc)
Ruby Lachica, CHIP (Exc)
Linda Lee, Faculty (Exc)
Roland Delattre, Faculty
Barry Bridges, UBOG Alumni (Exc)
Norman Holte, Campus Club

Guests: Julie Bates, General College
Vanne Hayes, CMU Program Consultant
Tom McCue, CMU Food Service Manager

The meeting was called to order at 12:15 by Chairperson Robin Silverman. A quorum was present.

The minutes of February 20 were approved as written.

Guest Julie Bates was introduced. She will be replacing Penny Howard spring quarter as representative from General College.

OLD BUSINESS

Goals. The chair asked for clarification of goal #5 under Program Development. The intent of the goal was "To use more student talent in programming." UBOG and Directors goals that are similar will be combined to avoid repetition. The chair asked for further comments and suggestions regarding the goals. There were none.

MOTION 21-78 (Hausladen-Olson) To approve the 1978-79 Directors/UBOG Goals.

Approved.

User Rates. Mary Hausladen distributed a formula for user rates for Board review and approval, explaining that the formula would give a break to student organizations over the present rates. (See below.) The formula is for use of space - expenses such as set-up and equipment rental would be additional. It is thought the reduced rate to student organizations will allow more organizations to take advantage of the facilities available and any loss in revenue would be made up in volume of users.

FORMULA:

5.09

of square feet in room x cost per square foot to maintain (~~\$4.82~~) = annual maintenance cost + # of days in year (317) (days open) = cost to maintain per day + 15 hr day = cost to maintain per hour x # of hours of average program.

+
 Reservations Office processing time (PPBS Reservations + 84% Accounts Receivable Project expenses (annual) + # of hours per year (Pages & Reservationist) devoted to Reservations = cost per hour.

(Additional hourly rate based on cost to maintain room only. No extra processing time.)

Type of Group	W/O admission	W/admission
Student Organizations =	50% of Cost = Flat Fee	80% of Cost = Flat Fee
University Group =	Cost = Flat Fee	Cost + 50% = Flat Fee
Non-university Group =	Cost + 100% = Flat Fee	Cost + 175% = Flat Fee

MOTION 22-78 (Hausladen-Howard) Approve formula as presented, considering the \$4.82 would be changed to \$5.09.

Approved.

Food Service Air Conditioning. House and Finance has examined Food Service air conditioning plans as to any potential problems. Mr. Atkinson reported on the status of the plans, showing drawings of the areas affected: the cafeteria, food serving areas, newly created office space in the Galley area. An all electric chiller will be located outside of the building on the southeast corner. The present transformer will handle the increased electrical load. Cost of installation and expense of running will be borne by Food Service.

The question was asked, what would happen if the rest of the building were to be air conditioned? Mr. Atkinson replied that Food Service would continue to use their own system.

The question was asked, would other agencies in the building be able to put in their own units in the event the building is not completely air conditioned?

Mr. Atkinson said a building of Coffman's size does not lend itself to individual room air conditions. Glenn Hendricks noted the University has regulations regarding installation of individual room air conditioners.

MOTION 23-78 (Hausladen-Olson) To approve Food Service's air conditioning plan as presented.

Approved.

NEW BUSINESS

ACU-I Regional Steering Committee. The chair explained the Minnesota Union Chairperson, Don Meyers, is requesting that Coffman host the ACU-I Regional Steering Committee as they attend a meeting at the University of Minnesota this weekend. It would involve providing a meal/s for 12-15 people. Ms. Silverman spoke against the request because she thought it was presented in a disorganized, untimely manner and the responsibility should be that of the MU.

MOTION 24-78 (Hausladen-Potter) Move that UBOG not provide lunch for the steering committee but that the MU pick up the bill instead of Coffman Union.

Vanne Hayes, Coffman Program Consultant, and member of the steering committee gave background for the request in the absence of Don Meyer. Ms. Hayes explained the committee made up of volunteers from Iowa, Minnesota, North and South Dakota and Manitoba, Canada plans the regional conference which this year will be held in Bemidji. The committee has been meeting at different member universities for planning sessions and in every case the hosting university has furnished meal/s, coffee and one has even furnished overnite facilities for the committee members.

Tom Potter withdrew his second to the motion and suggested the Board give up a lunch and allow the money saved to go toward hosting the committee.

Lee Bissonnette spoke in favor of the Board giving up a lunch and brown bagging it.

John Kannenberg was not in favor of giving up a lunch since the Board meetings are held during the lunch hour.

MOTION 25-78 (Bissonnette-Howard) Move that Coffman provide meals for the steering committee this weekend.

A hand vote was taken: 4 in favor, 3 opposed, 1 abstention.

The motion was approved.

A dollar figure was asked for but not agreed upon. The chairperson asked that the cost be kept to a minimum.

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

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Financial Planning Parameters for Fiscal Year 1978-79

The Minnesota Union Coordinating Board in its meeting of February ___ approved the motion that each constituent union and the Minnesota Union be instructed to develop budget plans with a fee income target of 5.5% below the amount requested of the Fee Committee and that the consequences be reported to the MU Finance Committee by April 10.

The following are options (plans) to address the mandate:

1. We will utilize the inflation percentage communicated by the Fees Committee, those being:

Salaries	8%
Fringe Benefits	8%
Supplies & Expense	4%
Electricity	13%
Other Utilities	8%

2. Increase Earned Income 3% above Projected Income of \$408,657 for operations.
3. Increase work-study student employment.

Based upon a student salaries budget of \$201,366, a 10% work-study employee rate would achieve a savings of \$14,095.

Goal - establish 20% of student employees as work-study students - minimum allowable 10%.

\$14,095

- | | |
|---|-------|
| 4. Eliminate building security guard program. | 7,000 |
| 5. Eliminate building repair/renovation expense from operating budget. | 3,000 |
| 6. Continue closing building at 6:00 p.m. during quarter breaks. | _____ |
| 7. Projected increased income from office and facility rentals. | _____ |
| 8. Establish Artcraft Studio users card. | _____ |
| 9. Initiate an aggressive energy conservation program. | _____ |
| 10. Complete negotiations of cost sharing formula of common core maintenance and service. | _____ |

Minimum free balance 78-79

\$24,095

MINUTES OF HOUSE & FINANCE COMMITTEE

February 15, 1978

Present: Mary, Bert, Robin, John, Rufus, Kathye, Jay

Guests: Janet Conrow, Peter Carlson

Mary passed out minutes from four previous meetings to be reviewed and approved for Board distribution. Bert stated that in the minutes of February 8, the language in paragraph two should be deleted. To date, there has been no formal allocation of funds for the SAC project.

User's Rates

Mary stated that we need to look over and make a recommendation to Board for approval of the User's Rates. Mary asked for any questions. Rufus stated his concern for an effective implementation program to ease into it. The rates for the Theater/Lecture Hall for student organizations will decrease. We should give ourselves a two week lead time to publish rates.

Jay asked if it wouldn't be better to wait until the beginning of spring quarter because some organizations budget quarter by quarter a certain amount of money.

Rufus stated that we might loose some PR because of change in rates. We have to honor those reservations up until that point in which we have approved them. The Master Calendaring Program will be coming up shortly and we can inform people to keep in mind the new rates. Bert stated that we should do something consistent with the new rent rate structure. It was suggested that the User's Rates become effective July 1, 1978, the same time as the rent rates. Our current rates will be in effect until July 1.

Bert made a motion to recommend to Board putting these new room use rates into effect July 1 based on a cost per square foot rate of \$5.09. Kathye seconded it. Motion approved.

AV Rates

Mary stated that Pat Sullivan stated that the non-university rates are too high. Student organizations will be charged 25% of the rates the University AV department is charging. Rufus suggested lowering 10%. Bert stated by recapturing depreciation of equipment by charging student organizations, we can have a better inventory of equipment. Bert stated that we are adding screens as part of the redecoration project on the third floor. Mary suggested that we deal with the AV rates at a later date. Mary stated that the non-university rates should be 150% instead of 200% of cost.

MINUTES OF HOUSE & FINANCE COMMITTEE
February 15, 1978
Page 2

Third Floor Redecoration Timeline

Bert stated that we have to look at timeline critically because there will be a problem for Orientation, UPC, and SAC.

Bert will give full rundown on the air conditioning issue at the next meeting.

There is a second meeting with SAC on February 22, 1978.

The next House & Finance Committee Meeting will be March 1, 1978.

Meeting adjourned.

dd

MINUTES OF SAC

SUB-COMMITTEE OF HOUSE & FINANCE

February 8, 1978

Present: Mary Hausladen
Bert Atkinson
Kathye Rosel

Robin Silverman
John Kannenberg

Guests: Roger Harrold
Larry Upton
Barb Carlson

Bert stated that he met with the third floor planning committee February 7. He is going to draft a phase program for the third floor in terms of getting the job done in the shortest time with the least disruption. Orientation has a two-day program starting the first of August. The fact that we cannot just close the doors is going to cost more money and take more time. The period the work must be accomplished is May 1 to September 30.

Mary suggested that SAC tell us what they want in their new area.

Roger stated that they would like to reroute corridor to 346 and omit interior corridor to create one continuous space. Bert stated that it would cost in excess of \$100,000 to do this. No formal allocation has been set to date for SAC remodeling.

Mary asked about SAC contributing any money to the project. Roger stated they have none.

Looking at cost of doing general work to the seven rooms, including floors, walls, ceilings, electrical, heating system, and plaster stabilization, comes to about \$8,000 per room for a total of about \$56,000. Bert stated that we need to look at whole project and determine specific needs to help utilize space effectively.

Bert suggested removal of the portable wall dividers, including the pockets that house the dividers.

Bert stated that Room 342 is in the preliminary plan for air conditioning the Union. If we air condition the Union, half the kitchen, and Room 342 is needed to house the air handling units for the system. The west half of the kitchen might be devoted to a kitchen for catering by Food Service and Campus Club. When we get resolution to air conditioning project, we will then know if 342 is available. Larry stressed the point of the importance of 342 as a private conference room. Bert stated that plan A (including 342) and plan B should be developed as soon as possible so work can get started. If the Union is air conditioned, use of 342 for air handling units has a high priority.

Roger stated that they would like the partitions removed except for the partition between Room 348 and 349.

Bert mentioned the old fire escape for Campus Club could be removed to add on to the square footage to Room 345 (about 70 sq. ft.). He is asking the engineers for a cost estimate.

Roger stated that they would like a reception window in the north wall of Room 349 to handle questions and inquiries in order to direct people.

Bert stated that CMU will incorporate the graphic design for third floor consistent with the rest of the building.

Roger stated that it would cost about \$42,000 for Herman Miller furnishings. He stated that their furnishings are relatively new and would like to use them. They also checked into partitions, brand name More. It would cost about \$11,000 for these partitions for their area. Robin asked about privacy. Roger said it has good sound absorption.

Bert suggested they contact Emil Miller, Planning Office, who is on the third floor planning committee, to get some input of their architectural needs. They should come up with a sketch (plan A including 342 and plan B which does not include 342) to show Emil Miller or start working with him directly.

The loss in square footage from the 350's to the 340's series (about 200 sq. ft.) was brought up by SAC. They again expressed concern about the loss of Room 342 if CMU is air conditioned. Bert stated that there is a need for SAC to rearrange their thinking, because when we remodeled the Union we consciously cut staff space to provide more facilities for students.

Roger stated that there is a problem with supply storage. Bert stated that they might have to settle for supply storage such as that used in the Operations Office above the files.

Another meeting was scheduled for February 22 to meet again on SAC permanent space, and go over preliminary drawings.

Meeting adjourned.

dd

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS**

Meeting Monday, March 27, 1978

AGENDA

- I. Call to Order**
- II. Approval of Minutes of March 6**
- III. Old Business**
Budget Report
- IV. New Business**
Returning Members
UBOG Recognition
- 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
March 27, 1978

Present: Robin Silverman, CUPC Barry Bridges, UBOG Alumni
Mary Hausladen, CLA Vi Justice, Civil Service Clerk
Kathye Rosel, CUPC Linda Lee, Faculty
Mitch Jossart, CUPC Glenn Hendricks, OSA
Daitmar Barsig, Grad Rufus Simmons, CMU
Ruby Lachica, CHIP Bert Atkinson, CMU
Dan Lass, Ed Bernie Molitor, CMU
Lee Bissonnette, IT

Absent: John Kannenberg, CUPC Jay Stassen, Civil Service Student
Tom Potter, TCSA Roland Delattre, Faculty
Penny Howard, GC Robert Ledder, Food Service
Gen Olson, Minn Alumni (exc) Norman Holte, CC

Guests: Liz Miller, CMU Info Rep
Don Meyers, Chairperson, MUCB

The meeting was called to order at 12:00 noon by Chairperson Robin Silverman.
A quorum was present.

APPROVAL OF MINUTES

The minutes of March 6 were approved as written.

OLD BUSINESS

Budget Report. Rufus Simmons reported the fees committee has recommended to TCSA \$12.64 for operations and \$5.32 for capital. This is 32 cents over the requested amount. Don Meyers noted the overage occurred because the fee was computed on a dollar base that did not reflect the anticipated decrease in enrollment. TCSA will meet Thursday. It is not know at this time whether MU will have a hearing. The Minnesota Union Finance Committee will meet April 11. Bert Atkinson reported he would have a first cut at PPBS tomorrow morning.

NEW BUSINESS

Returning Board Members. Rufus Simmons asked for an indication as to who would be returning to the Board in the fall.

CUPC Mitch Jossart - yes (fall quarter)
CLA Mary Hausladen - yes
CHIP Ruby Lachica - will check class schedule
Grad Daitmar Barsig - no
Ed Dan Lass - no
GC Lee Bissonnette - no

UBOG Recognition.

MOTION 25-78 (Hausladen-Jossart) Charge XC Committee to investigate and present options for UBOG Recognition to Board at next meeting.

Approved.

COMMITTEE REPORTS

Food Service. Rufus Simmons will check into the possibility of keeping the Grocery Deli open spring quarter and will request a statement of financial success of being open winter quarter.

MOTION 26-78 (Hendricks-Hausladen) Move that the Board write a letter to Mr. Ledder, with copy to Assistant Vice President Vern Carlson, requesting consideration be given to keeping the Deli food service open and, if necessary, have CMU subsidize.

Approved.

Third Floor Food Service. Rufus Simmons reported CMU administration is negotiating with Campus Club and Food Service for a catering service on the third floor. Food Service is desirous of being the only food purveyor on the third floor and will participate to some extent in furnishing and redecorating. A mini cafeteria is being considered for third floor. Food service has been asked to submit a written proposal to indicate their interest/involvement regarding remodeling the third floor kitchen, use of service elevator, participation financially in redecoration of third floor meeting rooms, and advertising/promotion of catering functions for third floor food service operations (whether Food Service would advertise in conjunction with CMU or do their own promoting).

Air Conditioning. A letter from Carl Nelson indicated the Student Service Fees Committee has rejected the proposed fee increase to do the air conditioning project. Carl Nelson made three recommendations in response to Vice President Wilderson's request for closure on the issue: 1) That a legislative request for the project be considered. 2) That no further request for fees be made for the project unless the request would leave the total fee within the status quo plus cost-price index increase. 3) That Coffman continue summer operations with contingency plans to provide relief to people suffering from the heat conditions. Solar shading has been installed and lighting has been reduced. Consideration would also be given to providing some system of relief breaks to allow employees to cool off in the air conditioned cafeteria or other cooler portions of building.

Glen Hendricks suggested putting air conditioning on the agenda of the University Long Range Planning Committee.

UBOG Minutes
March 27, 1978
Page 3

ACU-I Region 10 Steering Committee - meals. Robin Silverman asked what CMU's expense was for the Region 10 meeting held the weekend of March 10th. The cost is not know at this time.

ANNOUNCEMENTS

UBOG meeting April 10, 346 CMU, 11:30 lunch, 12:00 meeting.

The meeting adjourned at 12:40 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS**

Meeting Monday, April 10, 1978

AGENDA

- I. Call to Order**
- II. Approval of Minutes of March 27**
- III. Old Business**
1978-79 Budget
- IV. Report of Food Service Deli Operation**
- V. Announcements**
- VI. Adjournment**

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
April 10, 1978

Present: Robin Silverman, CUPC
Kathye Rosel, CUPC
John Kannenberg, CUPC
Mitch Jossart, CUPC
Dan Lass, Ed
Lee Bissonnette, IT
Dietmar Barsig, Grad
Ruby Lachica, CHIP
Gen Olson, Minn Alumni
Barry Bridges, UBOG Alumni
Vi Justice, Civil Service (Clk)
Linda Lee, Faculty
Robert Ledder, Food Service
Rufus Simmons, CMU
Bert Atkinson, CMU
Bernie Molitor, CMU

Absent: Tom Potter, TCSA
Julie Bates, GC
Glenn Hendricks OSA (exc)
Jay Stassen, Civil Service (Student)
Roland Delattre, Faculty
Norman Holte, CC

Guests: Liz Miller, CMU Info Rep
Tom McCue, Food Service Manager, CMU

The meeting was called to order at 12:08 by chairperson Robin Silverman. A quorum was present.

The minutes of March 27 were approved as written.

Food Service Deli Operation. Food Service has been opening the Deli in conjunction with the CUPC weekend movie program to accommodate a request by the Food Service Liaison Committee. Tom McCue reported the Deli loses an average of \$45.00 a night. It was noted the usual length of time for determining the success of a new food service venture is three months. The question was raised whether Coffman should subsidize the loss until the program is more established and the service is better known. It was noted that poor attendance one night and cancellation of a film that anticipated sellout attendance could have determined the loss.

MOTION 27-78 (Bridges) That UBOG not provide subsidy and service be discontinued at this time and that it be reconsidered fall quarter when timing might be better in making students aware of facility.

Mr. Ledder noted that Liz Miller had done a fine job in advertising the opening and making people aware through the Daily.

The motion was not acted on for lack of second.

MOTION 28-78 (Rosel-Bridges) That UBOG subsidize the next two weekends of Deli operation to the extent of Food Service loss and the issue be sent back to the Food Service Liaison Committee for recommendation to the Board no later than the next Board meeting.

Bert Atkinson made a friendly amendment, accepted by motion, that Food Service forward an account of each week's operation subsequent to that operation.

Approved.

1978-79 Budget. In the absence of Mary Hausladen, Chairperson, House and Finance, Rufus Simmons explained the 1978-79 proposed budget (copy attached to secretary's minutes), noting that the budget was being presented at this time for Board review and it would be acted on at the next meeting.

ANNOUNCEMENTS

UBOG Recruitment. Liz Miller announced she will be working on advertising for Board recruitment. She asked that anyone having any ideas/input see her.

John Kannenberg was not certain whether he would be returning to the Board next year.

Quarterly Calendar. John Kannenberg asked Board members to repond to the questionnaire regarding the winter quarter calendar as this would be helpful in the planning of the next calendar.

Program Activities Report. Bernie Molitor announced the activities report would be available at the next meeting.

Union Board of Governors meeting will be April 24, 1978, 11:30 lunch, 12:00 noon meeting, 346 CMU.

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

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

4-7-78

UNIVERSITY OF MINNESOTA
 COFFMAN MEMORIAL UNION
 BUDGET FISCAL 1978-79
 BALANCE SHEET SHOWING SOURCE OF FUNDS,
 FEE SUPPORT REDUCTION AND EXPENSES

ITEM	INCOME	EXPENSE	FEE SUPPORT	TOTAL
MUCB's operations fee request to Fees Committee	1,529,821.00			
CMU's operations fee request to MUCB 1-6-78	974,920.00			
CMU's % of MUCB's total fee request 974,920 ÷ 1,529,821 =	63.7%			
MUCB's mandated reduction in fee request as of March 29, 1978		125,000.00		
CMU's portion of reduction 125,000 x 63.7%		79,625.00		
CMU's fee request less reduction 974,920 - 79,625 =			895,295.00	895,295.00
CMU estimated earned income budget 78-79	656,775.00			656,775.00
total funds 78-79				<u>1,552,070.00</u>
CMU estimated expense budget 1978-79		<u>1,563,560.00</u>		<u>1,563,560.00</u>
Budget deficit fiscal 1978-79				<u>(11,490.00)</u>

UNIVERSITY OF MINNESOTA
DEPARTMENT OF THE MINNESOTA UNION
COFFMAN MEMORIAL UNION

April 5, 1978

TO: Coffman Memorial Union Board of Governors
FROM: The House & Finance Committee and the Directors
SUBJ: Budget Proposal Fiscal 1978-79

The budget for fiscal 1978-79 was prepared according to guidelines recommended by the Student Fees Committee and adopted by CUBOG and MUCB as follows: a) increase earned income by 3% over previous years actual, b) increase operating expenses by inflationary factors of: 8% for salaries, fringe benefits, and utilities (electricity not included), 13% for electricity, and 4% for supplies and expense. Maintain MUCB's ratio of earned income to expense at 35/65% and attempt to achieve CUBOG ratio of 40-60%.

This budget reflects the following response to these guidelines in terms of percent of change from printed budget 1977-78 to projected 12 months 1977-78, and thence to budget 1978-79 (PPBS): earned income - printed 77-78 to projected 77-78 = 11.5%, projected 77-78 to budget 78-79 = 12.5%, expense - printed 77-78 to projected 77-78 = 5.24%, projected 77-78 to budget 78-79 = 14.26%, fee support - printed budget 77-78 to budget 78-79 = 16.8%. Ratio of earnings to expense budget 78-79 = 42/58%. Fringe benefits are calculated at 22.7%.

The building will be open 314 days during the year, and total building operations hours will decrease slightly from 4876 hours to 4833 hours. All building services will be maintained on a normal schedule as during the previous fiscal year and we will continue building closing time at 6 p.m. during fall and winter quarter breaks as established for fiscal 1977-78.

FOOTNOTES

- (a) Reflects addition of bus pass sales project to budget @ 4829.
- (b) Reflects shift of % of staff FTE time to program projects.
- (c) Increased payroll for Gallery, Mini-Courses, and SOAC area.
- (d) Expansion of Mini-Course instructors.
- (e) Reduction in FTE% offset by inflation.
- (f) 13% increase in electrical costs.
- (g) Addition of "Computer Service" planning project.

April 5, 1978
Page 2

- (h) Reflects proper allocation of % of Adm. Asst. and Secretary FTE time to Reservations project.
 - (i) Increase income projected for Mini-Courses and SOAC services.
 - (j) Added income generated from revised rent rates and room use fees.
- dd

First
3-27-78
Second Draft
3-30-78

UNIVERSITY OF MINNESOTA
DEPARTMENT OF THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
OPERATING BUDGET FISCAL 1978-79

EXPENSE	ACTUAL 1976-77	BUDGET 1977-78 (printed)	PROJECTED 12 MONTHS 1977-78	BUDGET 1978-79 (PPBS)
7104 General Administration				
Regular Salaries	131,944.81	142,787.00	146,327.00	159,358.00
401 Student Salaries	22,834.84	12,739.00	13,178.00 (a)	18,666.00
12 Fringe Benefits	25,922.03	29,985.00	30,729.00	36,173.00
02 Supply & Expense	30,678.94	34,391.00	24,556.00	32,517.00
04 Mdse for Resale	897.95	50.00	--0--	--0--
Sub Total	<u>212,278.57</u>	<u>219,952.00</u>	<u>214,790.00</u>	<u>246,714.00</u>
7105 Program Administration				
Regular Salaries	67,537.70	81,514.00	85,079.00 (b)	95,695.00
401 Student Salaries	16,836.58	12,491.00	12,658.00 (c)	16,309.00
12 Fringe Benefits	13,140.20	17,118.00	17,865.00	21,723.00
02 Supply & Expense	21,235.26	21,320.00	31,893.00 (d)	37,328.00
04 Mdse for Resale	--0--	200.00	4,431.00	5,013.00
UPC Program	188,002.00	193,393.00	182,141.00	212,305.00
Sub Total	<u>306,751.74</u>	<u>326,036.00</u>	<u>334,067.00</u>	<u>388,373.00</u>
7106 Maintenance				
Regular Salaries	209,173.30	208,332.00	215,910.00	252,409.00
401 Student Salaries	62,206.30	73,221.00	66,148.00 (e)	73,074.00
12 Fringe Benefits	39,302.00	43,750.00	43,527.00	57,296.00
02 Supply & Expense	88,610.47	104,083.00	147,139.00 (f)	165,832.00
Sub Total	<u>399,292.07</u>	<u>429,386.00</u>	<u>472,724.00</u>	<u>548,611.00</u>
7107 Communications/Media				
Regular Salaries	9,295.50	14,724.00	15,023.00	16,511.00
401 Student Salaries	11,440.57	16,883.00	23,430.00 (g)	31,283.00
12 Fringe Benefits	2,125.64	3,092.00	3,383.00	3,749.00
02 Supply & Expense	1,565.59	5,195.00	5,680.00	4,391.00
04 Mdse for Resale	--0--	75.00	--0--	50.00
Sub Total	<u>24,427.30</u>	<u>39,969.00</u>	<u>47,516.00</u>	<u>55,984.00</u>
7108 Artcraft Studio				
Regular Salaries	15,156.00	15,936.00	16,220.00	17,515.00
401 Student Salaries	16,021.80	16,367.00	16,043.00	18,003.00
12 Fringe Benefits	2,826.40	3,347.00	3,406.00	3,975.00
02 Supply & Expense	3,042.73	3,784.00	4,568.00	4,723.00
04 Mdse for Resale	7,374.98	9,042.00	9,931.00	10,311.00
Sub Total	<u>44,421.91</u>	<u>48,476.00</u>	<u>50,168.00</u>	<u>54,527.00</u>

UNIVERSITY OF MINNESOTA
DEPARTMENT OF THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
OPERATING BUDGET FISCAL 1978-79, PAGE 2

	ACTUAL 1976-77	BUDGET 1977-78 (Printed)	PROJECTED 12 MONTHS 1977-78	BUDGET 1978-79 (PPBS)
7109 Recreation/Outings Ctr				
Regular Salaries	24,609.40	24,470.00	25,784.00	26,557.00
401 Student Salaries	28,766.55	36,241.00	38,419.00	41,319.00
12 Fringe Benefits	4,526.21	5,139.00	5,414.00	6,030.00
02 Supply & Expense	11,173.82	18,085.00	16,525.00	16,361.00
04 Mdse for Resale	2,082.92	1,413.00	1,607.00	1,720.00
Sub Total	<u>71,158.90</u>	<u>85,348.00</u>	<u>87,749.00</u>	<u>91,987.00</u>
7110 Information Center				
Regular Salaries	4,403.64	5,190.00	3,311.00	3,235.00
401 Student Salaries	19,519.38	14,292.00	22,599.00	24,173.00
12 Fringe Benefits	1,011.81	1,066.00	650.00	734.00
02 Supply & Expense	1,354.74	1,094.00	1,183.00	1,250.00
04 Photocopy Service	6,190.17	8,536.00	5,262.00	5,473.00
Sub Total	<u>32,479.74</u>	<u>30,178.00</u>	<u>33,005.00</u>	<u>34,865.00</u>
7111 Merchandise				
Regular Salaries	4,476.82	5,190.00	7,956.00	7,548.00
401 Student Salaries	9,686.36	9,133.00	10,446.00	11,327.00
12 Fringe Benefits	822.61	1,066.00	1,453.00	1,713.00
02 Supply & Expense	2,169.10	2,324.00	2,428.00	2,909.00
04 Mdse for Resale	69,068.07	63,900.00	67,641.00	70,350.00
Sub Total	<u>86,222.96</u>	<u>81,613.00</u>	<u>89,924.00</u>	<u>93,847.00</u>
7112 Reservations				
Regular Salaries	12,270.62	13,078.00	13,403.00	(h) 18,136.00
401 Student Salaries	8,189.04	7,864.00	8,366.00	9,473.00
12 Fringe Benefits	2,283.20	2,746.00	2,801.00	4,117.00
02 Supply & Expense	1,663.28	2,158.00	1,860.00	2,335.00
Sub Total	<u>24,406.14</u>	<u>25,846.00</u>	<u>26,430.00</u>	<u>34,061.00</u>
7113 Locker Rental/Lost & Found				
Regular Salaries	8,730.86	7,740.00	8,028.00	8,982.00
401 Student Salaries	720.80	2,135.00	1,652.00	1,432.00
12 Fringe Benefits	1,514.13	1,625.00	1,155.00	2,038.00
02 Supply & Expense	1,849.97	1,916.00	1,205.00	2,139.00
Sub Total	<u>12,815.76</u>	<u>13,416.00</u>	<u>12,040.00</u>	<u>14,591.00</u>
TOTAL EXPENSE	<u><u>1,214,255.09</u></u>	<u><u>1,300,220.00</u></u>	<u><u>1,368,413.00</u></u>	<u><u>1,563,560.00</u></u>

UNIVERSITY OF MINNESOTA
DEPARTMENT OF THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
OPERATING BUDGET FISCAL 1978-79, PAGE 3

INCOME	ACTUAL 1976-77	BUDGET 1977-78 (Printed)	PROJECTED 12 MONTHS 1977-78	BUDGET 1978-79 (PPBS)
7104 General Administration	53,568.53	53,868.00	55,514.00	63,112.00
7105 Program Administration	22,958.18	21,750.00	50,285.00	(i) 57,498.00
UPC Program	131,298.00	140,995.00	133,223.00	157,810.00
7106 Maintenance	30,846.63	27,709.00	28,954.00	29,358.00
7107 Communications/Media	9,270.32	6,400.00	11,638.00	14,000.00
7108 Artcraft Studio	12,596.46	14,837.00	14,503.00	15,988.00
7109 Recreation/Outings Ctr	117,158.22	124,881.00	138,764.00	150,901.00
7110 Information Center	14,183.38	12,844.00	11,302.00	11,754.00
7111 Merchandise	92,278.19	90,000.00	107,236.00	111,523.00
7112 Reservations	18,729.99	21,548.00	25,656.00	(j) 38,321.00
7113 Locker Rental/Lost & Found	4,988.95	9,108.00	6,518.00	6,510.00
1976-77 Encumbered Funds	12,124.78			
TOTAL EARNINGS	<u>520,001.63</u>	<u>523,940.00</u>	<u>583,593.00</u>	<u>656,775.00</u>
Fee Income-Operations/UPC	<u>735,633.00</u>	<u>776,280.00</u>	<u>776,280.00</u>	<u>906,785.00</u>
Total Operating Income	<u>1,255,634.63</u>	<u>1,300,220.00</u>	<u>1,359,873.00</u>	<u>1,563,560.00</u>
Year End Net Gain (Loss)	<u>41,379.54</u>	--0--	(8,540.00)	--0--

**COFFMAN MEMORIAL UNION
Board of Governors**

Meeting Monday, April 24, 1978

AGENDA

I. Call to Order

II. Approval of Minutes of April 10, 1978

III. Old Business

- 1. Budget Approval**
- 2. Deli Operations**
- 3. Extension Student Membership**
- 4. Orientation Negotiations**
- 5. UBOG Recognition**

IV. New Business

V. Reports

VI. Announcements

VII. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
April 24, 1978

Present: Robin Silverman, CUPC
Kathye Rosel, CUPC
John Kannenberg, CUPC
Mitch Jossart, CUPC
Lee Bissonnette, IT
Ruby Lachica, CHIP
Mary Hausladen, CLA
Bernie Molitor, CMU
Jay Stassen, CS Student
Barry Bridges, UBOG Alumni
Vi Justice, Civil Service (Clk)
Linda Lee, Faculty
Robert Ledder, Food Service
Glenn Hendricks, OSA
Rufus Simmons, CMU
Bert Atkinson, CMU

Absent: Tom Potter, TCSA (exc)
Julie Bates, GC
Dietmar Barsig, Grad School
Gen Olson, Minn Alumni (exc)
Roland Delattre, Faculty
Norman Holte, CC
Dan Lass, Ed

Guests: Liz Miller, CMU Info Rep; Vanne Hayes, CMU Program Consultant;
Scott Kennedy, Whole Coffeehouse; Dick Cooke, TCSA Alternate

The meeting was called to order at 12:08 by Chairperson Robin Silverman. A quorum was present.

Dick Cooke, TCSA Alternate for Tom Potter was introduced.

There were no additions or corrections to the Minutes of April 10.

OLD BUSINESS

Budget Approval. The 1978-79 budget had been distributed at the April 10 meeting for review. Rufus Simmons asked if there were any questions regarding the budget, calling attention to the footnotes, explaining they clarified significant changes from the 1977-78 budget. The 1978-79 budget, within the specifications of the MUCB, has an overall deficit of \$11,490, which it is anticipated will be made up in hiring of work-study employees and anticipated income not accounted for in the budget. House and Finance has reviewed the budget on two occasions and is prepared to make a recommendation to the Board for adoption.

Glenn Hendricks asked if there were any major shifts in programming.

It was noted there were two new projects in the upcoming PPBS, but both have been involved to some extent this year, MTC and Computer Study. MTC funding is to be determined. The \$11,000 computer study will be reimbursable from the organizations involved in the study.

Robin Silverman said the Minnesota Union Coordinating Board has requested Board reaction as to whether they should ask the Regents for \$13.39 rather than \$11.83.

Jay Stassen suggested asking for an amount needed to make up the deficit, which would be more like 50 cents.

Robin Silverman thought it would be unwise to use Reserve Accounts.

Rufus Simmons said the budget as presented would be workable and he thought it would be important to push for the examination of the fee committee processes for next year.

MOTION 29-78 (Hausladen-Bridges) Move to approve 1978-79 budget as presented.

Question called. Budget passed.

MOTION 30-78 (Bissonnette-Bridges) Move to ask Regents only for amount of money needed.

Berton Atkinson asked if this meant that CMU would ask for amount of deficit and other unions ask for deficit and MUCB request difference from Regents?

Motion approved.

Deli. Rufus Simmons reported meeting with Food Service to discuss keeping the Deli open spring quarter. It was decided it would be better to delay CMU subsidizing Food Service' opening of Deli until fall quarter when promotion is geared to the beginning of the year and to freshmen. A July meeting is planned to make plans for fall. Food Service noted it cost \$68/night to stay open winter quarter. It is necessary to have a supervisor on duty when serving portioned foods.

Extension Student Membership Fee. Rufus Simmons reported the Vice President's office has approved the membership fee process and it will be implemented this week.

Orientation Rent Rate. Rufus Simmons reported meeting with Harry Myers of the Orientation Office to determine rent rate for 1978-79. A 60% facility use and 100% other costs were agreed upon.

UBOG Recognition. A vote was taken as to preference for dinner-dance or dinner-theater. A majority vote was cast for dinner-dance.

Jay Stassen said in view of the money pinch he did not think this event should be held. It was noted the money had been budgeted for. Jay said he would prefer to pay his own way for philosophical reasons if the event is held.

NEW BUSINESS

Whole Coffeehouse Proposal. Vanne Hayes, Consultant, and Scott Kennedy, Coordinator for the Whole, were present at the meeting to answer questions regarding the following resolution/motion which they feel would help to control the image/reputation of the Whole Coffeehouse that has been established by the CUPC:

"The Whole Coffeehouse, an area of the Coffman Union Program Council, provides service to the campus community through a broad entertainment format which included a musical variety in the areas of folk, blues, bluegrass, jazz, MOR and occasional rock and country. During its 10 year existence the Whole has built a reputation for artist quality at a hopefully reasonable price. To maintain the image that it has worked hard to gain the Union Board of Governors resolves:

1. that only the Coffman Union Program Council either on its own or in cosponsorship with other campus/community organizations shall provide a coffeehouse program in that facility; that the name "Whole Coffeehouse" shall only be used in activities sponsored or cosponsored by the Coffman Union Program Council; that a Whole Coffeehouse program shall be construed to be in a material sense the candles, tableclothes, sound and lighting system, food bar, peanuts, program format, publicity and promotion design, all which create the ambience of the Whole Coffeehouse
2. that the Union Board of Governors, subject to the Master Calendaring System, approves the proposed expansion of activities in the Whole to include, but not limited to the following:
 - a. Whole Coffeehouse music format Friday, Saturday, Sunday of at least 7 per quarter
 - b. that alternative coffeehouse format weekends be available for the CUPC disco
 - c. Minicourse use for games, disco dance, music related courses on Monday and Thursday
 - d. poetry and experimental music/dance programs occur on Wednesday and Sunday evenings
 - e. Whole Coffeehouse technical and training sessions as well as group meetings on Thursday evenings
 - f. noon concerts on Friday afternoon
 - g. that it be made available to Recreation Area of CUPC for game tournaments and demonstrations
3. that the proposed disco format be allowed the same rights and privileges as the coffeehouse format; that the disco format be construed to mean the utilization of records and/or tapes for a non-live music/dance activity with special lighting and sound system, publicity/promotion design; use of food bar, etc.
4. that the Whole Coffeehouse area of Coffman Union Program Council through suggested guidelines endeavors to expand its program format and thus service to the campus and community through broader CUPC sponsorship and development of closer ties to other campus organizations
5. that exceptions to policy be private and/or unpublished events
6. that no non-CUPC organization can expect to use the candles, tablecloths, food bar, peanuts, etc.

7. suggested guidelines to CMU Reservations Office
 - a. that organizations requesting use of the Whole be queried as to the program format
 - b. that any organization wishing to provide a coffeehouse or disco format be referred to the Coffman Union Program Council for cosponsorship approval
 - c. that organizations requesting use of the Whole be given a copy of the Whole Coffeehouse guidelines

MOTION: THAT THE COFFMAN UNION PROGRAM COUNCIL SHALL HAVE EXCLUSIVE RIGHT TO PROGRAMS OF A COFFEEHOUSE OR DISCO NATURE WITHIN THE CONFINES OF THE COFFMAN MEMORIAL UNION AREA KNOWN AS THE WHOLE EXCEPT FOR PRIVATE OR UNPUBLICIZED EVENTS OR ACTIVITIES OF AN ETHNIC OR CULTURAL NATURE; THAT OTHER GROUPS WISHING TO CONDUCT PROGRAMS OF THIS NATURE MUST DO SO IN COOPERATION WITH THE COFFMAN UNION PROGRAM COUNCIL.

MOTION (Hausladen-Rosel) To approve resolution and motion presented by the Program Council.

Bert Atkinson said the House and Finance Committee voted against the proposal as they foresaw problems with item 5 of the resolution which read, "That exceptions to policy be private and or unpublicized events." He said the Union has never been involved in the programs of organizations. Vanny Hayes said the group could invite guests or could co-sponsor the activity with CUPC.

The question was called.

Motion carried.

Bike Space for Employees. A survey will be taken of student employees to determine use/need for having a place within the Union for bike storage. The need is more acute for evening/Whole employees, volunteers. It was suggested House and Finance bring a motion to the Board regarding the bike space.

Mary Hausladen, chair of House and Finance, made a motion that Coffman Union provide space for employees and student volunteers to put bikes in the Union. No second.

Bert Atkinson said the operations staff thought bringing bikes into the building would be difficult to enforce. It would be necessary to challenge each person with a bike and would ultimately show preference to building personnel.

Barry Bridges asked that the matter be referred to House and Finance for a one-page summary and to include suggestions from the Police Department.

The meeting was adjourned.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

**COFFMAN MEMORIAL UNION
Board of Governors**

Meeting Monday, May 8, 1978

AGENDA

- I. Call to Order**
- II. Approval of Minutes of April 24, 1978**
- III. Old Business**
 - 1. Budget Update**
 - 2. Bike Spaces**
 - 3. Recognition Dinner**
 - 4. Board Recruitment**
- IV. New Business**
- V. Reports**
- VI. Announcements**
- VII. Adjournment**

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
May 8, 1978

Present: Robin Silverman, CUPC
Kathye Rosel, CUPC
Mary Hausladen, CLA
John Kannenberg, CUPC
Mitch Jossart, CUPC
Lee Bissonnette, IT
Ruby Lachica, CHIP
Gen Olson, Minn Alumni
Barry Bridges, UBOG Alumni
Vi Justice, Civil Service, Clk
Linda Lee, Faculty
Glenn Hendricks, OSA
Dan Lass, Ed
Dietmar Barsig, Grad School
Rufus Simmons, CMU
Bert Atkinson, CMU

Absent: Tom Potter, TCSA
Julie Bates, GC
Robert Ledder, Fd Service
Bernie Molitor, CMU
Roland Delattre, Faculty
Norman Holte, CC
Jay Stassen, Civil Service, Student

Guests: Liz Miller, CMU Info Rep
Tom McCue, Manager, Food Service, CMU

The meeting was called to order at 12:05 by Vice Chairperson Mary Hausladen. A quorum was present later in the meeting. Robin Silverman arrived later and took over chairing the meeting.

The minutes of April 24 were accepted as written.

Third Floor Remodeling. Bert Atkinson reported the construction period for the third floor remodeling has been extended to fall quarter. Specifications for the SAC area have not been worked out yet.

Budget Update. Rufus Simmons reported the MUCB finance committee has met regarding the 1978-79 budget and the unions have made a more definitive input. Deficits in budget will be made up through reserves if all other means fail.

Bikes. Mary Hausladen reported on the possibility for CMU employees and CUPC members to park their bikes in the outer part of the loading dock. Keys would be issued. It is estimated 15 bikes could be parked at a rack in this space.

MOTION 32-78 (Hausladen-Rosel) To approve outer loading dock space for placing of bike rack for use by CMU employees and CUPC members.

Approved.

Recognition. Mary reported Ichabod South (Sleepy Hollow Section) had been looked into as a possible place to hold UBOG recognition dinner/dance. She asked for Board approval of place, and Wednesday, May 24 for date for the dinner. She noted \$12 per member had been budgeted for and asked Board for approval to spend this amount. It was consensus of the Board that this amount be spent for the dinner and that guests be allowed at the expense of the Board member. Rufus Simmons will get out an information/reservation sheet for the Dinner.

UBOG Minutes

May 8, 1978

Page 2

Motion was made that Robin turn over the chair and Robin and Kathye leave the meeting so the Board could discuss recognition being planned for them. The Board agreed to support the XC committee in their plans for recognition.

College Board Reps. It was suggested that College Board Reps not planning to return to the Board next year speak to their college board president in order that another representative be appointed.

Minority Recruitment. Mary Hausladen asked for Board opinion as to sending a recruitment letter to all minority (traditional) organizations on campus. It was consensus of the Board that this be done. Lee Bissonnette suggested waiting until after the all-campus elections to send the letter.

CUPC will have recognition dinner/outing Thursday, May 18. Board members who have not received an invitation to the outing should see Kathye Rosel.

March Budget-Year-to-Date were distributed. Bert Atkinson said a significant part of the report is the % line which indicates we are pretty much on target as to the planned-for budget. Any questions should be directed to the Directors.

Next Board meeting will be on May 22, 12:00 noon in Room 346, lunch 11:30 a.m.

House and Finance will meet Wednesday at noon.

The meeting adjourned at 12:45.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

UNIVERSITY OF MINNESOTA
DEPARTMENT OF THE MINNESOTA UNION
COFFMAN MEMORIAL UNION

May 8, 1978

TO: Coffman Memorial Union Board of Governors
FROM: The House & Finance Committee and the Directors
SUBJ: Budget Proposal Fiscal 1978-79

The budget for fiscal 1978-79 was prepared according to guidelines recommended by the Student Fees Committee and adopted by CUBOG and MUCB as follows: a) increase earned income by 3% over previous years actual, b) increase operating expenses by inflationary factors of: 7.27% for salaries, fringe benefits, and utilities (electricity not included), 13% for electricity, and 4% for supplies and expense. Maintain MUCB's ratio of earned income to expense at 35/65% and attempt to achieve CUBOG ratio of 40-60%.

This budget reflects the following response to these guidelines in terms of percent of change from printed budget 1977-78 to projected 12 months 1977-78, and hence to budget 1978-79 (PPBS): earned income - printed 77-78 to projected 77-78 = 11.5%, projected 77-78 to budget 78-79 = 11.6%, expense - printed 77-78 to projected 77-78 = 5.24%, projected 77-78 to budget 78-79 = 12.6%, fee support - printed budget 77-78 to budget 78-79 = 13.3%. Ratio of earnings to expense budget 78-79 = 42/58%. Fringe benefits are calculated at 21.0%

The building will be open 314 days during the year, and total building operations hours will decrease slightly from 4876 hours to 4833 hours. All building services will be maintained on a normal schedule as during the previous fiscal year and we will continue building closing time at 6 p.m. during fall and winter quarter breaks as established for fiscal 1977-78.

FOOTNOTES

- (a) Reflects addition of bus pass sales project to budget @ 4829.
- (b) Reflects shift of % of staff FTE time to program projects.
- (c) Increased payroll for Gallery, Mini-Courses, and SOAC area.
- (d) Expansion of Mini-Course instructors.
- (e) Reduction in FTE% offset by inflation.
- (f) 13% increase in electrical costs.

May 8, 1978
Page 2

- (g) Addition of "Computer Service" planning project.
- (h) Reflects proper allocation of % of Adm. Asst. and Secretary FTE time to Reservations project.
- (i) Includes transfer of 3528 from reserves for balanced budget.
- (j) Increase income projected for Mini-Courses and SOAC services.
- (k) Added income generated from revised rent rates and room use fees.

First Draft 3-27-78
 Second Draft 3-30-78
 Third Draft 5- 3-78
 Revised Third Draft 5-8-78

UNIVERSITY OF MINNESOTA
 DEPARTMENT OF THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 OPERATING BUDGET FISCAL 1978-79

EXPENSE	ACTUAL 1976-77	BUDGET 1977-78 (printed)	PROJECTED 12 MONTHS 1977-78	BUDGET 1978-79 (PPBS)
7104 General Administration				
Regular Salaries	131,944.81	142,787.00	146,327.00	150,276.00
401 Student Salaries	22,834.84	12,739.00	13,178.00	(a) 18,516.00
403 COL, PP, Equity				12,289.00
12 Fringe Benefits	25,922.03	29,985.00	30,729.00	34,139.00
02 Supply & Expense	30,678.94	34,391.00	24,556.00	32,517.00
04 Mdse for Resale	897.95	50.00	--0--	--0--
Sub Total	<u>212,278.57</u>	<u>219,952.00</u>	<u>214,790.00</u>	<u>247,737.00</u>
7105 Program Administration				
Regular Salaries	67,537.70	81,514.00	85,079.00	(b) 87,504.00
401 Student Salaries	16,836.58	12,491.00	12,658.00	(c) 16,009.00
403 COL, PP, Equity				7,488.00
12 Fringe Benefits	13,140.20	17,118.00	17,865.00	19,948.00
02 Supply & Expense	21,235.26	21,320.00	31,893.00	(d) 37,328.00
04 Mdse for Resale	--0--	200.00	4,431.00	5,013.00
UPC Program	188,002.00	193,393.00	182,141.00	212,305.00
Sub Total	<u>306,751.74</u>	<u>326,036.00</u>	<u>334,067.00</u>	<u>385,595.00</u>
7106 Maintenance				
Regular Salaries	209,173.30	208,332.00	215,910.00	248,748.00
401 Student Salaries	62,206.30	73,221.00	66,148.00	(e) 71,724.00
403 COL, PP, Equity				4,425.00
12 Fringe Benefits	39,302.00	43,750.00	43,527.00	53,166.00
02 Supply & Expense	88,610.47	104,083.00	147,139.00	(f) 165,832.00
Sub Total	<u>399,292.07</u>	<u>429,386.00</u>	<u>472,724.00</u>	<u>543,895.00</u>
7107 Communications/Media				
Regular Salaries	9,295.50	14,724.00	15,023.00	15,288.00
401 Student Salaries	11,440.57	16,883.00	23,430.00	(g) 31,283.00
403 COL, PP, Equity				1,266.00
12 Fringe Benefits	2,125.64	3,092.00	3,383.00	3,476.00
02 Supply & Expense	1,565.59	5,195.00	5,680.00	4,391.00
04 Mdse for Resale	--0--	75.00	--0--	50.00
Sub Total	<u>24,427.30</u>	<u>39,969.00</u>	<u>47,516.00</u>	<u>55,754.00</u>
7108 Artcraft Studio				
Regular Salaries	15,156.00	15,936.00	16,220.00	16,500.00
401 Student Salaries	16,021.80	16,367.00	16,043.00	18,003.00
403 COL, PP, Equity				1,327.00
12 Fringe Benefits	2,826.40	3,347.00	3,406.00	3,744.00
02 Supply & Expense	3,042.73	3,784.00	4,568.00	4,723.00
04 Mdse for Resale	7,374.98	9,042.00	9,931.00	10,311.00
Sub Total	<u>44,421.91</u>	<u>48,476.00</u>	<u>50,168.00</u>	<u>54,608.00</u>

UNIVERSITY OF MINNESOTA
DEPARTMENT OF THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
OPERATING BUDGET FISCAL 1978-79, PAGE 2

	ACTUAL 1976-77	BUDGET 1977-78 (Printed)	PROJECTED 12 MONTHS 1977-78	BUDGET 1978-79 (PPBS)
7109 Recreation/Outings Ctr				
Regular Salaries	24,609.40	24,470.00	25,784.00	25,845.00
401 Student Salaries	28,766.55	36,241.00	38,419.00	41,319.00
403 COL, PP, Equity				696.00
12 Fringe Benefits	4,526.21	5,139.00	5,414.00	5,574.00
02 Supply & Expense	11,173.82	18,085.00	16,525.00	16,361.00
04 Mdse for Resale	2,082.92	1,413.00	1,607.00	1,720.00
Sub Total	<u>71,158.90</u>	<u>85,348.00</u>	<u>87,749.00</u>	<u>91,515.00</u>
7110 Information Center				
Regular Salaries	4,403.64	5,190.00	3,311.00	4,992.00
401 Student Salaries	19,519.38	14,292.00	22,599.00	23,573.00
403 COL, PP, Equity				574.00
12 Fringe Benefits	1,011.81	1,066.00	650.00	1,169.00
02 Supply & Expense	1,354.74	1,094.00	1,183.00	1,250.00
04 Photocopy Service	6,190.17	8,536.00	5,262.00	5,473.00
Sub Total	<u>32,479.74</u>	<u>30,178.00</u>	<u>33,005.00</u>	<u>37,031.00</u>
7111 Merchandise				
Regular Salaries	4,476.82	5,190.00	7,956.00	4,992.00
401 Student Salaries	9,686.36	9,133.00	10,446.00	11,327.00
403 COL, PP, Equity				574.00
12 Fringe Benefits	822.61	1,066.00	1,453.00	1,169.00
02 Supply & Expense	2,169.10	2,324.00	2,428.00	2,909.00
04 Mdse for Resale	69,068.07	63,900.00	67,641.00	70,350.00
Sub Total	<u>86,222.96</u>	<u>81,613.00</u>	<u>89,924.00</u>	<u>91,321.00</u>
7112 Reservations				
Regular Salaries	12,270.62	13,078.00	13,403.00 (h)	16,656.00
401 Student Salaries	8,189.04	7,864.00	8,366.00	9,173.00
403 COL, PP, Equity				1,573.00
12 Fringe Benefits	2,283.20	2,746.00	2,801.00	3,828.00
02 Supply & Expense	1,663.28	2,158.00	1,860.00	2,335.00
Sub Total	<u>24,406.14</u>	<u>25,846.00</u>	<u>26,430.00</u>	<u>33,565.00</u>
7113 Locker Rental/Lost & Found				
Regular Salaries	8,730.86	7,740.00	8,028.00	8,316.00
401 Student Salaries	720.80	2,135.00	1,652.00	1,282.00
403 COL, PP, Equity				904.00
12 Fringe Benefits	1,514.13	1,625.00	1,155.00	1,936.00
02 Supply & Expense	1,849.97	1,916.00	1,205.00	2,139.00
Sub Total	<u>12,815.76</u>	<u>13,416.00</u>	<u>12,040.00</u>	<u>14,577.00</u>
TOTAL EXPENSE	<u><u>1,214,255.09</u></u>	<u><u>1,300,220.00</u></u>	<u><u>1,368,413.00</u></u>	<u><u>1,555,598.00</u></u>

UNIVERSITY OF MINNESOTA
DEPARTMENT OF THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
OPERATING BUDGET FISCAL 1978-79, PAGE 3

INCOME	ACTUAL 1976-77	BUDGET 1977-78 (Printed)	PROJECTED 12 MONTHS 1977-78	BUDGET 1978-79 (PPBS)
7104 General Administration	53,568.53	53,868.00	55,514.00 (i)	66,640.00
7105 Program Administration	22,958.18	21,750.00	50,285.00 (j)	57,498.00
UPC Program	131,298.00	140,995.00	133,223.00	157,810.00
7106 Maintenance	30,846.63	27,709.00	28,954.00	29,358.00
7107 Communications/Media	9,270.32	6,400.00	11,638.00	14,000.00
7108 Artcraft Studio	12,596.46	14,837.00	14,503.00	15,988.00
7109 Recreation/Outings Ctr	117,158.22	124,881.00	138,764.00	150,901.00
7110 Information Center	14,183.38	12,844.00	11,302.00	11,754.00
7111 Merchandise	92,278.19	90,000.00	107,236.00	111,523.00
7112 Reservations	18,729.99	21,548.00	25,656.00 (h)	38,321.00
7113 Locker Rental/Lost & Found	4,988.95	9,108.00	6,518.00	6,510.00
1976-77 Encumbered Funds	12,124.78			
TOTAL EARNINGS	<u>520,001.63</u>	<u>523,940.00</u>	<u>583,593.00</u>	<u>660,303.00</u>
Fee Income-Operations/UPC	<u>735,633.00</u>	<u>776,280.00</u>	<u>776,280.00</u>	<u>895,295.00</u>
Total Operating Income	<u>1,255,634.63</u>	<u>1,300,220.00</u>	<u>1,359,873.00</u>	<u>1,555,598.00</u>
Year End Net Gain (Loss)	<u>41,379.54</u>	--0--	(8,540.00)	--0--

4-7-78
 Revised 5-8-78

UNIVERSITY OF MINNESOTA
 COFFMAN MEMORIAL UNION
 BUDGET FISCAL 1978-79
 BALANCE SHEET SHOWING SOURCE OF FUNDS,
 FEE SUPPORT REDUCTION AND EXPENSES

ITEM	INCOME	EXPENSE	FEE SUPPORT	TOTAL
MUCB's operations fee request to Fees Committee	1,529,821.00			
CMU's operations fee request to MUCB 1-6-78	974,920.00			
CMU's % of MUCB's total fee request $974,920 \div 1,529,821 =$	63.7%			
MUCB's mandated reduction in fee request as of March 29, 1978		125,000.00		
CMU's portion of reduction $125,000 \times 63.7\%$		79,625.00		
CMU's fee request less reduction $974,920 - 79,625 =$			895,295.00	895,295.00
CMU estimated earned income budget 78-79 total funds 78-79	656,775.00			656,775.00 <u>1,552,070.00</u>
CMU estimated expense budget 1978-79 (5-3-78)		<u>1,555,601.00</u>		<u>1,555,598.00</u>
Budget deficit fiscal 1978-79				<u><u>3,528.00</u></u>

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting Monday, May 22, 1978**

AGENDA

- I. Call to Order**
- II. Approval of Minutes of May 8, 1978**
- III. Old Business**
- IV. New Business**
 - Confirmation of CUPC Coordinators**
- V. Reports**
- VI. Announcements**
- VII. Adjournment**

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
May 22, 1978

Present: Robin Silverman, CUPC
Kathye Rosel, CUPC
Mary Hausladen, CLA
John Kannenberg, CUPC
Mitch Jossart, CUPC
Lee Bissonnette, IT
Ruby Lachica, CHIP

Barry Bridges, UBOG Alumni
Vi Justice, Civil Service, Clk
Linda Lee, Faculty
Robert Ledder, Fd Service
Rufus Simmons, CMU
Bert Atkinson, CMU

Absent: Tom Potter, TCSA
Julie Bates, GC
Bernie Molitor, CMU
Dietmar Barsig, Grad School
Gen Olson, Minn Alumni (exc)

Roland Delattre, Faculty
Norman Holte, CC
Jay Stassen, Civil Service, Student
Dan Lass, Ed
Glenn Hendricks, OSA (exc)

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

There were no additions or corrections to the Minutes of May 8.

OLD BUSINESS

UBOG Recognition. Dinner-dance to be held May 24 at Ichabods. Rufus Simmons asked that anyone wishing to attend who had not responded, do so before leaving the meeting.

CUPC Recognition. Kathye Rosel and Robin Silverman thanked Board members for their share of gift received at the CUPC recognition. Each received a necklace for their dedication to CUPC/UBOG over the past four years.

CUPC Change-over. Kathye Rosel asked for UBOG approval of Coordinators and KC committee members as recommended by CUPC for 1978-79.

MOTION 33-78 (Rosel-Bridges) That UBOG accept recommended slate of Coordinators, Vice Presidents, and President for 1978-79 Program Council.

Scott Kennedy, President
Nadira Somwaru, VP-Personnel
Steve Dunphy, VP-Finance

Hillary Saltzman, Gallery
Denise Darab, Recreation
Mark Weber, Current Events
Linda Samels, Chicano Cultural Affairs
Jim Cross, Trips and Outings

APPROVED

Mary Hausladen asked Scott Kennedy, incoming CUPC President, what he would emphasize in 1978-79. One emphasis would be directed toward setting up a research committee to look into the availability of grant funds for minority programming, for the Gallery, and for the Whole Coffeehouse. Another emphasis would be toward greater CUPC visibility.

SOAC Area. Mary Hausladen reported SOAC space applications for 1978-79 have been reviewed according to established criteria. The following changes are recommended:

- 1) Reduce MPIRG space to 3/4 quad.
- 2) Allocate 1/4 additional quad to MSPR.
- 3) Shift Ski Club into 1/4 of present MPIRG quad.
- 4) Allocate open-air space to four new groups:

Board of Publications
The Prometheus Project

Veterans Association
Alpha Omega Alliance

- 5) Eliminate 1950's Rock-n-Roll Club, Elections Commission, Nursing College, and Discussion Group on Nigerian Affairs due to no application or very low level of use.

Additional applications for space will be processed in the order received. Groups presently having space who have not applied for space for 1978-79 will be bumped as applications come in. All groups will be informed that space must be vacated by June 1. Letters informing organizations of the above-listed changes will be sent to all groups subsequent to H&F Committee and Board approval.

MOTION 34-78 (Hausladen-Bridges) Move that UBOG approve changes in SOAC area as presented.

APPROVED

ISTC request for space. Mary Hausladen reported ISTC has requested that H&F consider leasing them additional travel agency space. An early confirmation is requested by ISTC as a license is required and space must be acquired before application can be made for license. License obtainment could take up to six months after application. It is ISTC's hope to offer the service by the beginning of fall quarter. If the Board would not act on this matter before reconvening in the fall, a license in all probability would not be obtained before winter quarter. Other considerations relative to ISTC's request are 1) the Minnesota Union is presently conducting a survey to determine University Community space needs which could indicate a more urgent use for the space; 2) MSA is preparing a plan for a sporting goods outlet and will request space; and 3) the possibility of a bank is being investigated.

MOTION 35-78 (Bridges-Hausladen) Move that majority of members of UBOG present at a summer meeting called for the purpose of acting on ISTC request can make decision for the Board.

A Friendly Amendment was made by Rufus Simmons that the XC Committee, augmented by other Board members, can take action on the ISTC request at a summer meeting.

APPROVED

SAC space needs. Rufus Simmons reported the 340 series of Coffman is thought to be inadequate for the needs of SAC. An ad hoc committee formed to examine the space/needs has suggested moving the hallway leading to the Board Room (346) to the west side of the wing. The resulting enlarged space could be workable for SAC's needs.

MOTION 36-78 (Bridges-Hausladen) That the XC committee and any UBOG members present during the summer be empowered to make a decision regarding the SAC space needs.

There was discussion as to the wording of the motion. There was no action on the motion and a new motion was present.

MOTION 37-78 (Bridges-Bissonnetts) That the XC committee be empowered to take action on SAC space providing Board members are informed of action prior to a decision.

APPROVED

Bert Atkinson thought the committee/board should take action only on completion of pending action that the Board is aware of.

ANNOUNCEMENTS

House and Finance will meet at 12:00 noon, Wednesday, May 24.

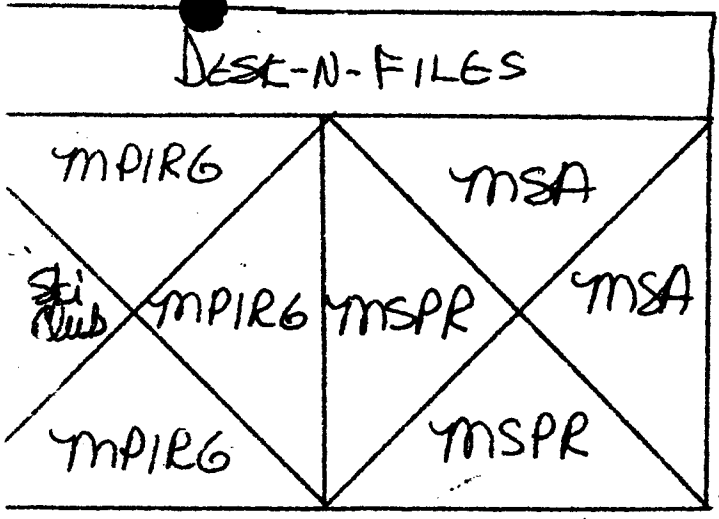
Rufus Simmons reminded Board members planning to return next year to contact their college board president for reappointment. Letters will go out to college boards from Robin Silverman this week. An ad has been placed in the Daily by Liz Miller advertising openings on the Board.

A special Board meeting will be called in the summer if needed.

The meeting was adjourned at 12:45.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

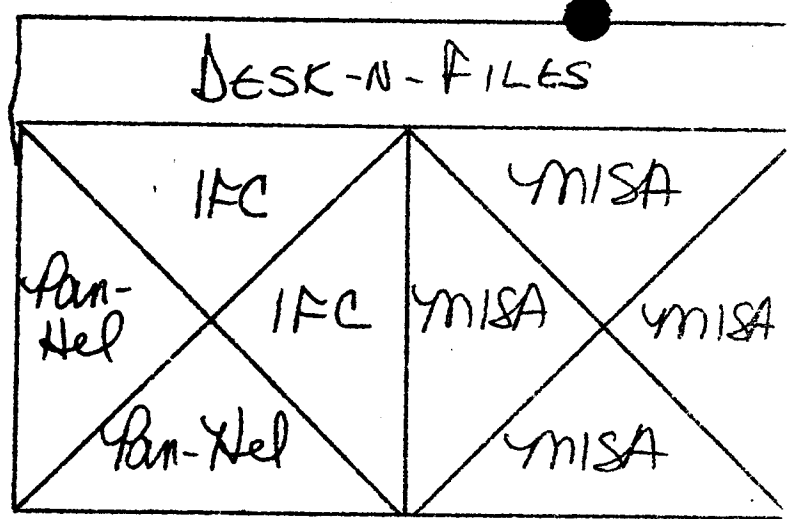


1. Frisbee Assoc.

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

13. Chess Cl.

- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.



Apple		UCF	YSA	Alpha Omega	MSCAC		Veto Assoc.	Fel. of Rec.	Alpha Phi Omega		Sport Para-chute	Jable
Power	Sport Car. Cl.	Black J. Psych	Unicorn	IYCF	Boyz Pub.		Respy Com.				Ind. Republ.	

COPC

TCSA

COFFMAN UNION PROGRAM COUNCIL
1977-78 MOTIONS

- MOTION 78:1
August 5, 1977 (Silverman-Mische) To make the Orientation Program on September 25 an all-council event. MOTION CARRIED.
- MOTION 78:2
September 2, 1977 (Silverman-Vangsnes) To fund key deposits from the President's budget of CUPC for coordinators and chairpersons. MOTION PASSED.
- MOTION 78:3
September 16, 1977 (Vangsnes-Huser) To approve the Fall Quarter budget as distributed with the addition of \$1000 for the Ralph Nader program for Current Events. MOTION APPROVED.
- MOTION 78:4
September 16, 1977 (?) To approve minutes from meeting of September 2. MOTION APPROVED.
- MOTION 78:5
September 26, 1977 (Nix-Mische) To approve the minutes of September 16 with the addition of names to MOTION 78:4 of Silverman and Vangsnes. MOTION APPROVED.
- MOTION 78:6
September 26, 1977 (Mische-Hanson) To approve Robin Silverman, Mitch Jossart, and John Kannenberg as CUPC representatives to UBOG for 77-78. MOTION APPROVED.
- MOTION 78:7
October 17, 1977 (Silverman-Jossart) To approve Exec's privilege to review conference applications and determine who will attend conference. MOTION APPROVED.
- MOTION 78:8
October 24, 1977 (Mische-Gobell) To approve Sally Crown as the coordinator of Trips and Outings as recommended by the interview committee. MOTION APPROVED.
- MOTION 78:9
October 24, 1977 (Iron Shield-Vangsnes) To allocate \$125 for members of the Native American committee to attend the Indian Awareness Week programs October 28-30. MOTION APPROVED.
- MOTION 78:10
November 21, 1977 (Vangsnes-Silverman) I move that the CUPC adopt a 60's theme for winter quarter programming; that the 60's programming be for an all council event; that Barry Nix chair a coordinating committee which would consist of a representative from public relations, finance, current events and a staff advisor; that individual areas be responsible for planning, financing, and executing the 60's programs, that standard publicity designs reflecting the 60's theme be used by all areas. MOTION APPROVED.
- MOTION 78:11
November 21, 1977 (Kannenberg-Silverman) I move that we adopt an affirmative action statement for use in all recruitment ads and recruitment brochures as well as the calendar and weekly events ads, posters and brochures for series events; and that the statement should read: "CUPC is an equal opportunity student organization." MOTION APPROVED. 1 Abstention.

- MOTION 78:12
November 21, 1977 (Kannenberg-Silverman) All program areas of CUPC have an obligation to the fee paying students who attend CUPC events. The following items must be included in any statement made at each event sponsored by CUPC: 1) the area is part of CUPC; 2) CUPC is a student volunteer organization receiving student fee money; 3) where CUPC is located (for recruits). MOTION APPROVED.
- MOTION 78:13
November 28, 1977 (Mische-Nix) I recommend that the Native American Cultural Affairs area name be changed to Native American Cultural Program to be phased in gradually as soon as possible on all new printed materials. MOTION APPROVED. 1 Abstention.
- MOTION 78:14
December 5, 1977 (Silverman-Jossart) To approve the proposed by-law changes as submitted with the deletion of "shall not occur in more than one academic quarter" from Article VI, Section 3. MOTION APPROVED.
- MOTION 78:15
December 5, 1977 (Silverman-Mische) To approve the resignation of Harold Iron Shield as coordinator of Native American Cultural Program. MOTION APPROVED.
- MOTION 78:16
December 5, 1977 (Mische-Jossart) To approve the winter quarter budget as proposed with the condition that a review of fall quarter deficit and decisions on changes in winter quarter budget be made by January 9 meeting of CUPC. MOTION APPROVED.
- MOTION 78:17
December 5, 1977 (Silverman-Mische) To amend the winter quarter budget as proposed to include an omission from the Contemporary Arts budget in the amount of \$400 for Music of the 60's program and Music (to be determined) program. These funds will be encumbered until further details are provided to exec. This would change the winter quarter percentage to 40% and fall and winter combined percentage to 68% of annual budget. MOTION APPROVED.
- MOTION 78:18
December 5, 1977 (Silverman-Jossart) to create in the near future, guidelines relating to the rationale of programs to be implemented by the end of winter quarter. MOTION APPROVED.
- MOTION 78:19
December 5, 1977 (Silverman-Jossart) By May 15, 1978, review the method of projecting attendance for CUPC programs. MOTION APPROVED.
- MOTION 78:20
December 5, 1977 (Silverman-Govell) To investigate alternative funding sources. MOTION APPROVED.
- MOTION 78:21
December 5, 1977 (Silverman-Nix) To do a cost/benefit study of programming in CUPC. MOTION APPROVED. 1 Abstention.
- MOTION 78:22
December 5, 1977 (Nix-Hernandez) To recommend that the official title of winter quarter all council program be SOCIETY IN TRANSITION
The United States 1963-73
All publicity for the programs in this series must include the above title. PR will design a standard banner to be used in publicity.
Each of the 10 programming areas should contribute \$5.00 to PR. The money will be used to design and print an all-council poster

for the series. With an amendment that PR submit a planning summary for a budget number and areas transfer the money to that number. MOTION APPROVED.

MOTION 78:23
January 9, 1978

(Mische-Gobell) To amend Motion 78:16 from meeting of December 5 to make decisions on changes in winter budget by January 31. MOTION APPROVED.

MOTION 78:24
January 9, 1978

(Nix-Crown) To approve the Chicago Theater Weekend proposal monies as presented. MOTION CARRIED.

MOTION 78:25
January 16, 1978

(Mische-Nix) To approve a fund transfer of \$400 from Popular Entertainment Noon Concerts to Current Events to fund a Tribute to Humphrey at noon at Northrup on January 18. MOTION APPROVED.

MOTION 78:26
January 23, 1978

(Silverman-Mische) To add the Woody Shaw program as presented in the planning summary to the winter quarter budget. MOTION APPROVED.

MOTION 78:27
January 30, 1978

(Mische-Hernandez) To recommend approval of Diane Lonetree as new coordinator of Native American Cultural Program area. MOTION APPROVED.

MOTION 78:28
February 13, 1978

(Nix-Gobell) To approve NACP encumbered funds for March 4 program. MOTION APPROVED.

MOTION 78:29
February 20, 1978

(Silverman-Mische) To accept the concept of a learning contract and complete a working model by the end of this year to be implemented next year with the next Council. MOTION APPROVED.

MOTION 78:30
February 27, 1978

(Silverman-Mische) To adopt the CUPC Mission Statement as presented. MOTION APPROVED.

MOTION 78:31
February 27, 1978

(Silverman-Jossart) To accept with regrets and thanks for service to CUPC, the resignation of Juan Hernandez as coordinator of Chicano Cultural Affairs area of CUPC. MOTION APPROVED.

MOTION 78:32
March 6, 1978

(Silverman-Mische) To accept the spring budget with dollar amount cuts proposed. Areas will decide from where to cut funds for their own area. MOTION APPROVED.

MOTION 78:33
March 6, 1978

(Silverman-Gobell) To proceed and support a Union Night for Fall Quarter 1978. MOTION APPROVED.

MOTION 78:34
March 6, 1978

(Silverman-Darab) To accept Julie Gobell's resignation as coordinator of Contemporary Arts as of March 17, 1978 with thanks and wishes for luck in the future. MOTION APPROVED.

MOTION 78:35
March 6, 1978

(Silverman-Jossart) To maintain a liaison connection via one staff person with the Asian American clubs/center for 78-79. MOTION APPROVED.

MOTION 78:36
April 10, 1978

(Silverman-Nix) Approve with regrets the resignation of Anita Hanson as coordinator of the Recreation area. MOTION APPROVED.

MOTION 78:37
April 10, 1978

(Silverman-Huser) To approve Denise Darab as acting coordinator of the Recreation area for spring quarter as per the recommendation of the Personnel interview committee. MOTION APPROVED.

MOTION 78:38
April 10, 1978

(Silverman-Jossart) To recommend to UBOG that the coffeehouse and disco forman programs in the Whole Coffeehouse facility be the exclusive domain of CUPC. MOTION APPROVED.

MOTION 78:39
May 1, 1978

(Silverman-Mische) To accept the revised financial program guidelines with the correction in section H reading "Any interest accrued from ~~long-term-reserves~~ investments...." MOTION APPROVED.

MOTION 78:40
May 15, 1978

(Silverman-Jossart) To approve the trip guidelines as distributed effective 5-15-78. MOTION APPROVED.

MOTION 78:41
May 15, 1978

(Mische-Silverman) To accept the recommendations of the Personnel selection committees for the following coordinators for CUPC for 1978-79; to recommend Scott Kennedy for President, be election; to authorize the Personnel selection committee with the approval of Exec to approve the recommendations of other area coordinators prior to May 22 for UBOG approval on May 22:

Hillary Saltzman - Gallery
Steve Dunphy, - VP, Finance
Denise Darab - Recreation
Scott Kennedy - President
Jim Cross - Trips & Outings

Mark Weber - Current Events
Nadira Somwaru - VP, Personnel
Linda Samels - Chicano Cultural
Affairs

MOTION APPROVED.

MOTION 78:42
May 22, 1978

(Darab-Weber) I move that the Coffman Union Program Council establish a committee to review the council's participation in Union Night and Homecoming activities and to prepare, not later than June 30, 1978 a report and recommendation of Council action. MOTION APPROVED.

MOTION 78:43
May 22, 1978

(Darab-Samels) I move that the Coffman Union Program Council allocate up to \$200 for the program "Sports and the American Indian" to be conducted during Welcome Week, 1978. MOTION APPROVED.

MOTION 78:44
May 22, 1978

(Dunphy-Darab) I move that the Coffman Union Program Council approve summer budget requests contingent on determination of financial status following submission of bookkeeping summaries on June 2, 1978. MOTION CARRIED.

MOTION 78:45
June 12, 1978

(Dunphy-Darab) To establish a summer program as noted explicitly herein, and to provide for a contingency fund of \$275.00 to be expensed as student interest dictates:

PE Film	100.00
Gallery	450.00
President	100.00
Personnel	<u>75.00</u>
	725.00

MOTION CARRIED.

MOTION 78:46
June 12, 1978

(Dunphy-Darab) That CUPC address the present deficit by utilizing our available bank balance and by withdrawing \$3883 from Long Term Reserves. MOTION CARRIED.

MOTION 78:47
June 12, 1978

(Dunphy-Darab) To replenish Long Term Reserves in the amount of \$4068 according to a formula to be determined by August 15. MOTION CARRIED.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
August 5, 1977

Present: Teri Mische, Jim Huser, Marlene Vernon, Nikki Vangsnes, Kathye Rosel, Barry Nix, Julie Gobell, Tim Hannasch, Rufus Simmons, Vanne Hayes, Mike Lazarow, Robin Silverman, Scott Kennedy

Kathye Rosel called the meeting to order at 8:35 a.m.

Orientation Welcome Week Program Plans

Kathye has met with Mary Knox and the program staff to discuss the possibilities for the September 25 evening program proposed by Orientation Office. Individual areas are planning to do the following programs: Whole - probably local variety entertainment; Contemporary Arts - strolling musicians and/or dancers; Gallery - will have exhibits installed and stay open in the evening mainly for recruitment; Current Events - a workshop on self-defense. Popular Entertainment has too many commitments in early Fall Quarter and would not be able to make another commitment at this time. Kathye will contact Mary Knox and give her the names of area coordinators to arrange for publicity and scheduling, as well as to determine the budget available.

There are some advantages to making this project an all-council event in that it will be easier to coordinate and schedule events without conflicts and it is better for the Council as a working group at the outset of the quarter.

MOTION 78:1 (Silverman/Mische) To make the Orientation Program on September 25 an all-council event. Motion carried.

Homecoming

General discussion about Homecoming opened. The date is October 15 for this year. Popular Entertainment already has "Network" booked for the TLH and Dexter Gordon is booked for three nights in the Whole Coffeehouse. The Great Hall is reserved for a dance, which will probably be a homecoming dance if the CUPC decides to work in cooperation with the Homecoming Committee. Robin will contact Skott Johnson who is the student coordinator for Homecoming, and Bernie will be in contact with Conrad Jones, SAC advisor to the Homecoming Committee, to determine possibilities of cooperative publicity, programs, etc. at an early date.

Union Night

Kathye called for a committee to discuss further a Union Night program for Fall Quarter, in conjunction with Homecoming, or as a separate CUPC program. Teri Mische, Mike Lazarow, Julie Gobell and Robin Silverman volunteered to be on the committee.

Office Assignments

The re-designed office space floor plan was circulated and discussed. It was noted that a change in the image of the office, i.e. moving the social activities to the front and work areas to the back and assessment of use/need of desks, shelves, cabinet files were priority items for consideration. Mike Lazarow, Barry Nix, Robin Silverman and Nikki Vangsnes will be on a committee to look at the proposed changes and present alternative designs at the next council meeting.

Recruitment - Activities Fair

The date for the Activities Fair this year is Wednesday, September 21, 10am-10pm. Tim and Marlene will be working on a third floor display case at the West End to include posters from each area and a variety of CUPC t-shirts. Please turn in 2 posters from your area for the display to Marlene by next week. Orientation begins Monday, August 8, and the display case is in a high visibility area. A permanent display in the kiosk of our brochure and logo will also be arranged. Ideas for the Activities Fair booth are welcome--so far a "give-away" item has been discussed, such as pencils with CUPC name, scratch pads, and peanuts. Perhaps areas with admission events could donate free tickets for hourly drawings. Suggestions for improving the image of the booth itself are welcome.

Current Events Thematic Programming Proposal

Current Events introduced proposal for WINTER QUARTER for thematic programming entitled "The Sixties". Nikki outlined possibilities for each area's programming as follows:

Current Events - all publicity, lecture series, drug culture, etc.

Popular Entertainment-film series

Gallery - photo exhibit of events on campus in 60's and creative arts developed during that period

Contemporary Arts - literature, book review series

Black Cultural Affairs - lecture and film series on civil rights

Whole/PE/CA - music of the 60's

Teri suggested that another program might be a 60's dance.

Discussion followed regarding the use of thematic programming the entire quarter, for one month of the quarter, how to decide on the themes, and what kind of timeline was necessary for long range planning with other campus departments.

Mike Lazarow added that this fall PE is doing a Women in Film series which will be introduced by Ellen Burstyn, and that any other area wishing to do some programs along the theme of feminist movement, ERA, etc. would be welcome.

The council will come back at the next meeting to look at thematic programming.

Minority Cultural Perspectives Emphasis

Kathye re-emphasized the goal of minority emphasis in all programming areas of the Council and would like to remind coordinators of the commitment. Barry would be happy to assist and make suggestions in development of ideas if your area needs help.

Brochure

There will be a survey sent out for suggestions/changes on the recruitment brochure for the September printing and distribution. Consider the cover, color, copy and artwork. Any changes in area insignias should be considered immediately. Please turn in changes in area copy by August 12; the committee will review and make presentation at next council meeting before brochure goes to the printer. Also consider a smaller recruitment flier and a more permanent-type information brochure which would be available for recruits who would like more details about individual areas.

CUPC Minutes
August 5, 1977
Page 3

ANNOUNCEMENTS

Current Events has a program on radioactive waste on Monday at 7 pm.

Black Cultural Affairs has two programs next week: Mixed Blook on Wednesday at 1:30 and Leadbelly on Thursday at 8 pm.

Calendar information for fall calendar is due on August 29.

Copy for Welcome Week issue of Daily is due August 12 (for proof) August 19 (no proof provided). Vanne will be out of town next week, so please discuss with others and decide if we would like to have a cut and save ad, etc.

The next CUPC meeting is Friday, August 19, 9 a.m.

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

RS by,
Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
September 2, 1977

Present: Jim Sleezer, Harold Iron Shield, Tim Hannasch, Vanne Hayes, Scott Kennedy, Charmagne Ehrenhaus, Robin Silverman, Kathye Rosel, Bernie Molitor, Marlene Vernon, Juan Hernandez, Nikki Vangsnes, Mike Lazarow

Kathye called the meeting to order at 9:15 a.m.

Orientation/Welcome Week

The programs for Orientation/Welcome Week were reviewed. Vanne reviewed the co-sponsorship agreement.

Calendar

Genetic engineering and Nuclear Reactors are important topics, however they are overshadowed by the color selection for the calendar. Rust on beige seems to be the choice.

Union Night

Kathye presented information on Union Night and commented on its appropriateness. Bernie discussed the scope from an historical perspective. Consensus indicated a desire to delay such an event until winter quarter.

Finance

Robin circulated financial report on Fall Quarter budget preparation, timeline, reserve replacement and annual budget guidelines. Budgets are due Friday, September 9 with formal approval Friday September 16.

Vanne stated the need for overiewing all areas projections for major programming so that money needs for all three quarters be put in perspective and requested consideration of Whole Coffeehouse fall efforts to alter their financial problems of last year.

If fee allocation for CUPC monies for the entire year is given in the Fall Quarter, the proposal to replace entire \$2700 in long term reserve was accepted. If the entire fee allocation is not received the recommendation was to give additional consideration to options before decision on which option to use.

Personnel Report

Particulars of Activities Fair will be presented at the September 16th meeting. CUPC brochure options were discussed.

CUPC Keys

Recommendation from Ms. Rosel was that the President's budget be used to fund the key deposit for CUPC coordinators and chairpersons.

MOTION 78:2 (Silverman/Vangsnes) To fund key deposits from the President's budget of CUPC for coordinators and chairpersons. Motion passed.

Meeting was adjourned at 10:30 a.m.

RS by various staff

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

September 16, 1977

Present: Kathye Rosel, Jim Huser, Bernie Molitor, Rufus Simmons, Robin Silverman, Charmagne Ehrenhaus, Nicola Vangsnes, Scott Kennedy, Marlene Vernon, Vanne Hayes

Kathye Rosel called the meeting to order at 9:10 a.m.

Twass the Night Before - Kathye requested an update of events planned for the evening of September 25. Current Events is scheduled to have a self-defense demonstration; the Whole is negotiating with performers; Gallery will be open and show the film "Why Man Creates" R/OC will offer a 1/2 price special; Contemporary Arts is featuring Ken Delap and the Ozone Dance Company; and Exec will be at a table for general CUPC information. Orientation will be paying for the ad placed in the DAILY featuring the aforementioned events. Vanne requested a student coordinator to assist in the coordination and monitoring of events taking place that evening to communicate with areas involved, be sure events are happening, and to get people to sign up for assisting. Kathye Rosel volunteered to assist Vanne.

Space Assignments - Kathye announced that new area office spaces are designated. Please move things from other area's offices carefully if there is no one available to vacate the office. Extra waste bins will be requested so that when you are moving, unnecessary items can be disposed.

Budget - Fall Quarter - Robin distributed a comprehensive fall quarter budget which requests 40-41% of the annual budget to be expensed this fall. There is a high level of programming being done across all areas this fall. A question was raised regarding the request for 50% of the annual budget for fall quarter rather than the 40% requested in previous years. Major considerations were the flexibility in programming during the quarter and investment of excess monies. Current events requested an extra \$1000 for a program bringing Ralph Nader to campus October 5 at Northrop Auditorium. The contract is \$2000 and CUPC would contribute \$1000 with funds being sought from SPSC, WBU, MPIRG, and Public Affairs. Northrop is donating the use of the auditorium. Rationale for holding the event at Northrop includes the excellent seating capacity, a central location for an MU event, and the Great Hall being too small in the past. The \$1000 would come from the CE annual budget allocation.

MOTION 78:3 (Vangsnes/Huser) To approve the Fall Quarter budget as distributed with the addition of \$1000 for the Ralph Nader program for Current Events. Motion approved.

Activities Fair - CUPC will have the same location as last year with the booth. Marlene requested assistance Tuesday evening for setup. A signup sheet for working the fair was circulated. Teri will post a signup sheet in CUPC office. Please wear CUPC t-shirts if possible to display the logo. We will have calendars and other publicity available including the brochure. There will be drawings for free tickets to CUPC events. Please indicate to Marlene or Teri events which you will provide tickets for. We will also have free peanuts.

MOTION 78:4 (???) To approve minutes from meeting of September 2. Motion approved.

ANNOUNCEMENTS

Next CUPC Meeting will be MONDAY, SEPTEMBER 26 at 3:15 pm.

The Daily contract for display ads is \$4.48 per inch. The contract price is \$3.71. The discount pays for the poster distribution employee. Budget all daily ads for \$4.48 (display). DEADLINE IS MONDAY, SEPTEMBER 19 Noon for ads to run MONDAY, SEPTEMBER 26. Problem ads are to be addressed to Vanne or Tim ---NOT TO THE DAILY. Use the equal opportunity statement on all ads. We are trying to get a revised version approved which would read "CUPC is an equal opportunity campus organization." All Daily ads must have the signature/initial of Vanne or Tim. Sue and Sheryl will be authorized to sign in the event that Vanne or Tim are not available.

Several areas had financial summaries returned for completion. Please return to Robin as soon as possible.

Personnel is considering a lineage contract for recruitment purposes in the Daily. The fifth day on an ad run for the week is free. Contact PERSONNEL if your area is interested in using this vehicle for recruitment.

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

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

September 26, 1977

Present: Mike Lazarow, Mitch Jossart, Julie Gobell, John Kannenberg, Kim Fieberger, Jim Sleezer, Anita Hanson, Robin Silverman, Juan Hernandez, Bernie Molitor, Kathye Rosel, Barry Nix, Charmagne Ehrenhaus, Vanne Hayes, Scott Kennedy, Nadira Somwaru, Teri Mische, Rufus Simmons, Jim Huser, Nikki Vangsnes

Kathye Rosel called the meeting to order at 3:20 p.m.

Kim Fieberger was introduced as a new recruit to CUPC and interested in PE and Personnel.

MOTION 78:5 (Nix/Mische) To approve the minutes of September 16 with the addition of names to MOTION 78:4 of Silverman and Vangsnes. Motion approved.

The agenda was changed: Homecoming presentation was postponed and Office Space Assignments inserted.

CUPC Meetings will be on Mondays 3:15. Please be on time so that time does not be wasted updating latecomers. Please, this year, give your attention to presentations being made so that we can minimize questions afterward.

Office Space - several changes were made today including the following: CE will be in the cubicle with T&O; PR and Publicity Distribution Employee will be together and the lounge furniture will be moved to the front of the office and a drafting table will be located in the back. If any problems arise, please direct feedback to Kathye during the quarter.

Keys - Requests for keys to the desk units will be delayed until meeting with reservations office to determine if the system is ready to implement. Keys to the CUPC office for coordinators and chairpersons will be paid for by CUPC. Get the deposit of \$2.50 from Sheryl and return the stub of the deposit card to her.

Calendar Update - Each area with programs happening this week announced the events and everyone needs assistance in implementing programs - CA especially needs crowd control workers for the Rock Ballet at Willey Hall on Sept 30 and October 1. PE Sign up for films is located at Sue's desk in 220.

Additions to the calendar include Ralph Nader program October 5 at noon at Northrop. Deletions include the Chicano Open House which is moved to 10/19. Also, the Gallery will be open Oct 2,3 from 7 to 10 for special open house.

Mini Courses - These short, informal non credit courses are open to CUPC card carrying members, UBOG and CMU employees at a 33% discount. The brochure and discount sheets were distributed. Mini Courses looks to CUPC for input on courses to offer, instructors, and suggestions. This quarter MC has an intern, Betty Daughton, who will assist Mary and Charmagne. (P.S. There are usually only 2 spaces in each class reserved for discount registrations.)

Office Equipment/Supplies Checkout - Supplies will be checked out at Sue's desk, including scissors, rubber cement, rulers, tape, blue pencils, etc. The President's budget for supplies is limited for each quarter so we must keep check on what goes in and out to students. We have experienced an increase in disappearing supplies and equipment in the last year, so please cooperate with the system and help us keep within budget.

UBOG Reps - CUPC has three representatives besides the President of CUPC. Nominations were opened and Robin Silverman, Mitch Jossart, and John Kannenberg (all returning from last year) nominated themselves for CUPC reps to UBOG. UBOG meetings are on Mondays twice a month at noon. Each person expressed interest in returning and for learning more from the UBOG/CUPC connection.

MOTION 78:6 (Mische/Hanson) To approve Robin Silverman, Mitch Jossart, and John Kannenberg as cupc representatives to UBOG for 77-78. Motion approved.

ANNOUNCEMENTS

Teri will distribute 10 membership cards to coordinators for their areas. Please distribute and if more are needed, let her know.

A list of new recruits from the Activities Fair was distributed. Please contact.

DAILY pickup for display will be at 1:00. Quick Print pickup is M,W,F 1-3 pm.

Sue and Sheryl are taking classes: Sue is gone 10:15-11 M-f, and Sheryl M,W,F 2:15-3. Please keep this in mind and help cooperate so that they can take advantage of this opportunity.

the EQUAL OPPORTUNITY statement must be included on all ads.

The ACU-I Regional Conference will be October 21-23. If anyone is interested, please submit a written application to Kathye. More info on conference will be distributed this week.

Robin asked that information for PO's and ER's be in early so that they get approved. They are done daily about 9:30 a.m. and Robin will get her hours posted soon for times she will be available to sign checks and po's.

Please use the purple form for poster proofing beginning immediately. This will help CUPC avoid misinformation and omissions on posters.

Graph paper in 8½x11 and 11x17 sizes is available from John or Vanne.

There will be a large number of cash bags used for events this weekend. If anyone has a question on how to fill out the forms or count the monies, please see Sheryl this week.

The drawing for the free tickets at the Activities Fair was done. Teri will contact winners.

Meeting was adjourned at 4:00.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

October 10, 1977

Present: Kathye Rosel, Bernie Molitor, Mitch Jossart, Mike Lazarow, Charmagne Ehrenhaus, Mark Weber, Mike Dosch, Jim Huser, Nicola Vangsnes, Denise Darab, Kristi Nordgaard, Anita Hanson, Harold Iron Shield, Scott Kennedy, Marlene Vernon, Barry Nix, Sally Crown, Vanne Hayes, John Kannenberg, Robin Silverman, Teri Mische

Absent: Julie Gobell (ex), Juan Hernandez

Kathye Rosel called the meeting to order at 3:20 pm.

Minutes were approved as distributed.

Introductions of new members and old were made.

Exec and Whole will meet Tuesday, October 11 8:00 a.m. to resolve conflict.

ACU-I REGIONAL- Conference will be held in Ames, Iowa October 21-23. CUPC has a budget of \$500 to send representatives. Please submit written request to Kathye by Friday October 14 if you wish to attend. There are four major sessions including student leadership, programming, leadership and marketing. Students attending will have to plan to miss Friday classes. Coordinators have first choice then chairpersons if there needs to be selection of representatives. Cost is approximately 75-100 dollars per person.

HOMEcomings - PE will be cosponsoring a dance Saturday, October 15 with Atlantis II performing. Need workers for shifts between 9 and 1 a.m. to sell tickets, artist relations, etc. There should be a display about CUPC also in the foyer of the Great Hall. CUPC publicity is announcing the Brunch in the Campus Club for \$3.00 11:30-1 pm.

OFFICE SPACE - A request is being made this week to move the lounge furniture in CUPC office. Scott requested that Typing area be moved due to the long distance phone use in the Whole and PE areas.

ANNOUNCEMENTS

Juan was approved by UBOG as coordinator of Chicano Cultural Affairs area.

PE needs assistance with films - sign up at Sue's desk.

Calendar forms were distributed and must be returned by OCTOBER 13.

This week's events were reviewed and announced for helpers and invitation to attend.

Please use work request forms and fill in date needed so that Sue and Sheryl can get to priority items as needed.

Thank yous from CE and PE for attendance and support for Nader and Burstyn programs respectively.

DAILY timelines are posted at Sue's desk for special Homecoming issue, etc.

Meeting was adjourned at 3:40.

RS by
Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

October 17, 1977

Present: Juan Hernandez, Mitch Jossart, Barry Nix, Mike Lazarow, Bernie Molitor, Kathye Rosel, Robin Silverman, Anita Hanson, Vanne Hayes Harold Iron Shield, Mike Dosch, Julie Gobell, Jim Sleezer, Sally Crown, Teri Mische

Absent: Nikki Vangsnes (ex), Marlene Vernon (ex), Scott Kennedy (ex), Jim Huser (ex), John Kannenberg

Kathye Rosel called the meeting to order at 3:21 p.m.

MOTION 78:7 (Silverman/Jossart) To approve the minutes of October 10.
Motion approved.

ACU-I CONFERENCE

Applications for conference will be reviewed at the 8 am Executive meeting on Tuesday, October 18.

MOTION 78:8 (Silverman/Mische) To approve Exec's privelege to review conference applications and determine who will attend conference.
Motion approved.

WHOLE/EXEC

A summary of the Exec/Whole meeting were distributed and reviewed. Kathye encouraged people to meet with Whole and Exec members if they had questions. The following program will be implemented to clarify expectations and to prevent future problems.

- a) John Kannenberg will chair a committee which will develop guidelines regarding announcements at programs. Mike Lazarow and Mike Dosch volunteered for the committee. Teri or Robin will also serve on the committee. Comments, suggestions, opinions should be given to John.
- b) Exec will provide an overview of how policies are usually formulated so that the Council can more effectively formulate policies.
- c) An exercise designed to clarify the roles of Exec and programmers is being designed.

Bernie has a set of guidelines from Texas which may prove useful. The guidelines may be checked out.

COORDINATOR INTERVIEW

Sally Crown will be interviewed for Coordinator of Trips and Outings on Wednesday, October 19 at 1:15 p.m. in 220.

COMP POLICY

Public Relations is developing a series of statements regarding comps. The number of comps available and distribution of comps are being reviewed. The guidelines will be brought to Council for review and discussion. Vanne suggested that both revenue and non-revenue producing areas forward suggestions to PR.

PARTY

A Halloween Party at the Whole is being planned for Friday, October 28. All are invited, especially new recruits.

WORKSHOP SURVEY

Dona distributed a survey with possible workshop/retreat topics. The survey was completed and returned. Dona will present the results at the next council meeting.

ANNOUNCEMENTS

Kathye - Congrats on the fabulous Homecoming weekend.

Sally - complimented Mary on the Mini Course display.

Bernie - Distributed summer reports. He noted the changes on page 6. There is a new distinction between program and events, and core members and ad hoc members.

Barry - Noted that the jazz programs offered by CUPC are very forward looking and positive.

Juan - Where are the keys? Bernie will have more info next Monday.

Robin - Financial summaries will be due soon.

Mike - Needs help at films.

Anita - Willie Mosconi will be here November 10 in R/OC.

Meeting was adjourned at 4 p.m.

Submitted by CDE who will not take minutes any more.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

October 24, 1977

Present: Dona Siefkes, Julie Gobell, Charmagne Ehrenhaus, Jim Sleezer, Bernie Molitor, Barry Nix, Kathye Rosel, Robin Silverman, Juan Hernandez, Harold Iron Shield, Mark Weber, Anita Hanson, Marlene Vernon, Mitch Jossart, Mike Lazarow, John Kannenberg, Sally Crown, Teri Mische, Nikki Vangsnes, Jim Huser, Vanne Hayes, Chad Hart

Absent: Scott Kennedy (ex)

Kathye Rosel called the meeting to order at 3:23 p.m.

Minutes from October 17 were approved with the correction that John Kannenberg was in attendance.

MOTION 78:8 (Mische/Gobell) To approve Sally Crown as the coordinator of Trips and Outings as recommended by the interview committee. Motion approved.

Personnel

A list of more new recruits was distributed by Teri.

Dona distributed the results of the Student Development Survey. A retreat will be held November 2 at 5:00 p.m. Topics of discussion will be recruitment and volunteer motivation (top 2 priorities on survey). Discussion followed on opening up workshops to SOAC organizations. Several CUPC people expressed the desire to have workshops only for CUPC, or perhaps select appropriate topics which would be of interest to other organizations, such as "campus resources", and include other organizations. Coordination with SAC staff will be researched. Dona would like to see more chairpersons and committee members able to attend workshops. Coordinators must get the word around. Marlene suggested using the bulletinboard by the CUPC mailboxes as announcement board for more effective committee communication.

Finance

Robin announced that financial summaries will be due by Friday October 28 at noon in the planning summary box in Sheryl's office. She will compile the report over the weekend and present the results at next CUPC meeting. Schedule is to do financial summaries 2-3 times per quarter. Robin did a presentation on how to complete the financial summary forms. Please refer questions to your advisor, Robin or Bernie.

Area Reports - Kathye distributed time schedule for area reports and requested that these be verbal rather than written. Please include information on recruitment, problems, changes, etc. rather than a list of events for the area.

Conference

Mark Weber presented several ideas he found interesting from the conference including further promotion and development of the logo; a billboard for promotion of designs for posters and events; using a special "12" logo for noon activities; a non-competitive mixer called "Playfair"; and use of program surveys to see what student interests and gripes are.

Harold was elected District 2 Student Rep and was instrumental in promoting minority programming at the conference. He also learned about parliamentary procedure and grant writing.

Juan expressed concern for low priority on Student Development Survey for "racism-classism" category. There are more minority students on campus each quarter and he would like to see a stronger emphasis on minority programming in all areas of CUPC.

Vanase is the Region X representative for the Committee on Minority Programs. Please forward suggestions and priorities to her.

Native American Committee Proposal

Harold read a proposal requesting that CUPC re-allocate the balance of funds in the ACU-I conference budget for members of the Native American committee to attend the Indian Awareness Week in South Dakota. The monies (approximately \$125) would be used solely for the rental of a University vehicle October 28-30. The committee currently has approximately 17 members, 13 active. About 6-10 persons would be attending the event.

MOTION 78:9 (Iron Shield/Vangnes) To allocate \$125 for members of the Native American committee to attend the Indian Awareness Week programs October 28-30. Motion approved.

Calendar Update - Charmagne will be implementing the update each monday. This is a time to include additional information, changes in programs, new programs and info for free publicity for the next two weeks. We will be using the calendar information forms for the update also. These are available in the CUPC forms drawer or from Sue.

Cash Bags - Sheryl did a workshop on how to handle ticket cash bags at paid admission events. Please pass info on to committee people. Copies of procedures are available from Sheryl.

ANNOUNCEMENTS

John - Need poster distribution people for Comstock and Sanford. If you know of anyone, please let John know.

Nikki - Thanks the Whole for co-sponsoring Marv Davidov program which was very successful. The co-sponsorship idea works very well.

- Would also like to remind people that she will be proposing the "Sixties" thematic programming effort for Winter Quarter at the next meeting.

Mike - Need ushers for this weekend, especially for the midnight movie, "Andy Warhol's Bad".

Teri - The info center needs more information on the blue cards regarding Whole and Films. (Sue will use info gathered on calendar info sheets).

Whole Halloween Party is Friday at 7 pm. It's potluck. Please rsvp in 220 and sign up for whatever you'd like to bring.

Barry introduced Chad Hart, newest BCA member.

The meeting was adjourned at 4:25 p.m.

Rs by
Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

October 31, 1977

Present: Harold Iron Shield, Anita Hanson, Juan Hernandez, Charmagne Ehrenhaus Nicola Vangsnes, Mitch Jossart, Michael Dosch, Scott Kennedy, Julie Gobell, Kathye Rosel, Robin Silverman, Jim Sleezer, Rufus Simmons, Jim Huser, John Kannenberg, Bernie Molitor, Marlene Vernon

Absent: Barry Nix (ex), Teri Mische (ex), Sally Crown (ex), Vanne Hayes (ex)

Kathye Rosel called the meeting to order at 3:24 p.m.

Minutes from October 24 were approved as distributed.

Since a number of CUPC members were not present, Kathye asked Juan if it would be alright to postpone his workshop on minority cultural programming across all council areas. Juan agreed and will present at next meeting.

Finance - Robin was not able to report since a number of the financial summaries were not submitted. Please turn them in immediately.

Personnel - The retreat is set for November 2 for CUPC in the Colonnade. Please sign up by Tuesday noon. Topic is Motivation, Recruitment and Retention of volunteers.

Current Events- Nikki reported that the area is doing well, and in comparison with the last two years of programming, CE has doubled the attendance for the dollars spent. There has been good council cooperation with all programs and support in cosponsored programs. The area needs recruits. No progress has been made on the Asian American Committee, although the area had thought about doing a week long program rather than a few smaller programs to attract a larger audience. Charmagne is meeting with some people from the Asian American Student Center tomorrow.

Cancellation of Meetings - Kathye requested input on whether to cancel meetings when a number of members cannot attend or business agenda items are not prepared to be presented. Discussion followed and concensus was to let Kathye know by 3:30 Friday afternoon if you will not be able to attend. Also we will try to substitute agenda items if necessary. Kathye or coordinators may initiate additions to agenda or substitutions.

Native American Cultural Affairs Report - Harold discussed the background of his involvement in furthering the experience and understanding of Native Americans to the campus community. One of his priorities in the area is Indian music. The concert November 7 represents this effort to bring a variety of musical forms to the public. Three NACA committee members attended the Indian Week conference at South Dakota last weekend. Members learned about other activities in Native American programs, especially Indian women and their role in society. Harold intends to bring resources to campus to help eliminate the stereotypes which have hurt the Indian community, such as historical films, Indian educators, to create a more positive attitude in the university community.

ANNOUNCEMENTS

Harold will submit a planning summary for additional funds for NACA letterhead. Marlene reminded council that council stationery does exist and is available.

Contemporary Arts and the English department will cosponsor Jeremy Rothenberg on November 14; he has done many translations of Native American poetry.

Calendars will be distributed to dorms on Wednesday.

The meeting was adjourned at 4:10 pm.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

November 14, 1977

Present: John Kannenberg, Dona Siefkes, Jim Sleezer, Mark Weber, Anita Hanson
Julie Gobell, Kathye Rosel, Robin Silverman, Jim Huser, Mitch Jossart,
Rufus Simmons, Vanne Hayes, Barry Nix, Marlene Vernon, Bernie Molitor,
Jodi Schneider, Nicola Vangsnes, Teri Mische, Sally Crown, Scott
Kennedy, Harold Iron Shield

Guest: Patty Whitcomb

Absent: Juan Hernandez (ex)

Kathye called the meeting to order at 3:20 pm.

Minutes were approved with the correction that Teri Mische was excused from the
November 7 meeting.

BY LAW CHANGE PROPOSAL

The council requires two weeks' notice for by-law changes. Any additions made
to the distributed changes would require another two-week delay. Deletions can
be made within the two week period, however. Jim explained the various changes
which will be on the agenda for the last CUPC meeting for approval this quarter.

WINTER QUARTER PROGRAM PROPOSAL

Nikki will meet with committee persons regarding plans and forward to Exec.
for discussion at next meeting.

NEW BUSINESS

Thanksgiving Dinner - funds are being sought for a dinner for those CUPCers
who would like a place for Thanksgiving Dinner. A signup in 220 will be posted
to determine interest. Turkey and pie would be provided; potluck for trimmings.

Reservations Workshop- Patty made the following suggestions to improve on
problem areas with regard to Reservations in CMU:

1. Read the House policies (new revision should be distributed soon)
This tells about which rooms can be reserved and when; only
Bert has the authority to make exceptions to house policy for
special programs.
2. Know what times, beginning and ending for your programs before
coming to make reservations. Use green reservation forms when
possible to assist in timing. Patty sends back the confirmed
green form.
3. Cancel room reservations as soon as possible to avoid late
cancellation charges (7 days for TLH, Great Hall and Miss. Rm)
4. Holds on rooms must be confirmed as soon as possible to avoid
setup problems and to make the most space available to organiza-
tions if CUPC is not planning to use them.
5. Get setup information to Reservations one week before programs
because arrangements must be made for employees with Communications
Media and custodial setup.

6. If you have a special request, such as moving cases, etc., please notify as soon as possible in advance.
7. Remember to get food permits, alcohol exemption permits and sales permits as necessary.
8. A staff person must sign a reservations form for use of the TLH, Great Hall, and Mississippi Room.
9. Rooms are unlocked 15 minutes before program unless otherwise requested. Rooms are locked after program. If you are planning to leave early, notify night manager to lock room.
10. AV equipment is brought to the room by the building page.

AREA REPORTS

Trips and Outings - now has a committee of eight persons and has ski trip to Canada and BWCA planned for the end of this quarter. The committee is developing interest areas for winter quarter programs.

Gallery - Jim explained that the concept of the gallery committee is to be an ancillary service to the student gallery staff; expand programming beyond exhibit shows; and to assist the student staff in installation and public relations. Jim hopes that the committee can establish a precedence on what to do, collect information, and develop film programs for future gallery committees to build on. There are now 4 committee members working on film, public relations, the related arts gallery and special projects. Jim has three goals especially for the committee to pursue: 1) film programming, 2) improvement of publicity and public relations, and 3) a special project of a juried sculpture show from artists in Minnesota which involves writing grant requests and seeking matching funds.

Whole - defer report until Nov 21 meeting.

ANNOUNCEMENTS

Donna - Thank you for retreat attendance and response. She distributed a copy of feedback on brainstorming sessions for recruitment and retention.

Teri - has membership cards available for committee people; please see her if your area needs some. Current membership lists and meeting time and place info sheets were distributed. Please turn in to Teri by Tuesday.

Robin - distributed financial timeline sheet.

Harold - has accepted a position in Ohio and the area is seeking a new coordinator.

Nikki - will be resigning as CE coordinator. Will submit letter to council.

Meeting was adjourned at 4:05 pm.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

November 21, 1977

Present: Kathye Rosel, Nikki Vangsens, Robin Silverman, Teri Mische, Jim Huser, Charles Webber, Bernie Molitor, Anita Hanson, Jim Sleezer, Barry Nix, Dona Siefkes, Vanne Hayes, Juan Hernandez, Harold Iron Shield, Ng Chung On, Julie Gobell, Mike Lazarow, Pat Pheifer, Curt McNamara, Sally Crown, Marlene Vernon, John Kannenberg

Absent: Scott Kennedy

Kathye Rosel called the meeting to order at 3:16 p.m.

Minutes were approved as distributed.

Current Events

A meeting was held to plan the thematic programming focusing on the 60's and to discuss responsibility for coordination and financial planning. It was decided that CE would not contribute as large a sum as previously indicated for publicity, but would use those funds for more CE programming. Each area should plan 60's programs in addition to their other programs for winter quarter if they wish to participate. If this is to be an all council event, each area contributes in programs or help in some other area's program planning and implementation. Each area will decide its own programs.

Most areas have already begun planning events to work into the 60's theme. Robin reminded people that there are no extra monies available; that funds for this event would come from each area's winter quarter budget allocation.

MOTION 78:10 (Vangsnes/Silverman) I move that the CUPC adopt a 60's theme for winter quarter programming; that the 60's programming be an all council event; that Barry Nix chair a coordinating committee which would consist of a representative from public relations, finance, current events and a staff advisor; that individual areas be responsible for planning, financing and executing the 60's programs, that standard publicity designs reflecting the 60's theme be used by all areas. Motion approved.

Proxy

Kathye called for additions to the changes in by-laws which were submitted last week. None were brought up, so the Council will vote at the next meeting on by-law changes.

Finance

Summaries are due Tuesday, November 22. Please return the form with your area's comments on how to replace the fall quarter deficit and long term reserve deficit from last spring. Finance will make a recommendation for Council at the next meeting. The area's use of profits was brought up. The policy at present is to look at the area in total at the end of a quarter. If there is profit across the entire area's programming, then 25% can be requested for use -- profit from a particular program in the area cannot be used unless the entire area budget for the quarter reflects a profit.

Personnel

Teri announced several dates to mark on calendars for Personnel events in the coming months:

Tuesday, Dec 6	CUPC/CMU Student Holiday Party 4-6:30 (tentative)
Saturday, Dec 10	CUPC Holiday Party at Sheryl's (honoring Nikki, Harold and Mike)
Friday, Jan 6	CUPC Open House (Bring a new recruit)
February 18	Retreat (tentative)
Thursday, May 18	Recognition Dinner

Please return the area recruitment/meeting sheets to Teri as soon as possible.

NEW BUSINESS

Student Staff Partnership - Kathye reported that the process has begun and will be looking for input on guidelines in the near future.

Public Relations

Affirmative Action - The use of the affirmative action statement was questioned by Nikki. The use of the statement was reviewed by John and Vanne and a compromise was drawn up stating that "CUPC is an equal opportunity student organization." CUPC has used a similar statement in the past, but now would use only on series publicity, recruitment brochure and calendar publicity.

MOTION 78:11 (Kannenberg/Silverman) I move that we adopt an affirmative action statement for use in all recruitment ads and recruitment brochure as well as the calendar and weekly events ad, posters and brochures for series events; and that the statement should read: "CUPC is an equal opportunity student organization." Motion approved. 1 abstention.

Program Presentation - Announcement at all CUPC events including that the area is part of CUPC will be mandatory. There are several reasons for this including the obligation to students paying fees to support CUPC, recruitment of volunteers, and promotion of CUPC. This is only for verbal announcements.

MOTION 78:12 (Kannenberg/Silverman) All program areas of CUPC have an obligation to the fee paying students who attend CUPC events. The following items must be included in any statement made at each event sponsored by CUPC: 1) the area is part of CUPC; 2) CUPC is a student volunteer organization receiving student fee money; 3) where CUPC is located (for recruits). Motion approved.

Calendar - info is due Wed, Nov 23. Use a separate form for each date. These will be used to proof the calendar. Include photographs for highlights.

Program Sampling Form - PR has a chairperson to select programs for evaluation for each area. Areas may request evaluation of specific programs also. This person will distribute, collect and report to CUPC. This will assure some standard control measures in use of the forms. Full scale use of the form will begin winter quarter.

Area Reports

Due to time factor, Kathye requested to defer reports to next meeting.

ANNOUNCEMENTS

Julie requested a show of hands and feedback on programming on Ash Wednesday for CA film program winter quarter. From past experience, this day has been no problem for other areas.

Julie needs help getting the Baroque Music Series posters out.

Marlene has comp tickets to the benefit film showing of "Turning Point".

Meeting was adjourned at 4:30 p.m.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

November 28, 1977

Present: Jim Sleezer, Kathye Rosel, Nikki Vangsnes, Robin Silverman, Juan Hernandez, Julie Gobell, Mitch Jossart, Bernie Molitor, Barry Nix, Charmagne Ehrenhaus, Teri Mische, Anita Hanson, Mike Lazarow, John Kannenberg, Jim Huser, Rufus Simmons

Absent: Scott Kennedy, Sally Crown, Harold Iron Shield

Kathye called the meeting to order at 3:23 p.m.

Minutes were not available for distribution and will be approved at next meeting.

Finance - Robin distributed the all-council report for review. Recreation, Popular Entertainment, Black Cultural Affairs and Native American Cultural Affairs are projected at substantial losses this quarter. Robin compiled recommendations for covering losses, including the following: absorb losses of minority areas only in keeping with CUPC goal of promoting minority participation in CUPC and other areas would absorb their own losses; absorb all losses; absorb no losses - each area would be responsible for own loss; ask for voluntary cuts in area budgets; absorb a percentage of losses across the board or minority areas only. Robin will look for resolution of replacing long term reserves by winter quarter. Exec will also be looking at the number of experimental programs with regard to personnel and funds available winter quarter so as not to be on the short side spring quarter.

Personnel - Needs recruitment sheets from PE, Whole, Chicano Cultural Affairs and Native American Cultural Affairs. Teri distributed invitations to the Holiday party on Dec 10. Retreat date will be changed and the open house will be on Saturday or Sunday. Tuesday December 6 will be the building student employee and CUPC holiday party from 3-6 in the Ski U Mah lounge on First Floor. Suggestions on food and entertainment should be directed to Teri or Marlene.

Area reports

BCA - Irv Williams Dance was not financially successful, but was an excellent program concept. The area has four active members and is working on getting publicity for programs out earlier.

PE - New film chairperson is Ben Martin, who has been working with Mitch and Mike on procedures and implementing program in the recent weeks. The area is going to do more midnite movies winter quarter and continue the midweek series concept similar to Women in Film series.

CE - There are three active committee members to date. All programs have gone well and the area needs a coordinator for winter and spring quarters.

CA - A new program format in the Ski U Mah Lounge is being tested in the Baroque Music Series on Tuesdays 12-2. Julie was disappointed in attendance for the theatre production of The Maids but was pleased with publicity and performance. Wednesday Walk In series will be held winter quarter at noon instead of late afternoon for a better audience.

Recreation - The backgammon tournament and Willie Mosconi's appearance have been two successful programs for the area this quarter. The area is preparing for the winter quarter ACU-I tournaments which will be hosted here.

NEW BUSINESS

MOTION 78:13 (Mische/Nix) I recommend that the Native American Cultural Affairs area name be changed to Native American Cultural Program to be phased in gradually as soon as possible on all new printed materials. Motion approved. 1 abstention.

ANNOUNCEMENTS

John - needs photos and highlights today for calendar. Front page photo will be selected after all photos are submitted.

Barry - announced meeting for 60's theme planning to be held Wednesday at 1:00 in the conference room in 220. Sign up on the easel.

Julie - will place a sign up sheet in 220 for workers to usher for the Meredith Monk Dance Residency December 13-18. If you'll be around during break, the area would appreciate your assistance.

The meeting was adjourned at 4:08 p.m.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

December 5, 1977

Present: Kathye Rosel, Mitch Jossart, Ben Martin, Mike Lazarow, Anita Hanson
Sally Crown, David Grindheim, Marlene Vernon, Barry Nix, Juan
Hernandez, Charmagne Ehrenhaus, Teri Mische, Julie Gobell, Robin
Silverman, Scott Kennedy

Absent: Nikki Vangsnes (ex), Jim Huser (ex), Harold Iron Shield (ex),
Jim Sleezer, John Kannenberg

Kathye Rosel called the meeting to order at 3:22 p.m.

Minutes for the November 21 and 28 meetings were approved as distributed.

PROXY

Kathye distributed copies of the revisions of by-laws. Robin suggested deletion of the phrase "shall not occur in more than one academic quarter" in the changes suggested for Article VI, Section 3 because they were redundant.

MOTION 78:14 (Silverman/Jossart) To approve the proposed by-law changes as submitted with the deletion of "shall not occur in more than one academic quarter" from Article VI, Section 3. Motion approved.

New Members

Ben Martin, the new film chairperson, was introduced by outgoing film chair, Mike Lazarow. Ben has been working with Mitch and Mike for the last part of the quarter to learn the ropes of the film program.

David Grindheim, working with public relations, was also in attendance. He is working with John on PR and recently assisted with the Morris Wilson and Robin & Linda Williams posters.

Coordinator Resignation

Kathye read the resignation letter from Harold Iron Shield to Council, and asked for a motion to approve.

MOTION 78:15 (Silverman/Mische) To approve the resignation of Harold Iron Shield as coordinator of Native American Cultural Program. Motion approved.

FINANCE

Robin recommended approval of the Winter Quarter budget with the following stipulations:

1. All funds will be approved as submitted but certain funds will be encumbered until complete information about the program is made available to exec in an "updated" planning summary on how funds will be spent. Exec will then review the summary for details and completeness.

2. The major concert in PE will be encumbered but will require full council approval when details are available.
3. Encumbered funds are guaranteed for each area and will not be used to fund deficits from other areas unless an area itself so chooses.

Robin went through the proposed printed budget and announced programs for which funds would be encumbered.

Operating Reserve

The \$3000 operating reserve from fall quarter has not been spent. There exists a \$3200 area deficit however, to replace before spring quarter. There are several options available including use of fall quarter current operating reserve for the deficit and then cutting winter budgets to provide a winter quarter operating reserve; or dealing with winter and fall deficits at a later date. To defer problem resolution until a later date could possibly jeopardize spring quarter budgets if winter quarter projections are not met.

Robin suggested meeting very early winter quarter for resolution on fall quarter deficit. Each area should consider what monies they plan to spend spring quarter in planning for winter quarter and replacement of deficit from fall.

Several questions were raised including the risk factors during winter quarter which are uncontrollable (weather).- Vanne asked if the profits made fall quarter were figured into the deficit, and if there weren't some areas which planned not to use the entire annual allocation through spring quarter.

MOTION 78: 16 (Mische/Jossart) -To approve the winter quarter budget as proposed with the condition that a review of fall quarter deficit and decisions on changes in winter quarter budget be made by January 9 meeting of CUPC. Motion approved.

Robin explained that this procedure of encumbering funds until more details were available was a combination of old and new procedures in that the use of the funds must be made explicit on the backs of planning summaries and until artists are booked and ticket prices determined, funds would be held for future review of summaries.

MOTION 78: 17 (Silverman/Mische) To amend the winter quarter budget as proposed to include an omission from the Contemporary Arts budget in the amount of \$400 for Music of the 60's program and Music (to be determined) program. These funds will be encumbered until further details are provided to exec. This would change the winter quarter percentage to 40% and fall and winter combined percentage to 68% of annual budget. Motion approved.

MOTION 78:18 (Silverman/Jossart) To create in the near future, guidelines relating to the rationale of programs to be implemented by the end of winter quarter. Motion approved.

The reasons for investigating rationale include accountability to fee paying students and internal awareness of focus in CUPC. Mitch, Anita and Julie volunteered for the committee and more volunteers will be called for at the first meeting of winter quarter.

MOTION 78:19 (Silverman/Jossart) By May 15, 1978, review the method of projecting attendance for CUPC programs. Motion approved.

Robin requested review of methods for projecting admission events. In the past, the 60% figure for attendance has been used. She would like to see if this is still accurate and write up some guidelines for new coordinators. Volunteers for a committee will be called for the first meeting of winter quarter.

MOTION 78:20 (Silverman/Kennedy) To investigate ways that CUPC spends funds on publicity, promo and supply budgets in all areas, with goal of looking for cutting costs and sharing resources. Motion not approved.

Public relations is looking into cost/benefit analysis of publicity (posters, etc) and storage and sharing of materials among areas.

MOTION 78:20 (Silverman/Gobell) To investigate alternative funding sources. Motion approved.

Robin will be looking for a committee at the beginning of winter quarter to look into grants, foundations and more cosponsorships. In order to continue the level of programming currently produced by CUPC, alternative funding will be necessary in the future.

MOTION 78:21 (Silverman/Nix) To do a cost/benefit study of programming in CUPC. Motion approved. 1 abstention.

Robin wants to look at community needs in relation to determining CUPC goals.

Personnel

December 6 is CMU student employee/CUPC holiday party.

December 10 is holiday party at Sheryl's.

New recruit list was distributed.

Dance a thon is Jan 13-15. Two CUPC people will be participating.

Area Reports

Kathye requested reports be deferred until first meeting of winter quarter.

Society in Transition

MOTION 78:22 (Nix/Hernandez) To recommend that the official title of winter quarter all council program be SOCIETY IN TRANSITION

The United States 1963-1973

All publicity for the programs in this series must include the above title. PR will design a standard banner to be used in publicity.

Each of the 10 programming areas should contribute \$5.00 to PR. The money will be used to design and print an all-council poster

CUPC Minutes
December 5, 1977
Page 4

for the series. With an amendment that PR submit a planning summary for a budget number and areas transfer the money to that number.
Motion approved.

ANNOUNCEMENTS

Turn in gray forms for 60's publicity to be done over break by 4:30 today.

CA needs ushers for Meredit Monk, especially on the 16,17,18.

Meeting was adjourned at 4:35 p.m.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

January 9, 1978

Present: Dona Siefkes, Bernie Molitor, Kathye Rosel, Robin Silverman, Teri Mische, Charmagne Ehrenhaus, Sally Crown, Mitch Jossart, John Kannenberg, Rufus Simmons, Denise Darat, Julie Gobell, Barry Nix, Vanne Hayes, Marlene Vernon, Jim Sleezer, Juan Hernandez

Absent: Jim Huser, Anita Hanson

Guest: Liz Miller, CMU Info Rep

Kathye called the meeting to order at 3:25 p.m.

Minutes from the last meeting of fall quarter were approved as distributed with the correction of an excused absence for John Kannenberg.

OLD BUSINESS

Personnel - An open house is being planned for early this quarter. Members were asked if January 13 would be a good date; response was very negative. Plans are to have the open house as a "bring a friend" type event for new recruits and to attend the Whole Concert afterwards.

There will be a party in the Whole for CUPC, CMU staff and Media on February 17 similar to the one held fall quarter.

Retreat is set for Sunday February 5. Dona is checking into locations.

60's Program Update - The poster banner for 11 x 17 is prepared on an acetate overlay sheet for use on posters for events in the 60's program. Barry circulated a sheet to get an idea of what events were included in the program from each area. Woodstock film is the first program of the series.

Finance - Coordinators were reminded of list of encumbered funds for this quarter. New planning summaries must be submitted to exec to update info on these programs. Get them in as soon as possible for exec to review.

MOTION 78:23 (Mische/Gobell) To amend Motion 78:16 from meeting of December 5 to make decisions on changes in winter budget by January 31.
Motion approved.

NEW BUSINESS

Chicago Trip Proposal - PE, BCA, CA and T&O submitted a program proposal for trip, accommodations, and tickets to 2 plays for February 17-19. The areas sponsoring the event would absorb any loss if the trip were cancelled.

MOTION 78:24 (Nix/Crown) To approve the Chicago Theater Weekend proposal monies as presented. Motion approved.

Yearbook Proposal - Kathye reported that she had been approached by a salesperson regarding CUPC sponsorship of a senior yearbook. They would use our name, CUPC would provide space in building and a computerized list of names for the company to contact. Members were asked to show hands for interest in the project. There was a lack of enthusiasm, especially after Jim indicated previous problems encountered by the Board of Publications. Kathye will not pursue the project.

CUPC Minutes
January 9, 1978
Page 2

Student Staff Partnership: An extended Exec meeting will be held in the next few weeks to plan an agenda for the remainder of the year. Please submit a list of prioritized goals for your area and other ideas to Kathye immediately.

ANNOUNCEMENTS

Mini Course registration is until Wednesday, January 11. CUPC members get a 50% discount.

UBOG must approve the proxy issue which the Council voted and approved last meeting. The UBOG will meet in two weeks. CUPC will act according to approved proxy procedure. Let Kathye know in advance since it requires Council approval.

UBOG has approved three budgets to be submitted to the fees committee; the status quo, status quo less inflation, and a budget reduced by \$300,000 were submitted. To achieve these cuts, the building may need to close M-F at 5:00 and Saturday and Sunday. Kathye assured CUPC that other options would be investigated before cutting these hours so as not to jeopardize CUPC programming completely.

Meeting was adjourned at 4:05 pm.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

January 16, 1978

Present: Robin Silverman, Kathye Rosel, Teri Mische, Jim Sleezer, Julie Gobell, Scott Kennedy, Marlene Vernon, Charmagne Ehrenhaus, Barry Nix, Sally Dahlstrom, Donna Siefkes, Jim Huser, Rufus Simmons

Absent: Mitch Jossart, Anita Hanson (ex), John Kannenberg (ex), Juan Hernandez (ex), Sally Crown, Bernie Molitor, Vanne Hayes

Kathye Rosel called the meeting to order at 3:27 p.m.

Minutes from the last meeting were approved as distributed.

Finance - Encumbered funds from areas have been released with several exceptions. Please see Robin if you have questions on how to update summaries. The Whole has requested \$150-\$200 in the updated versions of planning summaries, which they plan to balance with the Woody Shaw Concert. Finance requested more information on that concert because it is a Monday night and a high income projection. Scott will forward to Robin as soon as possible. Exec will be meeting soon to compile financial guidelines and reasons for encumbering funds.

Society in Transition Update - Several programs in the series are happening this week and next including Alice Walker poetry reading and Diane Wakoski poetry symposium.

Chicago Trip - 37 people have signed up and the trip is a go. A waiting list is being taken for extra persons.

NEW BUSINESS

Calendar - Information forms were distributed and are due WEDNESDAY.

Humphrey Tribute - Charmagne requested a motion for a program to be held on Wednesday at Northrop with Miles Lord, James Lord, Skip Humphrey and Robert Short in tribute to Humphrey. Fliers were made to distribute to classes and all coordinators were requested to distribute.

MOTION 78:25 (Mische/Nix) To approve a fund transfer of \$400 from Popular Entertainment Noon Concerts to Current Events to fund a Tribute to Humphrey at noon at Northrop on January 18. Motion approved.

Keys - Sheryl has keys to all area desks and cabinets in room 230. Coordinators may check these out beginning Tuesday morning. Since the keys are checked out to Sheryl, no deposit will be required, however the coordinators are responsible for the use and return of the keys to Sheryl when they terminate their position with the council. Please use the keys as several items have been stolen in the past few weeks and security is very difficult to maintain in the area during the day.

Personnel - Teri requested coordinators to write a short description of their positions to be turned in at end of meeting or as soon as possible thereafter for use in future preparation for a brochure on CUPC and for recruitment.

ANNOUNCEMENTS

The Gallery will be doing a special program Thursday at noon with dancers interacting with the wood sculptures in Gallery 1.

Meeting was adjourned at 3:50 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

January 23, 1978

Present: Denise Darab, Mitch Jossart, Teri Mische, Dona Siefkes, Bernie Molitor, Kathye Rosel, Jim Sleezer, Robin Silverman, Dawn Richardson, Kristi Nordgaard, Julie Gobell, Vanne Hayes, Juan Hernandez, Rufus Simmons, Marlene Vernon

Absent: Sally Crown (ex), Anita Hanson (ex), John Kannenberg (ex), Charmagne Ehrenhaus, Scott Kennedy, Jim Huser, Barry Nix

Kathye Rosel called the meeting to order at 3:25 p.m.

Minutes from the January 16 meeting were approved as distributed. Robin read a list of the encumbered funds which were released at the last meeting. This list is in the winter quarter planning summary book.

Finance - The Whole submitted a planning summary for a concert February 20, a Monday evening with Woody Shaw. Scott submitted a note indicating the rationale behind the program including adequate volunteers available because the Whole is closed that weekend, low cost of artist, artist is releasing new album and record company promotion should be available, artist is a good draw jazz figure. Projected attendance is 250 @ \$4 (although the Whole expects a sell out and option for second show). If projected attendance is met, the program is breakeven. The same target audience as Dexter Gordon and Sonny Rollins programs is expected to show. Robin questioned approval of funds in light of replacing reserves and the fact that the Whole is not doing as well as projected this quarter thus far.

MOTION 78:26 (Silverman/Mische) To add the Woody Shaw program as presented in the planning summary to the winter quarter budget. Motion approved.

The Humphrey tribute was postponed due to circumstances concerning the participants being emotionally exhausted at the time. CUPC hopes to re-schedule within the next month.

Personnel - Area name signs will be put up on the bulletin boards of each area this week. New recruit list was distributed to boxes last week. Please contact recruits and invite to programs or area meetings. Teri is working on recruitment ads and ideas or suggestions are welcome. Native American Cultural Program has an applicant for the coordinator position. An interview will be setup for next week.

The CUPC Winter Retreat is set for Sunday, February 5, 11am-5 pm. CUPC members present voted for the Marquette Inn in downtown Minneapolis instead of the Thunderbird. Cost at both locations would be \$4-\$6 per person with meeting rooms free. Brunch will be 11-12 with 2 one and a half hour workshop sessions following. Topic of discussion will be Achievement Assessment and Student/Staff Partnership. Sign up on the easel in 220 by February 1. Chairpersons and Committee People are welcome.

Student Staff Partnership

Kathye introduced the topic to CUPC members. Exec and staff have been working on this project for some time and would like to turn it over to CUPC members.

In working in the organization, students have some common problems. Kathye explained the need to look at the role of students and staff and need to identify individual needs as person, as well as the impact of the learning experience which has emphasized production and skills acquisition to date. We'd like to improve group process and relationships with other people with this project as well. Bernie focused on the staff role as educator, the impact on the university community, student needs assessment and improving the partnership between students and staff. At this point CUPC members need to be involved for further development of the project.

A Mission Statement was distributed which was compiled from an assortment of 15-17 documents from other organizations. The purpose of the statement is not as a recruitment or public relations piece, but rather to give an outsider an idea of "why we're here" and to keep CUPC members on target with the "reason for being". At the December 5 meeting, a committee of Julie, Vanne and Mitch was set up to further clarify and make suggestions for changes in the statement. Other CUPC members who wish to work on the statement should contact the core committee. The statement gives CUPC some common ground from which to work and part of the initiative effort came from the financial accountability to the campus community.

To implement the project, the staff is investigating Learning Contracts which would clarify the working relationship between students and staff; strengthen and clarify the benefits expected from the organization-- skills acquisition, program output, human development and work styles. Learning contracts outside of the academic scene are rare. A computer search has been run and staff will be looking at some of the references to investigate other organizations using learning contracts. It would be similar to independent study contracts but not as task oriented; rather more human/personal development oriented.

An instrument being used to assess staff influence on student development is Chickering's Vectors of Development. These dimensions of development are integral in college experience. CUPC would like to come up with a survey on skills and degree of achievement in each for assessing development along the lines of Chickering's vectors. Timeline set for mission statement and questionnaire is by the end of the next two weeks.

Exec Goals - Kathye distributed the area goals for exec for the remainder of the year to keep CUPC members up to date on progress. Budgets, student/staff project and recruitment top the list.

Program Sampling - Kristi Nordgaard, working with several CUPC areas, is in charge of the distribution and collection of program sampling forms which were printed last quarter. The survey collects information on opinion of event as well as audience composition and publicity. A procedures sheet was given to each coordinator on how to use the forms. Assistance is available from PR if needed. Areas should return the form listing events to be surveyed by Friday to Kristi's box in CUPC office. Surveys should be used for unusual, experimental or new programs. Several members asked why the phone and room number for

CUPC were not included on the form. Kristi commented that these could be added at the next printing. Please announce at program the use of the forms and location of CUPC since the survey has potential recruitment possibilities. Kristi will report to area coordinator the results of surveys and keep a central file of surveys. There is also the possibility of pre-program sampling such as for the Woody Shaw concert for potential audiences.

Annual Goals - will be discussed next week in light of time crunch.

ANNOUNCEMENTS

Posters in SOAC and other building bulletin boards must be stamped before posting them.

"The Go-Between" and "Malcolm X" are Society in Transition programs this week.

Desk keys are available for coordinators from Sheryl.

Meeting was adjourned at 4:35 p.m.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

January 30, 1978

Present: Denise Darab, Mitch Jossart, Charmagne Ehrenhaus, Sally Crown, Jim Huser, Marlene Vernon, Julie Gobell, Bernie Molitor, Kristi Nordgaard, Mark Larson, Juan Hernandez, Rafael Esparza, Kathye Rosel, Robin Silverman, Ruth White, Teri Mische, Vanne Hayes, Rufus Simmons

Absent: Barry Nix (ex), Anita Hanson (ex), John Kannenberg (ex)

Kathye Rosel called the meeting to order at 3:20 p.m.

Minutes of January 23 meeting were approved as distributed.

Council members introduced new committee people, Rafael Esparza in Chicano Cultural Affairs and new recruit Ruth White.

Coordinator Approval

MOTION 78: 27 (Mische/Hernandez) To recommend approval of Diane Lonetree as new coordinator of Native American Cultural Program area.
Motion approved.

Student Staff Development - Coordinators not present at the last meeting should review meeting minutes for update on student staff partnership. Bernie presented an assessment tool for human development which includes leadership and program skills. This tool should help assess how well we've done and where we are going. Turn in by Wednesday in the box in 220. Marlene distributed another assessment tool on human development which will assess where student is on various components in human development and help set goals for year. Please make comments where possible as to what facilitated or impeded development. See your advisor for clarification.

Program Sampling - Please get forms in to Kristi; only 2 areas have responded and she would like to get the process going for this quarter. Boxes will be procured for collection of forms.

Personnel - Teri distributed the recruitment timeline for new coordinator recruitment and interviewing/selection process. Please provide Teri with information if you know of someone interested in coordinator position so Personnel can focus efforts on areas needing recruitment assistance.

The retreat is Sunday, February 5 at the Marquette Inn. Please check the easel in 220 for transportation possibilities. Also, the Whole is scheduling a building-wide party for Friday, February 17.

Goal Formulation - Robin distributed forms for input on 78-79 building goals requesting input for improvements and new ideas. Turn in to the Planning Summary box in 220 by FEBRUARY 6. This is another attempt at more student/staff involvement in CMU goal formulation.

CUPC Minutes
January 30, 1978
Page 2

Society in Transition:- Areas are doing programs independently. A reverse banner for Daily ads has been designed and is in use. Angela Davis has been scheduled for February 11 at 8 pm at Northrop. The program will be free and open to the public. BCA and CE will cosponsor the program. Programs in the series have been well attended.

Budget Timeline - Robin will distribute a timeline to coordinator/staff boxes this week. Financial summaries are due WEDNESDAY, FEBRUARY 8. Spring budgets are due FEBRUARY 27.

Quarterly Report - Bernie distributed the Fall Quarter Program Activities Report. The text contains input from both students and staff. Page 10 statistics indicate CUPC's best quarter in attendance ever, especially the Whole, Contemporary Arts and the Gallery attendance figures. The Minority Cultural areas also show good attendance. Mini Course, Artcraft Studio and Recreation/Outings Center reports are included.

ANNOUNCEMENTS

Daily pickup times: Classified 12 noon; Display 1:00 each day.
Quick Print pickup and delivery is between 1 and 3 on Monday, Wednesday & Friday.

Food Service Liaison Committee did a survey at film program last week on interest in having the Deli open. The deli will be open on trial basis from 6:30-10:30 (approx) on Friday and Saturday.

Meeting was adjourned at 4:15 p.m.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

Present: Dona Siefkes, Charmagne Ehrenhaus, Bernie Molitor, Robin Silverman, Julie Gobell, Kathye Rosel, Teri Mische, Barry Nix, Mitch Jossart, Vanne Hayes, Denise Darab, Jim Sleezer, Jim Huser

Absent: Sally Crown (ex), Anita Hanson (Ex), John Kannenberg (ex), Juan Hernandez, Diane Lonetree, Scott Kennedy, Marlene Vernon

Kathye Rosel called the meeting to order at 3:30 p.m.

Personnel - Please turn in revised area descriptions for recruitment by this Thursday to Teri.

Minutes from the last meeting were approved as distributed.

Kathye has a letter from Harold Iron Shield available for CUPC members to read.

Finance - NACP submitted a program proposal for a program to be cosponsored with the American Indian Student Association on March 4. The program will be a speaker Reuben Snake and film program. The program is an outreach program for parents and students.

MOTION 78:28 (Nix/Gobell) To approve NACP encumbered funds for March 4 program. Motion approved.

Due to high number of coordinators absent from meeting, Learning Contracts, Budget and Mission Statement were deferred to next week's meeting.

Spring budgets are still due FEBRUARY 27.

Charmagne distributed evaluations for the calendar to be returned to John's box.

Meeting was adjourned at 3:45 p.m.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

February 20, 1978

Present: Vanne Hayes, Terri Mische, Denise Darab, Julie Gobell, Rafael Esparza, Jim Sleezer, Bernie Molitor, Jim Huser, Robin Silverman, Kathye Rosel, Mitch Jossart, Sally Crown, Marlene Vernon, Scott Kennedy, Rufus Simmons

Absent: Barry Nix, Anita Hanson (ex), John Kannenberg (ex), Juan Herandez

Kathye Rosel called the meeting to order at 3:20 p.m.

Minutes from the last meeting were approved as distributed.

Learning Contract - Kathye began a discussion of the strategy for implementing a learning contract in CUPC. She covered the concept as a means to an end, to improve the organization. A Learning contract was defined as a reciprocal agreement designed by students and staff for a more effective partnership.

The philosophic and pragmatic considerations for implementing a learning contract were covered including defining our identity and purpose, meeting individual needs, and effective assessment and evaluation of the partnership; as well as better specificity, less conflict and more independent study credits.

The learning contract will also cover PROGRAM SKILLS as a major part of the contract covered in the training and development guide handbooks. It will give individuals a chance to prioritize skills acquisition.

LEADERSHIP SKILLS will also be included, especially focusing on dialogue and trust between students and staff.

PROGRAM SUPPORT section of contract will include clarifying exec area roles in connection with programming areas, and their interdependency.

HUMAN DEVELOPMENT (STUDENT) - focuses on the personal individual's needs, values and meeting person's needs.

HUMAN DEVELOPMENT (STAFF) - aspect of contract will focus on stronger student-staff linkage, staff learning the skills to teach students and enhancement of professional experience.

The contract will also evaluate specific area goals in the PROGRAM OBJECTIVE section. This will be drawn from PPBS document and MBO objectives.

PARTNERSHIP WORKSTYLE section of contract includes the day to day working of students/staff to reduce frustration and conflict; determine the level of commitment of each student, and to avoid potential conflicts in areas of sharing responsibility.

MOTION 78:29 (Silverman/Mische) To accept the concept of a learning contract and complete a working model by the end of this year to be implemented next year with the next Council. Motion approved.

Some comments on the acceptance of the learning contract concept which were expressed by council members at the meeting included:

- increase motivation and commitment especially with academic credit
- document progress over time-- a record of what a person has done, as well as expedite continuity in personnel changes.
- since levels of commitment vary, it will maintain a certain degree of specifics throughout areas.
- should reduce or at least identify obstacles to volunteerism.

Mission Statement - Since there was virtually no more student input, Julie listed a number of items to be included:

- relationship of parent organization - UBOG and MUCB
- definition of citizenship
- diversity of expression
- adjusting to student needs
- preparation for occupation - career development
- leadership
- serve university community
- student fee funded

She will bring a draft of the statement to the next meeting for comments.

Budgets - Robin reviewed CUPC financial status. There is 28% of fee allocation left for spring quarter which is within 1% of past allocations. Finance recommends a \$1200 current operating reserve to be taken off the top of spring allocation.

Personnel - Teri is sending the faculty and staff letters out this week.

ANNOUNCEMENTS

The audit is done for 76-77 and available for perusal.

The Chicago trip and Whole party were both very successful.

The meeting was adjourned at 4:35 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

February 27, 1978

Present: Kathye Rosel, Robin Silverman, Teri Mische, Scott Kennedy, Denise Darab, Jim Sleezer, Barry Nix, Diane Lonetree, Charmagne Ehrenhaus, Marlene Vernon, Sally Crown, Mitch Jossart, Vanne Hayes, Jim Huser, Bernie Molitor, Dona Siefkes

Absent: Anita Hanson (ex), Julie Gobell (ex), John Kannenberg (ex), Juan Hernandez

Kathye Rosel called the meeting to order at 3:25 p.m.

Minutes from the last meeting were approved as distributed.

Budget Update - Robin reviewed the planning summaries for each area; BCA, PE PR and NACP summaries are not in yet. Budget requests total \$14,938.50; areas will have to cut approximately \$2000. Robin mentioned support of a union night or Campus Carni. Response was low on sponsoring such events with high level of programming scheduled for spring and in light of budget cuts. Dona will attend Carni meeting to determine further possible participation of CUPC.

Personnel- Interview procedures were distributed. Applications are available for coordinators. If coordinators are planning to return, let Teri know as soon as possible. Potential coordinators should meet with area coordinator and advisor for general background on CUPC and the selected area; for background on the learning contract and student/staff partnership concept. This will help interviewee prepare for the interview. Each area will have a sheet describing the area, coordinators' description and goals of the area to better inform the interviewee of expectations.

Interview Format - Dona distributed a packet of information regarding interview procedure which will help clarify the interview committee's purpose and procedure when interviewing for coordinators. CUPC will recommend to UBOG the new slate of officers recommended by the interview committee and UBOG approves them.

Mission Statement - Vanne read the revised form of the mission statement (see attached) and asked for changes. The attached is final version.

MOTION 78:30 (Silverman/Mische) To adopt the CUPC Mission Statement as presented. Motion approved.

New Business

Coordinator Resignation - Juan Hernandez has submitted a letter of resignation due to family illnesses as Coordinator of Chicano Cultural Affairs.

MOTION 78:31 (Silverman/Jossart) To accept with regrets and thanks for service to CUPC, the resignation of Juan Hernandez as coordinator of Chicano Cultural Affairs area of CUPC. Motion approved.

An exit interview will be arranged by Kathye.

ANNOUNCEMENTS

Bernie, Vanne and Mitch will be attending a Homecoming planning committee meeting. Advisors have calendar information sheets to be turned in by WEDNESDAY. There will be only one calendar spring quarter.

Meeting was adjourned at 4:30 p.m.
RS by Sheryl

COFFMAN UNION PROGRAM COUNCIL

MISSION STATEMENT

The Coffman Union Program Council, a committee of the Coffman Union Board of Governors, endeavors through student/staff partnership to provide service to the campus and community through a broad format of social, educational, recreational, and cultural programming. The Coffman Union Program Council is further committed to:

responsibly manage the student fees it receives for programming

keep attuned to the needs of students, staff, and faculty in providing programs

offer students leadership opportunities to learn experientially in planning and producing programs

provide for diversity of expression and exploration of ideas

provide for its members maximum opportunity for strengthening competencies in interpersonal communication, self-awareness, leadership, and group participation

reflect through its membership the cultural and economic diversity of our society and to foster understanding and appreciation of our cultural differences

aid students in realizing his/her potential in avocational and educational goals

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

March 6, 1978

Present: Kathye Rosel, Robin Silverman, Julie Gobell, Charmagne Ehrenhaus, Denise Darab, Diane Lonetree, Mitch Jossart, Jim Sleezer, Rufus Simmons, Scott Kennedy, Dona Siefkes, Teri Mische

Absent: Vanne Hayes, Marlene Vernon, John Kannenberg (ex), Anita Hanson (ex), Barry Nix, Jim Huser (ex), Sally Crown (ex)

Kathye Rosel called the meeting to order at 3:20 p.m.

Minutes from the February 27 meeting were approved as distributed.

Budgets - Robin reviewed the proposed budget cuts of \$3400. Areas will have option to cut monies from programs other than those suggested by finance area.

MOTION 78:32 (Silverman/Mische) To accept the spring budget with dollar amount cuts proposed. Areas will decide from where to cut funds for their own area. Motion approved.

Discussion of budget cuts included rationale of programs, rationale of cuts and consequences of cutting portions of programs on the program as a whole. Discussion of spending funds for the frisbees for the tournament focused on use of funds being appropriate, saleability of frisbees, and incentive to draw students to program.

Robin also listed those programs whose funds are encumbered until further information is provided to Exec. They are:

- Gallery - all summaries except Materials and Equipment
- Trips & Outings - Theatre Trip
- Asian American - Contingency
- Popular Entertainment - major concert
- BCA - contingency
- CCA - all
- Whole - 2 undefined concerts and general publicity
- NACP - all funds
- PR - all funds

Exec has asked Vanne to prepare PR planning summaries for Spring Quarter as the coordinator has failed to do so. Jim asked that some of the funds for the NY Trip be released for advertising to poll interest on campus. Robin said a description of use of funds would be sufficient to release funds. Be sure to check that summaries are filled in on both sides; in many cases this is the reason for encumbering funds. Cuts and adjustments on planning summaries must be in by MONDAY MARCH 13.

Annual Budget Guidelines - Robin distributed guidelines for annual budgets for 78-79 which reflect a 4% increase from this year's budget in keeping with the Fees Committee guidelines for supply and expense budget increases. These amounts do not reflect an operating reserve. The question of evaluating CUPC's priorities and re-evaluation of areas was raised, since the budgets reflect status quo emphasis along financial guidelines. Exec clarified purpose of status quo by stating that track records to date, personnel, possibilities of increased co-sponsorships, and student input through advisors were all taken into account.

Question was raised as to possibility of doing a Union Night in Fall Quarter and skimming off a number of dollars from the total budget to fund such a program.

MOTION 78:33 (Silverman/Gobell) To proceed and support a Union Night for Fall Quarter 1978. Motion approved.

Questions were raised as to new personnel who would be spending these funds; consensus was that funds could be re-allocated fall quarter if the new council did not want to do a Union Night, but that the support of this council would be important to proceed with the concept.

Timeline for Annual Budgets is March 16 due date. The earliest date to look at possible redistribution would be spring quarter. Please submit your budgets and attach concerns and questions for review.

Coordinator Resignation - Julie Gobell distributed a letter of resignation as she is graduating at the end of Winter Quarter.

MOTION 78:34 (Silverman/Darab) To accept Julie Gobell's resignation as coordinator of Contemporary Arts as of March 17, 1978 with thanks and wishes for luck in the future. Motion approved.

Asian American Committee - Charmagne reviewed the background of the Asian American Committee, stemming from the Minority Cultural Perspectives area and as a committee of Current Events for the current year. Charmagne reported learning much about the community, the definition of an Asian American, and the role of the international students in current programming, and historical problems between various ethnic groups, and no common ground between the various groups. At present, the most active Asian Americans are the international students; Current Events is co-sponsoring with each club (i.e. Hong Kong Club/CUPC symposium in the spring and a Hong Kong Gallery exhibit). Charmagne would like CUPC to review and discuss the role of Asian American Committee; should it continue in CE? should it be made a coordinator position; should it be eliminated? should it have liaison status with a staff person? does the need exist for a committee? Charmagne recommends one staff person as liaison to keep the information of activities visible and to assist in maintaining contacts for co-sponsorships.

MOTION 78:35 (Silverman/Jossart) To maintain a liaison connection via one staff person with the Asian American clubs/center for 78-79. Motion approved.

Campus Carni - Dona reported on her attendance at the Carni meeting last week. She said the committee would like to change its image from the past years and to involve more support from other organizations on campus; to build a better rapport with the campus.

Recreation would like to participate in Campus Carni with the bocce ball tournament. They feel it would be a good effort for recruitment and build the council image. Carni is April 13-15 and participants must be registered by March 15. The council members expressed concern with the past sexist programming done by carnì and would not want the council associated with such as well as concern for use of students fees for charity fund raising.

Recreation could program with Carni without all-council approval, however recreation would like council support, especially in personnel, since the area is small and would need area support.

At this point a quorum no longer existed at the meeting, so no motion was made to support Recreation at Campus Carni. The financial and philosophical questions raised remain a problem in reaching a decision. Kathye reminded council members that the question of participation in Carni was raised in January and that more long range planning should be done to avoid such situations as occurred today.

ANNOUNCEMENTS

Next CUPC meeting will be Monday, March 27.

Meeting was adjourned at 4:50 pm

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

March 27, 1978

Present: Kathye Rosel, Robin Silverman, Bernie Molitor, Denise Darab, Mitch Jossart, Charmagne Ehrenhaus, Rufus Simmons, Terri Mische, Jila Nikpay, Barry Nix, Vanne Hayes, Diane Lonetree, Marlene Vernon

Absent: Sally Crown (ex), Scott Kennedy (ex), John Kannenberg

Kathye Rosel called the meeting to order at 3:24 p.m. A quorum was not present so minutes from the last meeting will be approved at the next meeting.

Jila Nikpay was introduced. She is applying for Gallery Coordinator.

Summer Budgets - Robin asked students and staff to discuss programming for summer and to see who would be around this summer to form the summer committee of CUPC. Summer budgets will be due end of April.

Recruitment - Terri asked that each area forward an assessment of coordinator and general membership needs to her by WEDNESDAY March 29. An interview for Denise in Recreation will be held 1:15 Wednesday.

Student Staff Partnership/Learning Contract - CUPC will begin to implement the learning contract at the end of April and will get a draft to Council within the month.

Finance Policies - Bernie and Robin will be working on recommendations for deficit spending and reserve replacement as well as annual budget in the next two weeks. Bookkeeping timeline for spring will be out soon - two summaries will be done spring quarter to facilitate new coordinators' training.

Master Calendaring - CUPC is up for scheduling rooms in CMU on the master calendar program April 21. Rooms must be scheduled for 78-79 at that time. Areas are asked to plan for rooms for next year's programs and are reminded that rooms reserved by master calendar require confirmation/cancellation within seven days (late room cancellation charge for Great Hall, TLH, and Mississippi Room is \$20.00).

ANNOUNCEMENTS

Mini Course registration begins Wednesday. CUPC members are eligible for 50% discount on most courses.

The meeting was adjourned at 3:32 p.m.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

April 3, 1978

Present: Denise Darab, Bernie Molitor, Marlene Vernon, Kathye Rosel, Robin Silverman, Terri Mische, Vanne Hayes, Scott Kennedy, Sally Crown, Charmagne Ehrenhaus, Mark Weber, Jim Sleezer, Jim Huser, Barry Nix, Mitch Jossart, Rufus Simmons

Absent: Diane Lonetree, John Kannenberg (ex)

Kathye Rosel called the meeting to order at 3:24 p.m. Two new members were introduced: Mark Weber, applicant for CE coordinator; Hillary, applicant for Gallery coordinator.

Minutes from the meetings of March 6 and 27 were approved as distributed.

Personnel - Terri distributed membership roster forms which are to be filled in a returned to her by Wednesday. Include name and address of members; this list will be used for Recognition Dinner invitations. Persons eligible to attend the dinner are those who have had some working connection with CUPC during the past year. Please also list person's involvement with CUPC on the forms. Building personnel will be invited to the party and not to the recognition portion of the event.

New Recruit Roster - Marlene reviewed a new system for contacting and maintaining touch with new recruits which was proposed by Sue to keep in touch with new people and to maintain mailing addresses for each area's recruits.

Retreat - an update will be reported next week. Be sure to include a recruitment line on ads to attract target audience.

Brochure - Don't Read this brochure will be reprinted in new colors this quarter.

Master Calendar - Staff will be meeting Thursday to begin first look at space requirements for 78-79. See your adviser for input on rooms your area would like scheduled. The Whole will be on the master calendar system again this year, however a more expanded use of the facility by CUPC and Mini Courses has been proposed to protect the image of the Whole and provide for expanded cosponsorships in CUPC using the area.

Fri, Sat, Sun - Whole Coffeehouse Music; 7 per quarter

Alternative weekends - disco

Mon, Tues - Mini Course use for games, disco dance, music related courses.

Thurs - Whole technical and training sessions

Wed, Sun - poetry, experimental music

Fri noon - noon concerts

M-F until 4 pm - open study area

Encumbered Funds - Robin reviewed encumbered funds list and asked that all planning summaries be completed by Friday so Finance may release funds.

ANNOUNCEMENTS

Meeting to plan New York theatre trip on Wednesday 3:15 conference room. All coordinators interested are invited to attend.

CBS is running a program on the 5 pm news "Blacks in America". Coordinators are encouraged to watch.

Gallery has two openings tonite and Laura Dean dance performance is Thursday.

Meeting was adjourned at 3:50 pm

RS by Sheryl

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Minutes of the Coffman Union Program Council

April 10, 1978

Present: Bernie Molitor, Kathye Rosel, Robin Silverman, Jim Sleezer, Charmagne Ehrenhaus, Mark Weber, Marlene Vernon, Hillary Saltzman, Jim Huser, Vanne Hayes, Barry Nix, Denise Darab, Rufus Simmons, Mitch Jossart

Absent: Terri Mische (ex), John Kannenberg (ex), Diane Lonetree (ex), Scott Kennedy

The meeting was called to order at 3:32 p.m.

Minutes from the April 3 meeting were approved as distributed.

Personnel - Marlene gave an update on recognition dinner plans: confirm ride on Jubilee for May 18 on the St. Croix. Most area membership lists are in; if your area's is not, get it in as soon as possible! Please list those persons who should be invited to the restaurant for the recognition portion of the evening. Lowell Inn and Brick Alley are being considered for dinner.

The retreat for the new council will be held on the evening of Tues, May 9 or Wed, May 10. A meeting at 11 am Wednesday April 12 is open for interested persons.

Please sign up on the easel for interviews.

Acting Coordinator/Resignation -

MOTION 78: 36 (Silverman/Nix) Approve with regrets the resignation of Anita Hanson as coordinator of the Recreation area. Motion approved.

MOTION 78: 37 (Silverman/Huser) To approve Denise Darab as acting coordinator of the Recreation area for spring quarter as per the recommendation of the Personnel interview committee. Motion approved.

Master Calendar - area pieces are due to Sheryl by Tuesday morning. A master sheet of reservations indicating conflicts will be available by Friday.

Finance - Robin distributed the 77 summer budget. Please review and use as guidelines for this summer's budget. CUPC will have approximately the same amount of funds available. Summer budgets will be due by the end of this month.

Whole - Master Calendar - Vanne asked for a motion to send to UBOG for formal approval of the proposal for use of the Whole Coffeehouse reviewed last week.

MOTION 78:38 (Silverman/Jossart) To recommend to UBOG that the coffeehouse and disco format programs in the Whole Coffeehouse facility be the exclusive domain of CUPC. Motion approved.

The meeting was adjourned at 3:45 p.m.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

April 17, 1978

Present: Denise Darab, Jim Sleezer, Diane Lonetree, Mitch Jossart, Barry Nix, Kathye Rosel, Robin Silverman, Teri Mische, Vanne Hayes, Hillary Saltzman, Bernie Molitor, Mark Weber, Linda Samuels, Marlene Vernon

Absent: Sally Crown (ex), Jim Huser (ex), John Kannenberg (ex)

Kathye called the meeting to order at 3:22 p.m.

Minutes from the April 10 meeting stand approved as distributed.

Personnel: The interview for Mark Weber will be held Tuesday at 11:15 p.m. Teri has not received membership lists for Recognition Dinner from the Whole, PE and BCA.

May Day: Contemporary Arts needs assistance with setting up May Day program especially between 8-10 a.m. as well as people to help with changeover of artists. A signup was circulated and will be at Sue's desk also.

Trip Policy - deferred until April 24. Exec will work on a specific trip policy for the trip planned this quarter and will draw up a general policy at a later date.

Bookkeeping: Due April 28.

Whole Policy - deferred until next meeting.

Program Sampling - There is no system in effect at this time. If you wish to sample a program, see Sheryl for the forms.

ANNOUNCEMENTS

The Whole has a busy schedule and could use volunteers and help; concerts are schedule for April 21, 22, 23, 26, 27, 28, 29.

Meeting was adjourned at 3:35 p.m.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

April 24, 1978

Present: Jim Sleezer, Diane Lonetree, Bernie Molitor, Kathye Rosel, Robin Silverman, Hillary Saltzman, Mark Weber, Charmagne Ehrenhaus, Teri Mische, Denise Darab, Rufus Simmons, Scott Kennedy

Absent: Jim Huser (ex), Sally Crown (ex), Barry Nix (ex)

Kathye Rosel called the meeting to order at 3:30 p.m.

Minutes were approved as distributed.

Personnel - Retreat information was distributed. Next meeting is Wednesday, 11 a.m.. Please forward suggestions and comments. Applications for coordinators are due this next week. Recognition dinner will be at Lowell Inn and on the Jubilee. Program will be kept to one hour at the dinner. A tape of disco, jazz, etc will be provided on the boat.

New York Trip - Policy for persons accompanying this trip will be one person who has worked on the trip in making arrangements. 5% of cost will be added on the cost to cover this person's trip. A general policy will be made by the end of the quarter.

Homecoming - CUPC will need to make a decision on support for Homecoming for next year in the next few weeks. Meeting is on May 3. Recommendations thus far include more student involvement and alumni funding for programs.

Financial Guidelines - Robin distributed guidelines for deficit spending. Suggestions/comments were solicited. Following items were brought out:

Long term reserves should be used for programs other than major concert programming - define dollar amount.

Set priorities for use of profit: offset deficit, reserves, etc.

Profit determined at end of quarter, not by individual program basis.

Define more clearly 25% profit to area; 100% all-council profit, etc.

Use of encumbered funds

Deletion of current operating reserve - fairness to areas which use it least often.

Setting parameters for all-council events.

Marlene commended Robin and Bernie on well-done document.

ANNOUNCEMENTS

Presidential timeline for CUPC: May 8 written statements to Old and New Council
May 15 verbal statements and voting
May 22 turnover to new council

Signups for May Day and Sun Day are in 220. Please help.

Meeting was adjourned at 4:35 p.m.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

May 1, 1978

Present: Mitch Jossart, Vanne Hayes, Robin Silverman, Denise Darab, Mark Weber, Rufus Simmons, Charmagne Ehrenhaus, Barry Nix, Kathye Rosel, Teri Mische, Bernie Molitor, Scott Kennedy, Hillary Saltzman, Marlene Vernon, Diane Lonetree

Absent: Sally Crown, John Kannenberg (ex), Jim Huser (ex)

Kathye Rosel called the meeting to order at 3:20 p.m.

Minutes from the last meeting were approved as distributed.

Personnel - The interview committees will recommend Denise Darab-Recreation, Hillary Saltzman-Gallery, and Mark Weber-Current Events for 1978-79 coordinators in CUPC. Another interview sheet for next week was circulated. Recognition Dinner will not be at Lowell Inn. Retreat is Sunday, May 7 at the Colony Inn.

Finance-Robin distributed second draft of financial guidelines and reviewed with council. Clarify encumbered fund use: encumber entire program's funds, not dollars left in budget when program is completed. Contingency funds will be forfeited if the area is in a deficit situation at the end of the quarter. Guidelines will permit areas to submit planning summaries up to a year in advance.

MOTION 78:39 (Silverman/Mische) To accept the revised financial program guidelines with the correction in section H reading "Any interest accrued from long-term-reserves investments...."
Motion approved.

Summer budgets will be approved at the next meeting. The film program will charge \$1.00 for films to help offset costs, rather than 50¢.

New York Trip-cancelled due to lack of interest.

Homecoming - a lengthy discussion of CUPC's involvement in the fall Homecoming activities included comments from all coordinators and staff which will be compiled as an all-council statement to be sent to the Homecoming Committee regarding our involvement in the fall event. Comments included non-support of the King/Queen event; presentation by CUPC of the "other side" of Homecoming as an educational program; hesitation by some members to be involved because of past poor experience in the Homecoming committee's follow through on commitment; combine tradition and new innovative ideas for involvement of more than just Greek student/alumni community for the event; request for accountability and dispensation of funds regarding button sales; CUPC's role in publicity.

ANNOUNCEMENTS

Bowling team won the national championship.

Sun Day Energy Fair is Wednesday.

Denise and Diane should see Teri regarding interviews.

Meeting was adjourned at 4:30 pm.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

May 8, 1978

Present: Kathye Rosel, Robin Silverman, Terri Mische, Hillary Saltzman, Linda Samels, Denise Darab, James Cross, Jim Sleezer, Rufus Simmons, Steve Dunphy, Mark Weber, Mitch Jossart, Vanne Hayes, Scott Kennedy, Nadira Somwaru, Marlene Vernon

Absent: John Kannenberg (ex), Bernie Molitor (ex), Barry Nix, Jim Huser, Sally Crown, Diane Lonetree

Kathye called the meeting to order at 3:20 p.m
Minutes from the last meeting were approved as distributed.

Personnel - Terri distributed information regarding the order of presentation at the recognition dinner. Each area will have 3-5 minutes; program will be formal, with gag gifts presented on the Jubilee.

Bookkeeping - Robin distributed the all-council summary, noting that there were "a few" mistakes but generally looked good. Projected net is only slightly over budgeted net if summaries are accurate. The operating reserve, rebate monies and interest from investment will help balance at the end of the year. PE is doing very well this quarter. BCA will not do any spring programs, and use funds only for recruitment.

Presidential Platforms - Scott Kennedy's statement to the council was distributed. Don Meyers has withdrawn from the running. Questions will be put to Scott at the next meeting.

ANNOUNCEMENTS

Robin announced that UBOG had approved 15-20 bike spaces to be located on the loading dock at CMU. More information will be distributed later regarding keys, etc.

Recognition Dinner is Thursday, May 18. RSVP by Friday, May 12.

Meeting was adjourned at 3:35 p.m.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

May 15, 1978

Present: Mark Weber, Robin Silverman, Kathye Rosel, Jim Huser, Nadira Sonwaru, Scott Kennedy, Barry Nix, Vanne Hayes, Bernie Molitor, Denise Darab, Steve Dunphy, Marlene Vernon, Hillary Saltzman, Linda Samels, Charmagne Ehrenhaus, Mitch Jossart, Jim Cross, Jim Sleezer, Rufus Simmons, Diane Lonetree

Absent: Sally Crown, John Kannenberg (ex)

Kathye Rosel called the meeting to order at 3:22 p.m.
The minutes from May 8 were approved as distributed.

Personnel - Recognition Dinner is Thursday, sign up for rides in 220. Certificates are available from Sheryl for committee members.

Trip Guidelines - Jim Sleezer distributed copies of a proposed trip guideline outlining circumstances under which students and staff would be allowed to participate at a reduced cost; that would be "no more than five percent should be added to the cost of a trip in order to subsidize participation by committee members and staff."

MOTION 78:40 (Silverman/Jossart) To approve the trip guidelines as distributed effective 5-15-78. Motion approved.

Robin expressed concern that a more detailed policy be written during the next year on how many times each person can attend, costs, and cosponsorship of the trips.

Presidential Election - CUPC. - Kathye called for questions to be directed to Scott Kennedy, candidate for 78-79 CUPC President; she also asked if there were any other nominations. Scott was asked to review his platform-- goals, relationship to UBOG, expanded grant/alternative funding, student/staff conflict resolution, funds for smaller areas of CUPC. Scott explained that this would be a learning/growing experience in many areas.

Votes were taken by secret ballot after Scott left the meeting room. Votes were tallied; Scott was elected president of CUPC for 78-79.

New Coordinator Recommendation -

MOTION 78:41 (Mische/Silverman) To accept the recommendations of the Personnel selection committees for the following coordinators for CUPC for 1978-79; to recommend Scott Kennedy for President, by election; to authorize the Personnel selection committee with the approval of Exec to approve the recommendations of other area coordinators prior to May 22 for UBOG approval on May 22:

- | | |
|-----------------------------------|---|
| - Hillary Saltzman - Gallery | - Mark Weber - Current Events |
| - Steve Dunphy - VP - Finance | - Linda Samels - Chicano Cultural Affairs |
| - Denise Darab - Recreation | - Jim Cross - Trips & Outings |
| - Nadira Sonwaru - VP - Personnel | - Scott Kennedy - President |

Motion approved.

ANNOUNCEMENTS: Needs Assessment must be turned in by Wednesday.

Meeting was adjourned at 4:00.

RS by Sheryl

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

May 22, 1978

Present: Jim Sleezer, Linda Samels, Teri Mische, Kathye Rosel, Robin Silverman, Pat Pheifer, Jim Cross, Denise Darab, Rufus Simmons, Marlene Vernon, Hillary Saltzman, Mark Weber, Scott Kennedy, Nadira Somwaru, Steve Dunphy

Absent: Bernie Molitor, Charmagne Ehrenhaus

The meeting was called to order at 3:20 by Kathye Rosel.

The minutes of May 15 were approved as circulated.

Kathye announced that the Council had been approved today by UBOG. The meeting was turned over to the new president, Scott Kennedy. The outgoing council members excused themselves and screamed their way down the hall.

NEW BUSINESS

MOTION 78:42 (Darab/Weber) I move that the Coffman Union Program Council establish a committee to review the council's participation in Union Night and Homecoming activities and to prepare, not later than June 30, 1978 a report and recommendation of Council action. Motion carried.

Denise, Nadira and Vanne were appointed to be on the committee.

MOTION 78:43 (Darab/Samels) I move that the Coffman Union Program Council allocate up to \$200 for the program "Sports and the American Indian" to be conducted during Welcome Week, 1978. Motion carried.

MOTION 78: 44 (Dunphy/ Darab) I move that the Coffman Union Program Council approve summer budget requests contingent on determination of financial status following submission of bookkeeping summaries on June 2, 1978. Motion carried.

Scott appointed a committee to seek grants for the council. Scott, Marlene, Hillary, Nadira, Steve, Denise will serve on the committee.

ANNOUNCEMENTS

Denise asked about the policy on display cases. Vanne suggested she review the proposal made to the House and Finance Committee of UBOG.

Bookkeeping summaries are due JUNE 2.

The next regular meeting will be at 6 pm June 12, 1978 in room 346. Coordinators who cannot be present should advise Scott and have a representative in attendance if possible.

Meeting was adjourned at 4:10 pm.

RS by Jim Sleezer

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

June 12, 1978

Present: Scott Kennedy, Marlene Vernon, Hillary Saltzman, Steve Dunphy, Denise Darab, Jim Sleezer, Linda Samels, Charmagne Ehrenhaus, Nadira Somwaru, Stephanie (Guest).

Absent: Jim Cross (ex), Bernie Molitor (ex).

Scott Kennedy called the meeting to order at 6:05 p.m.

Minutes from the last meeting were approved as distributed.

Nasty Old Business

A summary of CUPC's current financial situation was distributed. Steve facilitated a discussion of the summary.

MOTION 78:45 (Dunphy/Darab) To establish a summer program as noted explicitly herein, and to provide for a contingency fund of \$275.00 to be expensed as student interest dictates:

PE Film	100.00
Gallery	450.00
President	100.00
Personnel	75.00
	<hr/>
	725.00

Motion carried

Requests for contingency funds should be forwarded to Exec.

MOTION 78:46 (Dunphy/Darab) That CUPC address the present deficit by utilizing our available bank balance and by withdrawing \$3883 from Long Term Reserves.

Motion carried

MOTION 78:47 (Dunphy/Darab) To replenish Long Term Reserves in the amount of \$4068 according to a formula to be determined by August 15.

Motion carried

Discussion focused on how monies from the Long Term Reserve are to be replaced. Steve noted that the formula for replacement adopted during spring quarter may place an excessive burden on the 1979 summer budget. Hillary suggested that a committee be formed to coordinate fund raisers to replace the deficit. Steve recommended replacing the Long Term Reserves from next years funds and not relying on fund raisers. All members are invited to assist Exec in formulating a policy to replenish the reserves. The new financial guidelines should prevent problems in the future.

New Business

Judy Hovanes was recommended for PE Coordinator. Welcome Judy.

Scott announced that the next Council meeting will be:

MONDAY, JULY 31, 6:00 p.m., CMU 346

ANNOUNCEMENTS

Vanne will be assessing PR during the summer. She is seeking input from Council regarding the establishment of an advertising pool.

Nadira needs summer address and phone numbers.

The quarterly report was distributed for review. Congrats on a great spring quarter.

CUPC members qualify for a 50% discount on Mini Courses. Registration goes through Friday, June 16.

T & O is drafting a series of letters to departments for recruitment.

Everyone was invited to the June 12 Gallery I & II openings.

Coordinators were reminded to cancel unnecessary room reservations.

The PE film series starts Thursday, June 15 with 'Godfather'. CUPC coordinators and guest are admitted free.

Nadira and Marlene have membership cards. See them if you need cards.

A newsletter will come out with Exec meeting times and other trivia.

Meeting was adjourned at 6:35 p.m.

RS by Charmagne