

1979-80

	October 22	November 5	Special Mtg November 7	November 19	December 3	January 14	January 28	February 11	Special Mtg February 13	February 25	March 10	April 14	April 28	May 12	June 2
CHAIRPERSON															
VICE CHAIRPERSON															
PRESIDENT CUPC															
1 Steve Dunphy	P	P	P	P	P	P	Ex	P	A	P	P	P	P	P	P
CUPC															
2 Denise Darab	P	P	P	P	P	P	Ex	P	P	P	P	P	P	P	P
CUPC															
3 Rae Eglinton	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
CUPC															
4 Dawn Pugh	P	P	P	P	P	P	P	P	A	P	P	P	A	P	Ex
CHIP															
5 Barbara Smith	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
CLA															
6 Mary Hausladen	P	P	P	P	P	P	P	P	P	P	P	P	Ex	P	P
EDUCATION															
7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GENERAL COLLEGE															
8 Terri Gray	P	P	A	P	P	P	A	P	P	A	P	P	A	P	P
GRAD SCHOOL															
9 Dave Renz	P	P	P	P	P	P	P	P	Ex	P	Ex	P	P	P	P
IT															
10 Lee Bissonnette	P	P	P	P	P	Ex	Ex	^{Jaurie} P	Ex	P	Ex	P	P	P	P
TCSA															
11 Tracy Allen	P	P	P	P	P	P	P	A	A	P	Ex	-	-	-	-
MINN ALUMNI															
12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
UBOG ALUMNI															
13 Barry Bridges	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
CIVIL SERV (STUDENT)															
14 Scott Johnson	-	-	-	P	P	P	P	P	P	P	P	P	P	P	P
CIVIL SERV (CLERK)															
15 Diane Dunn	P	P	P	P	P	P	P	P	P	P	-	-	-	-	-
FACULTY															
16 Roland Delattre	P	Exc	Exc	Exc	A	P	A	A	Ex	A	A	P	P	P	Ex
FACULTY															
17 Linda Lee	P	Exc	P	P	P	P	P	P	P	P	P	A	P	P	P
OSA															
18 Marion Freeman	A	P	P	P	P	Ex	A	P	Ex	A	P	A	P	P	A
FOOD SERVICE															
19 Bob Ledder	P	Exc	Exc	A	A	P	P	P	A	A	A	A	A	A	P
CAMPUS CLUB															
20 Norman Holte	A	A	Exc	A	A	A	P	A	A	A	P	A	A	A	Ex
CMU DIRECTOR															
21 Rufus Simmons	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
CMU ASSOC DIR															
22 Berton Atkinson	P	P	P	P	P	Ex	P	P	A	P	A	P	P	P	P
CMU ASSIST DIR															
23 Bernie Molitor	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P

18 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2

CMU BOARD OF GOVERNORS MOTIONS 1979-80

MOTION 1-80
11-7-79

(Allen-Renz) To unanimously elect Mary Hausladen as Chairperson. CARRIED

MOTION 2-80
11-7-79

(Allen-Dunphy) To unanimously elect Denise Darab as Vice Chairperson. CARRIED

MOTION 3-80
11-19-79

(Allen-Bissonnette) To reaffirm appointment of Barry Bridges as UBOG Alumni Representative. CARRIED

MOTION 4-80
12-3-79

(Darab-Lee) Move to accept the Budget Estimate 1980-81. CARRIED

MOTION 5-80
12-3-79

(Darab-Bridges) That UBOG approve the Publication policy as printed and that it be included in the House Policy.

Friendly Amendment (Darab) That l.e. read "the publication is commercially printed in newspaper/tabloid or magazine format"

AMENDED MOTION PASSED

MOTION 6-80
12-3-79

(Darab-Bridges) To approve appointment of Rae Eglinton to MUCB. CARRIED

MOTION 7-80
12-3-79

(Freedman-Lee) To approve expenditure of \$18 for gift for MUCB Chairperson. DEFEATED

MOTION 8-80
1-14-80

(Darab-Bridges) That the Board of Governors accept as guidelines the House and Finance Policy statement relating to office space/lease contracts as written. CARRIED

MOTION 9-80
1-14-80

(Pugh-Allen) The CMU Board of Governors recognize January 15 as Martin Luther King day now and in the future.

MOTION 10-80
1-14-80

(Eglinton-Dunphy) That the Board ratify the appointment of Mamie Jin as Coordinator for Current Events. CARRIED

MOTION 11-80
1-28-80

(Allen/_____) To approve ISTC's request to exchange their present space (room 40) for the vacant shop, Old Arcade (room 44). ISTC will be responsible for any charges as they relate to changing of doors in their space.

The Union will provide a cost estimate for air conditioning rooms 40, 42, 44, and 46. We will not place an order until we have a definite statement from ISTC whether or not they are going to open a Travel Shop (room 46) and that in the event ISTC does not open a Travel Shop, the Union exercises the option to air condition that space. CARRIED

MOTION 12-80 (Eglinton-Pugh) That the Board approve the appointment of
1-28-80 Biff Robillard as Coordinator of the Whole. CARRIED

MOTION 13-80 (Bridges-Allen) To approve the 1980-81 CMU Goals as
1-25-80 corrected. CARRIED

MOTION 14-80 (Eglinton-Darab) To approve appointment of Kathy Jensen
3-10-80 as Vice President for Public Relations and Terry Staude
as Coordinator for the Gallery. CARRIED

MOTION 15-80 (Atkinson-Bridges) Move that the Board adopt the 1980-81
4-28-80 budget. CARRIED.

MOTION 16-80 (Eglinton-Dunphy) Move to approve appointment of Jodi
4-28-80 Eland as Coordinator for Recreation and Travel. CARRIED

MOTION 17-80 (Bridges-Darab) Move to support the recommendation for
5-12-80 reorganization. CARRIED

MOTION 18-80 (Darab-Delattre) To approve the House Policies with
5-12-80 changes noted above. CARRIED

MOTION 19-80 (Atkinson-Bridges) That Mary's letter be attached to
6-2-80 the minutes. PASSED

MOTION 20-80 (Darab-Bridges) To approve the SOAC space assignments
6-2-80 for 1980-81. APPROVED

MOTION 21-80 (Bridges-Bissonnette) To approve the concept of the
6-2-80 "New Shop" proposal.

Friendly Amendment (Berton) To include in the motion, "and after-
hours be a strong consideration."

AMENDED MOTION PASSED

MOTION 22-80 (Darab-Bridges) That the Summer Project Committee
6-2-80 and the directors be empowered to act on summer projects.
The committee will decide on a group leader. PASSED

MOTION 23-80 (Eglinton-Gray) To approve appointment of Tonya Fuller
6-2-80 as VP-Public Relations; Greg Erickson, VP-Finance; Jeff
Mason, Coordinator-Black Cultural Affairs; Terry Staude,
Coordinator-Gallery. APPROVED

MOTION 24-80 (Darab-Dunphy) To approve the revised Constitution and
6-2-80 By-Laws with the correction noted on Page 3, ARTICLE 3,C.
APPROVED

MEETING, October 22, 1979
AGENDA

- I. Call to Order
Welcome

- II. Orientation
 - A. Board Role, Responsibilities, Expectations
 - B. Opportunities for Growth and Development

- III. Upcoming CUPC Events
Announcements

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
October 22, 1979

Present: Steve Dunphy, CUPC
Denise Darab, CUPC
Rae Eglinton, CUPC
Dawn Puth, CUPC
Barbara Smith, CHIP
Mary Hausladen, CLA
Roland Delattre, Faculty
Linda Lee, Faculty
Bob Ledder, Food Service

Terri Gray, General College
Dave Renz, Grad School
Lee Bissonnette, IT
Tracy Allen, TCSA
Barry Bridges, UBOG Alumni
Diane Dunn, Civil Service (Clerk)
Rufus Simmons, CMU
Bert Atkinson, CMU
Bernie Molitor, CMU

Absent: Marion Freeman, OSA
Norman Holte, Campus Club

Guests: Jim Elert, Info Rep, CMU
Vi Justice, Secretary

The meeting was called to order by Chairperson Mary Hausladen at 12:10. Round Robin introductions were made with Board members identifying their area of representation. New members were welcomed.

BOARD ROLES, RESPONSIBILITIES, EXPECTATIONS

Denise Darab, Vice Chairperson for the Board, described her roles/responsibilities which include serving as Chairperson of House and Finance Committee. She noted the variety of sub-committees of the House and Finance Committee and invited those with special interests to serve on the committee.

Denise listed the following roles/expectations for Board members:

Roles

- effectively represent college/organization
- be informed
- help formulate goals

Expectations

- attend bi-weekly noon meetings
- be involved on one standing committee: Executive, House and Finance, Food Liaison
- read materials handed out in advance of meetings for knowledgeable decisionmaking and efficient use of Board time
- be prompt to meetings
(Meetings start at 12:10 to allow "travel" time. Lunch is available at 11:40. Three consecutive unexcused absences will result in dismissal from the Board; however it was noted that Board members can petition for reinstatement.)
- participate in discussion

Benefits

- free admission to Union Council programs
- lunch at Board meetings

OPPORTUNITIES FOR GROWTH AND DEVELOPMENT

Bernie Molitor distributed and reviewed a document titled "Educational Opportunities within CMU," his written comments on growth and development opportunities for Board members (copy attached to secretary's minutes). He also reviewed the establishment of the CUPC Learning Contract, distributing documents associated with the contract: Chickerings Dimension of Human Development; CUPC Student Development Assessment; and a copy of CUPC's Learning Contract.

UPCOMING CUPC EVENTS

Steve Dunphy, President, CUPC, called attention to this week's special Homecoming events at the Union and encouraged Board members to view the interesting exhibit of Hubert Humphrey memorabilia displayed on the third floor gallery.

ANNOUNCEMENTS

- | | | |
|--------------------|--------------------------|-------------------------------|
| Monday, October 29 | UBOG Orientation Meeting | 6:30 p.m. - 9:00 p.m. |
| Monday, November 5 | UBOG Meeting | 12:10 p.m. (lunch 11:40 a.m.) |

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

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

EDUCATIONAL OPPORTUNITIES WITHIN CMU

- SESSION OBJECTIVES:
1. To acquaint UBOG Members with the variety and depth of educational experiences available within the Union.
 2. To familiarize UBOG Members with CMU's Student Development Program.

As a member of the Union Board of Governors, you are a part of an organization whose very purpose is to educate and develop persons. There are three fundamental ways in which Coffman can provide you with some outstanding opportunities for education and growth: through it's facilities and services, through it's programs, and through UBOG Committee involvement itself.

As you can see from the attached blue sheet, we feel the Union is the place where you find a "coming together of diverse constituencies to share a common need for enlightenment, enrichment, and humanness". It is the "clearinghouse", the "livingroom" and "perhaps the only part of the University where students are taken completely and universally into full partnership!" The union is a unique and very special place.

The facilities and services of Coffman are educational in a broad sense and in some very specialized ways as well. The ISA shops, ISTC, The Golden Razor, The Music Listening Center, all contribute to an atmosphere that is conducive to convenience, relaxation and pleasant interaction with other people. The Recreation/Outings Center offers bowling, billiards, table tennis, table and amusement games, outings equipment and ski rental. The ways in which you can relate to this beautiful facility run the full range from casual enjoyment to serious skill acquisition and competition. The Artcraft Studio, located in the basement level, also offers a range of opportunities in ceramics, photography duplication techniques, woodworking, welding, jewelry making, etc. The Studio provides patrons with informal instructions as well as structured mini-courses.

CMU's programs both sponsored by CUPC and the multitude of other things that happen here every day, offer another area of potential educational growth. Let it suffice here to state that every day many campus and community organizations sponsor and do things in Coffman that will intrigue and interest you. Make it a practice to scan the calendar of events posted near the elevators to get closer to the incredible variety of events that happen here. Seven days a week.

The Program Council is one of the largest and most active in the United States. Last year, student's working in close partnership with staff, offered this community over 600 events attended by more than 70,000 persons. Volunteers put in more than 10,000 hours of effort, and the cash flow of the organization was over \$115,000.00. I'll refer you to the CUPC brochure to get a closer description of the specific areas and the practically unlimited opportunities that the Council offers.

The Mini-Course program, which last year served over 3,200 persons, can get you in touch with a community of friends with similar interests. As a UBOG member, you can select from over 60 courses per quarter at a substantial discount.

In addition to all that has been mentioned thus far, CMU is in the process of building a Development Program for students to better meet needs in both program skills acquisition and personal development.

Initially, a concept of ^{personal} development was arrived at through adoption of a theory of human development suggested by prominent human development specialist Arthur Chickering. In addition, a needs assessment tool was developed which is now used to clearly identify the specific needs, goals and objectives of both students and staff in partnership. The final step in the sequency was the formulation of a learning contract similar to management by objectives and a mutual quarterly review of progress toward agreed-upon ends.

The first year of the Student Development Program, overall, proved to be successful and results were encouraging. A Student Development Committee was formed to develop the major business and interpersonal skills priorities for CUPC and most of the major goals were achieved. Perhaps the most significant accomplishment was being able to use some common language and meanings to discuss the notion of human or personal development within a volunteer organization such as CUPC.

1979-80 promises to be an exciting year in strengthening the program. The rhythm and pacing of group workshops need to flow more smoothly and the range and flexibility of the learning contracts need to be examined to provide a greater number of options for interested students, including those of UBOG. Also, the transition from one year's leadership to another is difficult during spring.

Finally, as a UBOG member, you are responsible for policy formulation and budget control. There are several sub-committees that deal with specific aspects of the total organization and it's 1.3 million dollar budget. I want to encourage you to become acquainted with the goals and objectives for the year and to make your contribution on behalf of your constituency. The committee's of UBOG are where you can have some genuine impact and learn a great deal about the workings of an organization in the process.

It's a huge menu, a genuine cornucopia. Choose wisely and make the most of the year.

Thank you.

UBOG MEETING
Monday, November 5, 1979
346 CMU, 12:10
AGENDA

I. CALL TO ORDER

II. BOARD ORIENTATION

- A. Processing information, decision making and committee structure.
- B. CMU organization, departments, staff, goals and objectives and carry-through of goals and objectives.
- C. Relationship with building tenants.

III. ANNOUNCEMENTS

IV. ADJOURNMENT

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
November 5, 1979

Present:	Steve Dunphy, CUPC	Dave Renz, Grad School
	Denise Darab, CUPC	Lee Bissonnette, IT
	Rae Eglinton, CUPC	Tracy Allen, TCSA
	Dawn Pugh, CUPC	Barry Bridges, UBOG Alumni
	Barbara Smith, CHIP	Diane Dunn, Civil Service (Clerk)
	Mary Hausladen, CLA	Rufus Simmons, CMU
	Marion Freeman, OSA	Bert Atkinson, CMU
	Terri Gray, GC	Bernie Molitor, CMU
Absent:	Roland Delattre, Faculty (exc.)	Linda Lee, Faculty (exc.)
	Bob Ledder, Food Service (exc.)	Norman Holte, Campus Club
Guests:	Jim Elert, Info Rep, CMU	Vi Justice, Secretary

The meeting was called to order by Chairperson Mary Hausladen at 12:10. A quorum was present. Round Robin introductions were made with Board members identifying their area of representation to new Board member Marion Freeman, OSA representative.

I. Approval of Minutes

The minutes of October 22 were approved with the following correction: P.1, Expectations...~~Three~~ Two consecutive unexcused absences will result in dismissal....

II. Orientation

Continuing with Board orientation, the following information was presented:

A. Processing Information, Decision-Making, and Committee Structure

Barry Bridges noted the CMU Constitution and By-Laws and Sturgis parliamentary rules of order are process tools for Board actions/decisions. He emphasized the Board of Governors' role of decision-making, with the directors having the role of advisement.

Board members are expected to serve on one of the four standing committees: Executive, CUPC, H&F, or Food Liaison. Serving on a standing committee gives Board members greater understanding as to operations of the Union.

Committee time involvement varies. Barry noted information-gathering is time consuming but reviewing material at meetings requires a relatively short time-period.

A committee meeting time schedule from last year was noted as a guideline for time involvement:

Executive, 11 times/quarter, Monday noon alternate to Board Meetings.
CUPC, every Monday at 3:15.
House and Finance, 7 times/quarter, Wednesday noon.
Food Liaison, following UBOG Meetings and as called.
Ad Hoc Committees formed as needed to gather information.

B. Organization, Department, Staff, Goals and Objectives and Carry-thru of Goals & Objectives

Berton Atkinson distributed CMU Organizational Chart and reviewed Union's relationship to the Board and to the Minnesota Union and the roles and responsibilities of the various areas outlined on the chart.

The UBOG/Directors Goals for 1979-80 were distributed. Bert noted goals are formulated under areas titled: General, Financial, Student Development, Facility Development, Program Development, Staff Development, and Public Relations. Goal formulation begins in January with individual formulation of goals in the above noted areas by UBOG, Staff and Directors. Individual director and staff goals are melded and then subsequently melded with individual UBOG goals. Needs are identified, priorities set and dollars assigned. Board members were asked to review the 1979-80 goals.

C. Relationship with Building Tenants

Mary Hausladen reviewed CMU rent rate structure and CMU relationship to the Campus Club, Food Service and building tenants. She noted that according to the latest traffic survey 20% of the building users are non-students.

The meeting was adjourned by motion at 1:00.

Respectfully submitted,

Rufus Simmons
Recording Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
November 7, 1979

Present: Steve Dunphy, CUPC
Denise Darab, CUPC
Rae Eglinton, CUPC
Dawn Pugh, CUPC
Barbara Smith, CHIP
Mary Hausladen, CLA
Dave Renz, Grad School
Lee Bissonnette, IT
Tracy Allen, TCSA
Diane Dunn, Civil Service (Clerk)
Linda Lee, Faculty
Marion Freeman, OSA
Rufus Simmons, CMU
Berton Atkinson, CMU
Bernie Molitor, CMU

Absent: Terri Gray, General College
Roland Delattre, Faculty (exc.)
Norman Holte, Campus Club (exc.)
Barry Bridges, UBOG Alumni
Bob Ledder, Food Service (exc.)

Guests: Vi Justice, Secretary

The special meeting was called for the purpose of electing officers for the year 1979-80.

The meeting was called to order at 12:30 by Chairperson Mary Hausladen. A quorum was present.

Mary reviewed the responsibilities of the Chairperson and the Vice Chairperson as set forth in the By-Laws:

- Sec. 1 Chairman of the Board. It shall be the duty of the Chairman to call all regular meetings, call special meetings, preside over all meetings of the Board, Executive Committee, serve as ex-officio member of all committees, name the appointive members of all standing and special committees of the Board, and fill all vacancies in the membership of such committees, in accordance with the Constitution and By-Laws. The Chairman of the Board shall be the official spokesman for the Union to the University community.
- Sec. 2 The Vice Chairman of the Board. In the absence of the Chairman, the Vice Chairman shall assume the duties of the Chairman until a new Chairman is elected. The Vice Chairman shall chair the meetings of the House and Finance Committee and shall be the spokesman for that committee to the Board. The Vice Chairman shall be the ex-officio member of all special committee meetings of the Board.

The Chair noted, in answer to question of time involved, that as Chairperson she was involved 20-30 hours/week in the position and that Denise as Chairperson of House and Finance spent more than 30 hours/week in position of Vice Chairperson.

The Chair turned the meeting over to Steve Dunphy, President of CUPC who called three times for nominations for Chairperson.

Lee Bissonnette nominated Mary Hausladen for Chairperson.

Motion 1-80 (Allen-Renz) To unanimously elect Mary Hausladen as Chairperson.
Carried.

Steve Dunphy turned the meeting over to Mary Hausladen who called three times for nominations for Vice Chairperson.

Dawn Pugh nominated Denise Darab as Vice Chairperson.

Motion 2-80 (Allen-Dunphy) To unanimously elect Denise Darab as Vice Chairperson.
Carried.

Rufus Simmons asked Mary and Denise to give their perceptions as to Board direction for the year and their personal goals.

Denise Darab looks to a dramatic year - restructuring of leadership - up and down kind of year. She is impressed with Board member commitment and interest. She feels she has a better understanding of the budget and can better help others this year. She will do the best she can to accomplish what needs to be done to make the best use of student fees to satisfy the needs of students.

Mary Hausladen said she feels a sense of commitment to the Union as she has been involved four and a half years both as a student employee and working on the Board. She thinks the Union is an essential part of the student life at the University. One of her goals is to help motivate the use of money for student interests. She hopes to have a stronger relationship with the other Unions by attending their meetings.

A signup sheet was circulated for volunteers to serve on the House and Finance Committee and the Food Liaison Committee. The following volunteered:

House and Finance -----Dave Renz
Tracy Allen
Bert Atkinson
Diane Dunn
Linda Lee
Dawn Pugh

Food Liaison -----Barbara Smith
Marion Freeman

UBOG Minutes
November 7, 1979
Page 3

The next Board meeting will be Monday, November 19, 12:10 p.m.; Lunch at 11:40;
Room 346 CMU.

Motion was made and seconded to adjourn.

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

MEETING, November 19, 1979
AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Old Business
 - Appointments to MUOB.
 - Approval of Board Alumni Representative
 - Coffman Student Employee Representative
- IV. New Business
 - Fees Request
- V. Announcements
 - House & Finance Meeting Time
 - CUPC Upcoming Events
- VI. Adjournment.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
November 16, 1979

Present:

Steve Dunphy, CUPC	Tracy Allen, TCSA
Denise Darab, CUPC	Skott Johnson, Civil Service, Student
Rae Eglinton, CUPC	Barry Bridges, UBOG Alumni
Dawn Pugh, CUPC	Diane Dunn, Civil Service, Clerk
Barbara Smith, CHIP	Linda Lee, Faculty
Mary Hausladen, CLA	Marion Freeman, OSA
Terri Gray, GC	Rufus Simmons, CMU
Dave Renz, GS	Berton Atkinson, CMU
Lee Bissonnette, IT	Bernie Molitor, CMU

Absent: Roland Delattre, Faculty (exc) Bob Ledder, Food Service
Norman Holte, Campus Club

Guests: Jim Elert, CMU Info Rep; Vi Justice, Secretary; Ed Braddock

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

APPROVAL OF MINUTES

Berton Atkinson requested Denise Darab and Mary Hausladen be added to the House and Finance Committee list in the minutes of November 7. The Minutes of November 7 were then approved without further correction.

OLD BUSINESS

MUCB Appointments

Finance - Denise Darab (Vice Chairperson, UBOG)
Programs - Bernie Molitor and Steve Dunphy
Grant Fund - Barbara Smith (appointed by UBOG Executive Committee)
General - Mary Hausladen and Dawn Pugh

Approval of Board Alumni Representative

MOTION 3-80 (Allen-Bissonnette) To reaffirm appointment of Barry Bridges as UBOG Alumni Representative. Carried.

CMU Student Employee Representative

Skott Johnson, newly appointed Student Employee Representative to the Board, was introduced and welcomed.

NEW BUSINESS

Fee Request. Denise Darab explained that the Fee request is due December 5. The CMU budget estimate for fiscal 1980-81 will be based on six to seven months' actual budget plus estimate for remaining months plus an inflationary percentage. House and Finance will review the budget next Wednesday.

Dave Renz asked if the increase squared with the labor cost increase and Bert Atkinson noted the percent is not known at this time.

The following guidelines should be applied to programs, facilities and services:

Program cost to be increased in the amount of inflation. Other changes should be brought about by reallocation during the year.

Facilities cost to be increased by the amount of any new facilities.

Services - no new service will be added. Present services include the candy counter, duplicating service, communication media, music listening, Locker Rental and Lost and Found, Bus Pass Sales and Reservations.

NEW BUSINESS

Minnesota Union Restructuring Document. Rufus briefly described the document and asked if the Board was prepared to discuss it at this time. He noted the document was initiated by Carl Nelson, Director of the Minnesota Union and was brought about at this time by the retirement of Paul Larson, Director of the Student Center. Restructure of the organization would include a deputy director and 3 associate directors. Consideration is being given to bringing in consultants to evaluate and comment on the restructuring. In the event the restructure takes place the constitution and by-laws will need to be updated.

Marion Freeman asked what the merits of change would be. Rufus Simmons noted there would be more comprehensive planning and greater impact of resources.

Dave Renz asked what the timeline would be on looking at the various options. Rufus Simmons noted at the Board level, winter quarter; staff decision would be made winter quarter; would look to have the system "go" the first of July.

Board members were asked to read the restructuring document.

Membership Card. MU Membership Cards were distributed. The Chair advised calling ahead for reservation if going to an event in another union.

House and Finance. Denise Darab reported Terri Gray has volunteered to serve on the House and Finance Committee. The committee will meet Wednesday, November 21, November 28, and December 5.

CUPC. Steve Dunphy reported on the upcoming events.

Motion was made to adjourn the meeting. The meeting was adjourned at 12:55.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Meeting, December 3, 1979
AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Old Business
 - Fee Request
 - CMU Literature Distribution Policy
- IV. New Business
 - CMU PPBS
 - Annual Report
- V. Announcements
- VI. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
December 3, 1979

Present: Steve Dunphy, CUPC
Denise Darab, CUPC
Rae Eglinton, CUPC
Dawn Pugh, CUPC
Barbara Smith, CHIP
Mary Hausladen, CLA
Terri Gray, GC
Dave Renz, GS
Lee Bissonnette, IT
Tracy Allen, TCSA
Skott Johnson, Civil Service, Student
Barry Bridges, Minn Alumni
Diane Dunn, Civil Service, Clerk
Linda Lee, Faculty
Marion Freeman, OSA
Rufus Simmons, CMU
Berton Atkinson, CMU
Bernie Molitor, CMU

Absent: Roland Delattre, Faculty
Norman Holte, Campus Club
Bob Ledder, Food Service

Guests: Jim Elert, CMU Info Rep
Vi Justice, Secretary

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

APPROVAL OF MINUTES

The minutes of November 19 were approved without correction.

NEW BUSINESS

Fee Request. The Budget Estimate for 1980-81 was distributed for Board approval. Denise Darab noted the second column, titled 1978-80 Expected should be 1979-80 Expected. She said that the document was not completed in time for the House and Finance Committee's review at its meeting last Thursday. The budget needs to be approved by UBOG today for presentation to the MUCB this evening for their approval/recommendation to the fees committee on Wednesday. It was noted that all of the unions and the MU are following the same budget format. Berton Atkinson reviewed the budget, explaining that 1979-80 budget figures are those approved by the Board; the 1979-80 Expected figures include changes from the 79-80 budget (figures obtained by researching income and expense); the 1980-81 Estimated figures have not been inflated. It was noted the utilities have been increased in keeping with rising costs but they too will be inflated.

MOTION 4-80 (Darab-Lee) Move to accept the Budget Estimate 1980-81. Carried.

News Publication. A draft of policy for distribution of news publications in Coffman Union was presented to the Board for their information/approval. The document has been reviewed by House and Finance and approved by them. Board approval is needed in order that a rack can be ordered to be placed at the west end, ground floor, of the building. The rack would contain space for about 10 newspapers which would be available on a yearly contractual basis on a first-come, first-serve basis.

MOTION 5-80 (Darab-Bridges) That UBOG approve the Publication policy as printed and that it be included in the House Policy.

Dave Renz thought item 1.e) "the publication is commercially printed." was vague and needed clarification.

A friendly amendment was made by Denise Darab, agreed to by Barry Bridges, that 1. e) read "the publication is commercially printed in newspaper/tabloid or magazine format."

MOTION 5-80 as amended was passed.

CMU Annual Report and PPBS. The Annual Report and PPBS were available for those who did not have copies. Rufus Simmons explained the reports are used in developing the 1980-81 budget. The annual report contains information about how fees have been spent and the PPBS indicates how dollars will be spent, thru stated goals. The Board was asked to review the two documents. December is the timeline for the Board to look toward specifying goals for the 1980-81 budget.

MUCB Representative. The Chair reported that Rae Eglinton is interested in serving as a general member representative to MUCB in place of Steve Dunphy who has indicated he will be unable to serve in this capacity due to classload.

MOTION 6-80 (Darab-Bridges) To approve appointment of Rae Eglinton to MUCB.
Carried.

Gift for MUCB Chairperson. The Chair reported that Don Meyer, Chairperson of the MUCB will be leaving that position as soon as a replacement is appointed. As a going-away and about-to-become-a-parent gift the Chair has purchased a baby carryall to be given by the Student Center and CMU Boards. She asked if the Board would approve \$18 expenditure as CMU's part of the gift.

MOTION 7-80 (Freeman-Lee) To approve expenditure of \$18 for gift for MUCB Chairperson.

Several Board members expressed disapproval of using student fee money for this purpose and thought a collection would be more appropriate.

Question was called and the motion defeated.

Board members wishing to donate toward the gift were asked to give \$1 to Mary Hausladen.

Point of Information. Dawn Pugh noted there is a recommendation before TCSA, to be acted on, that specifies only students be allowed to vote on Boards of Fee-supported organizations.

Congratulations. At the close of the meeting a beautifully decorated cake was brought in for Rufus Simmons by friends and colleagues to congratulate him on completing his oral exams toward his Ph.D.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

1st Draft 11/20/79
2nd Draft 11/28/79
3rd Draft 12/3/79

Purpose: To provide an orderly procedure for distribution of news publications in Coffman Memorial Union.

1. The Union will provide, upon approval by the USOG and on a first come first served basis, space for distribution of news publications of currently registered student organizations, non-profit community organizations, and University of Minnesota departments provided:
 - a) the organization/department provides and maintains a schedule of publication and distribution dates.
 - b) the schedule of publications is at intervals of approximately one month or less and that at least four issues are published annually.
 - c) the distribution period for a specific issue does not go beyond the publication date of the next issue.
 - d) the publication is distributed without charge or request for donations.
 - e) the publication is commercially printed *newspaper tabloid format*.
 - f) the organization/department assumes responsibility for content and production of the publication.
2. The space provided will be approximately 11 inches by 17 inches (base dimensions) and publications may not exceed this size when folded for normal distribution.
3. The charges for distribution space will be based on 100% of the annual cost per square foot to maintain Union space as published in the "Rent Rate Schedule", payable in advance and non-refundable. A cost-of-production charge will be made for standardized signs designating the space. (The Minnesota Daily will be exempted from charges because it contains the official bulletin of the University.)
4. The organization agrees related to this policy to distribute their publications only in the space designated, to place publications for distribution and to remove any publications not taken during the agreed distribution period. Distribution space may not be sublet to any other organization.
5. This policy does not affect distribution of publications in regular office spaces of an organization nor does it affect distribution of material in accordance with other house policies.
6. The Union reserves the right to designate all space for distribution, to limit the number of available spaces, to remove any publications not taken during the agreed distribution period, and to withdraw distribution privileges for failure to observe this or other published procedures or house policies.
7. Application for space shall be for one academic year (September 1 to August 31) by letter to the House and Finance Committee of the Union Board of Governors and shall include a schedule of publication and distribution dates. Applications will be accepted beginning August 15 and until all spaces are filled. Approved applications will be confirmed by a lease agreement stipulating the terms and conditions as noted above.

11/26/79

UNIVERSITY OF MINNESOTA
 COFFMAN MEMORIAL UNION
 BUDGET ESTIMATE 1980-81

<u>INCOME</u>	1979-80 Budget	1978-80 Expected	1980-81 Estimate
A. 1. Program	335,244	340,801	340,801
2. Facilities	40,115	53,652	40,115
3. Services	265,979	280,873	280,873
Total Earnings	641,338	675,326	661,789
 <u>EXPENDITURES</u>			
1. Programs			
Salaries			
a. Staff	205,584	205,584	205,584
b. Fringe	43,161	43,161	43,161
c. Student Staff	84,661	87,420	87,420
Supplies	265,134	266,811	266,811
Sub Total	598,540	602,976	602,976
2. Facilities			
Salaries			
a. Staff	359,024	359,024	359,024
b. Fringe	75,394	75,394	75,394
c. Student Staff	75,297	75,264	75,264
Supplies	54,679	54,533	54,533
Utilities	137,612	175,389	175,389
Sub Total	702,006	739,604	739,604
3. Services			
Salaries			
a. Staff	81,909	81,909	81,909
b. Fringe	17,202	17,202	17,202
c. Student Staff	82,286	82,059	82,059
Supplies	97,418	99,877	99,877
Sub Total	278,815	281,047	281,047
Total Expense	1,579,361	1,623,627	1,623,627
 Fee Support	 938,023	 948,301	 961,838

UNIVERSITY OF MINNESOTA
 COFFMAN MEMORIAL UNION
 BUDGET ESTIMATE 1980-81

B. Fee Committee Information
 in Reserves

1. June 30, 1979

Balances

a. Operations	149,362
b. Building renovation	161,238
c. Building repairs	190,671
d. Equipment	108,059
e. SOFD (UPC checking balance)	4,414
f. SOGIT (Investment balance)	<u>27,568</u>

Reserve Balance 641,312

C. Fee Committee Balance Sheet
 Data Requests

1. June 30, 1979

Inventory values

a. Building	7,213,433
b. Equipment & Furniture	<u>525,515</u>

Total Inventory 7,738,948

2. September 30, 1979

a. Operating expenditures	
July 1 - Sept. 30, 1979	275,946
b. Operating income	
July 1 - Sept. 30, 1979	303,299
c. Changes in reserve accounts	
July 1 - Sept. 30, 1979	
(1) Operations	4,511
(2) Building renovation	-0-
(3) Building repairs	43,897
(4) Equipment	14,157
d. SOFD checking balance	40,996
SOGIT (Investment balance)	37,430
October 30, 1979	

Note: Estimated savings on expense through
 Work-Study Program for Fiscal 1979-80 44,265

University of Minnesota
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
January 14, 1980

Present: Steve Dunphy, CUPC
Rae Eglinton, CUPC
Barbara Smith, CHIP
Terri Gray, GC
Tracy Allen, TCSA
Skott Johnson, CS (Student)
Roland Delattre, Faculty
Bob Ledder, Fd Service
Bernie Molitor, CMU
Denise Darab, CUPC
Dawn Pugh, CUPC
Mary Hausladen, CLA
Dave Renz, GS
Barry Bridges UBOG Alumni
Diane Dunn, CS (Clerk)
Linda Lee, Faculty
Rufus Simmons, CMU

Absent: Lee Bissonnette, IT (exc)
Berton Atkinson, CMU (exc)
Marion Freeman, OSA (exc)
Norman Holte

Guests: Jim Elert, CMU Info Rep
Vi Justice, Secy

The meeting was called to order at 12:10 by Chair Mary Hausladen.

APPROVAL OF MINUTES

The minutes of December 3 were approved as written.

OLD BUSINESS

MU Restructuring. The Chair reported the Minnesota Union has arranged for three consultants to come in. Each union will meet with the consultants on January 21 to discuss their feelings and concerns about the proposed restructuring. The consultants will submit a written report after meeting with the unions. Board members were encouraged to attend the meeting on the 21st, noon to 2:00, in Room 346 to express their concerns. A buffet lunch will be served. Consultants are Dick Getchell, Professor Paul V. Grambsch and Ms. Joan Scott. There appeared to be a unanimous show of hands as to those who would plan to attend.

Budget Timeline. The 1980-81 CMU Budget Preparation Sequence and Timetable memo was distributed. Rufus Simmons called attention to the timetable, noting review of PPBS description statements and individual drafting of '80-81 goals should be completed by January 25. There were no questions regarding the timeline.

NEW BUSINESS

ISTC Request for Space. ISTC has requested room 46 (old Arcade) as space for new travel office. House and Finance is developing guidelines for a decision whether to lease the space to ISTC. The matter will be brought to the Board on January 28 for a decision.

House and Finance Policy Statement Relating to Office Space/Lease Contracts. Denise Darab noted the purpose of the policy is to give guidelines to the directors. House and Finance wants to clarify to leasees that Coffman Union's remodeling is completed and any future remodeling expense will be borne by the leasee. For example, ISTC may add a permanent wall - should they do so, they may be requested to remove it

wall at their expense when they leave the union or wish to remove the wall. The Chair noted the union cannot expect student fees to pay for remodeling of individual organization space.

MOTION 8-80 (Darab-Bridges) That the Board of Governors accept as guidelines the House and Finance Policy statement relating to office space/lease contracts as written.

Carried.

Martin Luther King Recognition. Dawn Pugh noted that January 15 is Martin Luther King's birthday. She asked the Board to support a day of recognition for MLK in the union. Board support would give the black program coordinator guidelines for programming.

Barbara Smith suggested doing an information piece as to reasons for importance of the recognition as she felt the time lapse since MLK's death may have dimmed recollection of some.

Skott Johnson thought there should be more recognition than mention in the minutes.

Dave Renz suggested CUPC develop an activity around it.

Dawn Pugh noted her black constituents wanted state and national recognition as MLK was a great, non-violent leader to the blacks.

MOTION 9-80 (Pugh-Allen) That CMU Board of Governors recognize January 15 as MLK day now and in the future.

Amendment (Skott Johnson) That a statement about MLK day be added to the Daily sheet.

Amended Motion carried.

Coordinator for Current Events.

MOTION 10-80 (Eglinton-Dunphy) That the Board ratify the appointment of Mamie Jim as Coordinator for Current Events.

Carried.

It was noted that Mamie has been active in the current events area, with outstanding performance.

CUPC. Steve Dunphy called attention to the upcoming films and programs advertised in the January Preview.

Program Report Fall Quarter. The program report for fall quarter was distributed and some of the highlights reviewed by Bernie Molitor.

MUCB Chairperson. Denise Darab noted that Mary Hausladen, CMU Chair has accepted the additional responsibility of the Chair of the MUCB.

The meeting adjourned by motion.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

POLICY STATEMENT

Relating to Office Space/Lease Contracts

Certain space on the ground, second and third floors of Coffman Memorial Union have been designated as available for occupancy by student organizations, University departments and private enterprises for use as office and commercial lease space.

The terms and conditions of this occupancy is spelled out in detail in the various lease contracts. However, the further responsibility of the Union as Owner/Lessor to maintain and refurbish said spaces on a long-term basis needs to be stated.

The Union, like many other University departments, is entering a period of increasing financial restraints, with the result being limited funds available for the many repair and renovation needs. Competition for these limited funds means the Union will not engage in facilities expansion in the near future, and present facilities will be maintained at status quo. Future funding levels will determine if this policy can be altered.

The process of remodeling CMU, encompassing three major phases and dating from 1973 through 1979, has been completed with the most recent alterations to the third floor. During this period the lease/contract spaces have been constructed, furnished and occupied. It is the intention of the Union/Lessor to provide these spaces on a continuing basis, in good repair, and in their present configuration as detailed on the building architectural and furniture plans.

As normal wear and tear take place, and at the discretion of the Union/Lessor, spaces will be redecorated and selected furnishings will be repaired or replaced. The Union/Lessor will not alter or remodel the physical space beyond the original remodeling nor add or subtract from the normal furnishings. The exception will be rearrangement of the space panels in the Herman Miller system as designed to alter internal space configuration to meet the changing needs of organizations as can be accomplished within the originally defined space and as can be accomplished with present inventory of space panels and furnishings.

COFFMAN UNION BOARD OF GOVERNORS
Meeting January 14, 1980

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Old Business
 - A. MU Restructuring - Information Item
Special Board Meeting
 - B. Budgeting Timeline
- IV. New Business
 - A. ISTC - Information on Space Request
 - B. H&F Policy Statement Related to Lease Contracts
- V. Announcements
- VI. Adjournment

mh

In the event an organization/lessee perceives a change in requirements to provide work space for staff or service areas for the public, it is mandatory that these perceived needs be presented for consideration to the Union administration well in advance of any change. The Union/Lessor accepts no responsibility to respond to changed needs after the fact. In any event, leasehold improvements accepted and approved by the Union/Lessor will be made at the expense of the organization/lessee. If and when the lessee decides to vacate the premises, the Union/Lessor retains the option to instruct the organization to remove the leasehold improvements and restore the premises to the original condition or assume title to the leasehold improvements at a depreciated fair market value.

The Union/Lessor will continue to set annual rent rates based on the Union's cost of providing and maintaining a square foot of space.

Relating to furnishings and equipment and as stated in the lease/contracts, no item of furnishings or equipment may be placed in leased space by the lessee, except by advance approval of the Union/Lessor. Said items for consideration must be designed to be in harmony with present space decor. No leasehold space may be sublet or occupied by other than the organization/lessee and none of the Union's/Lessor's equipment or furnishings may be removed from the premises at any time.

1-11-80

January 11 1980

Memo

To: The Union Board of Governors/CMU Staff
From: Rufus L. Simmons, Director
Re: 1980-81 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 developing our budget, and 3) totally involve staff and students in the decision-making budgeting process.

For organizational effectiveness and responsiveness to the varied needs of the University community, we must continue to develop and maintain a system which will involve students and staff in the formulation of goals and decisions that will affect their lives and well being. This memo seeks to insure that the aforementioned important organizational objective is met. There has been continued improvement on the part of both the staff and the Union Board of Governors effectively engaging in this fundamental step in budget preparation. The quality of CMU Planning Program Budget System (PPBS) has been outstanding. I wish to urge your continued 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 1980-81. 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.

I anticipate some direction from the MUCB at some point in the planning of the union budgets, however I believe that the CMU approach will be compatible with those directions. Specifically, for the Board of Governors, I urge you to review our past PPBS. There are copies available in my office for sign-out.

Enclosed also are two formats for goal identification. One (form 1) is more elaborate with a few examples, and the second (form 2) is a more 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. Should there be any change in emphasis in programs, services and operational areas? What new developments should we be concerned about and plan for? Hopefully you will be able to convey the attitudes and concerns of your constituencies.

Enc: Budget Preparation Sequence and Timetable, 1980-81
1980-81 CMU Goals (Forms 1 and 2)

rls

BUDGET PREPARATION SEQUENCE AND TIMETABLE 1980-81

Goals Formulation

Budget Preparation

CMU Staff begin.
Review PPBS - area, program,
project description statements.
Make Changes if necessary.

Phase I
Begin Jan 14
Complete Jan 25

Finalized PPBS format and forms.
Submit to Staff

Phase I
Complete Feb 18

UBOG, House & Finance, CUPC,
individual staff members and
Directors, independently draft
1980-81 goals.

Phase II
Begin Jan 14
Complete Jan 25

Managers/Supervisors/Consultants
complete 1st draft of departmental
budget. Gather performance data
for current fiscal year.

Phase II
Begin Feb 18
Complete Mar 14

UBOG, CUPC, Staff & Directors
goals consolidated for UBOG review.

Phase III
Begin Jan 25
Complete Feb 1

Managers/Supervisors/Consultants/
Directors 1st budget review meeting.
Directors review and instruct changes.

Phase III
Begin Mar 17
Complete Mar 21

1980-81 UBOG goals processed and
presented to CMU Managers/Super-
visors/Consultants.

Phase IV
Begin Feb 1
Complete Feb 18

2nd budget review.
Review & tentative approval by
Directors.

Phase IV
Begin Mar 27
Complete Apr 4

Managers/Supervisors/Consultants/
Directors review, compare, determine
goal budgeting problem areas. Re-
think goals if necessary.

1st review of departmental budgets
by House & Finance Committee for
goal match-up.

Phase V
Begin April 7
Complete April 11

Finalization of 1980-81 CMU goals
approved by UBOG and presented to
MUCB.

Phase V
Begin Feb 18
Submit Feb 22

Budget consolidation.
Finalization & Review.

Phase VI
Begin April 14
Complete April 18

Submit to secretaries.

Phase VII
April 18

Proof budget.
Prepare line-item budget.

Phase VIII
Begin April 21
Complete April 25

Submit to UBOG

Phase IX
May 5

Submit to MUCB

Phase X
May ?

1980-81 CMU GOALS

A. Financial Goals

B. Student Development

C. Staff Development

D. Programming (Activities) Goals

E. Facilities Goals

F. Service Goals

1980-81 CMU GOALS

Goals may be expressed as

A. General goals

The concern should focus on broad general goals.

Example: Hold fee requests within the MUCB inflationary guidelines.

(or)

B. General-Specific area's goals

1. Financial

Example: Maintain an earned income to fee income percentage of 40/60.

2. Program

Example: Increase volunteer membership by X%.

3. Operation (Services)

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

(or)

C. Specific Departmental goals for

7104 General Administration

7105 Program Administration

7106 Maintenance

7107 Communication/Media

7108 Artcraft Studio

7109 Recreation/Outings

7110 Information Center

7111 Merchandise

7112 Reservation

7113 Locker Rental/Lost & Found

COFFMAN UNION BOARD OF GOVERNORS
Meeting January 28, 1980

AGENDA

- I. Call to Order

- II. Approval of Minutes

- III. Committee Reports

- IV. Old Business
 - MUCB Fee Request Sharing - Carl Nelson
 - 1980-81 Goals (information)
 - ISTC (information - recommendation on space & air conditioning)

- V. New Business

- VI. Announcements
 - CUPC Events

- VII. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
January 28, 1980

Present: Rae Eglinton, CUPC
Barbara Smith, CHIP
Tracy Allen, TCSA
Skott Johnson, CS (Student)
Bob Ledder, Fd Service
Bernie Molitor, CMU
Berton Atkinson, CMU
Norman Holte, CC
Dawn Pugh, CUPC
Mary Hausladen, CLA
Dave Renz, GS
Barry Bridges, UBOG Alumni
Diane Dunn, CS (Clerk)
Linda Lee, Faculty
Rufus Simmons, CMU

Absent: Lee Bissonnette, IT (exc)
Steve Dunphy, CUPC (exc)
Terri Gray, GC
Marion Freeman, OSA
Denise Darab, CUPC (exc)
Roland Delattre, Faculty

Guests: Jim Elert, CMU Info Rep
Carl Nelson, Director, MU
Vi Justice, Secy

The meeting was called to order at 12:10 by Chair Mary Hausladen. A quorum was present.

APPROVAL OF MINUTES

The minutes of January 14 were approved as written.

OLD BUSINESS

Fee Request. Carl Nelson, Director of the Minnesota Union, was present to explain the MU Request to Student Services Fees Committee for 1980-81 Fees. The Minnesota Union Coordinating Board established the guidelines for budget formulation for the constituent unions as set forth in the December 10th memo from Carl Nelson, distributed to Board members prior to the meeting (copy attached to secretary's minutes). The total increase in need for fees amounted to \$206,170. Tracy Allen expressed concern about the increase in fee request noting that TCSA is not in favor of increasing student fees to the unions. She inquired as to the use of Reserves. Carl Nelson explained that reserves are unexpended operating moneys accumulated for the purpose of deferred maintenance, purchase of new equipment, and unexpected overcost. Rufus Simmons emphasized the importance of receiving the \$206,170 increase noting that the impact of the fee request upon the service area has precipitated the need to generate income sufficient to cover the inflationary increase. The Board will need to present a strong case to the Fees Committee. Carl Nelson said that it would be difficult to know where to cut back--a cutback in evening hours would affect organizational student life and cutback in programs would decrease informal educational experiences of student life.

UBOG/Directors Goals. The 1979-80 goals were distributed. Board members were asked to review the goals closely in order to present their individual goals at the next meeting.

MUCB timeline for goal formulation is February 22.

ISTC. Bert Atkinson reviewed the background information on ISTC's request for air conditioning and space exchange. Briefly, ISTC and MSA provided 'seed' money for estimate of cost to air condition ground floor shops. Estimate came in at \$54,500. MSA does not want to proceed as they feel it is too expensive. ISTC wants to proceed. ISTC has made proposal to exchange room 40 for room 44 (Arcade space) and pay additional rent for extra space. House and Finance recommends to the Board the exchange of space for ISTC to room 44. The Union will hold on making commitment for purchase of air conditioning equipment until it is known if ISTC will have travel service (probably in early February). The Union has a commitment to assist in the furnishing of the travel service in the amount of \$5,000.

MOTION 11-80 (Allen/_____) To approve ISTC's request to exchange their present space (room 40) for the vacant shop, Old Arcade (room 44). ISTC will be responsible for any charges as they relate to changing of doors in their space.

The Union will provide a cost estimate for air conditioning rooms 40, 42, 44 and 46. We will not place an order until we have a definite statement from ISTC whether or not they are going to open a Travel Shop (room 46) and that in the event ISTC does not open a Travel Shop, the Union exercises the option to air condition that space.

Dawn Pugh said she thought the air conditioning matter should be brought back to the Board for discussion. Would tenant contracting for vacant shop pay for air conditioning?

Question was called. Motion carried.

NEW BUSINESS

None

ANNOUNCEMENTS

CUPC Coordinator. Rae Eglinton announced CUPC has selected Biff Robillard as Coordinator for the Whole. Dawn noted he had good communicative and leadership qualities and will give the Whole good support and leadership.

MOTION 12-80 (Eglinton/Pugh) That the Board approve the appointment of Biff Robillard as Coordinator of the Whole. Carried.

CUPC Events highlights for February were noted by Rae Eglinton.

A letter from the St. Paul Student Center President regarding the restructuring was distributed.

A letter from Vice President Wilderson commending the Union for its 78-79 annual report was distributed.

The Chair noted the staff members of the Board will not be at the goal formulation meeting.

Motion was made to adjourn the meeting. The meeting adjourned at 1:00 p.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary



UNIVERSITY OF MINNESOTA
TWIN CITIES

Minnesota Union
107 Temporary North of Appleby
122 Pleasant Street S.E.
Minneapolis, Minnesota 55455
(612) 373-5965

December 10, 1979

TO: Minnesota Union

FR: Carl Nelson

RE: Request to Student Services Fees Committee for 1980-81 Fees.

Attached are the materials submitted to the Student Services Fees Committee on December 5, 1979.

The Fee Request was compiled according to the decisions made by MUCB.

1. Programs: a) Base figures income and expenses were changed to reflect 1979-80 experience at CMU. The net effect was a \$1,091 reduction in need for fee support. b) No pre-inflation increase in base for 1980-81 was allowed. Changes, if made, will have to be accomplished by internal MU reallocations during the budget process. c) Anticipated inflation of 10% was added to income, salaries and supplies.
2. Facilities: a) Base figures were increased by \$37,631 to reflect 1979-80 experience at CMU (utility increase minus supplies decrease). b) Base figures were increased to reflect anticipated results of expansion on income and expenditures in 1980-81. They were reduced by the base amount of the SPSC Director position. c) Anticipated inflation of 10% was added to income, salaries, and supplies. Anticipated inflation of 15% was added to utilities expenses.
3. Services: a) Base figures for income and expenses were charged to reflect 1979-80 experience at CMU. The net effect was a \$12,435 reduction in the need for fee support. b) Base figures were increased to reflect anticipated results of expansion in 1980-81. c) Anticipated inflation of 10% was added to income, salaries and supplies. d) MUCB had decided that no increased fees to support services should be requested. Therefore, a target of \$11,450 of additional income was included to accomplish this objective.

In summary, the net changes requiring additional fee support are:

- 1. Changes in 1979-80 \$24,105
(Increased utility costs minus reductions in fee support needed for programs, facilities supplies, and services.)
- 2. Changes in 1980-81 due to expansion \$19,265
(Increased net costs for facilities minus increased net earnings from services and minus base salary of SPSC Director position.)
- 3. Changes in 1980-81 due to inflation \$162,800
(Increase in expenditures minus increases in income - including the increase of the special target amount in services of \$11,450)

Total increase in need for fees for operations support.	\$206,170
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An increase of \$206,170 is a 9.9% increase over 1979-80 in total union fees (operations and expansion) and a 13.7% increase in the operations fee.

No increase was requested in the expansion fee. If the projections on income are realized (the expenditure projections will be), there will be a positive balance of \$8,217 after payments are completed for all expansion projects and a year end (June 30, 1981) deficit of \$5,935. It is possible that fee income or interest earnings will be better than expected. However, if not and there is a deficit of about \$6,000, it will be necessary to reduce allocations to constituent reserve accounts or to draw from the operations reserve for the balance needed in allocations to those reserves.

Comments

I recommend that the MUCB Program Coordinating Committee begin in Winter Quarter a review with the constituent unions of the program area objectives, activities to meet them, and budget planning for the activities.

I also recommend that in 1980-81 concerted attention be given to the expenditures in the facilities area with the objectives of cutting costs to offset some of the anticipated future inflation and loss of fee income due to declining enrollments.

CEN:dec
cc: Barbara B. Pillinger

1,100,000 income from not fee
200 cost to services

Department of the Minnesota Union
 107 Temp. No. Appleby
 122 Pleasant St. S.E.
 Minneapolis, MN 55455
 (612) 373-5965

December 3, 1979

TO: Student Services Fees Committee

FR: Carl E. Nelson, Jr., Director, Minnesota Union

RE: Cultural Fee

The Activities Grant Fund Committee for Cultural Affairs, composed of student and faculty members, has met regularly to dispense the funds in accord with the provision for which the fee was established. Members of the Committee are Alan T. Brown, Dr. Robert S. Cobb, Scott Denzer, Duc Nguyen, Barbara Smith, Donald Meyers (Chairperson), and Gordon L. Starr who serves as the faculty secretary and convenor.

The following centers were granted funds for the 1979 Fall Quarter:

Asian/American Cultural Center	\$1,132.00
American Indian Student Cultural Center	1,132.00
Black Student Cultural Center	1,132.00
Juarez/Humphrey Chicano/Latino Student Supportive Services	1,132.00
	\$4,528.00

The following student organizations were given grants in accord with the criteria for awards:

Honors Student Center for Cultural Programs	\$ 100.00
Hunger Awareness Program	400.00
Y.W.C.A. Cultural Program	300.00
Student Chapter - American Veterinary Assn. (for brochure to attract minority students)	325.00
	\$1,125.00

The Activity Grant Fund sends copies of the minutes to the Chairperson of the Student Services Fees Committee to record the expenditures. The A.G.F.C. has acted in a very prudent way in distributing funds; there are ordinarily more requests than grants awarded. The balance as of December 3rd is \$4,120.07. Requests are now being received for Winter Quarter grants.

It is recommended that the amount of fee, 17¢, continue the same for 1980-81.

The committee will continue to make judicious allocations of funds consistent with the criteria, a copy of which is attached.

UNIVERSITY OF MINNESOTA

MINNESOTA UNION STUDENT ACTIVITY GRANT FUND POLICIES AND CRITERIA

STATEMENT OF GENERAL POLICY ON THE CULTURAL AFFAIRS FUND

- I. The primary purpose of the Cultural Affairs Fund is to prudently disburse funds provided through the Student Services Fees Committee for projects and activities which are of educational value to the University community without regard to race, color, creed, or sex.
- II. The purpose of the grant fund is to bestow educational benefits to the members of the University community. Grants are given to organizations in order to further that purpose.
- III. Projects funded by the Cultural Affairs Fund have to meet the following standards:
 - A. Close to, or on campus: accessible to students.
 - B. Attendance not restricted: open to the student body at large.
 - C. Must include some methods for making the University community aware of the program: publicity.
 - D. Must be educational in nature.
 - E. The Cultural Affairs fund cannot be used for:
 - office rent
 - stipends for officers
 - staff salaries
 - meals
 - purchase of publications
 - F. Funding is to be used for one-time special campus programs.
- IV. The size of the soliciting group will have no relevance for the appropriation of funds for a program benefiting the community.
- V. The four cultural centers -- the American Indian Student Culture Center, the Asian American Student Culture Center, the Black Student Culture Center, and the Chicano Student Culture Center -- who are automatically allocated two-thirds of the funds are not eligible to receive an additional grant.
- VI. The fund has a limited amount of money to be distributed each quarter and receives more requests than funds available.

PROGRAMMING CRITERIA

1. Member constituent unions/center associated with the Minnesota Union Coordinating Board are not eligible to receive grants from this fund nor is any program in which they are co-sponsors.
2. Individuals will not ordinarily be eligible, especially if the grant request is for independent study, travel, etc.
3. The primary guideline is to what extent will the grant aid in the educational development of the total University community through cultural programs within the funds available.

Cultural Fund Policies & Criteria

-2-

4. Grants shall be awarded to registered University student organizations but not to preclude other organizations with legitimate programs.
5. Normally grants shall not include salaries or stipends. (Services rendered to organizations on a recurring basis.)
6. Travel shall normally be limited to reimbursement of incoming speakers.
7. Food shall be limited to coffee "reception" type rather than luncheon, dinner or banquets unless an integral part of the cultural presentation.
8. Program supplies shall be included which are reasonable and have a demonstrated need and, in addition, those expenses that are ancillary to program presentation.
9. Phone normally shall be limited to programming and shall exclude rental.
10. Publications normally shall be limited to publicizing events by printing of flyers, posters and forms of publicity; but not for purchase of printed subscriptions or publications for resale.
11. Organizational equipment - rental or purchase of equipment shall be limited and reasonable.
12. Film rental or purchase shall be considered as program request and considered with other criteria.
13. Matching funds - special consideration will be given to requests where matching funds are available and/or the organization has raised or sought funds through other sources (tickets, dues, other grants, etc.)
14. Supplementary grants may be made at later dates, depending upon progress of the first award and funds available.
15. A request for honoraria will be based on resources available.
16. Grants awarded shall be distributed through the Student Organizations' Finance Division.
17. Program grants are usually awarded for programs which add a new dimension to the University community. Normally, these grants are not repeated and organizations are encouraged to develop self-sustaining events in order to give other organizations an opportunity to also develop new programs for the Twin City campuses.

Approved: 4/13/79

General Information

I. Statement of Purpose/Mission

Constitution for the Minnesota Union and Its Coordinating Board Preamble: "The Minnesota Union is an organization of Twin Cities campus students, faculty, staff, and alumni. Among its purposes are: to provide a sense of community through a variety of programs, facilities, and services; to become an integral part of the educational life of the University by providing the services, conveniences, and amenities important to members of the University community; and to provide for those informal associations which will foster knowing, understanding, and caring."

II. General Statistical Data

A. General usage of union buildings, services, or programs.

Minnesota Union conducted a needs assessment survey of students (1,000) in spring quarter of 1978. Of the seven hundred twenty-five students who responded, seventy percent use union services for some purpose at least one day per week. Almost half of that group use services of more than one of the unions.

B. Programs

Attendance at Minnesota Union programs in 1978 totaled 276,000.

C. Facilities

Buildings are open 320 days for over 4,800 hours annually with an estimated cumulative user count of about 3,000,000. Over 10,000 meetings and events were facilitated.

D. Services

Customer counts kept by the services operations totaled 1,116,754 in 1978-79.

III. Goals/Objectives

A. Financial

1. The Minnesota Union Coordinating Board established the following guidelines for 1980-81:
 - a. Program support service is to be maintained at the current level. Any improvements or expansions requiring additional financial support must be funded through internal reallocations.
 - b. Facilities costs are to be maintained at the current level plus a net increase (cost increases minus income increase and staff retrenchment) to support expanded facilities. The net increase is \$19,265.
 - c. Services are to absorb inflation by increased income or further reduction of costs.
2. Data systems and management systems will be improved to provide better evaluation and change for purposes of efficiency.
3. Increased effort for grants and other fund raising will be made.

B. Improve the quality of service and experience with the unions.

C. Add services.

1. More and better facilities for meeting and activities.
2. Expanded food service in St. Paul.
3. Improved outings center.
4. Expanded offering of periodicals and supplies on West Bank.

D. Increase the number of volunteers and improve the quality of the experiences gained as a volunteer.

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- E. Change governance process to unify the union effort and make more objective decisions.

IV. Major Areas of Activity

A. Programs

- Debates, Lectures, Discussions, Seminars
- Arts (Galleries, Dance, Theater, Music, Poetry)
- Cultural (Minority Affairs)
- Recreation (Outings, Bowling, Billiards)
- Entertainment
- Crafts, Hobbies, Special Interests

B. Facilities

- Meetings
- Organization Offices
- Activity Halls
- Space for service enterprises
- Casual use

C. Services

- Music Listening
- Bus/Transportation Services
- General Information
- Student Organization Support
- Lost & Found
- Sales of periodicals & supplies
- Outings Equipment

Balance Sheet

Organization: Minnesota Union
As of: June 30, 1979

ASSETS

Current Assets

Cash	\$ 5,882
Investments	<u>3,601,396</u>

Total Current Assets \$3,602,278

Long Term Assets

Loan	15,000
Buildings	
CMU	7,213,433
SPSC	1,358,500

Furniture & Equipment

CMU	525,515
SPSC	225,600
WBU	<u>86,846</u>

Total Long Term Assets \$9,424,894

TOTAL ASSETS \$13,032,172

LIABILITIES AND NET WORTH

Liabilities		
Loans	\$5,116,305 ^(a)	
Total Liabilities		5,116,305
Net Worth		
Operating Reserves		
CMU	149,362	
SPSC	79,993	
WBU	20,163	
SOGIT	27,865	
Equipment Repair and Replacement Reserves		
CMU	108,059	
SPSC	141,084	
WBU	26,444	
Building Repair, Renovation & Improvement Reserves		
CMU	351,909	
SPSC	96,662	
Long Term Development		
MU Expansion	2,562,215	
MU Operations	36,275 ^(b)	
Total Net Worth		<u>3,600,031</u>
TOTAL LIABILITIES AND NET WORTH		<u>\$8,716,336</u>

(a) Principal and Interest to be paid on bonds for CMU remodeling.

(b) Reserve to assist with currently planned projects beyond the means of constituent union reserves. Included are Wilson Corridor Service Center on West Bank, CMU tuck pointing, SPSC old furniture restoration for new building, and MU development services.

/dij
12/5/79

Statement of Income and Expenditures

Organization: Minnesota Union
For Year Ending June 30, 1980

	<u>Base Budget</u>	<u>Expected/ Actual</u>
<u>Income - Operations</u>		
Student Services Fee	1,508,203	1,508,203
General University Funds	28,000	28,000
Other Income		
(a) Programs	381,244	386,771
(b) Facilities	60,670	60,670
(c) Services	644,490	644,490
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Totals - Operations	2,622,607	2,628,134
 <u>Income - E/I/U</u>		
Student Services Fee	608,000	581,560
Interest on Reserve Account	62,225	153,733
	<hr/>	<hr/>
Total	670,225	735,293
 <u>Expenditures - Operations</u>		
1. Programs		
<u>Staff</u>		
Regular Payroll	299,415	311,636 ^(a)
Fringe	62,718	64,294
Misc. Payroll	93,508	93,073
Supplies	376,618	378,295
	<hr/>	<hr/>
Sub-Total	832,259	847,298

2. Facilities		
<u>Staff</u>		
Regular Payroll	446,211	424,376
Fringe	93,794	89,505
Misc. Payroll	120,144	112,244
<u>Supplies</u>	73,637	70,041
<u>Utilities</u>	206,636	228,343
Sub-Total	<u>940,422</u>	<u>924,509</u>
3. Services		
<u>Staff</u>		
Regular Payroll	195,379	207,328
Fringe	40,568	43,553
Misc. Payroll	168,067	164,153
<u>Supplies & Mcds</u>	363,092	363,126
Sub-Total	<u>767,106</u>	<u>778,160</u>
4. Admin. & Governance		
<u>Staff</u>		
Regular Payroll	53,213	53,213
Fringe	11,175	11,175
<u>Supplies & Overhead</u>	34,506	34,506
Sub-Total	<u>98,894</u>	<u>98,894</u>
Operations Total	2,638,681	2,648,861
Net ()	(16,074) ^(b)	(20,727) ^(b)
<u>Expenditures - E/I/U</u>		
Expansion	2,814,000	2,625,865
CMU Debt Service	216,411	216,411
Allocations to Reserves	258,880	258,880
Totals	<u>3,289,291</u>	<u>3,101,156</u>
Net ()	(2,619,066) ^(c)	(2,365,863) ^(c)

Footnotes

- (a) Includes \$5,415 salaries funded from WBU Reserves.
- (b) To be paid from College Work Study Savings or, if savings are insufficient, from reserves.
- (c) To be drawn from Expansion Reserve Account.

/dlj
12/5/79

Fee Request

Organization: Minnesota Union
 For Period: July 1, 1980 - June 30, 1981

	Base (1979-80 Budget)	Changes to base			1980-81 Anticipated Income & Expenditures
		1979-80 (a)	1980-81 (b)	Inflation (c)	
<u>Anticipated Income-Operations</u>					
Student Services Fee	1,508,203		206,170		1,714,375
General University Funds	28,000 ^(d)		5,076 ^(e)		33,076
Other Income					
(a) Programs	381,244	5,527 ^(k)		38,677	425,448
(b) Facilities	60,670		5,040 ^(f)	6,571	72,281
(c) Services	644,490	14,894 ^(g)	113,096 ^(f)	77,248	849,728
(d) Services Special			11,450 ^(h)		11,450
Totals - Operations	2,622,607	20,421	340,832	122,496	3,106,356
<u>Anticipated Income -</u>					
<u>Expansion/Improvement/Upkeep</u>					
Student Services Fee	608,000	(26,440)			581,560
Interest on Reserve Account ⁽ⁱ⁾	62,225	91,508	(153,240)		493
Totals - Expansion	670,225	65,068	(153,240)		582,053
<u>Anticipated Expenditures-Operations</u>					
1. <u>Programs</u>					
<u>Staff</u>					
Regular Payroll	299,415	6,806 ^(j)		30,622	336,843
Fringe	62,718	1,576 ^(j)		-6,429	70,723
Misc. Payroll	93,508	2,759 ^(k)		9,627	105,894
<u>Supplies</u>	376,618	1,677 ^(k)		37,830	416,125
Sub-Total	832,259	12,818	0	84,508	929,585

2. Facilities

Staff

Regular Payroll	446,211	(23,520) ^(j)	6,588 ^{(f)(1)}	42,928	472,207
Fringe	93,794	(5,101) ^(j)	1,383 ^(f)	9,008	99,084
Misc. Payroll	120,144		8,038 ^(f)	12,818	141,000

Supplies

	73,637	(146)	2,690 ^(f)	7,618	83,799
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Utilities

	206,636	37,777	12,129 ^(m)	39,831	296,373
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Sub-Total	940,422	9,010	30,828	112,203	1,092,463
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3. Services

Staff

Regular Payroll	195,379	16,714 ^(j)	8,999 ^(f)	22,109	243,201
Fringe	40,568	3,525 ^(j)	1,890 ^(f)	4,598	50,581
Misc. Payroll	168,067		12,821 ^(f)	18,089	198,977

Supplies & Mchs. for Resale

	363,092	2,459	87,939 ^(f)	45,349	498,839
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Sub-Total	767,106	22,698	11,649	90,145	991,598
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4. Admin. & Governance

Staff

Regular Payroll	53,213			5,321	58,534
Fringe	11,175			1,118	12,293

Supplies & Overhead

	34,506			3,451	37,957
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Sub-Total	98,894			9,890	108,784
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Operations Totals	2,638,681 ⁽ⁿ⁾	44,526	142,477	296,746	3,122,430 ⁽ⁿ⁾
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Anticipated Expenditures -

Expansion/Improvement/Upkeep

Expansion	2,814,000 ^(o)	(2,625,865)			188,135
CMU Debt Service	216,411		(1,899)		214,511
Allocations to Reserves ^(p)	258,880		122,813		381,693

Expansion Totals	3,289,291 ^(q)	(2,625,865)	120,914		784,340
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Footnotes

- (a) Reallocations, increased costs, and increased earnings that will remain in 1980-81 base.
- (b) Changes to base in earnings and expenditures effective 1980-81.
- (c) Inflation factors used: Income, salaries, and supplies - 10%; Utilities - 15%.
- (d) Utilities offset.
- (e) West Bank Connecting Link Maintenance.
- (f) St. Paul Student Center and West Bank Union Expansions.
- (g) Improvement in CMU Earnings.
- (h) Special target for additional earnings in order to meet MUCB goal to hold cost of services constant in 1979-80 dollars.
- (i) Budgeted at 6% of free balance.
- (j) WBU reallocation from facilities to programs and services.
- (k) CMU Increase in income and expenditures.
- (l) Salaries added for two custodians; base salary for SPSC Director subtracted.
- (m) West Bank Utilities.
- (n) Deficit is funded from College Work Study salary savings at CMU or reserves if those savings are not realized.
- (o) Balances to be paid on expansion projects: SPSC - 1,514,000; WBU - 1,300,000.
- (p) 2.5% on construction costs of buildings, and 7.5% on purchase costs of furniture and equipment. Bases increased in 1980-81 after expansions.
- (q) Funded from reserve account balance (2,562,215) plus income. Balance after expansion expenditures and annual expenditures for debt service and allocations to reserves will be \$8,217.

/dec
12/4/79

UBOG/DIRECTORS' GOALS 1979-80

General

1. That a quarterly report be made to the Board as to the status/accomplishment of goals.

Financial

1. Establish a total union budget which reflects a maximum of 7% increase in operating fees.
2. Maintain a stable operation of the Union within the income and expense limits established in the budget. Related to the above, conduct various studies to determine if in fact CMU traffic is leveling off and future earned income will not increase.
3. Compute impact of inflation upon CMU rates and raise prices/rates accordingly.
4. Achieve a 30% student employee work-study base.
5. Continue CMU membership program and establish a comprehensive price/cost differential for student - faculty/staff - and non university patrons.
6. Establish and have operational by December 1 the two vacant ground floor shops.
7. Establish a cost sharing formula for Campus Club for common ongoing expenses.
8. Conduct research to determine if the current program of allocation of funds to CMU reserve accounts from the Minnesota Union is adequate to the rate of deterioration of the building and equipment.
9. Develop a specific program and timeline to achieve University total utility support.

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. Continue to 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 efforts to recruit minorities and "non-traditional" members for UBOG, CUPC and CMU staff.
7. Be particularly attentive to minority groups' needs in order to insure a warm, receptive environment and relevant programs.
8. Continue to examine the UBOG/CUPC organizational structure and processes to achieve greater efficiency and effectiveness, with specific emphasis on the Executive Committee leadership.

Student Development (Cont'd)

2

9. Develop and implement an assessment tool for the UBOG to determine the impact of the Board experience.
10. Evaluate/modify CMU rewards system for volunteers by ascertaining what motivates and retains.

Facility Development

1. Establish a promotion program for CMU conference/meeting/programming facilities.
2. Establish a higher quality level of service in housekeeping and maintenance.
3. Establish a higher quality level of service for patrons' programs, conferences and meetings.
4. Revise and update the project list, along with priorities, for CMU remodeling projects.
5. Investigate means to improve use of Gopher Mound area.
6. Evaluate use of CMU space.
7. Develop and promote the "Coffman Memorial Union Foundation" whose purpose is to accommodate philanthropic Union projects.

Program Development

1. In conjunction with the Minnesota Union, continue to improve CMU data gathering, research, and evaluation systems.
2. Complete the exploration of the full capabilities of the planned OSA Activities Group mini computer for improving the Union's management systems.
3. Increase contact with student/departmental organizations from programming, to include at least 1 annual interdepartmental meeting headed by CUPC.
4. Strengthen minority program areas and participation.
5. Research usage/satisfaction through program sampling and in-depth research projects.
6. Strengthen the Union's food and programming concept. With a specific focus to continue discussion and planning sessions with Food Service Department, to develop a comprehensive program for promotion and utilization of third floor.
7. Increase use of the Sky-U-Mah Lounge for free daytime "background" (peak hours) programming.
8. Establish a master schedule of projects to maximize the efficiency and effectiveness of Program Development.

Staff Development

3

1. Continue the development of CMU staff development program with emphasis on addressing racism, sexism, career development, and public relations.
2. Continue CMU's integrated management system (PPBS-MBO).
3. Continue to more fully utilize the University Human Resource Development Department and seminars.
4. Continue program of staff visitations to UBOG meetings.
5. Review area job descriptions as they concern student classifications.

Public Relations

1. Develop for major organizational users of the Union a "Consumers' Guide" and promotion 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 biannual Open House for building occupants.
4. Further coordinate publicity and promotion efforts with the total CMU.

Approved by UBOG 2/19/79



UNIVERSITY OF MINNESOTA
TWIN CITIES

St. Paul Campus Student Center
2017 Buford Avenue
St. Paul, Minnesota 55108

January 18, 1980

Mary Hausladen, President
Minnesota Union Coordinating Board
107 T.N.A.
Minneapolis Campus Mail

Dear Mary:

First, let me thank you for your active participation in the Student Center Board and Executive Committee meetings. It is encouraging to know that the Minnesota Union President is vitally interested in the activities and concerns of constituent unions. I am certain that the knowledge you gain will assist the Minnesota Union in making decisions which reflect the best interests of the student body at large.

Although you are basically aware of the Student Center Board of Governors' concerns relating to the Minnesota Union reorganization, I thought it would be helpful to place my thoughts, and those of the Board into writing. Let me begin by saying that the Student Center Board of Governors enthusiastically supports the concept of taking advantage of an opportunity created by Paul Larson's retirement to review the MU organization and its current state of efficiency and effectiveness. Also we believe the use of consultants will be helpful in providing the Minnesota Union with an "outside view" of our situation.

We see the issue of MU organization as one deserving our utmost attention as students, faculty and alumni. As a student board member I am acutely aware of my responsibilities to the student body who support the unions through their student fees. We must rely heavily on the professional staff we employ for advice and council but, finally, the responsibility falls upon us to guarantee that the bests interests of students are advanced and protected.

In a memo dated October 1, 1979, Carl Nelson presented us with a proposal for the MU reorganization. I have studied that proposal carefully and discussed it with fellow students, faculty and the college deans on the St. Paul campus. I have opened the reorganization issue for discussion in the Student Center Executive Committee and at the regular meeting of SCBOG. As a consequence of these discussions, we have identified the following items which I believe must be placed on the Minnesota Union agenda for further discussion before any decision is made.

1. The proposal states that the first purpose of the reorganization "is to cut costs of administration by reducing the number of positions." Will, in fact, a significant savings result from the reorganization? To evaluate this issue I will need to have a breakdown of administrative salaries and benefits by rank as they currently exist compared to the breakdown in the proposed reorganization, which includes a Director of the Minnesota Union, Deputy Director of the Minnesota Union, Director of Development for the Minnesota Union and Associate Director for Programs at the Minnesota Union level.
2. Secondly, the proposal aims to "increase efficiencies and effectiveness by consolidating administration into an operating system". I strongly feel that, in order to accept this idea, the inefficiencies and ineffectiveness need to be soundly defined. I find the proposed aim commendable but too general to elicit an informed consent or rebuttal. Once those areas of ineffectiveness and inefficiency are adequately identified, then I feel we must ask ourselves: Can these problems be addressed and corrected within the given governance structure? If not, will the resulting loss of autonomy brought about by centralization be a fair trade for the identified efficiencies that may be gained?

The following functions of the union governing boards (constituent unions and MUCB) have been identified in the proposal as the future roles for each Board:

Constituent Boards

1. Assess points for individual suggestions
2. Representation of interests
3. Analysis of needs
4. Advocate goals, objectives and priorities
5. Develop activity proposals
6. Develop activity organization/system for that constituent union and/or in cooperation with other constituent unions
7. Evaluate operations and programs
8. Establish house rules
9. Establish services policies
10. Establish program policy
11. Create and maintain program, service and facilities operation organizations

MUCB

1. Establish goals, objectives and priorities
2. Provide leadership to planning and governing processes
3. Maintain and represent the organization's purposes
4. Provide leadership in developing resources
5. Approve budgets
6. Evaluate and respond to activity proposals
7. Provide leadership to development of activity systems that involve more than one constituent union
8. Establish general operating policies if needed
9. Provide leadership and participate in evaluation activity
10. Approve constituent union constitutions

- a. Currently the Student Center Board of Governors has the authority to develop its goals, objectives and priorities which are in turn reviewed by MU; and where dollars are involved MU now has the opportunity to approve or disapprove funding at the time budgets are reviewed and approved. Under this proposal the boards role would become one of advocacy.
- b. A responsibility of the board under the current mode of operation is to develop activities, and carry out the program which it feels best addresses the needs of students as well as the university community at large. Under the suggested reorganization plan the Board would develop activity proposals which presumably would in turn be reviewed by the MUCB program committee, in consultation with MU Associate Director of Programs, for final decision as to their appropriateness and possible implementation at the constituent union's campus.

This process seems somewhat questionable at a time when the general public is demanding that government return to a "grass-roots" approach which has proved to be a reasonable and responsible form of governance.

Other issues that should be explored as we deal with the question of reorganization and centralization include:

1. How will the reorganization affect the involvement of students in the development of programs and activities at the constituent campuses' level?
2. Will the centralization of programming responsibility affect our volunteer program; and will the level of enthusiasm for local involvement among our students be diminished in the long run?
3. Apart from the proposed salary savings, would additional dollar savings be realized from a reorganization?
4. Would time delays inevitably result from the program/activity processing procedures set forth in the proposal?
5. Would Coffman, West Bank and St. Paul Student Center require changing in order to accommodate the reorganization, and if so, what authorities of the boards would change?
6. Carl Nelson stated that approximately 25% of his time is given to working with the Minnesota Union (MU pays 50% of his salary and benefits). If MU appoints a full-time Deputy Director, should we continue to pay 50% of Carl's salary? That's not very economical. Also, how much administration does the Minnesota Union require?

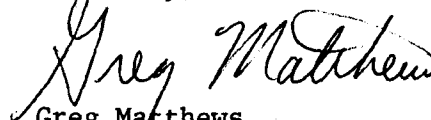
7. The proposal presents one approach for reorganization of the governance and management systems. Aren't there other approaches we should explore? Such as:
 - a. Establishing a full-time Minnesota Union Director position rather than a Deputy Director position.
 - b. Rotate the MU Directorship amongst the union directors in a manner similarly used in academic departments.
 - c. Any other ideas.
8. Is there a violation of the Student Center's constitution, when the proposed reorganization states that the Minnesota Union will approve constituent union constitutions (Appendix C, Functions of MUCB, No. 10, from reorganization proposal). Our constitution can only be approved and amended by TCSA.

I also feel that the whole reorganization proposal was submitted in a somewhat unethical manner. Besides the fact that no real basis has been established for reorganization, this proposal draws focus on itself, and leaves any other possibilities left in the dark. Perhaps it would have been wiser to call the consultants in, and then work out their recommendations for a proposal.

I feel the Minnesota Union Coordinating Board will need several meetings in order to address these questions comprehensively. I suggest that the meetings be scheduled to begin as soon as the consultants' reports are received.

I know that I speak on behalf of the majority of the St. Paul Board of Governors, the students of this campus, and also the faculty and staff, that we will not let any proposal be reailroaded through the Minnesota Union without the proper consultation, evaluation, and a sincere expression of feelings by everyone.

Sincerely,



Greg Matthews
President, Student Center
Board of Governors

GM/np

cc: Coffman Union Board Members
West Bank Union Board Members
Student Center Board of Governors Members
St. Paul Campus Deans

MEMORANDUM

January 15, 1980

TO: Rufus L. Simmons, Director
Coffman Memorial Union

FROM: Frank B. Wilderson, Jr.
Vice President for Student Affairs

SUBJECT: Coffman Union Annual Report

I am pleased with your report on the activities for 1978-79. Your efforts in continued service of student and faculty needs during the period of physical plant renovation were outstanding. As I reviewed this report, I see challenges for the near future in the areas of student volunteerism and increased student participation in events and activities.

As we look for more effective ways to serve our students, let us consider how Coffman Union may become "a living room and/or family room" for our students. Needless to say, for many of our commuter students, CMU is their home on campus. I challenge you to ask the question, "How can we make CMU a better home?" You may also wish to consider how CMU compares with other student unions across the country.

We look to the 80's for an increase in the older student population. Their presence will provide us with still another challenge of identification and service of needs which may vary from those students we now serve.

I congratulate you and your staff on your past successes and wish you well in your future endeavors.

cc: Barbara B. Pillinger
Carl Nelson

FBW:dk

Copied January 28, 1980
rls/pr

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
February 11, 1980

Present: Steve Dunphy, CUPC
Rae Eglinton, CUPC
Barbara Smith, CHIP
Terri Gray, GC
Barry Bridges, UBOG Alumni
Diane Dunn, CS (Clerk)
Marion Freeman, OSA
Rufus Simmons, CMU
Bernie Molitor, CMU
Denise Darab, CUPC
Dawn Pugh, CUPC
Mary Hausladen, CLA
Dave Renz, GS
Skott Johnson, CS (Student)
Linda Lee, Faculty
Bob Ledder, Fd Service
Berton Atkinson, CMU

Absent: Tracy Allen, TCSA
Norman Holte, CC
Roland Delattre, Faculty
Lee Bissonnette, IT (exc)

Guests: Laurie Marshall, IT (sub for Lee Bissonnette)
Vi Justice, Secretary

The meeting was called to order at 12:10 by Chair Mary Hausladen. A quorum was present.

APPROVAL OF MINUTES

The minutes of January 28 were approved as written.

ANNOUNCEMENT

Skott Johnson announced that Julie Carson, CMU student employee, ill with encephalitis resulting from measles contracted while on duty at the Info Center, passed away on Saturday. Julie was President of the West Bank Union Board and also served on the Minnesota Union Coordinating Board. The Info Desk people are sending a plant to the family, along with a card expressing their sympathy. After a month or so they will send the family money for dinner out to let them know they are still being thought of. Julie had not paid her fee statement so was not covered by health insurance. Her father had recently been hospitalized for surgery. The family will apply to Ramsey County for financial assistance to cover Julie's medical bills. It is suggested that Coffman hold a benefit dance and give the proceeds to Julie's family should they not be able to get assistance from the county. If they do receive financial assistance from the county the money would be donated to hospital research for lethal virus or to the cancer society. Other memorial suggestions are to name a room in the new West Bank Union after her or purchase a neon art work to her memory (the Info Desk will take donations for the artwork). Information as to reviewal and funeral arrangements can be obtained through the Information desk.

OLD BUSINESS

Goal Formulation. Denise Darab reviewed progress of the 1979-80 goals. She noted the Exec Committee would like to see Board members inputting their individual concerns for 1980-81 goals and not just reviewing and updating the 1979-80 goals. She questioned the need for a quarterly report to the Board on the status of the goals.

Marion Freeman said that as a new member to the Board she gained a lot from Denise's update of the 1979-80 goals.

Barry Bridges spoke in favor of a quarterly report as an assurance that goals would not be 'lost' because timelines were not observed.

Rufus Simmons asked if some process guidelines would be established for formulation of the 1980-81 goals.

Mary Hausladen said she would ask Board members to list their individual goals and then add goals to be continued from the 1979-80 goals.

Skott Johnson suggested the following goals:

Staff Development - Include student employees in staff development workshops for first aid, self defense and evacuation.

Programming - Have some All-University programs i.e. sport celebrity.
Programs to build team spirit for university events.
More interaction with CUPC and other student organizations.
Program for final week--coordinate with Food Service.

Public Relations - Create friendly atmosphere - Message Board
Give comp card for coffee, coke, etc.
for good deed i.e. picking up
paper from floor.
Visitor Packet

Steve Dunphy suggested some type of benefit analysis for programming should be established.

Dawn Pugh suggested encouraging Daily and other publications to do a story about CUPC for increased recruitment. Tell students what CUPC is all about.

Dave Renz suggested a formal process of goal reviewal should be set up. Check off goals when achieved or disposed of.

Dawn Pugh said that this process would be too time consuming for students.

Mary Hausladen noted that the goals are reviewed regularly even though progress is not reported to the Board.

Rufus Simmons said the directors and Exec work continuously on goal update. It is his feeling that the administration should be responsible to report back to the Board.

Denise noted that her only objection to reporting to the Board on the status of goals was the "quarterly" stipulation. She thought that a report on goal status was a good thing but did not think it should be labeled quarterly.

Because of the lateness of the hour a meeting to continue goal formulation was set for Wednesday, February 13, Room 346. Those who would be unable to attend were asked to send their goals to the Chair.

The Chair announced that Diane Dunn would be leaving the Board as she is transferring to another department. She expressed appreciation to Diane for her service to the Board.

The meeting was adjourned at 1:15.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
February 13, 1980

Present: Denise Darab, CUPC
Barbara Smith, CHIP
Mary Hausladen, CLA
Terri Gray, GC
Barry Bridges, UBOG Alumni
Skott Johnson, CS, Student
Diane Dunn, CS, Clerk
Linda Lee, Faculty
Ruf Simmons, CMU

Absent: Steve Dunphy, CUPC
Rae Eglinton, CUPC
Dawn Pugh, CUPC
Roland Delattre, Faculty (exc)
Bob Ledder, Fd Service
Bert Atkinson, CMU
Dave Renz, GS (exc)
Lee Bissonnette, IT (exc)
Tracy Allen, TCSA
Marion Freeman, OSA (exc)
Norman Holte, CC
Bernie Molitor, CMU

Guests: Vi Justice, Secretary

The special meeting was called for the purpose of completing Board goal formulation. Those who could not attend the meeting had been asked to send their concerns/goals to the Chair. A quorum was present. No formal action was taken. The attached goals, including those retained from 1979-80, will be melded with the Directors' goals for Board approval/action.

The Board will next meet on February 25, 1980, Room 346 CMU, at 12:10 noon.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

UBOG 1980-81 GOALS (new)

1. Include student employees in staff development workshops:
first aid, self defense, evacuation
2. More general programs aimed at the general university.
3. Interaction with the Union and other student organizations.
4. Promote friendly atmosphere - message board.
5. Utilize empty space at night for mid-quarter studies.
6. Comprehensive facility and service list to university visitors.
7. Development of recruitment program for individual program areas.
8. Analyze ways to get students from other colleges and buildings to CIU.
9. Determine some type of benefit analysis for programming.
10. Restate and more strongly stress importance of reporting to UBOG on goal status.
11. Evaluate other ways of presenting goal status to UBOG.
12. Establish concept of union night.
13. Provide plants on first floor to enhance facility.
14. Redesign/redecorate fireplace - develop open feeling.
15. Consolidate number of goals. Allow more generalities with staff establishing particulars.
16. Establish priority system to goals.
17. Visible support to minorities.
18. Support programming to handicaps.
19. Alternative revenue producing ventures to support union.

1980-81 GOALS (retained/revised from 1979-80 goals - underlining indicates new wording)

GENERAL

1. That a quarterly report be made to the Board by the staff as to the status/ accomplishment of goals. (reworded)

FINANCIAL

1 thru 4 (director goals)

5. Continue CMU membership program and establish a comprehensive price/cost differential for student - faculty/staff - and non-university patrons. (retained)
6. (director goal)
7. Establish a cost sharing formula for Campus Club for common ongoing expenses. (retained)
8. Conduct research to determine if the current program of allocation of funds to CMU reserve accounts from the Minnesota Union is adequate to the rate of deterioration of the building and equipment. (retained)
9. Develop a specific program and timeline to achieve University total utility support in conjunction with the Minnesota Union. (reworded)

STUDENT DEVELOPMENT

- 1 & 2 combined. Increase the level of student volunteerism in Union activities and continue to reduce obstacles which impede student volunteerism.
3. Continue to provide timely, high-quality program offerings for the University Community. (retained)
4. Continue to seek more involvement of the faculty in the programmatic aspect of CMU. (retained)
5. Continue to develop CMU student development program through striving for greater precision in determining specific outcomes through a student/staff learning contract. (retained)
- 6 & 7 combined. Continue efforts to recruit minorities and "non-traditional" members for UBOG, CUFC and CMU staff. Be particularly attentive to minority groups' needs in order to insure a warm, receptive environment and relevant programs.
8. Maintain student involvement in issues presented to UBOG by stressing XC committee leadership. (reworded)
9. Develop and implement an assessment tool for the UBOG to determine the impact of the Board experience. (retained)
10. Evaluate/modify CMU rewards system for volunteers and staff by ascertaining what motivates and retains. (reworded)

FACILITY DEVELOPMENT

1. Establish a promotion program for CMU conference/meeting/programming facilities. (retained)
2. Establish a higher quality level of service in housekeeping and maintenance. (retained)
3. Establish a higher quality level of service for patrons' programs, conferences and meetings. (retained)
4. ~~Revise and update the project list, along with priorities, for CMU remodeling projects.~~ (deleted)
5. ~~Investigate means to improve use of Gopher Mound Area.~~ (included in 6)
6. Evaluate use of CMU space, particularly the Gopher Mound. (reworded)
7. Develop and promote the "Coffman Memorial Union Foundation" whose purpose is to accommodate philanthropic Union projects. (retained)

PROGRAM DEVELOPMENT

1. In conjunction with the Minnesota Union, continue to improve CMU data gathering, research, and evaluation systems. (retained)
2. Complete the exploration of the full capabilities of the Planned OSA Activities Group mini computer for improving the Union's management systems. (retained)
3. Increase contact with student/departmental organizations from programming, to include at least 1 annual interdepartmental meeting headed by CUPC. (retained)
4. Strengthen minority program areas and participation. (retained)
5. Research usage/satisfaction through program sampling and in-depth research projects. (retained)
6. Strengthen the Union's food and programming concept. With a specific focus to continue discussion and planning sessions with Food Service Department, to develop a comprehensive program for promotion and utilization of third floor. (retained)
7. Increase utilization of empty space. (reworded)
8. Establish a master schedule of projects to maximize the efficiency and effectiveness of Program Development. (retained)

STAFF DEVELOPMENT

- 1 thru 3 (director goals)
4. Orientate the Board to staff members. (reworded)
5. Review area job descriptions as they concern student classifications. (retained)

PUBLIC RELATIONS

1. Develop for major organizational users of the Union a "Consumers' Guide" and promotion to services and facilities. (retained)
2. Continue to provide timely, accurate communication and image-building information depicting the "Union Idea" in operation. (retained)
3. Develop and maintain communication lines with building tenants. (reworded)
4. Further coordinate publicity and promotion efforts with the total CMU.
(retained)

COFFMAN UNION BOARD OF GOVERNORS
Meeting February 25, 1980

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Committee Reports
 - A. House & Finance
 - B. CUPC
 - C. MUCB - Update
- IV. Old Business
 - A. Board Goals 1980-81
Review & Approval of Goals
- V. New Business
- VI. Announcement
 - Upcoming CUPC Events
 - Committee & Board Meeting Times

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
February 25, 1980

Present: Steve Dunphy, CUPC
Denise Darab, CUPC
Rae Eglinton, CUPC
Dawn Pugh, CUPC
Barbara Smith, CHIP
Mary Hausladen, CLA
Rufus Simmons, CMU
Berton Atkinson, CMU

Dave Renz, GS
Lee Bissonnette, IT
Tracy Allen, TCSA
Barry Bridges, UBOG Alumni
Skott Johnson, CS Student
Diane Dunn, CS Clerk
Linda Lee, Faculty
Bernie Molitor, CMU

Absent: Terri Gray, GC
Marion Freeman, OSA
Norman Holte, CC

Roland Delattre, Faculty
Bob Ledder, Food Service

Guests: Jim Elert, CMU Info Rep; Vi Justice, Secretary

The meeting was called to order at 12:10 by Chair Mary Hausladen. A quorum was present.

APPROVAL OF MINUTES

The minutes of February 13 were approved as written.

REPORTS

House and Finance. Denise Darab reported House and Finance reviewed Board and Directors goals for 1980-81. Bert Atkinson will get advice and counsel of University attorneys regarding the sale of printed materials by the Socialist Workers Party (The Militant), an off-campus group, before the literature distribution policy is voted on. House and Finance recommends that ISTC begin to pay rent for room 46 on March 1.

CUPC. Steve Dunphy reported CUPC hosted a large group activity for its members in a recent snowtubing event in Wisconsin followed by food and band. CUPC workshops have been conducted in group dynamics and cohesiveness and in affirmative action. The winter quarter budget has been reviewed and spring quarter budget preparation is underway. Dawn Pugh was commended for her successful efforts with the KNOJ Benefit held during Black week. The benefit was attended by more than 200 persons. Attention was called to the Mentor program series, consisting of major poets around the country and the Horizon program series consisting of current event lectures and discussion, presented by faculty.

MUCB. Mary Hausladen reported the MU fee request was cut \$55,000. The fees committee will meet February 26. A service scholarship fund was established in the name of Julia Carson; details for administering the scholarship to be worked out. It will be funded from gifts and special projects. The consultants are in the process of drafting their reorganization report. When completed the report will

be reviewed by the Long-Range Planning Committee, sent to constituent unions/center boards for reactions, returned to Long Range Planning Committee who will review board reactions and make recommendations to MUCB. Some decision regarding the reorganization proposal will be forthcoming probably in May. The MUCB program committee has been drawing up joint program goals and priorities for the constituent unions.

OLD BUSINESS

CIU Goals. The combined UBOG and Directors goals for 1980-81 were distributed for Board approval. They were reviewed and discussed and the following changes made:

(added) ---deleted

GENERAL

no change

FINANCIAL

7. (In conjunction with the Minnesota Union) continue to develop a funding base for Union foundation projects.

UNION PROGRAMS

no change

FACILITIES

9. Explore feasibility of placement of "video-beam" (large-screen TV) concept within CIU.
11. Review the usage and aesthetics of the fireplace lounge. ~~with-the-intent-to develop-a-more-visually-open-facility.~~

SERVICE

2. (Expand) ~~increase~~ the Locker Rental ~~service~~ (patronage) by 10%.
3. Expand the Artcraft Studio ~~service-and~~ patronage by 10%.
4. Explore means of reducing the operating cost(, or increase revenue,) for Lost and Found, Music-Listening, and Information Service.
14. Develop a comprehensive CIU ~~utilities~~ (facilities) and services guide for the University community and visitors.
15. (Explore the possibility of moving the transit information to a well-traveled area in the building.)

MOTION 13-80 (Bridges-Allen) To approve the 1980-81 CIU Goals as corrected.
Carried.

The next Board meeting will be March 10.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,
Rufus L. Simmons
Recording Secretary

MU Guidelines Impact Data

	1979-80 Budget		1979-80 Expected	1980-81 Budget	% Change Over 1979-80 Budget
<u>Program</u>					
Income	180,807		180,807 + 10%	198,387	9.99%
Expense	<u>421,343</u>		<u>421,239</u> + 10%	<u>463,362</u>	9.97%
Net Fee	240,536		240,432	264,475	9.95%
 <u>Facilities</u>					
Income	40,115		53,652	44,126	9.99%
Expense	564,394	(.03)%	564,215 + 10%	620,635	9.96%
Utilities	<u>137,612</u>	27.45%	<u>175,389</u> + 10%	<u>192,927</u>	40.00%
Total	<u>702,006</u>	5.35%	<u>739,604</u>	<u>813,562</u>	15.89%
Net Fee	661,891		685,952	769,436	16.24%
 <u>Services</u>					
Income	420,416		440,867 + 10%	484,953	20.5%
Expense	<u>456,013</u>		<u>462,785</u> + 10%	<u>509,063</u>	11.63%
Net Fee	35,597		21,918	24,110	.047% Shortfa. Income

1979-80 Fee Support 864,411
 1979-80 Budget Net Fee 933,024
 (73,613) 1979-80 Budget Shortfall

1979-80 Expected 948,302 (83,891) 1979-80 Expected Shortfall

1980-81 Fee Budget 1,033,911
 1979-80 Fee Support 864,411
 169,500 % of Operation Increase 19.6%

1980-81 CUPC Net Fee Support w/10% increase 63,646
 1980-81 CUPC Operations 1,033,911
 Total 1980-81 CMU Fee Support 1,097,557

1979-80 CMU & CUPC Total Fee Support 922,271
 Total Increase 175,286
 Total Fee Increase 19.%

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting March 10, 1980, 12:00 noon, 346 CMU
AGENDA

- I. Call to Order

- II. Approval of Minutes

- III. Committee Reports
 - A. House & Finance - Denise
 - B. CUPC - Steve
 - C. MUCB - Mary

- IV. Old Business
 - A. Budgeting & Work-Study (information)
 - B. Campus Club Negotiations (information)

- V. New Business
 - A. Board Vacancies
 - B. 40th Year Celebration
 - C. Leadership Over Summer

- VI. Announcements

CUPC Upcoming Events

- VII. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
March 10, 1980

Present: Steve Dunphy, CUPC
Rae Eglinton, CUPC
Barbara Smith, CHIP
Terri Gray, GC
Skott Johnson, CS (Student)
Marion Freeman, OSA
Rufus Simmons, CMU
Denise Darab, CUPC
Dawn Pugh, CUPC
Mary Hausladen, CLA
Barry Bridges, UBOG Alumni
Linda Lee, Faculty
Norman Holte, Campus Club
Bernie Molitor, CMU

Absent: Dave Renz, GS (exc)
Tracy Allen, TCSA (exc)
Bob Ledder, Fd Service
Lee Bissonnette, IT (exc)
Roland Delattre, Faculty
Berton Atkinson, CMU

Guests: Jim Elert, CMU Info Rep
Vi Justice, Secy

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

APPROVAL OF MINUTES

The minutes of February 25 were approved as written.

COMMITTEE REPORTS

House and Finance. Denise Darab reported the House and Finance Committee have been reviewing House Policies. They will be brought before the Board in April. The Constitution and By-Laws are being reviewed and will be brought before the Board in April.

CUPC. Steve Dunphy reported CUPC is in the process of planning budgets and getting financial statements from all areas. Mary Hausladen noted CUPC has had a successful film series this quarter.

MUCB. Mary Hausladen reported the Fees Committee voted to give 25¢ more to Unions. All the unions have completed their 1980-81 goal formulation. The Minnesota Union general goals will be drawn from those of the constituent unions.

OLD BUSINESS

Work-Study. It was noted that 100% work-study student employees would be desirable for 1980-81 to help offset price increases. If present employees do not qualify for work study they may remain on their present jobs if they so desire. Skott will get student employee reaction to their application for work study. Dawn Pugh said it was her understanding that work-study hours are limited. Marion Freeman clarified the question by saying there was no policy or statement limiting the hours for work-study employees and that employee hours can be worked out to suit the individual/position.

Cost Sharing. A cost sharing formula is being developed for the Campus Club, similar to that of the Food Services, wherein the Campus Club will share in the cost of maintaining common use areas. A point in question is anticipated expense of \$175,000 for tuckpointing. Dr. Holte, CC Representative to the Board, reported the CC Board met with the University Engineers, who pointed out the need for tuckpointing. The Campus Club Board needs to justify the expenditure to faculty who pay the bills. The CC Board of Directors is considering 14% cost sharing plan, and are looking into loans to finance their share of the tuckpointing expense. The money is needed by April 1. Dr. Holte noted the CC does not expect students to pay for costs incurred by the Campus Club.

NEW BUSINESS

CUPC Coordinators. Rae Eglinton reported CUPC has appointed Kathy Jensen as Vice President for Public Relations and Terry Staude as Coordinator for the Gallery. Kathy Jensen has been with CUPC since last winter as Coordinator for Popular Entertainment and has been involved in many PR activities. Terry Staude has been active in the Gallery all quarter.

MOTION 14-80 (Eglinton-Darab) To approve appointment of Kathy Jensen as Vice President for Public Relations and Terry Staude as Coordinator for the Gallery. Carried.

Board Vacancies. The Chair asked Board members to respond to her as to their year in school and anticipation for return to the Board next year.

Summer Leadership. Those wishing to serve on summer executive committees should respond to Chair.

CMU 40th Anniversary. The 40th anniversary celebration is planned to occur during homecoming week. Interested Board and CUPC members are invited to serve on planning committee.

ANNOUNCEMENTS

Mini Course brochure and employee discount list of courses were distributed. Bernie Molitor noted 800 persons/quarter participate in the courses, one-third are non-student participants.

Matrix. University media resource Matrix is doing a film on minority students on campus. They have been focusing their cameras on Dawn Pugh in the classroom, at the Board meeting, in the office and other areas of involvement. A showing is anticipated on a Sunday morning in April. The Whole Coffeehouse also will soon be presented on Matrix.

UBOG Minutes
March 10, 1980
Page 3

ACU-I Volunteers. Volunteers to assist at the Association of College Unions-International conference to be held in Minneapolis March 22-26 are still needed. Those interested should respond to the Chair or to Charles Rausch. Volunteers will be able to attend some of the sessions.

The meeting was adjourned by motion at 12:50.

The next Board meeting will be the second Monday of spring quarter, April 7.

Respectfully submitted,

Rufus L. Simmons, Director
Recording Secretary

UBOG Agenda

April 14, 1980

- I. Call To Order
- II. Approval of Minutes
- III. Committee Reports
 - A. Executive - Mari
 - B. House & Finance - Denise
 - C. CUPC - Steve
- IV. Old Business
 - Budget Review
- V. New Business
 - A. Coffman Student Employee Meeting -
Informational - Skott
 - B. Quarter Agenda and Time Line -
Informational
- VI. Announcements
- VII. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
April 14, 1980

Present: Steve Dunphy, CUPC
Rae Eglinton, CUPC
Barbara Smith, CHIP
Terri Gray, GC
Lee Bissonnette, IT
Skott Johnson, CS (Stud)
Rufus Simmons, CMU
Bernie Molitor, CMU

Denise Darab, CUPC
Dawn Pugh, CUPC
Mary Hausladen, CLA
Dave Renz, GS
Barry Bridges, UBOG Alumni
Roland Delattre, Faculty
Berton Atkinson, CMU

Absent: Linda Lee, Faculty
Bob Ledger, Fd Service

Marion Freeman, OSA
Norman Holte, CC

Guests Present: Jim Elert, CMU Info Rep; Vi Justice, Secretary

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

The minutes of March 10 were accepted as written.

COMMITTEE REPORTS

Executive Committee. Several suggestions are being considered for the UBOG/CUPC recognition event. One idea is to have CMU dinner and recognition in the Union, followed by an MU dance that would include the three unions. The recognition date has been set for May 15. Suggestions are welcome and should be given to the Exec committee.

House and Finance. Denise Darab noted the House and Finance Committee reviewed the 1980-81 budget at their April 9th meeting and will review it again on April 16th. The budget will be presented to the UBOG on April 28th for final review. House Policy revision will be completed for Board approval on May 19th. Constitution revision will be brought to the Board in June. Price differential is being looked at and will be coming to the Board.

CUPC. Steve Dunphy noted the upcoming programs, emphasizing the Horizon Series which gives students the opportunity to interact with faculty and staff. He noted the opportunity of Health Week Screening in the Great Hall and the upcoming CUPC leadership development seminars.

OLD BUSINESS

Budget Review. The second draft of the 1980-81 budget was reviewed. The budget showed totals with work-study employees and totals with non-work-study employees. A savings of \$130,000 would be effected by using 51% work study students.

Ads will be developed spring and fall, advertising the work opportunities available to students qualified for work study. Full-salary students will be considered, but preference will be given to work study students.

Dave Renz expressed concern for the limited income available to work study students due to Work Study regulations.

Lee Bissonnette expressed concern for the non work study student who would be unable to get a job because preference would be given to the work study student.

Student Employee Meeting. Skott Johnson reported 41 of 80 CMU student employees attended a meeting held to get student employee reaction to the upcoming work study proposal. The students generally feel there is lack of communication to student employees. Student employees are filling out a survey which will be returned later this week. There was concern for the student who would not qualify for work study. Students feel there are too many unanswered questions to go into the program full scale. Rufus Simmons noted that Work Study has received state and federal allocations. Current employees' jobs will not be in jeopardy if employee does not qualify for work study. An important decrease in the fee request can be achieved by increasing work study employees. Skott noted there were more employees present in the evening than students. The fact that there is not food service may be one reason for the lack of students.

To better communicate to student employees Skott suggested posting the Board minutes by the timecards. Skott will meet with student employees again next Thursday.

Rufus Simmons reported the MU Directors met Saturday. One item discussed was the student employee program. The MU will budget resources for employee incentive/creative ideas.

ANNOUNCEMENTS

UBOG Meetings: April 28, May 12, June 2

Interim officers will be needed for summer months.

The consultants report re the MU Reorganization was distributed. Board members were asked to read the report and respond. If necessary, a special Board meeting will be called to discuss the report.

ACU-I Conference. A tour of CMU was given in connection with a pre-conference seminar on remodeling. Many positive responses were received.

The media program with Dawn Pugh will be shown on Channel 5, 11:30 a.m. Sunday.

The national and regional Table Tennis Tournaments will be held in the Great Hall next week.

House and Finance will meet Wednesday, April 16, in 346.

The meeting was adjourned by motion.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Meeting April 28, 1980

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Committee Reports
 - A. House & Finance - Denise
 - B. CUPC - Steve
 - C. MUCB - Mary
- IV. Old Business
 - A. Budget - Denise
 - B. Recognition - Rae
- V. New Business
 - Coordinator Approval for CUPC
- VI. Announcements
 - Next Board Meeting, May 12
 - CUPC
- VII. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

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April 28, 1980

Present: Steve Dunphy, CUPC
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Barbara Smith, CHIP
Dave Renz, GS
Lee Bissonnette, IT
Bert Atkinson, CMU

Barry Bridges, UBOG Alumni
Skott Johnson, CS Student
Roland Delattre, Faculty
Linda Lee, Faculty
Marion Freeman, OSA
Rufus Simmons, CMU

Absent: Dawn Pugh, CUPC
Mary Hausladen, CLA (Exc)
Terri Gray, GC

Bob Ledder, Food Service
Norman Holte, CC
Bernie Molitor, CMU

Guest Present: Jim Elert, CMU Info Rep; VI Justice, Secretary

The meeting was called to order at 12:20 by Vice Chair Denise Darab in the absence of Chair Mary Hausladen. A quorum was present.

The minutes of April 14 were approved as written.

REPORTS

House and Finance. The revised House Rules will be brought to the next Board meeting.

CUPC. Steve Dunphy noted the upcoming programs: The National Chicano Dance Theatre; Noon Concerts; Sun Day Celebration; Punt, Pass & Keg competition; Gallery Exhibits.

OLD BUSINESS

Budget. Denise Darab noted the cover letter of the budget summarized the percentages of increases in the budget. Bert Atkinson reviewed/explained the footnotes related to the budget.

MOTION 15-80 (Atkinson-Bridges) Move that the Board adopt the 1980-81 budget.

Carried.

Recognition. UBOG/CUPC recognition dinner will be held at the Riverview Restaurant May 15 at 6:00 pm, followed by a dance and party at 9:30 in the Mississippi Room. The dance and party will include the MU and constituent unions. Invitations will go out this week. All Board members are urged to attend.

Consultant Report. Board members were asked to respond to the IU Consultant Report.

UBOG Minutes
April 28, 1980
Page 2

NEW BUSINESS

CUPC Coordinator. Jodi Eland has been appointed Coordinator for Recreation and Travel. The Board was asked to ratify the appointment.

MOTION 16-80 (Eglinton-Dunphy) Move to approve appointment of Jodi Eland as Coordinator for Recreation and Travel.

Carried.

ANNOUNCEMENTS

UBOG meeting May 12 - approval of House Policy (policy will be mailed out prior to the meeting).

Liaison Workshop April 28, 4:30, in the Collonade.

The meeting was adjourned at 1:00 pm by motion.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Meeting Monday, May 12, 1980

AGENDA

I. Call to Order

II. Approval of Minutes

III. Old Business

Carl Nelson's recommendation on reorganization -
discussion and endorsement.

IV. New Business

House Policies - Denise

V. Announcements

Recognition, CUPC Events

VI. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
May 12, 1980

Present: Steve Dunphy, CUPC
Rae Eglinton, CUPC
Barbara Smith, CHIP
Terri Gray, GC
Lee Bissonnette, IT
Skott Johnson, CS (Student)
Linda Lee, Faculty
Rufus Simmons, CMU
Bernie Molitor, CMU
Denise Darab, CUPC
Dawn Pugh, CUPC
Mary Hausladen, CLA
Dave Renz, GS
Barry Bridges, UBOG Alumni
Roland Delattre, Faculty
Marion Freeman, OSA
Berton Atkinson, CMU

Absent: Bob Ledder, Food Service
Norman Holte, Campus Club

Guests: Jim Elert, CMU Info Rep
Vi Justice, Secretary

The meeting was called to order at 12:15 by Chair Mary Hausladen. A quorum was present.

The minutes of April 28 were approved as written.

OLD BUSINESS

Reorganization. The Chair called on Board members for their reaction to Carl Nelson's recommendation for reorganization:

Roland Delattre, in favor; Skott Johnson, completely in favor; Bernie Molitor, had one concern regarding a reclassification but the concern had been satisfied; Lee Bissonnette, in favor; Dave Renz, principally in agreement but questioned the need for reorganization.

MOTION 17-80 (Bridges-Darab) Move to support the recommendation for reorganization.

Carried unanimously.

NEW BUSINESS

House Policy. Denise Darab noted the changes to the House Policies included a general updating of wording, a new format, and the addition of a poster and display policy. Bert Atkinson noted the house policies were updated to be consistent with the present "rules of the house." The most dramatic change was on pages 1-2, the defining of individuals and groups authorized to use the union facilities. Roland Delattre called attention to the misspelling of auxiliary on page 15. Barry Bridges suggested the supplementary documents noted in the document be listed on the last page and that the supplementary documents be available for anyone interested in referring to them.

MOTION 18-80 (Darab-Delattre) To approve the House Policies with changes noted above.

Dawn Pugh asked if the policies gave the Board the authority to state that program prices could not be changed midway in the program, citing one instance where this had occurred. Denise noted this was up to the sponsoring organization and not a concern of UBOG.

Question was called.

Motion carried. 1 Abstention for lack of time for full review of House Policies.

It was noted that items of concern regarding house policy should be referred to Bert Atkinson for consideration at the time of the next policy revision.

ANNOUNCEMENTS

Recognition. Rae Eglinton reminded Board members that reservation deadline for the recognition dinner to be held at the Riverview is today. She circulated a reservation form for dinner selection.

Lee Bissonnette, IT Rep, requested consideration of another day of the week, perhaps Wednesday, for next year's recognition. IT students have a test every Friday and she has not been able to attend the recognition events, present or past, because they are held on Thursday and she has to study for Friday's exam.

CUPC. Steve Dunphy announced that the CUPC Team, Denise Darab, Dawn Pugh, Kathy Jensen and Mamie Jin won the women's division of the PPKK contest (Punt, Pass and Kick the Keg) and also scored higher than the mixed team, winning a 16 gallon keg of beer. Kathy Jensen achieved the longest toss of a beer can and the longest toss of a beer keg, winning two Pabst Old Tyme "chandeliers."

The next Board meeting will be June 2.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Meeting, Monday, June 2, 1980

AGENDA

- I. Call to Order

- II. Approval of Minutes

- III. President's Report - Recognition

- IV. Old Business
 - A. SOAC Assignments - Denise
 - C. Vacant Shop - Report by Rufus

- V. New Business
 - Board Evaluation

- VI. Announcements

- VII. Adjournment

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
June 2, 1980

Present: Steve Dunphy, CUPC
Rae Eglinton, CUPC
Mary Hausladen, CLA
Dave Renz, GS
Barry Bridges, UBOG Alumni
Linda Lee, Faculty
Rufus Simmons, CMU
Bernie Molitor, CMU
Denise Darab, CUPC
Barbara Smith, CHIP
Teri Gray, GC
Lee Bissonnette, IT
Skott Johnson, CS (Student)
Bob Ledger, Food Service
Berton Atkinson, CMU

Absent: Dawn Pugh, CUPC (exc)
Marion Freeman, OSA
Roland Delattre, Faculty (exc)
Norman Holte, CC (exc)

Guests: Jim Elert, CMU Info Rep
Vi Justice, Secretary
Jeff Mason, CUPC

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

The minutes of May 12 were approved as written.

Mary read her farewell letter to the Board expressing appreciation to individuals and the Board for the growth opportunities and experiences she has had at CMU and with UBOG.

MOTION 19-80 (Atkinson-Bridges) That Mary's letter be attached to the minutes.
Passed.

OLD BUSINESS

SOAC Assignments. The following memo to UBOG from Denise Darab/Bernie Molitor was reviewed and discussed.

June 2, 1980

TO: Coffman Union Board of Governors
FROM: Denise Darab/Bernie Molitor
SUBJ: Assignment of SOAC Space, 1980-81

We have reviewed all the applications for space for the year 80-81, and make the following recommendations:

- I. Quads All groups presently having space have reapplied. All applications are in order and we recommend that MISA, IFC, Pan Hel, MSPR, MSA, M-PIRG, and Ski Club be granted the same space. We do encourage M-PIRG to be more attentive to housekeeping standards. They have been especially lax in this regard.

II. Open Air The following groups did not reapply for space and will be asked to vacate their spaces at the end of second summer session: Rovers, Alpha Kappa Alpha, SASC, Bowling Club, Christian Science, Vets, and Prometheus Project. In addition, because we have more groups than space, we recommend that APPLE be reduced to one open-air space. The second one was originally granted when we had more space than applicants.

The following groups have applied for open air space and we recommend that they be granted: Minnesota Oriental Film Society, Northern Sun Alliance, L-5 Society, MASS, Israel Action Committee, Appropriate Technology, Aquarian Age Society, and the Turkish American Club.

III. Desk 'n Files We recommend that the following groups be granted Desk 'n Files: Bowling Club, Children of the Night, Messianic Fellowship, ULGC, Call Committee, Board of Pub, Circle K, Book Swap, and Xanadu Ski and Touring Club. Many of the Desk 'n File groups have not reapplied for space; this means that when others do request the space, we will open them up.

It was noted that Bernie Molitor will be responsible to talk to MPIRG about house-keeping standards. All but one request for space have been filled. The Laotian organization will be offered a Desk 'n File unit until other space is available. Bert Atkinson commended Denise and Bernie for the thoroughness of their documentation and their interest in the maintenance of the space.

MOTION 20-80 (Darab-Bridges) To approve the SOAC space assignments for 1980-81.
Approved.

Vacant Shop. Rufus Simmons reviewed the CMU "New Shop" Proposal document that was distributed to the Board (copy attached to secretary's minutes). Robert Ledder, Director of University Food Services noted Food Service is interested in experimenting with a specialty shop that would be open after regular hours and weekends, should the traffic warrant it. One idea in the "mill" is a "Dough"-re-mi shop, providing fresh baked "goodies" and open-faced sandwiches, perhaps including flour (flower) sales. The need for an additional sandwich shop was questioned until it was noted the other sandwich sales are not open after hours and weekends. Question was raised as to supply pathways and adequate electrical supply. It was noted that plans are in offing for air conditioning all shop spaces. Question was raised whether the space would "make it" after-hours/weekends due to its lack of visibility.

MOTION 21-80 (Bridges-Bissonnette) To approve the concept of the "New Shop" proposal.

Berton Atkinson asked that the late hour/weekend openings be a criteria of the proposal.

A friendly amendment was made to include in the motion, "and after-hours be a strong consideration."

Question was called. 9 for, 2 abstained

Summer Month Projects. Rufus Simmons listed the following projects to be addressed this summer: 1) conclude negotiation with Campus Club; 2) CMU 40th Anniversary; 3) Student/Staff Employee Development Program (headed by Skott); 4) resolution of ISTC situation; 5) development of student/non-student cost differential for next year.

Summer Project Committee. The following volunteered to serve on the committee to address above-named projects: 1) Dave Renz; 2) Barry Bridges; 3) Skott Johnson; 4) Barbara Smith; 5) Lee Bissonnette; 6) Jeff Mason.

MOTION 22-80 (Darab-Bridges) That the Summer Project Committee and the directors be empowered to act on summer projects. The committee will decide on a group leader.

Passed.

CUPC. Rae Eglinton announced the following CUPC appointments:

Vice President-Public Relations - Tonya Fuller
Vice President-Finance - Greg Erickson
Coordinator, Black Cultural Affairs - Jeff Mason
Coordinator, Gallery - Terry Staude

MOTION 23-80 (Eglinton-Gray) To approve appointment of Tonya Fuller as VP-Public Relations; Greg Erickson, VP-Finance; Jeff Mason, Coordinator-Black Cultural Affairs; Terry Staude, Coordinator-Gallery.

Approved

CMU Constitution/By-Laws. Revised drafts of the CMU Constitution and By-Laws (mailed to Board members prior to the meeting) were discussed. Revisions were chiefly language "clean-up" i.e. changing chairman to chairperson. Carl Nelson noted Page 3, ARTICLE V, C of the Constitution should be corrected to Twin City Forum as it is no longer called the Twin City Student Assembly.

There was discussion as to the date (2nd week in October) for filling officer vacancies as it is prior to the October 30 date established for designating Board members. No action was requested in deference to establishment of leadership as early as possible.

MOTION 24-80 (Darab-Dunphy) To approve the revised Constitution and By-Laws with the correction noted on Page 3, ARTICLE 5, C.

Approved

Board Evaluation Forms. The Chair asked that Board evaluation forms be returned as soon as possible.

Returning Board Members. The following Board members indicated they planned to return next year: 1) Denise Darab, CUPC; 2) Teri Gray, GC; 3) Barbara Smith, CHIP; 4) Dave Renz, GS; 5) Skott Johnson, CS-Stud; 6) Linda Lee, Faculty; 7) Barry Bridges, UBOG Alumni; 8) Lee Blassonnette, IT--for part of the year; 9) Jeff Mason, CUPC.

Motion was made to adjourn the meeting.

Respectfully submitted,

Rufus L. Simmons
Secretary

Attachment: Letter, Mary Hausladen

June 2, 1980

Dear Board Members,

The Union has been a tremendous experience for me. It has been both a focal point of my college career and a catalyst to making many of my dreams become realities. The Union gave me a "sense of place" within the university community that I did not find in the classroom or in other elements of the university. The Union is truly a unique place where students, staff, and faculty can find a common meeting ground. The Union strives to develop the "human potential" of those who involve themselves in our programs, facilities, and services.

When I first came to the University I hoped I would gain a greater sense of what the world was all about and gain a certain sophistication, academically and socially, to experience all that the diversity of the world had to offer. The Union gave me the opportunity to grow and develop in ways I never knew were possible. I came as a very scared and uncertain individual but eager to learn whatever I could.

The Union gave me the opportunity to make many new friends and meet a wide variety of individuals. It also gave me the chance to learn many new skills through my jobs as a media technician, music listening clerk, info clerk, building page, and custodian. Working as a media technician I not only had the opportunity to gain experience for a minor in theatre, I also had the rare luck of having Patrick Sullivan as my supervisor. Patrick exemplifies what most of the staff in the Union are like: exceptional people who give far beyond the call of duty to the students that work with them.

Then there is the experience of working as a volunteer. I've gained invaluable experience through my leadership positions. I've had a chance to learn and work with other students such as Denise. Although at times Denise and I have differed in our perceptions and approaches, I've learned to listen and evaluate what she says and enjoy the working relationship as well as the friendship that has developed between us. Then there is Bert, who at an early stage of my involvement with the Board encouraged me to seek a leadership position, even though I was sure at the time that I could never possibly qualify to hold such a position. But I did take that step to have more responsibility on the Board and thus began my astonishment at what I could gain from being a volunteer.

But more than any experience within the Union or at the University, my experience with Rufus stands out as being the most significant and rewarding. His encouragement and willingness to help me grow and develop into what I wanted to be is something I did not find in the classroom. The Union, through their student/staff partnership allows and cultivates such relationships. The Union conscientiously plans ways to develop students in many different areas. From Rufus I've learned a spectrum of things, from learning how to start an avocado plant to becoming a more effective listener to understanding more about myself. I always felt a certain freedom to drop by Rufus's office any time I needed or wanted to talk with him. Even though Rufus is often very busy, he's taken the time to listen to me, especially when all my life was out of wack. For all that Rufus has given me, the times we've shared,

I'd like to THANK Rufus publicly and let the Board know how lucky the Union is to have Rufus as the Director. Any student who develops a student/staff partnership with Rufus will truly be lucky.

Although the Union has been a tremendous experience, I'm very ready to leave and seek other exciting opportunities and challenges. I've gained the self-confidence and courage to try other experiences that have in the past seemed beyond my reach. In some ways I will never leave the Union or the Union Idea. I hope in the future to return some of the time and energy that has been given to me. Likewise, I hope you have gained something from your involvement and will remember that in the future. Maybe I'll develop an Alumni Association for the Unions, and I'll give you fair warning now that all of you will be the first on my list to contact for a membership.

We've had a great year. We've experienced a year of having a quorum at all meetings, discussed many important issues, and experienced a new sense of cooperation among the Unions, moving the Unions into a new stage of evolution. Next year with the 40th year celebration, the Union will again be experiencing many exciting events as well as having the good fortune of seasoned student volunteers such as Denise, Skott and Lee to continue having real student involvement in the governance of the Union.

Thank you all for your commitment and energy you've put into the Board. It is your involvement that helps insure that the University Community is well served by the Union and its mission.

Thank you all,

Mary Hausladen
Chairperson UBOG

CMU "New Shop" Proposal

1. Concepts

CMU as a member of the Minnesota Union Concerns itself with experiential learning and student development. This mission is expressed in a variety of facilities, programs, and services designed to meet the "out of class" needs of the University Community during their stay on campus. The facilities are comprehensive, ranging from casual lounge spaces to theaters and conference meeting rooms. The programs consist of a wide variety of activities developed by students with the assistance of a professional staff. Through the partnership of students and staff, a full array of educational, cultural, social and recreational activities are planned to meet the needs of the University Community. During the fiscal year nearly 8,000 scheduled events occurred within the Union, attracting over 200,000 patrons with well over two million estimated body count utilizing the Union throughout the Year. CMU services reflect great diversity, providing music listening, information, check cashing, food service, travel/study service, a student store merchandising a wide range of items from records and gift items to books and school supplies, and a comprehensive hair styling shop- to name a few.

A most significant goal of the Union is that of being a humanizing force on campus. One method of accomplishing this goal is attending to the needs of the University student. Through providing the most efficient and effectively designed services, conveniences and amenities it is hoped that learning and development at the University can be enhanced.

The Union is an organization whose operating revenue is obtained through (1) 60% from student fee allocation and (2) 40% through revenue generating enterprises.

Located on the ground floor (the shopping mall) of Coffman Union are six commercial (leased) shops serving a variety of campus and individual needs. Currently these services are (1) a study/travel agency, (2) two student stores, (3) a hair styling salon, (4) two vacant shops, one of which has a formal proposal under consideration and the other is the subject of this proposal.

There is strong support on the part of the Union Board of Governors (the Union's policy board) for the concept of a unique speciality shop. The "center attraction" would be a crepes factory which would provide a wide variety of

of nutritive snacks. Other possible options would be pastries, pies and cakes, and other epicurean delights. This "central attraction" would be supported by Espresso and specialty teas along with the basic beverages. There also appears to be a market for fresh cut flowers as dorm and office decoration in addition to the primary gesture of affection and caring for a special person in one's life. Too, there is an expressed interest in natural scents and essence in the form of bath and body care products. There is a wide variety of possible other options for further exploration. The intent is to extend the current food service baking line a notch or two above its current line. A survey of "food business" in the April addition to Institution indicates a growing market on college campuses for a dessert bar. Currently 39.4% of colleges and universities surveyed had dessert bars in operation.

Over the next several weeks special vendor options will be explored to test the desirability and feasibility of establishing the "New Shop" concept within Coffman Memorial Union within the next fiscal year.

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CONSTITUTION
FOR THE
COFFMAN MEMORIAL UNION

ARTICLE I

NAME

- Sec. 1 The name of this organization shall be the Coffman Memorial Union, hereinafter called the Union.
- Sec. 2 The Union is herein defined as an organization whose objectives are to provide a Twin Cities Campus out-of-class program of social, recreational, cultural, and educational activities and a University community center.
- Sec. 3 The organization shall be a constituent member of the Twin Cities Campus Minnesota Union and its Coordinating Board.

ARTICLE II

PURPOSES

- Sec. 1 The purpose of this organization shall be:
- A. To make a substantial contribution to the community life of the University by providing the services, conveniences, and amenities members of the University community need in their daily life on campus in concert with the Minnesota Union.
 - B. To be particularly attuned to student needs so as to provide them with the most valuable return for their student services fees.
 - C. To make free time activity a cooperative factor in total education.
 - D. To provide for its members maximum opportunity for self-realization and for growth in individual competency and group effectiveness.
 - E. To provide for an open forum for discussion of various opinions.

ARTICLE III

MEMBERSHIP OF THE UNION

- Sec. 1 Every student of the Twin Cities Campus, ~~upon having paid~~ possessing the student services fee statement, becomes a member of the Union. Members are invited to take full advantage of the facilities, programs, and activities provided by the Union.

-----deleted
_____ added

- Sec. 2 Members of the Faculty, staff, and alumni of the University are invited to use the services and facilities provided by the Union and shall be represented in its governance.
- Sec. 3 A student member who wishes to become active on the Coffman Union Board of Governors/Union Program Council, or a committee within the Union, must be eligible for participation as defined by the Assembly Committee on Student Affairs.

ARTICLE IV

COFFMAN UNION BOARD OF GOVERNORS

- Sec. 1 The Union shall be governed by the Coffman Union Board of Governors which shall be a representative body of students, faculty, and alumni, as designated in Article V.
- Sec. 2 The Board shall:
- A. Establish policies which will fulfill the purposes of the Union.
 - B. Approve a budget for funds to be allocated and earned for the operations of the Union for submission to and approval by the Minnesota Union Coordinating Board.
 - C. Oversee the administration of all funds in accordance with the approved budget and University procedures and render an annual financial report which shall be available to any member of the University community.
 - D. Establish and enforce rules and regulations concerning conduct in and use of Union facilities, subject only to University regulations and policies of the Minnesota Union Coordinating Board.
 - E. Assist in the recruitment, approve in the selection and participatione in the evaluation of the Director. ~~and Assistant Directors of the Union.~~
 - F. Establish and maintain active liaison with all departments and organizations operating within Coffman Memorial Union to insure essential coordination and fullest satisfaction to the users of the building.
 - G. Take such other actions that it deems necessary to fulfill the role of a responsible governing organization and as a constituent member of the Minnesota Union.

ARTICLE V

MEMBERSHIP OF THE BOARD

Sec. 1 The student voting membership of the Board shall be:

- A. A president of the Union Program Council.
- B. Not more than three representatives of the Union Program Council, elected by the Council.
- C. One representative of the Twin City Student Assembly or corresponding body.
- D. One representative from each college, institute or school having its primary location on the Minneapolis East Bank and having an elected student or student-faculty governing organization; provided that such an organization is not subsumed under a larger academic structure with a superior student or student-faculty governing organization. Representatives shall be elected by the governing organization from among interested candidates enrolled within the college, institute, or school.
- E. One representative of the student employees of Coffman Memorial Union, elected by and from such employees.

Sec. 2 The non-student voting membership of the Board shall be:

- A. One alumnus of the Board, elected annually by the Board from among interested applicants.
- B. Two faculty representatives appointed by the President of the University from among persons recommended by the Board and/or the Vice President of Student Affairs. The term of office for faculty representatives shall normally be two years. (The terms shall be staggered rather than concurrent to provide for greater continuity.)
- C. One representative of the Civil Service clerical employees of Coffman Memorial Union, elected by and from such employees.
- D. One representative of the University of Minnesota Alumni Association, appointed by that organization.

Sec. 3 Voting members of the Board shall be appropriately designated prior to ~~June-15~~ October 30 of each year, after which time they shall take office and serve until their successors have been designated and qualified.

- Sec. 4 The non-voting members of the Board shall be:
- A. The Vice President of Student Affairs or his/her designated representative.
 - B. The Director of Food Services or his/her designated representative.
 - C. The Chairmanperson of the Board of Directors of the Campus Club or his/her designated representative.
 - D. The Director of Coffman Memorial Union who shall serve as ~~Recording and-Corresponding~~ Secretary for the Board.
 - E. Operations and Program personnel as designated by the Director of Coffman Memorial Union.
- Sec. 5 No member of the Board, except those designated in Article V, Section 1, A and B, shall serve as a voting member of the Coffman Union Program Council.
- Sec. 6 A voting member of the Board with two unexcused absences from regular Board meetings during an academic quarter, shall automatically relinquish his/her Board membership and privileges. The individual may appeal to the Board for reinstatement at the next Board meeting. Excused absences shall only be for illness or unforeseeable circumstances and shall be granted by the Chairmanperson of the Board, Secretary, or Executive member.
- Sec. 7 A member of the Union requesting the removal of a voting member of the Board shall register his/her complaint in writing to the Chairmanperson of the Board. In the event that the Chairmanperson is involved, the Vice Chairmanperson shall receive the complaint. The Executive receiving the complaint shall first try to mediate the difficulty. If he/she is unsuccessful, the matter shall be brought to the Board for appropriate action.
- Sec. 8 Vacancies occurring on the Board shall be filled by the organization whose representation shall have been decreased by the vacancy. If such group does not name a replacement within two weeks of being notified of such vacancy the Board may elect to fill such positions from among applicants of the group to be represented.
- Sec. 9 No person shall sit on the Board as a representative of more than one category of membership as defined in Article V.

ARTICLE VI

OFFICERS

Sec. 1 The officers of the Board shall be:

- A. The Chairmanperson of the Board.
- B. The Vice Chairmanperson of the Board.
- C. President of Coffman Union Program Council.
- D. Secretary.

Sec. 2 The duties of the officers shall be as defined in Article II of By-Laws of the CUBOG.

Sec. 3 Elections of officers:

- A. The Chairmanperson of the Board shall be elected from Board membership by the Board during the ~~1st~~ 2nd full week in October.
- B. The Vice Chairmanperson of the Board shall be elected from Board membership by the Board during the ~~1st~~ 2nd full week in October.
- C. ~~Selection of~~ The CUPC President shall be made selected by the CUPC and ratified by the Board of Governors not later than the end of spring quarter.
- D. The ~~Recording and Corresponding~~ Board Secretary who shall be the Director of Coffman Memorial Union.

Sec. 4 All elective officer vacancies shall be filled immediately in accordance with Article VI, Sec. 3.

ARTICLE VII

MEETINGS

Sec. 1 The Board shall meet in regular session at least twice during each academic quarter and at least once during summer session.

Sec. 2 The Chairmanperson of the Board or the Director of Coffman Memorial Union shall call the first meeting of the Board following its formation. Such meeting shall be called within 30 days of the qualification of Board members.

- Sec. 3 A simple majority of the qualified voting members of the Board shall constitute a quorum for conduct of business. Notification of other than regular meetings shall normally be provided to all members at least 24 hours prior to such meeting and shall state the business to be conducted. Business not specified in the call shall not be considered except by a 2/3 vote of those present.
- Sec. 4 The current edition of Sturgis Standard Code of Parliamentary Procedure shall govern in all parliamentary situations not provided for in the law, the Constitution, and the By-Laws of this organization.

ARTICLE VIII

COMMITTEES

- Sec. 1 Executive Committee, of whose composition and duties as defined in Article IV, Sec. 1, of the By-Laws of CUBOG.
- Sec. 2 House & Finance Committee of whose composition and duties as defined in Article IV, Sec. 2, of the By-Laws of CUBOG.
- Sec. 3 Coffman Union Program Council:
- A. The sponsored activities of the Union shall be administered by the Union Program Council, hereinafter called the Council. The Council shall be responsible for the development and conduct of a broad program of social, recreational, educational, and cultural events for the benefit of the University Community. It shall present annual and quarterly budget requests for Board approval and shall render program and financial reports as requested by the Board.
 - B. The Council shall operate under By-Laws adopted by the Council and approved by the Board.
 - C. The Council shall have first authority in the event of dispute involving program activities arising among members of the Council.
 - D. The Council may not supersede any University of Minnesota regulations or policies nor those of the Board.
- Sec. 4 The Board shall designate all other committees as may be appropriate to the conduct of its business and shall conform to Article IV, Sec. 4.
- Sec. 5 A majority of the members of any committee shall constitute a quorum for conduct to the committee's business. When it is known that a quorum will not be present, the Chairman person of the Board shall designate a member of the Board to serve as a substitute member.

ARTICLE IX

BY-LAWS

- Sec. 1 The Board shall adopt by majority vote of those voting members present such By-Laws as may be required for its operation.
- Sec. 2 By-Laws shall be consistent with this Constitution and shall be reported to the Minnesota Union Coordinating Board and the appropriate agency of the Office of Student Affairs.
- Sec. 3 Notification in writing shall be provided to all members of the Board at least one week prior to any meeting at which By-Laws or amendments are considered.

ARTICLE X

AMENDMENTS

- Sec. 1 This constitution may be amended by a 2/3 vote of the voting members of the Board present providing that notice of the proposed change shall have been submitted in writing to all Board members at least one week in advance of the meeting at which the amendment is considered and upon approval by the Minnesota Union Coordinating Board. Amendments shall be filed with the appropriate agency of the Office of Student Affairs.

Approved UBOG, Spec Mtg, 5-10-71
Approved MUCB, 11-18-71
Approved ACSA, 1-7-72
Amended UBOG, 3-1-72
Amended UBOG, 10-4-72
Approved MUCB, 10-25-72
Revised UBOG, 5-9-74
Approved MUCB 10-22-74

BY-LAWS

OF THE

COFFMAN UNION BOARD OF GOVERNORS

ARTICLE I SPECIAL MEETINGS

- Sec. 1 Special meetings of the Board shall be called by the Chairmanperson of the Board, the President of the Council, or the Secretary at the request of five voting members. Notification shall be by mail or telephone at least three calendar days before the time of the meeting whenever possible.

ARTICLE II DUTIES OF OFFICERS

- Sec. 1 Chairmanperson of the Board. It shall be the duty of the Chairmanperson to call all regular meetings, call special meetings, preside over all meetings of the Board, Executive Committee, serve as ex-officio member of all committees, name the appointive members of all standing and special committees of the Board, and fill all vacancies in the membership of such committees, in accordance with the Constitution and By-Laws. The Chairmanperson of the Board shall be the official spokesmanperson for the Union to the University community.
- Sec. 2 The Vice Chairmanperson of the Board. In the absence of the Chairmanperson the Vice Chairmanperson shall assume the duties of the Chairmanperson until a new Chairmanperson is elected. The Vice Chairmanperson shall chair the meetings of the House & Finance Committee and shall be the spokesmanperson for that committee to the Board. The Vice Chairmanperson shall be the ex-officio member of all special committee meetings of the Board.
- Sec. 3 The President of the Union Program Council. The President of the Union Program Council shall chair the meetings of the Council, shall be the spokesmanperson for the Council to the Board and to the University Community, and shall perform any other duties as defined by By-Laws of the Coffman Union Program Council. The President shall perform the duties of the chairmanperson in the absence of the Chairmanperson and Vice Chairmanperson until the Chair is filled.
- Sec. 4 Secretary of the Board. The Secretary shall keep minutes of all meetings of the Board. He/she shall file, index, and preserve carefully all minutes, papers, and documents pertaining to the business and proceedings of the Board. He/she shall certify the validity of all copies of minutes, papers, documents of the Board. He/she shall call special meetings of the Board upon receipt of a request as specified in Article I.

ARTICLE III RULES OF PROCEDURE

Sec. 1 Order of Business. The Order of Business of regular meetings of the Board shall be:

1. Call to Order.

2. Reading, correction, approval, or disposition of minutes of previous meeting.

3. Unfinished Business.

4. New Business.

5. Reports of Officers.

6. Reports of Board, Council, or Standing Committees.

7. Reports of Special Committees.

8. Announcements.

9. Adjournment.

Sec. 2 Meetings. All meetings of the Board shall be open to the public.

A request for a hearing of a position to the Board by anyone who is not a Board member may be presented by any member of the Board to the Executive Committee for hearing at a regular scheduled meeting.

Prior to each meeting of the Board, the Chairperson shall cause to be prepared and forwarded to each member of the Board an agenda for the meeting. Upon written request of any member of the Board, the Chairperson shall place the subject or subjects on the agenda. Each resolution, committee recommendation, petition, amendment, or other matters in the general category shall ordinarily be reduced to writing and read to the Board before it is acted upon. The discussion of any particular motion or resolution shall be limited to a reasonable time.

Sec. 3 The minutes of the Board meetings shall record official action taken upon all business voted upon by the Board and may contain a summary of reports and pertinent discussion. All minutes of the Board shall be an open record and may be distributed to any member of the University community upon request. Where the Board action is not by a unanimous vote, the "ayes" and "nays" and absence of the individual Board member shall be recorded only upon the request of any member of the Board. Remarks, personal views, or vote explanations of any individual Board member shall be included in the minutes only upon his/her request.

- Sec. 4 In cases where practicable or desirable, before action is taken on any subject or measure coming clearly within the sphere of any standing committee, the Board may refer it to such a committee, which shall submit its recommendations in writing together with any appropriate resolutions necessary to effect such recommendations.

ARTICLE IV COMMITTEES

- Sec. 1 The Executive Committee shall consist of the Chairmanperson of the Board, the Vice Chairmanperson of the Board, the President of the Union Program Council, and the Secretary of the Board. The Executive Committee may consider matters related to general planning and policy not encompassed by the other standing committees, and shall assist in preparing the agenda for Board meetings.
- Sec. 2 The House & Finance Committee will consider all matters related to facilities, operational procedures, budget, and financial operations of the Union.
- Sec. 3 Coffman Union Program Council will operate under the conditions as defined in the By-Laws of the Coffman Union Program Council.
- Sec. 4 Other Committees of the Coffman Union Board of Governors.
- A. Special committees shall be temporary in nature, not exceeding the term of the Chairmanperson of the Board.
- B. Except as otherwise provided, members of all standing and special committees, one of whom shall be designated as Chairmanperson, shall be appointed by the Chairmanperson of the Board with approval of the Board. Committees shall be composed of both faculty and/or staff members and students who are members of the Board. Members shall serve from time of appointment until their successors have been appointed or until the committee is dissolved.
- C. It shall be the duty of the Chairmanperson of each committee to call, and preside over, all meetings of his/her committee and to cause to be prepared such reports and resolutions as may be appropriate.

CUPC MOTIONS 1979-80

- MOTION 80:1 (Darab/Szykowski) To approve the Fall Quarter Budgets. APPROVED
10-1-79
- MOTION 80:2 (Eglinton-Darab) To approve Raphael Szykowski as AICP Coordinator
10-8-79 and Dawn Pugh as BCA Coordinator. APPROVED
- MOTION 80:3 (Akgulian/Hausladen) To move to approve Denise Darab and Rae
10-15-79 Eglinton as UBOG members. APPROVED
- MOTION 80:4 (Akgulian/Darab) "CUPC shall not pay an honorarium or the personal
11-5-79 expenses for the appearance of any person who is a declared candi-
date for public office. The Council may cosponsor such an appearance
including paying for a portion of advertising and program support
services." APPROVED
- MOTION 80:5 (Darab/) To approve the Winter Quarter Budgets as submitted.
12-3-79 APPROVED
- MOTION 80:6 (Darab-Eglinton) To approve Mamie Jin as CE Coordinator. APPROVED
1-7-80
- MOTION 80:7 (Eglinton/Jensen) To approve Biff Robillard as Coordinator for the
1-21-80 Whole Coffeehouse. APPROVED
- MOTION 80:8 (Darab/Eglinton) To approve additional planning summaries to include:
1-21-80 President Area - CUPC Film Previews, CUPC Key Fund, Student Leader-
ship Development Calendar; Gallery Area - Neon Sculpture, Gallery
Exhibit TBD, Prints from South Africa, James Brown; Current Events
Area - Women's Legal Right to Their Bodies, Womens Right to Self
Defense, The Mind Body Split, Woman as Victim, Resolving our Differ-
ences, Dealing with Anger; BCA - Unity of Blacks, Michael Kendall,
Rep. Ron Dellums, Black History Month Cohesion. APPROVED
- MOTION 80:9 (Darab/Eglinton) To approve the following programs for Winter Quarter:
1-28-80 David Klein, Draft Program (Current Events); Dave Van Ronk (Whole
Coffeehouse); Deja Vu (Black Cultural Affairs); Mother Child Poetry
Reading, Glassworks (Contemporary Arts). APPROVED
- MOTION 80:10 (Darab-Eglinton) To approve the following programs for Winter
2-11-80 Quarter: BCA - KMOJ Benefit; Personnel - Assertiveness Workshop,
Eko Bakken; Current Events - Quick Reaction, Precinct Chairs, Mr.
Smith Goes to Washington, Mock Caucus, Divestment/Speaker, Divestment/
Film, Don Frazer, Lunar New Year - celebration, Lunar New Year - film;
Popular Entertainment - Hair-film. APPROVED
- MOTION 80:11 (Darab/Szykowski) To approve the Spring budget requests as submitted
3-10-80 with the exception of the Whole Coffeehouse. APPROVED
- MOTION 80:12 (Darab/Szykowski) To fund the Whole deficit of 1972 from the general
3-10-80 operating account, and to fund the Spring program in the amount of
\$379. APPROVED

- MOTION 80:13 (Darab/Staude) To approve the T&O and Recreation consolidation to Recreation and Travel as proposed. APPROVED
3-10-80
- MOTION 80:14 (Darab/Jensen) To approve the Chilean concert as an All-Council event, \$250 from the fund, and \$50 from Current Events. A planning summary is due no later than Wednesday. APPROVED
3-10-80
- MOTION 80:15 (Robillard-Staude) To approve the Doc Watson concert as submitted. Any profits from the show will be used to make up the Whole's current deficit. APPROVED
3-10-80
- MOTION 80:16 (Darab/Eglinton) To approve additional Spring Quarter planning summaries as submitted. APPROVED
3-31-80
- MOTION 80:17 (Jin/Staude) To approve the following submitted planning summaries: Gallery Film Program and Chicano Cultural Affairs Program. APPROVED
4-7-80
- MOTION 80:17a (Darab/Robillard) To approve the following Spring Quarter summaries: Gallery - Marsden Print Exhibit, Chicano Visiting Artist, Gallery Equipment & Tools, Women In Art-Films, Related Arts Gallery - Greek Folk Art, Related Arts Gallery TBD, TBD Gallery II Photo. Current Events - Cambodian Refugees, "Journey To The Far Side of The Sun". PASSED
4-14-80
- MOTION 80:18 (Jin/Darab) To approve the new floor plan for the CUPC office. APPROVED
4-21-80
- MOTION 80:19 (Darab/Jin) To approve Jodi Eland, as new coordinator for the Rec/Travel Area. APPROVED
4-21-80
- MOTION 80:20 (Jensen-Szykowski) To approve the following planning summaries for the Current Events area: Law Day, Biomass-Lecture, Solar Housing Design, The Sun-Lecture by Prof. Icke, Sun Day Celebration Publicity, Lifestyles & Appropriate Tech., A Worldwind Tour of Solar Energy, State Government Role, Federal Government Role, Energy Fair, Conservation, Documentaries on Alternative Energy. APPROVED
4-28-80
- MOTION 80:21 (Jensen/Eland) To approve additional monies for Chicano Week performers. APPROVED
4-28-80
- MOTION 80:22 (Darab/Eglinton) To approve submitted planning summaries for Humor Week programs and expenses incurred: Humor Week Publicity, Comedy Shorts, Dudley Riggs Satire Troupe, Peter Wagner-Cartoonist. APPROVED
5-5-80
- MOTION 80:23 (Darab/Szykowski) To approve the previous mentioned Asian American programs. APPROVED
5-5-80
- MOTION 80:24 (Darab/Eglinton) To approve CA planning summary for Council approval. APPROVED
5-12-80
- MOTION 80:25 (Eglinton/Jin) To approve above mentioned planning summaries for spring quarter. APPROVED
5-19-80

- MOTION 80:26 (Eglinton-Jin) To approve Geoffrey Mason as BCA Coordinator, and
5-19-80 Tanya Fuller as V.P. for Public Relations. APPROVED
- MOTION 80:27 (Robillard-Jin) To approve Greg Erickson as V.P. Finance, and Terry
6-2-80 Staude as coordinator for Gallery. APPROVED
- MOTION 80:28 (Erickson-Mason) To approve total summer budget for programs of
6-2-80 \$6,778 and \$1,000 for minority programming. APPROVED
- MOTION 80:29 (Robillard-Mason) To approve additional monies (\$400) to the
6-23-80 Popular Entertainment area to cover costs for noon programs.
APPROVED

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
September 24, 1979

Present: Bernie Molitor, Steve Dunphy, Denise Darab, Rae Eglinton, Kim Downing
Vanne Hayes, Jim Elert, Mary Litsheim, Mary Hausladen, Raphael Szykowski,
Marlene Vernon, Kathy Jost, Dawn Pugh

Absent: Jim Sleezer (ex), Kathy Jensen (ex), Marguerite Akgulian (ex), John
Duffy (ex).

The regular meeting of the CUPC was called to order at 3:20 p.m. by Steve Dunphy.

NEW BUSINESS

Prevue - Jim Elert spoke in regards to the publication of the Prevue brochure, which is now one year old. Instructions in submitting items to be put in the Prevue was given. Forms for submission can be obtained from the advisors and given to Jim by the 10th of the month to be in the next month's issue. The Prevue is published each month.

Basic Decision Making Processes of CUPC - Bernie passed out a copy of the new policies which had only minor changes. They are to be kept with other resource material in green folder.

Homecoming - Bernie reported that he and Vanne and Jim Elert have met to work out some of the promotional details. The programs will be many and varied, but the "super-program" that would really put it over the top has not come together as yet. There are two additional possibilities that will be explored this week. Another report to follow.

ANNOUNCEMENTS

Marathon '80 - Judging by all early reports Marleen said was quite successful. She extended a special thanks to John Duffy and Scott Kennedy for there extraordinary efforts and dedication. Bernie complemented Marleen on the time and energy and dedication that she put into her efforts.

Fall Quarter Budget - 90% of the budgets are in for approval. A time needs to be set for completion.

Class schedules need to be brought into the office, and Needs Assessments also need to be turned in to Bernie.

Kim Downing was introduced as the new press release person in Public Relations. She asked that any jobs be given at least a weeks notice for publication.

Dawn Pugh was introduced as the new person in Black Cultural Affairs. She announced that she will have a difficulty attending meetings as she has a class on Mondays at 3:15 p.m.

There will be an additional showing of Superman on Sunday at 2:00 p.m. due to the overflow attendance expected.

Meeting was adjourned at 3:45 p.m.

September 20, 1979

Basic Decision Making Processes of Council and Exec, or, "How Does This Place Work, Especially for Me?"

The purpose of this presentation is to indicate the basic kinds of decisions that are made by CUPC, and to briefly describe the processes for making decisions. We hope too, that by reviewing how decisions are made, each of you will be able to get access to the system and make it respond to your ideas and concerns.

Roughly speaking, there are three types of decisions that are made by us all:

I. Program Area Decisions - (advisor/coordinator/committee)

The vast majority of decisions are of this type. They run the spectrum from who's going to do the Daily ad to how we should promote this speaker, to what color paper to use on a flier. These decisions always flow from the partnership and consultation of staff, coordinators, and committee. Most area program decisions stay within that circle of people, although their decisions are shared through planning summary review, by being at the programs and reviewing the evaluations.

II. Executive Committee Decisions - (President, Personnel, Finance, Public Relations and Staff)

The exec committee exists for the purpose of supporting and serving the program areas in two primary ways:

- A. Exec provides leadership and coordination in the "umbrella" functions of finance, personnel, and public relations. In other words, exec helps to build systems that insure smart financing, quality promotion, and committee development to do the job of programming. Exec has the responsibility of maintaining and centralizing budget review, promo plans, and membership information.
- B. Exec creates and guides the implementation of our Leadership Development/Major Decision Calendar, based on individual group needs as indicated in our needs assessment. This normally requires a lot of in-depth work and takes a need or an idea and translates it to a workshop, presentation, a recommendation for policy, or perhaps a system for helping us accomplish a group task, (like recruitment). This is an area in which exec may form a sub-committee and will ask for help from programmers. Virtually every decision made by exec is passed on to CUPC for review, discussion and disposition.

III. Full Council Decisions - (total group)

The full Council makes all final decisions regarding content and direction of program. Normally, business and agenda items are set by forwarding to the president (Scott's box) and exec for consideration. An item then comes to the full Council for formal attention and disposition by way of vote.

Some Suggestions for Making All This Respond to You and Your Needs:

1. If you have an agenda item, idea, or concern and you want time to share it, please put it in writing (the basics) and get it to the president. Ask yourself whether it's going to take further work and development before it come to vote, or is it only information sharing or action that can be addressed immediately? If it takes more work and development, it should go to exec first, then to Council. If your concerns can be acted upon immediately, ask for time on the agenda.
2. Use the CUPC Leadership Development/Major Decision Calendar to stay on top of what's happening; it's purpose is to keep all of us tuned in together to major issues and events. If you are not familiar with some of the pieces, please ask. If you are interested in doing background and develop it ask to be a part of it.
3. Give exec and Council lead time in considering an issue; quality decisions are made only when all the people have had a chance to think through and discuss.
4. Use Council time sparingly; try to be focused and prepared; Nothing so kills interest and morale as ill-prepared or rambling presentations.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
October 1, 1979

Present: Bernie Molitor, Steve Dunphy, Kathy Jensen, Raphael Szykowski, Rae Eglinton, Laurie Fitz, Mary Hausladen, Denise Darab, Rufus Simmons, Jim Sleezer, Mary Litsheim, Marguerite Akgulian, Cindy Dickinson

Absent: John Duffy, Marlen Vernon (ex), Vanne Hayes (ex), Dawn Pugh (ex).

The meeting was called to order at 3:25 p.m. by Steve Dunphy.

Minutes from the September 24th meeting were distributed and an addition was to be made. Steve Dunphy wanted to acknowledge Kathy Jensen's outstanding efforts in Marathon 80.

OLD BUSINESS

Budget Approval - Steve Dunphy felt the process was not well organized and would like everyone to participate more fully in the review process. Denise added that she felt the budgets were well prepared and that they had been working on them for the last couple weeks. Steve motioned to approve the budgets.

MOTION 80:1 (Darab-Szykowski) To approve the Fall Quarter Budgets. Motion approved.

NEW BUSINESS

Discussion of UBOG Members - Denise said that 3 more members need to be appointed to the UBOG Board. October 15th will be the first meeting. If anyone is interested please contact Denise, Mary H., Steve D., or Bernie. Rufus felt that it is very important to have CUPC members on the Board as representatives.

ACU-I Regional - If anyone is interested in attending please contact Steve Dunphy with a written request by this Friday. It will be held October 12th - 14th. If you want more information see Bernie.

ANNOUNCEMENTS

Raphael's interview for AICP Coordinator is tomorrow at 11:00 a.m.

Publicity workshop is postponed until all positions are filled.

Laurie Fitz was introduced as a interested person in CUPC but is not sure yet what area or position.

"Interiors" will be showing this weekend. Please sign up to work if you are able.

"Superman" did not do as well as projected. It was felt that it was due to poor advertizing.

Motion to adjourn at 3:50 p.m.

RS by Cindy

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
October 8, 1979

Present: Marleen Vernon, Vanne Hayes, Rick Pirtle, Rae Eglinton, Mary Litsheim, Mary Hausladen, Jim Sleezer, Denise Darab, Steve Dunphy, Marguerite Akgulian, Cindy Fisher, Kathy Jensen, Laurie Beth Fitz, Raphael Szykowski, John Duffy

Absent: Dawn Pugh (ex), Bernie Molitor (ex)

The meeting was called to order at 3:25 p.m. by Steve Dunphy.

Minutes from October 1st meeting were distributed and approved.

OLD BUSINESS

ACU-I - The importance of the conference was discussed and plans for transportation were made. The following persons will attend: Rufus Simmons, Jim Sleezer, Marlene Vernon, Vanne Hayes, Jim Elert, Kathy Jensen, Rae Eglinton, Denise Darab, Mary Hausladen, Mary Litseim

UBOG - Mary Hausladen is still seeking new members from CUPC. If anyone is interested please contact her. Denise Darab and Rae Eglinton expressed their interest in seeking membership.

NEW BUSINESS

New Coordinator Approval -

MOTION 80:2 (Dunphy-Darab) To approve Raphael Szykowski as AICP Coordinator and Dawn Pugh as BCA Coordinator. Motion approved.

Surveys-Program Sampling - Marguerite distributed Information Guidelines, and Survey Talley & Fact Sheets for everyone's knowledge for procedures regarding Program Survey's & Sampling's.

Team Building - Steve felt that further discussion and brain storming regarding the cohesiveness of the Exec group and Coordinators needs to be made and reinforced. Plans for a Pot Luck on October 22nd was made and felt that this would be a good time to have some discussion.

ANNOUNCEMENTS

Open House is tomorrow, October 9th, from 1 - 4 p.m. Everyone is asked to participate.

Jerry Brown Program will be tomorrow at 12:15 p.m. at Northrup.

Reminder that posters need to be posted only in proper places - please follow instructions.

Please notify Vanne if you are having any problems with your Daily Ads. She will be having a meeting with them and would like to bring up any problems we have had.

Rick Pirtle was introduced as an interested person fro the Whole Coordinator.

Meeting was adjourned at 4:10 p.m.

Survey Tally and Fact Sheet

Date of event: _____ Time of event _____

Program Area _____

Coordinator _____

Event _____

Where was the event held (room): _____

How many people attended (approximate - if exact numbers aren't available) _____

Weather conditions _____

Any additional comments or information:

Please tally the number of answers to each possible response and write them in the spaces provided below. For those questions containing comments, any summary or a listing of a few of the more interesting would be helpful.

The program was: excellent ____, good ____, fair ____, poor ____
Summary Comments:

Facilities: excellent ____, good ____, fair ____, poor ____
Summary Comments:

How often you'd attend: every quarter ____, every year ____, never again ____
Summary Comments:

Once in the Union: no difficulty ____, difficulty ____

I am a: U student ____, staff member ____, alumnus ____, non-university ____

Learned of program: Daily ____, Trib. ____, Reader ____, radio ____, poster ____,
Mailing ____, Prevue ____, PA system ____, previous program ____, friend ____,
telephone inquiry to CMU ____, other _____

What were other sources, if any?

Please return this sheet along with the surveys (both used and unused), to Public Relations. Thanks for helping.

TALLY SHEET

1. excellent
good
fair
poor
2. excellent
good
fair
poor
3. every quarter
every year
never again
4. no difficulty
difficulty
5. university student
staff member
alumnus
non-university
6. Daily
Tribune
Reader
radio
poster
mailing
Prevue
PA system
previous program
friend
telephone inquiry
other

PUBLIC RELATIONS -CUPC

INFORMATION & GUIDELINES

POSTER GUIDELINES

Below is a set of time limits for various aspects of postering. It is to your benefit to use these in order to ensure good publicity of an event.

Poster design - Allow 1 week for design

Purchase order for printing - Allow 2 working days to process. NO PURCHASE ORDERS ARE APPROVED FOR POSTER PRINTING LESS THAN 7 DAYS IN ADVANCE OF PROGRAM.

Printer - Allow 2-5 working days for Quick Print. Allow at least 10 working days for Sexton or other specialty printers. The more time allowed the better the product is likely to be.

Quick Print Schedule - Mon, Wed., Fri. 1pm - 3pm pick up and delivery

Poster distribution - Allow 2 full days. Posters will not be distributed by employee less than 4 days in advance of event unless by special arrangement at the discretion of the employee.

Publicity Schedule

4-6 wks before program	Request poster design
3-5 wks	Poster design completed
	Request purchase order (P.O.)
3-4 wks	Request advertising design
2-4 wks	Poster back from printer
	Request press release
2-3 wks	Ad design completed
	Press release/psa completion
1-1/2 - 2-1/2 wks	Poster distributed
	Mailings sent out

POSTER DISTRIBUTION

Cindy Fischer is our poster distribution person. She is more than willing to help but will only work according to the schedule below:

Mon.	10:15am- 12noon	Postering
Tues.	10:15am- 12noon	Postering
	1:15pm- 2pm	Meeting with Vanne
Wed.	3:15pm - 5pm	Kiosk design
Thurs.	10:15am- 12noon	Postering
Fri.	10:15am- 12noon	What's Doing
		Mailings

Please make written request to Cindy in her mailbox in the CUPC office. Do not leave posters on her desk. POSTERS ARE PLACED ON SHELVES BELOW MAILBOXES.

MAILING LISTS

Mailing lists are available through PR. They are:

Departmental - Undergraduate advisors to Departments and Dept. Chairpersons - Campus Only
Media - News, Radio and TV - Minnesota Only
Special - Designed by area for special target audiences; ex: Arts (each area responsible for developing this.)

If you have mailings you would like done just leave them with a note stating the desired mailing list on Cindy Fischer's desk and she will do them at her scheduled time.

PRESS RELEASES/PUBLIC SERVICE ANNOUNCEMENTS

Kim Downing recently joined Public Relations area with responsibility for writing press releases for CUPC. She is a journalism major and will do a very good job for us.

Kim's schedule is as follows:

- Mon. 10:30am - 12:30pm
- Tues. 10:00am - 12noon or 4-6pm
- Wed. 10:30am - 12:30pm

We suggest that you allow Kim 5 days (don't count weekends) to write the press release. Please use press release/psa request form.

Lois Porfiri does the mailing of press releases and psa's. Please allow her 3 working days to do the mailing. (If you want to assist her it will move things along faster.)

DESIGNER

At present we are without volunteers to design posters. We plan to recruit people this quarter so that this service is available to you. In the interim please rely on your own talents and resources.

DAILY

We have two representatives from the Daily to place our advertising with and to assist us with any problems: Eric is our display rep and Alice is our classified rep.

Costs

classified display	\$9.90 per column inch
display	\$3.57 per column inch
Reverses	\$5.00 display
	free classified
Vellox	\$4.00

If you have any problems with your ads please inform Vanne and/or Marguerite. A blue problem ad form is in the CUPC files for your use and convenience.

DRAFTING TABLE

The drafting table in the CUPC office is there to be used for any CUPC artwork. A signup sheet has been posted next to it to eliminate any confusion.

SUPPLIES

There is a check out system for supplies and we would appreciate it if everyone would use it. Please note that checking out an item does not mean keeping it overnight. Also paratype should be checked out a sheet at a time for in office use. When the entire box is taken the purpose of the checkout system has been defeated. If additional supplies are needed make request to Marguerite or Vanne. For special area needs feel free (and perhaps obligated) to use your area budget.

supplies on hand

- | | | | |
|---------------|--------------|-----------------|------------------------------|
| glue sticks | rulers | graph paper | blue pencils |
| rubber cement | staple gun | white out | button machine (limited use) |
| compass | masking tape | PMS color chart | camera (limited use) |
| scissors | | | |

paratype:

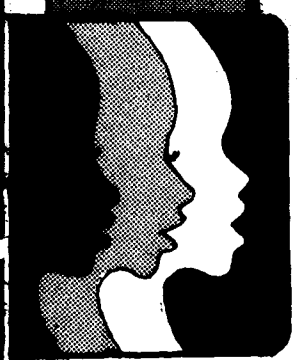
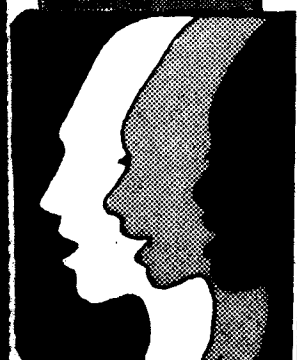
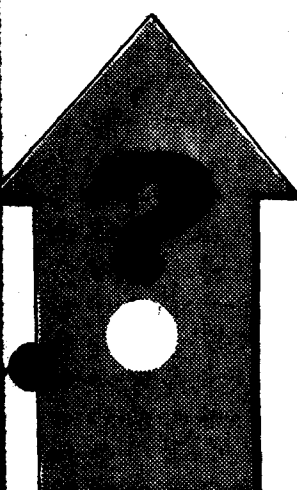
- | | |
|-----------------------------------|---------------------|
| cooper black, cooper black italic | rhonda bold |
| helvetica | bookman bold italic |
| souvenir demi, souvenir bold | numbers and borders |
| korinna | |

**coffman union
program council**

SURVEY



SURVEY



PLEASE LET US KNOW

The Coffman Union Program Council would welcome your responses to the following questionnaire in order to bring you the best in programming. Please fill in the COMMENTS portion to assist us in knowing WHY the program was rated excellent, good, fair, or poor. Thank you for your cooperation.

Overall, the program was

excellent good fair poor

Comment:

The facilities for this type of program are

excellent good fair poor

Comment:

How often would you attend this type of program

every quarter every year never again

Comment:

Once in the Union, I had

no difficulty locating the program

difficulty locating the program. Why? _____

I am

university student staff member

alumnus non-university

I learned of this program from

Daily Tribune Reader Radio

Poster Mailing CMU Prevue friend

previous program Coffman public address system

Other _____

Comments/Suggestions:

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
October 15, 1979

Present: Bernie Molitor, Mary Hausladen, Paul Pirtle, Kathy Jensen, Raphael Szykowski, Vanne Hayes, John Duffy, Denise Darab, Rae Eglinton, Steve Dunphy, Mary Litsheim, Jim Sleezer, Marguerite Akgulian, James Albin

Absent: Dawn Pugh (ex).

The meeting was called to order at 3:15 p.m. by Steve Dunphy.

Minutes were distributed and there are two corrections to be made:

MOTION 80:3 (Agulian - Hausladen) To move to approve Denise Darab and Rae Eglinton as UBOG members. Motion approved.

MOTION 80:2 (Dunphy-Darab) should be changed to (Eglinton-Darab).

Minutes approved as corrected.

OLD BUSINESS

ACU-I Report - Overall, staff and students felt that the ACU-I Conference was very worth while and informative. Steve would like everyone to write a evaluation and hand it in to him.

Open House - Rae thanked everyone for coming to the Open House. She received quite a few (around 15) forms from interested persons, and was satisfied about how it went. It was felt that an overall explanation of CUPC as a whole should be explained at the meeting time, besides the different areas.

Pot Luck - Pot Luck dinner-meeting will be next Monday. Please sign up in the office if you are coming and also what you will be bringing as a contribution for the dinner.

NEW BUSINESS

Exec Report - There will be a meeting on Sunday at 6:00 p.m. If you have anything that you want discussed or brought up please see Bernie or Steve.

ANNOUNCEMENTS

Program Sharing - Steve would like to stress the necessity in sharing each week with everyone what is going on in your particular area, so that everyone can keep in touch with the different areas.

Master Area Meeting Schedule - It was felt that the Master Areas Meeting Calendar should be kept up for the convenience of all areas and the office in knowing when the areas are meeting.

CUPC Office Phones - A reminder to everyone when they're in the CUPC Office to please answer the phone and intercom when it rings, even if your not expecting a call. It would help Lois out alot.

Cash Bag Workshop - This Friday (10-19), at 12:00 N, Cindy & Denise will be having a workshop on handling cash bags that are used for the Whole and films.

Rae would like to get everyone together for the Homecoming Game which will be October 27th. Please sign up by Thursday in the office if you would like to go.

Vanne met with the Daily this week about our Classified Ad contract. We are presently without one and are in the middle of negotiations.

Meeting was adjourned at 4:05 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
October 22, 1979

Present: Denise Darab, Laurie Beth Fitz, Cindy Dickinson, John Duffy, Marguerite Akgulian, Jim Hutter (visitor), Steve Dunphy, Mary Hausladen, Rae Eglinton, Kathy Jensen, Rick Pirtle, Mary Litsheim, Pat Juenemann, Bernie Molitor, Vanne Hayes

Absent: Dawn Pugh (ex), Raphael Szykowski, Jim Sleezer Marlene Vernon

The meeting was called to order at 3:20 p.m. by Steve Dunphy.

Minutes from October 15th were distributed and approved.

OLD BUSINESS

Exec Report - Exec met for 3 hours on Sunday, October 21st. Personnel explored new ways to increase recruits and it was suggested to have a large group activity on November 17th. Rae would like each area to think of any ideas they have for the meeting. It was also explored at the Exec meeting, that a personnel committee person be added to each area to assist the V.P. of Personnel.

UBOG Report - Denise & Bernie gave a presentation for CUPC at the UBOG Board Meeting today. The next UBOG Meeting will be next Monday.

NEW BUSINESS

Contract Processing - Denise handed out guidelines for contract processing, which should be followed when completing any contracts. Please review the procedures and follow carefully.

Guthrie Tickets - Denise felt a letter of appreciation should be sent to the Guthrie for the complementary tickets given to us last week.

ANNOUNCEMENTS

Homecoming - There will be many CUPC events going on all week for Homecoming, please attend as many as you can. Help is needed for the Homecoming Dance if anyone would be able to work.

It was suggested that use WMMR for advertizing CUPC events, to hopefully bring the attendance up and let persons become more aware of the activities.

Marguerite would like anyone able to take pictures of the Homecoming events. There is a camera and film available with Vanne if needed.

Dawn Pugh would like Terry Gray to represent her at the CUPC Meetings since she has a class conflict with our meeting time.

Gerry Spiess will be here on Wednesday, October 24th. Stormy Weather will be showing Tuesday. There will be Noon Concerts Monday - Wednesday.

John Duffy will be having a party Saturday night and Mary Hausladen on Friday night, all are welcome.

Meeting was adjourned at 4:05 p.m.

TO: CUPC and Staff
FROM: Bernie and Denise

With the quarter well under way everything is running very smoothly, with a few exceptions. One of which is the processing of contracts. There is a major stumbling block in the process which needs to be cleared up.

A number of contracts have come before finance either past the performance date, on the date, or with very little lead time. Therefore, to prevent such problems, and keep us legally safe, the following guidelines shall be implemented:

1. There must be at least seven working days lead time between the performance date and the request for finance review.
2. Contracts must be complete with all relevant information and have been reviewed and signed by both advisor and coordinator before Finance will sign-on.
3. Contracts will be reviewed and signed once a week. For Fall quarter this will be on Wednesdays at 12N. If they are not in the box prior to this time, they will not be reviewed until the following week, unless by special arrangement.
4. Publicity for the event is not to be distributed until a contract is complete with all four necessary signatures.

We will gladly aid anyone who has questions on contracts and do our best to work toward having computed contracts. We do ask that you please help us to do such by following the guidelines.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
October 29, 1979

Present: Bernie Molitor, John Duffy, Marlene Vernon, Mary Litsheim, Jim Sleezer, Steve Dunphy, Marguerite Akgulian, Rae Eglinton, Rick Pirtle, Kathy Jensen, Vanne Hayes, Mary Dean, Raphael Szykowski

Absent: Dawn Pugh (ex), Denise Darab (ex)

The meeting was called to order at 3:20 pm by Steve Dunphy. Minutes of the October 22nd meeting were approved as distributed.

OLD BUSINESS

Homecoming week programs reviewed. Gerry Spiess drew 450 people; the program was well planned and executed. The atmosphere was warm. Mr. Spiess is an exceptional person.

William Burroughs drew a standing room only crowd of 320 in the TLH. Marlene moderated the program and did an excellent job. It was felt that the program drew an unusual crowd, a most interesting one.

The noon concerts did very well in attendance. It appears that CUPC is in the process of establishing a return to a high-powered, enjoyable noon time event.

The Homecoming dance did not do well in attendance, but was well done. Reasons for poor attendance will be further analyzed, but parties, fraternity and sorority events, appear to have had some effect.

The tournaments run through the Recreation/Outings facility had the best response in many years; total participation was over 140 persons. The week concluded with a frisbee tournament on Sunday.

Bernie extended a special thanks to Steve, Kathy, Rae, and Mary Litsheim for their superb contributions and efforts for the Homecoming week's events. Jim Elert was also commended for his creative publicity work.

All Council Group Activity. Rae reviewed 17, yes folks, 17 suggestions that have been forwarded thus far for CUPC's big November gathering. Ideas included tube sliding, all night bowling, dancing, sleigh ride, hay ride, cross country skiing. Decision will be reached by next Friday.

NEW BUSINESS

Proxy vote for Black Cultural Affairs. Postponed until next week.

Student Development Committee. The committee, whose task it is to articulate and organize the retreats and workshops that enhance the quality of committee and area development, will meet next week to bring together a questionnaire that will be used to establish priorities for the remainder of the year. The special focus for the year will be committee development.

ANNOUNCEMENTS

Vanne introduced our new poster distribution employee, Mary Dean.

Marguerite announced that EXEC would be working on the plan of program sampling. Further, a "pet peeve" box will be installed in 230 to receive suggestions and complaints.

Marlene thanked Kim Downing for press release on Theatre X. Few comp tickets will be available. Sign-up sheet will be put up.

Jeff Bergen, a crafts person, has requested that we co-sponsor a sale of jewelry. Popular Entertainment will follow-up.

Steve announced that EXEC will continue with establishing all objectives and action plans for the year.

The meeting was adjourned at 3:57 pm.

RS by Bernie Molitor

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
November 5, 1979

Present: Raphael Szykowski, Marguerite Akgulian, Denise Darab, Bernie Molitor, Steve Dunphy, Laura Fisher, Rae Eglinton, Marlene Vernon, Dawn Pugh, Rick Pirtle, Kathy Jensen, Mary Litsheim, Jim Sleezer, Rufus Simmons, Laurie Fitz.

Absent: John Duffy (ex), Vanne Hayes (ex)

The meeting was called to order at 3:20 p.m. by Steve Dunphy.

Minutes of October 29th meeting were approved as distributed.

OLD BUSINESS

Group Activity Update - Group Activity will be held in the Union on November 17th, starting around 7 p.m. til 1 a.m. There will be a variety of activities for everyone to enjoy. Be sure everyone's name is in the membership file so they get an invitation.

Program Sampling - Exec has choosen 5 programs this week for Program Sampling - Theatre X, Hunger Awareness, Noon Concert, Days of Heaven film, Gallery Exhibit. The purpose is to gather more data about our audiences and how they hear about the programs.

Area Meeting Times - Please fill in your area meeting times on the calendar, so that new persons interested in your area know when you'll be meeting next and can attend or for the office to know when you'll be in for messages, etc.

NEW BUSINESS

Political Candidate Motion -

MOTION 80:4 (Akgulian - Darab) "CUPC shall not pay an honorarium or the personal expenses for the appearance of any person who is a declared candidate for public office. The Council may cosponsor such an appearance including paying for a portion of advertising and program support services." Motion Approved.

Discussion - The purpose of this motion is so that it is not felt we are supportive of any one candidate or any particular view on an issue.

ANNOUNCEMENTS

Chickering Program - Arthur Chickering will be speaking at 3:30 p.m. on Wednesday, in Murphy Hall. He is the author of "Chickerings Dimensions of Human Development". The theory that is being used to structure our development program.

The new poster distribution schedule is out. Please check the schedule for changes and for your information.

Many of the week's upcoming programs were briefly reviewed. It is an especially buzy week.

The meeting was adjourned at 4:15 p.m.

RS by Cindy Holton

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
November 12, 1979

Present: Bernie Molitor, Jim Sleezer, Vanne Hayes, Mary Litsheim, Steve Dunphy, Denise Darab, Rae Eglinton, Laurie Fitz, Mary Hausladen, Marguerite Akgulian, Dawn Pugh, Kathy Jensen, John Duffy,

Absent: Marlene Vernon (ex), Raphael Szykowski (ex)

The meeting was called to order at 3:15 p.m. by Steve Dunphy.

Minutes were distributed from the November 5th meeting and it was moved that the deletion of "or any particular view on an issue." be removed from Motion 80:4.

OLD BUSINESS

Program Sampling Update - Three programs have been sampled out of the five selected. Analysis of the programs has not yet been completed.

LGA - Plans for the LGA are still in progress. So far there will be a bowling tournament, a treasure hunt and will also be attending the Whole performance. It was stressed that everyone is to keep all beverages in the Men's Lounge area the evening of the activity, as to not create any problems with having liquor refreshments.

NEW BUSINESS

1980-81 Goal Formulation - Due to a change in the fee committee schedule, CUPC will be required to submit the 1980-81 goals around December 1st. Steve outlined the timetable and the importance of maintaining quality student staff partnership in goal development. He asked that all coordinators meet with advisors to review this year's goals, and prepare them for next year. Staff advisors will forward to Bernie, who will then bring them back to Council.

WMMR Air time/Services = As a result of a trade-off agreement between WMMR radio station and CMU, we have close to \$3,700 in air time/service available from WMMR. Jim Elert would like to have any ideas for utilizing either the available air time or services. Please forward ideas to him or staff members before November 19th.

ANNOUNCEMENTS

Bookkeeping Workshop - There will be a bookkeeping workshop November 19th. Financial Summaries will be due Wednesday, November 21st. Also begin to think about and prepare winter quarter budgets.

Program Sharing - Theatre X was last week, and it was felt it was a good show, despite the low attendance. Hungar Awareness Week also ran last week with a good attendance at Dick Gregory's lecture.

More people are needed to help out at the movies. Please sign up if you are able to work.

Meeting was adjourned at 3:55 p.m.

RS by CJH

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
November 19, 1979

Present: Mary Litsheim, Louise Beth Fitz, Dawn Pugh, Raphael Szykowski, Mary Hausladen, Marguerite Akgulian, Steve Dunphy, Denise Darab, Rae Eglinton, Bernie Molitor, Marlene Vernon, Steve Ruff, Vanne Hayes, Kathy Jensen,

Absent: Jim Sleezer (ex), John Duffy

The meeting was called to order at 3:20 p.m. by Steve Dunphy.

Minutes from November 12th were approved.

OLD BUSINESS

Exec Goals - The Exec goals were finalized at their last meeting. A copy of each Exec members goals will be distributed at the next CUPC meeting.

NEW BUSINESS

Finance Workshop - Denise did a workshop on finance procedures, including special emphasis on the preparation of the financial summaries for fall bookkeeping report. The summaries are due on Wednesday, November 21st. A full report to Council will follow. Denise also urged Council to begin to forward Winter planning summaries.

ANNOUNCEMENTS

Weekly Meeting Update - Exec members will be attending area meetings.

Program Sharing - L.G.A. last weekend went very well, with a good attendance. Our thanks to Denise and Rae for their efforts in planning and preparing.

P.M. Magazine was in the Whole Coffeehouse today taping for a program on Roberta Davis (will be shown Nov. 29th), and which also gave the Coffeehouse some very good publicity.

Steve Ruff was introduced as a interested person in Contemporary Arts - Dance area.

The In-Laws film will be showing November 30th weekend instead of The Wiz.

House Made of Dawn film also had a good turnout last week and was felt to be a very good film.

Meeting was adjourned at 4:05 p.m.

RS by CJH

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
November 26, 1979

Present: Steve Dunphy, Mary Litsheim, Laurie Beth Fitz, Rick Pirtle, Vanne Hayes, Rae Eglinton, Raphael Szykowski, Denise Darab, Bernie Molitor, Marlene Vernon, Jim Sleezer

Absent: Marguerite Akgulian (ex), John Duffy (ex), Dawn Pugh (ex), Kathy Jensen

The meeting was called to order at 3:25 p.m. by Steve Dunphy.

The minutes from November 19th were approved.

OLD BUSINESS

80-81 Goal Formulation - Bernie and Steve will be going over the 1980-81 goals for CUPC on Wednesday. If you have any additions or deletions please put them on the back of 79-80's sheet which was distributed last week, by that time.

Fall Bookkeeping Status Report - Denise said that all of the Fall Bookkeeping Reports have been turned in on time and she expressed her thanks to everyone for their efforts in making it a smooth process.

Winter Quarter Budgets - Denise would like everyone to please have their Winter Quarter Planning Summaries turned in by Wednesday (Nov. 28th) for those from January 2nd - January 20th. Planning Summaries for the remainder of the quarter are due Monday, December 3rd.

Exec Action Plans - The Exec members 79-80 goals have been formulated and a copy of each's Action Planning Sheet was distributed to everyone for their information.

NEW BUSINESS

UBOG Report - UBOG will be meeting tonight to cover the Union's restructuring and also CMU's Literature Distribution Policy.

Membership File Update - We are now in the process of trying to update the membership file box. Would you please check your area for any additions or deletions you may have.

ANNOUNCEMENTS

Student Development Committee Plans - The committee will bring a questionnaire to next week's meeting to determine area needs for workshops and retreats during Winter Quarter.

Rae would like to have any comments (good or bad) or suggestions about the L.G.A. that was held last week.

The 78-79 Annual Report has been delivered from the printers. If you would like a copy you can obtain one in the Program Office.

The IN-LAWS Movie will be showing this weekend, and also Sonny Terry and Brownie McGhee will be performing in the Whole Coffeehouse.

Meeting was adjourned at 4:05 p.m.

RS by CH

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
December 3, 1979

Present: Bernie Molitor, Rick Pirtle, Laurie Fitz, Kathy Jensen, Rae Eglinton, Steve Dunphy, John Duffy, Marlene Vernon, Denise Darab, Mary E. Litsheim, Raphael Szykowski, Vanne Hayes

Absent: Jim Sleezer (ex), Marguerite Akgulian (ex)

The meeting was called to order at 3:15 p.m. by Steve Dunphy. Minutes of the November 26th meeting were approved.

OLD BUSINESS

Fall Quarter Finance Report - A Fall Financial Summary was distributed by Denise to the Council with a short explanation of how the different areas did financially.

80-81 Goals - There were minimal changes in the 80-81 Goals over the 79-80's. A copy of the new goals will be distributed at the next CUPC meeting on January 7th. Steve Dunphy thanked everyone for their efforts in forming the new goals.

Membership File Update - Rae felt it was very beneficial to have each area update their membership list. She also stressed that when using these files to please not remove them from the box. If you need to have a list of the members please have Lois or Rae obtain a copy for you.

NEW BUSINESS

Student Development Questionnaire - A questionnaire was distributed to all present to complete with their suggestions for what workshops would be beneficial for the upcoming quarter. Exec will review the results and determine what workshops need to be given.

Winter Quarter Budget Approval - A-1 planning summaries for Winter Quarter (til January 20th) except for BCA and CA have been turned in. Denise reviewed with Council what programs will be given next quarter, and a Motion was made for approval of the budgets as submitted.

MOTION 80:5 - (Darab -) To approve the Winter Quarter Budgets as submitted.
Motion approved.

Divestment Issue - A concern for CUPC for divestment in South Africa has been brought to our attention. This is a very complex question and relates to questions of our mission and goals. Any action on such an issue requires serious discussion and reflection. The question will be brought to the Executive Committee for further attention.

ANNOUNCEMENTS

Program Sharing - Roberta Davis program did well in the Whole last weekend.

There will be an Open House January 9th from 1-4 p.m. A good turnout is needed by Council, so Rae expressed her desire for everyone to attend.

Meeting was adjourned at 4:05 p.m.

TO: CUPC

FROM: Student Development Committee (Steve, Rae, Bernie, Mary)

RE: Winter Quarter Projects and Priorities

As you know, the purpose of the Student Development Committee is to establish and implement a program of retreats, workshops, and a calendar of events that will meet area needs and enhance the quality of your CUPC experience from an educational point of view. To that end, we would like to ask you a few questions and to have you indicate a level of interest in various possibilities for Winter Quarter.

It would be helpful to couch your responses in terms of what would make your tasks and interpersonal relationships more effective and rewarding. Think about what you do from day to day (tasks) and how the people in your area are relating to one another (group maintenance). We want the activities to be authentic and tied to what is actually important to you from day to day.

The committee will tabulate your responses, and use them as a basis for planning the program.

Thanks for your cooperation.

WINTER QUARTER QUESTIONNAIRE

Please rate your interest according to the following scale:

- 1 - Very interested
- 2 - Interested
- 3 - Neutral
- 4 - Not interested

I. Leadership Development

- ___ Conflict resolution
- ___ Assertiveness training
- ___ Dealing with values/differences within our organization
- ___ Effective promotion/publicity
- ___ Evaluating the effectiveness of your program
- ___ Group dynamics (How to build an effective group)
- ___ Interpersonal relations (one-to-one risk-taking, trust, self-disclosure)
- ___ Personal time management
- ___ Public Relations (image of CUPC)
- ___ Recruitment and retention
- ___ Planning effective meetings

II. Nuts and Bolts (How To's)

- ___ How CMU Depts fit together
- ___ Cosponsorship procedures
- ___ Budget planning/preparation
- ___ Public Relations systems - i.e. How to use mailing lists effectively
- ___ Cash handling procedures
- ___ Contracts, Agreements for Services
- ___ Personnel systems - roster, new member procedures, etc.
- ___ Office procedures - typing, E.R.'s, P.O. 's

III. CUPC Major Decisions/Issues

- All-council program - definition and possibilities for this year
- Learning Contract Assessment
- Leadership transition
- Outside funding
- Minority perspectives
- Evaluation of Staff
- CUPC Office space management

Please use the space below to indicate other priorities, or to further define your interests:

Thanks for your help.

UNION PROGRAM COUNCIL
Area Financial Summary Sheet

AREA: CUPC

TIME PERIOD: FALL

Program	Bud I	Bud E	Bud Proj Net	Act I	Act E	TBI(I)	TBI(E)	Projected Net
PRESIDENT	-	6995	(6995)	-	1781	436	5345	(4690)
FINANCE	-	450	(450)	-	-	-	(470)	(470)
PUBLIC RELATIONS	200	1310	(1110)	-	338	310	736	(214)
PERSONNEL	-	930	(930)	-	599	-	240	(639)
GALLERY	175	2045	(1870)	117	576	25	1126	(1301)
CONTEMPORARY ARTS	6824	11043	(4218)	2092	3609	4500	9824	6611
CURRENT EVENTS	425	2227	(1802)	-	1191	675	664	(1200)
POPULAR ENTERTAINMENT	25750	26734	(984)	5425	3971	2391	6789	(1948)
WHOLE COFFEEHOUSE	14250	17237	(2987)	5529	5245	8064	8465	(2080)
RECREATION	1280	2173	(893)	6	353	1252	1001	(896)
TRIPS & OUTINGS	5200	5570	(170)	740	51	4460	5311	(162)
AICP	-	540	(540)	-	563	63	135	(439)
CCA	-	-	-	-	-	-	-	-
SCA	34	407	(373)	54	-	-	370	(373)
TOTAL								

* 2200 from long term reserves will
also be included in 1977

AREA% of YEAR

President	28 %
Finance	82 %
Public Relations	17 %
Personnel	26 %
Gallery	32 %
Contemporary Arts	59 %
Current Events	19 %
Popular Entertainment	96 %
Whole Coffeehouse	45 %
Recreation	34 %
Trip's & Outings	11 %
AICP	29 %
CCA	-
BCA	13 %

* President's fund is less \$4000 for summer budget monies
(6690 - 4000) / (13585 - 4000)

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
January 7, 1980

Present: Denise Darab, Vanne Hayes, Steve Dunphy, Bernie Molitor, Rae Eglinton, Mary E. Litsheim, Mamie Jin, Jim Sleezer, Raphael Szykowski, Marlene Vernon, Dawn Pugh

Absent: John Duffy, Kathy Jensen, Marguerite Akguliam

The regular meeting of the CUPC was called to order at 3:20 p.m. by Steve Dunphy. The minutes from December 3rd Meeting were approved.

OLD BUSINESS

MOTION 80:6 (Darab-Eglinton) To approve Mamie Jin as CE Coordinator. Motion approved.

NEW BUSINESS

Student Development Committee Plans - A review was made of the questionnaire given on priorities for workshops to be given, with the following ranking the highest:

Effective publicity and promotion.	Evaluating effectiveness of programs.
Group dynamics.	Assertive communications.
Minority perspectives.	CUPC office space management.
Learning contract assessment.	

During Winter Quarter 20 or 3 of these topics will be covered with the remainder to be given in Spring Quarter.

Quarterly Report Review - A copy of the Fall 1979 Quarterly Report was distributed to all council members. Steve commented that the attendance for programs was up 60% over last year at this time and that Artcraft Studio, R/OC and Mini Courses were also doing very well. This was especially good since volunteer hours were down from last year at years beginning. Steve asked that everyone review the report to get a good picture of the Council and how it is doing.

Open House Plans - The CUPC Open House is scheduled for January 16th between 1-4 p.m. next week. Rae is making suggestions for types of refreshments and snacks that could be offered. A member from each area is asked to be available during this time to be at the Open House for persons inquiring about their area. Steve asked that if your area is in need of house cleaning please do so.

Program Sharing - Whole Coffeehouse will be having Ron Carter this coming weekend, January 11, 12, 13 and expect very good attendance. Richard Pryor film was shown this last weekend and did very well. Dorm nights at Coffman Union will be this Monday - Thursday, starting at 8 p.m. and running around 1½ hours. This will include an assortment of activities such as films and billiards. Last year each nights attendance averaged 150 persons. February 6th is planned for a Candelight Cross Country Ski Outing, more info will be coming.

Winter Planning Summaries - Any additional Planning Summaries for Winter Quarter should be turned in by Wednesday. Exec will be meeting and approving any programs at that time.

ANNOUNCEMENTS

Mike Richie was introduced to Council as the new Poster Distribution Person. He will be working on Monday, Wednesday and Thursdays, starting this week.

Thursday the Whole will be interviewing two persons for coordinator for the Whole Coffeehouse at 3:30 p.m. If anyone is open for sitting in on the interviews please talk to Vanne.

Vanne distributed invitations for a reception party for Ron Carter to be held Saturday, January 12th from 3 p.m. - 6 p.m., and also given out was the film brochure for Winter Quarter.

CE will be having many good programs this quarter some of which will be; Noon Lectures, War Program, Iranian and Thailand-Cambodia Issues.

Dawn Pugh is working on programs for Black Month which is February, and will be informing us of programs they have scheduled.

Meeting was adjourned at 4:10 p.m.

RS by CJH

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
January 14, 1980

Present: Raphael Szykowski, Mary Litsheim, Bernie Molitor, Steve Dunphy, John Duffy, Rae Eglinton, Mamie Jin, Denise Darab, Vanne Hayes, Jim Sleezer
Dawn Pugh

Absent: Kathy Jensen, Marguerite Akgulian, Marlene Vernon

The meeting was called to order at 3:20 pm. The minutes from January 7th are approved as written

OLD BUSINESS

Space Management CUPC is to form a committee to best decide what changes in the office space should be made. The committee will be headed by Mamie Jin. Mary Litsheim, Rae Eglinton, and Denise Darab have expressed desire to be on the task committee. Further decisions or ideas will be brought to Council.

NEW BUSINESS

Party Date Rae is organizing the next L.G.A. and has suggested going to Eckobakken for sliding. A final date has not yet been decided on so a decision to go on February 12th or 28th needs to be made.

Review of Calendar - The calendar of events for CUPC for Winter Quarter was reviewed. Final copy will be distributed by next week. Items to be covered are: Office Management, Publicity Workshop, Assertiveness Workshop, Open House, Black Month, Recreation/T&O Consolidation, 180-81 Budget Planning and Membership File Update.

Coordinator Meetings - Steve would like to set up a meeting with the coordinators of each area. He would like to review at that time any concerns the groups have and how everything is functioning.

ANNOUNCEMENTS

Program Sharing - Ron Carter's concert had an attendance of 1,339, which was held last weekend. Heaven Can Wait film also did very well with a profit of about \$600.

Dorm Night did not do as well as anticipated. It was felt that the extremely cold weather had much to do with the low attendance. Jim Sleezer also felt that Fall Quarter was a much better time to have this type of program and do well.

UBOG Report - The meeting for today is concerning the restructuring of Minnesota Union. There will be another meeting held on January 21st from 12-2 p.m. for all Union employees concerning the restructuring for questions and concerns they may have.

St. Paul Student Center will be having an Open House January 23rd for all who would like to see their new facilities.

Please fill out a new class schedule card and leave with Lois if you have not done so.

This Friday AICP is having around 300 high school students for a information fair from 9-2 p.m. and will also be having speakers in the afternoon.

Knee Deep Affair will be on Friday with an expected attendance to be close to 400.

A reminder, CUPC Open House will be this Wednesday from 1-4 p.m.

25 persons showed up for meeting that was held for Black Month Programs. With much enthusiasm and interest. Many good programs to be held.

Meeting was adjourned at 4:20 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

MINUTES OF THE COFFMAN UNION PROGRAM COUNCIL
January 21, 1980

Present: Bernie Molitor, Steve Dunphy, Denise Darab, Rae Eglinton, Marlene Vernon
Mary Litsheim, Dawn Pugh, Vanne Hayes, Kathy Jensen, Rufus Simmons, Mamie
Jin, Raphael Szykowski

Absent: John Duffy, Jim Sleezer (ex)

The meeting was called to order at 3:20 p.m. The minutes from January 14th were approved as written.

OLD BUSINESS

Approval of Coordinator -

MOTION 80:7 (Eglinton-Jensen) To approve Biff Robillard as Coordinator for the Whole Coffeehouse. Motion approved.

NEW BUSINESS

Black Month - Vanne and Dawn gave some background and history on Black Month which is the month of February. Some of the programs BCA will be having are: Unity of Blacks - dance; Rep. Ron Dellums - lecture; and possibly Colored Girls (Mix Blood Theatre); Black Scholars on Campus - lecture.

All Council Programs - A review and copy of the outline for All Council Programs was given by Steve. All Council Programming during Winter Quarter will include Black History Month and Asian American Lunar-New Year Celebration. All areas were reminded of Council commitment to participate in such programs.

Budget Approval -

MOTION 80:8 (Darab-Eglinton) To approve additional planning summaries to include: President Area - CUPC Film Previews, CUPC Key Fund, Student Leadership Development Calendar; Gallery Area - Neon Sculpture, Gallery Exhibit TBD, Prints from South Africa, James Brown; Current Events Area - Women's Legal Right to Their Bodies, Womens Right to Self Defense, The Mind Body Split, Woman as Victim, Resolving our Differences, Dealing with Anger; BCA - Unity of Blacks, Michael Kendall, Rep. Ron Dellums, Black History Month Cohesion. Motion approved.

A copy of all Winter Quarter '80 CUPC Budgets was distributed.

Expense Requisition Change - Denise handed out a memo with the new procedures for completing an E.R., and also a copy of the revised form. She explained the guidelines and timelines to Council and asked that they all please review. All requests for checks, purchase orders or petty cash should be in by 10a.m. to Cindy if needed that day. Otherwise they will be processed the next day. Denise also reinforced that the Petty Cash limit is \$10 and should be accompanied with a receipt. If you need more money a check will be issued.

ANNOUNCEMENTS

Program Sharing - AICP programs on Friday went very well. Attendance was around 200 for the morning workshops and about 70 attended the afternoon lectures.

The CUPC Newsletter will be coming out on Wednesday. If you have any information or contributions please have them to Rae by 3 p.m. Tuesday.

Eckobakken date is set for Wednesday, February 13th at 5:30 p.m.

Meeting was adjourned at 4:15 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

January 28, 1980

Present: Bernie Molitor, Rufus Simmons, Denise Darab, Ann Jenny, Rae Eglinton, John Duffy, Raphael Szykowski, Mamie Jin, Mary Litsheim, Tonya Fuller, David Tanner, Steve Dunphy, Hall Saunders, Biff Robillard, Vanne Hayes

Absent: Dawn Pugh, Jim Sleezer, Marlene Vernon, .

The meeting was called to order at 3:40 p.m. The minutes from January 21st were approved as written.

NEW BUSINESS

MOTION 80:9 (Darab-Eglinton) To approve the following programs for Winter Quarter: David Klein, Draft Program (Current Events); Dave Van Ronk (Whole Coffeehouse); Deja Vu (Black Cultural Affairs); Mother Child Poetry Reading, Glassworks (Contemporary Arts).

The remainder of the meeting was devoted to a publicity workshop organized and implemented by Jim Elert, Vanne Hayes, and Kathy Jensen. A resource manual was distributed to coordinators for future reference, and a demonstration of basic poster preparation was done.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
February 4, 1980

Present: Kathy Jensen, Steve Dumphy, Vanne Hayes, Raphael Szykowski, Rae Eglinton, John Duffy, Marlene Vernon, Mary Litsheim, Jim Sleezer

Absent: Denise Darab (ex), Bernie Molitor (ex), Dawn Pugh

Meeting was called to order at 3:20 p.m. Minutes from the meeting of January 28th were approved as written.

OLD BUSINESS

'80-81 Goal Formulation - Steve thanked everyone for the effort in formulation of the 1980-81 goals. They will be submitted to UBOG this week.

NEW BUSINESS

Trips & Outings/Recreation Consolidation - There was some discussion at Exec Meeting last Friday concerning the consolidation of T&O and Recreation areas. They are asking that suggestions and comments concerning this matter be directed to Steve, Bernie or Jim Sleezer.

ANNOUNCEMENTS

There were many CUPC events this last weekend with the film "Hair" showing and selling out at each performance, BCA and PE had dances, and both had turn outs of around 200 people. Ellen McIlwane and Chris Smither also were performing in the Whole Coffeehouse but with a very low attendance.

This Wednesday at 7:30 p.m., Contemporary Arts will be having a poetry jazz performance in the Whole - "Motherchild".

Eko Baken Update - The CUPC LGA will be on Wednesday, February 13th. Please remind all members and if you intend to go please be at the Comstock parking lot at 5 p.m.

Next Monday's CUPC meeting will be undertaking the Group Dynamics Workshop. Please encourage all members to attend.

ACU-I Regional Tournaments will be February 15th & 16th (Friday & Saturday). Jim Sleezer needs volunteers for scoring and helping out.

Meeting was adjourned at 4:00 p.m.

RS by CJH

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
February 11, 1980

Present: Denise Darab, Bernie Molitor, Steve Dunphy, Rae Eglinton, Marlene Vernon, Raphael Szykowski, Dawn Pugh, Kathy Jensen, Mamie Jin, Mary Litsheim, John Duffy, Rufus Simmons, Lauris Grundamanis, Mary Hausladen, Terry Staude

Absent: Biff Robillard, Vanne Hayes, Jim Sleezer

Meeting was called to order at 3:15 p.m. The minutes from the February 4th meeting were approved as written. The addition of Dawn Pugh being present at the January 28th workshop is to be made.

NEW BUSINESS

MOTION 80:10 (Darab-Eglinton) To approve the following programs for Winter Quarter: BCA - KMOJ Benefit; Personnel - Assertiveness Workshop, Eko Bakken; Current Events - Quick Reaction, Precinct Chairs, Mr. Smith Goes to Washington, Mock Caucus, Divestment/ Speaker, Divestment/Film, Don Frazer, Lunar New Year-celebration, Lunar New Year-film; Popular Entertainment - Hair-film. Motion approved.

Group Dynamics Workshop - Steve, Rae, Denise, and Bernie presented a workshop on some of the fundamentals of group processes as they apply particularly to area meetings. Special emphasis was placed on teamwork, assisting quiet members in participating, how silence can be interpreted, how to handle disagreements, and how to deal with cliques and small power groups.

Two skits were presented which dealt with several of the key concepts. Council was then invited to make observations, give examples, etc.

A handout was distributed which is intended to serve as a benchmark to help coordinators to plan more effective meetings.

ANNOUNCEMENTS

The film "Wifemistress" was shown this weekend and did very well, with a profit near \$500.00.

Unity of Black Greeks program on Friday night went well with an attendance of around 100 persons.

Contemporary Arts program - Motherchild, Poetry & Jazz, went very well also. Cindy Dickenson is hoping to have them return in Spring Quarter.

Current Events will be starting their new "Horizons" series this Thursday at 12 noon.

The winter L.G.A. to Eko Bakken has been changed to the 9 R Ranch. The time and meeting place will remain the same: Wednesday, Feb. 13th, 5:00 p.m., Comstock Parking Lot.

CUPC meeting on February 25th will be the Assertiveness Workshop. Please encourage all members to attend. Reminder that dinner will be provided at this meeting time.

Denise distributed a Space Management Survey to everyone and asked that it be completed and returned to Mamie Jin ASAP so that any decisions for alterations or changes in the CUPC office can be made and submitted to hopefully be done during Spring break.

Meeting was adjourned at 4:30 p.m.

AS by CJH

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
March 3, 1980

Present: Vanne Hayes, Bernie Molitor, Mary Hausladen, Steve Dunphy, Mary Litsheim, Rae Eglinton, Terry Staude, Biff Robillard, Dawn Pugh, Jim Sleezer, Marlene Vernon, Raphael Szykowski, Jody Ecklund, Denise Darab

Absent: John Duffy, Kathy Jensen

Meeting was called to order at 3:20 p.m. Minutes from the February 25th meeting were approved as written.

OLD BUSINESS

Rec/Travel Consolidation - Jim Sleezer distributed the proposed goals and objectives for the Rec/Travel Area consolidation, and reviewed with the Council members. Jim asked that everyone think about the proposal (pro's & con's) and will bring it up for motion approval next Monday.

Whole Coffeeshouse - Biff spoke regarding problems that the Whole has been experiencing with low attendance at concerts and subsequent financial losses. At the Whole retreat on Sunday members reviewed and discussed solutions and proposals for up-coming events which would include local acts, new wave and lower cost acts rather than top billing personalities. Marlene expressed interest in co-sponsoring New Wave with CA & Whole.

Steve requested that anyone that has not yet turned in the Whole- Questionnaire to Biff to please do so ASAP.

Bookkeeping - Denise has not yet finalized the Winter Quarter Budget Summaries but expects to have them by the end of the week. This Friday Exec will be reviewing Planning Summaries for Spring Quarter.

Chilean Program - Marlene distributed a proposal for Spring Chile Concert, All Council event, to the Council. She reviewed the background and description of the proposed event also.

ANNOUNCEMENTS

ACU-I Conference is coming up the end of March. Mary Hausladen wished to share with members that if they would like to attend some of the sessions that they could do so by offering to help out at the conference in exchange. Bernie gave some information on the conferences and said that there will be around 83 sessions given in the 3 day period.

Program Sharing - Tribute to Jimmy Smith program in the Whole this weekend did well, and P.E.'s film "Lord of the Rings" sold out at nearly all showings.

Gallery had an opening on Sunday of James Brown exhibit and had a good turnout.

There will be 2 interviews for coordinator candidates on Wednesday:

- 1:15 p.m. - Kathy Jensen for VP for Public Relations
- 2:30 p.m. - Terry Staude for Gallery

Membership File Update will be due next Monday - please turn in to Rae.

UBOG - Coffman Union goals for next year were approved by the board, and house policies will be reviewed.

MUCB is planning scholarship to be dedicated in honor of Julia Carson.

Committee will be formed of UBOG & CUPC members to plan the Homecoming events related to the 40th Celebration.

Meeting was adjourned at 4:15 p.m.

RS by CJH

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
March 10, 1980

Absent: Dawn Pugh

Present: Steve Dunphy, Rae Eglinton, Denise Darab, Kathy Jensen, Terry Staude, Raphael Szykowski, Mame Jin, Duff Robillard, Jody Eklund, Bernie Molitor, Jim Sleezer, Vanne Hayes, Marlene Vernon, Rufus Simmons, Rick Pirtle, Dave Tanner, Barb Sella, Hall Anderson

Meeting was called to order at 3:20 p.m.

OLD BUSINESS

Bookkeeping - The finance summaries for Winter Quarter were reviewed by Denise Darab, V.P. for Finance. She reported that overall, CUPC is in good financial shape.

NEW BUSINESS

Spring Budgets - Denise read through the planning summaries that were reviewed by the Executive Committee the previous Friday.

MOTION 80:11 (Darab-Szykowski) To approve the Spring budget requests as submitted with the exception of the Whole Coffeehouse. Approved.

MOTION 80:12 (Darab-Szykowski) To fund the Whole deficit of \$972 from the general operating account, and to fund the Spring program in the amount of \$379. Motion approved.

Recreation/Travel Proposal - Jim Sleezer reviewed the proposal to consolidate the areas of Trips and Outing and Recreation into a single area, Recreation and Travel.

MOTION 80:13 (Darab-Staude) To approve the T&O and Recreation consolidation to Recreation and Travel as proposed. Motion approved.

Membership Files - Rae Eglinton, V.P. for Personnel, distributed current membership files and asked for updates and corrections. These are due next Monday, and will become the basis for invitations to recognition, as well as the base line for establishing next year's recruitment goals.

Recruitment Week - Rae outlined a high-priority "all-out" media campaign to include WMR, Daily, kiosk, etc. to advertize open positions. The blitz will take place the second week of classes, and will include notification of area meetings. A special effort will be made to recruit at all CUPC programs during the week via tables and materials at the programs.

New Member Approval. - Kathy Jensen and Terry Staude, recommended by the interview committee for Public Relations and Gallery, were approved at today's UBOG meeting. They were welcomed.

ANNOUNCEMENTS

Humor Week - Mame Jin noted that Current Events, Popular Entertainment, and possibly American Indian Cultural Program will be participating. The event is planned for May. Planning summaries and co-sponsorships are forthcoming.

Chilean Concert - Marlene requested approval of the program as an All-Council event.

MOTION 80:14 (Darab-Jensen) To approve the Chilean concert as an All-Council event, \$250 from the fund, and \$50 from Current Events. A planning summary is due no later than Wednesday. Motion approved.

ANNOUNCEMENTS (continued)

Doc Watson Program - The Exec Committee had recommended not doing the concert because of the early date, uncertain of attendance projections, ticket price, difficulties of "turning over the house" the number of other programs planned, and the financial risks involved.

Barb Sella, Rick Pirtle, Dave Tanner, Biff Robillard, and others of the Whole staff spoke in favor of the concert, feeling that the Whole has an opportunity to do extremely well, and to possibly return some profit to the coffers to replenish the Whole's current deficit. Denise, Bernie, Steve, and others explained their overall concerns relative to Coffeehouse financial stability, the future of the facility, the difficulty of making a good decision in such matters given the track record of the past three years.

MOTION 80:15 (Robillard-Staude) To approve the Doc Watson concert as submitted. Any profits from the show will be used to make up the Whole's current deficit. President Steve Dunphy called for a show of hands. The motion was approved.
3-1-1.

The meeting was adjourned at 5:00 p.m.

RS by BFM

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
March 31, 1980

Minutes of the Coffman Union Program Council

Present: Bernie Molitor, Kathy Jensen, Pae Eglinton, Raphael Szykowski, Greg Erickson, Denise Darab, Jodi Eland, Geoffrey Mason, Pufus Simmons, Terry Staude, Steve Dunphy, Vanne Hayes, Dawn Pugh, Mary Litsheim, Mamie Jin, Jim Sleezer, Marlene Vernon

Absent: John Duffy

The meeting was called to order at 3:15 p.m. The minutes of March 10th were approved as written.

OLD BUSINESS

Chilian Concert Update - Kathy Jensen reviewed with Council the advertising and promotion being done for the Chilian Conert. Tickets are \$6 and are avialble at many locations. The concert is scheduled for April 11th at 8 p.m. in Willey Hall.

WATR - Kathy Jensen distributed to everyone information regarding readio advertising done by WATR. At present WATR owes CMU about \$3,500 worth of broadcasting time. So it is encouraged that we utilize this service and not lose it.

NEW BUSINESS

Spring Quarter Leadership/Major Events Calendar - Steve reviewed the calendar of events for Spring Quarter and asked for any additions or comments. The calendar will be sent to the printer later in the week for printing.

Recruitment Week - Rae is planning for Recruitment Week, which is all next week and is asking that everyone please let her know the areas meeting times for next week. Rae is planning to run a Daily ad advertising the different areas meeting times so that interested persons would know when to stop by.

Spring Budgets - Denise read through some additional planning summaries submitted for Spring Quarter that need Council approval. Rec/Travel: Health Screening, Pabst PPK & K, Wind Surfing Demo; Current Events: Women's/Christian Perspective, Chilian Concert; AICP: Leon Shenandoah. Each area explained their programs and it was moved for approval.

MOTION 80:16 - (Darab-Eglinton) To approve additional Spring Quarter planning summaries as submitted. Motion approved.

Space Management Survey - Mamie explained the results of the survey handed out a few weeks ago regarding restructuring of the CUPC office area. Items that were regarded as needed were: More openness, meeting areas, telephone located in a generalized area. The planning committee will be meeting some time this week to review the results and start working on a plan.

ANNOUNCEMENTS

Health Fair Week being cosponsored with Rec/Travel will be held on April 15th & 16th, in the Great Hall. This will include a complete health screening for students free of cost.

Coffeehouse will be meeting tomorrow to go over last details of this coming weekend concert - Doc & Merle Watson. Vanne explained that there will be a limited number of comp tickets available so to please sign up with Lois if you are interested.

Popular Entertainment film committee is in need of volunteers to work the film this weekend - Same Time Next Year. Please sign up if you are able to work.

Gallery will be having 3 openings Tuesday evening, with entertainment and refreshments provided. Gallery I - is a Fiber Show; Gallery II - showing of 2 female artists drawing exhibit; Related Arts Gallery - Ceramics exhibit. All are welcome.

Meeting was adjourned at 3:145 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
April 7, 1980

Minutes of the Coffman Union Program Council

Present: Mary Hausladen, Geoffrey Mason, Mark Richardson, Rae Eglinton, Greg Erickson, Kathy Jensen, Terry Staude, Mamie Jin, Mary Litsheim, Bernie Molitor, Vanne Hayes, Raphael Szykowski, Jim Sleezer, Jodi Eland, Marlene Vernon, Dawn Pugh

Absent: John Duffy, Biff Robillard, Denise Darab, Steve Dunphy (ex)

The meeting was called to order at 3:20 p.m. The Minutes of March 31st meeting were approved as written.

OLD BUSINESS

Recruitment Week - Recruitment Week is scheduled for April 7th through April 11th. Rae has advertised in the Minnesota Daily all areas meeting times for the week. She has received several interested persons in P.E.

Recognition Update - The Recognition Program for UBOG and Council members is now being planned. Rae, Denise, Mary M and Bernie are asking for suggestions for a date and where to hold the program and dinner.

Racism Workshop - Bernie spoke on the upcoming Racism Workshop to be held April 28th. Raphael and Geoffrey have accepted to participate in the workshop.

NEW BUSINESS

Program Approval -

MOTION 80:17 (Jin-Staude) To approve the following submitted planning summaries: Gallery Film Program and Chicano Cultural Affairs Program. Motion approved.

Program Sharing - Doc Watson did extremely well last weekend with a sell out at each showing. The film "Same Time Next Year" had close to 600 persons for Friday and Saturday. PE is still in need of volunteers for working the films in the evening. Gallery I, II and Related all had open houses on Tuesday. There were refreshments and also a bluegrass group for entertainment. Sexual Assault Prevention Week is the week of April 7th - 11th, with CE as cosponsor. Allen Ginsberg program is tomorrow night and the Chilean Event is this coming weekend.

Meeting was adjourned at 3:50 p.m.

RS by CJM

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
April 14th, 1980

Minutes of the Coffman Union Program Council

Present: Bernie Molitor, Kathy Jensen, Greg Erickson, Denise Darab, Mary Hausladen, Biff Robillard, Rufus Simmons, Jodi Eland, John Duffy, Terry Staude, Rae Eglinton, Steve Dunphy, Raphael Szykowski

Absent: Dawn Pugh (ex), Mary Litsheim (ex), Marlene Vernon, Vanne Hayes, Jim Sleezer

The meeting was called to order at 3:20 p.m. The minutes of the April 7th meeting were approved as written.

OLD BUSINESS

Recognition Update - Rae updated the Council on options being researched. There was a meeting with Food Service Friday. Rae and several others were convinced that Food Service could do a fine job for us, but there is strong sentiment that going away from CMU is desirable. A decision will be made by Wednesday.

Planning Summary Approval -

MOTION 80:17 (Darab-Robillard) - To approve the following Spring Quarter summaries: Gallery - Marsden Print Exhibit, Chicano Visiting Artist, Gallery Equipment & Tools, Women In Art-Films, Related Arts Gallery - Greek Folk Art, Related Arts Gallery TBD, TBD Gallery II Photo. Current Events - Cambodian Refugees, "Journey To The Far Side of The Sun". Motion Passed.

NEW BUSINESS

Exec Report - Kathy Jensen summarized the agenda from the last Exec Meeting. Items included: Information sharing on the upcoming Racism Workshop scheduled for April 28th, a discussion of recognition, and the parliamentary review and recommendation on the programs listed above. The Exec Report will become a regular feature of Council Meetings in an effort to improve awareness and communication.

ANNOUNCEMENTS

Biff announced that Hot Rize did better than budget. Corky Siegel is this weekend. The film "Manhattan" was attended by 1270 persons. Mamie announced the first Horizon program of the quarter on Wednesday at 12 Noon, which will feature Professor Yi Fu Tuan. John Duffy indicated that Allan Ginsberg was successful in spite of the snow, and that the Inti-Illimani Concert last Friday night played to a full house at Willey Hall.

Mary Hausladen reported that the Board of Governors is currently working on 80-81 budget analysis and approval. Also, the proposed restructuring of the Minnesota Union was rejected by the outside consultants. Carl Nelson has drafted a series of recommendations that essentially leave the administrative structure in tact.

The Meeting was adjourned at 3:55 p.m.

RS by BFM

UNIVERSITY OF MINNESOTA

COFFMAN MEMORIAL UNION

April 21st, 1980

Minutes of the Coffman Union Program Council

Present: Bernie Molitor, Denise Darab, Rae Eglinton, Jodi Eland, Greg Erikson, Maimie Jin, Geoffrey Mason, Mary Litsheim, Raphael Szykowski, Biff Robillard, Rufus Simmons, Mary Hausladen

Absent: Dawn Pugh, Steve Dunphy (ex), Kathy Jensen, Vanne Hayes (ex), Marlene Vernon (ex), Jim Sleezer (ex), John Duffy, Terry Staude

The meeting was called to order at 3:26 p.m. The minutes from the April 14th meeting were approved as written.

OLD BUSINESS -

Recognition Update - The Recognition Dinner will be held at River View Restaurant in Minneapolis. There will be a program with dinner and then it is planned that everyone will return to Coffman Union for the celebration with a dance and refreshments. The celebration at CMU is intended for all three unions, CUPC, UBOG and CMU employees.

NEW BUSINESS -

Space Management Report - A new floor plan has been drawn up by the committee and has been approved by Operations for reconstruction of the CUPC office space, to be started on Monday, April 28th.

MOTION 80:18 - (Jin-Darab) To approve the new floor plan for the CUPC office.
Motion approved.

Bernie complimented the committee for their efforts and feels that the new plan is a good one and will work well. All desks and files need to be emptied by Monday morning. Please hold on to your keys for your desk until remodeling is complete.

Leadership Recruitment, 80-81 - Council is now in the process of recruitment for the leadership positions for next year. If there are any persons interested or if you have suggestions please see Rae or Bernie. There are presently several openings available for next year.

Membership Roster Update - Rae has given each area coordinator a listing of members that are presently on the membership listing. She has asked that everyone make any additions or subtractions to this list and return to her ASAP. This is the only means for inviting persons to the Recognition Dinner/Program, and she does not want to miss anyone.

WMMR - A reminder that there is still many hours of advertising time available through WMMR Radio station. Please consider this type of promotion for any programs.

ANNOUNCEMENTS -

Program Sharing - P.E. films is off to a great start this quarter. Greg gave a review of the present financial situation for the film program and intends to give reports periodically, to Council. Corky Siegel performed in the Whole Coffeehouse this weekend and had over 300 persons in attendance. Hows Your Health Fair, Rec/Travel program was April 15 & 16, and did not do as well as expected. Around 650 persons took tests, and another 600 walked through. National Table Tennis Tourn. is this Sunday through Wednesday. All are welcomed to come and watch.

ANNOUNCEMENTS (Cont.)

The PPK & K program put on by Rec/Travel is looking to form a CUPC team. They will need 3, 4 person teams, and registration is \$2 per team.

Next weeks meeting will be a Dinner/Workshop (Rasism), please sign up on easal in Room 220.

MOTION 80:19 (Darab-Jin) To approve Jodi Eland, as new coordinator for the Rec/Travel area. Motion approved.

Meeting was adjourned at 3:50 p.m.

RS by CJH

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
April 28th, 1980

Minutes of the Coffman Union Program Council

Present: Steve Dunphy, Kathy Jensen, Mamie Jin, Jodi Eland, Raphael Szykowski,
Denise Darab

Absent: Rae Eglinton (ex), Biff Robillard, John Duffy, Dawn Pugh, Terry Staude

Guests: Geoffrey Mason, Greg Erikson, Rick Pirtle, Lois Porfiri, Dave Gust

The meeting was called to order at 4:45 p.m. The minutes of the April 21st meeting were approved as written.

OLD BUSINESS

Membership Roster - Steve reviewed the leadership recruitment status of the organization.

NEW BUSINESS

Approval of Planning Summaries - Mamie Jin reviewed the planning summaries for Sun Day and Law Day.

MOTION 80:20 (Jensen-Szykowski) To approve the following planning summaries for the Current Events area: Law Day, Biomass-Lecture, Solar Housing Design, The Sun-Lecture by Prof. Icke, Sun Day Celebration Publicity, Lifestyles & Appropriate Tech., A Worldwind Tour of Solar Energy, State Government Role, Federal Government Role, Energy Fair, Conservation, Documentaries on Alternative Energy. Motion Approved.

Bernie and Steve reviewed an additional request for funds for Chicano Week Events and recommended approval.

MOTION 30:21 (Jensen-Eland) To approve additional monies for Chicano Week performers. Motion Approved.

ANNOUNCEMENTS

The Week-end programs were reviewed.

The meeting was adjourned at 5:05 p.m. and Council retired to Room 351 for the Workshop on Racism.

RS by BFM

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
May 5th, 1980

Minutes of the Coffman Union Program Council

Present: Bernie Molitor, Steve Dunphy, Mary Litsheim, Jodi Ekland, Rae Eglinton, Kathy Jensen, Greg Erickson, Mamie Jin, Denise Darab, Rufus Simmons, Geoffery Mason, Raphael Szykowski, Jim Sleezer

Absent: John Duffy, Terry Staude, Biff Robillard, Vanne Hayes (ex), Dawn Pugh

Guests: Kim Tong

The meeting was called to order at 3:15 p.m. The minutes of April 28th meeting will be approved at the next meeting.

OLD BUSINESS

Recognition Update - Invitations have been sent out and should be received in the near future. Rae would like everyone to please sign up at Lois's desk if you will be attending. Also she needs the full names (first, middle and last) of all chairpersons, coordinators and area members, A.S.A.P.

Humor Week Approval - Steve moved to approve the All Council programming for Humor Week which is being organized by the C.E. area. The cost will be approximately \$300.

MOTION 80:22 (Darab-Eglinton) To approve submitted planning summaries for Humor Week programs and expenses incurred: Humor Week Publicity, Comedy Shorts, Dudley Riggs Satire Troupe, Peter Wagner-Cartoonist. Motion approved.

NEW BUSINESS

Asian American Programs - Steve moved to approve the following programs for Asian American organized by the C.E. area: Asian Religious Smposium, Asian Traditional Dance Festival, Chinese Chess Tournament, Asian American Favorite Food Service, Workshop on Japanese Evac. Total cost for programs should be \$375.00

MOTION 80:23 (Darab-Szykowski) To approve the previous mentioned Asian American programs. Motion approved.

Leadership Selection/Interviews - Exec will be meeting on Tuesday to discuss selections for the leadership positions. All positions will be open to any persons interested. There is a need for persons to sign up for doing all interviews, so please contact Rae if you are available.

Presidential Election Process - Presently Denise Darab and Mamie Jin have applied for the position of President. Each will present their platform to Council at the next CUPC meeting on May 12th. Steve stressed the importance of everyone to attend.

ANNOUNCEMENTS

The new CUPC office will be complete on Wednesday. All desks have been reassigned and keys will have to be turned in for new ones.

Chicano Week Programs were last week and weekend and had good turn outs and great activities.

Jodi stressed the need for forming a team for the PPPK Contest being held this week.

Meeting was adjourned at 3:50 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
May 12th, 1980

Minutes of the Coffman Union Program Council

Present: Jodi Eland, Bernie Molitor, Kathy Jensen, Mary Litchheim, Steve [unclear],
Denise Darab, Rae Eglinton, John Duffy, Greg Erickson, Terry Staude,
Biff Robillard, Dawn Pugh, Mamie Jin, Rufus Simmons, Vanne Hayes,
Jim Sleezer

Absent: Marlene Vernon (ex)

The meeting was called to order at 3:15 p.m. The minutes of the May 5th meeting were approved as written.

OLD BUSINESS

Contemporary Arts Request - Request for approval of planning summary: Sound Star Residency, Contemporary Arts area.

MOTION 80:24 (Darab-Eglinton) To approve CA planning summary for Council approval. Motion approved.

Interviews - Rae spoke regarding interviews that will be held later this week. Geoffery Mason has applied for BCA coordinator, and Tanya Fuller for V.P. of Public Relations. There is a need for all available persons to sign up in conducting these interviews.

NEW BUSINESS

Presidential Elections - Steve moved for nominations for the president's position. Biff Robillard nominated Mamie Jin, Rae Eglinton nominated Denise Darab, and Dawn Pugh nominated Geoffery Mason. Geoffrey Mason's nomination was forfeit because of his absence. Mamie won toss to speak first and Denise followed. Each distributed a copy of their platform and gave a brief summary, and then was open for question/answer period. Ballots were collected and tallied by Steve and Bernie and Denise Darab was chosen to be CUPC 80-81 president.

ANNOUNCEMENTS

Recognition - Rae announced that 73 persons were signed up for the Recognition Dinner to be held at the Riverview Restaurant. All choices for the dinner should be made today and given to Rae so she can complete the dinner order.

Ron Carter performed in the Whole this weekend and had a very poor turnout. Biff said he will be preparing the year financial summary for distribution to Council in the near future.

Animal House film will be showing this coming weekend, and Pete Wagner will be speaking for a CE program this week. The Gallery has 2 new shows.

The meeting was adjourned at 4:20 p.m.

RS by CJH

UNIVERSITY OF MINNESOTA

COFFMAN MEMORIAL UNION

May 19th, 1980

Minutes of the Coffman Union Program Council

Present: Jodi Ekland, Terry Staude, Raphael Szykowski, Mamie Jin, Gærg Erickson, Marlene Vernon, Denise Darab, Steve Dunphy, Rae Eglinton, Mary Hausladen, Bernie Molitor, Mary Litsheim, Geoffrey Mason.

Absent: Dawn Pugh, John Duffy, Biff Robillard, Kathy Jensen, Jim Sleezer (ex), Vanne Hayes (ex).

The meeting was called to order at 3:15 p.m. by Denise Darab. The minutes of the May 5th meeting were approved as written.

OLD BUSINESS

Recognition Feedback - Overall it was felt to be a very successful event. The turnout was great and a good time was had by all. It was felt that a band for next year would be one that would enable all age groups to participate, rather than all rock. And also it was brought up that each volunteer should be mentioned in the program from all areas or just to acknowledge the whole area rather than selecting a few. Steve pointed out that it had been done in the past but became to lengthy and boring for all, and that it was necessary to point out the outstanding jobs and achievements done by several.

NEW BUSINESS

Planning Summary Approval - The following planning summaries were brought to Council for approval: BCA - Tribute to Dr. Anita Brooks, Black Student Picnic, Bill Sutherland. PR - Poster Distribution, Quick Print Pickup & Delivery, Prevue, Supplies. CA - Local Women's Film Festival. Denise gave a review of each program and it was moved for approval.

MOTION 80:25 (Eglinton-Jin) To approve above mentioned planning summaries for spring quarter. Motion approved.

Bookkeeping - All bookkeeping is due by this Friday, May 23rd. Denise urged everyone to start if they have not done so, and all should be completed.

ANNOUNCEMENTS

Interviews - To approve Geoffrey Mason as BCA Coordinator, and Tanya Fuller as V.P. for Public Relations.

MOTION 80:26 (Eglinton-Jin) To approve Geoffrey Mason as BCA Coordinator, and Tanya Fuller as V.P. for Public Relations. Motion approved.

Rae asked that the present coordinators for the areas to please contact her for an interview time if they do plan on continuing in their present positânn with CUPC next year.

Summer Budget Prep - Bernie has met with program staff to review the programs for summer quarter. Further details need to be made and will be presented to Council at the June 2nd CUPC meeting.

BCA had a picnic and dance this weekend and both had good turnouts.

Meeting was adjourned at 4:00 p.m.

RS by cjh

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

June 2, 1980

Minutes of the Coffman Union Program Council

Present: Denise Darab, Bernie Molitor, Jim Sleezer, Vanne Hayes, Geoffrey Mason, Greg Erickson, Jodi Eland, Terry Staude, Mamie Jin, Rae Eglinton, Raphael Szykowski, Mary Litsheim, Mary Hausladen, Rufus Simmons, Biff Robillard

Absent: Tanya Fuller, Marlene Vernon, John Duffy

Meeting was called to order at 3:30 p.m. by Denise Darab. The minutes of the May 12th and 19th meetings were approved as written.

NEW BUSINESS

Approval of Coordinators -

MOTION 80:27 (Robillard-Jin) To approve Greg Erickson as V.P. Finance, and Terry Staude as coordinator for Gallery. Motion approved.

Summer Budget Approval - Denise reviewed all summer programs submitted so far to Council and moved for approval.

MOTION 80:28 (Erickson-Mason) To approve total summer budget for programs of \$6,778 and \$1,000 for minority programming. Motion approved.

Formulation of Summer Council - So that a summer council could be formulated before the end of spring quarter, Denise asked that members that would be around during summer quarter to set some meeting times for planning the all council programs for summer and fall quarters.

OLD BUSINESS

There was no old business to be discussed.

ANNOUNCEMENTS

Soundstair - A Contemporary Arts program will be held the week of finals and is in need of volunteers to work. Anyone that is interested and would be able to help please sign up at Lois's desk.

Coordinators Interviews - There will be several interviews scheduled for next week, probably Thursday and Friday, and Rae needs council members to sign up to participate on panel. If you are available please sign up in 220.

Reminder of keg party at Steve Dunphy's tonight at 7:30 p.m. All are welcome.

Mary L. has suggested that a committee or group be formed to clean up the CUPC office. The remodeling last month has left the office torn apart and effort needs to be made to straighten it up. Also, old members not returning should go through their desks and mailboxes and clean them out, and return keys to Cindy and Reservations. New or returning members should locate their desk and obtain desk and office keys.

Fall Retreat will be in mid September as usual. This will be before classes start, and if you haven't kept in touch you will receive a notice in the mail of exact date and place. All Coordinators and V.P.'s are requested to attend.

Meeting was adjourned at 3:50 p.m.

RS by CJH

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
June 23, 1980

PRESENT: Mary Litshelm, Mamie Jin, Jeffrey Mason, Bernie Molitor, Biff Robillard,
Jim Sleezer

ABSENT: Terry Staude (ex), Tonya Fuller

GUESTS: Susan Davis

The meeting was called to order at 4:15 pm. Presiding over the meeting in Denise Darab's absence was coordinator, Mamie Jin.

The minutes of the June 2nd CUPC meeting were approved as read (Robillard/Mason).

In the absence of Denise Darab, Tonya Fuller, V.P. Public Relations, should preside. However, in her absence Mamie Jin, CUPC Coordinator and UBOG member, chaired the meeting.

Bernie Molitor summarized the financial picture of CUPC to date and distributed copies of the summer budget. He also stated that \$1000 had been set aside for minority programming which hopefully would be done with the OMSSA Summer Institute. The Summer Minnesota Union Calendar replaces the CMU Preview for the summer and is a significant MU coordinated project.

Vanne Hayes explained Popular Entertainments request to add on additional \$400 to the Terrace Jubilee to cover the costs of three (3) additional noon programs and projected increases in contract price for performer. A motion to approve additional monies passed.

MOTION 80:29 (Robillard-Mason) To approve additional monies (\$400) to the Popular Entertainment area to cover costs for noon programs. Motion approved.

The interview of Biff Robillard for Whole Coffeehouse coordinator will be scheduled next week by Biff, Mamie and Geoffrey.

The following programs were discussed and approved: Clifton Chenier concert, co-sponsored by CUPC-PE and Concerts & Lectures. Wellness Program - "Aerobic Dance"-CE. Three Horizons Lectures, "Active Volcanoes" by Prof. Shaw; "Optional Parenthood" by Prof Thorn at WBU; Historic Sites Within The Twin Cities" by Prof. Moen.

Bernie Molitor commented that the program staff is unexpectedly and extremely busy this summer and "hopefully it will be worth it all for planning next year."

September 18 and 19 were dates suggested for the CUPC Retreat.

The meeting was adjourned at 4:55 pm.

RS/VOH