

1981-82

	Orientation I October 13	Orientation II October 20	October 26	November 9	November 30	December 7	January 11	January 25	February 8	February 22	March 8	Special March 10	APRIL 5	APRIL 19	May 3	May 17	June 2
CHAIRPERSON DAVID HABERMAN (IT)						Bill Byrne (MSA)											
VICE CHAIRPERSON KARL SISSON (CLPE)																	
PRESIDENT CUPC																	
1 Greg Erickson	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
CUPC																	
2 Karl Sisson	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
CUPC																	
3 Jim Strawn	P	P	P	P	P	P	P	P	P	EX	P	P	P	P	P	P	P
CUPC																	
4 Steve Yurek	A	P	P	P	P	P	P	EX	P	P	P	P	P	P	P	P	P
CHIP																	
5 Mike Hoppe	A	A	P	P	P	P	P	P	A	P	P	EX	P	P	P	P	A
CLA																	
6 Steve Carlson	-	-	-	P	P	P	P	A	P	A	P	A	EX	A	P	P	A
EDUCATION																	
7	-	-	-	-	-	-	-	-	-	-	MARK TATEOS (IAN)		P	P	P	P	P
GENERAL COLLEGE																	
8 LINDA FISHER	Teri Gray	LINDA FISHER	LINDA FISHER	LINDA FISHER	LINDA FISHER	LINDA FISHER	LINDA FISHER	LINDA FISHER	LINDA FISHER	LINDA FISHER	LINDA FISHER	LINDA FISHER	LINDA FISHER	LINDA FISHER	LINDA FISHER	LINDA FISHER	LINDA FISHER
GRAD SCHOOL																	
9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IT																	
10 David Haberman	P	P	P	P	P	P	P	P	P	EX	-	-	-	-	-	-	-
MSA																	
11 Bill Byrne	A	P	P	EX	P	P	P	P	P	P	P	P	P	P	P	P	P
MINN ALUMNI																	
12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
UBOG ALUMNI																	
13 Barry Bridges	P	P	P	A	P	A	P	P	P	P	P	P	EX	A	P	P	P
CIVIL SERV (STUDENT)																	
14 Mark Olson	P	A	P	P	EX	P	P	P	P	P	P	P	EX	P	P	A	P
CIVIL SERV (CLERK)																	
15 Cindy Holton	P	A	P	P	P	P	P	P	EX	P	P	P	P	P	A	P	P
FACULTY																	
16 John Schultz	P	A	EX	P	EX	P	P	P	P	P	P	A	A	EX	P	EX	P
FACULTY																	
17 Beverly Stewart	-	-	-	-	-	-	-	P	A	A	P	A	P	A	P	P	A
OSA																	
18 Glenn Hendricks	P	A	P	P	EX	P	A	P	EX	P	P	EX	P	EX	P	EX	P
FOOD SERVICE																	
19 Bob Ledder	A	A	EX	P	P	A	A	A	A	A	A	A	A	A	A	A	A
CAMPUS CLUB																	
20 Dr. Holte	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
CMU DIRECTOR																	
21 Rufus Simmons	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
CMU ASSOC DIR																	
22 Berton Atkinson	P	P	A	EX	P	P	P	P	P	P	EX	EX	P	P	P	P	P
CMU ASSIST DIR																	
23 Bernie Molitor	P	P	P	EX	P	P	P	P	P	P	P	P	P	P	P	P	P

13 11 14 14 15 16 16 14 14 13 13 17 14

UNION BOARD OF GOVERNORS
1981-82 MOTIONS

- MOTION 1-82 (Schultz-Yurek) Move to hold Orientation from 5:30-10:00 pm
Aug. 31, 1981 on October 14 with 2nd session on October 20. APPROVED
- MOTION 2-82 (Erickson-Sisson) Move that Marlene Vernon be authorized to
Nov. 9, 1981 apply for and execute on behalf of CUPC a grant agreement with
the Metropolitan Council for 1981-82 Dance Lecture Demonstration
Series. APPROVED
- MOTION 3-82 (Erickson-Carlson) Move to approve the appointment of Maria
Nov. 9, 1981 Velasco as Coordinator of C/LCA. APPROVED
- MOTION 4-82 (Erickson-Sisson) Move that the Board approve the appointment
Nov. 30, 1981 of Susan Aasen as Coordinator of American Indian Cultural
Program. APPROVED
- MOTION 5-82 (Byrne-Strawn) That a letter be written to Beverly Stewart
Dec. 7, 1981 soliciting her interest in serving on the Board as Faculty
Representative. APPROVED
- MOTION 6-82 (Byrne-Sisson) That the Fee Request be approved.
Dec. 7, 1981 APPROVED
- MOTION 7-82 (Erickson-Strawn) Move to approve Tom Westbrook as Coordinator
Jan. 25, 1982 of the Gallery. APPROVED
- MOTION 8-82 (Erickson-Bridges) That UBOG approve the CUPC Comp Ticket
Feb. 8, 1982 Policy. APPROVED
- MOTION 9-82 (Bridges-Olson) That a special Board meeting be held on
Mar. 8, 1982 Wednesday, March 10 for election of Chairperson. Absentee
vote will be accepted. APPROVED
- MOTION 10-82 (Bridges-Strawn) That the Board accept the response to MSA
Mar. 8, 1982 and give the Director and Chair authority to write opening and
closing statements to the reply and include in the statement
that in the future tables will not be allowed outside of a room.
APPROVED
- MOTION 11-82 (Bridges-Olson) To unanimously elect Bill Byrne to position
Mar. 10, 1982 of Chairperson. A ballot vote was taken. Bill Byrne was
elected chairperson.
- MOTION 12-82 (Erickson-Yurek) That the Board accept CUPC's recommendation
Apr. 5, 1982 of name change from Current Events to Issues and Ideas.
APPROVED
- MOTION 13-82 (Erickson) That the Board support the proposal to create a
Apr. 5, 1982 new area for Asian American Cultural Affairs. APPROVED

- MOTION 13A-82 (Erickson-Olson) To approve the MU Constitution.
Apr. 19, 1982 APPROVED
- MOTION 14-82 (Bridges-Strawn) That UBOG endorse the proposed check
May 3, 1982 cashing policy. APPROVED
- MOTION 15-82 (Yurek-Bridges) That UBOG support charging user fee with
May 3, 1982 understanding that the money would insure proper maintenance
and service to the area.
Hand vote taken: 6 yes, 5 no - MOTION CARRIED
- MOTION 16-82 (Schultz-Bridges) That XC Committee be authorized to take
Jun. 2, 1982 interim action during the summer as required to conduct
normal business of CMU with note that the Board will be brought
up to date at the fall meeting. APPROVED
- MOTION 17-82 (Olson-Erickson) To approve 1982-83 budget. APPROVED
Jun. 2, 1982
- MOTION 18-82 (Fisher-Bridges) To approve the space assignment in the
Jun. 2, 1982 SOAC area for 1982-83. APPROVED
- MOTION 19-82 (Erickson-Bridges) To approve Michelle Johnson as VP for
Jun. 2, 1982 PR for 82-83. APPROVED
- MOTION 20-82 (Erickson-Tateosian) To approve Mamie Jin as President of
Jun. 2, 1982 CUPC for 82-83. APPROVED
- MOTION 21-83 (Erickson-Fisher) To approve Kevin Purnell as VP for
Jun. 2, 1982 Finance for 82-83. APPROVED
- MOTION 22-83 (Erickson-Tateosian) To approve Tom Westbrook as Coordinator
Jun. 2, 1982 of Gallery for 82-83. APPROVED
- MOTION 23-83 (Yurek-Fisher) To approve Kim Calvin as Coordinator of BCA
Jun. 2, 1982 for 82-83. APPROVED
- MOTION 24-82 (Erickson-Bridges) To approve Tom Schlichting as Coordin-
Jun. 2, 1982 ator, Recreation & Travel for 82-83. APPROVED
- MOTION 25-82 (Erickson-Fisher) To approve Rosemary Malchow as
Jun. 2, 1982 Coordinator for Issues and Ideas for 82-83. Approved.
- MOTION 26-82 (Erickson-Tateosian) To approve Linda Zanter as Coordinator
Jun. 2, 1982 of Films and Entertainment for 82-83. APPROVED
- MOTION 27-82 (Erickson-Fisher) To approve Michelle Ortwein as Coordinator
Jun. 2, 1982 of Whole for 82-83. APPROVED
- MOTION 28-82 (Erickson-Yurek) To approve Pat Muehlegger as Coordinator
Jun. 2, 1982 of Contemporary Arts for 82-83. APPROVED
- MOTION 29-82 (Simmons-Tateosian) To approve Barry Bridges as UBOG Alumni
Jun. 2, 1982 Rep for 82-83. APPROVED

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting August 31, 1981

AGENDA

- I. Call to Order
- II. Approval of Minutes of June 1, 1981
- III. Reports
 - Chair
 - Director
 - Staff
 - Program Council
 - MUCB - Food Service Liaison Committee
- IV. Old Business
- V. New Business
 - Orientation
- VII. Announcements
- VIII. Adjournment

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UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
August 31, 1981

Present: Skott Johnson, CS (Student) Barry Bridges, UBOG Alumni
 Mamie Jin, CUPC Steve Yurek, CUPC
 Greg Erickson, CUPC Cindy Holton, CS (Clerk)
 John Schultz, Faculty Bernie Molitor, CMU
 Rufus Simmons, CMU

Absent: Patrick Parins, CLA David Haberman, IT
 Michael Hoppe, CHIP Teri Gray, GC
 Bob Ledder, Fd Service Norman Holte, CC
 Bert Atkinson, CMU

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

The meeting was called to order at 12:10 by Mamie Jin, Acting Chair. A quorum was present.

APPROVAL OF MINUTES

The minutes of June 1 were approved as written.

REPORTS

Executive Committee. Mamie Jin reported the Executive Committee has been meeting over the summer to plan for Board orientation. The College Board presidents have been invited to a "briefing" luncheon on September 1 to acquaint them with the Union and the Board of Governors and the opportunity for colleges to express their views relative to Union policy/action through an appointed representative.

Director. Rufus Simmons reported the directors have been engaged in a number of activities over the summer: completed staff MBOs; refined MU programme; completed quarterly and annual report on CMU objectives (copy, available for preview, will be handed out fall quarter when full Board is convened); planned for annual Big 10 Meeting which will be held at U of Minnesota October 11-13 and hosted by the MU; made progress with Campus Club cost sharing agreement; begun planning with Food Service for Vacant Shop; reservation brochure being produced by Jim Elert is nearing completion; the MU Student Employee program is making good progress under the chairmanship of Mark Allen; the Staff Development program has a good beginning for the coming year. The Twin Cities Reader's attorney is suing Coffman Union and the U of M for alleged discriminatory policy in regard to CMU literature distribution policy in an amount of \$50,000-plus. Drs. Wilderson and Pillinger, Carl Nelson and Rufus met with the University Asst Attorney to determine what action should be taken. The Reader wants the same distribution privilege thruout the University that the Daily has. The \$250/year charge for space established by the UBOG in June has been reduced to double the base rental rate. No progress has been made to date on an out-of-court settlement.

Question was raised as to whether the function of the Board is basically that of being advisory to the University and whether the Board has discriminatory power to set rates in the Union.

It was noted the Vice President for Finance has the overall responsibility for any new enterprise and approval of rates. The involvement of the University took the decision out of the Board's hands. It was recommended further discussion be tabled until the University attorneys reach a solution/agreement with the Reader.

Staff Report. Bernie Molitor reported a replacement is being sought for Vanne Hayes, Program Consultant, who resigned to attend Law School. A 5-6 person screening committee has been formed. The position opening has been publicized in the ACU-I Union Wire (which has a circulation of 1,000 schools) in addition to being advertised in local papers and local colleges. To date 40 applications have been received. The Screening Committee will meet in 2-3 weeks and it is hoped a selection will be possible by November. Vanne's areas of advisement have been divided among staff until the position is filled.

Food and Programming. Bernie Molitor noted some progress has been made in this area. It will be an ongoing issue.

Program Council. Greg Erickson reviewed the Council's summer programs/attendance.

MUCB-Food Service Liaison Committee. Skott Johnson reported the committee has met 3 times this summer. One issue discussed concerns whether the needs of International students at the University are being met. Are there facilities available for groups to prepare their own food? Use of Food Service facilities would require staff supervision at time and a half. The possibility of training students to work as supervisors to keep cost down is a possibility. A food service survey is to be done in the unions as to why people come to the union, how much they spend on food, etc. to give committee direction.

OLD BUSINESS

none

NEW BUSINESS

UBOG Orientation. Mamie Jin asked the Board whether they would prefer October 14-15 or October 20, 24 as dates for Orientation, whether they would prefer attending two long periods or 3 to 4 short periods. Rufus Simmons noted the material would take 6-9 hours to cover.

Barry Bridges favored having a long meeting at which all subjects would be introduced, with one to two subsequent in-depth seminars.

Skott Johnson said it was easier for him to attend a whole day session than to attend 3-4 meetings.

Steve Yurek said it was difficult to get away from work.

Cindy Holton preferred two long sessions.

John Schultz suggested having a long session on October 14 and schedule a second meeting a week later to give people a chance to absorb information.

There was consensus to have two long sessions.

Motion 1-82 (Schultz-Yurek) Move to hold Orientation from 5:30-10:00 pm on
October 14 with 2nd session on October 20.
Motion passed.

Mamie Jin outlined the concepts to be introduced at the orientation and asked Board members for their priority.

Concepts: 1) Understanding the history of the Union
2) Constitution & By-Laws
3) Responsibility of Board Members - role and attendance
4) Understanding Processes - information
5) Getting to know each other

Priority items added by Board members included: provide a Who's Who in the Union (including info who to go to for what); an awareness of the total MU; emphasize last year's goals - their relationship to the University and real work.

ANNOUNCEMENTS

None

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

Respectfully submitted,

Rufus S. Simmons
Recording Secretary



UNIVERSITY OF MINNESOTA
TWIN CITIES

Office of the Assistant Director

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

June 29, 1981

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

From: Bernie Molitor, Assistant Director, CMU

Subj: Spring 1981 Program/Activities Report

COFFMAN UNION PROGRAM COUNCIL

Contemporary Arts -

Arts programming often involves a range of complexity in co-sponsorship coordinations, technical consultations, artists relations and publicity plans which challenge the talents and ingenuity of its staff and volunteers. Spring programs particularly demonstrated this because in addition to numerous standard literary discussions and workshops, music and dance lecture demonstrations, the area contributed some of its resources to a major three-day bookfair of workshops, ethnic writer readings and panel presentations; cooperated on a major music and dance residency with WBU and SPSC, a San Francisco Mime Company theatre residency with community co-sponsors, and supported the All Council efforts for Humor Week programming with three separate film events.

Again the area relied very heavily on the expertise and energies of its arts chairpersons, Ric Way, the Music Chairperson, ably managed events involving national jazz artists, noted contemporary composers, and student electronic compositions. Cindy Dickenson completed her third year by keeping two annual literary series running smoothly and handling coordinations for the regional bookfair events as well as facilitating a special tribute event series focused on Meridel LeSueur. Perhaps the biggest challenge and successful growth came in dance where Susan Davis oversaw the range of events from a South Indian Dance Drama troupe appearance, to Flamenco music and dance demonstrations and discussions with Twyla Tharp Company members.

COFFMAN GALLERY

Despite being understaffed throughout this entire year and having only incidental student volunteer involvement, the gallery area maintained the diversity of artistic experience and exposure which have been developed throughout the year. Special traveling exhibits included the "Prints from the Walker Art Center's Permanent Collection" funded in part by a grant from the State Arts Board and the Affiliated Arts Agencies of the Upper Midwest plus the third annual exhibit of North American Indian art, this year focused on Canadian "Woodland" graphics and Curtis photographic prints.

Two studio arts MFA graduation exhibits were presented plus several other standard spring presentations including the Journalism Department's juried photojournalism group exhibit and the Gallery 3 display of political cartoons to coincide with the special Humor Week festivities. Both went more smoothly than ever before thus enabling gallery staff to concentrate on more complex exhibits. A display of handicapped work scheduled for Disability Week had to be cancelled illustrating the problem of one week displays when coordinated through complex cosponsorship channels. University College, celebrating its 50th year of existence, organized a show of some of its outstanding students representing the Creative tradition of its alternative educational structure.

Finally, a complex effort of coordination was involved in the two displays presented to coincide with the Great Midwestern Bookfair held on campus in late April. These displays included small press book designs, broadsides, and original illustrations for books. This exhibit was also a national invitational, juried collection of work.

CURRENT EVENTS

The spring quarter CE committee was comprised of 4 core members who planned 8 series and a total of 73 programs. Significant contributions were made by all members in establishing cosponsorships and holding leadership roles in the preparation process. Mamie Jin, CE's Coordinator, resigned her position in favor of CUPC's Vice President of Finance. The area has been expanded and enriched due to her commitment and enthusiasm. We wish her much success in her new position.

Current Events (cont.)

Programming began with a lecture/discussion on "Crime" by Anthony Bouza, Minneapolis Chief of Police, and two other representatives of criminal justice. The Urban Studies Program played a major role in the planning with the cosponsors - Hubert H. Humphrey Institute of Public Affairs and Political Science, Sociology, and Criminal Justice Departments.

In achieving our Union goals in assisting disabled persons, the CE area cosponsored "Disability Awareness Week" in conjunction with the International Year of the Disabled with UNICORN. The program's goals were to broaden the campus community's awareness of disabled persons and to create a positive viewpoint. Five days of workshops covering all aspects and concerns of disabled persons were programmed along with a film/discussion series, contact tables, and noon time performances. Workshop attendance was not very successful, but the films and noon time performances attracted good size audiences. Several sponsors participated in the week's events: SODC, Minneapolis Community Education, Dept. of Physical Medicine and Rehabilitation, Office of Student Affairs, Office of the President, Student Counseling Bureau, Hearing Impaired Services, DVR Liaison Office, Handicapped Resource Office, and the Minnesota State Council for the Handicapped.

The third week of the quarter was the "Men's Roles: New Definitions" program. This new series was initiated by CE, and the representatives from the University YMCA, General College, University YWCA, Women's Center, Men's Center, and the Human Sexuality Program assisted in the planning of the content and format. Speakers were enlisted from the campus community as well as the Men's Center in Minneapolis and Macalester College. The programs were diverse and included film, workshops, lectures, and panels. Discussions at all programs were lengthy and signified a need for this type of event to be held again in the future. An evaluation from participants was implemented and will assist in next year's proposed events.

"Asian American Heritage Week" was again planned for the second year with the Asian Pacific Learning Resource Center and the Asian Student Cultural Center. The week began with colorful Asian dances on the Terrace and a craft and food bazaar. Components of the series were a panel discussion on "How the Black and Indochinese Communities Can Understand Each Other and Work for Common Goals," a feature film on Japanese Americans, a classical musical trio, and a play performed by Filipino Americans. Attendance was very good at all the events except the panel. This appears to be typical for May and is an indication for future planning.

Current Events (cont.)

Professors Charles Huver, John Brantner, Mulford Sibley, and Josef Mestenhauser were the speakers for the "Horizons" program. It is apparent that the program is gaining in popularity for the average attendance was 100 persons. All sessions were taped and several requests from individuals and campus organizations were made to borrow them for listening or re-taping. The program continued to maintain its informal atmosphere in having coffee and cookies available.

"Nuclear War Awareness Week" was cosponsored with the St. Paul Student Center, Program on Issues and Values, International Peace and Issues Forum, West Bank Union, and United Ministries in Higher Education. This was an attempt of these organizations to build public sentiment on problems created by nuclear weapons and security through education. Nationally known figures Michael Klare, Samuel Day, Howard Morland, Richard Huset, M.D., and Nancy Ramsey lectured in the morning in St. Paul, the afternoon in CMU or WBU, and the outside community in the evening.

The Friday's Issues in Women's Health series was cosponsored with the Women's Center for the third quarter. Health care delivery systems were the content focus covering the topics of patient advocacy, the nurse practitioner, women healers, nursing home standards, and sexual victimization and health. Speakers represented various health organizations in the Twin Cities area. Other cosponsors were the Dept. of Family Social Science, Women's Studies Dept., University YWCA, Psychology Dept., and the Medical Student Counsel.

Cosponsorship endorsement was given to United Ministries for the program on the MX Missile system and to the University Student Legal Service and the Law School for Law Week 1981.

A recruitment campaign for new CE members was held during spring quarter with some success. Ads in the Daily, fliers in the stands and at programs, and a display case were the emphasis of the advertising. This was planned to be an ongoing quarterly process to build a larger core committee.

Current Events (cont.)

In evaluating the program content and its achievement of goals, this was a high quality quarter. Cosponsorships were numerous, financial support with cosponsorship funds was substantial, and the diversity of offerings and content was of high interest to the University community as reflected in the level of participation. Our liaison with the Asian community has been strengthened and the working relationship with the Asian Pacific Cultural Center continues to be a positive one. And most importantly, each CE member strengthened his/her leadership skills, developed new competencies, and felt satisfied with their accomplishments.

CHICANO CULTURAL AFFAIRS

The year's efforts were to recruit a committee and coordinator for CCA as well as plan and produce programs reflective of the diversity of the Chicano/Latino experience. We began planning late and did a modified Chicano Week Celebration featuring a dance, film showing, picnic, opening day noon celebration, and theatre and panel discussion. Most events were held at Coffman, with the picnic being at Minnehaha Park, and some other dances and dinners held in the Twin Cities communities. The opening dinner/dance gave Chicano students to recognize campus and community people who had given their support throughout the year. Attendance was about 60 people. A theatre performance by campus students focused on the history of Cinco de Mayo and a senior citizens panel discussed Twin Cities history and the need for students to pursue their education.

In planning this program we worked closely with the Chicano Learning Resource Center, the Chicano-Latino Student Center, and campus and community people. The process, at times uneven, yielded positive results. We have laid the groundwork for effective working relationships, have recruited a few students to participate in the planning and production of programs, and one student in particular has applied for the prime leadership position - coordinator. We look forward to the coming year to bear the fruit of this year's continuing efforts.

BLACK CULTURAL AFFAIRS

The programs offered during Spring quarter were diverse - speakers, dances, fashion show, and a retreat. Donald Bogle, author, critic, and historian, discussed famous Black divas and their contribution to the entertainment annals of the United States. Via lecture and slideshow, the audience was made aware of stage and real life existence of women from Bessie Smith to Donna Summer. Originally this program was scheduled from Black History Month but scheduling difficulties necessitated the change. The program received support from Convocations and the Arts, Concerts and Lectures, and the Film and Entertainment area of CUPC. Dr. Manning Marable, Black historian from Cornell, discussed "The War Against Black Women" and his appearance was cosponsored with the History Department, Political Science Department, and Afro Studies Department.

Easter weekend BCA tried a new program combination - a weekend in the Whole with a dance one evening and a fashion show the other. The program was well received. Campus and committee volunteers were models and clothes for the fashion show were donated by Lancer's and Vanessa's.

In May, BCA once again held a retreat for Black Students at the YMCA Family Chalet in Monticello, Minnesota. Presentors included Dr. Frank Wilderson, V.P. of Student Affairs; Willis Bright on "NETWORKING"; Ms. Darlene Ayers-Lynch "Financial Aid", LeRoy Gardner "STRESS MANAGEMENT", and Vanne Hayes "STUDENT DEVELOPMENT". About 19 students attended and were able to learn, have fun, and hopefully build a closer network of students on campus.

The committee of BCA consists of about 15 active members who consistently met throughout the quarter to plan and present programs. Their volunteer efforts are most appreciated. In addition to their efforts within the organization they have worked effectively with the Black Learning Resource Center, COBSO (Coalition of Black Student Organizations), and community groups, i.e. KMOJ. In fact, this committee represents the strongest leadership the area has had. Plans are already underway for the coming year.

Many thanks to Geoffrey Mason, outgoing coordinator, Babette Hester, Finance Chairperson, Marsha Connor, publicity, and project chairpersons, Kim Washington and Jack Rainey.

AMERICAN INDIAN CULTURAL PROGRAM

The spring events of the American Indian Cultural Program were the area's strongest and most successful activities of recent years. Most of the programs were issue oriented with some entertainment included as part of Indian Awareness Week.

A panel discussion on Spiritual Freedom brought the issue of Indian religious practices and conflicts with the penal system to the attention of the University community. About 50 people attended the evening discussion in the theatre and although Indian spiritual leader Jim Jackson was unable to participate, the presentation brought new awareness to the problem.

Three major events were part of the Indian Awareness Week celebration which began with a noon performance by Ahbleza, an American Indian popular music group. The second event was co-sponsored with the Northern Sun Alliance and focused on Uranium mining in the Black Hills. The week concluded with a presentation by Russell Means on "Arrogance of Human Rights and Ignorance of Civil Rights." All events were well received by the audiences.

The area continues to experience problems with the development of a committee structure; however, a number of individuals were involved with production of the events and the American Indian Student Association served as a sounding board for the selection of many of the programs.

PRESIDENT

Spring quarter objectives center around leadership transition for 81-82, significant involvement in the CMU Volunteer Recognition, the address of some financial problems in the Whole, and substantial executive committee work on a number of business issues.

As Denise Darab, outgoing president, looked back on her year as president, and at four years of service to CUPC, she could well feel a sense of satisfaction in her accomplishments of the group. The "state of CUPC" has in many respects never been better, particularly in terms of committed and experienced leadership for 81-82, as well as levels of program production for the community.

Among the challenges of our collective future are to strengthen the quality of our Learning Contract arrangements, to re-examine our "All-Council" program purposes, to make further gains in minority programs, and to improve upon the planning cycle for all programs to facilitate greater awareness within the Council and to permit more reflective decisions.

President (cont.)

Greg Erickson was elected president for 81-82. His experience as V.P. for Finance and his close working relationship with Denise Darab gives exceptional continuity to this key position.

PERSONNEL

Area accomplishments included the completion of our 81-82 membership roster, an exceptional CMU Volunteer Recognition event, the improvement of our Daily advertising, preparation of a mobile "porta-panel" for on-site program and recruitment promotion, implementation of some exit interviews by outgoing leadership, and perhaps most important, the interview and placement of eight key positions for next year's Council.

The membership roster indicates that we have approximately 80-90 active members within CUPC at this time. Although we lack leadership in three or four important areas, the prospects are good that we will be able to fill them by Fall.

The CMU Volunteer Recognition was planned and implemented with care and thoroughness. The evening included an overview statement from UBOG Chair and CUPC President Denise Darab, excellent statements from Program Staff, high comic relief thanks to resident Court Jester Jim Elert, and a "multigenerational" dance at CMU following a fine dinner at The Riverview Supper Club. It appears that we are looking to the day of a possible Minnesota Union Recognition Event.

Outgoing Personnel V.P., Rae Eglinton, leaves CUPC having contributed to the organization's future success, and feeling that "CUPC has been the pivot of my college experience."

FINANCE

Spring always brings the complexity of ascertaining overall annual expenditures for individual areas plus general organizational funds as well as the necessity of making decisions concerning the financial resources to be invested in summer programming. This year these decisions involved substantial executive committee deliberation and despite temporary uncertainties about All-Council funds, Whole balances and reasons for some areas under-spending their annual allocation, the Council emerged with a strong solvent position basically in line with its initial projections for the year.

Finance (cont.)

Individual areas were given workshop assistance with cash bag processes in addition to the usual quarterly bookkeeping and budget reports. Revenue area bookkeeping was not maintained and did not achieve goals for up to date weekly program record keeping but some procedures were clarified, refined and consultations about these matters continued.

For the third consecutive year, the CUPC V.P. for Finance has sought and achieved the presidential leadership position for the next year. Greg Erickson has thereby renewed his goals and service commitment to the CUPC and CMU in general.

PUBLIC RELATIONS

During Spring all processes operated smoothly for advertising design and layout coordinations, publicity printing, and graphic arts services plus publicity distribution. The evolution of designs work for a new CUPC brochure continued to involve major input and coordination efforts. Substantial energy to the area was supplied by Shelley Johnson whose camera work presented exciting photography of several CUPC events and candid documentation of activities within the Council. She also undertook a promotional writing project and generally signalled the potential for Public Relations to offer challenging volunteer involvement opportunities.

RECREATION AND TRAVEL

Spring programs centered around three major events, the Union to Union Sun Run, the All-Campus Games Tournament and the Humor Week Ice Cream Social.

The Union-to-Union Sun Run was a cooperative program with the St. Paul Student Center and drew a total of 74 runners for the five-mile trip from SPSC to CMU. Included in the field were three CMU staff members: Rufus Simmons, Mark Allen, and Jim Elert, plus the student president of the SCBOG, Laird Goodman. (All finished the race.) Coff Man and CUPC Vice-President for Finance Greg Erickson led the runners on a tandem bicycle borrowed from the Recreation/Outings Center. Fifteen student volunteers helped make the event a success. During the week preceding the run, CUPC sponsored a series of running workshops to acquaint people with techniques and equipment. Participants seemed pleased, but attendance was slightly below expectations.

President (cont.)

Greg Erickson was elected president for 81-82. His experience as V.P. for Finance and his close working relationship with Denise Darab gives exceptional continuity to this key position.

PERSONNEL

Area accomplishments included the completion of our 81-82 membership roster, an exceptional CMU Volunteer Recognition event, the improvement of our Daily advertising, preparation of a mobile "porta-panel" for on-site program and recruitment promotion, implementation of some exit interviews by outgoing leadership, and perhaps most important, the interview and placement of eight key positions for next year's Council.

The membership roster indicates that we have approximately 80-90 active members within CUPC at this time. Although we lack leadership in three or four important areas, the prospects are good that we will be able to fill them by Fall.

The CMU Volunteer Recognition was planned and implemented with care and thoroughness. The evening included an overview statement from UBOG Chair and CUPC President Denise Darab, excellent statements from Program Staff, high comic relief thanks to resident Court Jester Jim Elert, and a "multigenerational" dance at CMU following a fine dinner at The Riverview Supper Club. It appears that we are looking to the day of a possible Minnesota Union Recognition Event.

Outgoing Personnel V.P., Rae Eglinton, leaves CUPC having contributed to the organization's future success, and feeling that "CUPC has been the pivot of my college experience."

FINANCE

Spring always brings the complexity of ascertaining overall annual expenditures for individual areas plus general organizational funds as well as the necessity of making decisions concerning the financial resources to be invested in summer programming. This year these decisions involved substantial executive committee deliberation and despite temporary uncertainties about All-Council funds, Whole balances and reasons for some areas under-spending their annual allocation, the Council emerged with a strong solvent position basically in line with its initial projections for the year.

Finance (cont.)

Individual areas were given workshop assistance with cash bag processes in addition to the usual quarterly bookkeeping and budget reports. Revenue area bookkeeping was not maintained and did not achieve goals for up to date weekly program record keeping but some procedures were clarified, refined and consultations about these matters continued.

For the third consecutive year, the CUPC V.P. for Finance has sought and achieved the presidential leadership position for the next year. Greg Erickson has thereby renewed his goals and service commitment to the CUPC and CMU in general.

PUBLIC RELATIONS

During Spring all processes operated smoothly for advertising design and layout coordinations, publicity printing, and graphic arts services plus publicity distribution. The evolution of designs work for a new CUPC brochure continued to involve major input and coordination efforts. Substantial energy to the area was supplied by Shelley Johnson whose camera work presented exciting photography of several CUPC events and candid documentation of activities within the Council. She also undertook a promotional writing project and generally signalled the potential for Public Relations to offer challenging volunteer involvement opportunities.

RECREATION AND TRAVEL

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Recreation and Travel (cont.)

The All-Campus Tournament probably should have been a fall or winter event as excellent weather encouraged people to seek outdoor activities rather than chess, backgammon and cribbage. Participation was much lower than planned (28 people versus the 100 expected) but the committee used the lower numbers to experiment with variations in format and strengthen the basis for next year.

The Humor Week Ice Cream Social included helium-filled balloons; a performance by the University Jazz Band; a frisbee toss with frisbees supplied by MSA TOO; and a little ice cream sold by the Food Service. With excellent weather the crowd was large and appreciative. Improved food service would make the event a major attraction of the spring.

Development of the Cooperative Outdoor Adventures (COA) concept (a joint program with St. Paul Student Center) continued and should be in operation by summer session.

Under the leadership of an enthusiastic coordinator, Jeannine Sorensen, the area met regularly and formed a small but effective committee which worked hard to make all events successful. Committee member Mike McCollor was selected as coordinator for next year and promises to lead the group to even greater heights.

FILM AND ENTERTAINMENT

Spring quarter programs consisted of popular film series and a special film event featuring the Walt Disney Animators. Films presented ranged from "MONTY PYTHON AND THE HOLY GRAIL" to "MY BRILLIANT CAREER." Attendance was good for all films.

The Walt Disney Animators were cosponsored with the School of Journalism and offered the campus community an opportunity to learn about the behind-the-scenes-operation of Disney studio and to interact with studio animators. Coffman was fortunate to get a hand-drawing of the one and only COFF-MAN. The committee was pleased with the 2 and ½ hr. program that consisted of lecture and film.

The committee structure for F & E was strengthened and efforts were made to recruit, retain, and train student volunteers. We advertised for new recruits at programs and in the Daily and were able to get 5 new members, 2 of whom have stepped into leadership positions. Planning for the coming year was a priority and the fall weekend film schedule, the summer film schedule were confirmed.

the WHOLE

The Whole offers a variety of musical programs and educational experiences in providing entertainment for the campus and community. The "university's progressive music club" featured avantgarde jazz saxophonist Anthony Braxton, new wave performer CURTISS A in a benefit for INFACT: new rock group of Corky Siegel in a benefit for the American Heart Association; and an open stage. An ambitious promotion campaign, strengthening and clarification of leadership roles, changing the planning timelines of programs, and leadership transition were the focus of the quarter.

The Anthony Braxton concert was advertised over KTWN Radio, in the TC Reader, Sweet Potato, Minnesota Daily, and Jazz Society Newsletter. Despite the diligent efforts of the committee, attendance at the concert was below projections. Anthony Braxton gave a fantastic performance however, as expected.

The two benefits this quarter were a new experiment for the Whole and the future of doing benefits is being assessed by the Whole and CUPC exec. The benefit for INFACT featuring CURTISS A had a small audience with lots of planning and coordination problems with the cosponsoring organization - MPIRG. About \$187 was raised for INFACT. The Corky Siegel concert was an ambitious effort by the American Heart Association facilitated by the Whole. Held at Willey Hall, less than 200 attended. Tom Bishop opened the show, followed by the evening's highlight THE CORKY SIEGEL BAND. After-the-event information indicates that other events that were free and targeted for the same audience were held that night.

Despite the lower attendance of fall quarter programs, the Whole was able to retain a committee and focus towards the coming year. We learned this quarter that Spring is not the best season and are, as stated earlier, evaluating our role in benefits/cosponsorships. Priorities were set for next year and include program planning, updating handbook, and maintaining wellness for students and staff as they in partnership plan and produce programs.

PROGRAMS, EVENTS, AND ATTENDANCE

VOLUNTEER HOURS

	<u>Spring '81</u>	<u>Spring '80</u>		<u>Spring '81</u>	<u>Spring '80</u>
Contemporary Arts					
Programs	20	20	Core Group	4	3
Events	35	27	Ad Hoc	0	1
Attendance	3503	5256	Hours	150	260
Gallery					
Programs	21	16	Core Group	1	1
Events	156	142	Ad Hoc	0	0
Attendance	8101	8399	Hours	15	130
Current Events					
Programs	73	8	Core Group	4	4
Events	73	43	Ad Hoc	11	22
Attendance	4401	3180	Hours	469	356
Chicano Cultural Affairs					
Programs	6	7	Core Group	2	1
Events	6	10	Ad Hoc	4	0
Attendance	570	1837	Hours	64	80
Black Cultural Affairs					
Programs	5	6	Core Group	15	10
Events	5	6	Ad Hoc	14	10
Attendance	401	258	Hours	170	662
American Indian Cultural Program					
Programs	2	1	Core Group	1	1
Events	4	1	Ad Hoc	5	0
Attendance	460	25	Hours	100	50
President					
Programs	Not Applicable		Core Group	1	1
Events	"		Ad Hoc	0	0
Attendance	"		Hours	100	100
Finance					
Programs	Not Applicable		Core Group	1	1
Events	"		Ad Hoc	0	0
Attendance	"		Hours	140	125
Personnel					
Programs	2	2	Core Group	2	2
Events	2	2	Ad Hoc	2	2
Attendance	165	164	Hours	175	400

PROGRAMS, EVENTS, AND ATTENDANCE

VOLUNTEER HOURS

	<u>Spring '81</u>	<u>Spring '80</u>		<u>Spring '81</u>	<u>Spring '80</u>
Public Relations					
Programs		Not Applicable	Core Group	2	2
Events		"	Ad Hoc	0	1
Attendance		"	Hours	80	240
Recreation/Travel					
Programs	4	4	Core Group	3	1
Events	13	10	Ad Hoc	2	35
Attendance	497	2325	Hours	220	295
Film & Entertainment					
Programs	9	17	Core Group	5	6
Events	22	71	Ad Hoc	3	5
Attendance	4526	6474	Hours	134	409
Whole					
Programs	15	7	Core Group	15	15
Events	22	18	Ad Hoc	12	15
Attendance	1886	2538	Hours	1184	1450
TOTAL					
Programs	157	88	Core Group	55	48
Events	338	290	Ad Hoc	53	91
Attendance	24510	30456	Hours	2901	4557

Footnotes: Programs are numbers of distinct concepts.
Events are the number of times the programs are presented.
Core Group refers to number of regular, ongoing membership.
Ad Hoc numbers are those of temporary or irregular affiliation.

MINI COURSES

The Mini Course Program attracted 1046 participants with a total of 66 course offerings and 124 sections. 105 sections successfully filled establishing a 85% success rate.

Spring curriculum selection consisted of the seasonal offerings of Bicycle Touring, Backpacking and Camping, Vegetable Gardening, and Fishing. New Courses were Storytelling, Russian, German, Continuing Harmonica, Handbookbinding, and Private Folk Guitar. In keeping with the community's changing interests, 7 sections of Aerobic Dance Exercise were offered as well as expanded sections in Piano and Voice. The West Bank Union cosponsorship continued to offer the business courses of Investments, Real Estate, and Micro Computers. Wellness, cosponsored with Boynton Health Service, again met maximum registration.

Advertising consisted of the dispersement of 7,000 brochures and several ads in the Daily. Distribution has been heavily extended to WB kiosks and Williamson Hall Bookstore which appear to be excellent areas for drawing a larger number of participants.

Facility usage in CMU was a severe problem this quarter due to University Community Program reservations in May; several classes were moved to Kolthoff on a temporary basis. Newman Center kitchen was again scheduled for a cooking class. It continues to be a very expensive facility to rent, but enables the program to broaden its offerings.

Evening staff are to be highly commended in their nightly administration. They are extremely responsive to the instructor's needs and therefore strengthen the quality of the program which is reflected in the evaluations.

Mini Course Data

<u>Quarter</u>	<u>Number of Participants</u>	<u>Courses Offered</u>	<u>Sections Offered</u>	<u>Sections Going</u>	<u>Success Rate</u>
Spring 1981	1046	66	124	105	85%
Spring 1980	919	56	105	94	90%
Spring 1979	848	58	77	63	82%

	<u>Spring 1981</u>	<u>Spring 1980</u>
Students	697	658
Non-students	321	249
CUPC/UBOG/CMU	28	12
Mail-in Registration	294	350
In-Building Registration	792	569

Courses for Spring:

* New Courses

Cancelled Courses or Sections

Mini Mini Courses

* Backpacking and Camping

* Bicycle Touring

Camera: An Intro to 35mm (2 sections)

Country Swing

* Improvisational Acting #

Investing in Precious Metals

Personal Money Management

Self-Defense Techniques

* Storytelling

Communications

Assertiveness

Chinese #

French for Travelers

* German for Travelers

* Russian

Sign Language I

Sign Language II #

Typing (2 sections)

Crafts and Fine Arts

Calligraphy

Calligraphy, Continuing

Ceramics

* Handbookbinding

Photography (2 sections)

Stained Glass

Welding

Woodworking (2 sections)

Woodworking: Lathe

Dance and Movement

Aerobic Dance Exercise (7 sections)

Ballet I (3 sections, sec. 2 #)

Ballet II

Ballroom Dance (2 sections)

Jazz Dance I (3 sections)

* Jazz Dance II

Modern Dance #

Popular Dance (2 sections)

Tap Dance

Food and Drink

* Vegetable Gardening #
Vegetable Cooking
Wild Foods #
Wine Appreciation
Wines of California

Games and Sports

Bicycle Maintenance (2 sections)
Fishing in the Midwest #
Karate: Self Defense

Health and Wellness

Bioenergetic Exercise
CPR (2 sections)
First Aid
Hatha Yoga
Massage (2 sections, section 1 #)
Tai Chi Chuan #
Wellness

Law and Business - WBU

Intro to Micro Computers
Investments (2 sections)
Real Estate Buying (2 sections, sec. 2 #)

Music

Clarinet (2 sections, both #)
Flute (8 sections, 2 sections #)
Guitar, Classical, Private (6 sections)
Guitar, Folk, Beginning Class
* Guitar, Folk, Beginning, Private
Harmonica, Beginning, Class
* Harmonica, Continuing, Class #
Piano, Beginning, (8 sections)
Piano, Advanced, (4 sections, 2 sections #)
Saxophone (2 sections, sec. 2 #)
Violin (2 sections)
Voice (12 sections)

ARTCRAFT STUDIO

Special Events:

April 7 - Origami Demonstration/"Make It and Take It". A dual instruction on techniques of folding to create figures from paper. Participation: 42.

April 14, 15, 16 - Ukrainian Egg Decorating Workshop. Sixty-nine people experienced the excitement of application and dyeing raw eggs to produce decorative Ukrainian designed pieces of art. This craft becomes a challenge as each line applied makes the egg design more intricate and produces many surprises as the wax process is removed to show the complete design in color. Participation: 69.

April 28, 29 - Craft Fair. Twelve crafts were demonstrated and exhibited for the Craft Fair in the Studio area for two afternoons. The staff secretary and supervisor carried the brunt of the demonstrations, making quick changes to fit their time allocations which were deliberately planned. All the demonstrations were outside areas of crafts to suggest the Studio is usable for all interests. Areas included: cross stitch, stained glass, chip carving, lapidary, block printing, wheat figures, stenciling, metal design, fabric flowers, ceramics/mold, calligraphy, and wood carving. We also presented a series of slides on the wide subject of photography. Participation: 63.

Ceramics: Quiet, quiet, quiet--absolutely no motivation in this area at the present time--pottery is not the "in" thing right now and it shows with the lack of interest and participation.

Duplication: Have observed a number of poster projects during this quarter for advertising purposes, but the area is not used to its full potential.

Mini Courses: Thirteen course sessions were offered for the quarter, introducing Handbookbinding and bringing back the Welding course along with the regular and popular interest courses. A new cabinet was added for the Stained Glass course that enables their working board to slide into the cabinet so glass pieces are not disturbed.

Photography: Area use has slipped a bit due to outside competition for lab space. Many of the small equipment pieces need to be replaced, for example graduates, squeegees, thermometers, and lab trays. We established a new hand out system of chemicals last quarter and find the system much cleaner to the cage area and less contamination to chemicals. Developer is placed into pint bottles and handed out per customer.

Artcraft Studio - continued

Woodworking: A breakdown of a major piece of equipment created several problems for Studio use and Mini Course participation. The first mishap was corrected only to have a bearing burn out in the planer. This is more than disturbing to our customers since wood requires surfacing before projects begin. We are waiting for the ordered part to secure final repairs. The area continues to be mainstay of our facility, operating at near capacity levels.

Handarts: Not as many working on the hand arts this quarter; the nice weather has taken precedence.

Summary: Although usage in most areas has declined from last year's record levels, income has ran about 10% ahead last year due to off-setting and record breaking use of woodworking area.

	<u>LEVELS OF USE</u>	
	Spring 81	Spring 80
Ceramics	192	378
Duplication	362	388
Mini Courses	604	833
Photography	590	718
Woodworking	2480	1588
Hand Arts	622	891
TOTAL	5034	4796

RECREATION/OUTINGS CENTER

A mild, dry spring quarter resulted in an increase of two-and-a-half times in the level of outings equipment rental but decreases were reported in almost all other areas of the Recreation/Outings Center. Bowling was down about 15 percent, billiards off about 24 percent, and table tennis dropped 50 percent. But, amusement game play continued well above 1980 spring quarter levels so the net result for the center was an increase in income.

The Outings Rental program was given a strong boost by the weather as the center reported the highest usage of equipment for similar time periods since the facility opened. Rentals totaled \$1,212.96 for the period.

Bowling dropped 15.9 percent overall with league play showing the greatest drop in lineage. Only 2,291 league games were rolled this year compared with 3,357 last year. The drop was a surprise after a reasonably successful winter quarter. Intercollegiate play jumped 42 percent for spring quarter as the team practiced for a berth in the nationals. (They finished third in regional competition and were eliminated.) Regular bowling (open play) was down 12.5 percent to 10,539 lines. Significant decrease was noted in the Saturday morning specials where play dropped from 1,620 games last spring to only 801 this year.

Billiard table time for spring quarter dropped to 4,094 hours, a decrease of 24.3 percent. Six percent (25 percent of the drop) can be attributed to lower usage of the three-cushion tables which reached a peak of popularity last year but saw only limited usage this quarter.

Most of the reduction (50.8 percent) in table tennis play can be attributed to the deterioration of facilities which resulted in the closing of all but one table. With only the single table in use, demand for facilities was high and a waiting list was a norm. Renovation of the area should be accomplished during the summer months.

Income from amusement games increased by more than 40 percent for the quarter, and the R/OC is expected to exceed its income budget for the year. However, there is concern for the drop in usage in other areas and consideration is being given to methods for reducing the ups and downs associated with the weather.

For the second year, the Recreation/Outings Center hosted the ACU-I National Intercollegiate Table Tennis Championship. The only local representative finished at the bottom of the standings, but interest was high and attendance satisfactory. The event moves to a new location in 1982.

UNION BOARD OF GOVERNORS

Monday, October 26, 1981

Room 346 CMU, 12:00 Noon

Lunch served at 11:45 am

AGENDA

- I. Call to Order**
- II. Approval of UBOG Summer Meeting Minutes**
- III. Reports**
- IV. Old Business**
- V. New Business**
 - Board Elections**
 - UBOG Chairperson**
 - UBOG Vice Chairperson**
 - UBOG Appointments**
 - MUCB Appointments**
 - ACU-I Regional Conference**
- VI. Announcements**
- VII. Adjournment**

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
October 26, 1981

Present: Greg Erickson, CUPC
Karl Sisson, CUPC
Jim Strawn, CUPC
Steve Yurek, CUPC
Mike Hoppe, CHIP
Linda Fisher, GC
David Haberman, IT
Mamie Jin, Interim Chair
Bill Byrne, MSA
Barry Bridges, UBOG Alumni
Mark Olson, Civil Service (Student)
Cindy Holton, Civil Service (Clerk)
Glenn Hendricks, OSA
Rufus Simmons, CMU
Bernie Molitor, CMU

Absent: John Schultz, Faculty (exc) Bob Ledder, Fd Service (exc)
Berton Atkinson, CMU

Guests: Jim Eiert, Info Rep CMU; Jon Goossen, CUPC; Vi Justice, Secy

The meeting was called to order at 12:15 by acting Chair Mamie Jin. A quorum was present.

Approval of Minutes. The minutes of August 31 were approved as written.

Those present introduced themselves and identified their area of representation.

REPORTS - None

OLD BUSINESS - None

NEW BUSINESS

Board Elections. IT Rep David Haberman and MSA Rep Bill Byrne were candidates for UBOG Chair. Each candidate left the room while the other gave a resume of qualifications/experiences/goals and time commitment. David Haberman was elected by ballot to Chair the Board for 1981-82.

Civil Service Student Rep Mark Olson and CUPC Rep Karl Sisson were candidates for UBOG Vice Chair, a position which carries the responsibility to Chair the House and Finance Committee. The election procedure followed that of UBOG Chair. Karl Sisson was elected by ballot as Vice Chair of UBOG for 1981-82.

UBOG Appointments. Volunteers to serve on the House and Finance Committee were requested. Greg Erickson, Mark Olson and Steve Yurek volunteered. Standing members on the committee include Vice Chair of UBOG Karl Sisson, CMU Director Rufus Simmons, and Associate Director Berton Atkinson.

Steve Yurek volunteered to serve on the Food Service Liaison Committee.

MU Grant Fund. The acting Chair noted she served on the Grant Fund Committee last year and found it interesting and a good experience. She requested that Board members consider volunteering for the appointment.

ACU-I Regional Conference. Greg Erickson reported six CUPC members would be attending the Region 10 student/staff conference at Fargo, N.D., November 5-7. This is an opportunity to meet with students/staff from other schools to share experiences/ideas. Rufus Simmons noted one-third of the conference is presented by students. Registration, transportation, food and lodging are paid. Those from UBOG wishing to attend should contact Rufus Simmons within a day or two.

ANNOUNCEMENTS

Orientation Evaluation Summaries from Sessions I and II were distributed to Board members.

Mamie Jin was congratulated for her appointment to Chair of the MUCB. Appreciation was extended to her for her interim chairing of the UBOG.

The meeting was adjourned by motion at 1:05 pm.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Minnesota Union Contacts

MU Coordinating Board - Chair	Mamie Jin	3-5965
Minnesota Union - Director	Carl Nelson	6-1685
St. Paul Board of Governors	Anne Backus	3-1051
St. Paul Student Center - Director	Charles Rausch	3-1046
West Bank Union Board - Chair	Randy Snow	3-4658
West Bank Union - Director	Ron Krumm	3-5058
Coffman Memorial Union Board - Chair		
Coffman Memorial Union - Director	Rufus Simmons	3-2556
CMU Information Rep	Jim Elert	3-2455
CMU Secretary	Vi Justice	3-2555
<u>CMU Operations</u>		
Assoc. Director	Bart Atkinson	3-0182
Secretary	Diane Conde	3-0182
Assoc. Administrator	Liz Swisher	3-0182
Asst. Secretary	Denise Anderson	3-0182
Locker Rental/Lost & Found	Camille Carpenter	6-3003
Reservations	Maggie Hughes	3-2420
Merchandise Info.	Barb Dunn	3-0046, 3-2403
Accounting	Bob Masna	3-2413
Cashier	Ray Rivera	3-2429
Night Manager	Mark Allen	3-0182
Custodial	Darren Pfeifer	3-2407
Comm/Media	Dave Gust	3-2409
<u>CMU Programming</u>		
Asst. Director	Bernie Molitor	3-7602
Secretary	Cindy Holton	3-7601
Student Organisation Activities Ctr.	Jay Hopkins	6-3042
Receptionist	Lois Porfiri	3-7600

Program Consultants

Mary Litsheim 3-7603

Ruth Leathers 6-9243

Marlene Vernon 3-7604

Jim Sleezer 3-2411

Rufus Simmons 3-2556

Bernie Molitor 3-7602

Jim Hemphill 3-2411

Program Areas

Current Events
 Asian Am. Cultural Affairs
 Mini Courses
 Mini Courses
 Gallery
 Contemporary Arts
 Finance
 Public Relations
 Whole *
 Am. Indian Cultural Affairs
 Film & Entertainment *
 Rec/Outing Center
 Black Cultural Affairs *
 Chicano/Latino Cultural Affairs
 Rec/Travel
 Asst. Rec/Outing Center

Student Coordinators

3-2545

Debbie Durkee

Rick Way
 Mamie Jin
 Steven Yurek
 Jim Strawn
 Susan Aasen
 Tom Newland

Teri Gray
 Maria Velasco
 Mike McCollor

* These areas will be advised by a new program consultant being hired.

Bowling Lane Finisher
 Artcraft Studio Supv

Harvey Patzwald
 Joyce Matejcek

3-2411
 3-2480

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting Monday, November 9, 1981
12:00 Noon, Room 346 CMU

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Reports
 - President
 - House and Finance
 - CUPC
 - Directors
- IV. Old Business
 - Committee Appointments
 - Grant Fund Committee
 - Board Vacancies and Orientation
 - College Board Reps
 - UEOG Alumni
 - Faculty
 - ACU-I Region 10 Conference Report
- V. New Business
 - Grant Authorization Approval
 - Agenda Development
 - CUPC-C/LCA Coordinator Approval
- VI. Announcements

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
November 9, 1981

Present: Greg Erickson, CUPC
Karl Sisson, CUPC
Jim Strawn, CUPC
Steve Yurek, CUPC
Mike Hoppe, CHIP
Steve Carlson, CLA
Linda Fisher, GC

David Haberman, IT
Mark Olson, CS-Student
Cindy Holton, CS-Clerk
John Schultz, Faculty
Glenn Hendricks, OSA
Bob Ledder, Food Service
Rufus Simmons, CMU

Absent: Bill Byrne, MSA
Barry Bridges, UBOG Alumni
Norman Holte, CC

Berton Atkinson, CMU (exc)
Bernie Molitor, CMU (exc)

Guests Present: Jim Elert, CMU Info Rep; Jon Goossen, CUPC;
Marlene Vernon, Program Consultant; Vi Justice, Secy

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

Board members and guests introduced themselves to newly appointed CLA Rep Steve Carlson.

The minutes of October 26 were approved as written.

REPORTS

Executive Committee. Karl Sisson reported UBOG Executive Committee discussed committee responsibilities and goal setting - what they would like to accomplish.

House and Finance. Karl Sisson reported House and Finance will meet November 18. He noted membership on House and Finance is open to all Board members and affords maximum opportunity for Board members to express their college' views regarding union policy.

Steve Carlson asked what role the committee played in regard to fee request, noting that the Office of Student Affairs is preparing a priority report for fees.

CUPC. Steve Yurek reported the CUPC Executive Committee is reviewing all council expenditures of moneys. Marlene Vernon and Jim Sleezer are outlining a proposal for special event moneys. Other discussion centered on peer advisement, program coordination, summer planning, homecoming, MUCB comp ticket coordination.

Director. Rufus Simmons reported the "October Blitz" is over. The MU hosted the Big 10 Directors at their annual meeting. Response from attendees was very favorable. CUPC and UBOG orientation meetings were held. Project analysis of 1980-81 PPBS is taking place. Staff is involved in final quarter of MBO review and first stage of development of 1981-82 objectives. 14 students/staff from CMU attended Region 10 Conference this past week. There is a need to look at the potential of students and staff in the Union and refocus organizational priorities.

UBOG Minutes

November 9, 1981

Page 2

David Haberman stated he was interested in establishing a learning contract with the director's office to make this year's experience a progressive one.

Steve Carlson inquired what things it was thought that the Union does well and what things are not well done. Mr. Simmons replied that an analysis would need to be made.

OLD BUSINESS

MUCB Grant Fund Committee. The Chair asked for a volunteer to represent UBOG on the MUCB Grant Fund Committee. Linda Fisher volunteered.

Board Vacancies. There are four unfilled positions on the Board: Grad School, Education, Faculty and Minnesota Alumni. Jim Elert will place an ad in the Daily regarding the college board openings. Board members were asked to bring a recommendation for faculty rep to the next meeting.

ACU-I Region 10 Student/Staff Conference Report. Rufus Simmons noted emphasis of this conference is primarily on student volunteers. This year's MU contingency was the largest that has ever attended from Minnesota. Rufus Simmons, Jim Elert, Greg Erickson, Steve Carlson, Steve Yurek, and Linda Fisher reported what they most benefited from at the conference. Greg Erickson will put together a notebook of written reports from CMU attendees. Personal interaction with other schools to share common problems and the getting to know persons from the MU were two common highlights mentioned.

NEW BUSINESS

Grant Authorization Approval. Marlene Vernon, project director and finance advisor for CUPC, was present at the meeting to give background information for grant authorization approval request. Contemporary Arts was awarded a grant of \$1,599 this past summer by the Metro Council. In addition 3,500 was awarded by the Minnesota State Arts Board. These funds will support 6 programs this year, including 3 national dance companies and 3 regional choreographers. The first program was Margaret Jenkins in conjunction with the New Dance USA festival and the Walker Art Center. The second program, the Paul Taylor Dance Company, will take place this Friday in conjunction with the U of M World Dance Series. The Metro Council requires that the governing body of our organization officially confirm the authorized agent for grant administration.

MOTION 2-82 (Erickson/Sisson) Move that Marlene Vernon be authorized to apply for and execute on behalf of CUPC a grant agreement with the Metropolitan Council for 1981-82 Dance Lecture Demonstration Series.

John Schultz asked why the authorization was being requested after the grant had been awarded. It was noted the award was made during the summer; also this was a "first" award of this nature and procedure for authorization/approval has not been established.

Steve Carlson remarked as to the positive relationship of the grant to the Union and community arts and hoped the Union would be interested in getting more.

The motion was approved.

Agenda Development. Rufus Simmons said that in developing the agenda we need to consider what are the needs of the University Community and how well are we meeting those needs? Ongoing agenda items are fee request, CMU objective development and budget development. Steve Carlson suggested the leisure time study survey recently conducted might include items to be developed.

CUPC-C/LCA Coordinator. Greg Erickson asked the Board to approve the appointment of Maria Velasco as Coordinator of C/LCA.

MOTION 3-82 (Erickson/Carlson) Move to approve the appointment of Maria Velasco as Coordinator of C/LCA. Motion approved.

ANNOUNCEMENTS

Steve Yurek called attention to the "Round out your Life" recruitment advertising.

The next UBOG Meeting will be Monday, November 23, 12:00 noon, 346 CMU.

The meeting was adjourned by motion.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary



UNIVERSITY OF MINNESOTA
TWIN CITIES

Office of the Assistant Director

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

October 2, 1981

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

From: Bernie Molitor, Assistant Director, CMU

Subj: Summer 1981 - Program Activities Report

SUMMARY -

Coffman Union Program Council: Level of program output was 28% above last summer, while attendance was down by 17%. Highest priorities were planning and systems development for '81-82. Several program series were coordinated with St. Paul and West Bank, including Mini-Courses, Films, Recreational, and Educational programs. Slightly fewer volunteers were available this summer, but the time commitment of those present was up significantly.

Mini-Courses: Record high participation of 642 persons. The program represented the first Minnesota Union collaborative effort, which is a very significant development for all constituent unions.

Recreation/Outings Center: Total income was up slightly over the same period in 1980, but the irregularity noted during 1980-81 year continued with wide fluctuations in use of specific facilities.

Artcraft Studio: Overall use up by 11%; increases in woodworking (19%) and photography (32%) were most noteworthy.

COFFMAN UNION PROGRAM COUNCIL

Contemporary Arts - Contemporary Arts had a particularly busy summer due to the major commitments of its dance chairperson Susan Davis Cushing, and its new coordinator, Ric Way. Susan ambitiously undertook the organization and presentation of a well-publicized and well attended daytime series of dance films plus the sponsorship of three major dance events. These included the feature length film "Making Dances," which presents interviews as well as filmed rehearsals and performances with seven post-modern national choreographers, an informal dance presentation by the local company of Rezone Dancers, and a dance residency lecture demonstration with Black Choreographer Bill T. Jones. In addition, arrangements were made with the Minneapolis Park Board and Walker Art Center for Coffman to be the backup location in case of rain for their Nicollet Island dance events. Operations and night management personnel were very cooperative in facilitating these special arrangements. Over two hundred people attended the daytime dance films presented in the gallery on Wednesdays making it the most successful daytime film series event presented by this arts committee.

The other major undertaking was the sponsorship, along with the Concerts and Lectures Summer School program and the Walker Art Center, of a theatre production which had originated at the University of Wisconsin-Madison. The production was an original adaptation of two students plus Walker staff transforming the Great Hall into an experimental theatre environment for three performances attended by over 500 people. Extensive coordination and support services were required by all departments of Coffman's staff to accomplish this ambitious undertaking.

Gallery - Responsibilities for maintaining the gallery program and operations throughout the summer rested heavily on the energies and talents of two of its student staff members, Don Illies and Neena Mangalick, whose work was largely responsible for the smooth coordinations on exhibits which involved handling work from Canada, Mexico, Spain, Israel, the Walker Art Center, and WARM Gallery. Relations with galleries and artists not available locally for consultations on all phases of arrangements was therefore a significant experience for all those involved.

Campus coordinations with the Summer School program "Interplay 81: The World Between the Wars: 1919-1939" resulted in two exhibits. One featuring cultural photographs organized and mounted by University Gallery depicting German life and politics, and the other presenting a display of posters representing the life and work of Albert Einstein which was presented in Gallery 3. A series of films related to the period was also cosponsored with the Audio Visual Department. These films as well as the exhibits were well attended by students enrolled in that special interdisciplinary program as well as general summer students.

The work by individual artists in the summer schedule included the tapestries and weavings by Spanish artist Javier Perez Quintania and Mexican Artist Tulio Canoy. In both instances arrangements were facilitated through artist's representatives in this country until the artists and works could be available for the installations and artist's receptions.

Gallery - (continued)

Special audiences and organizational relations were also involved in presenting an Israeli Lithography exhibit which was touring the country. These arrangements were made with the campus Hillel staff members.

Work with other local galleries was extensively involved for the showings of "Minnesota Women 81," an annual invitational exhibit organized by Women's Art Registry of Minnesota (WARM). This entailed a complex transfer of work from their downtown gallery, with Coffman staff required to do all handling and arranging without a chance to coordinate closely with the individual artists represented. Much was learned about the difficulties and complexities of such an arrangement. The traveling exhibit of prints from the permanent collection of the Walker Art Center available through an assistance grant from the Affiliated Arts Agencies of the Upper Midwest again gave the gallery an opportunity to work with a fully professional process of booking and presenting such an exhibit.

Perhaps the most successful presentation of the summer was the development and presentation of three daytime film series in addition to those shown during the Interplay events. These included art film screenings correlated with courses in art history offered during first summer session, special humanities screenings of outstanding films from the U of M Audio Visual film collection, and a dance film series coordinated with Contemporary Arts. These were extremely well attended with daily attendance ranging from 20-65 people. The success is probably attributable to the carefully planned publicity, connections with courses being offered and the consistency of excellent film offerings. In some instances entire classes attended these viewings, again indicating the feasibility of correlating our offerings with department and faculty interests.

Current Events - The Current Events' summer committee was comprised of three members, two of which were new recruits. Although most of their time was spent in the orientation process, they became directly involved in summer program and in planning the content of fall quarter. Deb Durkee, the new coordinator of this area, strongly assumed her leadership role and is looking forward to the challenges of her new position.

Current Events programming included two program series, one on "Wellness" and the other a video/discussion on Carl Sagan's "Cosmos" selections. Both programs involved cosponsorship, fulfilling CE's goal to create liaisons with other University departments. The "Cosmos" series, in particular, involved the planning of many individuals who also gave the support in completion of the programs.

The "Wellness" series was held for the second summer with a Recreation/Sports cosponsorship. Topics covered were fitness level, motivation, and coping with life. Rec Sports Fitness Coordinator, Sandy Stratton-Rusch, was the leading facilitator in these sessions. Attendance was very good and following each session a lengthy question and answer period was held to address individual concerns on Wellness.

In presenting the "Cosmos" selections, cooperative planning was done with Dr. Harrison Tordoff from the Bell Museum of Natural History and Prof. Frank Ghigo from the Physics Department. It was the first time a video/discussion series format had been programmed. There was an extensive amount of time spent in de-

Current Events - (continued)

cluding on the proper equipment needed to execute this program. David Gust from CMU's Communication Media Department was extremely helpful in all aspects of equipment selection and then in supervising the set-up. For each "Cosmos" selection, a speaker from the Bell Museum or the Astronomy department was invited to introduce the video tape and to lead the discussion afterwards. Attendance at these events surpassed our expectations, particularly for summer programming at noon time. The audience reaction was exceptionally positive and CE is looking forward to planning another video/discussion series fall quarter.

Black Cultural Affairs - No programs were planned or presented by BCA over the summer. A meeting was held late July to finalize Fall programs and to discuss and determine interim strategies until a new advisor for the area is hired.

Chicano Cultural Affairs - No programs. No meetings. However plans are in progress for an active '81-82 year. We are helpful of having a coordinator and committee plus a few programs during Fall.

President - It was an exceptionally active and productive summer for president Greg Erickson and the executive committee of CUPC. Among the projects that were addressed were changes in our program planning cycle, review of the Personnel area program, All-Council Programs, Homecoming planning, Student Leadership Development, and minority program coordination. Considerable progress was made in most areas, but outcomes fell short of expectations in Homecoming planning. It is increasingly clear that communications and plans must be started in Winter Quarter. Several other projects will be completed in Fall Quarter.

Finance - In addition to the substantial time commitments necessary for overseeing the day to day check signing and financial programs budget processing, the new VP for Finance, Mamie Jin, carried out several special projects and contributed to the extensive deliberations of the Executive Committee which met regularly throughout the summer. These projects included a major revision of the organization's planning summaries which constitute the budgetary documentation for all events and supportive services. Goals in revising this essential document were to achieve greater clarity concerning the rationale for the commitment of funds and program resources, expansion of the documentation for specific planning items, and the design to facilitate the transition between basic planning and final financial appropriation of funds. The form when completed was also integrated with a new planning cycle for review, approval, and correlation with major publicity deadlines. These new procedures were instigated with the fall budget preparations. Revisions of the cosponsorship agreements to integrate information concerning CUPC finances and supplemental funding with the agreements for cooperative program production were also undertaken as was the review of bookkeeping updates processes for quarterly and annual financial reconcilments and the annual audit.

Personnel - Personnel accomplished a number of projects including a review of the total annual plan of recruitment, retention and recognition, development of a draft of our annual Student Leadership Development Program, development of our Fall Retreat, and publication of a special newsletter. Plans were laid for a major overhaul of our membership tracking. In addition, the ground work was prepared for up-grading our recruitment efforts through better targeting of specific positions.

Public Relations - Several students contributed their time and energies throughout the summer to enable this Council support area to undertake several special projects. Shelley Johnson was actively organizing and developing the photo and slide resources available to the council for publicity and program documentation purposes. Pat Muehlegger undertook to organize a process for scheduling and upgrading the special kiosk signs for this next year as well as contributing to the preparation of ad copy and layout for the Orientation and Welcome Week issues of the Daily. A flier was designed to be distributed during August and September during the interim period until the new CUPC brochure would be available. Although no work study student employee was available for publicity distribution, campus awareness of program offerings was maintained through well coordinated advertising in weekly Minnesota Union calendar ads and all programs were well publicized by the summer calendars for both summer sessions. Melissa Gerr and Karen Salisbury were available 2nd Summer Session for coordination print publicity needs and preparation for all fall publicity work.

Recreation/Travel - The Recreation and Travel area's only successful program of the summer was a float trip on the Apple River. Planned as a joint venture with the West Bank Union and the St. Paul Student Center, the trip drew almost twice as many participants as expected and aside from a rather cool afternoon, the trip was rated highly by all. Signups were taken in all three unions with bus pickups at Coffman and St. Paul Student Center. The only flaw noted was when the director of the West Bank Union who was staffing the trip was left in Sommerset when the buses started the return trip without him.

Two other programs were planned but cancelled because of weather and scheduling problems. They were demonstrations of outings equipment and bicycling which were cooperatively planned for all three union locations.

The absence of student coordinators resulted in staff doing all planning and execution and additional events were not feasible.

American Indian Cultural Program - No programs were conducted by AICP during the summer sessions.

Film & Entertainment - Popular films co-sponsored with WBU were F & E summer program offerings. The schedule was a potpourri of box-office hits including: Pink Panther Strikes Again, Hair, Catch 22, The Long Riders, The Late Show, Lady Sings the Blues and Being There.

Screenings were at Coffman on Wednesdays at noon and 7:30 p.m. and at WBU at 7:30 p.m. on Thursdays. Attendance was excellent with most shows filled to capacity. During the summer films are free and we are increasingly concerned about having "too" many people and perhaps having to turn some away. Co-sponsoring with WBU gives our audience more opportunity to see one of our films.

Evening management is done primarily by building staff as student CUPC members are generally absent in the summer. Many thanks are extended to building staff for their efforts in making this a most successful program.

Whole - Program offerings over the summer were limited to the Terrace Jubilee noon concert series. This is the third year that Coffman Union and University Food Service (UFFDA) have worked together in providing a sun, fun, food and entertainment program.

Held Tuesdays and Thursdays over the noon hour, Terrace Jubilee featured a variety of musical entertainment plus the sale of bratwursts, submarines and lemonade by Food Service. Performers included: John O'Brien Ensemble (jazz); Smith, Minnick, & Njoes (bluegrass); Eddie Berger Quartet (jazz); Ruth McKenzie (jazz/folk); Lazy Bill Lucas (blues); Mureen McEderry & Dakota Dave Hull (bluegrass/folk); Stoney Lonesome (bluegrass); Jill Holly (original jazz & pop); and Reginald Buckner (jazz). All the concerts were well attended and showcased highly talented local artists.

PROGRAMS, EVENTS AND ATTENDANCE

VOLUNTEER HOURS

	Summer '81	'80		Summer '81	'80
Contemporary Arts					
Programs	14	4	Core Group	3	1
Events	12	4	Ad Hoc	1	0
Attendance	1001	75	Hours	195	15
Gallery					
Programs	14	6	Core Group	-	-
Events	98	98	Ad Hoc	-	-
Attendance	3795	5020	Hours	-	-
Current Events					
Programs	2	2	Core Group	3	1
Events	9	7	Ad Hoc	2	2
Attendance	475	400	Hours	105	50
Black Cultural Affairs					
Programs	-	-	Core Group	3	7
Events	-	-	Ad Hoc	2	2
Attendance	-	-	Hours	16	31
Chicano Cultural Affairs					
Programs	-	-	Core Group	-	-
Events	-	-	Ad Hoc	-	-
Attendance	-	-	Hours	-	-
President					
Programs	Not Applicable		Core Group	1	1
Events	"		Ad Hoc	-	-
Attendance	"		Hours	175	10
Finance					
Programs	Not Applicable		Core Group	1	-
Events	"		Ad Hoc	-	-
Attendance	"		Hours	80	-
Personnel					
Programs	-	-	Core Group	1	1
Events	-	-	Ad Hoc	-	-
Attendance	-	-	Hours	30	30
Public Relations					
Programs	Not Applicable		Core Group	3	1
Events	"		Ad Hoc	1	-
Attendance	"		Hours	130	8
Recreation/Travel					
Programs	1	3	Core Group	-	1
Events	1	3	Ad Hoc	-	13
Attendance	74	50	Hours	-	41

PROGRAMS, EVENTS AND ATTENDANCE (continued)

VOLUNTEER HOURS

American Indian Cultural Program				
Programs	-	-	Core Group	- 1
Events	-	-	Ad Hoc	- 4
Attendance	-	-	Hours	- 12
Film & Entertainment				
Programs	8	21	Core Group	- 4
Events	16	28	Ad Hoc	- -
Attendance	2930	5213	Hours	- 61
Whole				
Programs	10	2	Core Group	4 5
Events	10	2	Ad Hoc	- -
Attendance	955	400	Hours	30 86
TOTAL				
Programs	49	38	Core Group	17 23
Events	146	142	Ad Hoc	4 19
Attendance	9230	11158	Hours	506 344

RECREATION/OUTINGS CENTER

Total income for the Recreation/Outings Center for the July-August 1981 period was slightly above the same period in 1980, but the irregularity noted during the 1980-81 year continued with wide fluctuations in use of specific facilities.

Open bowling in the Recreation/Outings Center was up 6.9 percent for July and 54.2 percent for August compared to the same periods in 1980. Some of the increase is attributed to improved climatic conditions as heat proved to be less of a problem this year than in previous years.

Billiards, however, showed a decline in total usage. Table time dropped 11.8 percent to 1,194.5 hours for the two month period. This represents an 18.2 percent utilization of available time compared with 20.6 percent for 1980.

In the case of table tennis, utilization of available time was up from 15.4 percent in 1980 to 25.9 percent in 1981. However, because only three play areas were suitable for use, total time was down 17.2 percent. (Five areas were used in 1980). Repair of the table tennis facilities is underway and should be completed in the near future. One the "Sportflex" floor is laid, the new Stiga Expert tables will be put into use providing the finest table tennis facility available in the midwest.

After an excellent rental season for summer and fall of 1980, outings usage is showing a drop of 29.4 percent for the first two months of 1981. Shorter rental periods have been noted with very few extended trips.

Amusement game play was up 14.5 percent and is expected to remain well ahead of last year's record.

The Recreation/Outings Center began an experimental promotion program the last week of August. Giving patrons an "all you can play" rate of \$1.19 for bowling \$1.09 for billiards, and \$.99 for table tennis seemed to have a positive effect on usage levels. Hopefully, this will carry into the fall and winter quarters.

ARTCRAFT STUDIO

Significant developments over the summer included the preparation of new publicity materials, redesign of a usage and satisfaction card to facilitate improved research about our patrons, hiring six new employees, and generally cleaning and refurbishing The Studio for the up-coming year.

Heat was not the major problem it has been of recent years because of the cooler average temperatures, and the placement of fans in the photo labs.

Overall use of the facility was up 11% over last summer, with most of the increase coming from woodworking and photography. Again, the cooler summer probably made it much more comfortable to use these areas.

Ceramics: Kiln repair was completed. Use of the area continues to lag.

Duplication: Use declined rather substantially (43%) compared to last summer, but income was steady reflecting heavy use of the electro-stencil by building departments.

Mini-Courses: We were disappointed that Hand Bookbinding and one photography section did not go. Woodworking, stained glass, and photography remain the backbone of our summer program.

<u>Course Offered</u>	<u># Registered</u>	<u>Conducted</u>	<u>Accum. Attendance</u>
Calligraphy	-	-	-
Christmas in July	-	-	-
Handbookbinding	-	-	-
Origami	7	X	19
Photography (3 sec.)	10	X	59 (2 sec.)
Stained Glass	12	X	60
Woodworking	13	X	61

Photography: Use up 32% over last summer, due in part to the new fans and cooler temperatures.

Woodworking: 19% increase in use compared to previous year. We are at near saturation levels during our peak periods. We will need to consider some expansion in this area.

Hand Arts: Usage up 28%. Pattern cutting, stained glass, leather work, sewing machines constitute much of the use in this area.

Summer 1981		Summer 1980	
Ceramics	197	Ceramics	270
Duplication	144	Duplication	256
Mini-Courses	199	Mini-Courses	234
Photography	516	Photography	390
Woodworking	2,049	Woodworking	1,711
Hand Arts	475	Hand Arts	371
TOTALS	3,580	TOTALS	3,232

MINI COURSES

This summer quarter the program's attendance increased by 9% from last year. These 642 participants filled 65 sections of 45 course offerings.

The highlight of this quarter was the shared publicity with West Bank Union and the St. Paul Student Center in a Minnesota Union Mini Course Brochure. In conjunction with this new advertising venture, combined display ads in the Minnesota Daily were also executed. This step in creating greater visibility for all three unions was possible due to St. Paul Student Center moving their timelines up to meet early copy deadlines. Plans are to continue this strategy fall quarter.

Registration days and times were similarly scheduled at Coffman and St. Paul Student Center (WB continued to register through CMU). There was originally some concern as to whether participants reading the shared publicity would be confused as to identifying proper registration place. This went smoothly and St. Paul reported an increase in their number of registrants and success rate from the previous summer.

Course selection consisted of the seasonal summer classes of Sailing, Windsurfing, Tennis, and Backpacking and Camping. Sailing was again offered with the Lake Harriet Yacht Club and Windsurfing with a Minneapolis Windsurfing Fleet. Both were very successful in meeting a high level of registration. Tennis registration was surprisingly low and could be attributed to the less than desirable hot afternoon hours the program was able to schedule on the University Tennis Courts.

Among the regular course offerings, the health, crafts, and communications courses were the most popular. A lower than usual registration occurred in the Dance and Movement category which was similar to last summer. It is possible, considering evaluation comments on heat problems, that participants may be staying away because these classes function at a low comfort level in CMU's summer heat. The number of courses in this area will be reduced next year.

Administration of the program was generally smooth except for a large increase in late registrants. This indicates a need to look at the in building registration timeline for next year's summer program. As usual, evening staff was very supportive despite a shortage of evening employees.

MINI COURSE DATA

Quarter	Number of Participants	Courses Offered	Sections Offered	Sections Going	Success Rate
Summer, 1981	642	45	86	65	76%
Summer, 1980	555	41	68	52	77%
Summer, 1979	435	31	46	39	85%
<u>Summer, 1981</u>	<u>Summer, 1980</u>				
343	339	Students			
283	203	Non-Students			
16	13	CMU/UBOG/CUPC			
155	203	Mail-In Registration			
487	352	In-Building Registration			

Courses For Summer:

- * New Courses
- # Cancelled Courses or Sections

MINI MINI COURSES

- Backpacking and Camping #
- * Christmas in July #
- Country Swing
- * Dungeons and Dragons
- * Origami
- Self-Defense Techniques

BUSINESS

- Intro to Micro Computers
- Investments
- Real Estate Buying

COMMUNICATIONS

- Assertiveness
- French for Travelers
- Sign Language I
- Spanish
- Typing (2 sec.)

CRAFTS AND FINE ARTS

- Handbookbinding #
- Photography (3 sec, Sec. 3 #)
- Stained Glass
- Woodworking

DANCE & MOVEMENT

- Aerobic Dance Exercise (4 sec., 2 sec. #)
- Ballet I (2 sec., sec. 1 #)
- Ballet II #
- Ballroom Dance (2 sec.)
- Jazz Dance I (2 sec.)
- Jazz Dance II
- Popular Dance
- Tap Dance #

FOOD AND DRINK

- Vegetarian Cooking #
- Wine Appreciation

GAMES AND SPORTS

- Sailing (2 sec.)
- Tennis, Beginning (2 sec., Sec. 2 #)
- Tennis, Intermediate
- * Windsurfing (2 sec.)

HEALTH AND WELLNESS

- CPR
- First Aid
- Hatha Yoga
- Massage
- Tai Chi Chuan

MUSIC

- Flute (6 sec.)
- Guitar, Classical, Beg., Private (4 sec. Sec. 2#)
- Guitar, Beginning, Class #
- Piano, Beginning, Private (10 sec., 2 sec. #)
- Piano, Advanced, Private (4 sec., 3 sec. #)
- Voice, Private (8 sec., Sec. 8#)

WEST BANK UNION

- Aerobic Dance Exercise
- Karate #

UBOG GENERAL MEETING
Monday, November 23, 1981
30

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Reports
 - A. Exec
 - B. House and Finance
 - C. CUFC
 - D. Directors
- IV. Old Business
 - A. Recommendations for Faculty Position
 - B. Alumni Representative
- V. New Business
 - A. American Indian Cultural Program Coordinator
 - B. Agenda Development
- VI. Announcements
- VII. Adjourn

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
November 30, 1981

Present: Greg Erickson, CUPC
Jim Strawn, CUPC
Steve Yurek, CUPC
Steve Carlson, CLA
David Haberman, IT
Barry Bridges, UBOG Alumni
Bob Ledger, Fd Service
Berton Atkinson, CMU

Karl Sisson, CUPC
Steve Yurek, CUPC
Mike Hoppe, CHIP
Linda Fisher, GC
Bill Byrne, MSA
Cindy Holton, CS (Clerk)
Rufus Simmons, CMU
Bernie Molitor, CMU

Absent: Mark Olson, CS (Student) (exc) John Schultz, Faculty (exc)
Glenn Hendricks, OSA (exc) Norman Holte, CC

Guests: Jim Elert, CMU Info Rep Jim Sleezer, CMU Program Consultant
Jon Goossen, CUPC Vi Justice, Secy

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

The Minutes of November 9 were approved with the correction of "excused" absence for Bill Byrne.

REPORTS

Executive Committee. David Haberman reported the XC committee reviewed the orientation for new members.

House and Finance. Karl Sisson reported House and Finance at its meeting on Wednesday, November 25, covered review of the Directors' Report of 80-81 Objectives. There was good discussion and the committee gained an overview of accomplishments for last year and some idea of desired accomplishments for this year. The committee will meet Friday, December 4 at 12:15 to review fee request for presentation to MUCB and subsequently to the Board of Governors on Monday, December 7.

CUPC. Jim Strawn reported the workshop on Group Process was postponed to December 7, 4:00-6:00. Food will be served. Advance sign-up is requested. A first draft for a comp ticket policy has been accomplished, with final draft targeted for next week. Upcoming programs include Reginald Buckner benefit performance for NAACP, 8-10 pm, November 30 in the Whole; the film Tin Drum will be shown December 5 and 6 in the Theatre.

Director. Rufus Simmons reported the MUCB Fall Orientation session and, in addition, an MU party held November 21 at the International House was a success. This was the first all-Minnesota Union staff, student volunteer get-together and gave individuals from constituent unions the opportunity to become acquainted, bringing the unions closer together. Deadline for the fee request is close at hand. The directors have been engaged in an analysis of fiscal year-to-date. The fee request will be made in terms of 81-82 dollars. House and Finance will review the fee request on Friday, December 4 and bring to the Board on December 7th for recommendation/action. The CMU Holiday Party will be held December 16 in the Whole.

NEW BUSINESS

AICP Coordinator.

MOTION 4-82 (Erickson-Sisson) Move that the Board approve the appointment of Susan Aasen as Coordinator of American Indian Cultural Program. APPROVED

Jim Sleezer, advisor for AICP, was present at the meeting to recommend the appointment of Susan Aasen, noting she served as coordinator last year and has been actively serving the area this fall. Susan would accept the appointment on an interim basis. Because of a heavy class schedule she will resign in the event someone would indicate an interest in the position. CUPC will not actively seek a replacement but will be alert to anyone working in the area taking over the leadership until the spring recruitment drive.

Question was asked if a co-coordinator would be desirable--if this would take some pressure from the person serving as coordinator. It was thought that having one person responsible, with giving more responsibility to the chair, would be the better alternative.

Agenda Development. The Chair asked Board members to refer concerns of their area of representation to XC for agenda development. Rufus Simmons noted the 81-82 CMU Objectives are a built-in agenda. The 82-83 objectives will be developed shortly, and should reflect the collective objectives of the entire Board. House and Finance will focus on finance and facilities. Board members should review the 81-82 objectives, the Directors' Report and the Annual Report in preparation for formulating the objectives for 82-83. From time to time departmentheads and supervisors will attend Board meetings to give Board members a better understanding as to how their areas operate.

OLD BUSINESS

Faculty Position. Board members were asked to bring a recommendation for a faculty member who would be interested in filling the faculty vacancy on the Board. Question was asked if a professional Civil Service staff person could serve in the position. Rufus Simmons noted he thought it would be important to continue with a faculty member if one is interested and pursue recruitment of Civil Service staff person only in the event a faculty member is not available. It was noted Reginald Buckner from the Music Department indicated an interest in serving last year but was unable to accept the appointment because of his class schedule. Reginald Buckner will be contacted to see if he would be available this year. Requisites for Faculty Member include being a faculty member on the East Bank, attendance at bi-monthly Board meetings and, ideally, serving on a committee.

Steve Carlson asked about approaching faculty groups regarding filling the vacancy. He thought it would be valuable to establish an alliance and working relationship with faculty organizations.

Alumni Rep. Bill Byrne will contact the Alumni Association regarding an alumni representative. He asked if the person could be a student? (An alumni is defined as one who has completed 15 credits which would qualify students as alumni members.) Rufus Simmons noted it was the intent to get a person who has graduated from the

UBOG Minutes

November 30, 1981

Page 3

University. Steve Carlson said he thought it was important to have a working relationship with the Alumni Association due to the proximity of their new building. He mentioned the possibility of working with the Alumni to bring about beer on campus.

ANNOUNCEMENTS

December 2 Education Rally. Buses to the Capitol Building for the Education Rally will leave from the front of Coffman Union at 12:30, December 2. CUPC has made banners, flyers and table tents to advertise the event to employees, volunteers and students/staff. Coffman will participate. Students want to be aware of how budget cuts affect them.

December 7 Board Meeting, 12:00 noon, lunch 11:30.

The meeting was adjourned by motion.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

**UBOG GENERAL MEETING
December 7, 1981**

AGENDA

- I. Call to Order**
- II. Approval of Minutes**
- III. Reports**
 - A. Exec**
 - B. House and Finance**
 - C. CUPC**
 - D. Directors**
- IV. Old Business**
 - A. Faculty Recommendation**
- V. New Business**
 - A. Fee Request**
- VI. Announcements**
- VII. Slide Show**
- VIII. Adjourn**

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
December 7, 1981

Present: Greg Erickson, CUPC
Jim Strawn, CUPC
Bernie Molitor, CMU
Steve Carlson, CLA
David Haberman, IT
Mark Olson, CS (Student)
Glenn Hendricks, OSA
Berton Atkinson, CMU
Karl Sisson, CUPC
Steve Yurek, CUPC
Mike Hoppe, CHIP
Linda Fisher, GC
Bill Byrne, MSA
Cindy Holton, CS (Clerk)
John Schultz, Faculty
Rufus Simmons, CMU

Absent: Norman Holte, CC
Bob Ledder, Fd Service
Barry Bridges, UBOG Alumni

Guests: Jim Elert, CMU Info Rep
Vi Justice, Secy
Mark Allen, Night Manager

The meeting was called to order at 12:00 noon by Chair David Haberman. A quorum was present.

Minutes of November 30. Greg Erickson noted the final draft of the comp ticket policy would be completed next quarter, not next week as stated in the minutes. The minutes were approved with this correction.

REPORTS

Executive Committee. David Haberman reported the committee discussed the fee request procedure.

House and Finance. Karl Sisson reported House and Finance presented the initial form of fee request to MUCB Finance Committee Friday afternoon, December 4. WBU and St. Paul Student Center reports were also presented at the meeting. The final fee request report will be presented tonight to the MUCB Fee Committee for discussion. MUCB Finance Committee will meet at 4:00, the MUCB Board at 7:00 pm.

Directors. No report.

OLD BUSINESS

Faculty Representative. Linda Fisher recommended Beverly Stewart, Assistant Professor and Social Worker at the H.E.L.P. Center be asked to fill the Faculty Rep vacancy. She gave a brief resume of Ms. Stewart's activities. Ms. Stewart is a member of the teaching faculty and has indicated to Linda that she would be interested in serving on the Board.

It was noted that Reginald Buckner had a conflicting class schedule and would not be able to attend meetings.

MOTION 5-82 (Byrne-Strawn) That a letter be written to Beverly Stewart soliciting her interest in serving on the Board as Faculty Representative.

Approved.

Alumni Representative. Bill Byrne reported he contacted the Alumni Association and was informed the Association has been unable to fill the position because it is difficult for people to take off from work to attend the meetings, however they hope to have someone by January.

NEW BUSINESS

Fee Request. Two reports were distributed relative to the fee request:
(1) CMU Fee Request, Fiscal 1982-83 by Major Programs, a summary of income and expense and net (fee support) for 1982-83, the adjusted base, the 81-82 budget (PPBS) and the difference. (2) A 16-page report titled 1981-82 Budget and 1982-83 Request provided background information for the above summary report. Rufus Simmons noted the Unions were requested by the MU to use this particular format. He noted the net utility projected is \$39,000 less than last year, based on better methods of obtaining utility information. Inflationary increases will not be added to the fee request. The Minnesota Union will add on the inflationary increase. The increased salary figure reflects three staff reclassifications. Anticipated salary increases are not shown. Student salaries adjustment of \$6,000 reflects a change from 80% to 75% Work Study.

There were questions/discussion as to whether the Union was requesting sufficient fee for utilities, whether students using the building at night (extension students) are being charged for the use of the building, what portion of Campus Club charges come back to the Union, is the remodeling on ground floor paid for by increased rent? will the Union get the fee support requested--are there priorities in the event of cut-back?

MOTION 6-82 (Byrne-Sisson) That the Fee Request be approved.

Approved.

ANNOUNCEMENTS

MU Finance Committee meeting December 7 at 7:00 pm.
CMU Party in the Whole, December 16, 3:00-6:00 pm.
UBOG meeting, January 11, 12:00 noon. Lunch 11:30.
CMU House and Finance Meeting January 6, 12:15 pm.

CMU SLIDE SHOW

Jim Elert and Mark Allen presented the CMU Slide Show developed by them for orientation of students.

The meeting was adjourned at 1:10 pm.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

12/4/81

**Coffman Memorial Union
Fee Request, Fiscal 1982-83
by Major Programme**

Major Programme	A Activities	B Admin.	C Human Res. Devel.	D Facilities	E Service	Adjusted Base	81-82 Budget (PPBS)	Diff.
<u>Income</u>								
Earnings (Operations)	287,953	92,904	---	56,199	267,841	704,897		
Earnings (CUPC)	110,722	---	---	---	---	110,722		
Total Earnings	<u>398,675</u>	<u>92,904</u>	<u>---</u>	<u>56,199</u>	<u>267,841</u>	<u>815,619</u>	<u>808,264</u>	<u>7,355</u>
<u>Expense</u>								
Salaries	222,335	250,246	71,346	433,937	142,234			
Supplies (Operations)	71,329	23,648	13,285	253,968	11,717			
Supplies (CUPC)	153,672	---	27,036	---	---			
Merchandise for Resale	9,826	---	---	---	118,917			
Total Expense	<u>457,162</u>	<u>273,894</u>	<u>111,667</u>	<u>687,905</u>	<u>272,868</u>	<u>1,803,496</u>	<u>1,807,761</u>	<u>(4,265)</u>
Net (Fee Support)	<u>58,487</u>	<u>180,990</u>	<u>111,667</u>	<u>631,706</u>	<u>5,027</u>	<u>987,877</u>	<u>999,497</u>	<u>(11,620)</u>

CMU 1981-82 Budget and 1982-83 Request

Major Programme	Activities	Budget #	A			
Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	287,212	741	D,B,C	287,953		
Income (CUPC)	110,722	-	-	110,722		
Total	397,934	741		398,675		
Salaries						
Regular	121,538	-	-	121,538		
Fringe	26,741	-	-	26,741		
Misc/Student	72,125	1,931	C	74,056		
Supplies/Expense (Operations)	68,829	2,500	B,D,A,	71,329		
Supplies/Expense (CUPC)	150,872	2,800	F	153,672		
Merchandise for Resale	10,826	(1,000)	B	9,826		
Total Expense	450,931	6,231		457,162		
Net (Fee Support)				58,487		

Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Programme

Activities - Artcraft

Budget # A-1

Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	<u>22,008</u>	<u>(1,300)</u>	B	<u>20,708</u>		
Income (CUPC)	<u>-</u>	<u>-</u>	-	<u>-</u>		
Total	<u>22,008</u>	<u>(1,300)</u>		<u>20,708</u>		
Expense						
Salaries						
Regular	<u>22,345</u>	<u>-</u>	-	<u>22,345</u>		
Fringe	<u>4,915</u>	<u>-</u>	-	<u>4,915</u>		
Misc/Student	<u>17,916</u>	<u>537</u>	C	<u>18,453</u>		
Supplies/Expense (Operations)	<u>5,228</u>	<u>-</u>	-	<u>5,228</u>		
Supplies/Expense (CUPC)	<u>-</u>	<u>-</u>	-	<u>-</u>		
Merchandise for Resale	<u>9,326</u>	<u>(1,000)</u>	B	<u>8,326</u>		
Total Expense	<u>59,730</u>	<u>(463)</u>		<u>59,267</u>		
Net Fee Support				<u>38,559</u>		

- Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Programme

Activities - ROC

Budget #

A-2

Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	197,614	(5657)	D	191,957		
Income (CUPC)	-	-				
Total Income	197,614	(5657)		191,957		
Expense						
Salaries						
Regular	34,139	-		34,139		
Fringe	7,512	-		7,512		
Misc/Student	34,635	1038	C	35,673		
Supplies/Expense (Operations)	21,873	-		21,873		
Supplies/Expense (CUPC)	-	-		-		
Merchandise for Resale	1,500	-		1,500		
Total Expense	99,659	1,038		100,697		
Net Fee Support				(91,260)		

- Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Programme Activities - Union Program Budget # A-3

Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	67,590	7,698	B&C	75,288		
Income (CUPC)	110,722	-	-	110,722		
Total Income	178,312	7,698		186,010		
Expense						
Salaries						
Regular	65,054	-	-	65,054		
Fringe	14,314	-	-	14,314		
Misc/Student	19,574	356	C	19,930		
Supplies/Expense (Operations)	41,728	2,500	B, D&A	44,228		
Supplies/Expense (CUPC)	150,872	2,800	F	153,672		
Merchandise for Resale	-	-	-	-		
Total Expense	291,542	5,656		297,198		
Net Fee Support				111,188		

Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Major Programme Administration Budget # B

Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	<u>92,904</u>	<u>-</u>		<u>92,904</u>		
Income (CUPC)	<u>-</u>	<u>-</u>				
Total Income	<u>92,904</u>	<u>-</u>		<u>92,904</u>		
Salaries						
Regular	<u>191,592</u>	<u>1,665</u>	<u>AC</u>	<u>193,257</u>		
Fringe	<u>42,150</u>	<u>367</u>	<u>AC</u>	<u>42,517</u>		
Misc/Student	<u>13,638</u>	<u>834</u>	<u>AC</u>	<u>14,472</u>		
Supplies/Expense (Operations)	<u>22,136</u>	<u>1512</u>	<u>DBC</u>	<u>23,648</u>		
Supplies/Expense (CUPC)	<u>-</u>	<u>-</u>		<u>-</u>		
Merchandise for Resale	<u>-</u>	<u>-</u>		<u>-</u>		
Total Expense	<u>269,516</u>	<u>4,378</u>		<u>273,894</u>		
Net (Fee Support)				<u>180,990</u>		

- Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Programme	Management	Budget #		B-1		
Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	92,904	-		92,904		
Income (CUPC)	-	-				
Total Income	92,904	-		92,904		
Salaries						
Regular	191,592	1,665	AC	193,257		
Fringe	42,150	367	AC	42,517		
Misc/Student	13,638	834	AC	14,472		
Supplies/Expense (Operations)	22,136	1512	DBC	23,648		
Supplies/Expense (CUPC)	-	-		-		
Merchandise for Resale	-	-		-		
Total Expense	269,516	4,378		273,894		
Net (Fee Support)				180,990		

Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Major Programme Human Resource Development

Budget # _____

C

Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	-	-		-		
Income (CUPC)	-	-		-		
Total Income	-	-		-		
Salaries						
Regular	56,716			56,716		
Fringe	12,478			12,478		
Misc/Student	1,742	410	C	2,152		
Supplies/Expense (Operations)	12,485	800	C	13,285		
Supplies/Expense (CUPC)	25,736	1,300	C	27,036		
Merchandise for Resale	-					
Total Expense	109,157	2,510		111,667		
Net (Fee Support)				111,667		

Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Programme Staff Development Budget # C-1

Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	-	-	-	-		
Income (CUPC)	-	-	-	-		
Total Income	-	-	-	-		
Expense						
Salaries						
Regular	16,518	-	-	16,518		
Fringe	3,634	-	-	3,634		
Misc/Student	-	-	-	-		
Supplies/Expense (Operations)	8,960	-	-	8,960		
Supplies/Expense (CUPC)	-	-	-	-		
Merchandise for Resale	-	-	-	-		
Total Expense	29,112	-	-	29,112		
Net (Fee Support)				29,112		

- Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Programme

Student Volunteer Development

Budget # C-2

Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	-	-	-	-		
Income (CUPC)	-	-	-	-		
Total Income	-	-	-	-		
Expense						
Salaries						
Regular	40,198	-	-	40,198		
Fringe	8,844	-	-	8,844		
Misc/Student	1,742	410	C	2,152		
	3,525	800	C	4,325		
Supplies/Expense (Operations)						
Supplies/Expense (CUPC)	25,736	1,300	C	27,036		
Merchandise for Resale	-	-	-	-		
Total Expense	80,045	2,510		82,555		
Net (Fee Support)				82,555		

- Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Major Programme Facilities - Maintenance

Budget # D

Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	56,199	-		56,199		
Income (CUPC)	-	-		-		
Total Income	56,199	-		56,199		
<u>Expense</u>						
Salaries						
Regular	302,315	185		302,500		
Fringe	66,509	41		66,550		
Misc/Student	63,897	1,990	C	64,887		
Supplies/Expense (Operations)	58,548	15,656	CB	74,204		
Supplies/Expense (CUPC)	-	-		-		
Merchandise for Resale	-	-		-		
Utilities	218,764	(39,000)	C	179,764		
Total Expense	709,033	(21,138)		687,905		
Code: A - Change in price charged.		Net (Fee Support)		631,706		
B - Change in output quantity.						
C - Change in type or quantity of resource to produce outcome.						
D - Change in output quality.						
E - Project deleted.						
F - Project added.						

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Major Programme	Service	Budget #	E			
Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	261,027	6,814	D, A	267,841		
Income (CUPC)	-	-	-			
Total Income	261,027	6,814		267,841		
<u>Expense</u>						
Salaries						
Regular	76,292	-	-	76,292		
Fringe	16,784	-	-	16,784		
Misc/Student	47,635	1,523	C	49,158		
Supplies/Expense (Operations)	10,466	1,251	B, C	11,717		
Supplies/Expense (CUPC)	-	-	-			
Merchandise for Resale	118,917	-	-	118,917		
Total Expense	270,094	2,774		272,868		
Net (Fee Support)				5,027		

- Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Programme Communication Service Budget # E-1

Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	12,487	4,038	D	16,525		
Income (CUPC)	-	-		-		
Total Income	12,487	4,038		16,525		
Expense						
Salaries						
Regular	13,528	-	-	13,528		
Fringe	2,976	-	-	2,976		
Misc/Student	8,975	269	C	9,244		
Supplies/Expense (Operations)	1,120	74	B	1,194		
Supplies/Expense (CUPC)	-	-	-	-		
Merchandise for Resale						
Total Expense	26,599	343		26,942		
Net (Fee Support)				10,417		

- Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Programme Information Center Budget # E-2

Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	21,565	-	-	21,565		
Income (CUPC)	-	-	-	-		
Total Income	21,565	-		21,565		
<u>Expense</u>						
Salaries						
Regular	5,526	-	-	5,526		
Fringe	1,216	-	-	1,216		
Misc/Student	21,352	721	C	22,073		
Supplies/Expense (Operations)	1,258	370	C	1,628		
Supplies/Expense (CUPC)	-	-	-	-		
Merchandise for Resale	-	-	-	0		
Total Expense	29,352	1,091		30,443		
Net (Fee Support)				8,878		

Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Programme Locker Rental/Lost and Found Budget # E-3

Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	12,646	-	-	12,646		
CUPC Income	-	-	-			
Total Income	12,646			12,646		
Expense						
Salaries						
Regular	12,790	-	-	12,790		
Fringe	2,814	-	-	2,814		
Misc/Student	871	40	C	911		
Supplies/Expense (Operations)	1,526	307	C	1,833		
Supplies/Expense (CUPC)	-	-	-			
Merchandise for Resale	-	-	-			
Total Expenses	18,001	347		18,348		
Net (Fee Support)				5,702		

Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Programme _____ Merchandise _____ Budget # _____ E-4 _____

Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	150,202	-	-	150,202		
Income (CUPC)	-	-	-			
Total Income	150,202	-		150,202		
Expense						
Salaries						
Regular	9,407	-	-	9,407		
Fringe	2,069	-	-	2,069		
Misc/Student	10,571	317	C	10,888		
Supplies/Expense (Operations)	3,464	-	-	3,464		
Supplies/Expense (CUPC)	-	-	-			
Merchandise for Resale	105,783	-	-	105,783		
Total Expense	131,294	317		131,611		
Net (Fee Support)				(18,591)		

Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

CMU 1981-82 Budget and 1982-83 Request

Programme

Reservations

Budget #

E-5

Elements	1981-82 Budget	Changes to Base 1981-82 \$	Code	Adjusted Base in 1981-82 \$	Inflation Factor	Projections for 1982-83
Income (Operations)	64,127	2,776	A,B	61,903		
Income (CUPC						
Total Income	64,127	2,776		66,903		
<u>Expense</u>						
Salaries						
Regular	35,040			35,040		
Fringe	7,709			7,709		
Misc/Student	5,866	176	C	6,042		
Supplies/Expense (Operations)	3,098	500	B	3,598		
Supplies/Expense (CUPC)						
Merchandise for Resale						
Total Expense	51,713	676		52,389		
Net (Fee Support)				(14,514)		

Code: A - Change in price charged.
 B - Change in output quantity.
 C - Change in type or quantity of resource to produce outcome.
 D - Change in output quality.
 E - Project deleted.
 F - Project added.

12/2/81

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting Monday, January 11, 1982
12:00 Noon, Room 346 CMU

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Reports
 - Executive Committee
 - CUPC
 - Directors
- IV. Old Business
 - UBOG Membership
 - MUCB Fee Process
- V. New Business
 - Directors' Quarterly Report
 - Staff Introduction - Administration
- VI. Announcements
- VII. Adjourn

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Minutes of the Coffman Union Board of Governors
January 11, 1982

Present: Greg Erickson, CUPC
Jim Strawn, CUPC
Michael Hoppe, CHIP
Linda Fisher, GC
Bill Byrne, MSA
Mark Olson, CS (Student)
John Schultz, Faculty
Berton Atkinson, CMU
Karl Sisson, CUPC
Steve Yurek, CUPC
Steve Carlson, CLA
David Haberman, IT
Barry Bridges, UBOG Alumni
Cindy Holton, CS (Clerk)
Rufus Simmons, CMU
Bernie Molitor, CMU
Beverly Stewart Faculty
Bob Ledder, Fd Service

Absent: Glenn Hendricks, OSA
Norman Holte, CC

Guests: Jim Elert, CMU Public Relations Rep; Vi Justice, Secy

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

The Minutes of December 7 were approved as written.

REPORTS

Executive Committee. David Haberman reported the Exec Committee met January 4. They talked about the unfilled positions on the Board (Education, Grad School, Faculty and Alumni) and the student learning contracts. Board members were reminded to give agenda items to David (by memo) prior to Exec/Board meetings.

CUPC. Greg Erickson reported Popular Film Series has added a Friday matinee showing to weekend films. A series of gangster films will be shown Tuesdays at noon and evening during January. Preview showings of films are open to volunteers and staff on Thursdays at 4:30 pm. A recruitment effort will take place within the next few weeks. Specific job openings will be advertised rather than a general recruitment drive. More CUPC activity information can be found in the Program Activity Fall Quarterly Report (distributed at meeting).

Director. Rufus Simmons reported the directors have been focusing on elements for MU programme budget development and staff fall quarter MBO reviews.

OLD BUSINESS

UBOG Membership. Rufus Simmons reported Beverly Stewart has indicated her interest in serving as faculty rep. Mr. Simmons will contact Dr. Wilderson's office regarding her appointment to the position. Ms. Stewart will attend the upcoming January 25 Board meeting.

MUCB Fee Process. No official action has been taken on the fee request. Meetings are pending either January 18, 20 or 25, 27. Fees will probably be held to a 8-10% increase. The MUCB fee request is for a 9% increase.

CMU Directors 1981-82 Objectives Fall Quarterly Report. Rufus Simmons noted the report, compiled by the directors, is comprehensive and thorough. The Union is in an excellent position to complete the objectives set forth. Board members were asked to review the objective report and come back with concerns referable to the report.

David Haberman noted the House and Finance Committee minutes (distributed at meeting) also had reference to the objectives.

Steve Carlson questioned items 2 and 4 under the general objectives--were they not in conflict? Item 2: Promote a warm and friendly atmosphere for all constituents of the Union in order to insure a receptive environment; Item 4: In program and operational decisions, be sensitive to the needs of both minority and disabled groups. There was discussion as to how the two items related to each other and how could more be done with item 4. At the campus-wide discussion level it was suggested a strong connection be made with respective learning resource centers and constituent unions cultural centers to bring about broader based programs to meet the needs of minority students...look at the problem from an MUCB standpoint rather than CMU.

Staff Introductions. Rufus Simmons noted the purpose of staff introductions is to orientate the Board to the departmental programme structure of MUCB which consists of four broad major programmes: Administration, Activities, Facilities and Services. The key supervisors of particular programmes will be introduced.

Beginning with Administration, Rufus Simmons, Director CMU, noted he, Bert Atkinson, Associate Director, and Bernie Molitor, Assistant Director, work as a team to jointly plan/discuss (at two meetings/week) the operation issues of the Union in order to come to collective decisions regarding the goals/objectives of the MU.

Of chief concern is the question, are we effectively and efficiently meeting the needs of the campus? What needs are we not meeting that we should be meeting? How effective are we in meeting Board member needs in being a part of the Board?

Berton Atkinson noted how his activities have changed over time. At one time he was mainly concerned with operations and programmatic needs. Now he is more and more involved with planning financial funding report needs as to where we are and where we are going. Presently he spends 60% of his time with financial planning and 40% in operations. Dealing with 58% student fee support, 42% earned income, the Union is looking for ways to increase earned income base in an attempt to achieve a 50-50 balance. We need to retain the same level of service with less resources. He believes the Union is doing a reasonably good job in giving a good facility to the campus.

Bernie Molitor noted the fall quarterly report reflects programming projects and priorities. The general mandate of providing diversity to the campus is a priority. Student needs in terms of personal development are being met.

ANNOUNCEMENTS

House and Finance meeting January 13, noon, Room 220.
Exec Committee, January 18, noon, Room 220
UBOG, January 25, noon, Room 346 (lunch available 11:30 am).

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Coffman Memorial Union
Directors' Report
1981-82
CMU Objectives
Fall Quarter

GENERAL

1. Provide quarterly reports evaluating progress toward the accomplishment of CMU's 1981-82 Objectives.

Completed - January 8, 1982.

2. Promote a warm and friendly atmosphere for all constituents of the Union in order to insure a receptive environment.

This objective expresses the Union's positive attitude of service in carrying out the Union's mission. Direct measurement is rather difficult, however based upon indications gained through personal observation, combined with a total lack of negative suggestion box comments in the areas of courtesy of staff or quality of service, I can with confidence say that CMU enjoys an excellent public relation image.

3. In conjunction with the Minnesota Union, continue to improve CMU's data gathering, research, and evaluation system with the intent to develop an MU/CMU management information system which would yield a system of cost benefit analysis for programs and services.

The CMU administration, managers, and project coordinators are extremely involved in the development of a comprehensive MU Programme Planning Budgeting System which will have a cost benefit analysis component built into the budget decision-making process. In addition a research evaluation system is also integrated within the process. The first Programme which will undergo evaluation is the Activities Programme.

4. In program and operational decisions, be sensitive to the needs of both minority and disabled groups.

All remodeling and facilities alterations encompass handicapped needs. Through the development and program planning in the areas of the Black Cultural Affairs, Chicano/Latino Cultural Affairs, Asian American Cultural Affairs, and American Indian programs the Union's consciousness of and sensitivity to minority needs is being expressed. In addition, the Council as a whole is becoming more aware of the need for fostering increased levels of co-sponsorship programming with the minority programming areas. At the campus wide level discussions are continuing in an effort to coordinate more comprehensive programs addressing the needs of minority students.

FINANCIAL

1. Develop a 1981-82 operating budget which would utilize the projected inflationary guidelines of:

An earned income average of 10.25%
 Full-time staff salaries increase 10%
 Fringe Cost (based on salaries) increase 10%
 Student salaries increase 7%
 Supplies increase 9%
 Utilities increase 20%

- A. Earned income through November, '81 - + 20% over 80-81 - Most current earnings percentage.
 - B. FT salary - plan will be implemented in January. 8% increase.
 - D. Student salary - same as full-time plan.
 - E. Supplies increase 9% provided in budget.
 - F. Utilities increase of 20% - projections indicate we will be able to reduce costs from budget projections by 39,000 (or 18%). A total budget which brings net increase for 81-82 to only 2%.
2. Maintain a stable union program operation within the MU income and expense guidelines without reducing services.

Union operation is normal. All services are in full operation to date.

3. Establish and maintain a minimum of 50% (and a ceiling of 65%) work study student employment dollars.

Due to an accelerated recruiting program this fall, work study employment is at 64% (hours) of the total employee program. An update of the projected \$11,000 shortfall (identified at the fee request time) is currently \$4,109.76. This new projection included the new salary increases.

4. Implement a comprehensive price/cost differential for non-student patrons.

The price/cost study is part of the developing of the MU PPBS.

5. Provide for a maximum of 79% subsidy for room use, comm media and custodial service to support the University Orientation program.

The 79% subsidy program is being implemented. Efforts should be made to reduce this in the future. Orientation should continue to develop internal funding to reduce the Union's subsidy, however considering the University's retrenchment problems this is rather doubtful.

UNION PROGRAM

1. To maintain sufficient CUPC membership in all programming areas, with emphasis on recruitment of 22 persons for the programming areas of Popular Entertainment, Gallery, CCA, AICP, Personnel, Asian American, and Public Relations.

Over 40 volunteers were recruited fall quarter. Approximately 25 were placed. Of the specific target areas, AICP, Asian American, and Film and Entertainment are not yet adequately staffed. A recruitment program, consisting of Daily Ads, display cases, program announcements, use of the "porta panel," and targeted mailings will be implemented winter quarter. The objective of this campaign is to place an additional nine members.

2. Continue to develop faculty, departmental, and student organizational involvement in Union programs.

Twenty-five faculty and four staff participated in programs fall quarter. Homecoming Committee, Freshman Council, M-PIRG, L-5 Society, and Orientation were all involved in CUPC co-sponsorships.

3. To continue to develop the efficiency and effectiveness of Exec and Council meetings and decision making processes, with particular emphasis on quality planning and assessment of workloads.

Exec and Council meetings are perhaps the strongest in our history. Each reflects quality planning, good information sharing, and well developed decision-making processes.

4. To continue the development and evaluation of the Union's learning contract and CUPC members' experiences, with particular emphasis on MU and SODC coordination.

Eight CUPC leaders have completed or are completing a Learning Contract. CUPC president and advisor are participating in SODC "mentoring" program.

5. To continue to develop minority and disabled persons program emphasis and involvement in the planning and production of programs.

Programs were implemented in American Indian Cultural Program and Asian American Affairs. No programs were planned in Black Cultural Affairs and Chicano/Latino Cultural Affairs due to area development. Both areas will be active during winter.

6. To strengthen summer program by offering additional programs of a cultural and recreational nature.

No progress to date. Will be addressed in February.

Note: Summer fee support was reduced from \$7 to \$6.25 by the summer fee committee, however \$.50 was later restored through joint administrative fee committee action.

7. To strengthen food and program concept in conjunction with Terrace Jubilee, popular film series, and special program efforts.

No progress to date. Will be addressed later in the year.

8. To develop alternate film programming and light entertainment programming in Film and Entertainment.

A thematic film series is planned for winter quarter featuring the concept of "the villain" in film. There was no significant progress in the development of the entertainment concept due to the departure of the area advisor and the necessity of filling open positions in the area. This will receive attention in winter and spring.

9. To expand the funding base by 7% for Union programs through financial grants and cosponsorships.

Supplemental monies for fall were \$4,967. This represents approximately 35% of our annual target. The sources of the monies were Concerts and Lectures, Journalism, The Graduate School, Homecoming, The Minnesota State Arts Board, The Mpls Regional Arts Council, The YWCA, and The Women's Center.

10. To continue to develop an "All-Council" program series targeted at a broad spectrum of the University community.

Homecoming was the major "All Council" program for fall. It included speakers, gallery exhibits, a dance, and films. Total attendance at the program events was 3,000. As a result of this series, significant relationships were built with the Homecoming Committee for next year, and the program has become a high priority in our annual planning. The concept of "All Council" programming is undergoing substantial redefinition.

11. To maintain CUPC incentives and rewards system for volunteers and implement frequent review to insure effectiveness.

Incentives and rewards thus far were our annual retreat, T-shirts, an excellent party, a major workshop on group process, and the informal recognition that takes place within the areas.

12. To achieve program clarity and financial stability in Whole programming.

Considerable work has been done in audience identification, a review of budget parameters, effective area management and delegation and upgrading the advertising timelines. The objectives of these processes are improved management and advertising, audience determination, and the development of a modified program of local, regional, and national acts that address community needs.

13. To develop MU program coordination with particular emphasis on film, recreational program, summer program, performing arts, mini-courses, and educational programs.

No major progress except in mini-courses, where the program has become a Minnesota Union effort done through a single brochure. Fall quarter results were outstanding.

14. Establish program sampling and evaluation to research usage/satisfaction and make appropriate program modification based on results.

No progress.

FACILITIES

1. Continue the development of the Union's housekeeping and maintenance program to include documentation of job descriptions, description of tasks, training program, facility inspection and followup program.

Custodial: To date a draft of full-time job descriptions has been completed. These will be revised as the specific custodial tasks are identified in the long range study. Student custodial job descriptions are being revised to fit distribution of the work tasks and according to budget requirements for this year. Tasks related to the total department structure, and to be completed by September of '82 will be:

1. Identification of custodial tasks by location (room number).
2. Determine the frequency requirement of the task .
3. Determine the time standards for each task.

2. Revise and update the Union's Repair and Renovation Project list. Establish priorities and processes through the House and Finance Committee.

The Reserve Account program has been reviewed and updated for fiscal 81-82. Project priorities have been established and it appears that all planned projects can be implemented within available funds. These projects will be designed throughout the balance of the year with estimated total completion as of September 82. Balance in Reserve Accounts, after funding all documented projects for fiscal 81-82, but not including allocations June 1, 1982.

Expense		Balance
-0-	9550 Capital Improvement	45,414
299,702	9551 Repair & Renovation	140,564
33,240	9552 Furniture/Equipment Repair/Replacement	182,348
<u>11,035</u>	9553 Operations Reserve	<u>132,348</u>
343,977	Total Balance	500,916

3. Continue the redevelopment of the Gopher Court in consort with Food Service, to improve the functionality and attractiveness.

This program is in a holding pattern until certain program and cost sharing agreements can be developed with the Food Service department. At that time a Design/Development Committee will be formed to develop the program.

4. Develop data to determine unit cost on utilities and gross consumption and see cost saving specifically in electricity and steam.

Data is being and has been gathered over a period of 3 years based on unit consumption for Steam, Electricity and Water & Sewer. The Utilities portion of the 82-83 Fee Request was projected using the above data. As a result, we are projecting (in terms of 81-82 dollars) a reduction of \$39,000 in Utility costs from 81-82 estimates. The actual 82-83 Utilities budget will be a combination of costs to date and projected inflation which is estimated at 20%. It appears that the MU & Fees Committee is going to allow only a 5% inflation factor for Utilities fee increase. The remaining 15% will be made up thru internal retrenchment from other budget areas.

5. Work with University Planning and Plaht personnel to resolve long-range facilities deficiencies.

All initial data gathering and reports have been completed. This information is now being presented to the University attorneys for consideration in the complaint.

6. Continue to develop appropriate cost sharing for building tenants including Food Service, Campus Club and University Administration.

Negotiations with each of the three departments is moving forward. The items under discussion are: Food Service cost sharing in steam, Ground Floor shop and Gopher Court area. Campus Club general cost sharing for building occupancy. Administration rental agreements for 0100 departments housed in CMU.

7. Develop a program for the procurement and display of permanent art collection for the Union.

This has become a staff objective which will have a completion and implementation date for 82-83.

8. Review the usage and aesthetics of the "fireplace lounge" for the possible remodeling and the rehangng of the Coffman portraits.

This objective is in a holding pattern for now except for possible change of wall fabric and rehangng of Coffman portraits.

9. Investigate increasing the effectiveness of the Commuter Lounge, focusing upon additional services.

The "ride board" and MTC bus schedules have been relocated to this lounge. These are the only additions identified to date for the area.

SERVICE

1. Continue to improve building reservation service to include improved coordination with Food Service in order to further expand non-campus use of conference space in ways which do not conflict with constituent use.

We are not actively pursuing additional conference business because of the conflict for space for normal Union activities. The level of requests for space use from Union, hospitals and related departments is about all we can absorb during fall, winter and spring quarters. Recent improvements in the reservations process are: a) update of the user fee schedule; b) pre-planning room request form for CUPC programs; c) integration of the billing process with the accounts receivable weekly report; d) utilization of the revised SOF Student Organization coding system, ie: "MU Reservations Information Report," and e) a new CMU program planning system.

2. Develop and implement a locker rental program for Health Science Unit "F".

Objective and project have been terminated due to the Health Science administrative decision to fund and manage their own program.

3. Promote and expand the CMU Student Membership Program.

No additional on this objective to date. We have processed a total of 111 memberships over a 3.5 year period.

4. Implement plans for the new Food Service operation in the Vacant Shop.

This objective is part of a larger area of negotiations with Food Service as noted in Facilities #3. It appears the Vacant Shop will be operational during summer of '82.

5. Conduct a study to determine need for additional daily and exam period study rooms in CMU and implement as needed.

Operations feels we are providing appropriate level of service in this area. During fall quarter the Whole area has been open for evening study. Fall quarter study use of the whole - 5,764.

6. Explore and document the need for additional check cashing service for evenings and weekends, and develop funding base for program.

Past studies indicate a need for expanded service in this area. This can be implemented if the University will approve a check cashing fee and we can obtain additional revolving funds in the account.

STAFF DEVELOPMENT

1. Continue the development of a comprehensive staff development program with emphasis on organizational development and individual staff competency development.

The 1981-82 staff development program has focused upon individual and group competency. The design is to focus more on the philosophy and skills necessary to more effectively and efficiently perform departmental tasks and functions.

The following summarizes the staff development programs and attendance:

Interview Technique Workshop	7	
Student Employee/Supv Orientation Mtg	9	
Supv Workshop re Evaluating Work Study Recruitment Process	13	
MU Supv Workshop - How to Be a Supv	11	
MU Social at Minnesota International Center	8	
M-I-S (Management Info System)	14	
CMU Staff Development - Union History/Organization Workshop	22	
ACU-I Region 10 Conf at Fargo	4	
CMU Mini Course - 5 staff were involved with the following courses:		
How to read Wall Street Journal; Camera; Piano;		
Yoga & Stress Mgmt; Computer.		
Regents Scholarship - 7 staff members were involved in following		
U of M classes: Principles of Economics;		
Communication in Human Organization; Financial		
Management; Marketing Management; Problems in		
Interior Design; Communication; Continuing Registration;		
Pub H Fundamentals of Pharmacology & Chemical Abuse.		
Other workshops/seminars: 7 staff members were involved in the		
following: Human Resource Development on		
Job Descriptions; Performance Standards & Performance		
Appraisals; Payroll Workshop; Lecture - The		
Cinderella Complex; System 2000 Computer Class;		
Big 10 Annual Meeting; Intro to Interactive Computing;		
Carpet Cleaning (RYCO)		

2. Continue the development of the Student Employee Committee with the intent to improve on and expand the development experiences obtainable through work with CMU.

Action has been initiated to establish the 1981-82 CMU Student Employee Committee for winter quarter.

3. In hiring decisions insure that appropriate affirmative action is observed and effort extended to insure adequate representation of women and minority candidates are included in the candidate pools.

I submit the following reports outlining the status of the Union's fall quarter recruitment, interviewing and hiring outcomes.

	Full-Time Civil Service		Interviewed		Final Candidate Pool		Hired
	No.	%	No.	%	No.	%	
a. Total							
1) male	26	39%	1	13%			
2) female	41	61%	7	88%	1	100%	
	<u>67</u>	<u>100%</u>	<u>8</u>	<u>100%</u>			
b. Caucasian							
1) male	22	33%	1	13%			
2) female	38	57%	6	75%	1	100%	1
c. Black							
1) male	-						
2) female	1	2%					
d. Hispanic							
1) male	-	-					
2) female	-	-					
e. Asian							
1) male	4	6%	-				
2) female	2	3%	1	13%	-		
f. American Indian							
1) male	-						
2) female	-						
g. Total Minority							
1) male	4	6%					
2) female	2	3%	1	13%			

WORK STUDY

NON WORK STUDY

Interviewed Hired

Interviewed Hired

		Number Interviewed	Total Male & Female % of Each	Number Hired	Total Male & Female % of Each
Caucasian Male		115		36	53%
Female		98	213	32	68 47%
M I N O R I T I E S	Black Male	9	69%	3	4 75%
	Black Female	4	31%	1	25%
	Hispanic Male	1	100%	1	100%
	Hispanic Female	0	—	0	—
	Asian Male	11	85%	0	—
	Asian Female	2	15%	1	100%
	American Indian Male	0	—	0	—
	American Indian Female	0	—	0	—
	Minority Total Male	20	77%	4	5 80%
	Minority Total Female	6	23%	1	20%
TOTAL (Include all Ethnic Groups) Male		135	56%	40	73 55%
Female		104	44%	33	45%

Number Interviewed	Total Male & Female % of Each	Number Hired	Total Male & Female % of Each
17		2	67%
1	18 6%	1	3 33%
2	3 67%	0	—
1	3 33%	0	—
0	0 —	0	—
0	0 —	0	—
3	3 100%	0	—
0	3 —	0	—
0	0 —	0	—
0	0 —	0	—
5	6 83%	0	—
1	6 17%	0	—
22	24 92%	2	3 67%
2	24 89%	1	33%

Number Hired (Include Work- Study & Non- Work-Study	% of Total
38	53%
33	47%

4	80%
1	20%
42	55%
34	45%

JANUARY 6, 1982

HOUSE & FINANCE COMMITTEE MINUTES

Present: Glen Hendricks, Rufus Simmons, Dave Haberman, Steve Yurek,
Greg Erickson, Karl Sisson, ~~Blaine Conde~~

I. Fee Request Process

The Minnesota Union Fee Request is in the hands of the Fees Committee.

II. Conclusion of Discussion of Directors Report of 1980-81 CMU Objectives and Accomplishments.

Facilities

The question was raised whether the water leaks on the ground floor were being fixed. This problem is being addressed at the same time the air conditioning project is being worked on and will be paid for through the Repair & Renovation Reserve fund.

#2. Project #19 Summer Steam Loop - was explained as not firing up all the pipes to bring steam into building since steam in the summer is only used for hot water heating and not for heating. This would also cut down on the heat during the summer in the Basement area.

Project #9 Security Window/Room 220--This project has been terminated. The reason for the project in the first place was because of two break-ins into Room 220. Instead the problem may be solved by closing off the entrances to the building possibly at 1:00, 2:00, 3:00 am thereby closing off Coffman Union as a corridor to the elevator ramp. This is being discussed. Glen requested that as a user of the elevator ramp and pedestrian bridge that if CMU does this that they put a sign at the elevator informing people that the building is closed.

Project #15 Theater Lecture Riser Lighting--Progress is being made on this project.

#3 Programming in the Gopher Court area was discontinued because of complaints. CMU administration will be looking at the Whole area.

#5 The 65° thermostats have been adjusted to 68° although certain areas in CMU are warmer due to system deficiencies.

#8 Jim Strawn, Whole Coffeehouse Volunteer Coordinator, has itemized their programmatic needs. CMU is in a planning and development stage.

#9 The idea of placement of a large-screen TV concept within CMU has been terminated because of the cost involved and because of not being able to realize the potential of a large screen TV. Also, state of the Art isn't that great.

#11 Last year there was not enough interest in the House & Finance Committee and was terminated although funds are available from the Reserves. Committee members could collect data from patrons. The Coffman Portraits will be rehung after being covered with glass.

Service

#3 It was mentioned that there does not seem to be enough publicity for the Artcraft Studio. Many students do not know about it.

III. Discussion of CBJ 1982-82 Objectives.
Will be discussed at next meeting.

Committee members were reminded by committee chair, Karl Sisson, that meeting starts promptly at 12:15. The next meeting time will be Wednesday, January 13, at 12:15.

DC:dma



UNIVERSITY OF MINNESOTA
TWIN CITIES

Office of the Assistant Director

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

December 22, 1981

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

FROM: Bernie Molitor, Assistant Director, Coffman Memorial Union

SUBJ: Fall 1981 - Program/Activities Report

SUMMARY:

Coffman Union Program Council - Attendance and program levels were extremely close to last years despite the departure of one program advisor. Recruitment and placement of volunteers improved substantially.

Mini Courses - Participation improved by 14% over last year. Mini-courses are now part of a closely coordinated Minnesota Union effort.

Artcraft Studio - Level of use is down 23% from last year. Woodworking was the hardest hit.

Recreation/Outings - Level of use down in all areas except table tennis and amusement games.

It is apparent that we are feeling the effects of the economy in income generation and levels of use, with the exception of the Mini-course program and most CUPC events.

COFFMAN UNION PROGRAM COUNCIL

WHOLE - There is no longer a Whole Coffeehouse at C.M.U. There does exist, however, the Whole: The University's Progressive Music Club. The Whole, searching to discover the "cutting edge" of the music scene. The Whole, striving to establish new legitimacy based on a strong heritage. The Whole, attempting to identify its audience, the audiences' tastes and the Whole's definition of success.

The Whole is committed to presenting quality music at an affordable price in an intimate club atmosphere. This presents quite a number of challenges. The Whole must secure artists which will attract audiences within financial restrictions. We must maintain visibility and compete with other established music clubs which offer a different atmosphere, serve alcoholic beverages and have larger budgets. And the most important challenge for the Whole as a volunteer student committee is to develop our personnel to effectively manage, run and experience all aspects of the whole operation.

Organizational Consultation and Leadership - Former Whole consultant, Vanne Hayes, left CMU in the late summer to attend Law School. In the interim of Vanne's departure and the employment of her replacement on the staff, the Whole has been advised by Marlene Vernon, CUPC consultant for Gallery, Finances, Graphics and Contemporary Arts, as well as Mark Allen, CMU Night Manager with experience in program planning and implementation of the Whole's concerts. Marlene and Mark's work with the Whole has attempted to establish goals, objectives, and expected outcomes through a variety of approaches and a measurement of the programs.

The specific items above will be related below.

Fall Retreat - The Whole Fall Retreat entitled "Discover the Whole Reality" was held on Sunday, November 22nd. The retreat was attended by 12 strongly committed volunteers/leaders, Marlene and Mark and Greg Erickson as president of CUPC. The main discussion was based on the outline of establishing:

1. Goals
2. Objectives
3. Expected Outcomes
4. Methods/Programs
5. Evaluation of Program

Specific questions addressed included:

- * What is the "University's Progressive Music Club?"
- * Who is/should our audience be?
- * How can we discover the audiences tastes?
- * What are our limitations?

Minutes of this retreat are available. The over all rating of the event was higher than average: 3.5 on a scale of 1 to 5. Followup which is taking place will deal with roles, responsibilities, processes and organizational structure. And how they relate to recruitment, retention, motivation and management.

Goals and objectives were discussed in a very serious manner at the retreat. Commitment has increased, as has the recruitment of new volunteers, since the retreat. Most importantly, a mutual definition of a "Progressive Music Club" was established.

As stated in a number of the Retreat evaluations (also available) this retreat established a starting point for discussion and growth - in future retreats as well as in specific areas of responsibility.

"Noon Concerts" - Ten different artists performed at free daytime concerts programmed by the Whole. These concerts took place on the CMU Mall and in the Whole with an average concert attendance of 100 people.

This area of the Whole has strong/effective leadership and has shown consistent abilities to perform needed tasks in an exemplary fashion.

The concerts which took place in the Whole allowed the Lights & Sound Committee to sharpen their skills by providing the needed technical assistance formally provided by CMU Comm/Media department.

Financially, Noon Concerts were \$300 under budget. These concerts offer the student committee an opportunity to familiarize student audience with the Whole's music service. Recently, plans were made to increase the publicity for these concerts and to concentrate on a "mini-services" format to highlight particular types of music and musical interests for the balance of the year.

Weekend Concerts - Fall quarter saw 3 major concerts in the Whole: The Dads (new rock), Jim Post and Peter Lang (guitarist/folksinger). Below is a summary of attendances and budgets, to date.

	<u>THE DADS</u>		<u>JIM POST</u>		<u>PETER LANG</u>	
	<u>Estimated</u>	<u>Actual</u>	<u>Estimated</u>	<u>Actual</u>	<u>Estimated</u>	<u>Actual</u>
Tickets Sold	100-200	282	200-300	207	350-550	300
Income	\$212.50	\$526.70	\$975.00	\$841.50	\$1300.00	\$1369.00
Expense	\$527.00	\$506.39	\$1533.00	\$1876.37	\$1664.00	\$1432.98
Profit (loss)	(\$314.50)	\$ 20.31	(\$588.00)	(\$1034.87)	(\$364.00)	(\$ 63.98)

Overall, the weekend concerts approximately broke even. Considering the state of affairs in the Whole at the beginning of fall quarter 1981 (lack of full-time advisor, no major concerts over the summer, inconsistent major concert programming over the previous year). The balance sheet for this quarter's budget can be considered financially successful.

It appears from the data above, that the most successful concert was the Dads: Non-traditional, local, relation to mostly non-alcohol oriented audiences.

January concert scheduled at present is John Fahey on January 22nd.

Evaluation and the Future - Fall quarter has allowed for the Whole as a music club and an organization to evaluate its changing image and look to clarifying needs in a number of areas of responsibilities.

A look to the dorms and users of CMU to gauge musical interests is scheduled for early in winter quarter. A survey card to be passed out at contact table in CMU is being readied for the first week of classes.

Publicity efforts for Noon Concerts will be consolidated and systematized. More education about artists will be incorporated into all publicity and scrutinization of the publicity targets will be a part of a follow-up to the fall retreat.

The booking committee will be broadened to gain more varied perspectives on possible concert selections as well as developing criteria for decision making on contract prices, concert size and prices. Measurement of concert success will need to be addressed as a priority for the booking committee.

Recently, interest was expressed by one new volunteer to be the food bar coordinator, which is a high priority in light of the past that this area is budgeted to make a profit of close to \$1,300.00.

Finally, an organizational structure for the Whole committee and its sub-committees needs to be institutionalized and decision making processes understood and implemented. Possibly a winter retreat will help to solidify our fall efforts and bring together the area as a whole.

FILM AND ENTERTAINMENT - The Film and Entertainment committee produced a generally "breakeven" quarter of programming. With only a couple of exceptions, film attendance was sufficient to cover costs and subsidies provided by Lowenbrau Beer and American Express helped offset those deficits. Attendance for the weekend series totaled 4,860 for 46 showings, an average of 105 patrons. The largest draw of the quarter was "Fame" which had attendance of 760 people over five shows. "Stunt Man", the first in the series, drew only 265 people for five shows.

Two midnight shows were scheduled. "Night of the Living Dead" drew a total of 385 people for two shows but "Roadie", later in the quarter, had attendance of only 42 for its two shows.

The film committee seemed to function fairly well with co-chairs (one handled scheduling and promotion and the other managed the weekend schedule). There were occasions when volunteer staffing was not sufficient. Plans are well underway for a winter quarter series which will include Friday afternoon showings of most films. A test of the market with "Ordinary People" drew about 40 patrons with rather poor advertising (a mixup with the agency resulted in the ad appearing only Thursday and not on Friday).

An attempt to program video tapes was cancelled after two events. Attendance was extremely low and the quality of the material was much below expectations. Alternate programs are being sought.

The area committee met regularly through the quarter although attendance varied greatly from week to week. Planning was accomplished for a mid-week series during winter and several "entertainment type" events were considered.

RECREATION/TRAVEL - The Recreation/Travel committee sponsored the ACU-1 Frisbee Tournament on Sunday, October 25 and drew 4 participants and had 5 field officials. The weather was very cold and blustery and accounts for some of the lack of participation.

Our Legislative Issues Speakers Series was more successful. On November 9th, Eville Gorham gave an excellent presentation on acid rain to 30 people. The next day, in keeping with the environmental issues theme, Phyliss Kahn spoke to about 20. The concluding day, November 11, Nelson French of Sierra Club's Project Environment spoke to 20. When reviewing the turnout the committee recommendation was to try scheduling speakers a bit later in the afternoon.

December 2nd we co-sponsored a demonstration, actually an information table, with Women's Hockey Club. Estimated contacts were 50. Competition that day and time was from the Save the U rally.

Performance by the R/T committee during fall quarter has been moderately successful. No single program has been either outstanding or a failure. All have been near the middle of the continuum, a situation high on the priority scale for improvement.

PUBLIC RELATIONS - Steve Yurek began his second year as CUPC Vice President for Public Relations with several committed chairpersons and a rapidly growing committee willing to put substantial energy into publicity projects. Probably the biggest effort was directed to the 1981 Homecoming publicity efforts. This campaign was launched shortly after school started and resulted in the distribution of the CUPC Homecoming highlights calendar, dance poster and special Alumni Exhibit publicity receiving saturation mailings to Departments, Dorms, Student Organizations and Administration, thus heightening campus awareness of our major contributions and involvement in this campus activity. An advertising campaign was also conducted during the same time period.

After catching its breath from this effort, the PR resources plunged into another campaign; this thru a campaign coordinated with Personnel to recruit new members. This campaign involved substantial creative energies from several members of both committees and was perhaps the most successful ever in terms of attracting 25 new members. Shelley Johnson continued her excellent photographic support projects which resulted in improvements to the CMU and MU slide shows, a very striking leadership display for the first floor display cases and photos for other special needs. She also wrote Press Releases for the Whole and other areas as needed. Pat Muehlegger was equally enthusiastic and effective in coordinating the kiosk special panels with the graphic artists and area leadership. She also contributed to the new formats for the CUPC porta panel. Finally, CUPC's creative and efficient graphic artists, Melissa Gerr and Karen Salisbury continued to design and handle all print publicity production processes for the organization as well as both give additional time commitments to CUPC as volunteers active in committee and council decision making processes. Mel is doing all Films & Entertainment advertising and promotional work and Karen has attended council meetings, retreats and conferences contributing her ideas and energies to the union field.

PERSONNEL - The Personnel area had an exceptionally active and successful quarter. Through Jeannie Sorensen's effective leadership, and with an unusually large and talented committee, the following objectives were accomplished:

- Implementation of the Fall Retreat. Twenty-seven people were in attendance; the content dealt with group-building, graphics, reservations, motivation for involvement with CUPC, decision-making, and The Union Idea. Evaluations were excellent.
- Recruitment System Development. An intensive "Round Out Your Life" campaign was implemented in conjunction with use of the display case in CMU as well as the kiosk. New form and structure was given to the recruitment evaluation process enabling us to assess the effectiveness of advertising alternatives and follow-up placement strategies. All the data is not yet analyzed, but preliminary indicators are that we attracted over 40 new volunteers to CUPC, and succeeded in placing approximately 25.
- Group Process Workshop. The intent of the workshop was to better acquaint our leadership with some of the fundamentals of group process including styles of leadership and alternative decision-making techniques. The attendance was much lower than hoped, due to the necessity of rescheduling because of the "ice" day, and because expectations regarding the Leadership Development Program are somewhat uneven. This will need attention during winter to achieve a better cost/benefit relationship.

- "Fantasy Island" Party. This was our major recognition effort of the quarter. Aside from the good time for those in attendance, there was another interesting wrinkle in planning this event. A nominal group technique was used to elicit the theme for the party; the spin-off from that was developing a facility to use the method in committees to work through idea generation.
- Mini-workshops. Approximately seven were implemented on cash bags, bookkeeping, advertising and planning summaries. The mini-workshop continues to be a valuable means of skill acquisition, but the scheduling and advertising of the times and places needs to be improved.
- Coordinator Interviews. Coordinators were confirmed in American Indian Cultural Program and in Chicano Latino Cultural Affairs. The Gallery and Current Events are the remaining positions to be filled.
- Personnel Committee Development. The committee was quite well organized and very strong in delivering results for fall. The primary concern for our future is more shared planning time, and developing clearer definitions of member objectives.
- Overview. The area is off to a superior start in accomplishing organizational objectives. The emphasis for the remainder of the year will continue to be on effective recruitment and placement and the implementation of a stronger Leadership Development Program for coordinators and chairpersons.

FINANCE - This year's finance Vice President for CUPC, Mamie Jin, has brought to the position of financial coordination a background of skills and leadership experience which have served her well in analyzing budget approval processes, financial reporting and record keeping. During the transition period of implementing new monthly timelines for program budget approval utilizing revised budget planning forms she has devised several record keeping forms designed to maintain accurate, up to date information on area commitment. A new part time support staff position to assist the program secretary with financial bookkeeping has also significantly improved the timeliness of bookkeeping information. Several council and small group workshops were presented throughout the quarter and Mamie also worked on the financially related Special Events project and preparation of a Complimentary Ticket Policy for CUPC.

PRESIDENT - Greg Erickson, CUPC President, experienced quite a demanding fall quarter, demonstrating rather extraordinary dedication and time commitment. Accomplishments for the quarter included:

- Policy/Guideline Change. A new program planning cycle, requiring a six-weeks lead time was implemented. This new cycle gives us more time to effectively advertise our program package and to coordinate with other unions or co-sponsors. A new policy on comp tickets is 90% complete and will be implemented winter quarter. New guidelines on "All Council" programs is about 50% complete.
- Program Coordination. This area has lagged somewhat behind our expectations, but progress was made in coordinating film prices with St. Paul Student Center.
- Exec Committee Effectiveness. The committee functioned exceptionally well. There is a good balance between content and process, and the entire committee works together to plan quarterly "action-planners" which reflect organizational priorities.

- CUPC Meetings. The quality of the meetings is between superior and outstanding. The attendance has been the highest in our history, averaging around 20 persons. Further, the meetings reflect quality planning and improved information sharing.

- Homecoming. This program coordination was extremely successful. Some of the obstacles previously encountered such as absence of students during the planning were eliminated. The executive committee demonstrated solid leadership in delegating many of the program tasks. The evaluations of the program package indicate that Homecoming will be even a stronger program and tradition in the future.

- ACU-1/Siggelkow Governance Conferences. CUPC leaders played a major role in both events, drawing upon the presentations in improving their skills and contributing to sessions, which was particularly significant at the Siggelkow Governance Retreat because it gave CUPC a unique kind of visibility which can lead to collaboration with other governance groups.

- Whole. Good communications were established with the leadership of the Whole in working toward program clarity and financial stability.

- Program Sampling and Evaluation. Nothing was done with this item during fall. We will need to make some initial decisions regarding the utility of a Minnesota Union effort early in Winter.

- Overview. We have received outstanding leadership and overall coordination. The agenda for the year consists of completing many items that are in progress such as a redefinition of "All Council" programs and of the Whole program, as well as developing student to student communications through a concept called networking, which consists of establishing assessment links between the exec and program areas to evaluate both our programs and the impact of CUPC experience on individuals.

AMERICAN INDIAN CULTURAL PROGRAM - The American Indian Cultural Program planned two events for the fall quarter but one, a talk by Bill Means, was postponed when the speaker was unable to travel because of bad weather. The remaining event, a holiday party, was held off campus at the Heart of the Earth Survival School. About a hundred people, including several faculty and staff members, attended the event. It has originally been planned to be held in the union but was moved to the off campus location when a food permit could not be obtained to serve traditional items as part of the program. (Current University policies prohibit use of home-made items.)

Bill Means, a member of the International Treaty Council, was to have spoken on American Indian Treaty Rights. The program will be rescheduled for winter quarter.

Last year's coordinator agreed to continue in the position until a replacement can be found. At present there are no candidates.

BLACK CULTURAL AFFAIRS - BCA, under the student leadership of Teri Gray and Jack Rainey and interim advisor Rufus Simmons, began the academic year with the assessment of BCA's organizational needs. It was concluded by BCA Steering Committee (comprised of the forementioned individuals) that efforts be expended on establishing BCA as a committee with clearly defined operation structure, committee staffing and operating process prior to attempting the development of BCA program/activities

for fall quarter. It was a consensus that BCA must first re-establish itself, "lay the foundation" via the establishment of goals and objectives toward which the creative energies and ideas of its membership would be directed. The Steering Committee also concluded that BCA must first determine what it is through group consensus building, what impact it desires to have upon the university, and how to best meet the needs of Black students and the University of Minnesota. The conceptual plan was that through the process of Black student need identification, development of specific goals and objectives, and goal-objective prioritization and staffing to meet the objectives, that an organizational foundation would have been put into place which could be strengthened and built upon in the future.

The membership roster was reviewed and it was ascertained that there are eight (8) carryover members from the 1980-81 academic year with an additional four (4) ad hoc members.

- Key BCA Leadership Position Vacancies and Appointments. The positions of Finance, Publicity, Project Coordinator, Secretary, along with the position of Programming Chairperson for Education Cultural, and Social/Recreation were established and the recruitment process was begun. The programming areas of Education and Cultural have been consolidated along with Social and Recreation due to a lack of membership to adequately fill each of the committees. Jack Rainey will serve as project coordinator, Rufus Simmons will provide the secretary function, Thomas Nins will chair the Education/Cultural Committee and Gregory Burney will chair the Social/Recreation Committee. The original committee structure will be put into effect when there is sufficient membership to warrant the committee's expansion/separation.

The positions of Finance and Publicity will await future BCA committee and program development.

- Membership Development. Bio-sketch and interest/skills assessment forms were completed by individual members. This data will be utilized in the committee development via noting particular skill-strength and shortcomings and implementing specific workshops to address the individual and area needs. BCA will draw upon CUPC's program consultants and Executive Committee members for the presentation of specific workshops.

- BCA and University of Minnesota Black Student Needs Assessment.

BCA identified the following U of M Black student needs:

- | | |
|-------------------------------|----------------------------------|
| 1. Unity | 6. Networking and group building |
| 2. Support | 7. New student orientation |
| 3. Motivation | 8. Spiritual |
| 4. Organizational involvement | 9. Expanding knowledge of others |
| 5. Self awareness | |

- BCA Needs.

1. Organizational development and networking with other organizations.
2. Membership need to assume greater responsibility for BCA, increase delegation - team building.
3. Goal and objective development through group consensus.
4. Improved communication between members.
5. Consistency in programming:
 - a. regular schedule of programs
 - b. long/short range plans
 - c. high quality of individual programs
6. Recruitment and retention.

- BCA Members Expectation.

1. Individual involvement and team goal met.
2. Dependable members and follow through.
3. More involvement in the Black community.
4. Accomplishment of individual goals.

- Black History Month A Programming Priority. BCA has targeted February and Black History month as its major programming thrust. To date committee members have been organized into two major committees, Social/Recreation and Educational/Cultural. Subsumed within each major committee area are, tentatively planned, the following programs. Educational/Cultural: workshop, networking, male/female relationship, leadership development, Gallery exhibits, lecture/discussion series. Social/Recreational: Black musician noon concerts, films, and co-sponsored Black student organization formal dance.

CHICANO/LATINO CULTURAL AFFAIRS - We began the quarter with no members and no coordinator. A new Coordinator, Maria Velasco, was recruited and selected. Some of Maria's immediate priorities were to build a strong committee, to articulate the program needs of the Latino community on campus, and thus to provide continuity in leadership and direction for the future.

Much of the preliminary work was accomplished. Maria grounded herself in the workings of CUPC, and has built strong connections with the community, especially with The Chicano Student Cultural Center and The Chicano Learning Resource Center. In addition, three committee persons were recruited and now constitute the core leadership which will implement a film/discussion series early in winter.

We are hopeful that the committee is on its way to contributing to the development of a multi-cultural program in this community, and of serving the needs of the members of the committee itself. We are optimistic.

CURRENT EVENTS - Fall quarter, the CE committee had a new coordinator, Deb Durkee, and two new members to begin the year. It continued to be a small membership throughout the quarter, despite the CUPC recruitment campaign, Daily ads, and fliers placed by the CE area. The group process was excellent, due to the high level of commitment and desire of the new members to learn all of the aspects of programming. There were many new experiences for all CE personnel including the public introductions to the Kaufmanis and McCarthy lectures. The members who challenged themselves to this new experience felt a high sense of accomplishment.

To begin fall quarter, a lecture series of interest especially to women was presented with the Women's Center and the University YWCA. Women in Management and Administration focused on New Models of Management. Several well known speakers from the Twin City area took part in the program. The content included lectures on power, affirmative action, co-op management, management in public agencies, corporate foundations, and women's agencies. There will be a similar series each quarter this year, with a change in the content focus. Next quarter the emphasis will be on management skills.

Eugene McCarthy was our main speaker for the quarter. He was invited as the Homecoming '81 alumni representative. His lecture was on American public policy - military and economic. It was an exciting day for CE volunteers as he spent some time with them in the office talking about his past experiences.

This was the third year for the Horizons program which consisted of lectures by Professor Gail Thoen, General College; Baldave Singh, Office of Minority Affairs; and Paul Cashman, Speech Communications. Attendance was a bit low at first, building to an audience of 90 at the last lecture. Coffee and cookies continue to be served, keeping with the informal format of the program.

In assisting our Asian Pacific American community on campus, the committee spent many hours with ad hoc volunteers from the Orientation Office planning an Asian Pacific American Evening. The objective of the program were to bring together the Asian students on campus for a basic orientation to community services, an introduction to Asian student organizations, and an opportunity to socialize and meet other Asian Americans. Dance performances, music, and a welcome address by Baldave Singh, Director of the Office of Minority Student Affairs were the components of the program. The Asian Pacific Learning Resource Center (APLRC) endorsed the program with their co-sponsorship.

CE assisted a new organization on campus called the L-5 Society of Minnesota in informing the campus community on the Space Shuttle Launch. This recently developed association which is interested in space settlement and technology, set up television to monitor the event and displays to inform on space exploration as part of the day's events. The program took place in the Commuter Lounge, giving passerbys an opportunity to have a minute by minute update on the Launch and discuss space issues with L-5 personnel.

For the 14th year in Coffman, Prof. Karlis Kaufmanis again presented his annual lecture to one of our largest audiences in the Great Hall. It was, as usual, well received, and he continues to have the special charisma that makes his presentation so extraordinary.

In response to an immediate concern in the Twin Cities community on rent control, a debate was co-sponsored with University MPIRG. Jack Cann, Coalition for Affordable Housing and Jack Horner, Minnesota Multi-housing Association participated. This was an opportunity for discussion on an issue of current significance to a large number of students on campus.

At the end of the quarter CE membership was down due to the resignation of the Coordinator, Deb Durkee and the move to another university by Elaine Youngbauer. Committee member Nga Ngo will continue working with the committee, chairing our Nova series planned for winter quarter; Jane Kelly, a new volunteer will assist making their contributions in helping to orient new members we hope to attract through a more intense recruitment campaign.

GALLERY - The gallery's fall exhibits coincided significantly with its goals and objectives to coordinate the exhibit program with academic departments, outstanding faculty and alumni artists and regional professionals, to present a diversity of contemporary art work for the U of M general audiences and to offer opportunities for work by advanced student artists to be presented.

During the late summer efforts were made by the staff to identify outstanding alumni artists who might consider exhibiting at their alma mater. Names and contact information were sought through arts related departments and faculty, the U of M Alumni Association, University Gallery and other local arts resource organizations. As a result we were successful in presenting lithographs by

internationally known artist James Rosenquist, which were representative of the pop art style, focusing on images of mass production and modern experience. At the same time we featured documentary work representing the exterior building painting of Richard Haas, who also has a strong national reputation, as well as recent photographic work by Studio Arts faculty member Gary Hallman, who is also an alumnus. These distinguished alumni exhibits were scheduled to coincide with the 1981 Homecoming celebrations and we were successful in receiving small grants and cooperative funding from the CLA graduate office and Homecoming committees to handle shipping costs and special receptions. Professor Hallman's work was also presented in conjunction with the Graduate Student Orientation Program "Labyrinth" series.

For the third year coordinations with the College of Liberal Arts and University College Alumni Society's Spectrum program led to two special exhibits which this year focused on the culture and art of China. "China: The Minnesota Connections" involved the presentation of traditional artifacts in Gallery 1 and informational documentary materials in Gallery 3. In addition, a special video screening of the award winning "From Mao to Mozart" film which documents Isiac Stern's cultural exchange trip to China was presented to several hundred people on a Sunday afternoon. A group show by seven graduate students from the St. Paul campus Design Department was also presented in Gallery 2 during early November.

The final shows for the quarter involved presenting large sculptural pieces by South Dakota artist Carol Hepper. This show received a South Dakota State Arts Board grant to cover shipping and transportation costs which neither artist or Gallery could afford. An equally unusual show was presented in Gallery 2 at the same time featuring the work of Iowa art faculty member Douglas Schlesier whose work consisted of mixed media wall sculptures containing ceramic face masks intergrating with architectural elements to form new icons.

Also significant this quarter was the successful recruitment of a Gallery Coordinator applicant and active volunteer committee.

CONTEMPORARY ARTS - The Contemporary Arts programs for Fall '81 were probably the most effectively coordinated and managed series ever offered during a fall quarter. This was due to the experienced leadership of coordinator Ric Way, dance chairperson, Susan Davis and literary chairperson, Cindy Dickenson. Over the last six months the committee had developed plans to coordinate several events to be associated with the major Twin Cities Dance Festival; "New Dance USA". One of the two dance related conferences originally planned, the critics conference, which consisted of several dance critics talks and panel discussions was presented with the National Dance Critics Association and Walker Art Center. Department of Journalism and Mass Communication plus Concert and Lecture Department funds were successfully committed to the project and only because of the late dates for artist confirmation were we prevented from submitting a Minnesota Humanities Small Grant Proposal. Nationally known dance critics and journalists were brought to the Twin Cities for these events. Also presented as part of the festival held on campus were two lecture demonstrations by the Rosalind Newman Dancers and the Margaret Jenkins Company. Contemporary Arts had been awarded a grant to present these along with five other educational dance programs during 1981-82.

Besides "New Dance USA" events, the dance committee presented the Paul Taylor Dance company lecture demonstration program to a standing room only audience. The 3:15 pm time block still seems to have the potential for a strong campus and community aud-

ience response as indicated by our two largest program attendances being at that time on a Friday afternoon. Also, the committee contributed financial and in-kind services to the U of M Graduate Student Orientation program "Labryinth" by presenting two performances choreographed by dance faculty member Maria Cheng and a dance information program "A Glance at Dance" which was an educational program presented through Concerts and Lectures.

This year's literary Series was launched with three strong and diverse writers being featured. W.S. Merwin is a poet playwright, translator and prose stylist whose comments on contemporary social and literary consciousness were extremely stimulating. Lucile Clifton is a poet and children's author who was well received by feminist, black and education department students and staff. Finally, Francine du Plessix Gray who has extensive credits in social reporting and short prose writing added to the most substantive literary discussion sequence we have ever presented.

Seven more writers will be presented in this series co-sponsored with the Walker and the Loft. We were successful in receiving a substantial grant from the State Arts Board for this year's series. One other literary event which the committee facilitated was the Midcontinent Forum for the Future of Literature Conference held in Coffman for 3 days to discuss public and private support for the literary arts.

The music events for fall were equally diverse in terms of opening up some new connections for these lecture demonstrations. Ideas of South American composer Alberto Ginastera were presented via a translator to an appreciative audience in the Scott Hall auditorium before his local performance at the Walker. This event was co-sponsored with the Minnesota Composers Forum as well as Music Department and Walker Art Center. The other contemporary musician presented was George Lewis, director of the New York Kitchen performing arts center as well as trombonist composer who utilizes synthesizer and microcomputers with remarkable results.

PROGRAMS, EVENTS AND ATTENDANCE .

VOLUNTEER HOURS

<u>AREA</u>	<u>FALL 1981</u>	<u>FALL 1980</u>		<u>FALL 1981</u>	<u>FALL 1980</u>
<u>Whole</u>					
Programs	14	7	Core Group	14	20
Events	18	21	Ad Hoc	6	15
Attendance	2102	2356	Hours	500	1081
<u>Film & Entertainment</u>					
Programs	14	15	Core Group	5	8
Events	54	47	Ad Hoc	20	3
Attendance	6160	8750	Hours	280	310
<u>Recreation & Travel</u>					
Programs	5	5	Core Group	3	2
Events	5	7	Ad Hoc	5	25
Attendance	124	527	Hours	160	450
<u>Public Relations</u>					
Programs	Not Applicable		Core Group	4	2
Events	"	"	Ad Hoc	5	1
Attendance	"	"	Hours	203	105
<u>Personnel</u>					
Programs	3	5	Core Group	1	1
Events	3	5	Ad Hoc	4	3
Attendance	71	199	Hours	185	175
<u>Finance</u>					
Programs	Not Applicable		Core Group	1	1
Events	"	"	Ad Hoc	2	2
Attendance	"	"	Hours	106	510
<u>President</u>					
Programs	Not Applicable		Core Group	1	1
Events	"	"	Ad Hoc	0	0
Attendance	"	"	Hours	275	300
<u>American Indian Cultural Program</u>					
Programs	1	2	Core Group	1	1
Events	1	3	Ad Hoc	7	7
Attendance	100	240	Hours	65	80
<u>Black Cultural Affairs</u>					
Programs	-	6	Core Group	8	15
Events	-	8	Ad Hoc	6	13
Attendance	-	391	Hours	112	648
<u>Chicano/Latino Cultural Affairs</u>					
Programs	-	-	Core Group	4	-
Events	-	-	Ad Hoc	-	-
Attendance	-	-	Hours	100	-

PROGRAMS, EVENTS AND ATTENDANCE

VOLUNTEER HOURS

<u>AREA</u>	<u>FALL 1981</u>	<u>FALL 1980</u>		<u>FALL 1981</u>	<u>FALL 1980</u>
<u>Current Events</u>					
Programs	20	7	Core Group	4	5
Events	29	34	Ad Hoc	11	13
Attendance	4425	3060	Hours	298	368
<u>Gallery</u>					
Programs	13	22	Core Group	5	0
Events	56	118	Ad Hoc	1	0
Attendance	13361	9715	Hours	118	0
<u>Contemporary Arts</u>					
Programs	11	16	Core Group	4	4
Events	17	18	Ad Hoc	2	2
Attendance	2114	1685	Hours	190	190
<u>TOTALS</u>					
Programs	81	85	Core Group	55	59
Events	183	261	Ad Hoc	69	82
Attendance	28457	26923	Hours	2592	4217

Faculty/Staff Program Involvement: 32

Supplemental Monies:

Contemporary Arts -	3,917.00
Gallery -	800.00
Current Events -	<u>250.00</u>
Total -	4,967.00

MINI COURSES

This quarter the Coffman Union Mini Course program shared brochure and advertising space with the St. Paul Student Center and West Bank Union. This new Minnesota Union venture contributed to the successful programs in all three unions. Participation was excellent overall, with Coffman showing an increase of 14% from fall 1980 in the number of 1030 students.

Ten thousand Mini Course brochures were distributed and mailed around campus. The Minnesota Daily advertising campaign encompassed two full pages, which were supplemented by several large ads using Minnesota Union format.

In our Minnesota Union liaisons, West Bank Union focused on business related courses such as "How to Read the Wall Street Journal" and "Investments." St. Paul offered a diverse selection of courses such as "Auto Repair" and "Rock Climbing." Although several courses in St. Paul's offerings were similar to Coffman's, there appeared to be little consequence in the registration at either union.

Other campus departments who participated in the program this quarter were the University YWCA and Boynton Health Service. The YWCA sought cosponsorship with a Contact Improvisation class and Boynton with a series of wellness courses: "An Ounce of Prevention, Wellness Assessment," and "Cooking for One or Two." All courses from both units successfully registered.

Generally, course offerings were expanded in the areas of Health and Wellness, Business, and Dance and Movement. Indications from evaluations and current trends showed these areas to be of possible high interest to our campus community. Registration in these classes did reflect the projected need and desire.

The category of Mini-Mini Courses was expanded to attract the constituency who may be looking for a less expensive, less time consuming course. These courses are one to four sessions with a reduction in the administrative fee which in turn lowers the class fee. Example courses with this format were "Lapidary," "Beer Making," "Cross Country Ski Clinic" and "Self Defense techniques."

Spaces for classes were used in Amundson Hall, Kolthoff, Murphy, and Boynton Health Service. Coffman's space was used for 83% of the classes. Newman Center kitchen facilities were used for the third time, but again the courses did not meet the minimum registration. It is very probable that the cost of rental fees for the facility will be terminated next quarter.

In reviewing the many changes and challenges of fall quarter, it is obvious that the program is in a new state of change. The Minnesota Union liaison is bringing the program to new decisions on data collection, sharing operating margins, systems building and coordination. These issues will be explored and resolved in the upcoming quarters.

Mini Course Data

<u>Quarter</u>	<u>Number of Participants</u>	<u>Courses Offered</u>	<u>Sections Offered</u>	<u>Sections Going</u>	<u>Success Rate</u>
Fall, 1981	1030	68	116	99	85%
Fall, 1980	905	62	102	86	85%
Fall, 1979	769	56	88	78	89%

<u>Fall, 1981</u>	<u>Fall, 1980</u>	
682	658	Students
325	232	Non-students
23	15	CMU/UBOG/CUPC
240	230	Mail-in Registration
790	675	In-Building Registration

Courses for Fall

- * New Courses
- M Mini Mini Courses
- # Cancelled Courses of Sections

WEST BANK UNION

- M* How to Read the Wall Street Journal
- Intro to Micro Computers
- M Investing in Precious Metals
- Investments I (2 sec.)
- * Investments II
- M Personal Money Management
- Real Estate Buying (2 sec., 1 sec. #)

COMMUNICATIONS

- Art of Illusion/Acting
- Assertiveness
- French
- German #
- * Public Speaking #
- Sign Language I
- * Swedish
- Typing I (2 sec.)
- * Typing II #

CRAFTS AND FINE ARTS

- M Block Printing #
- Calligraphy
- M Camera: An Intro to 35mm (2 sec, 1 sec #)
- Ceramics (3 sec)
- * Drawing & Mask Making #
- M Lapidary
- Origami #
- Photography (3 sec, 1 sec #)
- * Picture Framing
- Stained Glass
- Woodworking (2 sec)

DANCE AND MOVEMENT

- Aerobic Dance (4 sec)
- Ballet I (3 sec.)
- Ballroom Dance (2 sec)
- * Contact Improvisation for Women
- Jazz Dance I (3 sec, 1 sec #)
- * Jazz Exercise (2 sec)
- Popular Dance
- Tap Dance

FOOD AND DRINK

- M* Beer Making
- M* Cooking for One or Two
- M* Middle Eastern Cooking #
- M* Pasta Cooking #
- Wine Appreciation
- Wines of California

GAMES AND SPORTS

- Chess #
- M* Cross Country Ski Clinic
- Dungeons & Dragons #
- Martial Arts
- Pocket Billiards #

HEALTH & WELLNESS

- CPR (2 sec.)
- First Aid
- Hatha Yoga
- Massage (2 sec.)
- Permanent Weight Control
- M Self-Defense Techniques #
- Slimastics
- Tai Chi Chuan
- * Weight Training
- Wellness: An Ounce of Prevention
- M* Wellness Assessment
- * Yoga & Stress Management

MUSIC

- Flute (6 sec.)
- Guitar, Classical, Beg., Private (4 sec.)
- Guitar, Folk, Beg., Class
- Guitar, Folk, Beg., Private (2 sec.)
- Harmonica I, class
- Piano, Beg., Private (10 sec.)
- Piano, Advanced, Private (2 sec.)
- Violin, Beg., Private (2 sec.)
- Violin, Beg., Class, Suzuki #
- Voice, Private (8 sec.)

RECREATION/OUTINGS CENTER

With the notable exceptions of table tennis and amusement games, usage in the Recreation/Outings Center was down rather dramatically for the Fall quarter. Projections indicate that facility income for the year will be below budget by about \$6,000.00 Expenses are expected to be close to budget although miscellaneous payroll costs may increase because of higher than expected salary adjustments. Thus, 1981-82 presents some unique problems in R/OC that will need to be addressed on both a short and long-term basis.

Bowling was down 11.5 percent overall with both league and open lineage showing declines of about 17 percent to 4,443 and 14,462 lines respectively. Physical education use is up almost 6 percent to 5,477 lines and intercollegiate play is up 12.5 percent to 1,793 games.

Billiard play is also down about 17 percent. However, some of this may be attributed to more accurate record keeping of the Cue-nique. Play for the period of September 25 thru December 17 was 5,379 hours and 42 minutes. Table 27, the most used in the facility was in service 55.7 percent of the available time. The average of all pocket billiard tables was 41.3 percent utilization. The carom and snooker tables were used 15.8 percent of the time. A single player used the pocket billiard tables 22.6 percent of the time while two-player use accounted for 62.1 percent of the play. For snooker and carron tables, 28.8 percent of the use was by groups of three or four.

Table tennis play for fall quarter totaled 1,482 hours and 54 minutes. This is 31.7 percent of the available time. The new Stiga tables are drawing an ever improving level of player and when replacement of the floor is completed the facility will be the best available at any university in the country.

Outings rentals are somewhat up from last year but the fall season normally represents a very small portion of the year's total. The forecast calls for more snow this year than in the past two seasons and with an increase in the number of skis available, the rental program is expected to be considerably ahead of the last two years.

Amusement game usage continues to increase steadily although a bit slower than in previous years. This may be an indication that a leveling of use can be anticipated in the coming months.

Efforts to hire as many work-study students as possible has increased the number of employees (most work-study students have fewer hours available for employment) and created an increased demand for supervision. However, the quality of employee is generally above average and use of the procedures manual and competency program is expected to minimize this problem over time.

ARTCRAFT STUDIO

SUMMARY:

Overall use of the facility was down 23% compared with 1980 levels. Woodworking, which accounts for approximately 50% of our use was particularly hard hit, showing a decline of some 30%. Our advertising was comprehensive and more sharply executed than last year, and we implemented an extensive Homecoming special program. Thus we are somewhat mystified as to the exact causes of this decline. Speculation and fragmentary feedback suggest that leisure dollars, even those for educational and practical uses are not as plentiful as in past years. We will need to further analyze usage patterns and our advertising program to improve the situation.

SPECIAL PROGRAMS:

Homecoming Activities - October 6-7: Presented a variety of crafts for two days; first demonstrating in the Ski-U-Mah Lounge then moving to the Studio for the rest of the afternoon, showing stained glass, pysanky art, calligraphy, block printing (not greeting cards) illustrations, lapidary, dri mounting, ceramics, and matt cutting.

Ceramics - Level of use was up for the first time for a comparable period in about two years.

Duplication - Electro stenciling remains popular, but other units show about 25% decline in use.

Woodworking - As mentioned, this area suffered the greatest decline in use, which is also damaging in terms of income generation.

Hand Arts - Stained glass, picture framing, and lapidary are consistent, but again, overall use was down by 20%.

Mini-Courses - One more course conducted than last fall. The "core" courses remain successful, but new offerings have not fared well.

Photography - Level of use even with last year. The area is scheduled for replacement of several small parts during quarter break.

LEVELS OF USE:

	<u>Fall 1981</u>	<u>Fall 1980</u>
Ceramics	400	391
Duplication	338	448
Woodworking	2052	2954
Handarts	413	526
Photography	495	516
Mini Courses	472	552
TOTALS	4170	5387

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting, Monday, January 25, 1982
12:00 Noon, Room 346 CMU

AGENDA

- I. Call to Order
- II. Approval of Minutes of January 11
- III. Reports
 - Executive Committee
 - CUPC
 - Directors
- IV. Old Business
 - CMU Staff Introduction - Program Staff
- V. Fall Quarter Directors Report
- VI. New Business
 - Approve Tom Westbrook as Gallery Coordinator
 - Complimentary Tickey Policy
- VII. Union's MU Program Budget
- VIII. Adjourn

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Minutes of the Coffman Union Board of Governors
January 25, 1982

Present: Greg Erickson, CUPC
Jim Strawn, CUPC
Michael Hoppe, CHIP
Linda Fisher, GC
Bill Byrne, MSA
Mark Olson, CS (Student)
John Schultz, Faculty
Berton Atkinson, CMU
Karl Sisson, CUPC
Beverly Stewart, Faculty
Glenn Hendricks, OSA
David Haberman, IT
Barry Bridges, UBOG Alumni
Cindy Holton, CS (Clerk)
Rufus Simmons, CMU
Bernie Molitor, CMU

Absent: Steve Carlson, CLA
Norman Holte, CC
Bob Ledder, Food Service

Excused: Steve Yurek, CUPC

Guests: Jon Goossen, CUPC; Mary Litsheim, Program Consultant;
Marlene Vernon, Program Consultant; Jim Elert, Public
Relations Rep; Jim Hemphill, Advisor, Recreation/Travel;
Tom Westbrook, Coordinator, Gallery; Vi Justice, Secretary

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

The minutes of January 11 were approved as written.

New faculty rep Beverly Stewart, Assistant Prof. and Social Worker for Consolidated Health Center, was introduced and welcomed to the Board. Board members in turn introduced themselves and identified their area of representation to Ms. Stewart.

REPORTS

Executive Committee. Dave Haberman reported the committee has been examining the 1981-82 Union objectives and correlating them with issues of immediate, short- and long-range importance to the MU fee request. The committee has been constructing the Exec agenda for efficient presentation of matters to UBOG. Board members wishing to place an item on the agenda of XC or Board, please discuss with the chairman first.

CUPC. Greg Erickson noted the upcoming films. He reviewed the draft of the proposed comp ticket policy. CUPC has also been discussing special events program possibilities. Special events programs involve different areas working together on one program.

UBOG Minutes

January 25, 1982

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Director. Rufus Simmons reported the Directors have been involved in reviewing staff fall quarter MBO's, and this will probably run thru February. They are also working on developing the component parts of the MU Programme.

Bill Byrne asked why all the third floor rooms are booked by Mini Courses. Mr. Simmons explained that the reservations are made spring quarter via a master calendar program. Mary Litsheim, Mini Course Coordinator, noted that Mini Courses had not booked all the third floor rooms.

Program Staff Introductions

Jim Hemphill, Marlene Vernon and Mary Litsheim were present to continue the orientation of Board members to the departmental programme structure of MUCB as it relates to Activities.

Jim Hemphill holds a half-time position as advisor to Recreation/Travel. The recreation programs he advises are information-type programs/workshops. Travel consists of trips outside of the University area with participation mainly from University people. Travel programs are close to breaking even; participants pay their own expenses but CUPC picks up the advertising expense. There is good learning opportunity for volunteers in the Recreation/Travel area.

Mary Litsheim is advisor to Current Events, Asian American Cultural Affairs, Mini Courses and CUPC Student Development. She capsulated areas' activities and noted the following concerns: Current Events - to maintain the committee and keep a good funding base for programs (outside funding has been sought). Asian American - has not got off the ground - she is looking to having this as a separate area with a coordinator in order to have a vote in the Council. Mini Courses - concern is to maintain a high level of visibility and to keep costs within inflationary bounds. Student development - concern is for higher visibility and higher involvement.

Marlene Vernon is advisor to the Gallery, Contemporary Arts, Public Relations and Finance. She noted the Gallery started the fall quarter with a new coordinator and new student personnel. There is a need for a phone and better means of communication. There is a problem of physical discomfort in the area because of its proximity to the building entrances and the cold. Contemporary Arts includes performing art, literary art as well as visual art. The area has been relying on Grants for programming.

Bernie Molitor noted that a common program staff concern is student development. The purpose of introducing staff to the Board is to increase Board and Staff contact. He invited Board members to stop by the office and contact staff in case they have any questions.

UBOG Minutes

January 25, 1982

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Fall Quarter Directors Report. Rufus Simmons asked if there were questions or additional information needed regarding the fall quarter directors report that was distributed at the January 11 meeting. There were none.

Gallery Coordinator. Tom Westbrook assumed the responsibility for coordinator of the Gallery fall quarter. Tom is a sophomore planning a career in the arts. He has been attempting to develop a good volunteer committee for the Gallery and has 5 members at this time. The Gallery exhibits Grad Student and Faculty shows. Student art is exhibited more at the Kathryn Nash Gallery on the West Bank. Tom was recently appointed as Coordinator to the Gallery by CUPC. Motion was asked for approval of his appointment.

MOTION 7-82 (Erickson-Strawn) Move to approve Tom Westbrook as Coordinator of the Gallery.

Approved.

Comp Ticket Policy. Greg Erickson reported the proposed policy (copy attached to secretary's minutes) will be approved today at the Council meeting and will be brought back to the Board in two weeks for approval. This policy is for Coffman Union. The policy will be addressed at an MU level at a later date.

MU Program Budget. Rufus Simmons called attention to the following handouts:

- 1) MU Mission, Goals, Programmes and Projects (to be used to develop the budget).
- 2) List of MU/CMU Programme Structure - Project Coordinators.
- 3) MU Project Price Information Questionnaire form. (Forms to be completed by project coordinators within MU to define process relating to price rational. Feedback will be coming from Carl Nelson.)
- 4) 1982-83 Planning, Programming and Budgeting Memo by Carl Nelson (giving timelines of budget involvement).
- 5) Operating Accounts, Income and Expense Summary, July to September 30 (attention was directed to page 4 of budget for income (expense) balance).

Board members were asked to review handouts and come back to the next meeting with any questions. Close attention should be paid to handouts 1 and 4.

ANNOUNCEMENTS

UBOG meeting February 8, 346 CMU, Noon. (lunch available at 11:45 am).

The meeting was adjourned at 1:05.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

COMP TICKET POLICY (2nd Draft)

Objectives:

- 1) To reward volunteers and employees for their efforts and time within the Program Council, Coffman Union, and Minnesota Union.
- 2) To encourage more interaction between program areas and volunteers.
- 3) To promote programs within the Program Council, Coffman Union, and Minnesota Union.

Procedures:

Films

I. Minnesota Union Volunteers

- 1) Encouraged to go to previews. (A guest may also attend.)
- 2) Ten passes will be available for each show on a first come, first serve basis.
- 3) Limit of two passes per person for CMU volunteers.
- 4) Limit of one pass per person for all other MU volunteers.
- 5) Membership cards must be shown when picking up passes.
- 6) Passes must be picked up from the Program Office Receptionist desk the week of the show to be attending. (Hours are 8 am-4:30 pm, Mon - Fri).
- 7) Note that after 12 Noon on Friday, passes will be given out to both volunteers and employees.
- 8) Must wait in line with everyone else and take the same chances of getting in.

II. Employees of CMU

- 1) Encouraged to go to preview. (A guest may also attend.)
- 2) No passes for weekend shows will be given - unless extra passes are left over.
 - a) Extra passes can only be picked up between 12 Noon and 4:30 pm on Friday of the show to be attended.
 - b) Extra passes can be picked up from the Program office Receptionist desk.
 - c) Limit of one pass per person.
 - d) Must wait in line with everyone else and take the same chances of getting in.
 - e) No guarantee of extra passes.

Whole**I. Minnesota Union Volunteers**

- 1) Ten passes will be available for each show unless otherwise specified by Whole Coordinator) for each show on a first come, first serve basis.
- 2) Limit of two passes per person.
- 3) Membership cards must be shown when picking up passes.
- 4) Passes must be picked up from the Program Office Receptionist desk the week of the show to be attending. (Between 8 am and 4:30 pm, Mon-Fri.)

II. GNU Employees

- 1) Six passes will be available for each show (unless otherwise specified by Whole coordinator) for each show on a first come, first serve basis.
- 2) Limit of two passes per person.
- 3) Passes must be picked up from the Program Office Receptionist desk between 8 am & 4:30 pm, Mon-Fri on the week of the show to be attending.

Special Events (Admission Charged)

Arrangements will be made by the planning committee for each event - procedures and number of passes will depend on the particulars of each specific event.

Notes:

- 1) No card flashing - volunteers and employees will not be admitted free without passes.
- 2) Passes only guarantee getting to see a show free, it does not guarantee admission for full houses; so be sure to arrive early enough to gain admission.
- 3) Passes will be given out beginning the Monday the week of the show.
- 4) CUPC employees are considered as Minnesota Union volunteers.
- 5) Previews (i.e. Weekly Screenings) are not guaranteed to be error free.

1/82

MINNESOTA UNION

MISSION, GOALS, PROGRAMMES AND PROJECTS

January 11, 1982

(Paper Prepared by Carl Nelson)

The Minnesota Union Mission and Goals set forth by the Minnesota Union Coordinating Board are:

MISSION STATEMENT:

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

GOAL STATEMENTS:

Activities: Provide, for the University community, activities through which members of the community may express, discuss, and consider ideas; express and experience arts, music, film, and dance; recreate in or develop an understanding and appreciation of the outdoors; engage in leisure interests; and attend entertainment events.

Services: Provide support services to other student organizations and campus activities which also contribute to these goals above. Provide conveniences and amenities responding to personal needs of students, faculty and staff engaged in classroom, study, or campus life.

Human Relations Development: Contribute to intellectual and personal development of students and staff who are involved as union volunteers, committee or board members, or as employees.

Facilities: Keep up, maintain, and operate union buildings and administer related spaces as support systems to programmes and projects which enhance the above goals.

Administration: Shared responsibility among all M.U.C.B. members for effective decision-making and assumption by student members of the responsibilities for leadership, in accordance with international and local union traditions, and within the educational mission of the University.

Effective and efficient operation of programmes.

Establish such general policies as may be necessary to assume essential coordination for the activities and the operation of all constituent unions.

Minnesota Union has programmed and currently manages **ACTIVITIES** and **SERVICES** projects for the purposes of education and education support; developing community; fostering knowing, understanding and caring. Two additional major programmes provide support necessary to the operation of these projects. Those programmes are **FACILITIES** and **ADMINISTRATION**.

The directors group has worked to express a rational programme structure of information and will present data within it so decisions can be made regarding priorities among goals, objectives for levels of service, programming to achieve these objectives with maximum efficiency and effectiveness, and budgets. An outline of this structure and programme definitions are presented below.

- I. **ACTIVITIES** (Activities Programmes are spheres of action in which union members are involved for purposes of learning, expression, recreation, socialization and pursuit of leisure interests. Many of the Activities Projects are programmed and presented by volunteers assisted by program staff. The program staff, in partnership with Activities leaders, are, in those instances, also responsible for a programme of volunteers' personal development which can result from the performance of tasks within Activities programming.)
 - A. **CULTURAL** (Purposes of the Cultural Programme projects are to provide for expression, appreciation, knowledge, and understanding.)
 1. Visual Arts
 2. Performing Arts
 3. Literary Arts

- B. EDUCATIONAL (Projects are programmed to contribute to development of the intellect [knowledge, understanding, reasoning] and special skills.)
1. Ideas and Issues
 2. Mini Courses
- C. MINORITY PROGRAMS (Projects provide opportunities for developing understanding and for expression of culture, ideas and interest of racial minorities. The events also provide opportunity for group support as well as community building in association with the total Union and University.)
1. American Indian Cultural Program
 2. Asian-American Cultural Affairs
 3. Black Cultural Affairs
 4. Chicano/Latino Cultural Affairs
- D. RECREATIONAL/SOCIAL (Projects provide opportunity for refreshment, amusement, engagement in hobby interests, and/or social relations. Special programs as well as the experiences also provide opportunity for skills development.)
1. Recreational Skills & Knowledge
 2. Trips/Outings
 3. Bowling
 4. Billiards
 5. Table Tennis
 6. Table & Board Games
 7. Amusement Games
 8. Music Listening
 9. Square Dance Club
 10. Entertainment
 11. College Bowl
 12. Ceramics
 13. Hand Arts
 14. Photography
 15. Woodworking

E. VOLUNTEER DEVELOPMENT (Projects encourage involvement, contribute to learning from the involvement, and recognize the services provided to the community by volunteers.)

1. Recruitment/Orientation
2. Knowledge & Skill - MU Volunteers
3. Recognition
4. Knowledge & Skill - Other Volunteers

F. ACTIVITY & VOLUNTEER DEVELOPMENT SUPPORT (This is a programme of support such as promotion/publicity and finance provided specifically for this area.)

II. SERVICES (Services are programmed to support and enrich university and campus life. User fees are, as much as possible, structured to recognize prepayment of the student services fee to the Union.)

A. ACTIVITIES AND CONFERENCE SUPPORT (These services make it possible to present activities and conferences on campus.)

1. Rooms
2. Rooms' Set-Ups
3. Communication/Media
4. Catering

B. AMENITIES AND CONVENIENCES (Services to assist individuals functioning on campus in academic and extracurricular activities.)

1. Concessions
2. Bus Passes
3. Locker Rental
4. Lost & Found
5. Information
6. Photocopy
7. Food
8. Lounges
9. Outdoor Equipment Rental
10. Outdoor Equipment Sales
11. Equipment Swap
12. Services Enterprises Leases

C. STUDENT ORGANIZATION SUPPORT (Space and services which assist registered student organization with functioning and serving the campus.)

1. Organization Space
2. SOAC
3. Graphics Center
4. SODC Space

III. FACILITIES (Programmes to provide clean, comfortable, attractive, sound, secure buildings in which to present Activities and Services.)

A. Housekeeping

B. Security

C. Upkeep

1. Maintenance
2. Repairs and Renovation

IV. ADMINISTRATION (Programmes of policy-making, planning, data/information collection and reporting, public relations, and general operations management/leadership.)

A. GOVERNANCE (Programme of Boards of Governors functioning and members' personal development.)

1. Board of Governors

B. GENERAL ADMINISTRATION

1. Planning and Operations
2. Fiscal, Personnel & Payroll Records
3. Human Resource Development

C. PUBLIC RELATIONS

MU/CMU PROGRAMME STRUCTURE - PROJECT COORDINATORS

I. ACTIVITIES

A. Cultural

1. Visual Arts - Marlene
2. Performing Arts - Marlene
3. Literary Arts - Marlene

B. Educational

1. Issues and Ideas - Mary
2. Mini Courses - Mary/JAM

C. Minority Programs

1. American Indian Cultural Program - Jim
2. Asian American Cultural Affairs - Mary
3. Black Cultural Affairs - Rufus
4. Chicano/Latino Cultural Affairs - Bernie

D. Recreational/Social

1. Recreation Skills & Knowledge - Jim H
2. Trips/Outings - Jim H
3. COA - Jim S
4. Bowling - Jim S
5. Billiards - Jim S
6. Table Tennis - Jim S
7. Table & Board Games - Jim S
8. Amusement Games - Jim S
9. Music Listening - Dave G
10. Square Dance Club - DNA
11. Entertainment - Jim S/Marlene
12. College Bowl - DNA
13. Ceramics - JAM
14. Hand Arts - JAM
15. Photography - JAM
16. Woodworking - JAM

E. Volunteer Development

1. Recruitment/Orientation - Bernie
2. Knowledge & Skill Devel - Internal - Bernie
3. Knowledge & Skill Devel - External - Bernie
4. Recognition - Bernie

F. Support - Bernie/Marlene

II. SERVICES

A. Activities & Conf. Support

1. Rooms - Margaret
2. Room Set-ups - Tom K/Darren
3. Comm/Media - David
4. Catering - DNA

B. Amenities & Conveniences

1. Concessions - Barbara
2. Bus Passes - Bob
3. Locker Rental - Camille
4. Lost & Found - Camille
5. Information - Barbara
6. Photocopy - Barbara
7. Duplication - JAM
8. Food - DNA
9. Lounges - Darren
10. Outdoor Equip. Sales - DNA
11. Outdoor Equip. Rental - Jim S
12. Equip. Swaps - DNA
13. Leases - Bert

- C. Student Organization Support
 - 1. Organization Space - Bert/Margaret/Liz
 - 2. SOAC - Jay
 - 3. Graphics Center - DNA
 - 4. SODC Space - Bert

III. FACILITIES

- A. Housekeeping - Darren
- B. Security - Mark
- C. Upkeep - Darren
 - 1. Maintenance - Darren
 - 2. Rep & Ren - Bert/Darren/Liz

IV. ADMINISTRATION

- A. Governance - UBOG
- B. General Admin - Rufus/Bert/Bernie
 - 1. Plan & Op - Rufus/Bert/Bernie/Mark
 - 2. Records - Vi
 - 3. Human Resource Devel - Rufus/Bernie
- C. Public Relations - Jim E

1/25/82

MINNESOTA UNION
PROJECT PRICE INFORMATION
QUESTIONNAIRE

PROJECT _____

1. Please check the principle which applies to prices of this project charged to fee-paying students.

<u>Code</u>	<u>Principle</u>
_____ a.	Public good; prepaid by student services fee; no charge.
_____ b.	Partially supported by student services fees, grants or operations earnings. User fee assessed to offset portion of the costs.
_____ c.	Direct costs (not including overhead which is to be paid from fees, grants or other earnings) are fully distributed to users in charges.
_____ d.	Direct and overhead costs are passed on fully to users in charges.
_____ e.	User charges exceed the costs. Net earnings are used to fund other expenses.

2. If there is a user charge, but one which only partially offsets the cost of the activity or service; is the price most influenced by:

- _____ cost (price is set to recover some % expenses)
- _____ price (the concern is with giving fee-paying students a "price break")
- _____ marketplace (the price is determined by the "going rate")

3. What privilege and price is extended to those who do not pay the student services fee. Check one in each column as it applies to union members who do not pay fees (students, faculty, staff and alumni) and other guests in the union.

	<u>Member</u>	<u>Guest</u>
Not entitled to activity or service.	_____	_____
Assessed user fee at some rate as fee-paying student.	_____	_____
Assessed user fee at rate above fee-paying student.	_____	_____

4. Please describe the specific prices and price formulas currently used.

5. Please check the price setting process in use.

_____ Specific price is set by Board.

_____ Board establishes policy and guidelines which are translated into specific prices by those with authority over project.

January 5, 1982

TO: MUCB Executive
MU Directors

FR: Carl Nelson

RE: 1982-83 Planning, Programming, and Budgeting

BASIC ASSUMPTIONS

1. Planning includes policy (Board) decision-making. Policy decisions which are needed in order to programme and budget for 1982-83 are:

- a. Price Policy
- b. Relative Importance of Goals
- c. Level of Services in Meeting Goals
- d. If retrenchment is needed, priorities among goals and programmes/projects to meet them
- e. Acceptance of satisfactory efficiency level of programmes/projects
- f. Acceptance of satisfactory effectiveness of programmes/projects to meet intended levels of service
- g. Acceptance of a budget to support the projects programmed to the Board's satisfaction

2. The administration will be accountable for programming the Administration and Facilities projects to achieve efficiencies.

3. Activities and Services Project "managers" will be accountable for programming efficiencies and levels of service of "their" projects. The work will be reviewed by directors and approved by Boards.

4. The financial (programming and budgeting) task is to achieve the desired level of services at the desired quality level at a total input resource cost of \$120,000 than was estimated in November.

5. If additional cost cutting is needed, a policy task will be to decide what changes to make in level of service and quality (What is not going to be achieved or what is going to be done less well?) in order to reduce projects to cut costs.

6. The \$120,000 target will change if:

- a. Estimated salary inflation is different from 10%, estimated utility inflation is different from 20%, estimated supplies inflation is different from 5%.
- b. Price policies alter earnings projections which are based on the assumption that project costs increases will cause prices to be raised accordingly
- c. Level of Service decisions cause changes in programmes and programme costs
- d. Fee plans change
- e. Enrollment estimates change

CALENDAR

January 1st-15th

- Directors do 1981-82 data base according to programme/project structure. *30 JAN*
- Projects' managers report price information *20 JAN*
- Conceptualize Activities Evaluation -

January 16th-31st

- MUCB orientation to goal value setting and price policy setting
- MU Director drafts Programme Level of Service statements
- Form Activities Evaluation Team

February 1st-14th

- Projects' managers do six-month data update *28TH FEB*
- Directors programme Administration and Facilities efficiencies; report *28TH* to constituent unions, MU Director, and MUCB Finance
- MUCB Finance Committee evaluates and computes impact of efficiency plans
- MUCB Long Range Planning Committee recommend goal values and price policies
- Activities Evaluation Team Orientation/Interviews (*Geo*)

February 15th-28th

- Services Projects' managers (thru 3/15/82) programme efficiencies; report to constituent unions, MU Director, and MUCB Finance Committee. *15TH MAR 82* Committee evaluates and computes.
- MUCB decides on importance of goals and price policies. Receives report on efficiencies. Orientation to Levels of Service choices
- Activities Evaluation Team reviews data, requests information

March 1st-15th

- Service efficiency work completed, reported, reviewed, accepted *15TH*
- Activities Evaluation Team reports on level of service, performance, values, needs, efficiencies and other issues as they might occur
- 1982 MU Study (Phone Survey) completed and reported *Jan 5*
- MUCB Program Coordinating Committee recommends Activities Programmes Level of Services for 1982-83
- MUCB Long Range Planning Committee recommends Services Programmes Level of Services for 1982-83

March 16th-31st

- MUCB approves Levels of Services and projects' managers receive reprogramming instructions from MU Director after instructions are reviewed by MUCB Executive Committee. Activities projects' managers concurrently reprogramme for efficiencies
- MUCB receives and accepts satisfactory Services efficiency reprogramming

April 1st-15th

- Level of service reprogramming reported to constituent unions, MU Director, and MUCB (Services to Long Range Planning and Activities to Program Coordinating)
- MUCB Committees report cost data to Finance Committee. Committee decides if retrenchment is needed.
- If retrenchment is needed, Long Range Planning and Program Coordinating Committees do cost-benefit analysis of respective projects. Recommend low priorities

April 16th 30th

- MUCB decides project priorities if retrenchment is needed
- MUCB Finance approve retrenchment instructions or budget if retrenchment is not needed.
- Retrenched projects' managers reprogramme. Reprogramming reports to constituent unions, MU Director and MUCB by May 10th.

May

- Final budget approval
- Project budget base to 1983-84 as first step in Fee Request

June

- 1982-83 Programme/Project implementation

June-September

- Assess/Evaluate 1981-82 outcomes. Annual report
- Update Long Range Plan
- Rewrite quality indexes
- Rewrite levels of service statements
- MU Director write report of proposed changes to 1983-84 base for consideration in Fall by Long Range Planning, & Finance Committees.

Present: Karl Sisson, Steve Carlson, Mark Olson, Rufus Simmons, Bert Atkinson, Steve Yurek, Diane Coude

I. Review of Last Meeting

It was noted that in the last committee minutes of January 6, in the item referring to the Whole Coffeehouse that 'Coffeehouse' be struck from the minutes.

II. Fee Request Meeting, IV. Budget Process

The Fee Request Committee Chairperson will be contacting Carl Nelson and Mamie Jin regarding the date the MU fee request will be reviewed. The MU Fee Request was \$55,000 more than last year, not including the 9% inflation increase.

Rufus discussed the memorandum from Carl Nelson regarding the budgeting process stating that the 3 Unions will have to cut back \$120,000 with the inflation figures included. This will be accomplished in a three step process.

- 1) All staff will be asked to complete a form on Pricing Policy due on January 15.
- 2) Staff will be asked to look at efficiencies—to provide and project current levels of service at the same quality level at a lesser cost. They will be due February 28. In the meantime, the MUCB and Long Range Planning Committee will be prioritizing MU goals and objectives.
- 3) The budget will be pulled in line. If the cost benefit analysis-efficiency study does not achieve the \$120,000 retrenchment, each project will be looked at and there will be programmatic cuts in quality and quantity. In other words, if there is no change after the pricing policy and staff says they cannot cut anything from their budgets, then collectively the MU will cut back lower priority, lower impact programs and/or they could possibly cut all programs. These programmatic decisions would be made between March 15-April 15.

It was noted that \$120,000 is only a small piece of MU's annual budget of around \$3,000,000 roughly.

III. '81-'82 CMU Objectives/Directors Quarterly Report

Facilities #2—The target date for completion of the Repair and Renovation Project List is September, 1982.

Renovation of Elevators Project—There is unfinished work in the interiors.

Elevator #2 will be converted to a passenger elevator which will involve electrical reprogramming. The program of elevator #3 will be changed to respond better to handicapped persons needing access to the 5th and 6th floors.

The H&F Committee should spend some time looking at suggestions generated from the Suggestion Boxes located throughout the Union.

Services #3 111 CMU Memberships have been sold over the last 3.5 years since inception of the program. The present rate is \$19.40 per quarter. It was discussed how CMU could increase the sales of this membership and whether St. Paul Student Center and West Bank Union accepted CMU membership cards. Rufus stated that the St. Paul Student Center does not require fee statements or anything for people to use their facilities.

The next meeting time is Wednesday, January 20 at 12:15.

DC:dma

JANUARY 20, 1982

HOUSE AND FINANCE COMMITTEE MINUTES

Present: Bert Atkinson, Bill Byrne, Karl Sisson, Steve Yurek,
Greg Erickson, Rufus Simmons

The room use rates and rent rates for student organizations were discussed. The Coffman Union Program Council (CUPC) may have to pay for room/Comm./Media charges sometime in the future.

B. Schedule for the MU Budget Process

Carl Nelson's Memo of January 5 to the MUCB Executive and MU Directors concerning the 1982-83 Planning, Programming and Budgeting System was discussed. There were a few changes in the due dates for portions of the process being compiled by CMU staff.

C. Our Responsibilities

The Service efficiency work will be completed and available to the House & Finance Committee after March 15 who will process it to closure.

The House & Finance Committee can review, make comments and suggestions on the FPBS budget but as far as program cuts are concerned, the ultimate decision-making is done by the MUCB.

The budget is due traditionally the first week in May to the University Business Office.

DC:dms

COFFMAN MEMORIAL UNION
Union Board of Governors
Monday, February 8, 1982
Noon Meeting

AGENDA

- I. Call to Order

- II. Approval of Minutes

- III. Reports
 - Executive Committee
 - CUPC
 - Directors

- IV. Old Business
 - Complimentary Ticket Policy
 - Recreation-Outing Introduction
 - MU Presentation

- V. New Business
 - Constituent Representation

- VI. Announcements

- VII. Adjourn

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Minutes of the Coffman Union Board of Governors
February 8, 1982

Present: Greg Erickson, CUPC
Jim Strawn, CUPC
Steve Carlson, CLA
David Haberman, IT
Barry Bridges, UBOG Alumni
John Schultz, Faculty
Berton Atkinson, CMU
Karl Sisson, CUPC
Steve Yurek, CUPC
Linda Fisher, GC
Bill Byrne, MSA
Mark Olson, Civil Service (Student)
Rufus Simmons, CMU
Bernie Molitor, CMU

Absent: Mike Hoppe, CHIP
Beverly Stewart, Faculty
Dr. Holte, CC
Cindy Holton, Civil Service-Clerk (exc.)
Glenn Hendricks, OSA (exc.)
Bob Ledger, Fd Service

Guests: Jim Elert, Public Relations Rep; Jim Sleezer, Program Consultant;
Vi Justice, Secy

The meeting was called to order at 12:12 by Chair David Haberman. A quorum was present.

The minutes of January 25 were approved as written.

REPORTS

Executive Committee. David Haberman reported Exec Committee has been working on organization structure, setting up objectives and have been discussing the MU presentation.

CUPC. Greg Erickson reported CUPC will approve March planning summaries today. The Conflict Resolutin Workshop went well. A "Big Apple" large group activity party is planned for March 6. Special events is a continuing agenda item.

Directors. Rufus Simmons reported the Iranian/Muslim encounter Saturday night would be delt with by Carl Nelson and Tom Fiutak to determine if there was any violation of student organization policy. Precaution will be taken to minimize future outbreaks. CMU employees were commended by Carl Nelson for their emergency action in the situation.

Steve Carlson asked why the Muslims were subject to this kind of violence? is CMU policy adequate to prevent such outbreak and if policy is adequate, was the policy not being carried out so the Muslims could conduct their meeting peaceably? It was noted the meeting was advertised as an open meeting. Questions regarding policy should be discussed at the House and Finance level and brought back to the Board, however no action will be taken until violation of organization policy is examined by SODC.

Comp Ticket Policy. Greg ERickson noted the CUPC Comp Ticket Policy was amended to include two (rather than one) tickets for volunteers and employees. The total number of tickets available, however, remained the same. Tickets should be picked up 12:00 noon to 4:30 the week of the event. It is helpful if tickets are picked up ahead of time.

MOTION 8-82 (Erickson-Bridges) That UBOG approve the CUPC Comp Ticket Policy.

Approved.

Staff Introduction. Bernie Molitor introduced Jim Sleezer, program consultant. Jim is manager of the Rec/Outing Center, is advisor to the American Indian Cultural Affairs area and has a special assignment of MU Research. Jim noted Rec Outing is combating a decline in the usage of bowling lanes through promotion of Blue Pin Specials during the afternoons. (This downward trend is city-wide.) The Table Tennis area has been out of service for six weeks while a new floor was installed. Outing Rental is down because of the extreme cold. Generally all cross country skills are rented. Jim is doing a study of the times that people come into the Center to determine if additional facilities such as a pool table would be worthwhile. Prime time is 9:45 am - 3:00 pm. Amusement Games continue to be popular. The ACU-I Regional Tournament will be held this weekend. There are 24 student employees, most of whom are work study, in Jim's area. There were some coordination difficulties with the American Indian Student Association fall quarter. However the Association has elected new officers and coordination is off to a good start for winter quarter with both topical and social-recreational programs planned. Gordon Thayer is scheduled to appear in March, Bill Means this week.

House and Finance. Karl Sisson reported House and Finance has been reviewing the MU budget process; evaluating goals and how we can still maintain the same level of service (the MU retrenchment of 120,000 was changed to 160,000); and putting PPBS into the MU structure (data base).

Steve Carlson questioned the implied needs in the Leisure Study survey. How can the needs be addressed within the budget? Rufus Simmons noted the report focused on users and did not indicate any special needs. Steve asked that the Board look at the question of audience not being served. Are programs needed, for example, for older-than-average or married students or are the programs here and not being used?

The Chair asked Steve to submit his concerns in writing to the Exec Committee to be put on agenda for the next Board meeting.

It was suggested the Leisure Study be distributed to Board members.

ANNOUNCEMENTS

CUPC meeting today at 3:15 in Room 346.

House and Finance, February 10, 12:00 Noon, Room 220

Executive Committee - February 16, 12:00 Noon, Room 220

UBOG, February 22, 12:00 Noon, Room 346

MU Outdoor/Indoor Get-together, February 20, 1:00 pm-Midnight,

Castle Green Golf Club, N St. Paul, for MU Employees & Volunteers

Motion was made by Bill Byrne, seconded by Karl Sisson to adjourn the meeting.

The meeting was adjourned at 1:10.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

CUPC COMP TICKET POLICY

Objectives:

- 1) To reward volunteers and employees for their efforts and time within the Program Council, Coffman Union, and Minnesota Union.
- 2) To encourage more interaction between program areas and volunteers.
- 3) To promote programs within the Program Council, Coffman Union, and Minnesota Union.

Procedures:

Films

I. Minnesota Union Volunteers

- 1) Encouraged to go to previews. (A guest may also attend.) * Refer to Note #6 on page 2.
- 2) Ten passes will be available for each show on a first come, first served basis.
- 3) Limit of two passes per person.
- 4) Membership cards must be shown when picking up passes.
- 5) Passes must be picked up from the Program Office Receptionist Desk the week of the show to be attended. (Hours are 8 am - 4:30 pm, Mon - Fri).
- 6) Note that after 12 Noon on Friday, passes will be given out to both volunteers and employees.
- 7) Must wait in line at the Theatre Lecture Hall with everyone else and take the same chances of getting in.

II. Employees of CMU

- 1) Encouraged to go to preview. (A guest may also attend.) * Refer to Note #6 on page 2.
- 2) No passes for weekend shows will be given - unless extra passes are left after volunteers have had a chance to request them.
 - a) Extra passes can only be picked up between 12 Noon and 4:30 pm on Friday of the show to be attended.
 - b) Extra passes can be picked up from the Program Office Receptionist desk.
 - c) Limit of ^{TWU}one pass per person.
 - d) Must wait in line at the Theatre Lecture Hall with everyone else and take the same chances of getting in.
 - e) No guarantee of extra passes.

Whole

I. Minnesota Union Volunteers

- 1) Ten passes will be available for each show (unless otherwise specified by Whole Coordinator) for each show on a first come, first served basis.
- 2) Limit of two passes per person.
- 3) Membership cards must be shown when picking up passes.
- 4) Passes must be picked up from the Program Office Receptionist desk the week of the show to be attended. (Between 8 am & 4:30 pm, Mon - Fri).

II. CMU Employees

- 1) Six passes will be available for each show (unless otherwise specified by Whole coordinator) for each show on a first come, first served basis.
- 2) Limit of two passes per person.
- 3) Passes must be picked up from the Program Office Receptionist desk between 8 am and 4:30 pm, Mon - Fri on the week of the show to be attended.

Special Events (Admission Charged)

Arrangements will be made by the planning committee for each event -
Procedures and number of passes will depend on the particulars of each specific event.

Notes:

- 1) No card flashing - Volunteers & employees will not be admitted free without passes.
- 2) Passes only guarantee getting to see the show free, it does not guarantee admission for full houses; so be sure to arrive early enough to gain admission.
- 3) Passes will be given out beginning the Monday the week of the show.
- 4) CUPC employees are considered as Minnesota Union volunteers.
- 5) Any volunteer arranging in advance with the proper coordinator to help out at the film or Whole event may also get in the event free.
- 6) Previews (i.e. Weekly Screenings) are not guaranteed to be error free.

MINN. UNION OUTDOOR ENJOY GET-TOGETHER

SATURDAY, FEBRUARY 20
 CASTLE GREENS GOLF CLUB
 NO. ST. PAUL

for all Minnesota Union employees
 and volunteers

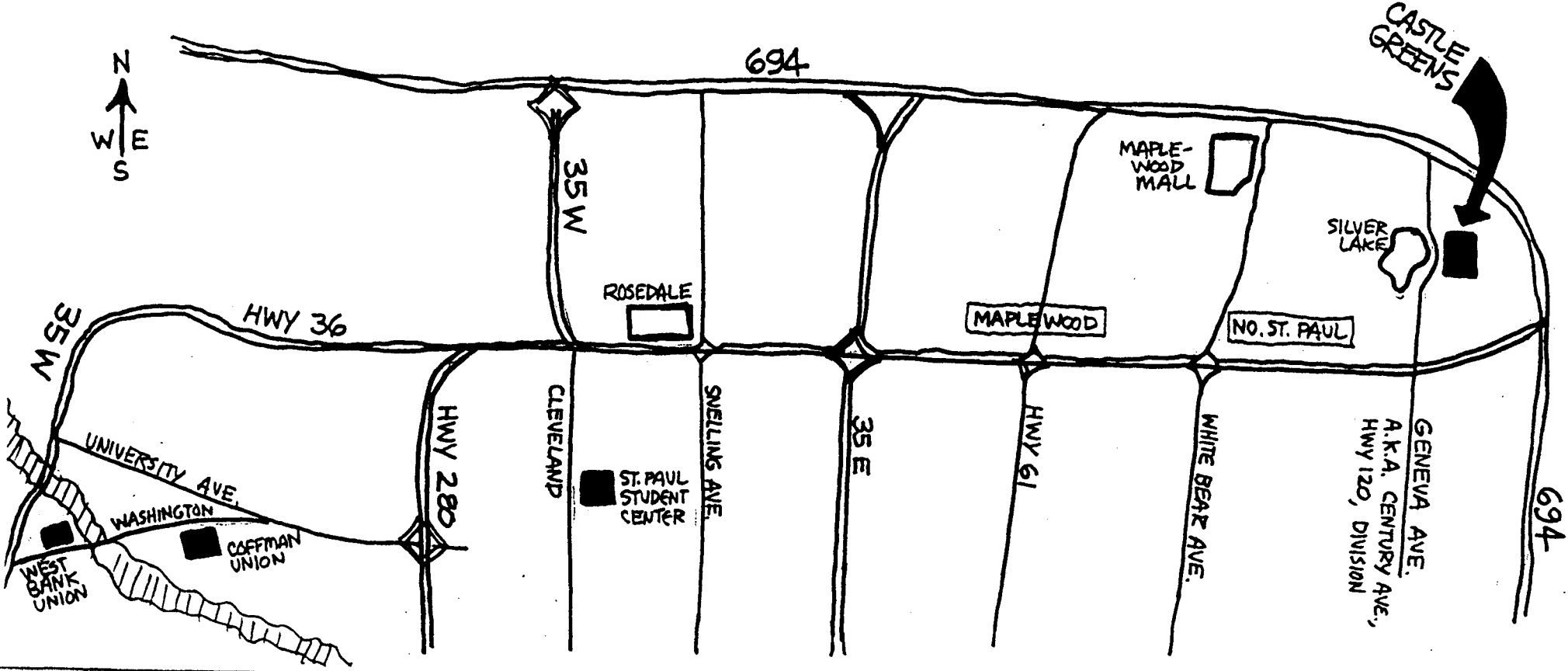
1-6 pm

- snow volley ball
- snow football
- cross country skiing
- tobogganning
- tubing
- chili
- beer
- soft drinks

6 pm - midnight

- music
- dancing
- socializing
- beer/soft drinks

\$1.00 includes
 whole day's activities.
 Beer, food, soft drinks,
 ride if you need one.



**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Monday, February 22, 1982
Noon Meeting**

AGENDA

I. Call to Order

II. Approval of Minutes

III. Reports

**Executive Committee
CUPC
MUCB
Directors**

IV. Old Business

**Constituent Representation
Artercraft Studio - Joyce Ann Matejcek**

V. New Business

VI. Announcements

VII. Adjourn

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Minutes of the Coffman Union Board of Governors
February 22, 1982

Present: Greg Erickson, CUPC
Steve Yurek, CUPC
Linda Fisher, GC
Barry Bridges, UBOG Alumni
Cindy Holton, SC-Clerk
Rufus Simmons, CMU
Bernie Molitor, CMU

Karl Sisson, CUPC
Mike Hoppe, CHIP
Bill Byrne, MSA
Mark Olson, CS-Student
John Schultz, Faculty
Glenn Hendricks, OSA
Bert Atkinson, CMU

Absent: Jim Strawn, CUPC (exc)
Steve Carlson, CLA
Bob Ledder, Fd Service

David Haberman, IT (exc)
Beverly Stewart, Faculty
Norman Holte, Campus Club

Guests: Jim Elert, Public Relations Rep; Vi Justice, Secy;
Joyce Ann Matejcek, Supv, Artcraft Studio

The meeting was called to order at 12:15 by Vice Chair Karl Sisson. A quorum was present.

The minutes of February 8 were approved as written.

REPORTS

Executive Committee. Karl Sisson reported the Exec Committee has been working on agenda building.

CUPC. Greg Erickson reported the Program Council is discussing plans for the March 5 Large Group Session, a get-together of CMU volunteers, including UBOG.

Special Events were discussed - how to run programs - narrowing the field of programs to facilitate budgeting.

Current Events area requested a name change to Issues & Ideas.

Recommendation was made to make Asian American Cultural Affairs a separate area. AACA has been a sub-committee of Current Events. The change will bring AACA parallel with other minority areas.

A sub-committee, formed to discuss CUPC participation in Campus Carni, suggests it is not feasible to have a booth or game this year. However CUPC will advertise in Campus Carni's bulletin and Coff Man will be in attendance some of the time. WBU's mascot will also be present. MUCB has expressed interest in co-sponsoring a page of advertising. The cost to CMU would be \$200.

House and Finance Report was added to the Agenda. Karl Sisson reported Rufus Simmons is preparing a reply to the Muslim Association's complaint re the February 6 conflict. Mr. Simmons reported he will be answering five questions posed by the Muslims in the complaint. The report, along with recommendations to deal with the questions will go to H&F and the matter brought forward to the Board on March 8.

MU Goals. Greg Erickson distributed copies of the MU Goals. Board members were asked to rate the 13 listed goals as to whether they thought they were essential, important or desirable (in accord with rating definitions stated in the document). Retrenchment will be by priority of projects.

Directors. MSA moved back into the newly renovated space on Ground Floor over the weekend. ISTC will move into their renovated space in a couple of weeks.

OLD BUSINESS

Constituent Reps. There is a concern that Board members bring issues and concerns from their constituent representatives to the Board to be incorporated into Board decisionmaking. A schedule will be set up so that a report will be made each week.

Staff Introduction. Joyce Ann Matejcek, supervisor of the Artcraft Studio gave a brief overview of the studio including the woodworking area, photography, hand arts, Mini Course, Ceramics and Duplicating areas. She noted the electric stencil-making machine is popular and well used. The studio is promoted in the Daily, through display case use and by word of mouth. The studio is concerned to be ahead of users' needs. Another concern is one of maintaining a complete roster of student staff, the difficulty being Work Study employees having too few hours available to them to carry them through the year. A two-day craft festival is planned for April 12 and 13. Students, staff and faculty can obtain a table/booth to display and sell their handcrafted merchandise. Staff and faculty will be sponsored through CUPC. Performing art groups will also take part in the festival which will be held in the Great Hall. A User Fee was established several years ago for non-student users of the studio facilities. The card is coded as to user abilities. The largest percentage of users of the studio are students.

NEW BUSINESS

Announcements

Executive Meeting - Monday, March 1, Noon, Room 220.
House and Finance Meeting - Wednesday, February 24, Noon, Room 220.
UBOG - Monday, March 8, Noon, Room 346.

The meeting was adjourned by motion at 1:10.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Minnesota Union Goals

The goals to be met through Minnesota Union Activities and Services and the relative importance of those goals will influence several decisions to be made by MUCB. The decisions include price policies, level of activities and services to be programmed, and cost-benefit analyses of projects for possible retrenchment.

I suggest that each goal related to Activity and Service Programmes be rated as to importance in achieving the Minnesota Union Mission. I suggest that ratings be:

1. Essential: Must be met for accomplishment of mission. It alone can assure that basic minimal core of union mission is accomplished.
2. Important: Makes significant contribution to accomplishment of union mission, but mission could minimally be accomplished without it.
3. Desirable: Makes some contribution to accomplishment of union mission and produces other outcomes of value to the community and/or members.

The Mission Statement of MUCB is:

The Minnesota Union is an organization of the University of Minnesota-Twin Cities Campus, a commiversity including students, faculty, staff, and alumni. Among its purposes are: To provide a sense of community through a variety of programs, facilities, and services; to continue as an integral part of the educational life of the University by providing services, conveniences, and amenities important to its members; and to provide for those informal associations which will foster knowing, understanding, and caring.

Goals related to Activities and Services established for this year (some of which the Committee may recommend changing or delating and to which the Committee may recommend additions) are:

1. Expression of ideas
2. Discussion of ideas
3. Consideration of ideas
4. Expression through arts
5. Experiencing the arts
6. Recreate
7. Develop appreciation of outdoors
8. Engage in leisure interests
9. Entertainment
10. Intellectual and personal development of union volunteers
11. Support services (systems) to student organization
12. Support services (systems) to campus activities
13. Conveniences and Amenities responding to personal needs on campus

HOUSE & FINANCE COMMITTEE MEETING MINUTES - FEBRUARY 3, 1982

Present: Dave Haberman, Rufus Simmons, Bill Byrne, Karl Sisson, Steve Yurek, Glenn Hendricks, Greg Erickson, Diane Conde

The meeting agenda was to cover the Administration Programme of the 1981-82 Planning Program Budget System (PPBS) project by project. Specific questions and concerns were raised as we went through each project.

Building/Operations

The income under "Building Operations" is from rent and leases. CMU receives 1% of gross sales of bus pass sales and CMU pays for the cost of salaries for the employees who sell the bus passes. This is a service.

Fiscal Accounting

It was commented that the Student Salaries seemed high. Rufus commented that student employees receive the same hourly rate of pay as full-time employees in the same class. This is part of the University's Civil Service policy.

Personnel Payroll & Record Management

The Regular Salaries comprise part of various full-time employee's who work with the Payroll.

UBOG

Regular Salaries comprise the time that four full-time people spend on UBOG. The Fringe Cost is 20% of base salary for the time that the full-time people spend working on UBOG. Fringe Cost covers such things as health plan, medical, dental, retirement, etc. The Supplies and Expense charge is for meals, attending ACU-I conference, minutes, etc.

Staff Development

Six staff members were budgeted to attend the National ACU-I Spring conference although now less will go because of the University's suggested cutbacks of travel, etc. The hosting of the Annual Big 10 Union Director's Meeting is done on a rotational basis. Last fall was the first year that it was CMU's turn since Rufus started. The Supplies and Expenses includes professional membership in associations, library expense, conference and travel expense and registrations, internal workshops and seminars, etc.

General Planning and Research

Research is defined as any effort we expend internally to acquire, attain data that would lead to decisions. An example of research would be the bi-annual traffic survey. The status of #13 and 14 was questioned. "13. Develop a program for the procurement and display of a permanent art collection for the Union." Marlene Vernon has asher objective. A proposal is forthcoming in September.

"14. Review the usage and aesthetics of the 'fireplace lounge' for possible remodeling and the re-hanging of the Coffman portraits." The Coffman portraits will be brought back. The House and Finance Committee has the option of addressing this objective if they wish.

Rufus commented that the twenty objectives are not numbered according to priority. The level of importance is not addressed here.

The first major task of the House & Finance Committee will be to review the Administrative and Facility efficiency study which will be completed by the staff by February 28. The committee members will bring forth their review and sanctions.

The next meeting time will be February 10 at 12:15.

House & Finance Committee Meeting-February 10, 1982

Present: Rufus Simmons, Bill Byrne, Karl Sisson, Greg Erickson, Steve Yurek, Bert Atkinson, Glenn Hendricks, Steve Carlson, Diane Conde

Agenda Item #1 Review of 1981-82 PPBS "Administration" Projects

Public Relations

The CMU Annual Report is distributed to Deans, Directors, Department Heads, Board of Regent members, Vice Presidents, Office of Student Affairs Coordinators, Board of Governors and staff members. The University's recent "Publication Ban" applies to newsletters only, not to reports, the Prevue, our Annual Report or any of our other public relations efforts.

After Hours Administration

After Hours Administration is defined as any time after normal office hours of Monday-Friday, 7:45 am - 4:30 pm. The building closing announcement over the P.A. system is made 15 minutes prior to closing as it takes time to clear the building. After Hours Administration provides security for the Campus Club and Food Service. The Campus Club generally closes much earlier than CMU although there have been some problems in the past with them wanting to stay open past building closing time.

Under the "Performance Data", Security: Minor and Serious category, whether an incident is labeled minor or serious is determined by the Night Manager, Mark Allen. The new outputs for security incidents for 1982-83 will be 1) Night Manager Security Reports; 2) Response to Alarms; 3) Response to equipment failure; and 4) Special calls to the Police.

Security

The "Security" project refers to the times when the building is closed.

Computer Services

The Music Listening Catalog is a catalog of available selections that was quite unmanageable by hand. CMU has a terminal hooked up to the University Computer.

The MU needs will dictate what kind of computer system that they will be getting. The Music Listening catalog will be hooked up to the new computer.

Rufus asked the committee members to bring guidelines for the CMU Directors when they are looking at the efficiency reports.

Agenda Item #2- Facilities and Services, 1981-82 PPBS projects

Postponed til next week's meeting-Wednesday, February 17, 1982.

Agenda Item #3 Other

Steve C. initiated a discussion with the committee regarding the Muslim/Iranian incident of Saturday, February 6.

HOUSE & FINANCE COMMITTEE MINUTES OF FEBRUARY 17, 1982

Present: Rufus Simmons, Bert Atkinson, Glen Hendricks, Karl Sisson, Steve Carlson
Greg Erickson, Steve Yurek, Diane Conde, Guest: Gregg Jauert

Agenda Item #1 -- Conflict of February 6 (Between the Iranian/Muslim Student Groups)

A. What the House and Finance level of involvement is

An excerpt from the Union Board of Governors Minutes of February 8, 1982 was read. It was "Questions regarding policy should be discussed at the House and Finance level and brought back to the Board, however, no action will be taken until violation of organization policy is examined by SODC."

B. Presentation of Relevant Materials

Committee members each received a copy of a Memorandum of February 12 from Steve Carlson to Rufus Simmons regarding questions regarding events of February 6 conflict. Rufus passed around for the committee members to read one copy of a Memorandum of Complaint from the Muslim Student Association dated February 16, 1982 addressed to the CMU Governing Board.

C. Discussion

Rufus stated that regarding the complaint from the Muslim Student Association he will consult with the Assistant-Night Manager on duty that evening, Gregg Jauert, and the CMU Reservationist, Maggie Hughes, and he will respond to their specific questions that relate to CMU. He will not be responding to the letter in the Minnesota Daily. Rufus said he would like to deal with it expeditiously and "nip it in the bud." Some discussion followed on how the complaint should be responded to. The House & Finance Committee members can submit questions to Rufus for his consultation with the CMU staff.

Motion by Steve Carlson, Seconded by Rufus Simmons. That Rufus be asked to gather the information needed for the basis of responding to the complaint from the Muslim Student Association dated February 16, 1982, from the staff and recommend a response to the Committee and that the Committee then recommend action to the Board regarding this matter.

Discussion followed. Steve Carlson asked if the Muslim Student Association was allowed to use the building according to the House Policies. He also wondered why Tom Flutak, the Director of the Student Organization Development Center is monitoring the activities of the organizations involved. It was commented that the groups are student organizations and that this is appropriate.

Motion carried.

Rufus added that passing this motion means that it will be approximately 3 weeks before the Muslim Student Association gets a response. Steve Carlson suggested that the Board President respond to the organization saying that a response is forthcoming.

Agenda Item #2 -- Facilities

Discussion on this item was postponed until next meeting time.

Agenda Item #3 -- MU Party Fee

Motion by Rufus Simmons, Seconded by Karl Sisson. That the House & Finance brings forth to the Board a recommendation to the Board for the payment of one dollar per UBOG attendee at the MU gathering this Saturday, February 20, after the fact.

Motion carried.

Meeting adjourned.

dc

**COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS
Monday, March 8, 1982**

AGENDA

- I. **Call to Order**

- II. **Approval of Minutes**

- III. **Reports**
 - MUCB
 - CUPC
 - H&F
 - Directors

- IV. **Old Business**
 - Muslim Student Association Complaint
 - Constituent Representative Reports

- V. **New Business**
 - Affirmation of Membership Requirements
 - Approval of Name Change - Current Events to Issues & Ideas

- VI. **Announcements**

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Minutes of the Coffman Union Board of Governors
March 8, 1982

Present: Greg Erickson, CUPC
Jim Strawn, CUPC
Mike Hoppe, CHIP
Mark Tateosian, Ed
Bill Byrne, MSA
Mark Olson, CS (Student)
John Schultz, Faculty
Glenn Hendricks, OSA
Bernie Molitor, CMU

Karl Sisson, CUPC
Steve Yurek, CUPC
Steve Carlson, CLA
Linda Fisher, GC
Barry Bridges, UBOG
Cindy Holton, CS (Clerk)
Beverly Stewart, Faculty
Rufus Simmons, CMU

Absent: Bob Ledder, Fd Service
Berton Atkinson, CMU (exc)

Norman Holte, CC

Guests: Jim Elert, Public Relations Rep
Vi Justice, Secy

The meeting was called to order at 12:15 by Vice Chairman Karl Sisson. A quorum was present.

The Minutes of February 22 were approved as written.

Mark Tateosian, Representative pro tem from College of Education, was introduced to the Board and Board members in turn identified themselves and their area of representation.

REPORTS

MUCB. Greg Erickson reported MUCB will meet Wednesday evening, March 10 regarding price policy and priorities of goals. Analysis of goals/objectives for projects has been completed.

CUPC. Jim Strawn reported CUPC discussed placing an ad in the program for Campus Carni, however no decision was made. It was approved to rename Current Events, Issues and Ideas. The Whole/s philosophy, goals and objectives were discussed. Weekend programs, concert and films, were well attended.

House and Finance. Karl Sisson reported the H&F Committee discussed: response to the Muslim Student Association's complaint of February 24; CMU is looking at a goal of 15% cost reduction of expense without reducing quality/quantity; facilities relative to the 1981-82 budget. Minutes of the March 3 H&F meeting were distributed to Board members.

Directors. Rufus Simmons reported the Student Employee Committee has met twice and is off to a good start. SEC agenda items include: communication/organizational concerns, workshops, recognition and performance evaluation. The committee will meet every two weeks.

Executive Report added to Agenda. Karl Sisson reported that David Haberman found it necessary to resign from the Board for personal reasons. Karl asked if Board members could attend a meeting on Wednesday, March 10 at 12:15 to elect a new chairperson. Those indicating an interest in the position are Bill Byrne, Greg Erickson, and Steve Carlson. Absentee ballots will be accepted. Members are to indicate their interest in the position by Wednesday morning.

MOTION 9-82 (Bridges-Olson) That a special Board meeting be held on Wednesday, March 10 for election of Chairperson. Absentee vote will be accepted. Approved.

Muslim Report. House and Finance reviewed a reply prepared by Rufus Simmons to the Muslim Association's complaint of February 24. The committee made a few changes in the report and recommended that the report as amended be sent to the MSA. (Copies of the amended report were distributed to Board members prior to the Board meeting for their review.)

Barry Bridges questioned allowing the use of tables in high traffic areas. Rufus Simmons noted that in the future tables will not be allowed outside of a room. Tables will be allowed for registration only and not for literature distribution. Porta Panels will be used for posting material.

Steve Carlson asked whether the Board would take action relative to the employee's reportedly being held on the floor by students on the evening in question. It was suggested that discussion of the matter be held at a future time.

The Chair asked for approval of the reply to MSA.

MOTION 10-82 (Bridges-Strawn) That the Board accept the response to MSA and give the director and chair authority to write opening and closing statements to the reply and include in the statement that in the future tables will not be allowed outside of a room. Approved.

Constituent Reports

Board members have been asked to contact their constituents for their concerns and needs of the Union. Reports will be made on a scheduled basis to the Board. Bill Byrne and Mark Olson had been asked to report at this meeting.

Mark Olson, Civil Service Employee (student) Representative, reported he talked to ten student employees for input as to their concerns/needs as employees of the Union. Their concern was an understanding of what work-study means to them. How will the Union deal with salaries when work study employees run out of hours? Students are also concerned that programs are maintained without cutback.

Bill Byrne, Student Government Rep, reported MSA is concerned with the cost/sq.ft. of space. How fee-paying groups are charged for space. They question additional charges being made for setups that vary from a standard setup. They question allocation of reservations - why some organizations seemingly are allowed more reservations per week than others. Rufus Simmons noted the cost/sq.ft. is determined by category: Student Organization; Fee Supported Student Organization; University Departmental Staffed Office; Non-Profit Student Enterprise and Non-University Enterprise. This information is distributed to all organizations and copies are available in the Operations Office. Restriction of room reservations is an attempt to give all organizations an equal opportunity so those making early reservations will not book all the space. Additional reservations are allowed as late bookings.

NEW BUSINESS

Affirmation of Membership Requirements. The Chair noted that the Constitution states that more than two unexcused absences per quarter requires an appeal to the Board for "reinstatement of relinquished membership-privileges."

Steve Carlson and Beverly Stewart had two unexcused absences winter quarter. They were asked to state why they were absent and whether they would like to be reinstated on the Board. Beverly Stewart said she would like to remain on the Board, that she had not read the Constitution carefully so was not aware of the unexcused absence rule. She had another meeting to attend on the days she was absent. She did not anticipate a future conflict.

Steve Carlson said he would like to continue on the Board. He was interested in candidating for the Chair position. He said he had missed his bus and was not able to get to the meeting on time.

Steve and Beverly were asked to leave the room while the Board discussed their reinstatement. It was noted Steve had missed three H&F meetings and was removed from WBU Board for non-attendance.

A ballot vote was taken. Steve and Beverly were voted to remain on the Board.

The approval of name change for Current Events to Issues and Ideas was postponed to the next meeting.

Motion was made and approved to hold the next Board meeting on Monday, April 5.

House and Finance will meet March 31, 12:15, Room 220.

The meeting was adjourned at 1:07 by motion.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Present: Rufus Simmons, Steve Yurek, Greg Erickson, Bert Atkinson, Glen Hendricks, Karl Sisson, Diane Conde

Rufus stated that with regards to the Administration and Facilities efficiencies, CMU is looking at a goal of 15% cost reduction of expenses without reducing quality or quantity. This was discussed today at the MU Directors Meeting.

Agenda Item--Facilities

A \$97,000 cut is the goal. The Committee reviewed the content and scope of the below listed projects in the 81-82 budget.

A. Housekeeping

This used to be called "Cleaning". It was noted that there are 15.7 full time people in the Housekeeping section. The 1981-82 Estimate Income of \$17,998 was based on custodial services rendered primarily to Food Service Department as we charge our labor rate and materials.

Bert added that the Union is cleaned around the clock. We have three shifts-- 7:00-3:30, 3:00-11:30, and 11:00-7:30 that work 5 days a week. There are only two shifts on weekends. Currently the second shift is all students. There is one full-time position still on 2nd shift though we may recommend that this shift be composed only of student workers.

CMU cleans the floors 2.5 times per day 320 days per year, as opposed to the University policy of cleaning 1 time per day, 250 days per year.

We now have our washer and dryer for cleaning mops, rags, clothes, etc. This is a one time expense.

CMU has been providing uniforms for the housekeeping staff because there was some evidence that some of the folks didn't present themselves in a good fashion because of the nature of the work. The other reason uniforms were provided was so that custodial staff could be identified to render aid and assistance. If uniforms were eliminated, Housekeeping could save \$4-5,000.00 annually.

Greg suggested that it would be advantageous to request input from the student employees as well as the full-time employees on efficiencies in Supplies and Expenses in the Housekeeping department.

Rufus commented that a meeting was held yesterday with full-time staff where they were directed to get such feedback from their student employees. In addition, feedback is being requested from the Student Employee Committee which is composed of one student employee from each department.

The Miscellaneous Payroll expenses Projected for 1981-82 decreased because of the increase of Work Study Student employees. The Shift Differential expense projected for 1981-82 increased by \$3,848 because of a change from \$.20 to \$.30 per hour.

B. Security (included in Administration)

C. Upkeep--Previously called "Maintenance"

Bert said that the Computerized Scheduled Maintenance printout is received monthly. Of the \$255,359 Supplies and Expenses cost budgeted, \$218,000 is Utilities. The Income under Maintenance is derived from the University offsetting of our Utilities Cost in the amount of \$20,040 plus occasional billing to the Campus Club and Food Service for maintenance services. There has been some talk about the University eliminating their Utilities subsidy to the Union but we will fight that because the University Utilities money has not been cut. For this year, CMU should have sufficient funds to cover our increased Utilities expense.

PAGE 2

HOUSE & FINANCE COMMITTEE MINUTES, MARCH 3, 1982

CMU us trying to achieve the 68° temperature University energy policy but there is a problem of balance in the building. The heating equipment is not sophisticated enough. In addition, in peak times of building use when people are continually entering the building, the doors are almost always open and it can become quite chilly in the corridors at those times.

"Setups" has been shifted to "Service".

Greg suggested that the House and Finance Committee receive a report periodically on the Suggestion Box cards comments to review, look for trends, changes that could be made to improve the Union, etc. The suggestion seemed to be well received.

Steve Y. questioned why there is inadequate lighting for studying purposes in the 3rd floor hallway. Rufus and Bert responded that it is not a designated study area. The Union cannot provide a perfect environment for every purpose. Designated study areas are well lit.

The next House & Finance Committee meeting is Wednesday, March 10 at 12:15.

Meeting adjourned.

DC:da

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
Special Meeting - March 10, 1982

Present: Greg Erickson, CUPC
Jim Strawn, CUPC
Mark Tateosian, Ed
Barry Bridges, UBOG Alumni
Cindy Holton, CS (Clerk)
Bernie Molitor, CMU
Karl Sisson, CUPC
Steve Yurek, CUPC
Bill Byrne, MSA
Mark Olson, CS (Student)
Rufus Simmons, CMU

Absent: Mike Hoppe, CHIP (exc)
Linda Fisher, GC
Beverly Stewart, Faculty
Bob Ledder, Fd Service
Berton Atkinson, CMU (exc)
Steve Carlson, CLA
John Schultz, Faculty
Glenn Hendricks, OSA (exc)
Normal Holte, CC

Guests: Jim Elert, Public Relations Rep; Vi Justice, Secy

A special meeting, called for election of Chairperson. Candidates: Bill Byrne, MSA Rep; Greg Erickson, CUPC Rep; Steve Carlson, CLA Rep.

The meeting was called to order at 12:20 by Vice Chair Karl Sisson. A quorum was present.

Greg Erickson, President of CUPC, announced he would withdraw his name as a candidate in favor of Bill Byrne, after talking with Bill to ascertain his time commitment and union philosophy/goals, and also it would be advantageous to have three persons on the XC committee.

MOTION 11-82 (Bridges-Olson) To unanimously elect Bill Byrne to position of Chairperson.

Rufus Simmons requested a vote be taken since Steve Carlson was also a candidate although he was not present at the meeting.

Barry Bridges and Mark Olson withdrew the motion.

Bill Byrne was asked to state his platform. He said he is committed to the Union and excited about working with the Board. He would want more active participation and discussion by Board members at the meetings, perhaps allow five to ten minutes for discussion of ideas and concerns. He has thought about the time commitment required and has freed up his schedule. He is interested in learning about the budgeting process as a learning experience and tool for future employment. He would make time for House and Finance meetings and MUCB involvement.

A ballot vote was taken. Bill Byrne was elected chairperson.

Appreciation was extended to Karl Sisson for chairing the meetings in the absence of David Haberman.

The meeting was adjourned by motion.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

COFFMAN MEMORIAL UNION
Board of Governors
Monday, April 5, 1982
12:00 Noon, Room 346 CMU

I. Call to Order

II. Approval of Minutes

III. Reports

- A. Executive Committee
- B. House & Finance
- C. CUPC
- D. MUCB
- E. Directors

IV. Old Business

- A. Approval of Name Change.
Current Events to Issues & Ideas.
Presented by Greg Erickson Action Needed

V. New Business

- A. Proposal of Asian American Cultural Affairs Area.
Presented by Greg Erickson Action Needed
- B. CMU Staff Introduction.
Darren Pfeifer - Facilities Administration
- C. Facilities/Administration Efficiency Report.
Presented by Karl Sisson Info Only
- D. Price Policy Report.
Presented by Karl Sisson Info Only

VI. Announcements

VII. Adjourn

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Minutes of the Coffman Union Board of Governors
April 5, 1982

Present: Greg Erickson, CUPC
Jim Strawn, CUPC
Mike Hoppe, CHIP
Bill Byrne, MSA
Beverly Stewart, Faculty
Rufus Simmons, CMU
Bernie Molitor, CMU

Karl Sisson, CUPC
Steve Yurek, CUPC
Mark Tateosian, Ed
Cindy Holton, CS (Clerk)
Glenn Hendricks, OSA
Bert Atkinson, CMU

Absent: Steve Carlson, CLA (exc)
Mark Olson, CS (Student) (exc)
John Schultz, Faculty
Bob Ledder, Fd Service

Linda Fisher, GC
Barry Bridges, UBOG Alumni (exc)
Norman Holte, CC

Guests: Darren Pfeifer, Sr. Custodial Supervisor, CMU
Jim Elert, Public Relations Rep
Vi Justice, Secy

The meeting was called to order by Chair Bill Byrne. A quorum was present.

The minutes of March 10 were approved as written.

REPORTS

Executive Committee. Bill Byrne noted there will be a tour of Coffman to acquaint Board members with different areas/needs of the building to facilitate the budget process. Those interested in taking the tour should meet in Bert's office on Wednesday, April 7, at 2:00. The tour will take around 1 1/2 hours. The MU Constitution was distributed. It was noted CMU is the only Union that has not ratified the MU's constitution. Board members were asked to look it over for discussion as it will be an agenda item at the next UBOG meeting. Constituent reports will be on "hold" until the agenda is not so full. Copies of a tentative timetable for April meetings/topics for House and Finance, UBOG, and Exec were distributed to Board members.

CUPC. Jim Strawn reported CUPC approved the substitution of the film "Blues Brothers" for "Sleeper." The film did very well. Greg Erickson reported the Council discussed priorities for Homecoming, Union Night and Thematic Programming. They also discussed where to hold the recognition dinner: suggested restaurants include 490 Summit, Riverview, or Koslaks. The Recognition dinner is scheduled for May 19 or 20. Board members should contact Bernie if they have any preference as to restaurant. It was noted that CUPC and UBOG personnel should plan together for the event. Program coordinators have met; summer program plans are due May 7.

MUCB. MU long-range planning committee has established goals for the Unions. A service charge of 15¢/students and 25¢/others was approved with checks cashed in increments of 5-10-15 dollars.

House and Finance. Karl Sisson reported he sent a reply to the Muslim Student Association in answer to their complaint. Minutes of the House and Finance meeting of March 31 were distributed. Items discussed at the meeting included Administrative Programme Efficiency and Price Policy Reprogramming. (A copy of H&F minutes is attached to secretary's minutes.)

Directors

Rufus Simmons - no report.

Bert Atkinson reported the ground floor shops project is completed and tenants have moved back in. Finances on the project will be finalized with longer term amortization through the renters. The renters will pay for special change orders they requested.

In regard to the item in March 8 minutes re action being taken against the Muslim Student Organization for "holding the night manager on the floor during confrontation," it was noted that the night manager was unable to make any individual identification. The matter of discipline has been discussed at length with the Student Organization office and the Police Department. Since no one individual can be identified, group discipline will be handled through University action.

OLD BUSINESS

Approval of Name Change

MOTION 12-82 (Erickson-Yurek) That the Board accept CUPC's recommendation of name change from Current Events to Issues and Ideas.
Approved

NEW BUSINESS

Asian American Cultural Affairs. CUPC has approved the proposal to create a new area for Asian American Cultural Affairs which is presently under Issues and Ideas. The Board was asked to support the proposal.

MOTION 13-82 (Erickson) That the Board support the proposal to create a new area for Asian American Cultural Affairs.
Approved.

Facilities/Administrative Report

Karl Sisson reviewed the CMU Administration Efficiencies Recommendation draft report of items identified by the Directors as cost reductions to meet the 15% efficiency target. First phase reduction items total \$8,456. Recommended reductions on the draft report will be compared with the Student Center and West Bank Union to keep efficiency determinations equitable.

CMU Staff Introduction

Darren Pfeifer, CMU Sr. Custodial Supervisor reported he is responsible for facility housekeeping and maintenance, spending 35% of his time on each area. He

also spends 15% of time on making reports and involvement on staff development committee. This past year a major change was made in terms of student employees, wherein the second custodial shift is run by students, giving students opportunity for development and supervision. Changes have been made in job classification to correlate with what the student is doing on the job. In looking at a 15% reduction in facility budget, savings will be accomplished through reduction of FTE staff, supplies, and a modified program of furnishing custodial uniforms (furnishing a complete uniform for daytime shift, to give visibility and identification to daytime staff; furnishing shirts to the 2nd shift and no uniform for the 3rd shift.)

Building hours will not be reduced. It is hoped the present quality of housekeeping can be maintained. Artcraft and Rec Outing will take over some of their housekeeping.

Carl Nelson has asked that Coffman and West Bank Unions use the Student Center as an example for housekeeping standards. Darren noted that the volume of traffic during the noon hour at Coffman is three times that carried by the Student Center which would make it difficult to maintain the same level of housekeeping.

The Operating Accounts, Income and Expense Summary for July 1, 1981 to December 31, 1981 were distributed to Board members. Mini Course brochures and reduced course schedule and the Prevue were also distributed.

ANNOUNCEMENTS

Mike Hoppe announced the Health Festival '82 is taking place in the Great Hall and the Mississippi Room on Wednesday and Thursday of this week. Workshops, lectures, and screenings will focus on the positive aspects of wellness.

The film "Nowhere but Alaska" is scheduled for April 5, pm. Admission is \$2/ students; \$3/others.

UBOG meeting April 19, 11:30 am.

House and Finance Meeting April 7, noon.

The meeting was adjourned at 1:20 pm.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

MEMO

March 31, 1982

TO: UBOG - House and Finance Committee

PROM: Rufus Simmons

SUBJECT: CMU Administration Efficiencies Recommendations

The following information is the identification of cost reduction items to meet the 15% efficiency target. The asterisk items are recommended for 1st phase cost reduction totalling \$8,456.

CMU 1981-82
15% Efficiency Report

A. 15% of Total Administration Cost \$279,000 = 41,850

B. Governance 20,880 x .15% = \$3,132

	1st Level	Max
* 1. 50% Reduction UBOG Meals Eliminate UBOG Meals	695	1,391
2. 50% Reduction Recognition Dinner Eliminate Recognition Dinner	176	352
3. Eliminate "Open House" Cost	100	100
* 4. Reduce UBOG Conference Attendance to 2 Eliminate UBOG Conference Attendance	50	200
5. 50% Reduction of Recruitment Ads Eliminate Recruitment Ads	150	300
* 6. Eliminate ACU-I Bulletin	60	60
7. 33% Reduction in UBOG Award Cost Eliminate UBOG Awards	63	193
8. 50% Reduction of Orientation Eliminate Orientation	100	200
	<hr/>	<hr/>
	1,394	2,796
Retrench fulltime employee	<hr/>	<hr/>
		417
Cost Options	1,394	3,213

C. Planning/Operations 141,628 x .15% = \$21,244.2

	1st Level	Max
* 1. Telephone & Toll Calls Reduction	359.70	359.70
2. Photocopy 15% Reduction 30% Reduction	75.00	151.00
* 3. Retrenchment Research Total Traffic Survey Retrenchment	271.00	771.00
4. Office Supplies 15% Reduction	809.00	809.00
5. Service Contract Eliminate Collator Total Eliminate Service Contract	60.00	650.00
	<hr/>	<hr/>
	1,574.70	2,740.70
* Retrench student employee	4,856	3,807.00
Retrench fulltime employee		7,967.00
	<hr/>	<hr/>
	6,430.70	10,707.70

D. HRD 24,285 x 15% = \$3,642.75

* 1. 50% Reduction in ACU-I Region Conf Total Elimination of ACU-I Region Conf	556	1,012
2. Retrenchment of CMU Stud Empl Wkshps Total Elimination of Workshop	200	300
3. Retrenchment of CMU S.E. Recognition Total Elimination of S.E. Recognition	50	250
4. 75% Retrenchment F.T.S. Workshop Eliminate S.D. Workshop	298	400
* 5. Eliminate MCPA Dues	14	14
6. 25% Books & Magazines Eliminate Books & Magazines	151.5	606
7. 50% Reduction Big 10 Mtg Cost Eliminate Big 10 Attendance	500	1,000
8. 50% Reduction in ACU-I Ntl Attendance	2,442	4,070
9. 20% Reduction of Group Maint Cost Eliminate Group Maint Cost	50	250
	<hr/>	<hr/>
	4,261.5	7,902

		1st Level	Max
E. Records	56,092 x .15% = 8,413.8		
1. 15% Reduction in Office Supplies		251	251
2. Student Salaries - Retrench Back to WS and Reduce		450	
Retrench student employee			2,997
Retrench fulltime employees		—	<u>15,633</u>
		701	18,881
F. Public Relations	36,115 x .15% = 5,417.25		
* 1. CMU Prevue (new printer)		765	765
2. Annual Report (new format)		1,000	1,000
* 3. T-Shirts - Eliminate Giveaway		780	780
4. Quarterly - eliminate		1,800	1,800
5. S.S. Welcome Week Promo - Retrench		240	240
6. Reduce Use of Color		100	100
		—	—
		4,685	4,685
Reimbursement from CUPC for .08		1,684	1,684
		—	—
		6,369	6,369
Recap	Need	1st Level	Max
Governance	3,132	1,394	3,213
Planning & Operation	21,244	6,431	10,707.7
HRD	3,643	4,261	7,902
Records	8,413	701	15,633
Public Relations	5,417	6,369	6,369
	—	—	—
	41,849	19,156	43,824.7

Reallocation 1,975.7

* Total 1st phase retrenchment 8,456

MEMO

March 31, 1982

TO: UBOG - House & Finance Committee
FROM: Rufus Simmons
SUBJECT: CMU Price Policy Response/Recommendations - 1st Phase

The following is a summary of the MUCB Price Policy Analysis and staff and Directors' recommendations for price changes. This information is tentatively a first step in a multiple-step process which will result in price changes to meet the policy decisions of the MUCB.

The remaining steps are:

1. Complete the collaboration process with the St. Paul Student Center and West Bank Union to arrive at a common pricing/service delivery system.
 2. Resolve the administrative and facilities efficiencies questions to arrive at an acceptable level for administrative and facilities overhead costs.
 3. Once steps 1 and 2 are completed, those projects responsible for absorption of their administrative and facilities costs will be examined to insure that thru a combination of price changes and efficiencies that the MUCB price policies decisions are met.
- * Collaboration with the St. Paul Student Center and West Bank Union is necessary.

Price Policy - partial support from prepaid fee and from user charge.

* 1. Music Listening

Recommendation - 25¢/hour user charge yield - \$4,500/visit or \$4,000/hr.

* 2. Entertainment

Need: \$10,684 additional revenue is required to meet the MUCB objective of having 20% of project cost supported from student fees.

Recommendation: A 25% level of fee subsidy requires \$7,854 additional revenue to achieve a balance between free noontime programming and charged admissions for the popular film series and Whole concerts. It is possible that the activities efficiencies analyses could yield cost saving to reduce the level of subsidy back to the MUCB policy.

* 3. Activities & Conference Rooms

Recommendation: Work in conjunction with SPSC and WBU to establish a common or comparable rate for facility use for organizations' programs and activities.

* 4. Room Setup

Recommendation: Work in conjunction with SPSC and WBU to establish a common or comparable room setup rate/service system.

* 5. Communication/Media

Recommendation: Work in conjunction with SPSC and WBU to establish a common or comparable Communication Media service charge rate structure.

* 6. Student Organization Space

Recommendation: Work in conjunction with WBU to establish a common or comparable student organization office rental rate.

User charge covers direct cost (including staff salaries) from user charge; overhead supported from fees or net earnings of other projects.

* 1. Mini Courses

Need: \$3,567 additional revenue to meet policy objective.

Recommendation: An administrative fee increase of \$1 would bring the project in line with the price policy. Student/non-student differential for the administrative fee increase will be examined in collaboration with SPSC and WBU to establish common or comparable course costs.

* 2. Trip/Outings

Need: \$2,778 additional revenue to meet policy objective.

Recommendation: Trips and Outings organized and priced to cover all direct cost.

* 3. Bus Passes

Need: \$1,077 additional revenue to meet policy objective.

Recommendation: The MU Director, Carl Nelson, is:

1. Negotiating for a percent increase of .25% from MTC - Yield \$1,079
 2. If not obtained, institute a \$.10 per card surcharge - Yield \$1,768
- Carl will provide a progress report April 14.

4. Check Cashing - a service activity included in the Information Project

Recommendation: Initiate action to establish a comprehensive check cashing service. Basic element of the service would be 5, 10, 15 denominations and a .15 (student) - .25 (non-student) check charge. Projected net revenue 189.75.

Income	10,588.95
Expense	10,399.20
	189.75

5. Duplication - A service activity provided by the SOAC area and the Aircraft Studio.

Need: \$5,347 additional revenue to meet the policy objective.

<u>Recommendation:</u> - \$.01/page service charge for duplication	= \$1,980
- Raise price of Electro Stencil from \$1.30 to \$2	= 1,000
- Increase the price of merchandise for resale an average of 19%	= 1,295
- Proposed change in user fee	
Student \$3.50 to 5.00	
Non-student \$5.50 to 7.50	= 800
	<u>5,075</u>

User Charge covers direct and overhead costs

* 1. Bowling

Need: \$11,969 additional revenue to meet policy objective.

Recommendation: Raise bowling rates \$.90 - \$1.00.

* 2. Billiards

Need: \$4,626 additional revenue to meet policy objective.

Recommendation: Increase prices from \$1.60/hour to \$1.80/hour.

* 3. Table Tennis

Need: \$1,830 additional revenue to meet policy objective.

Recommendation: Increase prices from \$1.20/hour to \$1.55/hour.

* 4. Concession

Recommendation: Candy and cigarette price increase of \$.05 and increase other merchandise prices to outside competitors. Projected Increase in Revenue \$9,839.

* 5. Outdoor Equipment - (CMU Outings/Rental)

Recommendation: Price the operation to meet objective.

6. SODC

Recommendation: To seek to meet objective. Negotiated rent payments will be less than CMU projected cost due in large to the Space Management Office applying the University's housekeeping standards square foot cost of \$.80.

User Charge exceeds all cost; earnings from operations exceed total of project and overhead cost.

- * 1. Amusement Games - \$95,123 1981-82 projected net.
- * 2. Photocopy - \$16,171 1981-82 projected net.

Recommendation: Increase photocopy service cost one or two cents per copy.
Projected Revenue at .01/copy = 4,655; at .02/copy = 9,313.

- * 3. Lockers - \$634 1981-82 projected net.

Recommendation: Price increases to include:

Full size locker - 2.50 to 3.00/quarter
 Half size locker - 1.25 to 1.50/quarter
 Lock deposit - 2.00 to 3.00/quarter
 Total locker card cost - 12.00 to 15.00/year
 Projected Revenue 1,993
 Total Income Projected 82-83 = 11,057
 Increase Over 81-82 = 1,993

House & Finance Committee Meeting of March 31, 1982

Present: Rufus Simmons, Bill Byrn, Karl Sisson, Greg Erickson, Steve Yurek,
Glen Hendricks, Bert Atkinson, Mark Olson, Diane Conde

Agenda Item #1 Administration Programme Efficiency

The committee reviewed a memo from Rufus Simmons on CMU Administration Efficiencies Recommendations. Rufus stated that the CMU Administration had been instructed to look for a 15% reduction in Administration costs. The reductions in the 1st Level Column would sustain the project. The reductions in the Max Column would achieve the 15% cut uniformly throughout the report but would decimate that project.

Rufus commented that regarding the Human Resources Development section, he will be meeting with the WBU and the SPSC to discuss cutting back on conference attending, etc. Regarding Public Relations, Jim Elert will coordinate a meeting with the WBU and SPSC to discuss a consolidated MU public relations effort as opposed to independent public relations efforts.

MOTION (Byrn, Seconded by Olson) That we move the adoption of all the 1st Level asterisk items with the exception of Section B. (Governance) of the CMU Administration Efficiencies Recommendations.

Section B would be discussed in the Executive Committee. The 1st Level asterisk items recommended would be C. Planning/Operations.*1. Telephone & Toll Calls Reduction--\$359.70. *3. Retrenchment Research--\$271.00. *Retrench student employee--\$4,856.00. D. Human Resources Development. *1. 50% Reduction in ACU-I Region Conf.--\$556.00. *5. Elimination MCPA Dues--\$14.00. F. Public Relations. *1. CMU Prevue (new printer)--\$765.00. *3. T-Shirts--Eliminate Giveaway--\$780.00.

Motion carried.

Agenda Item #2. Facilities Programme Efficiency--Not Discussed.

Agenda Item #3. Price Policy Reprogramming. The committee received a Draft Memo from Rufus Simmons on the CMU Price Policy Response/Recommendation. These tentative statements still need to be negotiated and discussed with the WBU and the SPSC and will undergo review. This will be presented to the Union Board of Governors for information.

Meeting adjourned.

DC:da

Executive Committee Report

Below you will find a tentative time table for the month of April. Meeting times have been noted, and as always, you are welcome to attend any that you wish.

March 31	House & Finance Topic: Facilities/Administration Efficiencies Report Price Policy Report
April 5	UBOG Budget Discussion Starts
April 7	House & Finance Services Efficiencies Review
April 12	Executive Committee Open Agenda
April 14	House & Finance Services Efficiencies Review
April 19	UBOG Budget Continued
April 21	House & Finance Activities Efficiencies Program
April 26	Exec Committee Open Agenda
April 28	House & Finance Open Agenda
April 31	Exec Committee Open Agenda

A CONSTITUTION FOR THE MINNESOTA UNION

(This constitution will be on the ballot of the all campus Election, April 30 & May 1)

ARTICLE I THE MINNESOTA UNION.

Section 1. Definition and purpose.

The Minnesota Union is an organization of the University of Minnesota Twin Cities campus, a communitary including 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 its members; and to provide for those informal associations which will foster knowing, understanding and caring.

Section 2. Powers and authority.

The Minnesota Union operates within the tradition of college unions, as well as within its unique context at the University of Minnesota, under the direction of its membership as authorized by the Board of Regents in this constitution. The Minnesota Union shall operate as a Department of the University.

Section 3. Structure.

Responsibility for governance is vested in the Minnesota Union Coordinating Board and in the boards of the constituent unions.

ARTICLE II THE MINNESOTA UNION COORDINATING BOARD.

Section 1. Purpose.

The purpose of the Minnesota Union Coordinating Board (MUCB) shall be to exercise those authorities and responsibilities appropriate to governance and direction of the Minnesota Union in fulfilling Minnesota Union purposes. Towards this end it shall be responsible for determining Minnesota Union policy and programmes, and for coordination and oversight of the constituent unions. The MUCB will maintain relationships with University departments, committees and student organizations; and community agencies in order to develop cooperation for the attainment of its broad service and educational goals.

Section 2. Responsibilities.

A. The MUCB and the constituent union boards shall be responsible to the students who pay the fees which help support the Minnesota Union. While all members of the MUCB share in its responsibilities, the student members shall bear the chief responsibility for leadership, in accordance with the international and local union traditions, and with the educational mission of the University. The MUCB and the constituent union boards shall operate as student organizations, subject to University policies insofar as these are applicable and appropriate and do not conflict with this constitution. It shall be the exclusive responsibility of the MUCB to determine questions regarding applicability of policy on behalf of the Minnesota Union, subject to the normal appeal processes culminating with the President and the Board of Regents.

B. The MUCB shall retain full responsibility for all Minnesota Union policies and planning, and all actions of its Director shall remain subject to MUCB review. Similar relationships shall prevail between directors and boards in the constituent unions. It shall remain the exclusive responsibility of the MUCB to pursue any jurisdictional questions through the normal appeals process on its own behalf, or that of its membership or of the constituent unions.

Section 3. Membership.

A. The MUCB shall consist of Minnesota Union members representing the boards of constituent unions and various at-large Minnesota Union constituencies, including students, faculty, staff and alumni.

B. Voting membership shall include:

- 1) Two student representatives from each constituent union board.
- 2) Up to three student representatives of other student organizations, as specified in the bylaws.
- 3) Three students elected by the student body.

4) Two students representing the student body elected by the MUCB of the previous year.

5) The MUCB Chair, elected by the MUCB.

6) One faculty member from the constituency of each constituent board.

7) A former student of the University of Minnesota appointed with the approval of the Minnesota Alumni Association.

8) A representative of the University Civil Service Staff. Each voting member shall be entitled to one vote.

C. Non-voting membership shall include:

1) the Director of the Minnesota Union.

2) The director of each constituent union.

3) Such honorary memberships as may be provided for in the bylaws.

D. No member of a constituent union board may simultaneously serve as a student member of the MUCB, except as provided for in subsection B 1), above.

Section 4. Officers.

A. Officers of the MUCB shall include a Chair, a Vice Chair, the Director and such additional officers as may be established in the bylaws.

B. The Chair shall be a student who may not simultaneously hold another position on the MUCB. A MUCB member elected to this position shall be considered to have vacated her/his original position upon assuming the Chair.

C. The Vice Chair shall be elected by the MUCB from among its student members.

D. The MUCB shall participate in the recruitment and selection of the Director of the Minnesota Union.

ARTICLE III THE CONSTITUENT UNIONS.

Section 1. Purpose and constitution.

Constituent unions shall be established and operated in accordance with this constitution. Their constitutions shall be attached as appendices.

Section 2. Constituent union autonomy and separation of authority.

A. The operational policies and activities of the constituent unions shall be the prime responsibility of their respective boards.

B. It shall be the responsibility of the MUCB to establish such general policies as may be necessary to assure essential coordination for the activities and the operation of all constituent unions. In accordance with established University and Minnesota Union procedure, the MUCB shall be responsible for:

- 1) Approving programmes and the supporting annual operating budgets submitted by the constituent boards.
- 2) Allocating fee income to the separate boards.
- 3) Establishing necessary reserves to construct or renovate community union facilities.
- 4) Approving all constitutions, bylaws and amendments of the separate unions and boards.
- 5) Establishing (or dissolving) any constituent unions and their governing boards.
- 6) Coordinating the concerted efforts of the separate boards and the total Department.
- 7) Assisting and overseeing annual evaluation of constituent board programmes.

ARTICLE IV AMENDMENTS.

Section 1. Proposal.

Amendments to this constitution may be initiated by:

A. Proposal from any constituent union board or the MUCB; or

B. Petition signed by a number of qualified voters equal to at least ten percent of the number of ballots cast in the preceding election of MUCB at large student representatives (under article II, section 3, subsection B3).)

Section 2. Effectiveness.

This constitution and proposed amendments shall become effective immediately after approval by the MUCB, a majority of students voting in a regular or special election, and by the Board of Regents.

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Monday, April 19, 1982
346 CMU, 11:30 Lunch, Noon Meeting**

AGENDA

- I. Call to Order**
- II. Approval of Minutes**
- III. Reports**
 - Exec**
 - CUPC**
 - MUCB**
 - Directors**
- IV. Old Business**
- V. New Business**
 - A. Approval MUCB Constitution
Presented by Bill Byrne
Action Needed**
 - B. House Policies
Presented by Karl Sisson
Action Needed**
 - C. SOAC Applications Timeline
Presented by Karl Sisson
Information**
- VI. Intro of MU Director Carl Nelson**
- VII. Announcements**
- VIII. Adjourn**

BB

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Minutes of the Coffman Union Board of Governors
April 19, 1982

Present: Greg Erickson, CUPC
Jim Strawn, CUPC
Mike Hoppe, CHIP
Linda Fisher, GC
Mark Olson, CS (Student)
Rufus Simmons, CMU
Bernie Molitor, CMU

Karl Sisson, CUPC
Steve Yurek, CUPC
Mark Tateosian, Ed
Bill Byrne, MSA
Cindy Holton, CS (Clerk)
Berton Atkinson, CMU

Absent: Steve Carlson, CLA
John Schultz, Faculty (exc)
Glenn Hendricks, OSA (exc)
Norman Holte, CC

Barry Bridges, UBOG Alumni
Beverly Stewart, Faculty
Bob Ledder, Fd Service

Guests: Carl Nelson, Coord SA and Director MU
Vi Justice, Secy

The meeting was called to order at 1:15 by chairperson Bill Byrne. A quorum was present.

The minutes of April 5 were approved as written.

REPORTS

Executive Committee. Bill Byrne reported the XC committee discussed governance budget reductions: cutting back in the cost of lunch (from \$6 to \$3 or \$4); eliminating Open House (\$100); reducing the number of attendees to the ACU-I Conference to two persons (\$50-\$100); cutting back in the ACU-I Bulletin order by limiting copy to membership and having copy available in the file for Board members interested in referring to it (\$60). Bill Byrne will check with the Student Center and West Bank Union to determine if reductions are in line. The Recognition Dinner will be at the University Club in St. Paul, 420 Summit Avenue on May 19 from 6 pm to 1 am. It will be semi-formal. Transportation arrangements will be available. Sign up with Lois in room 220. Bill Byrne has office space in rooms 230 and 240 CMU. His office hours are from 2:00 to 4:00 pm, Tuesdays and Thursdays.

CUPC. Steve Yurek reported the Council approved the planning summaries for May. The BCA conference in Chicago March 17 was not up to expectations. Those attending had hoped to bring back programming ideas, but the conference was directed more toward administration. Council approved fitting Union Night into the Homecoming theme. Publicity for key leadership recruitment is a takeoff on the American Express card, "Don't leave school without it."

DIRECTORS

Rufus Simmons reported the directors are continuing to process the program budget and will present to House and Finance on Wednesday administrative recommendations for the 82-83 budget.

Bernie Molitor referred to the Winter Quarter Program Report, noting that comparable data from last year will be included in the next report.

OLD BUSINESS - none

NEW BUSINESS

MUCB Constitution. Bill Byrne noted SPSC and WBU have approved the revised MU Constitution. Carl Nelson reviewed the changes and the rationale.

MOTION 13A-82 (Erickson-Olson) To approve the MU Constitution.
Approved.

House and Finance House Policies were not discussed at House and Finance. They will be an Old Business item at the next Board meeting. Minutes of H&F meetings of April 7 and 14 were distributed. Minor revisions on the SOAC application were discussed. There were no policy changes. Applications for space are due mid to late May.

Coffman Portraits. Bert Atkinson reported the Coffman portraits have twice been vandalized while hanging in the Fireplace Lounge and are presently being stored until a way is found to protect the pictures. The portraits are the property of the Minnesota Gallery, on permanent loan to Coffman. It would cost approximately \$6,000 to encase the portraits in glass in order to prevent damage. The Minnesota Gallery values the portraits at \$300. Historically the pictures are one of a kind and should be preserved. Bert proposed the portraits be hung on the north wall of the 1st floor (stairway d & e) where they would have more visibility and yet be inaccessible to vandalism. It would probably cost two to three hundred dollars to paint the wall where the portraits would be hung.

Staff Introduction. Carl Nelson, Coordinator of Student Activities and Director of MU, reviewed his functions/responsibilities. Included in his responsibilities: the preservation of the history of the constituent unions; working with the MU directors in planning for the future; ensuring that the MU remains within general University policies; that the unions return to fee paying students the highest quality of benefits and that the MU is as effective and efficient as possible in everything it does. Working with the MU Directors he develops data to supply to Administration. As Coordinator of Student Activities he is involved with other campuses to the extent that he assists in a consultory role the Vice President of Student Affairs with projects i.e. remodeling the student facility at Crookston and Waseca. Also included under Coordinator of Student Activities are the Rec Sports, Student Organization Development Center, Legal Service, Religious Affairs and Student Organization Finance Division. In answer to how the budget process of the various areas compares, Carl noted the process differs in each area. Next year he looks to the establishment of a planning matrix. Bill Byrne asked Carl to report on the proposed food service study. Vice President Wilderson's office is making a study on fees. The MU fee is 40% higher than the average Big 10 Union fee. The MU does not get profits from food service. The average expense earned in the Big 10 Unions is 80%. The MU earns 50% of expense. Half of the earnings of the Big 10 Unions comes from food service. Asking VP of Finance to call in a firm to see what would be most advantageous to the University, how to increase service, the volume of business and profits. The Fees Committee has asked Carl for a report on the study.

ANNOUNCEMENTS

Bill Byrne announced SODC is forming a committee for planning next year's Siggelkow Leadership retreat. Anyone interested in helping to organize the retreat should fill out an application. Applications are due SODC April 21.

House and Finance meeting, Wednesday, April 21, 12:15.

Union Board of Governors, Monday, May 3, noon.

The meeting was adjourned at 1:00 pm.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

HOUSE & FINANCE COMMITTEE---APRIL 7, 1982

Present: Bill Byrn, Greg Erickson, Karl Sison, Bert Atkinson, Rufus Simmons, Darren Pfeifer, Diane Conde

Agenda Item #1 Facilities Efficiencies

A program is being designed to retrench \$66,000 out of Facilities cost for 1982-83. Bert and Darren identified the components. Carl Nelson has established guidelines of \$1.95 per square foot. The total Facilities budget is \$569,838.

Darren stated that reductions of two full-time Building and Ground Workers are being considered at a savings of \$26,400, 1 Senior Building and Ground Worker from the 2nd shift at \$16,300 who has not been rehired since last October. A shift differential of \$499.00 is also picked up.

An increase in the F.T.E. for setups from 1.95 to 2.6 is proposed and would be transferred from Housekeeping Project to the Setups Project. This would add \$9,240 to Setups.

Student Salaries -- It is being projected that \$1700 will be saved from base for Maintenance.

Uniforms for the Night crew could be deleted. Students could have uniform shirts only. The day crew would remain in uniform. This would save \$1800.

A total of \$1500 could be retrenched -- \$680 by eliminating urinal blocks and \$835 by switching to an all-purpose cleaner. Darren is presently testing the all-purpose cleaner this week to see how it performs for effectiveness.

Inflation figures will be added in later. There is \$8,561 left to retrench which could possibly come from additional energy conservation and perhaps the Campus Club and Food Service paying for their full utility costs. Until this becomes a reality, the \$8561 will be taken out of Student custodial workers 2nd shift and weekends.

The Artcraft Studio and the Recreation/Outing Center will do their own daily cleaning.

The MSA Services Corporation instead of leaving all their boxes in the hallway will bring them back to the dock.

Darren will do an Impact Statement which will be reviewed internally by the CMU Directors, then by Carl Nelson, then by the House and Finance Committee and recommended to the Union Board of Governors.

Agenda Item #2 Coffman Portraits

The committee received a copy of a letter from the University Gallery stating that the portraits are worth \$300.00 and that insurance would not pay for the restoration costs under the circumstances. Bert proposed to the committee by a memorandum that the portraits be rehung adjacent to Stairway D and E First Floor (the U shaped stairway) on the wall occupied by the graphic number "1". Discussion followed.

MOTION Bill Byrn, Seconded by Atkinson. That we recommend the hanging of the Coffman portraits in said location to the Union Board of Governors.

Motion approved.

DC:da

HOUSE & FINANCE COMMITTEE MEETING—April 14, 1982

**Present: Steve Yurek, Karl Sisson, Steve Carlson, Rufus Simmons,
Diana Conde**

Excused: Greg Erickson, Bill Byrn

Agenda Item #1—House Policy Revisions

CMU Administration was not fully prepared to present information. It will be presented at the next House & Finance meeting.

Agenda Item #2—SOAC Application Revisions

The committee reviewed the changes in the SOAC Application for space in the SOAC area. There were no policy changes.

Steve Yurek commented on the photocopy increase from 7¢ to 8¢. He said he felt that it would hurt business because we are in competition with Kinko's who charges 4¢ a copy. Rufus commented that the CMU staff will be bringing their recommendations to the Minnesota Union Coordinating Board although the Pricing Policy is firm now.

Unexcused absences from the House & Finance Committee meetings were discussed.

DC

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Minutes of the Coffman Union Board of Governors
May 3, 1982

Present:	Greg Erickson, CUPC	Karl Sisson, CUPC
	Jim Strawn, CUPC	Steve Yurek, CUPC
	Mike Hoppe, CHIP	Steve Carlson, CLA
	Mark Tateosian, Ed	Linda Fisher, GC
	Bill Byrne, MSA	Barry Bridges, UBOG Alumni
	Mark Olson, CS (Student)	John Schultz, Faculty
	Beverly Stewart, Faculty	Glenn Hendricks, OSA
	Rufus Simmons, CMU	Berton Atkinson, CMU
	Bernie Molitor, CMU	
Absent:	Cindy Holton, CS (Clerk)	Bob Ledder, Food Service
	Norman Holte, CC	
Guests:	Shelly Johnson, CUPC	Jim Elert, Info Rep
	Mamie Jin, MUCB Chair	Mary Hausladen, Former Board Member
	Carl Nelson, Director MU	Vi Justice, Secy

The meeting was called to order at 12:05 by Chairperson Bill Byrne. A quorum was present.

The minutes of April 19 were approved as written.

Agenda Change. House Policies were deleted as an agenda item as the House Policies were not ready for distribution. CUPC By-Law Change was added to the agenda.

REPORTS

Executive Committee. Bill Byrne reported XC is starting to recruit for next year. He asked Board members for a show of hands as to who would be returning next year. Those indicating interest were Steve Yurek and Jim Strawn from CUPC, Mark Tateosian from Education and Steve Carlson from CLA.

CUPC. Jim Strawn reported the Council will set up a table at the CLA-SIB Festival on May 14, 10 am to 2 pm to recruit new members. Council discussed a memo concerning an amendment to the By-Laws relative to election of President. (Action will be taken on the Amendment this afternoon). Planning summaries for the Whole-New Wave Fest and for Personnel-Recognition dinner funds were approved. A "program board" has been placed in back of the CUPC office for aiding coordination of program planning. There were 664 tickets sold for the two performances by Meg Christian on Sunday. Saturday's performance in the Whole broke even.

Bill Byrne noted Shelly Johnson was present at the meeting to take informal photos for the Governance slide show.

House and Finance. Karl Sisson reported H&F approved House Policies revisions and will be approving SOAC space assignments in the near future.

DIRECTORS

Rufus Simmons introduced visitor Mary Hausladen, former Board President and MUCB Chair, now employed by Xerox and living in California. Rufus distributed copies of a memo from Carl Nelson outlining 9 options dealing with the \$40,000 shortfall in the budget. Board members were asked to check their priority of the 9 budget balancing options to make up the 40,000. It was noted the figures are estimates and only one item should be selected from items 2 and 4. These sheets should be returned as soon as possible.

OLD BUSINESS - none

NEW BUSINESS

Check Cashing Policy. Bert Atkinson reviewed a check cashing policy that has been proposed to the MU Directors and MUCB for consideration in the 1982-83 budget. (Copy attached to secretary's minutes). He noted that for CMU the check cashing fee of 15¢ and 25¢ would generate \$10,589 of income and the expanded program (to include hours 3:30 pm to closing, Monday-Friday and weekend hours) would cost \$10,399 or a net difference of plus \$190. The expanded program would require an increase in daily change handling of \$6500 (current advance is \$3500) bringing the total change to \$10,000. This would be a close to breakeven service.

The Student Center presently cashes \$10 check and does not want to charge a fee for check cashing. The West Bank Union presently cashes \$3 check. It was noted the Bursar would not be charging for cashing a check.

MOTION 14-82 (Bridges-Strawn) That UBOG endorse the proposed check cashing policy.

Extended discussion related to how students would react to the check charge, should the charge be termed temporary retrenchment measure, should a special service have a special fee attached with preference given to students, is the "union idea" being violated, would there be a PR problem, should the service be discontinued in lieu of the charge?

Steve Carlson noted he would want to amend the proposed check cashing policy opening statement by adding "temporary recommendation for MUCB approval" as he thought it would lessen PR dissatisfaction if students know the charge would not be a long term measure.

Barry Bridges called the question on the amendment. Amendment failed.

Barry Bridges called the question on the motion. Motion Carried.

Music Listening. On April 12, 1982 a committee consisting of Gary Muellerleile, Charles Rausch, Earl Trumble and David Gust developed and recommended to the Minnesota Union Directors a program to charge a service fee for the Music Listening Services currently in operation in Coffman Memorial Union and the St. Paul Student Center. The recommendations of the committee were as follows:

- a) That a 25¢ per two-hour time period and each two-hour time period thereafter be charged.
- b) That this fee be collected either by direct cash payment at the listening centers or through a pre-purchased punch card (\$5.00 per card) which would be sold at the services center. The concept of the punch card would eliminate cash handling and record keeping at the Music Listening Center.

- c) The Music Listening fee is part of the pricing policy developed for the 1982-83 budget.
- d) The statistics for the CMU program are current annual usage at 25,000 persons. It is estimated that the fee would reduce attendance to 16,000 persons and would generate \$4,000 income.

Discussion centered around: is the charge sufficient to offset costs of handling cash/punch card/recordkeeping. Would students continue to use the area if a charge were made. It was noted attendants deal directly with individuals using the area when they check out equipment so it would not involve much more time to punch card or handle cash.

Steve Carlson noted he would support the fee if the money would be used to support and improve the area.

MOTION 15-82 (Yurek-Bridges) That UBOG support charging user fee with understanding that the money would insure proper maintenance and service to the area.

Hand vote taken: 6 in favor, 5 against - Motion carried.

CUPC By-Law Change

Greg Erickson explained the CUPC By-Laws do not state how the new president is to be elected. Council will vote this afternoon on amendment to the By-Laws. Changes to Article II, Sec. 2 include: adding "consisting of at least 3 officers and a program staff person as designated by the V.P. of Personnel" after "Selection Committee of the Council." Adding "Except President" after recommendations for all offices." Adding "The election shall take place at least one meeting prior to the date of submission of recommendations by the selection committee." Greg noted these changes will be implemented if approved by the Council if agreed to by the Board and will be brought to the Board for formal approval at the next board meeting

The Board indicated agreement with the By-Law changes.

Announcements

MUCB Scholarship Fund. Mamie Jin noted the MUCB scholarship fund is available for grad and undergrad students. She distributed info/applications. Applications are due May 26.

Union Board of Governors meeting May 17, 12 noon, Room 346.

The meeting was adjourned by motion.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

UNIVERSITY OF MINNESOTA

Office of the Associate Director
Room 140 Coffman Memorial Union
300 Washington Avenue SE
Minneapolis, MN 55455
373-0182

April 30, 1982

To: House & Finance Committee
Union Board of Governors

From: Berton M. Atkinson
Associate Director

Subj: Music Listening Service Fee Program

On April 12, 1982 a committee consisting of Gary Muellerleile, Charles Rausch, Earl Trumble and David Gust developed and recommended to the Minnesota Union Directors a program to charge a service fee for the Music Listening Services currently in operation in Coffman Memorial Union and the St. Paul Student Center. The recommendations of the committee were as follows:

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- c) The Music Listening fee is part of the pricing policy developed for 1982-83 budget.
- d) The statistics for the CMU program are current annual usage at 25,000 persons. It is estimated that the fee would reduce attendance to 16,000 persons and would generate \$4,000 income.

BMA:da

UNIVERSITY OF MINNESOTA

Associate Director's Office
Room 140, Coffman Memorial Union
300 Washington Avenue SE
Minneapolis, MN 55455
373-0182

April 30, 1982

To: House & Finance Committee
Union Board of Governors

From: Berton M. Atkinson
Associate Director



Subj: Check Cashing Service and Fee

Attached is a copy of a memo from Bert Atkinson and Charles Rausch to the Minnesota Union Directors recommending an upgraded check cashing service along with a fee for check cashing. This memo was presented to the Minnesota Union Directors and the Minnesota Union Coordinating Board and is part of the pricing policy under consideration for the 1982-83 budget.

The scope of this program if implemented for Coffman Memorial Union would be:

- a) the check cashing fee (15¢ and 25¢) would generate \$10,589 of income and the expanded program to include the hours 3:30pm to closing, Monday through Friday, and weekend hours would cost \$10,399 or a net difference of +\$190.00.
- b) to implement the program would require an advance including daily change handling from the University in the amount of \$10,000. We currently have an advance of \$3500, or a net increase of \$6500.
- c) the ratio of checks cashed in the current program which is operated 8:00am - 3:30pm, Monday through Friday, 56,000 checks annually is 85% students and 15% staff/faculty. The volume of checks cashed annually under the expanded program would be 65,000 annually.

BMA:da

UNIVERSITY OF MINNESOTA

Associate Director's Office
Room 140, Coffman Memorial Union
300 Washington Avenue SE
Minneapolis, MN 55455
373-0182

To: MU Directors
From: Bert and Charles
Subject: Proposed Check Cashing Policies
Date: March 17, 1982

The following policies and service charges are recommended for MUJCB approval:

1. That the constituent unions provide check cashing services on their respective campuses during all hours of Service Center operations.
2. That checks be cashed in units of \$5.00, \$10.00, and \$15.00, with the service charge added on top.
3. That a service charge be applied for delivery of said service at the rate of:
 - a. Students with current fee statements at \$.15
 - b. Faculty, staff and others at \$.25
4. N.S.F. fees to be handled through the University "99" account.
5. Checks at purchase points shall not exceed amount of purchase.
6. Audit: service charges to be rung through a cash register.

BA/CMR/da

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
May 17, 1982**

AGENDA

- I. Call to Order**

- II. Approval of Minutes**

- III. Committee Reports**
 - 1. Exec**
 - 2. H&F**
 - 3. CUPC**
 - 4. MUCB**
 - 5. Director**

- IV. Old Business**
 - A. House Policies - Presented by Karl Sisson
Action needed**

 - B. CUPC By-Law Change - Presented by Greg Erickson**

- V. New Business**
 - A. SOAC - Presented by Karl Sisson
Action needed**

 - B. Budget Info - Presented by Rufus Simmons**

- VI. Announcements**

- VII. Adjourn**

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Minutes of the Coffman Union Board of Governors
May 17, 1982

Present: Greg Erickson, CUPC
Jim Strawn, CUPC
Mike Hoppe, CHIP
Mark Tateosian, Ed
Bill Byrne, MSA
Cindy Holton, CS (Clerk)
Rufus Simmons, CMU

Karl Sisson, CUPC
Steve Yurek, CUPC
Steve Carlson, CLA
Linda Fisher, GC
Barry Bridges, UBOG Alumni
Beverly Stewart, Faculty
Berton Atkinson, CMU

Absent: Mark Olson, CS (Student)
Glenn Hendricks, OSA (exc)
Norman Holte, CC

John Schultz, Faculty (exc)
Bob Ledder, Fd Service
Bernie Molitor, CMU

Guests: Jim Elert, Public Relations Rep

The meeting was called to order by Chair Bill Byrne. A quorum was present.

The minutes of May 3 were updated to include the authors of motions: Motion 14-82 Bridges-Strawn, and Motion 15-82, Yurek-Bridges.

REPORTS

Executive Committee. Bill Byrne reported that the next UBOG meeting will be held June 2, 1982. The agenda items for the meeting will be 1) Election of CUPC Officers and Coordinators; 2) The Board Alumnus Representative; 3) 1982-83 CMU Budget Approval. Bill announced that the Executive Committee reviewed the CUPC request for By-Law changes and noting the lack of grievance procedures suggested that a grievance would follow the following steps: 1) first level of recourse for an individual to lodge a complaint would be with the selection committee, 2) next level would be with the Council of CUPC, 3) the CUPC President would notify the Chair of UBOG of any unresolved grievance who would in turn appoint a committee (5 persons - 2 CUPC, 2 non-CUPC, and a chairperson) to review and resolve the dispute. CUPC will put forth a slate of candidates for the officers and coordinators at the next UBOG meeting. Bill will appoint a task force to review the CUPC selection process. The CMU Volunteer Recognition Dinner is scheduled for May 19. Late RSVPs were called for. There were none. An announcement for the MU Pig Roast was distributed. The date is scheduled for Sunday, June 13.

CUPC. Greg Erickson announced that candidate information will be provided. The CUPC leadership slate will be present June 2 for formal action. He called for volunteers to serve on the above-mentioned Appeal Committee. Cindy, Linda and Mark Tateosian volunteered.

MUCB. MUCB will meet June 18. The major business item will be the Long-Range Planning Committee's recommendation for addressing the MU \$61,000 retrenchment.

The priority ranking for cost reduction income generation options are as follows:

1. Increase markup on concession to 33% average	\$10,500
2. Reduce by 25% staff attendance at ACU-I National Conference	2,500
3. 30% subsidy for entertainment	20,500
4. Check cashing fee of 15¢/25¢	17,000
5. Reduce 1981-82 Music Listening hours by 25%	1,800
6. Decrease subsidy to Graphic Center	9,000
7. Constrain spending for visual arts development	<u>11,000</u>
Total	72,300

Director - no report

House Policies

Karl Sisson distributed and presented the House and Finance recommendations for changes of the House Policy:

- the term "Room" has been substituted for "Reservation".
- the hours of operation identified reflects the existing changes.
- audio-visual equipment with sound may be used only at the ground floor contact tables.
- Mall Terrace. The policy changes are undergoing further modification. H&F Committee is working in consultation with SODC to further define the limits to be placed on sound reinforced programs in addition to the issues of who can utilize the mall terrace. Current thinking will permit unstructured individual use which would not need any building service and schedule events as is the current practice.
- River Terrace provides an area for formal outdoor programming. Outside south of building. 12:00 noon to 1:00 pm and 5:00 pm to 11:00 pm, Monday through Friday and all day to 11:00 pm on weekends. Sound amplification is limited to voice (speakers) using the Union's system. Music programs using low output, non-amplified instruments are permitted. Amplified music programs will be permitted between 3 pm to 10 pm from the end of Spring classes until (but not including) the first day of Fall classes.

Rufus Simmons made note that a major change to CMU's literature distribution will be forthcoming based upon a university literature distribution policy which is in the process of being approved by the central officers group.

- Food Policy - a new addition to the house policies - addresses the health/sanitation concerns of UofM Environmental Health and Safety Department.

Vote was taken on House and Finance recommendations and Board approved.

CUPC By-Law Change CUPC officers/coordinators selection.

Greg Erickson presented an updated recommendation for CUPC By-Law change. A task force committee will be appointed to review the by-law formulated by CUPC.

Vote was taken on the CUPC recommendation and Board approved.

SOAC Space Assignment. Karl Sisson referred the Board to the minutes of the May 12 House and Finance Committee meeting and recommendation:

- 1) that all student organizations (50) receive space that have requests for 81-82.
- 2) that eight additional new desks be added to the SOAC area.
- 3) pay typewriters be relocated to the Artcraft Studio.
- 4) lighting be placed above the provided study tables in the SOAC area.
- 5) AIESEC will have an additional floptop file installed.
- 6) PSO will be allowed to occupy their proposed space immediately.

All student organizations be charged 2/3 the cost of a desk-n-file unit for both the flip top file cabinets and the storage cabinets located behind the SOAC Receptionist's desk.

All student organizations be charged the same rate for the storage cabinets regardless of the source of their funding.

Rental rate charges for student organizations will be increased 15%.

Vote was taken on the H&F recommendation and Board approved.

The meeting was adjourned by motion.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Present: Glen Hendricks, Bill Byrne, Bert Atkinson, Greg Erickson, Rufus Simmons, Karl Sisson, Diane Conde

Agenda - Student Organization Activities Center (SOAC) Proposed SOAC Space Allocation for 1982-83

The committee reviewed and discussed a memorandum from Bernie Molitor regarding the SOAC Assignments for 1982-83 in addition to a diagram of the SOAC spaces with the proposed assignments for 1982-83.

1. New Desks, Lighting

There is a proposal to add eight more open-air desks at an estimated cost of approximately \$6000 by removing the pay typewriters and the study carrels presently located there. The pay typewriters would be relocated in the Artcraft Studio. There is a need for additional lighting above the study tables that are located in the SOAC area.

2. International Association of Students in Economics & Business Management (AIESEC)

This student organization would like to be assigned two desk spaces because they need more file space. They also would like to be moved to the back row of the open-air spaces because they felt the heavy traffic flow of their present location is disturbing their operation. The committee agreed that assigning them two desks would not be appropriate to the philosophy of organizations having one space as more organizations' needs are met by assigning only one space per organization. A flip top file could be added to their present space which would give them more file space and if a group in the back row cancels their space, AIESEC would be given the option of moving to that space.

3. Rates

There was discussion of adding a surcharge to student organizations who have additional flip top drawers and storage cabinets, etc above the standard equipment. Organizations are presently being charged a set rate which is based on the square footage of the space and whether the organization is student fee supported or non student fee supported. The charge presently is not based on what equipment they have in their space. Bert noted that charging organizations on the basis of additional equipment supplied by CMU in their space would entail much staff time and paperwork. It was suggested that a subcommittee of the House & Finance Committee be developed to bring to the House & Finance Committee a proposed new rate structure for the SOAC area.

4. Progressive Student Organization (PSO)

This organization had requested an open air desk in the middle of the 1981-82 academic year. It was agreed that since there are available desks, they could be assigned one without having to wait until fall quarter.

5. Use of Desk-N-Files

Vacant desk-n-file units will be left open. Organizations presently holding one of the other types of space will not be assigned any additional space in the form of a desk-n-file unit.

The committee discussed changing the proposed assignment of the Moslem and Israel student groups because of the possibility of conflict between the two groups. Tom Flutak, Director of the Student Organization Development Center (SODC), will be consulted for his perception of the possibility of conflict between the two groups.

Regarding the cleanliness of certain groups' spaces in the SOAC area, Bert said that an inspection will be made and groups who are violating the House Policies will be told to clean up.

Meeting adjourned.

HOUSE & FINANCE COMMITTEE MINUTES--May 12, 1982

Present: Bert Atkinson, Jim Strawn, John Burton, Bill Byrne, Karl Sisson,
Steve Yurek, Rufus Simmons, Diane Conde

I. House Policies

A. Page 9 Revision. Conference/Dining Rooms

Bill Byrne had questioned the sentence "In order to provide these rooms on a fair and equitable basis, each organization is limited to one meeting space on a regular weekly basis per quarter." Bert noted that the House Policies are general guidelines and that more than one room per week can be reserved by an organization if space is available the week of the program.

MOTION (Byrne-Yurek) Move the addition of Item I, Page 9 of the House Policies as is for recommendation to the Union Board of Governors.

Approved.

B. Mall Terrace Policies

There were questions regarding the interpretation of this policy of allowing voice (speakers) to be amplified from 5:00-10:00 pm during the summer sessions. Bert noted that this means that only speakers can be amplified, not singers or music.

Jim Strawn and John Burton reported that they found after checking with the Admissions and Records Office that during the summer sessions there are no classes along the mall with the exception of labs after 1:00 pm. They questioned why amplified music programs will be allowed only after 5:00 pm. Bert said that he would like to check with the Director of Admissions & Records to see if there is a clear time that classes would not be held. Bill noted that there are classes starting at 5:00 during the summer sessions and that he felt amplified music programs would disturb them. Bert and Karl will meet and bring to the next meeting.

II. SOAC

A. Rate Charges

A subcommittee composed of Greg Bill and Karl met to make some recommendations to the House & Finance Committee.

MOTION (Byrne-Simmons) That CMU increase rent rates by 15% of their base for only ~~the dues only~~ and fee supported student organizations using SOAC space effective July 1.

It was noted that the rent rate formula for student organizations using the SOAC area traditionally has not been profit seeking.

Bill noted that he felt the Union is in effect, subsidizing only a few of the 500 student organizations on campus. He felt that since we are asking every student to pay more for such services as check cashing and Music Listening, then why not increase the fee for these student organizations using space in the Union by a minimal amount.

MOTION APPROVED.

MOTION (Sisson-Byrne) Move that we recommend to the Board of Governors the following recommendations for SOAC.

1. That all student organizations receive space that ^{have} request it. *for 82-83*
2. That eight new desks be added to the SOAC area. *→ addition office space*
3. Pay typewriters be relocated to the Artcraft Studio.
4. Lighting be placed above the provided study tables in the SOAC area.
5. AIESEC will have an additional flip top file installed.
6. PSO will be allowed to occupy their proposed space immediately.
7. All student organizations be charged 2/3 the cost of a desk-n-file unit for both the flip top file cabinets and the storage cabinets located behind the SOAC Receptionists' desk.

All student organizations be charged the same rate for the storage cabinets regardless of the source of their funding.

MOTION APPROVED.

dc

TO: CUPC EXEC.
FR: UBOG EXEC.
RE: BY-LAWS AMENDMENT

We recommend that the By-Law addition be tabled until a task force can examine all of the consequences of the amendment. Also, the task force would examine the entire selection process.

We have discussed the possibility of the Board playing a more significant role in the officer selection process, particularly the President. Also, it was suggested that the candidates for officer positions should have an avenue of appeal if they are not recommended for the position they seek. A rough outline of this process follows so that you may discuss:

1. A candidate may appeal to the selectoin committee for reconsideration
2. Next, the candidate may appeal to the Council if he/she isn't satisfied with the results of #1. The candidate may present his/her case to the Council and the interview committee will be asked to also. The Council will vote.
3. The final appeal will be to the Board of Governor's. The President of the Council is expected to notify the Board when a candidate begins the appeal process.

We would recommend that the above outline serve as an interim process until the task force can consider it.

5/11/82

DESK-IN-FILES

- | | | | |
|-------------------------|------------------------|------------------|------------------------|
| 1. Young Socialists | 6. Turkish Americans | 11. | 16. DFL |
| 2. Greek Students | 7. Stop the Draft | 12. Board of Pub | 17. Marxist/Deleonists |
| 3. Women's Crew | 8. Ballroom Dance Club | 13. Chess Club | 18. |
| 4. Nigerians | 9. UL/GC | 14. | 19. IVCF - Commuters |
| 5. Christians In Action | 10. | 15. | 20. |

PROPOSED SOAC SPACE ALLOCATION

1982-83

NEW OPEN-AIRS

Unicorns	Lakonias Boxing	Lebanese	Moslems ✓
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Laotians	Almega	Black Women	
----------	--------	-------------	--

Receptionist

OLD OPEN-AIRS

P.S.O.	Marinath Christ- ian Fei.	Muslims	Aq. Age	Liberta.	UL/GC
Table	Parachut	GUPS	Ap. Tech	Arab Americ.	Lutheran

AIESEC	IVCF	Israel	Repubic.	Sports Car	Citizens
Christ. Sci	L-5	YSA	Feminist	No, Sun	Table

QUADS

MISA	MISA	IPC	PAN-HEL
MISA	MISA	IPC	PAN-HEL

MSA STORE	MSPR	MPRIG	SKI CLUB
MSA STORE	MSPR	MPRIG	MPRIG

B. Gopher Mound

Provides space for programs of entertainment, recreational or musical nature. (Programs of a political or religious nature are not allowed.)

1. Location: Room 35
2. Hours: 12:00 noon to 1:00 p.m. (Other times must be approved by the AA.)

C. Great Hall

Provides space for a variety of programs of an educational, social, and recreational nature.

1. Location: Rooms 60, 60A through 60D, and Annex Room 70.
2. Hours: Normal building hours.
3. Note:
 - a. Reservation requests must be submitted in writing to "Rooms" Office, and will be considered up to (12) months in advance maximum and (2) weeks minimum. Cancellations will be accepted up to (10) days before the event at no charge.
 - b. Food and beverages are permitted at designated functions. Smoking is not permitted.
 - c. The operation of the light board is restricted to trained CMJ staff.
 - d. Capacity for Dances/Concerts is set at 1500 persons, Theatre/Lectures at 1000 persons, Luncheons/Banquets at 600 persons.

D. Ticket Booth

Provides an area for the sale of tickets for programs reserved in the Union and the "Bus Pass" Service. The booth is available the day of and up to (5) days before the event.

1. Location: Room 53
2. Hours: Normal building hours

(First
Floor)

E. Mall Terrace

Provides an area for formal outdoor programming.

1. Location: Outside north of building
2. Hours: Programs are limited to 12:00 noon to 1:00 p.m. and 5:00 p.m. to 11:00 p.m. Monday through Friday, and all day to 11:00 p.m. on weekends. Exhibits on the grassy mall area are limited to a one day (7:00 a.m. to Closing) program.
3. Note: Programming is limited to events of an all campus nature which are of particular interest to students. Sound amplification is limited to voice (speakers) using the Union's system. Music programs using low

output, non-amplified instruments are permitted.

Amplified music programs will be permitted between 3:00 p.m. to 10:00 p.m. from the end of Spring classes until (but not including) the first day of Fall Classes.

F. River Terrace

Provides an area for formal outdoor programming.

1. Location: Outside south of building
2. Hours: 12:00 noon to 1:00 p.m. and 5:00 p.m. to 11:00 p.m. Monday through Friday, and all day to 11:00 p.m. on weekends.
3. Note: Sound amplification is limited to voice (speakers) using the Union's system. Music programs using low output, non-amplified instruments are permitted.

Amplified music programs will be permitted between 3:00 p.m. to 10:00 p.m. from the end of Spring classes until (but not including) the first day of Fall Classes.

G. Theater/Lecture Hall

A versatile program auditorium designed for major films, media, lecture and performing arts programs as well as special campus cultural forums and productions. Programming emphasis is directed toward quality campus events which require the special technical capabilities of this facility. The adjoining Commuter Lounge may be used in conjunction with Theater/Lecture Hall programming.

1. Location: Rooms 110, 110A, 110B, 110C, 102, 103, 104, 106, 120E
2. Hours: Normal building hours. Will be considered up to (12) months in advance maximum and (2) weeks minimum.
3. Note:
 - a. Cancellations will be accepted up to (10) days before the event at no charge. Failure to cancel within this time limit will result in the assessment of a late fee.
 - b. A Comm/Media technician is required to be on duty all hours the Theater has been reserved. Operation of all audio, video, and lighting equipment is restricted to trained Union staff. Setup of all stage sets and program support equipment will be accomplished by or be under the direct supervision of the Union staff. Program equipment, subject to availability, is to be requested when reservation is made.
 - c. Room capacity fixed seating 259, movable 50, wheelchair 5, total = 314 persons.
 - d. The ticket booth may be reserved the day of and up to (5) days before a scheduled program for advance ticket sales.

2. The banner text must indicate organization, event time and date. Normally only publicity of University functions is permitted.
3. Size of banner is 32' long X 3½' high.

L. Late Closing/Early Opening Policy

The AA and Night Manager may approve a special opening/closing time for particular programs. Organization shall submit, at least three weeks in advance, a written request stating the reason why they feel it is necessary and that they recognize a special fee will be assessed for that time. The AA or Night Manager will approve/disapprove the request according to Union and University guidelines and availability of staffing.

M. Food Policy

Normally, preparation and serving of food and beverages is to be handled by the University Food Service Department.

However, when the Food Service Department is not available or is unable to accommodate an organization's request, the organization will be allowed to provide and serve its own food within the following guidelines:

1. The organization representative completes and submits to the CMU Reservationist a CMU Food Permit Form for serving "light refreshments". The CMU Reservationist may approve the serving of "light refreshments" or pre-packaged food according to a listing of approved foods provided by Environmental Health and Safety.
2. The organization representative completes a CMU Food Permit form and obtains written approval (on that form) from an Environmental Health and Safety Officer for foods which do not fall under "light refreshments" category. This form must then be returned and placed on file with the Rooms Office at least 24 hours in advance of serving time.
3. A "Permit to Sell" must be obtained from the SODC for any "food" sales.

The sale, distribution, or serving of food from any approved source can be terminated by the Department of Environmental Health and Safety or by building management if there are or appear to be sanitary problems.

5/11/82

TO: UBOG
FROM: Greg Erickson, Bernie Molitor, CUFC
RE: By-Law Change

Note the changes as underlined. We recommend the modification to the Board as a well-considered improvement in CUFC selection processes.

OLD BY-LAW

12/77

Article III, Section 2:

Applicants for all offices shall submit a statement of intent to the Council and shall be interviewed by a Personnel Selection Committee of the Council. The committee shall present to the Council its recommendations for all offices. The Council shall then prepare a slate of officers for recommendation to the Coffman Union Board of Governors in accordance with Article II, Section 1, D.

NEW BY-LAW

5/82

Article III, Section 2:

Applicants for all offices shall submit a statement of intent to the Council and shall be interviewed by a Personnel selection Committee designated by the Vice President of Personnel. The committee shall consist of at least three officers and a program staff person, and shall present to the Council its recommendations for all offices except the President.

Applicants for the office of President shall appear before the Council at a regularly scheduled meeting to present their organizational objectives. At least two-thirds of the constituted voting members of the Council must be represented in order to hold the selection. A simple majority of those voting is required to select the President. The Council shall then prepare a slate of officers for recommendation to the Coffman Union Board of Governors in accordance with Article II, Section 1, D.

**COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
June 2, 1982**

AGENDA

- I. Call to Order**
- II. Approval of Minutes**
- III. Committee Reports**
 - 1. Exec**
 - 2. CUPC**
 - 3. H&F**
 - 4. MUCB**
 - 5. Directors**
- IV. Old Business**
 - A. Approval of Budget**
Presented by Rufus Simmons - Action Needed
- V. New Business**
 - A. Selection of CUPC**
Presented by Greg Erickson - Action Needed
 - B. Selection of UBOG Alumni Position**
Presented by Bill Byrne - Action Needed
- VI. Announcements**
- VII. Adjourn**

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Minutes of the Coffman Union Board of Governors
June 2, 1982

Present: Greg Erickson, CUPC
Jim Strawn, CUPC
Mark Tateosian, Ed
Bill Byrne, MSA
Mark Olson, CS (Student)
John Schultz, Faculty
Eerton Atkinson, CMU

Karl Sisson, CUPC
Steve Yurek, CUPC
Linda Fisher, GC
Barry Bridges, UBOG alumni
Cindy Holton, CS (Clerk)
Rufus Simmons, CMU
Bernie Molitor, CMU

Absent: Mike Hoppe, CHIP
Beverly Stewart, Faculty
Bob Ledder, Fd Service

Steve Carlson, CLA
Glenn Hendricks, OSA
Norman Holte, CC

Guests: Jim Elert, Public Relations Rep Vi Justice, Secy

The meeting was called to order at 12:05 by Chair Bill Byrne. A quorum was present. The minutes of May 17 were approved as written.

Recognition Certificates were distributed to Board members and the Chair expressed his appreciation to the Board for their service this past year.

Recognition Banquet. The Chair asked for suggestions for improving next year's banquet. Linda Fisher suggested having the banquet on a weekend and more easily accessible for "significant others" by providing opportunity for them to pay for their own dinner.

Summer Meeting. The Chair announced there would be a summer "information" meeting sometime in July. Schedule cards will be sent to Board members to determine an available date.

Executive Committee. The Chair asked that XC (Karl, Bill and President of CUPC) be authorized to act for the Board on normal issues during the summer and to bring to the Board anything requiring Board action.

MOTION 16-82 (Schultz-Bridges) That XC Committee be authorized to take interim action during the summer as required to conduct normal business of CMU with note that the Board will be brought up to date at the fall meeting. Approved.

Task Force for CUPC Election Process. The Chair asked for volunteers to serve on a task force to look at CUPC Election Process. Linda Fisher volunteered.

House and Finance. The H&F minutes of May 26 were distributed. Item of business pertained to re-writing section of House Policy re amplification/programming on the Mall Terrace. It was noted most of the problem with amplification on the Mall Terrace to date has been with organizations using their own amplifying equipment. It is felt that there will be more control of the sound with the use of CMU equipment.

The following revision was approved by the House and Finance Committee to the Board of Governors.

E. Mall Terrace

Provides an area for formal outdoor programming.

1. Location: Raised platform and grassy area at north of building, 1st floor.

2. Hours: Non-amplified programs

Non amplified programs may be scheduled for a one-day period during normal building hours. A longer period may be considered by the Associate Administrator.

Amplified programs (see "note a" below)

Amplified programs are limited to 12:10p-1:10p M-F, 5p-12:45a Friday, 7a-12:45a Saturday, 1p-10:45 Sunday during the academic year. Program limitations during the summer are 12:10-1:10p and 5p-9:45p, M-F.

3. Note:
- a. All noon program amplification must be provided through CMU's Comm/Media Department. Evening programs may use CMU system or provide their own equipment. If non-CMU equipment is used, the setup and sound level is to be supervised by CMU's Comm/Media Department.
 - b. This space may be used (without amplification) by individuals or groups without reservation provided no other organization has the area reserved.

A vote was taken on the H&F recommendation for policy change and the Board approved.

Question was asked if the Administration or anyone else should be notified of House Policy change. Rufus Simmons noted he did not think it was necessary to notify Administration of policy change unless the change required administrative action.

MUCB. The budget will be presented to the MUCB for approval June 3. The Chair noted SPSC wished to be excepted from the check cashing fee. The activities evaluation final report will be gone over at the MUCB meeting also. The meeting is scheduled for 7:00 pm in Room 346 CMU.

Directors Report. Rufus Simmons noted this has been an unusually complex year, particularly relative to the budget. He commended exceptional leadership from the Board to the MUCB and expressed appreciation to the Board for this past year's efforts

Berton Atkinson noted the tenants on the ground floor are now enjoying the newly installed air conditioning which will be operated according to the University energy code.

OLD BUSINESS

Approval of Budget

A memo to House and Finance and UBOG from Rufus Simmons re: Comments on CMU 1982-83 Budget, dated June 2, was distributed. Board members were asked to read the memo and then vote on motion to approve the 1982-83 budget. A copy of the memo is attached to secretary's minutes.

MOTION 17-82 (Olson-Erickson) To approve 1982-83 budget.

Following discussion the motion was approved.

SOAC Application for Space

MOTION 18-82 (Fisher-Bridges) To approve the space assignment in the SOAC area for 1982-83.

Karl Sisson reviewed a diagram of SOAC space assignment for 1982-83 (copy attached to minutes) and noted reasons for changes in assignments. Following discussion the Board approved motion.

Candidates for CUPC Leadership

The following candidates for CUPC leadership were present at the meeting to give their reasons for involvement and goals for next year. (Brief resumes for each candidate, distributed prior to the meeting, are attached to secretary's minutes.)

Michelle Johnson - VP for Public Relations
Mamie Jin - President
Kevin Purnell - VP for Finance
Tom Westbrook - Gallery
Kim Calvin - BCA
Tom Schlichting - Recreation and Travel
Rosemary Malchow - Issues and Ideas
Linda Zanter - Films and Entertainment

The following motions were made:

MOTION 19-82 (Erickson-Bridges) To approve Michelle Johnson as VP for PR for 82-83.
Approved

MOTION 20-82 (Erickson-Tateosian) To approve Mamie Jin as President of CUPC for 82-83. Approved

MOTION 21-83 (Erickson-Fisher) To approve Kevin Purnell as VP for Finance for 82-83.
Approved

MOTION 22-83 (Erickson-Tateosian) To approve Tom Westbrook as Coordinator of Gallery for 82-83. Approved

MOTION 23-82 (Yurek-Fisher) To approve Kim Calvin as Coordinator of BCA for 82-83.
Approved

MOTION 24-82 (Erickson-Bridges) To approve Tom Schlichting as Coordinator, Recreation & Travel for 82-83. Approved

MOTION 25-82 (Erickson-Fisher) To approve Rosemary Malchow as Coordinator for Issues and Ideas for 82-83. Approved.

MOTION 26-82 (Erickson-Tateosian) To approve Linda Zanter as Coordinator of Films and Entertainment for 82-83. Approved

MOTION 27-82 (Erickson-Fisher) To approve Michelle Ortwein as Coordinator of Whole for 82-83. Approved

MOTION 28-82 (Erickson-Yurek) To approve Pat Muehlegger as Coordinator of Contemporary Arts for 82-83. Approved

Michelle Ortwein and Pat Muehlegger, absent from the meeting, will be notified by Greg Erickson of Board approval of appointments. Positions on CUPC still vacant are: 1) Personnel VP; 2) Chicano Latino Coordinator; 3) AICP Coordinator; 4) Asian American Cultural Affairs Coordinator. (Rosemary Malchow agreed to help out with Asian American Cultural Affairs in the event a coordinator is not appointed.)

NEW BUSINESS

UBOG Alumni Representative. The Chair asked Board members if anyone was interested in applying for the position of UBOG Alumni Rep. Barry Bridges indicated he would be interested in serving another year.

MOTION 29-82 (Simmons-Tateosian) To approve Barry Bridges as UBOG Alumni Rep for 82-83. Approved.

ANNOUNCEMENTS

MU Pig Roast at Student Center on June 13. All are invited.

UBOG meeting sometime in July. A schedule card will be mailed out to establish a common free date and time to meet.

The meeting was adjourned by motion at 1:05.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Memo to: House and Finance Committee, UBOG
 From: Rufus Simmons, Director
 Subject: Comment on the CMU 1982-83 Budget

June 2, 1982

This memo is intended to provide the members of the Board with information which will hopefully increase their understanding of the significant changes between fiscal year 1981-82 and budget 1982-83.

Considerable MU/CMU UBOG discussion/debate/input has characterized the development of the 1982-83 budget. The process began during late spring with the MU Directors forging a Programme Planning Budget System (PPBS) for the Minnesota Union. Within CMU, the transition from a time-tested (9 years) PPBS to a MU system was a very complex process. The entire CMU's PPBS system was sliced and resliced in order to arrive at system comparability within the constituent unions. The concepts and implementation of MU price policies, facilities, administration, activities and services efficiencies, along with MU goal ranking consumed enormous time and energy of students and staff. The essence is that we now have in place a budgeting system which concentrates on program output rather than input; and without doubt will serve very well the information needs of all concerned about the Minnesota Union.

When Bill Byrne asked a couple of weeks ago whether the financial cuts that CMU was employing would hurt the union operation, my response was no - not at all, in fact CMU would become a leaner and more responsive organization in meeting campus needs as a result of the intensive work performed by the MU administrative staff and Boards. Through the continued creative efforts of the Minnesota Union student/volunteer staff we have been able to present a budget which has a remarkable "bottom line." Without decreasing significantly the quality or quantity of the CMU operation, and in many instances significant improvements were achieved. The following is a financial summary:

1981-83, 1982-83 Budget Comparison					Ratio of Earned Income to Fee Support
Based on the 1982-83 CMU PPBS Budget Fiscal 1982-83					
	1981-82	1982-83	Dollar Change	% Change	
Expense	1,801,275	1,773,706	(22,569)	(1.6)	
Income	802,543	796,471	(6,072)	(.75)	45%
Fee Support	998,732	977,235	(21,497)	(2.19)	55%

The 21,497 (2.19%) reduction in fee support is a significant achievement. Considering the inflationary add on to the 1981-82 budget of 5% for salaries, supplies, 20% for electrical and steam and 15% for water and sewer. If CMU would have presented a status quo budget with only inflation, the net increase alone for fees would have been greater than a \$50,000 increase. However, because of a combination of price policy adjustment and efficiencies CMU will require \$70,000 less and yet meet inflationary increases in student fees for 1982-83 when compared to 1981-82.

The Activities Programme reflects a \$38,327 net cost reduction for 82-83. The primary causes are mini course net improvement of \$12,995, amusement games 15,115 and entertainment 11,431. The programme's quality and quantity will not be diminished and in some cases, will improve. A combination of price policies and efficiencies has resulted in the net improvements.

The Service Programme shows a \$4,605 net increase in income notwithstanding a major \$7,822 reduction in SODC projected income due to a lower (University) housekeeping standard which will be the basis for cost reimbursement for space rental for University departments housed within CMU. Price policies adjustment is the cause of the net improvement.

The Facilities Programme underwent major analysis and will reflect a modest \$9,174 net cost increase or 1.5% in fee support. The major cause of the modest increase is the result of efficiencies taken in the programmes, reorganizing the switches, conversion of a fulltime staff salary item to students and expense reduction of \$39,000 for utilities and other supplies cost.

The Administrative Programme will cost \$12,261 additional for 1982-83, however some cost reductions were achieved in governance, human resource development and student salaries conversion from non-work study to work study.

The net summary of the CMU budget changes for 1982-83 after the 1982-83 inflation increase is applied results in a reduction of \$21,497 in student fees from 1981-82. Fee Support/Earned Income ratio will be 55/45 percent.

During the summer continued work will be focused toward MU price policy/rates. This coordination is expected to yield increased revenue production. The new MU programme budget foundation has been set in place. With bringing on line the MU management information system coupled with the continued creativity of students and staff the MU-CMU operation will be well served in the future.

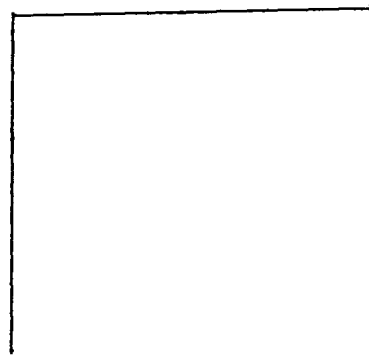
DESK-N-FILES

- | | | | |
|-------------------------|------------------------|---------------------------|-----------------------|
| 1. | 6. Turkish Americans | 11. | 16. DFL |
| 2. Greek | 7. Stop the Draft | 12. Board of Publications | 17. Marxist/Deleonist |
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| 5. Christians In Action | 10. | 15. | 20. |

Univcorn	Lakonia Boxing	Lebanes	Young Social
10-4	10-3	10-2	10-1

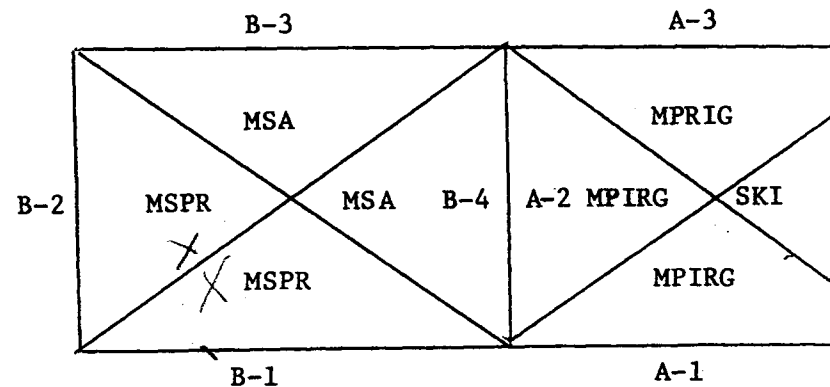
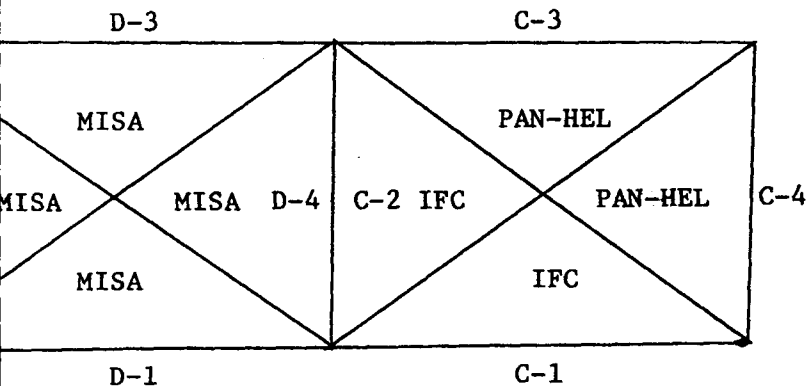
8-3 8-2 8-1 7-3 7-2 7-1

PSO	Maranath Chr Fel	Muslims	Aq. Age	Liber-tarians	UL/GC
Table	Sport Parachut	GUPS	Ap. Tech	Arab American	Luther-ans
	6-2	6-1	5-3	5-2	5-1



Laotians	Almega	Black Women	Moslem
9-4	9-3	9-2	9-1
4-3	4-2	4-1	3-3

AIIESEC	IVCF	YSA	College Repub.	Sports Car Club	Citiz
Christ. Sci.	L-5	Israel Action	Feminis	North. Sun	Table
2-3	2-2	2-1	1-2	1-1	



Present: Jim Strawn, John Burton, Greg Erickson, Bert Atkinson, Michelle Ortwein, Rufus Simmons, Karl Sisson, Liz Andersen, Diane Conde

I. House Policy Revisions

A revised policy was presented by Liz Andersen, Associate Administrator of CMU, regarding the Mall Terrace and the River Terrace. Liz explained that the policy was rewritten in conjunction with herself, Mark Allen, Night Manager and Maggie Hughes, CMU Reservationist after much dissatisfaction was expressed with the new policy. There are a lot of request for the Mall Terrace section which is why non-amplified programs may be scheduled for a maximum of a one-day period. Teh committee decided that they would like "a maximum of" deleted. They would like a sentence added "A longer period may be considered by the Associate Administrator."

Liz reported that "Scheduling" says classes are primarily over at 12:05 although there are a few during the lunch hour during the summer.

#3a. All noon programs will use the CMU sound system so the setup and sound level can be monitored by CMU.

#3b. This rule was prompted by a discussion with Tom Fiutak, Director of SOBC, regarding a University policy that states that areas outside buildings may be utilized to allow for freedom of speech.

#3c. The committee decided they would like to change the wording of the sentence by adding the word, "physically". The sentence would read "No program may physically obstruct normal traffic into and out of the building or on the main walkway between the platform and the grass area."

MOTION (Byrne-Sisson) Move that the following Mall Terrace Section be approved to the Union Board of Governors.

E. Mall Terrace

Provides an area for formal outdoor programming.

1. Location: Raised platform and grassy area at north of building, 1st Floor.

2. Hours: Non-amplified programs
Non amplified programs may be scheduled for a one-day period during normal building hours. A longer period may be considered by the Associate Administrator.

Amplified programs (see "Note a" below)
Amplified programs are limited to 12:10p-1:10p M-F, 5p-12:45a Friday, 7a-12:45a Saturday, 1p-10:45 Sunday during the academic year. Program limitations during the summer are 12:10-1:10p and 5p-9:45p, M-F.

3. Note:

- a. All noon program amplification must be provided through CMU's Comm./Media Department. Evening programs may use CMU system or provide their own equipment. If non-CMU equipment is used, the setup and sound level is to be supervised by CMU's Comm./Media Department.
- b. This space may be used (without amplification) by individuals or groups without reservation provided no other organization has the area reserved.

- c. No program may obstruct normal traffic into and out of the building or on the main walkway between the platform and the grass area.

The committee decided to discuss the River Terrace Section at the Summer Exec. meetings.

The next House & Finance meeting will be held Fall Quarter.

dc

Area: President
Name: Michelle Faith Johnson
College: CLA
Major: Journalism

- 1. Describe past experiences, classes, etc. related to the position for which you are applying:**

I have been a member of Coffman Union Program Council since Spring of 1981 in the area of Public Relations. Through my experiences there as a committee member and a chairperson, and my experiences as an officer of other student organizations in the past, I believe I have developed a good base knowledge of the functions of a student organization, and specifically CUPC, within the University system.

- 2. Why are you applying for this position:**

My experiences with the Council in the past have been very positive. In addition to the enjoyment I get from working in this organization, I see the position of President as an opportunity for experience in leadership and personal growth that is unique in the University.

- 3. What do you hope to gain from CUPC?**

Continuing enrichment of my involvement and leadership experience, in addition to a higher level of concrete skills in the areas of interpersonal communication, problem solving, delegation, bureaucratic systems, multicultural perspectives awareness...

- 4. What would be your goals for next year?**

To combine my present skills with active learning to be an effective leader and representative for the Council in all areas. Specifically: working within new budget limitations to create more efficient systems in planning and programming, implementing and maintaining programs to achieve the goals of the Council consistent with the goals of Coffman Union and Minnesota Union.

Area: President or VP-Finance
Name: Mamie M. Jin
College: IT
Major: Political Science & Business

1. Describe past experiences, classes, etc. related to the position for which you are applying:

-Current Events Coordinator (2 years), VP-Finance, MUCB Program Coordination Chair, MUCB Activities Grant Chair (2 years), MUCB Chair, UBOG Vice-Chair, UBOG Acting Chair, and other miscellaneous organizations and activities.
-Also various business, speech-communication, and pol. science classes.

2. Why are you applying for this position:

I have enjoyed being in CUPC for the past few years and would still like to participate in and contribute to its growth and activities. In addition, I feel that CUPC still has much to offer me, both in personal and career-wise experiences. I also believe that my past experiences, both in CUPC and other campus organizations, would enable me to become a good President.

3. What do you hope to gain from CUPC?

-Personal Growth
-Practical Experience
-Enjoyable Experiences

4. What would be your goals for next year?

-A Supportive and Strong Exec
-More Co-Sponsorships, especially within MU
-More timely timelines, such as for the P.S. process and student development
-A Cohesive and Strong Council
-Diverse and effective programming according to Union and CUPC goals

Area: Vice President, Finance
Name: Kevin Purnell
College: Business Administration
Major: Accounting

- 1. Describe past experiences, classes, etc. related to the position for which you are applying:**

Financial Accounting, Managerial Accounting, Advanced Accounting, Finance, MIS (Management Information Systems)

- 2. Why are you applying for this position:**

I wish to have a greater input to the Council by using more of my resources. I feel I can best help the Council in this area and position.

- 3. What do you hope to gain from CUPC?**

A greater understanding of interactions between people related to an organization with various objectives.

- 4. What would be your goals for next year?**

In the light of budget reductions, to bring greater efficiency without suffering a loss in quality.

Area: Gallery
Name: Tom Westbrook
College: CIA
Major: Art History

- 1. Describe past experiences, classes, etc. related to the position for which you are applying:**

Picture Framing, Museology, Art, Art History Classes, Coordinator last year 81-82.

- 2. Why are you applying for this position:**

Resume material and learning experience and I like it.

- 3. What do you hope to gain from CJPC?**

See above.

- 4. What would be your goals for next year:**

Further develop volunteer committee, develop alternate publicity, coordinate with academic departments and other areas, and lots of other stuff.

Area: Black Cultural Affairs
Name: Jim Michele Calvin
College: CLA
Major: International Relations

1. Describe past experiences, classes, etc. related to the position for which you are applying:

I worked on BCA this year and did most of the planning and organizing for many of the programs that BCA put on this year. I have had experiences in high school with organizing things and I enjoy it.

2. Why are you applying for this position:

I feel that I have done most of the work in BCA this year and I'm not the Coordinator. I feel that I am qualified for the position and if given the chance could do an excellent job.

3. What do you hope to gain from CUPC?

A chance to really get to the workings of CUPC and meet the people who work here that make the Union a success.

4. What would be your goals for next year?

To recruit more members into BCA and put on well planned programs for the students. Try and unify more students on campus together.

Area: Recreation and Travel
Name: Tom Schlichting
College: CIA
Major: Marketing

1. Describe past experiences, classes, etc. related to the position for which you are applying:

I believe my background in athletics would be somewhat helpful. Also my classes in the business school, i.e. management, finance, etc. would be a good asset for a coordinator position. I also have some leadership experience in being a foreman for a park crew. I have also done quite a bit of traveling.

2. Why are you applying for this position:

Because I'm very interested in Recreation and Travel and feel I could greatly add to the program.

3. What do you hope to gain from CUPC?

The experience of working with people i.e. interaction and interpersonal communication. I also hope to gain the experience the business world is looking for in graduates.

4. What would be your goals for next year?

To run a smooth program i.e. to continue all past successful events as well as establish new events of interest. To establish a strong student/staff relationship.

Area: Issues and Ideas
Name: Rosemary Malchow
College: 6C transferring to University
Major: Paralegal/Eng. Lit.

1. Describe past experiences, classes, etc. related to the position for which you are applying:

Chairperson for C/LCC at CUPC this past year worked on the Film Series and Cinco de Mayo. Legal Aid of Mpls - intake worker, screening phone calls. Secretary of a church group - coordinated a retreat. Student resource person for Aztlan Organization at Stillwater State Prison. Classes: speech, accounting, business writing, practical law. Legal Studies Classes: law office administration, taxation, legal research.

2. Why are you applying for this position:

I am applying for the position of coordinator of Issues and Ideas because this area puts on programs that interest me, and because I need additional experience in leading people, working on committees, business manners and language and to develop the necessary skills to organize and follow through on projects.

3. What do you hope to gain from CUPC?

I hope to gain: the opportunity to make decisions in a reduced stress atmosphere, the guidance and expertise of those more knowledgeable in the ways of business and more confidence in my own judgment.

4. What would be your goals for next year?

- To continue to present some of the fine programs already begun (i.e., Women's, Men's Roles and Horizon).
- To develop some new ones if the ideas are possible.
- To help others (i.e., chairpersons) develop their own leadership skills and encourage them to test their abilities and to interest people in communicating within the University context.

Area: Films & Entertainment
Name: Linda Zanter
College: IT
Major: Architecture

1. Describe past experiences, classes, etc. related to the position for which you are applying:

I have been involved with F&E now for two years, this last year in the position of chairperson.

2. Why are you applying for this position:

- Involvement: campus - union
- Contact & Interaction
- Enjoyment

3. What do you hope to gain from CUPC?

- Involvement
- Better Leadership Qualities
- Personal Enjoyment

4. What would be your goals for next year:

- Weekend Films
- Midweek Films
- Expand Entertainment

Area: Whole
Name: Michelle Ortwein
College: CLA
Major: Still Deciding

1. Describe past experiences, classes, etc. related to the position for which you are applying:

I have been involved with the Whole for almost two years and have headed several committees--Food Bar and Finance. I have also done projects such as Battle of the Campus Bands while here. Previous experience involved leadership roles such as being on the Executive Committee in high school. However, none are as important, in terms of this position, as the experience I have gained while in the Whole.

2. Why are you applying for this position:

I understand that next year will be an important one for all facets of CUPC because of budget reductions and I am concerned about the future of the Whole. I am also interested in the experience I would gain from a coordinatorship.

3. What do you hope to gain from CUPC?

Hopefully, a better understanding of bureaucratic institutions as well as a certain amount of poise obtained through working with people and organizing events.

4. What would be your goals for next year?

Knowing the Whole so well, I have some very specific as well as general ideas. Generally, I would like to see--as all coordinators in the Whole would or would have liked to see--us develop a better rapport with the students and surrounding community which would enable us to be a truly progressive music club. Other specifics must be worked out within the committee.

Area: Contemporary Arts
Name: Pat Muehlegger
College: CLA
Major: _____

1. Describe past experiences, classes, etc. related to the position for which you are applying:

In CUPC I've been a committee member and physical-media chair for PR, a co-dance chair and committee member for C.A. I've been studying modern dance at the University for three years. I've also taken music courses here. I enjoy the arts.

2. Why are you applying for this position:

This position would give me leadership experience. It would also teach me skills of organizing and planning programs. I have a strong interest in contemporary art and would like to see more of it in the Twin Cities - or at least at the University.

3. What do you hope to gain from CUPC?

I hope I will learn how to coordinate programs and a committee. I hope to learn more about the structure of CUPC and how it is run. I also hope that I have as much fun and come in contact with as many nice people as I did this year.

4. What would be your goals for next year?

My goals are to bring some new, good to excellent artists to Coffman Union and to run smoothly, successful programs. I want to learn about leadership, budgeting and organizing.

COFFMAN UNION PROGRAM COUNCIL
1981-82 MOTIONS

- MOTION 1-82
Sep. 1, 1981 (Jin-McCollor) To approve the fall programs as displayed and reviewed. APPROVED
- MOTION 2-82
Sep. 28, 1981 (Jin-Strawn) To approve planning summaries as submitted for: Asian American Orientation; Recruitment-CE, Informal Recognition; Homecoming. APPROVED
- MOTION 3-82
Oct. 5, 1981 (Jin-Yurek) To approve the planning summaries as reviewed. APPROVED
- MOTION 4-82
Oct. 5, 1981 (Jin-Erickson) To select three CUPC members to be representatives to the Board of Governors. The following were selected: Jim Strawn, Karl Sisson and Stephen Yurek. APPROVED
- MOTION 5-82
Oct. 5, 1981 (Sorenson-Jin) To recommend Tom Newland to the UBOG as Coordinator of Films and Entertainment. APPROVED
- MOTION 6-82
Oct. 5, 1981 (Jin-Yurek) To approve additional planning summaries for Fall Quarter totaling an expense of \$2,493.04. (Each area gave a brief summary of programs.) APPROVED
- MOTION 7-82
Oct. 26, 1981 (Jin-Sorenson) To recommend Maria Velasco as CCA Coordinator to the UBOG. APPROVED
- MOTION 8-82
Nov. 2, 1981 (Jin-Newland) To approve planning summaries as submitted, totaling a net profit of \$541.60. APPROVED
- MOTION 9-82
Nov. 9, 1981 (Sorenson-Jin) To approve Susan Aasen as Coordinator of AICP and submit to UBOG for approval. APPROVED
- MOTION 10-82
Nov. 16, 1981 (Newland-Strawn) To lower Film Admission prices for Weekend Films from \$1.75 & \$2.75 to \$1.50 & \$2.50 effective with the showing of "Ordinary People" and continuing for the year. Karen Salisbury asked that publicity for the program be given more attention. Tom Newland felt that publicity is solid, but prices are too high. APPROVED
- MOTION 11-82
Dec. 7, 1981 (Jin-Sorenson) To approve January planning summaries as submitted. APPROVED
- MOTION 12-82
Dec. 7, 1981 (Velasco-Strawn) To change the area title - Chicano Cultural Affairs to Chicano/Latino Cultural Affairs. APPROVED
- MOTION 13-82
Jan. 4, 1982 (Jin-McCollor) To approve CE planning summaries as submitted. APPROVED
- MOTION 14-82
Jan. 18, 1982 (Sorenson-Jin) To approve Mike McCollar's resignation as Coordinator of Recreation/Travel. APPROVED
- MOTION 15-82
Jan. 18, 1982 (Jin-Sorenson) To approve all of the above mentioned planning summaries mentioned. APPROVED

MOTION 13A-82 (Jin-Newland) To approve Comp Ticket Policy with revision
Jan. 25, 1982 that all CUPC, MUCB Volunteers and CMU Employees may receive
2 comp tickets per event unless otherwise stated differently
for a particular event. Also, a note stating the volunteers
could work on the film or show to get in free was added.
APPROVED

MOTION 14A-82 (Sorenson-Jin) To incorporate the Student Leadership
Jan. 25, 1982 Development Workshop program into the regular CUPC weekly
meeting.

AMENDMENT 14A-82 (Sorenson-Jin To run the Student Leadership Development
Jan. 25, 1982 Workshop program immediately after the regular CUPC meeting.
AMENDED MOTION APPROVED.

MOTION 15A-82 (Jin-Strawn) To approve above mentioned planning summaries
Jan. 25, 1982 as submitted. APPROVED

MOTION 16-82 (Jin-Strawn) To approve Whole planning summary for a
Feb. 1, 1982 retreat at the cost of \$100. APPROVED

MOTION 17-82 (Jin-Strawn) To approve the summaries as indicated.
Feb. 8, 1982 APPROVED

MOTION 18-82 (Jin-Westbrook) To approve planning summaries as submitted.
Feb. 22, 1982 APPROVED

MOTION 19-82 (Sorenson-Jin) To change the area title from Current Events
Mar. 1, 1982 to Issues and Ideas. APPROVED

MOTION 20-82 (Jin-Newland) To approve planning summaries as submitted.
Mar. 1, 1982 APPROVED UNANIMOUSLY

MOTION 21-82
(number skipped)

MOTION 22-82 (Jin-Strawn) To approve above mentioned planning summaries
Mar. 8, 1982 for April. APPROVED

MOTION 23-82 (Grey-Westbrook) To approve BCA planning summary "Funds to
Mar. 8, 1982 attend the National Council for Black Studies" as submitted.
APPROVED

MOTION 23A-82 (Jin-Yurek) To approve Rec/Travel planning summary for
Mar. 8, 1982 "Health Festival" as submitted. APPROVED

MOTION 24-82 (Jin-Newland) To approve Rec/Travel planning summary for
Mar. 8, 1982 program "Nowhere but Alaska" as submitted. APPROVED

MOTION 25-82 (Sorenson-Strawn) To approve creation of a new area "Asian
Mar. 8, 1982 American Cultural Affairs." APPROVED

MOTION 26-82 (Newland-Strawn) To approve the substitution of The Blues
Mar. 29, 1982 Bros. for Sleeper. APPROVED

- MOTION 27-82
Apr. 5, 1982 (Yurek-Strawn) To approve planning summary as submitted by Rec/Travel for "Basic Spelunking." To be held May 7th, 11:15-1:30 pm. APPROVED
- MOTION 28-82
Apr. 12, 1982 (Erickson-Newland) That the CUPC involvement in Homecoming 82 be concentrated in a "Union Night" and that individual areas may coordinate additional events with the Homecoming program. APPROVED
- MOTION 29-82
Apr. 12, 1982 (Erickson-Sorenson) Council will do a thematic (subject to be determined) program to be held sometime during the next year. APPROVED
- MOTION 30-82
Apr. 12, 1982 (Jin-Strawn) To approve above mentioned planning summaries for spring quarter with over expenditures in the areas of CLCA and Gallery. APPROVED
- MOTION 31-82
Apr. 19, 1982 (Jin-Strawn) To approve above mentioned summaries as submitted. APPROVED
- MOTION 32-82
Apr. 26, 1982 (Jin-Westbrook) To approve planning summaries as submitted. APPROVED
- MOTION 33-82
May 3, 1982 (Yurek-Strawn) To amend By-Laws (Article III, Sec. 2) as attached. APPROVED
- MOTION 34-82
May 3, 1982 (Jin-Strawn) To approve Planning Summaries as submitted. APPROVED
- MOTION 35-82
May 10, 1982 (Hemphill-Newland) To elect Mike McCollor as interim Rec/Travel Coordinator. APPROVED
- MOTION 36-82
May 10, 1982 (Sorenson-Jin) To approve Jennifer Syverson as interim I & I Coordinator. APPROVED
- MOTION 37-82
May 10, 1982 (Jin-Newland) To approve the above mentioned planning summaries. APPROVED
- MOTION 38-82
(number skipped)
- MOTION 39-82
May 24, 1982 (Jin-Strawn) To approve the above mentioned planning summaries. APPROVED
- MOTION 40-82
Jun. 2, 1982 (Purnell-Johnson) To approve above mentioned planning summaries as submitted. APPROVED

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of The Coffman Union Program Council - September 1st, 1981

Present: Bernie Molitor, Mary Litsheim, Pat Mulleghar, Kathy Murphy (guest), Greg Erikson, Debbie Durkie, Mike McColler, Rick Way, Steve Yurek, Mamie Jin

Absent: Teri Gray, Jim Strawn

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

EXEC COMMITTEE REPORT

Greg reported that the committee had been meeting nearly every week all summer and that considerable progress had been made in several areas including developing a new planning cycle for programming, reviewing All-Council guidelines, working on a Homecoming program package, and the completion of the highly lauded and eternally awaited brochure. Mamie mentioned too that a new planning summary was initiated.

OLD BUSINESS

Fall Quarter Planning Summaries. Greg summarized the problems of planning summary preparation as related to our information and advertising needs. He indicated that we will need to make some decisions about exactly what is expected and needed to satisfy the Prevue information needs, and perhaps develop an alternative way of keeping in touch with the areas relative to their general, long-term plans. Mamie Jin reviewed the summaries for each area and asked for commentary and description from the coordinators. Extensive discussion followed. Mamie then requested that the planning summaries be done on a quarterly basis, not annual, and that they be filled out completely and accurately.

MOTION (Jin-McColler) To approve the fall programs as displayed and reviewed.
1-82 Motion approved.

NEW BUSINESS

The CUPC Retreat will be at Camp Idhuhapi on Oct. 3rd and 4th. Please sign up in Room 220. Greg stressed the importance of the event and urged all members to attend.

The Siggelkow Governance Retreat will be on Oct. 16th, 17th, and 18th. The event is aimed at all student groups and provides an excellent opportunity to meet leaders from other organizations, and to interact with other possible major co-sponsors.

The ACU-I Regional Conference will be in Fargo on Nov. 5th, 6th, and 7th. CUPC is budgeted to send five students. If you are interested in attending, please write a note to Greg.

ANNOUNCEMENTS

Current Events is planning an All-Council program, an Asian American Welcome and Orientation, on Nov. 6th. The area has submitted a plan and request for financial and human resources assistance. Greg underscored its importance.

The Orientation Fair is held daily in The Great Hall. People are needed to hand out fliers and to respond to questions about this magnificent organization. If possible, please come in and help with this effort. The time is 3:45-4:15 Monday-Friday.

The meeting was adjourned at 8:10 p.m.

RS/Bernie

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
September 28, 1981

PRESENT: Tom Newland, Jim Hemphill, Mike McCollor, Jon Goossen, Bernie Molitor, Jeannie Sorensen, Kevin Purnell, Carol Ely, Stephen Yurek, Shelley Johnson, Jim Sleezer, Mike Mossberg, Greg Erickson, Mary Litsheim, Maria Vleasco, Debbie Durkee, Nga Ngo, Sudip Guharoy, Marlene Vernon, Mamie Jim, Jack Rainey, Karl Sisson, Jim Strawn, Steve Kuercyl, Tom Klobucer

ABSENT: Teri Gray (ex.), Ric Way (ex.)

GUESTS: Lois Porfiri

The meeting was called to order at 3:15 pm. Minutes of the last meeting were approved as written, and an introduction of persons in attendance was done.

NEW BUSINESS

Office Survival Skills - Lois and Cindy reviewed with students the general office procedures - covering the Clerical Assistance Information Form which is included in student handbooks.

Homecoming - Greg reviewed what programs were planned for the week, and asked that any students that are willing to help out with any of the programs stay after today's meeting and help plan.

ANNOUNCEMENTS

Student Governance Retreat - The annual retreat will be held this year on October 16, 17, & 18. Intent of retreat is to have as many student organizations get together as possible to learn about each other and the University in general.

ACU-I Regional Conference - Conference will be held in Fargo-Moorhead this year. If interested in attending, contact Greg. There is a limit of 5 students so if you are interested in going write a short paragraph why and submit to Greg.

Need to Establish Area Meeting Times - Area meeting times need to be established as soon as possible. Please inform Lois of the day and time when decided.

UBOG Reps Information - There is three openings for CUPC representatives to the Board of Governors which meets every other week and determines policies and procedures for the union. If interested in becoming one the the representatives contact Greg, and be prepared to give a short message as to why you are interested at the next meeting.

Update on Summer Activities - There is a new CUPC brochure completed. There is also a new Planning Summary Form (2 pages - remember to fill out both sides). If you need any assistance contact Mamie. Shelley Johnson has come on board assisting with photography needs of council.

CUPC Retreat is this weekend. Sign up if you plan on attending.

MOTION 82:2 (Jin/Strawn) To approve planning summaries as submitted for: Asian American Orientation; Recruitment-CE, Informal Recognition; Homecoming Motion approved.

Ajournment at 4:15 pm

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
October 5, 1981

Present: Bernie Molitor, Matt Odenbrett, Ric Way, Tom Newland, Jim Strawn, Bob Aho, Susan Aasen, Mike McCollor, Jim Hemphill, Greg Erickson, Jeannie Sorensen, Debbie Durkee, Maria Velasco, Stephen Yurek, Shelley Johnson, Mary Litsheim, Jim Sleezer, Mamie Jin, Jon Goossen, Jack Rainey, Marlene Vernon.

Absent: Teri Gray (ex.)

I. The meeting was called to order at 3:20 pm

II. There were no minutes to be approved.

III. Old Business

-Retreat Feedback. Jeannie Sorensen summarized who was in attendance and commented that she felt that the event was most worthwhile. Bernie and Mary stated that they were very impressed with the seriousness of the content and the quality of the student participation, particularly at the evening round table discussion.

-Siggelkow sign-up. Greg asked that students sign up this week. Food and trans. are provided. CUPC will participate in three major workshops.

-UBOG Reps. Greg asked for a show of hands on persons interested in serving as reps to UBOG. Jim Strawn, Jon Goossen, and Steve Yurek indicated interest. Bernie offered himself, Greg, and Mamie as resource persons if further information was needed about role and responsibilities.

IV. New Business

-November Planning Summaries. Summaries on Button sales, CUPC T-shirts, were reviewed. Greg explained the purpose and rationale for T-shirts. Discussion followed.

Motion (82:3) (Jin/Yurek) To approve the planning summaries as reviewed. Motion passed.

Mamie requested all additional November planning summaries be forwarded to exec as soon as possible.

-Personnel membership form. Jeannie distributed the new area need forms and requested that they be returned to her by the end of the week. The purpose of the form is to gather a comprehensive profile of human resource needs. The next step will be an advertising program that is specific.

V. Highlights of the week and next.

-New Dance is underway. A major effort and achievement of Contemporary Arts.

-Open Stage at the Whole was moderately successful. Noon concert this week. The Dads this weekend.

-Eugene McCarthy will be the Homecoming featured speaker on Tuesday, the 6th. He will speak on The Demands of Democracy.

(over)

VI. Announcements.

-Cash Bag Workshop will be on Tuesday at 3:15 and Thursday at 11:15.

-Resource Notebooks are available from Cindy.

-Bernie explained the new staffing configuration featuring Jim Hemphill in Rec and Travel.

The meeting was adjourned at 3:55 pm

RS by Bernie

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
October 12, 1981

PRESENT: Mary Litsheim, Jon Goossen, Marlene Vernon, Shelley Johnson, Steve Yurek, Jim Hemphill, Kathy Murphy, Greg Erickson, Richard Way, Mike McCollar, Debbie Durkee, Tom Newland, Mamie Jin, Jim Strawn, Ken Sisson

ABSENT: Bernie Molitor (ex), Jim Sleezer (ex), Terri Gray

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

OLD BUSINESS

Area Need Forms Followup - Jeanne has received some completed forms but is looking for all areas to respond, by next Monday. A Ad campaign will begin October 25th with general recruitment advertizing and plugs for areas in need.

Feedback on Membership Roster Form - Jeanne spoke regarding the new form that will assist in keeping track of new volunteers and help analyze whether placement process is going well or where help is needed. There will also be a letter prepared for use in this process to be sent out to interested persons soon after initial contact to let the person know he/she is not forgotten and a meeting will soon be made.

UBOG Representatives - There were four persons interested in the three UBOG representative openings - Karl Sisson, John Goossen, Stephen Yurek and Jim Strawn. Each gave a short talk on why they would be interested in being on the Board of Governors and then voting took place by CUPC Coordinators and Exec members.

MOTION 82:4 (Jin/Erickson) To select three CUPC members to be representatives to the board of governors. The following were selected: Jim Strawn, Karl Sisson and Stephen Yurek. Motion Approved.

NEW BUSINESS

Coordinator Approval -

MOTION 82:5 (Sorenson/Jin) To recommend Tom Newland to the UBOG as Coordinator of Films and Entertainment. Motion Approved.

Approval of Planning Summaries -

MOTION 82:6 (Jin/Yurek) To approve additional planning summaries for Fall Quarter totaling an expense of \$2,493.04. (Each area gave a brief summary of programs). Motion Approved.

AREA HIGHLIGHTS

Greg thanked everyone that helped out with Homecoming week events. All events went very well with good attendance at all.

ANNOUNCEMENTS

LGA is in planning stages. There will be a planning meeting after next weeks meeting. Suggested date is November 13th for event.

Today is deadline for Prevue information to be submitted to Jim E.

Meeting was adjourned at 4:15 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
October 19, 1981

PRESENT: Tom Newland, Mike McCollor, Jim Hemphill, Greg Erickson, Linda Zanter, Kathy Murphy, Debbie Durkee, Maria Velasco, Stephen Yurek, Jeannie Sorensen, Bernie Molitor, Teri Gray, Richard Way, Jon Goossen, Marlene Vernon, Jim Strawn, Shelley Johnson, Mamie Jin, Jack Rainey, Ann Hadagan, Rufus Simmons

ABSENT: Jim Sleezer (ex.)

The meeting was called to order at 3:20 pm. The Minutes of the September 28th, Oct. 5th and 12th meetings were approved as written.

OLD BUSINESS

Area Need Forms - Jeannie has only received a few forms back completed. She requested that all areas who have not done so to please complete and forward immediately.

ACU-I Sign Up - Greg has not received any written requests as yet for students requesting to attend the ACU-I Conference. Reminder that the conference is being held in Fargo/Moorhead on November 4, 5, & 6. If you plan to attend or are interested in further information please see Greg.

NEW BUSINESS

Recruitment Letter - Bernie spoke regarding systematizing the recruitment process for inquires received. A new letter has been devised to assist in this matter that staff will utilize when a contact has been made with a new person. This letter will inform he/she of the next area meeting time that they can attend and get better acquainted, etc. Staff will be asked to log contacts and give information to Lois and Personnel periodically so as to keep a accurate and timely process going. Jon Goossen is presently working on a letter for persons indicating interest in many areas of CUPC, assisting this person in attending one or more area meetings a week until the person can decide on what one or two areas he/she wants to work in.

Student Development Program - A new calendar has been printed and distributed to Council indicating what the Program has to offer this quarter.

Siggelkow Retreat - Council heard from students who attended retreat.

AREA HIGHLIGHTS

Whole, Rec/Travel, F&E, CA, Gallery, and CE spoke regarding last weeks and upcoming weeks programs.

ANNOUNCEMENTS

Interview for Maria Velasco will be held tomorrow at 12 Noon. Jeannie is looking for one more Coordinator to attend that interview.

Two CUPC members were awarded scholarships - Mamie Jin the Julia Carson Scholarship and Jim Strawn the Gordon Starr Scholarship. Congradulations!!!!

Greg alerted Council to lock up their areas when the're not in the office. With MSA down the hallthere is more traffic on the 2nd floor and more likelihood of things disappearing. Also a reminder - that the offices will be locked at 4:30 pm. Coordinators if you do not have a key for 230 office, please request one from Cindy.

Workshop on "Brainstorming: 'Norminal Group Technique" to be held after meeting.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
October 26, 1981

PRESENT: Mary E. Litshelm, Greg Erickson, Jim Sleezer, Jim Strawn, Richard Way, Karen Salisbury, Debbie Durkee, Thomas Newland, Jim Hemphill, Mike McCollar, Joh Goossen, Tom Westbrook, Lisa Inguer, Mamie Jin, Bernie Molitor, Jeannie Soresen, Jannelle Lussler, Terri Gray, Rufus Simmons, Maria Velasco,

ABSENT:

Meeting was called to order at 3:25 p.m. Minutes of the October 19th meeting were approved as written.

OLD BUSINESS

ACU-1 - Reminder that the ACU-1 Regional Conference is November 4th-6th. Greg listed students attending.

Planning Cycle - December planning summaries are due today. January planning summaries are due November 24th. Please submit accordingly.

NEW BUSINESS

Recruitment Retention Presentation by Personnel & PR - Jeannie presented the new recruitment campaign/system that Personnel and Public Relations has worked out, and Bernie elaborated on "The System" comprised of the: Area Need Form, Contact (invitation to mtg) Letter sent by staff and the Membership Roster, which is completed by each area and submitted to Personnel quarterly.

Stephen explained the "Round Out Your Life" campaign, which will be utilizing fliers, posters, ads, WMMR, display cases and kiosk.

Jeannie would like people to think were they could use new recruits. To plan now before the rush starts.

Coordinator Approval -

MOTION: 82: 7 (Jin-Sorensen) To recommend Maria Velasco as CCA Coordinator to the UBOG. Motion approved.

AREA HIGHLIGHTS - ANNOUNCEMENTS

Greg asked if anyone has any items for the CUPC meetings to please place in mail slot above his. Greg also reviewed the Exec Agenda.

LGA will be November 13th in the Mississippi Room, starting at 8 p.m. You are to wear a costume relective of your fantasy.

Meeting was adjourned at 4:10 p.m.

RS/cjh

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of The Coffman Union Program Council
November 2, 1981

PRESENT: Rufus Simmons, Karen Salisbury, Mary Litsheim, Jon Goossen, Mamie Jin, Shelley Johnson, Tom Newland, Debbie Durkee, Maria Velasco, Jack Rainey, Greg Erickson, Ric Way, Jim Strawn, Jim Hemphill, Mike McCollor, Jim Sleezer, Steve Yurek, Jeannie Sorensen, Marlene Vernon, Bernie Molitor

ABSENT: Teri Gray (ex.)

GUESTS: Jane Kelly, Kathy Byer

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

NEW BUSINESS

Mini Workshop - Fundamentals of Placement: Jeannie spoke regarding the new placement techniques developed for placing new volunteers. Handouts were distributed to members with information regarding:

- I. Thoughts on Placement
- II. Balance Between Personal Needs/Organizational Needs
- III. Fundamentals

Each item was explained and open to discussion with CUPC members and staff.

Planning Summary Approval - Mamie reviewed with Council the planning summaries submitted for December for approval. Each area spoke briefly regarding their program - description, date, & time.

MOTION 82:8 (Jin/Newland) To approve planning summaries as submitted, totaling a net profit of \$541.60. Motion approved.

Mamie reviewed the informal recognition policy with council. The allotment is \$3 per person per quarter. The request should be submitted to Mamie at least 2 weeks before the planned event is to happen. Guidelines for this policy can be found in your CUPC notebooks.

OLD BUSINESS

Expectations of ACU-I Attendees - Greg spoke briefly regarding his expectations of the CUPC members attending the ACU-I conference. He would like to have a short written report submitted to him regarding conference and also be prepared to give a short summary to Council at the next meeting.

AREA HIGHLIGHTS

Areas reported on upcoming and past weeks events.

Exec Report - Agenda for next meeting was reviewed.

Minutes of CUPC
November 2, 1981

Page 2

ANNOUNCEMENTS

Bookkeeping is due on November 20th. Please look over your area as to expenses and income incurred so far and what is to come in yet. More info regarding financial summaries to follow.

Thursday, November 5th at 11:15 am., interview for Susan Aasen for coordinator of AICP

Jim Elert and the new illustrator for Coff Man are looking for ideas for doing area logos. Please submit any ideas to Jim.

Meeting was adjourned at 4:10 pm.

RS Cindy Holton

PLACEMENT: Getting Them In and Keeping Them Happy

Session Objective: To acquaint CUPC Leadership with effective methods of placing new people in their areas.

Session Outline:

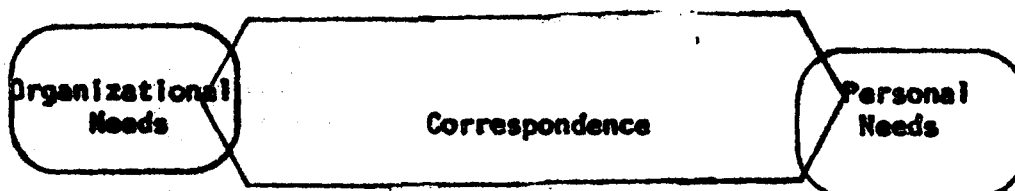
i. Thoughts on Placement	5 Minutes
ii. Correspondence (Balance between org. & personal needs)	3 Minutes
iii. Fundamentals	7 Minutes

Placement Fundamentals

As a leader in CUPC, you are probably beginning to experience the awesome task of placing new people in your areas. You should know that there is perhaps nothing quite so difficult and challenging. The process of getting to know a new person, explaining what we have to offer, getting his/her attention, identifying specific organizational needs and matching them up with the unique needs of the individual is both complex and demanding of time and effort.

However, don't let that scare you; it can be and is done regularly with great success. The purpose of this handout is to describe a sequence of things that will enable you to have the best shot at succeeding.

The first thing that you need to know is that placement can only work when there is sufficient balance between organizational personal needs. In management circles this is called correspondence. Without it, you can go nowhere. Here is how it can graphically be described:



OK, so how do you get it?

Let's assume that a new person is just sitting down at an area meeting. You will want to be sure to:

- Define the area and its objectives. (Area Structures in notebooks).
- Describe the particular projects within the area.
- Describe the skills necessary to accomplish the projects.
- Ask the person to indicate what skills and personal needs are most important to him or her.
- Match the person with the skills.
- Be clear about expectations and TIME COMMITMENTS.
- Stay close to the progress of each new person. (Monitor)

Now obviously you can't do all this at one sitting which takes us to the next important point: To accomplish effective placement, you will need to be prepared to spend one-to-one time with new people to get a sense of what it is that they really want from the organization.

Final Note: Consider a "Mentor" or buddy system. Or assign new person to recruitment chair.

Read your "Volunteer Viewpoint" before you meet with new volunteers.

RESULTS OF 80-81 WORKSHOP ON PLACEMENT

Effective/Ineffective Means of Placing Volunteers in Good Jobs:

Present background about program areas.

The Big Picture.

A "Getting to Know You" survey for new people.

Immediate Involvement (task).

Ineffective - lack of interest in getting the person involved.

- lack of interest in the program itself.

- appearing unorganized.

Sell the area.

Ask about expectations.

Ask about skills.

Provide opportunities to talk about one's self.

Recognize the person's uniqueness.

Establish clear terms of involvement.

Express appreciation of initial contact.

Expect that it doesn't always work out (a new person)

Experiences.

Preparation and training for the tasks.

Emphasize that the person is needed.

Pair the new person with an experienced member with a related interest.

Planning, follow-up, supervision.

Keep promises.

Introduce to staff.

Explain where they fit into the organization.

Explain the logo and what CUPC stands for.

Familiarize with procedures.

Make a friend.

Clear job description.

Clear expectations.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
November 9, 1981

PRESENT: Stephen Yurek, Tom Newland, Mike McCollor, Mamie Jin, Greg Erickson, Jim Strawn, Jim Hemphill, Shelley Johnson, Karen Salisbury, Ric Way, Marlene Vernon, Rufus Simmons, Jack Rainey, Jonathan Goossen, Jeannie Sorensen, Mary Litsheim

ABSENT: Teri Gray, Maria Velasco, Bernie Molitor (ex.), Jim Sleezer

Meeting was called to order at 3:20 pm. Minutes of the November 2nd meeting were approved as written.

OLD BUSINESS

ACU-I Feedback - Each student who attended the conference gave a short summary of what they felt they had learned and gained from their attendance at the conference. Overall it was a very positive experience with meeting lots of new people and getting to know the other staff and students at St. Paul and West Bank better.

Rufus expressed that he was very pleased and proud of the students' interaction and attendance at the workshops, and praised Greg for all his hard work and effort pulling all the ends together.

Bookkeeping - Fall Quarter bookkeeping is due on November 20th. Mamie will be sending out a schedule.

NEW BUSINESS

MOTION 82:9 (Sorensen-Jin) To approve Susan Aasen as coordinator of AICP and submit to UBOG for approval. Motion approved.

Coordinator of Current Events, Debbie Durkee, has resigned today due to large number of commitments.

AREA HIGHLIGHTS & EXEC REPORT

Areas having programs this week gave highlights and Greg reviewed minutes of the last Exec meeting and agenda for tomorrow's meeting.

ANNOUNCEMENTS

Jeannie announced that the first week in December the Membership Rosters would be due, And that there will be a Group Process Workshop on November 23rd, from 4-6 pm - Sign up with Lois if you intend to participate. ALSO - the LGA is this weekend - Friday, starting at 8 pm in the Mississippi Room. Jeannie is looking for assistance with decorations.

January Planning Summaries are due November 24th.

Greg spoke regarding the starting time for Council meeting, stating that it has been drifting and starting later each week because members were not coming in on time. He asked that everyone please make an effort to be on time.

Meeting was adjourned at 4:00 p.m.

RS by CJH

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
November 16, 1981

PRESENT: Bernie Molitor, Melissa Gerr, Karen Salisbury, Shelley Johnson, Mary Litsheim, Jim Hemphill, David Haberman, Jim Strawn, Mamie Jin, Maria Velasco, Rufus Simmons, Jonathan Goossen, Pat Webster, Jim Sleezer, Tom Newland, Steve Yurek, Mike McCollor, Ric Way, Greg Erickson, Jeannie Sorensen, Jack Rainey, Susan Aasen

The meeting was called to order at 3:28 pm. The Minutes of Nov. 9, 1981 were approved as written.

OLD BUSINESS

LGA Feedback: There was discussion of the party. Comments were that it was a great deal of fun, but that attendance was not as good as hoped. Possible reason for this is that perhaps it is difficult for a new person to come to a costume party.

NEW BUSINESS

Mary mentioned that the Group Process Workshop will deal with group-building and leadership. Four members of CUPC will participate. Date is November 23rd, 4-6 pm.

Bookkeeping and Planning Summary Workshop: Mamie presented the basics of how to do CUPC bookkeeping summaries. She urged special attention to the "TBI", to be incurred columns. Worksheet record book is available for sign-out, but should be kept in 220.

Next, Mamie reviewed some tips on how to do a planning summary properly. She stressed the importance of program descriptions, accurate and timely data, and signatures on the summaries.

Film Prices: Tom Newland indicated that F&E wants to reduce admission prices from \$1.75 & \$2.75 to \$1.50 & \$2.50. Reasons were to give students a better deal and to match what St. Paul is doing.

MOTION: 82:10 (Newland-Strawn) To lower Film Admission prices for Weekend Films from \$1.75 & \$2.75 to \$1.50 & \$2.50 effective with the showing of "Ordinary People" and continuing for the year. Karen Salisbury asked that publicity for the program be given more attention. Tom Newland felt that publicity is solid, but prices are too high. MOTION PASSED.

AREA HIGHLIGHTS/EXEC REPORT

Marlene Vernon summarized Exec Report. Peer advisement or "networking" proposal will be brought to Council by Bernie and Greg.

Special Events - Proposal is being drafted by Marlene and Mamie.

Internal Planning Dates - New Section of Mag Tag Calendar is being put together. It will include significant events that are internal to CUPC.

Area Highlights

The Whole did well with Peter Lang. Current Events co-sponsored shuttle launch program with L-5 Society. Paul Taylor Dance Program was excellent. "La Cage Aux Folles" did well, but "Roadie" didn't. "Ordinary People" is this weekend. Legislative Issues program in R/T did not draw as well as hoped, but Prof. Gorham's speech on Acid Rain was particularly good.

ANNOUNCEMENTS

MU Party - Saturday, Nov. 21st, 8:00 pm

All Minutes will be posted by Greg's office in 230.

Meeting adjourned at 4:15 pm

RS by Bernie.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
November 30, 1981

PRESENT: Jeannie Sorensen, Jon Goossen, Mike McCollor, Ric Way, Jim Strawn, Karen Salisbury, Shelley Johnson, Jim Hemphill, Marlene Vernon, Stephen Yurek, Mamie Jin, Tom Newland, Maria Velasco, Bernie Molitor, Jim Sleezer, Rufus Simmons, Jack Rainey, Teri Gray, Greg Erickson, Ann Hartigan

ABSENT: Mary Litsheim

QUESTS: Peggy Brown

The meeting was called to order at 3:15 pm. Minutes of the November 16th meeting will be approved next week.

OLD BUSINESS

Bookkeeping Needs - Mamie announced to Council that planning summaries for January are due tomorrow. If you do not have them completed please drop Mamie a note. A reminder also, that if you have any changes to your planning summaries that they be noted on the second page only.

NEW BUSINESS

Co-sponsorship of Freshman Council Dance - Peggy Brown spoke to Council regarding the Freshman Council Dance and requested a co-sponsorship agreement with CUPC. The dance would be in February. Item was referred to areas and the Exec Committee for consideration and will be brought up for decision next week.

AREA HIGHLIGHTS & EXEC REPORT

CUPC areas gave information regarding upcoming events. Mamie spoke regarding the Exec agenda of their last meeting CE Personnel Needs, Comp Ticket Draft, UBOG Relationship to CUPC, College Bowl.

ANNOUNCEMENTS

College Bowl Team - Mamie distributed information to Council regarding College Bowl, and asked Council to give consideration to formation of a CMU team.

Democracy in America - Lois gave a brief presentation regarding a program proposal co-sponsorship. "Democracy in America" is the title of a 3-day conference at Macalester exploring the values & traditions of America and their validity today. Co-sponsorship would involve assistance with "Silkwood," a play dealing with the life of union activist Karen Silkwood. Lois will forward proposals to the CUPC areas involved.

Student Rally - Will be held this Wednesday, December 2nd. Sign-up sheet is by the mailboxes in CUPC. Greg urges everyone to attend. Buses will start leaving for the State Capital at 12 Noon.

ANNOUNCEMENTS (Cont.)

CMU Holiday Party - will be held Wednesday, December 16th in the Whole, from 3-6 pm

Area Logos - The Coff Man artist is presently working on area logos for office area designation. Personnel has raised the question as to whether areas would want to use the logos for publicity also. Overall consensus of Council on matter was to use logos for office use only.

Personnel Workshop - Group Process Workshop is postponed until next Monday.

Membership Rosters - due on December 4th

Meeting was adjourned at 4:10 pm.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
December 7th, 1981

PRESENT: Greg Erickson, Bernie Molitor, Teri Gray, Maria Velasco, Jon Goossen, Tom Newland, Ric Way, Jim Strawn, Marlene Vernon, Rufus Simmons, Mary Litsheim, Jim Hemphill, Steph Yurek, Karen Salisbury, Jim Elert, Shelley Johnson, Mamie Jin, Ann Hardigan, Jeanne Sorensen, Mike McCollar, Tom Westbrook, Pat Webster

ABSENT: Jim Sleezer (ex), Susan Aasen

Meeting was called to order at 3:15 p.m. Minutes of the November 16th meeting were approved as written.

OLD BUSINESS

Membership Roster Status Report: Jeannie spoke regarding the deadline for turning in the Membership Roster Forms to her - last Friday, for this quarter. Finance, Public Relations and Black Cultural Affairs are still outstanding. Bernie spoke regarding the usage of this data for future analysis and thanked the students for their efforts in putting the information together.

NEW BUSINESS

Fall Quarter Budget Report: Mamie distributed a copy of the Fall Quarter Financial Summary for CUPC to Council for review, and explained the new system for reporting. She commented that all areas did well in their projections.

Planning Summary Approval: Mamie brought to Council the planning summaries submitted so far for January. Each area proposing programs elaborated some and were open for questions by members.

MOTION 82:11 (Jin-Sorensen) To approve January planning summaries as submitted. Motion approved.

Mamie mentioned to Council that all of these planning summaries were not fully complete with planning and would be returned to the planning summary box for completion.

Re-Titling of CCA: Maria proposed to Council a change in the Chicano Cultural Affairs area title to Chicano/Latino Cultural Affairs saying that it would be a better representation of this cultural area and a more general term.

MOTION 82:12 (Velasco-Strawn) To change the area title - Chicano Cultural Affairs to Chicano/Latino Cultural Affairs. Motion approved.

CUPC Slide Show: Shelley is presently working on script for CUPC slide show to be used before films or programs to advertise CUPC. She's requesting a sentence or so specific to each area to be used for this purpose from coordinators to be forwarded to Shelley as soon as possible.

EXEC REPORT & AREA HIGHLIGHTS

Exec met on Friday and Monday reviewing the financial quarterly report and January planning summaries.

ANNOUNCEMENTS

MU Fee Request: Bernie spoke regarding the MU Fee Request for 82-83 for CUPC. Through the budget review process four areas of council will be in need of additional funds in the amount of \$4,100, to complete this year's programming. This matter will be taken up at the next Exec meeting.

Meeting adjourned at 4:10 p.m. Workshop to follow.

RS/cjh

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
January 4, 1982

PRESENT: Richard Way, Marlene Vernon, Pat Muehlegger, Cathy Murphy, Jim Strawn, Ann Hartigan, Jeanine Sorenson, Pat Webster, Bernie Molitor, Jim Sleezer, Jim Hemphill, Tom Newland, Steve Yurek, Shelley Johnson, Mamie Jin, Mike McCollor, Jonathan Goossen, Mary Litsheim, Rufus Simmons

ABSENT: Teri Gray, Susan Aasen, Maria Velasco

The meeting was called to order at 3:20 p.m. The minutes of the December 7th meeting were approved as written.

OLD BUSINESS

Membership Roster - Jon Goossen spoke briefly regarding the response of areas regarding completion of the roster, which was good to poor. Personnel is presently working on the data received and will be reporting to council the results in the near future.

The next Membership Roster Personnel will be having areas complete will be in the mid to end of winter quarter. It is hoped that a mailing list and membership cards will be able to be determined by this data.

NEW BUSINESS

Planning Summaries - Mamie reminded students that February planning summaries are due next week. And also brought forth 2 planning summaries for approval by council submitted by the CE area - Ralph Nader and Silkwood.

MOTION 82:13 (Jin-McCollor) To approve CE planning summaries as submitted. Motion approved.

Large Group Activity for Winter Quarter - Jeanine spoke regarding options for the Winter LGA. She asked for suggestions from members for activities and whether they would prefer a outdoor event or indoor. Ice skating, skiing, tubing, hayride and pool party were some of the suggestions. Please submit your ideas to Jeanine as soon as possible so that she can start working on any arrangements.

Jeanine also distributed a form for coordinators to complete for indicating number of members in area in need of a CUPC T-Shirt and sizes. Any coordinators not receiving this form to complete, please contact Jeanine.

AREA HIGHLIGHTS

Rec/Travel is now signing up persons for the ACU-I Game Tournaments to be held in January. F & E will be showing Animal House this weekend. The Whole will be presenting John Fahey on January 22nd. CA will be having a literature program. Personnel is working on the Winter LGA.

Exec Report - Exec is presently working on the following items: Comp ticket draft, networking, MU Fee Request and the Special Events draft.

ANNOUNCEMENTS

There will be an interview for Tom Westbrook for Gallery Coordinator on Thursday of this week at 12:15 p.m. Two more coordinators are needed for this interview. Please see Jeanine if you can participate.

Meeting was adjourned at 3:50 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
January 11, 1982

PRESENT: Jonathan Goossen, Pat Webster, Ann Hartigan, Jeanine Sorensen, Deb Galak, Karen Salisbury, Tony Signorelli, Mary Litsheim, Greg Erickson, Maria Velasco, Bernie Molitor, Tom Westbrook, Linda Zanter, Tom Newland, Bill Byrne, Steve Yurek, Rufus Simmons, Terri Gray

ABSENT: Mike McCollar, Susan Aasen (ex), Ric Way, Marlene Vernon (ex)

Meeting was called to order at 3:20 p.m. The minutes from the January 4th meeting were approved as written.

OLD BUSINESS

Winter Recruitment Needs - Jeanine spoke briefly regarding the plans for winter winter quarter. Carl Sisson is the Personnel recruitment chairperson whom you should contact if you have any special needs at this time. Jeanine distributed a form for advisors/coordinators to complete requesting information regarding your area membership needs. Please submit to Jeanine as soon as possible.

Approval of Tom Westbrook for Gallery Coordinator -

MOTION 82:14 (Sorensen-Yurek) To approve Tom Westbrook as Gallery Coordinator and submit his name to UBOG for final approval. Motion approved.

NEW BUSINESS

Alumni Association Presentation - Bill Bryne gave presentation to Council regarding the Alumni Association recruitment campaign. They are presently seeking new members and if interested you can obtain one from Greg later this week. They are presently looking for active students on campus with a commitment to the University and bringing the students closer together at the University.

Student Leadership Dev. Program - Jeanine brought to Council a proposal for a new Student Development Program. It would consist of 6-10 programs per quarter given as part of the weekly CUPC meeting. Jeanine distributed a questionnaire for members to complete for establishing the needs of students in types of programs they would like to have. These will be reviewed and considered as to which programs would be most beneficial overall. This will be brought up for discussion at the next meeting.

AREA HIGHLIGHTS & EXEC REPORT

Exec is presently working on the Comp Ticket Policy, Special Events drafts. Their next meeting will be tomorrow.

CUPC areas presented their upcoming events.

ANNOUNCEMENTS

Orientation Leader Applications - Orientation is now taking applications for leaders for this summer. See Greg for further information.

LGA - Jeanine would like to invite persons to join in on the Personnel meeting to give your ideas and thoughts on the winter LGA planning. Also - there will be refreshments and T-shirts given out at the next weekly CUPC meeting & membership cards.

Meeting adjourned at 4:20 p.m.

January 11, 1982

MEMBERSHIP REPORT

CUPC processed 135 people fall quarter. Of those, approx. 65 were placed, 45 were lost, and 25 are still pending. We have almost 55 regular members and 69 ad hoc members.

81 letters were sent out. That's less than two thirds the number of people processed. 48 phone calls were made, which is about one third of those processed.

Our best sources of new people were from Daily ads with 35 people & brochures with 36 people. Programs had only 6 people. I think we could get more than that if we put a good pitch in for ourselves at each event. Let's do it! It costs nothing!

My conclusions from the data are:

1. We more than doubled membership
2. need better follow-up with new people (letters, phone calls)
3. We need to do a better job of recruiting at our own programs.

prepared by:
Jon Goossen,
membership chair.
Personnel

*Footnote: Data is preliminary and somewhat unreliable due to the new form and structure of the roster system. This will be firmed up winter quarter.

COFFMAN UNION PROGRAM COUNCIL

Area Membership Needs

Area _____

Quantity

**TYPE OF POSITION (committee member,
chairperson, etc.)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Dear Staff and Coordinators,

In order to coordinate our advertising, and to have solid information, Personnel needs your assessment of specific area people needs at this time.

Please return to my box no later than FRIDAY

Thanks for your help.

**Jeannie Sorensen
Personnel**

January 11, 1982

To: CUPC
From: Student Development Committee
Re: Workshop Planning

Please indicate your level of need to have the following workshops:
1-no need 2-some need 3-moderate need 4-much need 5-considerable need

I. Program Skills Workshops

COFFMAN UNION PROGRAM COUNCIL

- | | | | | | |
|---|---|---|---|---|---|
| 1. Mission and Goals of CUPC | 1 | 2 | 3 | 4 | 5 |
| 2. Structure of CUPC | 1 | 2 | 3 | 4 | 5 |
| 3. Roles and responsibilities of Exec,
Coordinators, staff | 1 | 2 | 3 | 4 | 5 |
| 4. Time commitment to CUPC | 1 | 2 | 3 | 4 | 5 |

COFFMAN MEMORIAL UNION - CMU

- | | | | | | |
|------------------------------------|---|---|---|---|---|
| 1. History of CMU | 1 | 2 | 3 | 4 | 5 |
| 2. Union Board of Governors (UBOG) | 1 | 2 | 3 | 4 | 5 |
| 3. CMU Staff | 1 | 2 | 3 | 4 | 5 |
| 4. CMU Departments | 1 | 2 | 3 | 4 | 5 |
| 5. CMU Physical Layout | 1 | 2 | 3 | 4 | 5 |
| 6. CMU House Policies | 1 | 2 | 3 | 4 | 5 |
| 7. Management Systems: PPBS, MBO | 1 | 2 | 3 | 4 | 5 |

UNIVERSITY OF MINNESOTA

- | | | | | | |
|---|---|---|---|---|---|
| 1. How CUPC fits into the University | 1 | 2 | 3 | 4 | 5 |
| 2. Student Organization Development Center (SODC) | 1 | 2 | 3 | 4 | 5 |
| 3. Minority Departments, Centers, Programs | 1 | 2 | 3 | 4 | 5 |
| 4. Demographics of U of M students | 1 | 2 | 3 | 4 | 5 |

COLLEGE UNIONS

- | | | | | | |
|---|---|---|---|---|---|
| 1. Association of College Unions - International
(ACU-I) | 1 | 2 | 3 | 4 | 5 |
| 2. National Entertainment and Campus Activities
Association (NECAA) | 1 | 2 | 3 | 4 | 5 |
| 3. Department of Minnesota Union: West Bank Union
St. Paul Student Center, Minnesota Union
Coordinating Board | 1 | 2 | 3 | 4 | 5 |

PROGRAMMING

- | | | | | | |
|---|---|---|---|---|---|
| 1. Program formulation and planning | 1 | 2 | 3 | 4 | 5 |
| 2. Cosponsorship of Programs | 1 | 2 | 3 | 4 | 5 |
| 3. Special Programs: All-Council, Thematic
Programming | 1 | 2 | 3 | 4 | 5 |
| 4. Ethnic dimension of programming | 1 | 2 | 3 | 4 | 5 |
| 5. Room and Equipment Reservations | 1 | 2 | 3 | 4 | 5 |
| 6. Providing Food at programs | 1 | 2 | 3 | 4 | 5 |
| 7. Program Evaluation | 1 | 2 | 3 | 4 | 5 |
| 8. Proposal Writing | 1 | 2 | 3 | 4 | 5 |

BUDGETING

1. Annual budget preparation	1	2	3	4	5
2. Quarterly planning summaries	1	2	3	4	5
3. Financial summaries	1	2	3	4	5
4. Expense Requisitions: purchase orders, checks	1	2	3	4	5
5. Contracts/agreement for Services	1	2	3	4	5
6. Cash Handling procedures	1	2	3	4	5
7. Outside funding/Grant Writing	1	2	3	4	5

PUBLICITY

1. Poster design & printing	1	2	3	4	5
2. Newspaper advertising	1	2	3	4	5
3. Public Relations Systems: poster distribution, Daily pickup, etc.	1	2	3	4	5
4. Public Relations: promoting image of CUPC	1	2	3	4	5
5. Public Service Announcements Press Releases	1	2	3	4	5

OFFICES

1. Student Offices: desks, keys, mail boxes, etc.	1	2	3	4	5
2. Staff offices: files, supplies, etc.	1	2	3	4	5
3. Telephone: Long Distance calls	1	2	3	4	5

OTHER SUGGESTIONS

II. Leadership Development Workshops

1. Conflict Resolution	1	2	3	4	5
2. Assertiveness Training	1	2	3	4	5
3. Listening/empathy	1	2	3	4	5
4. Power/authority (leader and follower relationships)	1	2	3	4	5
5. Delegation of responsibilities	1	2	3	4	5
6. Group Dynamics	1	2	3	4	5
7. Decision Making	1	2	3	4	5
8. Time Management	1	2	3	4	5
9. Recruitment/Retention	1	2	3	4	5
10. Values Clarification (discovering what is most significant to you)	1	2	3	4	5
11. Stress Management	1	2	3	4	5
12. Problem Solving	1	2	3	4	5
13. Multicultural perspectives (sensitivity to cultures different from your own)	1	2	3	4	5
14. Racism	1	2	3	4	5
15. Sexism	1	2	3	4	5
16. Self Image	1	2	3	4	5

- | | | | | | |
|---|---|---|---|---|---|
| 17. Accepting and giving feedback
(praise & criticism) | 1 | 2 | 3 | 4 | 5 |
| 18. Getting Organized - Priorities & Goals | 1 | 2 | 3 | 4 | 5 |
| 19. Interpersonal Relations | 1 | 2 | 3 | 4 | 5 |
| 20. Leadership Transition | 1 | 2 | 3 | 4 | 5 |
| 21. Management by Objectives | 1 | 2 | 3 | 4 | 5 |
| 22. Other Suggestions | | | | | |

Comments:

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council

January 18, 1982

PRESENT: Jonathan Goossen, Rufus Simmons, Stephen Yurek, Richard Way, Miki Simons, Rosemary Malchow, Maria Velasco, Mary Litsheim, Tony Signovelli, Nancy Cooper, Melissa Gerr, Karen Salisbury, Greg Erickson, Bernie Molitor, Teri Gray, Greg Burney, Marlene Vernon, Tom Westbrook, Tom Newland, Jeanine Sorenson, Mamie Jin, Ann Hartigan, Bill Godin, Jim Hemphill, Pat Webster, Pat Muehlegger, Shelley Johnson, Jim Strawn

ABSENT: Jim Sleezer (ex)

Meeting was called to order at 3:20 p.m. Minutes of the January 11th meeting will be approved at next week's meeting.

OLD BUSINESS

Student Leadership Development - Jeanine spoke regarding the responses to the questionnaire handed out last week. There were 16 responses indicating the following interests in future programs: Multi-cultural Perspective, Conflict Resolution, Time Management, Getting Organized and MBO.

The format of the new program will change to being a part of the regular weekly CUPC meeting, lasting 20-40 minutes in length. In the past, attendance has been low at these workshops, and it was felt that a better turnout would be had if it was held right after the CUPC meetings.

NEW BUSINESS

Mike McCollor's Resignation - Because of time commitments Mike has decided to resign as coordinator of Rec/Travel but is planning on still contributing some time as a regular volunteer.

MOTION 82:14 (Sorenson-Jin) To approve Mike McCollor's resignation as Coordinator of Recreation/Travel. Motion approved.

Planning Summary Approval - Mamie spoke regarding the planning summaries submitted for winter quarter: CA submitted 9 summaries totaling \$2,736.65; CE - 4 summaries totaling \$2,706.85; Personnel - 1 summary for \$150.00; Public Relations - 7 summaries totaling \$2,066.00; Rec/Travel - 1 summary for \$15.00.

MOTION 82:15 (Jin-Sorenson) To approve all of the above mentioned planning summaries mentioned. Motion approved.

Greg emphasized the importance of students working with their advisors on the planning summaries, making sure that everything was clear and expectations complete.

Comp Ticket Policy - Mamie spoke regarding the new policy and said that it is in its final stages. She distributed a copy of the policy as it stands at present and asked for members to review and forward feedback to her as soon as possible. Policy will be brought up at next week's meeting for approval.

AREA HIGHLIGHTS & EXEC REPORT

Personnel needs area Needs Form from - PR, CA, and BCA. Also looking for the T-Shirt Order forms from - AICP, BCA, Rec/Travel, Gallery, and Finance.

Whole will be having the John Fahey Concert this weekend. F&E's movie this weekend is Breaker Morant.

Area Meeting Times Schedule was passed around for Coordinators/Advisors to complete.

ANNOUNCEMENTS

New Advisor: John Burton - Will be starting February 2nd. He will be advising the Whole, BCA, CLCA and F&E areas.

Meeting adjourned at 4:05 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
January 25, 1982

PRESENT: Stephen Yurek, Mary Litshiem, Tony Signorelli, Nancy Cooper, Mamie Jin, Jonathan Goossen, Jeanine Sorenson, Mark Struthers, Pat Webster, Karen Salisbury, Richard Way, Jim Strawn, Tom Newland, Linda Zanter, Jim Hemphill, David Haberman, Bernie Molitor, Greg Erickson, Rufus Simmons, Maria Valasco, Jim Sleezer, Tom Westbrook

ABSENT: Marlene Vernon (ex), Susan Aasen (ex), Teri Gray

Meeting was called to order at 3:15 p.m. The Minutes of the January 11, 18, and 25th meeting will be approved at the next CUPC meeting.

OLD BUSINESS

Feedback on Comp Ticket Policy - Greg asked for feedback regarding the new policy. The main question raised was whether it was fair to limit CMU Employees and MUCB Volunteers to one pass to movies or concerts.

MOTION 82:13A (Jin-Newland) To approve Comp Ticket Policy with revision that all CUPC, MUCB Volunteers and CMU Employees may receive 2 comp tickets per event unless otherwise stated differently for a particular event. Also, a note stating the volunteers could work on the film or show to get in free was added. **APPROVED**

Leadership Development Workshops - Jeanine spoke regarding the new program to be stated at next week's CUPC meeting. The topic will be Conflict Resolution and Coordinators and chairpersons are encouraged to attend.

MOTION 82:14A (Sorenson-Jin) To incorporate the Student Leadership Development Workshop program into the regular CUPC weekly meeting.

Discussion - Item brought up that it was felt that the workshop would not be a part of the regular meeting, but to have the meeting adjourned and then workshop begin. It was also brought up as a concern that the meetings then would run too long. Workshops should be 20-40 minutes in length and that there would be adjustments in meetings if the workshops would run a longer length of time.

Motion amended to read:

MOTION 82:14A (Sorenson-Jin) To run the Student Leadership Development Workshop program immediately after the regular CUPC meeting. Motion approved.

NEW BUSINESS

Planning Summary Approval - Mamie brought to council further planning summaries for Winter Quarter: CE - 2 programs, Gallery - 4 programs, F&E - 4 programs and the Whole - 1 program, and CLCA - 1 program.

MOTION 82:15A (Jin-Strawn) To approve above mentioned planning summaries as submitted. Motion approved.

AREA HIGHLIGHTS

Applications now being taken for Padre Island Trip sponsored by Rec/Travel. John Fahey Concert is rescheduled for this coming Friday at 8PM.

Mamie distributed a schedule for her signing checks each day.

ANNOUNCEMENTS

Conflict Resolution Workshop next week after the CUPC meeting.

Budget process will be coming up soon.

Meeting adjourned at 4:10 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
February 1, 1982

PRESENT: David Haberman, Greg Erickson, Marlene Vernon, Tom Westbrook, Bernie Molitor, Jeanine Sorenson, Mary Litsheim, Maria Velasco, Jon Goossen, Linda Zanter, Tom Newland, Mike McCollor, Shelley Johnson, Karen Salisbury, Janelle Lussier, Ric Way, Jim Strawn, Tony Signorelli, Jim Hemphill, Teri Gray, Mamie Jin, Nancy Cooper, Ann Hartigan, Jenny Severson

ABSENT: Stephen Yurek (ex), Jim Sleezer (ex), Susan Aasen (ex)

The meeting was called to order at 3:15 p.m. by CUPC President Greg Erickson. Minutes of the January 11th, 18th and 25th meetings were approved as published.

OLD BUSINESS

Timelines For March Planning Summaries - Mamie distributed to council a calendar of when planning summaries are due to Exec. Planning summaries for March are due this Thursday and will be brought to Council for approval at next Monday's meeting.

MOTION 82:16 (Jin-Strawn) To approve Whole planning summary for a retreat at the cost of \$100.00. Motion approved.

NEW BUSINESS

None at this time.

EXEC REPORT & AREA HIGHLIGHTS

Mamie reported that at the last Exec meeting the agenda included discussion of the new Special Events proposal - difficulties, necessity or problems that would be incurred. And also Networking and Action Planners were discussed.

F&E will be showing "Caddyshack" this weekend. CE has their ongoing series of NOVA, Men's Roles and Women in Management. CA will be having Helen Adam speak this week from their Writers Reading Series.

ANNOUNCEMENTS

John Burton will be starting work tomorrow. There will be a informal reception for him from 9-10 a.m. in 220 Conference Room.

Campus Carne - Coming up soon - April 22, 23, 24. Greg would like to have some CUPC visibility in this program.

Meeting adjourned at 3:35 p.m.

Conflict Resolution Workshop to follow meeting. All members stayed to attend.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
February 8, 1982

PRESENT: Bernie Molitor, Marlene Vernon, Greg Erickson, Mamie Jin, Mary Litsheim, Shelley Johnson, Tom Newland, Linda Zanter, Rufus Simmons, Cathy Murphy, Jeannie Sorensen, Jonathan Goossen, Pat Webster, Ric Way, Steve Yurek, Jim Hemphill, Jim Strawn, John Burton.

ABSENT: Jim Sleezer (ex.) Tom Westbrook (ex.) Maria Velasco (ex.) Susan Aasen (ex.) Cindy Holton (ex.) & Teri Gray

I. The meeting was called to order at 3:20 pm

II. There were no minutes to be approved.

III. Old Business

Campus Carni. Greg asked for some advice about our involvement with Campus Carni. Jeannie asked how it would fit in with our goals. The response was that our involvement would give us visibility and would help raise money for charity. Shelley Johnson said that it was primarily a "Greek" event, but Mamie replied that many other groups were involved as well. Games and food have been traditional kinds of programs. Rufus asked if the sexism issue had been raised. No, it had not. Bernie proposed that since it is primarily a recreational and social event, that John Burton and Jim Hemphill, in partnership with Tom Newland and Jim Strawn look into the matter and come back with a recommendation as to what our involvement might be. They agreed to look into the matter.

IV. New Business

Planning Summaries: Gallery - 4 summaries- Judy Chicago, Related Arts Show, Graduate Review, and Openings. Chicago is an extraordinary artist of national reputation available to us at low program cost. Personnel - 1 summary - CUPC party March 6th. Rec And Travel - 1 summary - recruitment for new members. Current Events - 1 summary - co-sponsorship of Durenberger. Film & Entertainment - 3 summaries - film guide, area recognition, and Jazz Ensemble Dance. The Whole - 1 summary - The Sweet Taste of Afrika. American Indian Cultural Program - 2 summaries - video program on Indian Folklore and Gordon Thayer lecture and discussion. Black Cultural Affairs - 4 summaries not to be recommended for approval. Greg said that expectations and norms have not been sufficiently clear. Rufus indicated that the programs are co-sponsored with The Whole and The Gallery; the others are part of a package and at various stages of completion. He feels that the planning needs to be more thorough and complete to get at quality decisions. Bernie underscored the importance of the issue in terms of partnership and mutual expectations and requested that students and staff carefully consider the question of norms; what is it that we expect of one another, and what do we when our expectations are not met?

MOTION 82:17 (Jin-Strawn) To approve the summaries as indicated. Motion passed.

Conflict Resolution. Jeannie summarized the evaluation of last week's workshop. The evaluations were generally superior.

Input for P.R. Workshop. Steve Yurek distributed documents to help with P.R. validation of specific needs for an upcoming workshop. The questionnaire is to be placed in Steve's box by Wednesday.

V. Exec Report. Jeannie commented on the work being done by exec on Special Events and indicated that a proposal would be forthcoming by the end of the month.

VI. Area Highlights: Contemporary Arts, Film & Entertainment, The Gallery, and The Whole commented on past and future programs. Jim Strawn said that The Whole retreat was helpful in getting a stronger sense of the area's future.

VII. Announcements. MU Party on Feb. 20th. March 6th is the CUPC Party, but there appear to be a number of other events happening that weekend; committee will reconsider the time.

The business meeting adjourned at 4:20 pm. A planning summary workshop was held immediately afterward.

RS by Bernie.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
February 22, 1982

PRESENT: Jim Hemphill, Karen Salisbury, Greg Erickson, Stephen Yurek, Mary Litsheim, Tom Newland, Linda Zanter, John Burton, Shelley Johnson, Tom Westbrook, Jeanine Sorenson, Bernie Molitor, Marlene Vernon, Rufus Simmons, Maria Velasco, Mamie Jin

ABSENT: Jim Strawn (ex), Jim Sleezer (ex)

Meeting was called to order at 3:20 p.m. The minutes of the February 1st and 8th meetings were approved as written.

OLD BUSINESS

Campus Carni Report - Committee met to decide what involvement CUPC would take in the Campus Carni Program this year and have decided on placing a full page Minnesota Union ad for volunteer recruitment - advertising. Cost would be around \$200 and be split by all three unions. There was further discussion as to whether CUPC would commit any more energy to this program in the future. No commitments or decisions were made at this time.

Public Relation Input Results - Steve Yurek thanked those who completed the form for him and asked those who have not to please do so as soon as possible.

Planning Summary Feedback - Once again there were problems with the planning summary processes/procedures. Jim Elert did not receive information on time and all sections on the summaries were not complete - leaving dates, times and descriptions blank. Greg advised Council members that this would not be tolerated again and that all planning summaries submitted with incorrect or missing data would be returned. Greg was also concerned that there was not enough student/staff partnership in the preparation of the planning summaries, and felt that this would eliminate some of the problems that have been occurring.

NEW BUSINESS

Pre Movie Slide Show - Tom Newland and Shelley Johnson brought to Council a slide show that they have just put together to be used before programs for advertising of future programs and CUPC recruitment. This type of advertising has not been used before and is going to be used on a trial basis.

Daily Article about CUPC/Coffman - Shelley Johnson spoke regarding the possibility of submitting an article regarding CUPC and Coffman Union to the Daily for publicity. There hasn't been much coverage in the past in the Daily and Shelley feels that it would be a good idea. If there are any questions or ideas regarding this please see Shelley.

Planning Summary Approval - Mamie brought to Council four planning summaries for approval being planned by the Contemporary Arts area. These programs are all being co-sponsored with the Walker Art Center, CUPC providing facilities only.

MOTION 82:18 (Jin-Westbrook) To approve planning summaries as submitted, Motion approved.

REPORTS

Exec - Stephen reported that Exec is presently working on - Special Events proposal, Networking, CE name change to "Issues & Ideas", Asian American Cultural Program as a separate area, Whole budget revision and Campus Carni.

UBOG - Stephen Yurek reported that items discussed at the last UBOG meeting were: Effective constituent representation and introduction to Coffman Union staff members.

MUCB - Sharing of what is going on at each of the Unions.

ANNOUNCEMENTS

Jeanine distributed invitations to this Winter's LGA to be held on March 5th at 7:30 pm, room 320 CMU.

Jeanine also distributed the February-March Student Development Calendar.

Next week Personnel will be distributing last quarters rosters for updating and revision. These are due back to Jeanine one week after receipt.

Meeting adjourned at 4:15 pm.

Workshop on bookkeeping procedures followed today's meeting.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

March 1, 1982

PRESENT: Greg Erickson, Ric Way, Tom Westbrook, Stephen Yurek, Mary Litsheim, Jeanine Sorenson, Mamie Jin, Jonathan Goossen, Bernie Molitor, Rufus Simmons, Shelley Johnson, Pam Rymer, Tom Newland, John Burton, Jim Sleezer, Jim Hemphill

ABSENT: Maria Velasco (ex), Susan Aasen (ex), Teri Gray, Jim Strawn

Meeting was called to order at 3:15 p.m. Minutes of February 22nd meeting are approved with the following corrections - Teri Gray being shown as absent, Susan Aasen as excused absent, and Ric Way in attendance.

OLD BUSINESS

LGA Reminder - Reminder that it will be this Friday night in room 320. There will be bowling, games, dancing and refreshments. Starting time is 7:30 p.m.

Membership Rosters - Jon Goossen distributed the new revised Rosters, complete with instructions to Council. These are due back to Personnel in one week. If there are any questions please see Jeanine, Jon or Bernie for clarification.

NEW BUSINESS

Current Events Issues & Ideas - Mary Litsheim spoke regarding the change in title of the Current Events area. The CE committee has discussed this matter and have come to agreement that the title - Issues & Ideas would better describe the activities of this area.

MOTION 82:19 (Sorenson-Jin) To change the area title from Current Events to: Issues & Ideas. Motion approved.

Whole Picture - John Burton gave Council a handout on the committee's statement of what they feel the "Whole" is and where they are going - their philosophy, goals, and objectives.

Financial Update -

April planning summaries are due today. Reminder that a few areas had not turned their's in yet. Mamie brought the Council for approval F&E's planning summaries for Spring Quarter. Selection to include: "Sleeper", "The Sting" & "Butch Cassidy and the Sundance Kid", "Prince of the City", "Southern Comfort", "And Now For Something Completely Different", and "The Story of O".

MOTION 82:20 (Jin-Newland) To approve planning summaries as submitted. Motion approved unanimously.

There was some discussion as to the film selection of "The Story of O". Question whether it is appropriate for CUPC to feature erotic films. Discussion will be continued at the next Exec meeting.

REPORTS

Exec - Agenda includes - Change of CE's name to "Issues & Ideas"; Asian American Cultural Affairs as separate area of Council; Whole's Philosophy, Goals & Objectives; Special Events presentation.

Area Highlights - Whole concert this weekend "Things That Fall Down", F&E film "Life of Brian" also showing this weekend. "Time Management" workshop will be postponed until 1st or 2nd meeting of Spring Quarter. CE will be having their weekly "Men's Series" and "Horizon" programs. CA will be presenting Toni Morrison on Wednesday.

Reminder of the LGA on Friday.

Meeting adjourned at 4:10 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
March 8, 1982

PRESENT: Ric Way, Greg Erickson, Bernie Molitor, Pat Webster, Jeanine Sorenson, Steve Yurek, John Burton, Marlene Vernon, Mamie Jin, James Strawn, Rufus Simmons, Tom Newland, Shelley Johnson, Karen Salisbury, Jim Hemp-hill, Linda Zanter, Mary Litsheim, Jon Goossen, Teri Gray, Jim Sleezer

ABSENT: Susan Aasen (ex)

Meeting was called to order at 3:15 p.m. Minutes of March 1st meeting will be approved at the next meeting.

OLD BUSINESS

Feedback on LGA - Jeanine soad that there was a good turnout for the LGA, around 35 people. Everyone had a good time.

NEW BUSINESS

Planning Summaries - Mamie brought to Council April's planning summaries for approval. Personnel, 3 summaries - "Recruitment Campaign", "Informal Recognition", "Misc. Money for Recruitment & Recognition". F&E, 2 summaries - "Midweek Film: Puttin' On the Ritz: The Dancing Style of Fred Astaire", "Body Heat". ("Body Heat is being substituted for 'The Story of O'.") Rec/Travel, 2 summaries - "Demonstrations", "Stress Management Series". CLCA, 2 summaries - "Chicano Latino Gallery Exhibits", "Informal Recognition". Gallery, 7 summaries - "Films in the Gallery", "Chicano/Latino - Cinco de Maya Exhibit", "Steve Hodder MFA", "Deannie Pass MFA Show", "General Publicity & Gallery Schedule", "Equipment & Materials", "Openings & Receptions". CA, 3 summaries - "Sara & Jeri Peterson Dance Lec/Demo", "Joseph Brodsky", "Rezone Dancers". I&I, 6 summaries - "The Final Frontier", "Women in Management & Admin.", "Vietnamese Photographer", "Informal Recognition", "Issues for the Demo. Left in the 80's", "Environmental Awareness Days/Contingency Fund". Whole, 4 summaries - "General Publicity & Promo & Recruiting", "Battle of the Campus Bands", "Noon Concerts", "Meg Christian". Finance, 2 summaries - "Debit Memo Charges", "Audit".

MOTION 82: 22 (Jin-Strawn) To approve above mentioned planning summaries for April. Motion approved.

In the Whole's request for approval of the above mentioned planning summaries, this will mean a request of an additional \$1,500.00 to complete April's programs.

There are a few additional planning summaries that are up for approval with discussion:

MOTION 82: 23 (Grey-Westbrook) To approve BCA planning summary "Funds to attend The National Council for Black Studies" as submitted. **APPROVED**

BCA, planning summary requesting funds for attendance at the "National Council for Black Studies Conference". Cost would be \$280.00, which would be half of the four students' lodging. Questions were raised as to validity and relevance of this expenditure. Discussion followed.

Motion approved.

MOTION 82:23 (Jin-Yurek) To approve Rec/Travel planning summary for "Health Festival" as submitted. Motion approved.

MOTION 82:24 (Jin-Newland) To approve Rec/Travel planning summary for program "Nowhere But Alaska" as submitted.

Rec/Travel planning summary for film "Nowhere But Alaska". Cost would be projected at a \$26.50 expense calculated on a attendance of 500 persons. There was some discussion as to whether the estimated attendance is too high and that ticket prices were too high also.

Motion approved.

New Area - Asian American Cultural Affairs - Mary brought to council a proposal for a new area - Asian American Cultural Affairs. Committees recommendations are: - Create a new area by March 15th for AACA. - Recruit new coordinator and committee by April. - Strengthen liasons with AAPLRC and AASCS. - Establish project objectives and financial resources. Considerable discussion followed, focusing on relevance and need for such an area.

MOTION 82: 25 (Sorenson-Strawn) To approve creation of a new area "Asian American Cultural Affairs". Motion approved.

ANNOUNCEMENTS

Rosters are due Wednesday, March 10th.

Meeting adjourned at 4:45 p.m.

Workshop - Goals & Objectives & Special Events workshop followed regular meeting.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council

March 29, 1982

PRESENT: Bernie Molitor, Richard Way, Linda Zanter, Jeanine Sorenson, Shelley Johnson, Mamie Jin, Pat Webster, Jonathan Goosen, John Burton, Mary Litsheim, Rufus Simmons, Melissa Gerr, Karl Sisson, Tom Westbrook, Marlene Vernon, Tom Newland, Jim Hemphill, Karen Salisbury, Jim Strawn, Greg Erickson, Jim Sleezer

ABSENT: Susan Aasen, Teri Gray, Maria VeLasco (ex), Steve Yurek

Meeting was called to order at 3:22 p.m. The minutes of the March 1st and March 8th meetings were approved as written.

OLD BUSINESS

Program Priorities - Greg introduced some discussion of program priorities for 82-83. The purpose of the give and take was to get leadership directly engaged in setting our priorities relative to Homecoming, a Union Night, and/or thematic programs for the up-coming year. Mr. Goosen noted that CUPC gains a great deal from such endeavors such as high visibility, the engagement of the alumni, and group cohesiveness. Ms. Sorenson stated that Homecoming has the potential of bringing the whole Council together. Tom Newland said that some of the programs such as Knute Rockne in last year's Homecoming package were no big deal. Ms. Litsheim declared that thematic programs were superior in her estimation because they are more noted by the community, as compared with something like Homecoming where we get sort of "submerged" in other things.

Union Night - The concept of a UnionNight, a program wherein virtually all the union is thrown open to the campus for a single bargain admission price, was discussed. Mr. Simmons, the Director, noted that there is perhaps no other single program that can do for the union what a Union Night can if properly planned and executed. Mr. Molitor, the Assistant Director, agreed with Mr. Simmons' analysis, and added that for him the program was quite "double edged" in that it offers so much, but carries with it the demand for extraordinary commitment.

Thematic Programming- Thematic programming was also discussed. Ms. Vernon pointed out the importance of advance planning for such events. The St. Paul thematic programs, particularly the one of last spring, was held up as a desirable model for this type of programming.

Leadership was urged to think through these program priorities, and to come back to Council prepared to state a position and a preference.

NEW BUSINESS

Women Power Conference - Ms. Vernon related the past history and CUPC connections with this program. Opportunities exist for student involvement in the planning and the possibility of attending, based upon a rationale and connection to program, also exists. If persons are interested in applying, they are to contact Ms. Vernon or Mr. Erickson. Ms. Litsheim invited students interested in working on publicity and content to see her.

Personnel Items - Jeanine Sorenson exhorted her peers to apply now for next year's leadership positions. The deadline for application is April 26th. Interviews will be held between April 27th and May 14th. There will be a skills workshop on interviewing coming up as well as a "round table" discussion of leadership. Mr. Simmons asked about our recruitment plan. Mr. Sisson spoke to the plan. Ms. Sorenson next outlined some options available to us for the CUPC Recognition Dinner. Negative comments were expressed relative to every suggestion. Ms. Sorenson thanked the Council for the input and will take the issues back to the Personnel committee for further work. Mr. Simmons asked why the Riverview had not surfaced in the options, and asked further that the connections with Union Board be made in that the event is an all-CMU volunteer program.

REPORTS

UBOG - Mr. Strawn reported that Mr. Haberman, the UBOG chairperson, had resigned, and that Mr. Bill Byrne had been chosen as his replacement. He reported further that House and Finance committee had been dealing with the altercation between two Iranian groups.

CUPC Exec. - Ms. Sorenson reported that The Blues Brothers had been substituted for Sleeper. The executive committee meeting time will be on Wednesday from 3:15 to 4:30 p.m.

Area Highlights - Gallery openings and The Padre Island Trip were highlighted. Mr. Sleezer noted that this Thursday, a former Miss Washington would be in The Recreation Outings Center to demonstrate her bowling skills. Ms. Salisbury asked if we were all supposed to come to the facility to drool. There was no formal response. A faint moan was heard from 235 Coffman.

ANNOUNCEMENTS

The Gordon L. Starr Award for outstanding staff leadership is available. If you want to nominate a staff person, please see Greg.

May planning summaries are due on Friday.

MOTION 82:26 (Newland-Strawn) To approve the substitution of The Blues Bros. for Sleeper. Approved.

The meeting adjourned at 4:30 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
April 5th 1982

PRESENT: Mary Litsheim, Jeanine Sorensen, Rufus Simmons, Karl Sisson, Steph Yurek, Bernie Molitor, Karen Salisbury, John Burton, Jon Goossen, Jim Hemphill, Jim Strawn, Maria Velasco, Tom Westbrook, Shelley Johnson, Ric Way, Jim Sleezer, Marlene Vernon, Tom Newland, Greg Erickson, Linda Zanter, Teri Gray, Ann Hartigan, Mamie Jin

ABSENT:

GUESTS: Ann, DeGroot, Mary Jane Plunkett

Meeting was called to order at 3:20 p.m. Minutes of the March 29 meeting were approved as written.

OLD BUSINESS -

NEW BUSINESS -

Porta Panel Presentation - Karl Sisson gave a presentation as to new workings of the porta panels. The events of the week will be posted on one side - please sign up for having your events listed on the porta panel. Order forms can be obtained from the PR area. The other side can be used for CUPC advertising at events. So please reserve the porta panel for display at your events also.

Planning Summary Approval - Rec/Travel submitted one planning summary for approval.

MOTION 82:27 (Yurek-Strawn) To approve planning summary as submitted by Rec/Travel for "Basic Spelunking." To be held May 7th, 11:15 - 1:30 pm. Motion carried.

REPORTS -

Exec - Bernie gave report of Exec's last meeting. Presently they are working on: 82-83 Student Development Program, Student/Staff Perspectives; Action Planners review. May planning summaries will be discussed at the next meeting. Note: Exec's weekly meeting is held on Wednesday's at 3:40 pm spring quarter.

UBOG __ see minutes

Area Highlights - Personnel - Jeanine said that a decision would be made soon as to where the Recognition Dinner would be held. Decision will be posted in offices when made. Rec/Travel, 1 & 1, PR, CA, CLCA, Gallery and F&E all gave updates on events. Please see Weekly Events Calendar for details.

ANNOUNCEMENTS -

Greg distributed Student Leadership Development Program 82-83 brochures. He asked Council to review and if interested respond to SODC by April 16th.

Campus Elections will be coming up soon. Greg has received some information if you would like to get involved.

Input Forms Re: Homecoming, Union Night, Thematic - Greg asked for feedback from Council and staff by Wednesday.

Jeanine announced that persons interested in leadership positions for next year should obtain an application form and complete by April 26th.

Meeting adjourned at 3:45 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
April 12, 1982

PRESENT: Pat Webster, Shelley Johnson, Linda Zanter, Jeanine Sorenson, Rufus Simmons, Steph Yurek, Jack Rainey, Jim Hemphill, Kim McCalvin, Teri Gray, Mary Litsheim, James Strawn, John Burton, Tom Newland, Marlene Vernon, Mik McCollier, Tom Westbrook, Karen Salisbury.

ABSENT: Bernie Molitor (ex)

Meeting was called to order at 3:15 p.m. The minutes of the April 5th meeting were approved as written with the clarification of the order form used for requesting a porta panel is the same as the Graphics Order Form.

OLD BUSINESS

Homecoming, Union Night, Thematic: Approval of Plan - Greg thanked council for their responses to his memo. Summary of the responses were: That Homecoming involvement be to a lesser degree than last year. There would be a Gallery Exhibit with an Alumni artist, weekend film as usual and no other special events. Coffman would be the central place for the big Homecoming dance and that Union Night would be held sometime during the week. Greg wants to have a approval of what will be done now so that planning can begin now and continue through summer and be more set in fall.

Responses from council members in attendance were: Suggestion of a Union Week later on in the quarter and follow-up with one large Union Night; Have the Union Night a little later in the quarter for better visibility, as to not be over shadowed by other campus Homecoming events; Substitution of Union Night for Homecoming Dance; Rufus felt that it should be the collective wishes and desires by the entire Council with appropriate planning.

Greg asked the Council if: There should be specific Homecoming Events during the week? And should there be a specific Union Night and if so when should it be held?

MOTION 82:28 (Erickson-Newland) That the CUPC involvement in Homecoming 82 be concentrated in a "Union Night" and that individual areas may coordinate additional events with the Homecoming program. Motion approved.

Thematic - Greg felt that it would be difficult at this time to develop the theme but that he would like there to be a thematic program held with several areas involvement during the year.

MOTION 82:29 (Erickson-Sorenson) Council will do a thematic (subject to be determined) program to be held sometime during the next year. Motion approved.

NEW BUSINESS

Planning Summary Approval - Mamie distributed an update on where CUPC areas are now financial and submitted the following planning summaries for approval:

BCA, 2, Holland Wine & Cheese Reception and Spring Dance; AICP, 3, Vernon Bellecourt, "Geronimo's Cadillac" and American Indian Fashion Show; ACA, 2, Asian's In Minnesota, and Irene Hirano; CLCA, 2, Chicano/Latino Week, Los Amigos, Primo Noon Concert, El Ballet Mexicano, Chulas Fronteros, Ruben Adan - Noon Concert, Baldemar Velasquez, Picnic; Personnel, 1, CMU Recognition Dinner; President, 2, Supplies and Movie Previews; Rec/Travel, 5, Bike Week, Bike Tour, Demos, Bike Week 82, 2nd Annual

Minutes of the Coffman Union Program Council cont.

PPK&K; Whole, 2, Whole Birthday Party and Whole T Shirts; F&E, 1, Informal Recognition; PR, 6, CMU Prevue, Supplies, Display & Kiosk Supplies; CUPC Photo Needs/L Committee Supplies, Recruitment Campaign, Coff Man Expenses; CA, 8, Australian Poetry, Australian Theatre Program, Composer Workshop Performance, Laurie Anderson, New Music Lecture/Performance, Mpls Civic Orchestra Performance, Poets Local Video, Mentor Poetry; Gallery, 9, Super Studio, Quilting Exhibit, Art History Lecture, Photo Journalism Show, Photos - Walker, Australian Art Show, Australian Video, Video Processor, Bases - Plexiglass.

MOTION 82:30 (Jin-Strawn) To approve above mentioned planning summaries for spring quarter with over expenditures in the areas of CLCA and Gallery. Motion approved.

CUPC Portfolio - A new board in the CUPC office has been added for informational purposes. It has an area for a CUPC Picture; Quarterly Events Calendar; Weekly Student Development; Messages (area to area); Prevue Data Sheet; Data & Dagma; General Info. If you have any items to contribute to these areas please forward them to Pat Webster.

BCA - Chicago Conference Report - Teri Gray thanked Council for their support in the Chicago Conference. She said she felt that the conference was not as beneficial as she had hoped. It was more geared towards administrative aspects than programmatic. It was recommended that in future conference attendance requests, that the conference be looked into more carefully and more information sought out to make sure that expectations will be met.

REPORTS

Exec - Planning summaries were reviewed.

UBOG - No meeting this week.

Area Highlights - F&E, Whole, Personnel, Rec/Travel, CA and Gallery reported on upcoming events. Please check weekly calendar of events for details.

ANNOUNCEMENTS

Recognition Dinner Information - The Recognition Dinner will be held May 19th at the University Club, 420 Summit in St. Paul. Details on easel in room 220. Please sign up with Lois if you are intending to come.

Meeting was adjourned at 4:50 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
April 19, 1982

PRESENT: Linda Zanter, Tom Westbrook, Lucy Wright, Shelly Ortwein, Teri Gray, Thomas Nins, Kim Calvin, Marlene Vernon, Rosemary Malchow, Maria Velasco, John Burton, Jim Hemphill, Karen Salisbury, Shelley Johnson, Stephen Yurek, John Kemp, Greg Erickson, Jeanine Sorenson, Mary Litsheim, James Strawn, Rufus, Simmons, Jim Sleezer, Bernie Molitor, Pat Webster, Karl Sisson, Estella Tapeia, Mamie Jin

ABSENT: Ric Way (ex), Tom Newland (ex)

Meeting was called to order at 3:25 p.m. Minutes of the April 12th meeting were approved as written.

OLD BUSINESS

BCA Planning Summaries - Mamie brought to Council for approval the following summaries: Winter Quarter - BCA, 4, Lecture, Lerone Benett, Film Series, A Celebration of Peace, Art Exhibit. Spring Quarter - Spring Dance and Art History Lecture.

MOTION: 82:31 (Jin-Strawn) To approve above mentioned summaries as submitted.
Motion approved.

NEW BUSINESS

None at this time.

REPORTS

Exec - At the last meeting the following items were addressed: Action Planners, Upcoming Student Evaluations of Staff, Exit Interviews, Roundtable Discussion, Leadership Transition, Planning Summaries for Approval.

UBOG - Approval of MU Constitution and the introduction of MU Director, Carl Nelson reported on last week's and upcoming events. See Weekly Calendar of Events for further information and details.

ANNOUNCEMENTS

Siggelkow Retreat Signup - Greg spoke briefly regarding this retreat that will take place next fall. Greg encouraged council members to signup. Applications are available in SODC, 340 CMU.

Meeting was adjourned at 3:40 p.m.

Roundtable Leadership Discussion following today's meeting.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

April 26, 1982

PRESENT: Jonathon Goossen, Tom Westbrook, Richard Way, Jim Sleezer, Linda Zanter, Jeanine C. Sorenson, Pat Webster, Mark Struthers, John Kemp, Shelley Johnson, Jim Hemphill, Tom Newland, John Burton, James S. Strawn, Karen Salisbury, Greg Erickson, Bernie Molitor, Rufus Simmons, Marlene Vernon, Mamie Jin, Thomas Nins, Teri Gray

ABSENT: Stephen Yurek (ex)

Meeting was called to order at 3:20 p.m. Minutes of the April 19th meeting were approved as written.

NEW BUSINESS

CLA - SIB "Spring Is Here" - There will be a Festival on the Mall May 14th from 10 a.m. - 2 p.m. for student organizations to set up contact tables for recruitment. Greg asked Council if CUPC should be involved. It was overall felt that it would be a good source of new members and that CUPC should have a table displayed and Coff Man in attendance. Jeanine encouraged students to sign-up for working the table - answering questions, handing out literature.

Amendment to By Laws - Greg brought to Council a memo concerning a amendment to the CUPC By Laws. Under Article III, Sec. 2, it doesn't really state how the new President is to be elected. Addition would be to add "consisting of at least 3 officers and a program staff person as designated by the V.P. of Personnel" after "Selection Committee of the Council." Addition of "except President" would be added after "recommendations for all offices." It was also felt that at least 3/4% of voting membership or those eligible to vote would be acceptable for election processes. The addition of "The election shall take place at least one meeting prior to the date of submission of recommendations by the selection committee" would allow a person to apply for more than one position if the first was not obtained. These changes will be discussed and voted on at the May 3rd Council meeting.

Planning Summaries - Mamie brought to Council two planning summaries for approval. The Whole - New Wave Fest and Personnel - Additional Funds for Recognition Event.

MOTION 82:32 (Jin Westbrook) To approve planning summaries as submitted. Motion approved.

Program Board - Jon Goossen explained the new "Program Board" system to be used by areas in program planning. It will be placed in the back of the CUPC office by the Graphics area. Coordinators should write in the Name of Event, Date, Area and Who to See for Further Info, and Description of Program. This should be done as soon as a program is developed so that all areas are aware of what other areas are planning.

OLD BUSINESS

Feedback on Round Table Discussion - It was felt that meeting went well but could have been better attended.

Roster Update - Jon distributed a copy of the combined roster information of all areas. There are presently 74 active CUPC members, 3 areas without coordinators. Jon feels that program announcements should be used more for recruitment, and a reminder to staff to send out the acknowledgement letters to new persons.

REPORTS

Exec - Items on last week's agenda were: Spring is Back, Leadership Transition, Timeline, and By Law's change.

Areas - Finance - Mamie handed out a Financial Summary for winter quarter. R/T, F&E, Whole, I&I, BCA, Gallery, CA, AICP, PR, CLCA, and Personnel gave update reports. See Weekly Events Calendar for details.

ANNOUNCEMENTS

Recognition Dinner - Will be held May 19th at the University Club. There has been a change in where the dance will be held - it will not be held at the University club instead of coming back to CMU.

Union Night discussion at next week's CUPC meeting. The L-Committee met last week for the first time. Next meeting at 3:15 p.m., Room 309 on Thursday. All areas are asked to attend. College Bowl - if interested in forming a CUPC team see Greg for details. Reminder from Greg - CUPC Meeting Time Is At 3:15 p.m., Sharp. Meetings will be starting regardless if persons are not in attendance on time. Please make an effort to be on time.

ADJOURNMENT

Meeting was adjourned at 4:15 p.m.

Interviewing workshop to follow today's meeting.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
May 3, 1982

PRESENT: Mary Litsheim, Jim Hemphill, Linda Zanter, Mike MCCollor, Shelley Johnson, James Strawn, Steve Yurek, Jeannie Sorensen, Pat Webster, Marlene Vernon, Ric Way, Tom Westbrook, Tom Newland, John Burton, Jim Sleezer, Bernie Molitor, Greg Erickson, Lois Porfiri.

I. Meeting called to order at 3:15 pm

II. Minutes approved as written.

III. Old Business

Amendment to By-laws. Amendment was read & discussed by council.

MOTION 82:33 (Yurek-Strawn) To amend By-laws (Article III, Sec. 2) as attached.
Motion approved.

Union Night. Jeannie conducted a NGT on suggestions for a "Union Night" when the union would be used for various activities throughout the building. Suggestions were listed & a ditto will be prepared.

IV. New Business

Application Procedure - Interviews will be conducted this & next week.

Presidential Platforms & selection will take place next week. Application procedure is: May 17 - slate prepared of recommended Coordinators & Officers
June 1 - Approval by UBOG
June 2 - Last CUPC meeting of academic year.

V. Reports

UBOG - They discussed new policies on Check Cashing & Music Listening. Recommendations of 25¢/2 hrs. in M/L & 15¢ charge for cashing checks of \$5/10/15.

Exec - They discussed By-law amendment, Presidential election & leadership transition. Presidential candidates will be interviewed by everyone at posted time in Rm 230. Candidates will also make presentation at next CUPC meeting.

Area Reports: Whole - Birthday party went well. Meg Christian concert went even better. They made budget; first show sold out in advance. R/T - Bike Week Race on Sat. with first race at 1 pm. I&I-Last Frontier & Women in Management Series both have a speaker this week. AA Week next week. AICP-American Indian Week this week. Fashion show tonight, John Trudell tomorrow. CLCA-Reception tonight with music. Nooers on Tues. & Thurs. Movie on Thurs. BCA reception for Endesha Holland had 185 people. F&E Fred Astaire Series continues on Tues. evenings. CA-Australian Composers on May 11; Plays of Australia on May 12.

Mamie reported that there were 2 Planning Summaries: I&I-Cosponsorship with MPIRG & BCA for Informal Recognition.

MOTION 82:34 (Jin-Strawn) To approve Planning Summaries as submitted. Motion passed.

Mamie announced new procedures for unpassed Planning Summaries. They will be kept in green notebook at Cindy's desk. Sign-out sheet available if you need to take one.

Mamie passed out sheets on CUPC Financial Update (attached)

Announcements: Summer Planning Summaries due on Friday.

Acetate sheets used to determine free time for interviews were now discussed. CUPC volunteers & staff opted for more chaotic method of gathering the needed number of people for each interview.

Meeting was adjourned at 4:10 pm.

RS by Lois Porfiri

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
May 10, 1982

PRESENT: Mamie Jin, Tom Newland, Shelley Johnson, Mike McCollor, Jim Sleezer, Jim Hemphill, Greg Erickson, Jim Strawn, Teri Gray, John Burton, Karen Salisbury, Lloyd Sutton, Pat Muehlegger, Richard Way, Tom Westbrook, Marlene Vernon, Pat Webster, Melissa Gerr, Bernie Molitor, Karl Sisson, Mary Litshheim, Linda Zanter, Jennifer Syverson, Jeannie Sorenson, Steve Yurek, Bill Byrne, Jim Elert, Rufus Simmons, Maria Velasco

ABSENT:

Meeting was called to order at 3:15 p.m. The Minutes of the May 3rd meeting were approved with one correction in the UBOG report - Music Listening would charge 25¢/2 hours.

OLD BUSINESS

Interim Area Appointments - Areas presently not having coordinators were given the chance to elect interim coordinators to participate in the Presidential election.

MOTION 82:35 (Hemphill/Newland) To elect Mike McCollor as interim Rec/Travel Coordinator. Motion approved.

MOTION 82:36 (Sorenson-Jin) To approve Jennifer Syverson as interim I & I Coordinator. Motion approved.

Presidential Election - Greg called for nominations for presidential candidates. Shelley Johnson, Mamie Jin and Jim Strawn were all nominated. Each candidate was asked to give their platform for election in same order. The winner will need a majority to win - 7 votes. Council asked questions of all candidates and completed a overall discussion before the vote was held. Vote showed Mamie Jin as the new CUPC President.

Officer Interview Schedule - Jeannie announced her needs for coordinators in completion of coordinator interviews. Times and dates were set. New officers are asked to attend the June 2nd UBOG meeting at 12noon, to be introduced to the board.

Refreshments - After the CUPC meeting today in celebration of election of the new CUPC President.

NEW BUSINESS

'82 - '83 Scholarships - Mamie distributed information regarding application for the Minnesota Union Scholarship for Leadership awards. There are two presently awarded each year - the Julia Carson Scholarship and the Gordon L. Starr Scholarship. Applications are due back to Mamie by May 26th.

Planning Summary Approval - Mamie brought to Council several planning summaries for approval. One summary for AACA for Recruitment; One summary from I&I for the Horizon's program; and one summary for the Finance area for Debit Memo Charges.

MOTION 82:37 (Jin-Newland) To approve the above mentioned planning summaries. Motion approved.

REPORTS

EXEC - Items discussed at last meeting were: Recognition Invitations, Candidate meetings and Union Night input.

AREA - Gallery, CLCA, CA, Rec/Travel, F&E, Personnel and AACA all gave updates on upcoming events. See Weekly events sheet for details.

ANNOUNCEMENTS

Reminder that planning summaries for summer were due last Friday. If you have any still coming get them in now. Also, any planning summaries that are not passed will be placed in the green notebook at Cindy's desk. You can sign out one planning summary at a time.

May 20th - bookkeeping due.

Meeting adjourned at 4:50 pm.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
May 17, 1982

PRESENT: Tom Westbrook, Tom Newland, Steve Yurek, Jeannie Sorensen, Greg Erickson, Jim Sleezer, John Burton, Mike McCollor, Jim Hemphill, Shelley Johnson, Mary Litsheim, Kim Calvin, Teri Gray, Pat Webster, Linda Zanter, Mamie Jin, Jim Strawn, Marlene Vernon, Rufus Simmons, Kevin Purnell, Bill Byrne, Pat Muehlegger, Lois Porfiri.

ABSENT: Maria Velasco (ex.)

I.. Meeting called to order at 3:17 pm

II. No Minutes to approve.

III. Old Business

Recognition Dinner - Sign-up sheet for rides will be posted on back of orange door in 220. Coordinators check with area people to see if everyone has RSVP-ed & everyone has a ride.

CUPC Slate Recommended to UBOG - Greg mentioned that UBOG Exec discussed that CUPC has no appeal process in its leadership selection. The process that will be used this year is that appeals should be directed to Greg who will pass it on to UBOG. (More info in UBOG Report). The slate as read by Jeannie is:

BCA - Kim Calvin
Whole - Shelley Ortwein
PR - Shelley Johnson
Finance - Kevin Purnell
F & E - Linda Zanter
I&I - Rosemary Melchow
R/T - Tom Schlichting
CA - Pat Muehlegger
Gallery - Tom Westbrook
President - Mamie Jin

Motion passed to approve slate as written. All leadership is asked to appear at June 2nd UBOG meeting beginning at 12:30 pm in Room 346.

Union Night discussion followed during which it was agreed that it would take place on Saturday night of Homecoming. Activities may begin at 4 pm with a dance to begin later in the evening. Specific decisions to be made at future meetings.

IV. NEW BUSINESS

Exit Interviews - All current leadership were urged to complete an exit interview form. This will be followed by a conference with advisor and 1 member of Exec.

Planning Summaries - Mamie brought before council the following planning summaries. For Spring R/T-Play Day & BCA-Informal Recognition. Summer Planning Summaries are AICP-Update on Minorities; I&I-Update on Minorities; AACAA-7th Sumari Cosponsorship, Committee Recruitment, & Asians in Minnesota; CA-New Dance Ensemble, Second Stride, & MacPhail Theatre; F&E-World According to Garp & Summer Films; Gallery-Chilean Art,

Summer Institute, Equipment, Receptions, Schedule & General Publicity, Photographs, Mixed Media, & Drawing Show; Whole-Jubilees & Mini Festivals, Poor Howard, River City Ramblers, d'gadband, & Local Color; President-Supplies; Finance-Debit Memo; Personnel-Activities Fair, Informal Recognition, Leadership Notebooks; PR-Kiosk display, WW Advertising, WW Flier, Summer CUPC Publicity, & CMU Prevue..

Motion 82:38 (Jin Strawn) to Pass planning summaries as listed. Motion passed.

Late Planning Summary: Floyd Westerman which took place May 7th, was passed after some discussion. Motion 82:39 (Sorensen-Gray) to pass planning summary. Motion passed.

Reports:

MUCB - Long Range Planning meeting is Tuesday, May 18th at SPSC. Greg will have complete report at next meeting.

UBOG - They enacted By-law amendment as passed by CUPC. They discussed the lack of an appeal process for CUPC. A task force will be set up by UBOG to discuss the CUPC selection process. The committee will meet this summer. Mall/terrace music was also discussed. SOAC has expanded the open air desk space to accomodate more student organizations.

Exec - They discussed Summer Planning Summaries, Recognition Dinner, Exit Interviews, UBOG memo on Task Force. CLA-SIB was cancelled.

Area Reports

R/T - PPK&K is Tuesday through Thursday of this week.

CA - Australian Programs suffered low attendance, but were all quality programs. Laurie Anderson Program will be this Sat & Sun in Great Hall.

Gallery - The Australian video never showed up but an audience did.

F&E - Monty Python movie had very good attendance with large percentage of off-campus people. Midweek Films continue this week with "Blue Skies."

Bookkeeping is due this Thursday, May 20th (the day after Recognition Dinner).

Announcements

Time Management Workshop led by Jim Sleezer will follow the council meeting next week.

Leadership Transition will take place Wednesday, June 2nd. Food and appropriate drink will follow this auspicious occasion.

MOVING THIS SUMMER? LOIS ANNOUNCED THAT THOSE CUPC-ERS WHO WILL BE RELOCATING THIS SUMMER TO WORK OR RECUPERATE (FROM THE YEAR) SHOULD GIVE HER THEIR NEW ADDRESS. THEY WERE REMINDED THAT FALL RETREAT INFO WILL BE MAILED IN AUGUST ALREADY. NEW FALL ADDRESSES & PHONE NUMBERS WILL ALSO BE ACCEPTED. VOLUNTEERS WHO ARE EXITING ARE URGED TO LEAVE FORWARDING ADDRESSES WITH HER FOR THE ALUMNI FILE. (Subjectively typed in upper case by Lois)

The meeting was adjourned at 4:05 pm.

RS by Lois Porfiri

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
May 24, 1982

PRESENT: Thomas Newland, Shelley Johnson, Pat Muehlegger, Bernie Molitor, John Kemp, Mary Litsheim, Jim Hemphill, Pat Webster, Linda Zanter, Jim Strawn, Mike McCollor, Tom Schlizting, Karl Sisson, Greg Erickson, John Burton, Stephen Yurek, Jennifer Severson, Teri Gray, Mamie Jin

ABSENT: Marlene Vernon (ex), Ric Way (ex), Jim Sleezer (ex), Jeannie Sorenson (ex), Tom Westbrook

Meeting was called to order at 3:20 p.m. The Minutes of May 10 and 17 were reviewed and passed with one correction on the May 10th minutes - correction in time coordinators should attend the June 2nd UBOG meeting - 12:30 p.m. not 12 noon.

OLD BUSINESS

Feedback on Recognition Dinner - Greg asked for Council's comments on the Recognition Dinner held at the University Club last week. It was felt that the atmosphere and surroundings were very nice; the food was good, but not great; music wasn't up to par - records were very old and not up to date; speeches should be cut shorter; possibly hold event on a weekend night instead of weekday evening; since turn out was so good for event, maybe there should be similar events during course of year offering meals (but not as fancy). Overall the evening was very successful. The turnout was very good and everyone had a good time.

Exit Interviews - Greg assigned Exec members to several CUPC areas to conduct the exit interviews of coordinators leaving this year. Assignments are: Jeannie Sorenson - I & I and CA; Stephen - R/T and F & E; Greg - CLCA and Whole; Mamie - AICP, Gallery and BCA.

Bookkeeping - Mamie announced that most areas are presently under budget for the quarter - AICP still has to hand in their financial summary for spring. Complete updates for Fall and Winter quarter have been completed and will be distributed this week. Mamie asked that coordinators and advisors look over the figures for and miscalculations for questions.

NEW BUSINESS

Staff Assessment by Students - Bernie asked student coordinators and other volunteers interested to complete a Student/Staff Evaluation of their advisors. Staff would like to ascertain what and how staff are doing in meeting the students' needs. Bernie said that the evaluation will be private - students need not put their names on them if they wish not to - but if the students would like to set up a meeting with their advisor to discuss the evaluation they can do so. Students are also free to evaluate other advisors if they wish to. Staff will use the results for personal and organizational reflection and goal setting. Note: These are due to appropriate persons by this Thursday.

Planning Summaries - Mamie brought to Council several planning summaries for approval. BCA - Update on Minorities in Minnesota; CLCA - Update on Minorities in Minnesota; F & E - Swen Samurai & Soldier Blue; AICP - Soldier Blue; President - Informal Recognition.

MOTION 82:39 (Jin-Strawn) To approve the above mentioned planning summaries.
Motion approved.

REPORTS

MUCB - Greg spoke regarding the MU plans for retrenchment for the unions for the upcoming year, and gave a prioritized listing of items to be reduced or changed.

Items 1-10, 1 being the last to be initiated if necessary. 1) Increase in markup of concessions by 33% average. 2) Reduce staff attendance at ACUI Conference by 25%. 3) Entertainment funding reduced by 30%. 4) Charge for check cashing - 15¢ students, 25¢ non-student and an increase in hours and amount for cashing checks. 5) Music Listening 25% reduction in hours. 6) Graphic Communication Center reduced subsidy. 7) Hold on increase in allocation for visual arts development of K. Nash Gallery. 8) Funding for College Bowl Intermural program at 2500.00. 9) WBU arts supply store - hold.

If you wish further information regarding these items or have questions please see Bill Byrne or Greg.

Area Reports - F & E will run their last film in the Fred Astaire series this Tuesday night.

ANNOUNCEMENTS

Siggelkow Retreat will be held October 8, 9, 10 this year and will be held at camp St. Croix. Shelley and Stephen talked to Council about advantages for CUPC leadership to attend and recommended coordinators to sign up now if they are interested.

Daily Billing - Presently PR is trying to get the Daily to print our CUPC planning summaries on the bill for easier processing. In order to do this Stephen asked CUPC members to be sure that all Daily ad requests are completed with their planning summary number in the right hand corner of the sheet. The authorization number is the CUPC billing number - 12045. Both numbers are necessary for processing and will not be sent over if not complete.

Informal Recognition Procedures - Mamie announced a change in the procedure for obtaining funds for informal recognition gatherings. There will be no advance checks issued for these events. This has been changed because a number of requests have been made with no returned receipts (which creates quite a problem with the auditors) after the events.

Meeting adjourned at 4:00 p.m.

UNIVERSITY OF MINNESOTA

COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

June 2, 1982

PRESENT: Greg Erickson, Mamie Jin, Bernie Molitor, Mary Litsheim, Shelley Johnson, Stephen Yurek, Kevin Purnell, Tom Newland, Linda Zanter, Jim Strawn, Shelly Ortwein, Tom Westbrook, Kim Calvin, Bill Byrne, John Kemp, Jim Hemphill, Jeanine Sorenson, Tom Schilichting, Jennifer Severson, John Burton, Pat Webster.

ABSENT: Jim Sleezer (ex), Ric Way (ex), Marlene Vernon (ex), Pat Muehlegger

The meeting was called to order at 3:15 p.m. The minutes of the May 24th meeting were approved with the addition of Tom Westbrook as being excused and the correction in the spelling of Tom Schilichting's last name.

OLD BUSINESS

Staff Assessment by Students - Greg urges students to complete the evaluations if they had not already done so.

TRANSITION - New Coordinators and V.P.'s officially took their new positions.

NEW BUSINESS

Summer Council Formation - Mamie asked Council members - coordinators and V.P.'s who would be around this summer to Council meetings, and that members please give to Lois their summer addresses for mailings or announcements.

Planning Summaries - Kevin presented three planning summaries for approval. CA - Literary Poetry & Prose; Personnel - Annual Fall Retreat; Gallery - Informal Recognition.

MOTION 82:40 (Purnell-Johnson) To approve above mentioned planning summaries as submitted. Motion approved.

REPORTS

UBOG - Items addressed at today's meeting included the approval of the Union budget; Council Coordinator approval; approval of new House Policy and SOAC Tenant applications. (See minutes for further details).

AREAS - Area reports given by Gallery, F&E, PR and the Whole. (See Weekly Events calendars for upcoming events).

ANNOUNCEMENTS

Departing CUPC members should return their keys to Cindy immediately. Also Council members staying on but switching positions need to exchange their desk keys - **DO NOT EXCHANGE WITH OTHER CUPC MEMBERS** - all keys need to be accounted for and reassigned.

Meeting was adjourned at 3:50 p.m.