

1984-85

Sep 17, 1984
 Sep 24, 1984
 Oct 15, 1984
 Oct 22, 1984
 Oct 29, 1984
 Nov 12, 1984
 Nov 19, 1984
 Nov 26, 1984
 Nov 28, 1984
 Jan 7, 1985
 Jan 21, 1985
 Feb 4, 1985
 Feb 18, 1985
 Mar 11, 1985
 APR 1, 1985
 APR 15, 1985
 APR 29, 1985
 May 13, 1985
 May 20, 1985

CHAIR	P	P	P	P	P	P	P	P	P	P	P	P	P	EX	P	P	P	P
Scott Chesney																		
V-CHAIR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Dave Kuball																		
PRESIDENT CUPC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Andrea Chenault																		
CUPC	-	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
George Bates																		
CUPC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CUPC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CHIP	A	A	P	P	A	P	A	P	A	P	P	P	P	A	A	A	A	A
Paul Pazandak																		
CLA	-	-	P	P	P	P	A	P	A	A	A	A	A	P	P	P	P	P
William Mason																		
EDUCATION	-	-	-	-	-	-	P	P	EX	P	P	P	P	P	A	P	A	P
John Barich																		
GENERAL COLLEGE	-	-	-	-	-	-	-	-	-	A	A	A	A	A	A	-	-	-
Shelly Udstrand																		
GRAD SCHOOL	EX	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	EX	P
Tim Walker																		
IT	-	-	-	-	-	-	-	-	P	P	P	EX	P	A	A	EX	EX	EX
Peter Zeller																		
MSA	-	-	-	-	-	-	-	-	-	A	A	A	A	A	A	-	-	-
Don Straub																		
MN ALUMNI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Ken Martin																		
UBOG ALUMNI	P	EX	P	P	P	EX	P	EX	P	EX	P	P	P	P	P	EX	P	A
Barry Bridges																		
CS (STUDENT)	-	-	-	P	P	P	P	P	P	A	P	P	P	A	-	-	-	-
David Naj																		
CS (CLERICAL)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FACULTY	-	-	-	-	-	P	P	P	P	EX	P	P	EX	A	-	-	-	-
Mary Hastings																		
FACULTY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OSA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FOOD SERVICE	P	EX	EX	A	A	P	P	P	A	EX	P	EX	P	P	EX	P	P	P
Leslie Bowman																		
CAMPUS CLUB	-	A	A	A	A	A	A	A	A	EX	A	A	A	A	A	A	A	A
Ann Pflaum																		
CMU Director	P	P	EX	P	EX	P	P	P	P	EX	P	P	P	P	P	P	P	EX
CMU Assoc Director																		
CMU LIZ Assoc Admin	P	P	P	A	P	P	P	P	P	-	P	P	P	P	EX	P	P	P

Henry Hagedorn
 Glen Lindgren

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Board of Governors

1984-85 MOTIONS

MOTION 1-85 (Chesney-Kuball) To approve the changes to
9-24-84 Article V, Sec. 1, Membership of the Board.
"The Student Voting Membership of the Board shall be:

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

(Changes - additions - are underlined.)

APPROVED

MOTION 2-85 (Mason-Bridges) To approve the appointment of Glen
10-22-84 Lindgren as Vice President for Public Relations.

APPROVED

MOTION 3-85 (H&F-Martin) To recommend an exemption to
10-29-84 House Policy regarding the Whole Music Club programming before 5 pm as outlined in Memo of 10-3-84 from Bernie Molitor. APPROVED

- MOTION 4-85 (H&F-Bates) That the Director develop for approval
10-29-84 a policy regarding the allocation and management of student organization administrative space within CMU before the end of Winter Quarter 1985. **APPROVED**
- MOTION 5-85 (Bates-Kuball) To approve reserve account allocation
10-29-84 policy as stated in Carl Nelson's memo of October 1. **APPROVED**
- MOTION 6-85 (Bates-Mason) To approve the proposed
10-29-84 allocation of reserves. **APPROVED 1 abstention**
- MOTION 7-85 (Bates-Martin) To approve the following
11-24-84 Coordinator appointments to CUPC.
- BCA - Jerrod Smith
CLCA - Margarita Noyola
AICA - Debbie Williams
CA - Sue Sanyo
- APPROVED**
- MOTION 8-85 (Bates-Martin) To approve the appointment of Julie
11-12-84 Jonk as Vice President/Personnel on CUPC. **APPROVED**
- MOTION 9-85 (Martin-Bates) That the Board recommend the
1-7-85 MUCB adopt items I, II, and IV of the PR Policy Proposal, dated October 1984, as MU-wide policy. **APPROVED**
- MOTION 10-85 (H&F-Martin) Recommend the Board approve the
1-7-85 improvement/expansion projects: air doors, ventilation, curtain walls, air conditioning. **APPROVED 2 abstentions**
- MOTION 11-85 (Martin-Naj) That the Board of Governors
3-11-85 endorse the intent of MPIRG proposal providing administration can come up with the physical and financial means to carry it out. **APPROVED**
- MOTION 12-85 (CUPC-Bridges) To approve Steve Ballinger as
4-1-85 Coordinator of I&I. **APPROVED**
- MOTION 13-85 (Bridges-Martin) That Coffman Board of Governors
4-1-85 endorse the concept of WBU expanding locker rental service to the new Music Building. **APPROVED**
- MOTION 14-85 (AMENDED) That Music Listening be eliminated in
5-13-85 its entirety from Coffman Memorial Union, and that Music Listening service be reevaluated at the time of the first-half project evaluations. **APPROVED 1 nay 1 abstention**
- MOTION 15-85 (Heupel-Martin) To recommend approval of Activities
5-13-85 strategies and outcomes as updated. **APPROVED**

- MOTION 16-85 (Chenault-Martin) To include A and B above under
5-13-85 MU Concessions/ Information. APPROVED
- MOTION 17-85 (Kuball-Chenault) To recommend approval of
5-13-85 Services strategies and outcomes as updated.
APPROVED
- MOTION 18-85 (Lindgren-Bridges) To include C above under
5-13-85 leases. APPROVED
- MOTION 19-85 (Martin-Lindgren) To recommend approval of
5-13-85 Facilities strategies and outcomes as updated.
APPROVED
- MOTION 20-85 (Barich-Martin) To include D above under Public
5-13-85 Relations. APPROVED
- MOTION 21-85 (Barich-Bridges) To recommend approval of
5-13-85 Administration strategies and outcomes as updated.
APPROVED
- MOTION 22-85 (Bridges-Martin) To recommend approval of
5-13-85 Minnesota Union 1985-86 Strategies and Outcomes
and request resources be allocated to the projects
as approved. APPROVED
- MOTION 23-85 (Kuball-Martin) That the nominated ballot for Vice
5-13-85 Chair/House & Finance become the elected ballot.
APPROVED
- MOTION 24-85 (Bridges-Kuball) That the nominated ballot for Chair
5-13-85 become the elected ballot. APPROVED
- MOTION 25-85 (CUPC-Martin) Move to ratify the Council's
5-13-85 election of Glen Lindgren as CUPC President for
1985-86. APPROVED
- MOTION 26-85 (Martin-Barich) To amend the Constitution Article V,
5-20-85 Sec. 1, D, President of the Program Council to "The
President of the Coffman Program Council or his/her
designate." APPROVED 1 Abstention
- MOTION 27-85 (XC-Lindgren) To approve the constitution as
5-20-85 amended. APPROVED aye-7, nay-0, Abstention-1
- MOTION 28-85 (XC-Lindgren) To approve the By-Laws as presented.
5-20-85 APPROVED aye-7, nay-0, Abstention-1
- MOTION 29-85 (Chenault-Martin) Delete "Assistant" and make
5-20-85 processes and procedures and designation of
occupants the responsibility of the Director.
AMMENDMENT CARRIED

MOTION 30-85 (H&F-Chenault) To approve SOAC policy as
5-20-85 amended. **APPROVED**

MOTION 31-85 (Chesney-Lindgren) To define a quorum of no less
5-20-85 than 4 voting members for summer '85.
APPROVED 1 Abstention

MOTION 32-85 (Chenault-Lindgren) That the Board accept the
5-20-85 Cultural Pluralism Task Force status report and
recommendations for continuation of effort for
1985-86. **APPROVED**

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Board of Governors

Meeting

17 September, 1984

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Unfinished Business
- IV. New Business
Constitution Change
- V. Reports
Executive Committee
MU Public Relations Task Force
MUCB
Program Council
Directors
- VI. Announcements
- VII. Process
- VIII. Adjournment

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting September 17, 1984

Present: Andrea Chenault CUPC Dave Kuball CLA
Ken Martin MN Alumni Barry Bridges UBOG Alumni
Scott Chesney CS-Student Leslie Bowman Fd Service
Ben Bayman CC Rufus Simmons CMU
Bernie Molitor CMU Mark Allen CMU

Absent: Paul Pazandak CHIP Tim Walker GS (exc)

Guests: Jim Elert, PR Rep; John Wright, CUPC; Sue Song, CUPC; George Bates, CUPC;
Vi Justice, Secy

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

Guests and Board Members introduced themselves. Scott welcomed Ben Bayman, new rep from the Campus Club.

MINUTES

The minutes of September 10 were approved as published.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Constitution Change. A copy of ARTICLE V - MEMBERSHIP OF THE BOARD, revised to include: "A. The Chair and Vice Chair of the Coffman Board of Governors.", was distributed for notification. Action will take place at the September 24 Board meeting. The addition was caused by the change made last week to establish the Chair and Vice Chair as voting members.

REPORTS

Executive Committee. Scott reported dates for Board Orientation have been changed to September 29, 8:30-11:30 am and October 4, 6:00-9:00 pm. Rufus and Barry noted they would have a problem with attending September 29.

PR Task Force. Scott reported the initial public relations draft by PR Task Force was sent to project managers for their feedback with a request for response by the end of September. Any suggested changes will be presented to the Board the 2nd meeting in October or the 1st meeting in November. If anyone has a question or concern about the initial draft document, they should refer it to Scott. Bernie asked what brought about II-C, recommendation of a funding level study. Scott noted it was to establish a new direction. The T.F. did not have a base for comparison. The study is to look at similar organizations to see what resources they allocate.

MUCB. Scott reported MUCB would hold its first fall meeting Wednesday, September 19. He noted the following positions on MUCB/Committees were filled/open to volunteers from the Board.

Executive Committee - Scott Chesney
Activities Coordinator - Andrea Chenault
Services & Facilities - David Kuball
Activities Grant Fund - _____
Scholarship Committee - _____
Food Service Liaison - Rufus Simmons and Leslie Bowman

Committee responsibilities are being revised. It was suggested that anyone interested in serving on a committee attend the MUCB meeting Wednesday.

CUPC. Andrea reported CUPC will meet at 3:00 today and also the 24th. Agenda items include CUPC Orientation Retreat, Welcome Week Activities, Activities Fair and Reps to UBOG.

Directors. Rufus reported he thought the MU Retreat was very successful in getting people to know each other. The workshops presenter was excellent. Bernie thought the sessions were significant and he would like to synchronize with student staff. Mark reported the retreat committee will evaluate the sessions this week for follow-up and will meet with Carl to look at the bigger picture. Jim Elert reported the retreat was a positive experience for him and he has already seen affects of the workshop in meetings he has attended.

Mark reported he is working on comparable room rates; working with Andrea and Bernie on the weekend retreat; updating the House Policies with Maggie and the MUSEPAP proposal which will be presented at the Director's meeting this Thursday. There will be a new visual presentation and operation procedural skits at the Student Employee Orientation Program on September 30.

ANNOUNCEMENTS

MU Mini Course discount sheets were distributed.

Welcome Week Book of Events were distributed.

There will be an MU exhibit set up at the Activities Fair on Friday from 10 am to 5 pm.

The College Bowl Champions will be at Coffman Wednesday am.

UBOG meeting September 24. Lunch at 11:45. RSVP with Vi for lunch by Wednesday preceeding the Board meetings.

PROCESS

No comment.

The meeting was adjourned at 12:55.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

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Board of Governors

17 September, 1984

TO: Fellow Governors
FR: Scott
RE: Board Orientation

Change of Dates:

29 September	Saturday	8:30-11:30 am
4 October	Thursday	6:00-9:00 pm

Let me know if these are acceptable at Monday's meeting.

Thanks.

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Board of Governors

Constitution Change:

ARTICLE V

MEMBERSHIP OF THE BOARD

Sec. 1 The Student Voting membership of the Board shall be:

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

(Change - addition - is underlined.)

TO: Minnesota Union Coordinating Board

FR: MU Public Relations Task Force

RE: Initial Public Relations Draft

- I. The Minnesota Union has called for a public relations program that creates an accurate and positive image of the Union.

To achieve this goal, the Task Force recommends highlighting the following:

Inform the University Community of, and build support for the value of student services fee dollars paid to support the Union.

Establish student, faculty, and staff understanding of the Union's role in the academic community.

Reinforce and enhance the role of the Minnesota Union as a forum for free speech on campus.

Create a sense of University Community ownership in the Union.

We believe these goals encompass the broadest base of Union constituencies through fundamental awareness of the Union's mission and its support systems.

We also believe this is sufficient to charge the Union management with the task of developing objectives which meet each of these goals.

II. Structural/Implementation Guidelines:

- A. We recommend that a public relations program be established and implemented at the Minnesota Union level.
- B. We recommend that the responsibility for carrying out Minnesota Union Public Relations be included in the job description of a specific Minnesota Union staff person.
- C. We recommend that a "funding level" study be conducted to establish the appropriate level of fund allocation. We see this study being conducted in a fashion which compares the Minnesota Union operation to other public non-profit organizations within the Twin Cities metro area.
- D. We advise the organization that it be aware of a need to fund any public relations effort at a level commensurate with the intended outcomes.
- E. We recommend that the implementation of a Minnesota Union public relations program commence with the 1985-86 fiscal year.

- F. We recommend that constituent Unions' public relations budgets be eliminated.
- G. We recommend that marketing services, facilities, and activities be considered within the domain of the projects and part of their operating budgets.
- H. We also recommend that commensurate with the establishment of the Minnesota Union Public Relations program, the Minnesota Union initiate a broadly based marketing program designed to serve the constituent project needs. To the greatest degree possible, the activity of the public relations program and the marketing services should be integrated, thereby achieving both efficiency and effectiveness in the management and production aspects of these programs.

III. Ongoing Assessment/Evaluation

The Minnesota Union Public Relations Task Force will develop an evaluation and reporting system consistent with the MUCB project evaluation program.

22 August, 1984

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Board of Governors

Meeting

24 September, 1984

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Unfinished Business
Constitution Change
- IV. New Business
- V. Reports
Exec Report - Orientation
Program Council - Retreat
Directors
- VI. Announcements
House & Finance Meeting 25 September, 1:00-2:00 pm
Program Council Meeting 24 September, 3:15-4:15 pm
- VII. Process
- VIII. Adjournment

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COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting September 24, 1984

Present: Andrea Chenault CUPC George Bates CUPC
 Dave Kuball CLA Tim Walker GS
 Ken Martin MN Alumni Scott Chesney CS (Student)
 Rufus Simmons CMU Bernie Molitor CMU
 Mark Allen CMU

Absent: Paul Pazandak CHIP Barry Bridges UBOG Alumni (exc)
 Leslie Bowman Fd Service (exc) Ben Bayman CC

Guests: Jim Elert, PR Rep; Vi Justice, Secy

I. CALL TO ORDER

The meeting was called to order at 12:17 by Chair Scott Chesney. A quorum was present.

II. APPROVAL OF MINUTES

The minutes of September 17 were approved as published.

III. UNFINISHED BUSINESS

Constitution Change. The Chair read the change to the constitution, Article V, Section 1, establishing the Chair and Vice Chair as voting members, noting the change is to bring Article V in line with Article VI, Section 3, which established the Chair and Vice Chair as at-large members of the Board.

Andrea clarified that with the inclusion of the President of the Council, the representatives from the Council would be four, not three (Item B).

MOTION 1-85 (Chesney -) To approve the changes to Article V, Sec. 1, Membership of the Board. "The Student Voting Membership of the Board shall be:

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

(Changes - additions - are underlined.)

MOTION 1-85 APPROVED

IV. NEW BUSINESS

None

V. REPORTS

Exec. Dave Kuball reported Exec will meet Thursday to discuss Board orientation. Dates for orientation will be scheduled when most of the positions are filled, perhaps the second week in October.

CUPC. Andrea reported the Council weekend retreat at the YMCA camp was very successful in meeting its goal of establishing group cohesiveness. The council's agenda for today's meeting will include program planning and resources, the planning process, and MU-wide open house. She noted the council received many names of students indicating an interest in the council which will be used as a recruitment tool.

Directors. Rufus noted an item of concern is the status of student employee work force.

Bernie noted he felt extremely good about the weekend retreat and thanked Mark Allen for his contribution to the success of the retreat.

Mark reported he attended a Region 10 meeting at St. Cloud. A regional newsletter will be coming out this week. The student employee appraisal program has been brought to the directors. The student employee orientation program is coming up this Sunday. Board members are invited to attend. The MU Human Resource Committee met to discuss follow-up possibilities within the staff development project. A staff follow-up meeting is scheduled for the morning of October 26 in the Student Center Great Hall. More information will be coming out. Mark extended an invitation to the Board to attend.

Scott asked if there would be any cutback of service because of the shortage of student employees? and if there is a need to go to non-work study hiring, does the Board need to approve reserve funding? Rufus noted that funds would be drawn from reserves at the end of the year if needed. The chair requested a status report be given at the next meeting.

VI. ANNOUNCEMENTS

Program Council Meeting, September 24, 3:15-4:15 PM. (The Chair requested a schedule of CUPC meetings be given to Board members.)

House and Finance Meeting, September 25, 1-2 pm. (Board members are welcome to attend weekly H&F meetings in 220 Conference Room.)

Copies of the Preview and Mini Course Brochure were distributed.

UBOG meeting October 1. (Emphasis on orientation.)

VII. PROCESS No Comment.

The meeting adjourned at 12:45.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Coffman Memorial Union
Board of Governors
October 15, 1984
Agenda

I. Call to Order

II. Approval of Minutes

III. Unfinished Business

IV. New Business

Reserves Allocation Information

V. Reports

Chair - Siggelkow Retreat
MUCB Committee Membership
MUCB

House & Finance

Program Council

Orientation/Recruitment

Directors

VI. Announcements

VII. Adjournment

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COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting October 15, 1984

Present: Scott Chesney Chair William Mason CLA
Dave Kuball V-Chair Tim Walker GS
Andrea Chenault CUPC Ken Martin MN Alumni
George Bates CUPC Barry Bridges UBOG Alumni
Paul Pazandak CHIP

Absent: Leslie Bowman Fd Service (exc) Rufus Simmons CMU (exc)
Ann Pflaum CC

Guests: Mark Allen, Assoc Admin; Jim Elert, PR Rep; Mark Sova, MUCB;
Vi Justice, Secy

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

APPROVAL OF MINUTES

The minutes of September 24 were approved as published.

NEW BUSINESS

Reserve Allocation. Scott informed the Board that the following long-range improvements will be recommended: 1) air conditioning; 2) rebuilding the ventilation system; 3) rebuilding the skylight curtain walls; 4) rebuilding the first floor entry doors.

REPORTS

Siggelkow Retreat. Those who attended the Siggelkow Leadership Retreat, October 5-7 were asked what experiences they found to be most beneficial. Net working - meeting other student organizations; the entire experience; criticisms and perceptions; meeting program counterparts to reinforce issues and values; conflict resolution and team building were some experiences mentioned. Scott noted he would be interested in the unions developing a workshop on how organizations can best use union facilities. Mark Sova noted the conflict resolution workshop paired off four organizations - MU, MSA, Greek, and MISA. Each organization gave their perception of the other with opportunity for rebuttal from its partner. He noted the Unions were perceived as bureaucracy and the Boards not visible. Mark Allen noted evaluations of the retreat were for the most part positive.

MUCB Standing Committees. The Chair noted there were open positions on the Activities Grant Fund Committee and the Food Service Liaison Committee. Mark Sova explained the purpose/activities of the Grant Fund/Committee. The committee will meet tomorrow. Anyone interested in attending the meeting should see Mark Sova. A representative does not need to be a member of the Board. A permanent appointment will be made when the Board has a full membership.

MUCB. Scott reported the MUCB Executive Committee passed the following resolution: "Minnesota Alumni Association members shall have the same privileges to Minnesota Union activities and services as student, faculty, and staff members at the price rate charged to faculty and staff. Room reservation privileges shall be provided through the U of M Alumni Association; the responsibilities of that department for these reservations are to be worked out by the Director and reported to MUCB."

Question was asked if the air conditioning project (approved by the Board in 1977) would need further approval.

House and Finance. David Kuball reported H&F met last Tuesday. H&F minutes of September 25 and October 9 were distributed. The committee approved a motion recommending exemption to House Policy regarding the Whole Music Club programming before 5 pm. The policy exemption will be in effect Fall Quarter and the space monitored as to displacement of people who use the space for study. The committee approved a second motion "That the Director develop for approval a policy regarding the allocation and management of student organization administrative space within Coffman Memorial Union before the end of Winter Quarter, 1985." This was initiated as a result of a suggestion that the storage cupboards in the machine area of SOAC be rented out to student organizations for storage.

CUPC. Andrea reported John Wright and Sue Song also attended the Siggelkow retreat and will collaborate in preparing a written report. The Council is working on fall quarter planning and recruiting. The Open House this Friday from 10-3:00 will facilitate recruiting. George Bates and John Wright will attend the upcoming ACU-I Conference.

Director. Mark Allen reported the directors will get together with staff to develop MBOs. The follow-up date for the MU retreat has been changed to November 2.

ANNOUNCEMENTS

The Program Council meets at 3:15 today in 346.

House and Finance will meet Tuesday, October 23.

UBOG meeting Monday, October 22.

The meeting adjourned at 1:05.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

House & Finance Committee Meeting Minutes
Tuesday, September 25, 1984 1:00pm

Present: David Kuball, Scott Chasney, Rufus Simmons, Mark Allen, Denise Anderson

The mission of H&F is mainly to organize itself at this point, according to Rufus. There being no pressing issues with which to deal at this time, it was suggested to adjourn. Rufus shared items for upcoming discussion.

Mark requested that we adjust the deadlines for the House Policies revision. He requested Oct. 16 as a due date for the revised policies to come to H&F through the Director's Group. Request approved.

Respectfully Submitted,

Denise Anderson

da

Present: Dave Kuball, Scott Chesney, Rufus Simmons, Mark Allen, Bernie Molitor, Andrea Chenault, Denise Anderson

I. Recommendation for Fall Quarter Exemption from House Policy for Whole Programs. (See Memo from Bernie Molitor, dated 10-3-84.)

Bernie proposed to waive the house policy prohibiting programming for the Whole before 5 pm for Fall Quarter on Tuesdays and Fridays. He believes the exemption is warranted by the significance of the programs mentioned in this memo. At first indication, it would appear that displacement of studying people, especially on Fridays, would be limited, but Bernie suggested that we keep a tally of those displaced for the purpose of evaluating the Study Room use.

Motion: (Chesney/Chenault) To recommend an exemption to House Policy regarding the Whole Music Club programming before 5:00 pm as outlined in memo of 10-3-84 from Bernie Molitor.

Discussion: Andrea explained we have looked at the weighing of the value of these programs over displacement of Study Room users. She sees no real problem. Andrea asked what the basis of the policy is. Bernie said that, in consideration of our traffic flow, the policy was set that we maximize the availability of study space in the building.

Dave stressed that the motion should only be applicable to Fall Quarter, not that this be seen as an authorization to do away with the study area and to have unrestricted programming hours for the area. Andrea also expressed concern on this.

Mark asked what times the Whole Music Club would need access to the Whole in order to set up. Bernie replied: Tuesdays beginning at 2 pm and Fridays at 1 pm.

Rufus asked if it is appropriate for the building managers to be directing people to other areas of the building for study. It was agreed that this task would fall to the Reservations Assistants. Mark has already asked Maggie Towle to have the RA's monitor Tuesday afternoon study room attendance in the Whole.

Motion carried.

II. Bins in SOAC

Dave brought a suggestion from Jay Hopkins of SOAC that we institute a rental policy, perhaps for a nominal fee of \$15/yr or \$5/qtr, for the use of the storage bins in SOAC. He suggested that the bins closest to the open-air offices of current tenants be offered first to those tenants, then what is left offered to other SOAC tenants, and then to other student organizations.

Scott felt this would create several different levels of open-air space as far as storage priorities.

Bernie was concerned that we might over-complicate the process of providing space for student groups. He would like to step back and put together a proposal which would attempt to tie these loose-end items together. Scott then summarized that this is a management question which staff would take care of except the question of charge.

Dave asked how charges for space rental are determined. Mark responded that this is done by use of the "Cost to Maintain a Square Foot of Space" figures. Mark believes that the basic policy is already established with which to handle this issue.

Rufus stated that the basic issue is who will be allowed to use this storage space and how will it be charged. All we need to do is affirm this to the Board and hand it back to Management.

Scott expressed his impression that the entire issue should be handled within current guidelines by Management - to be treated as another category of Open-Airs. Bernie clarified that the bins we are referring to are only the white cupboards in the printing area of SOAC and do not refer to the flipper cabinets in various locations within the SOAC area.

Dave recommended that Staff administer the effective allocation of cabinet storage space according to Bernie's suggestion. It was agreed by all to recommend such to the Board.

Scott recommended that a due date be set for the plan of cabinet distribution. Rufus and Bernie said the proposal should be complete in time for the next lease process in Spring Quarter.

Bernie said we already have some criteria on which to base our policy. Rufus suggested we look again at our current policy of space distribution as opposed to the current House Policy. Mark suggested we could deal with this within the House Policies update.

Motion: (Chesney/Chenault) That the Director develop for approval a policy regarding the allocation and management of student organization administrative space within Coffman Memorial Union before the end of Winter Quarter, 1985.

Discussion: Mark said that Staff would administer policy and any problems would be referred to the Board.

Motion carried.

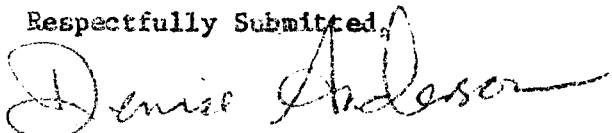
III. House Policies

Mark requested an extension of the House Policies deadline to October 23, 1984 (rather than Oct. 16). Agreed to allow extension.

Committee assignments were discussed.

Meeting adjourned.

Respectfully Submitted,



Denise Anderson



UNIVERSITY OF MINNESOTA
TWIN CITIES

Board of Governors
Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455
(612) 373-2555

08 October, 1984

TO: Board Members

FR: Scott Chesney, Chairman

RE: 1984-85 Meeting Dates

Meeting calendar is as follows:

October	15, 22, 29
November	12, 26
January, 1985	7, 21
February	4, 18
March	4, 18
April	1, 15, 29
May	13, 20
June	3, 17

I suggest keeping all Monday middays committed to the Board, as non-meeting days can be used for task force, committee, and other meetings. I will have regular office hours every Monday as well.

Also, there may be a need to call special meetings if time sensitive or other extraordinary issues present themselves.

Attached please find the schedule for all Mondays. These guidelines will be in effect throughout the year.

Questions — stop by or call.

cc: Mark Sova, MUCB Chair
Carl Nelson, MU Director
Bryce Whitwam, WBUB Chair
Ron Krum, WBU Director
Doris Mold, SPSCBOG Chair
Charles Rausch, SPSC Director
Dr. Frank B. Wilderson, Jr., Vice President for Student Affairs
Dr. Donald R. Zander, Assoc. Vice President for Student Affairs
Minnesota Daily
Student Organization Development Center
University Relations
Board of Regents

UNIVERSITY OF MINNESOTA

Minnesota Union Coordinating Board
106 Temporary North of Appleby
122 Pleasant Street S.E.
Minneapolis, Minnesota 55455

October 3, 1984

TO: Minnesota Union Coordinating Board (iMUCB)

FR: MUCB Executive Committee

RE: Committee Resolution

The Executive Committee passed the following resolutions at its meeting of September 26, 1984.

Minnesota Alumni Association members shall have the same privileges to Minnesota Union activities and services as student, faculty, and staff members at the price rate charged to faculty and staff. Room reservation privileges shall be provided through the Department of Alumni Relations; the responsibilities of that department for these reservations are to be worked out by the Director and reported to MUCB.

MUCB shall adopt Sturges Standard Code of Parliamentary Procedures as its auxiliary source of parliamentary rules. The bylaws shall be amended to accomplish this change.

collman

Board of Governors

22 October, 1984

Agenda

- I. Call to Order
- II. Approval of Minutes
- III. Unfinished Business
 - Reserves Allocation Information
- IV. New Business
 - ACU-I Region 10 Annual Conference
- V. Reports
 - Chair -- Fall quarter agenda
 - House & Finance
 - Program Council
 - Director
- VI. Announcements
- VII. Adjournment

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting October 22, 1984

Present: Scott Chesney Chair
Dave Kuball V Chair
Andrea Chenault CUPC
Paul Pazandak CHIP
Dave Naj CS (Student)
Rufus Simmons CMU
William Mason CLA
Tim Walker GS
Ken Martin MN Alumni
Barry Bridges UBOG Alumni
George Bates CUPC

Absent: Leslie Bowman Fd Service
Ann Pflaum CC

Guests: Jim Elert, PR Rep; Glen Lindgren, CUPC; Mark Sova, MUCB; Vi Justice, Secy

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

APPROVAL OF MINUTES

The minutes of October 15 were approved as published.

UNFINISHED BUSINESS

Reserves Allocation Information. Rufus explained two Reserve handouts. A memo from Carl Nelson, dated October 2, which included information re: 1) Budget organization and numbering system dated 2/6/75; 2) Reserve Accounts dated January 26, 1976; 3) Proposed policies and programs for Union buildings, equipment, and furniture, dated October 1, 1984; 4) Proposed policies and allocations for operations reserve accounts, dated October 1, 1984. A second memo from Carl Nelson, dated October 3, contained recommendations relative to union building improvement. Four projects recommended for improvement for Coffman will be brought to the Board through H&F, then to the MU Service and Facilities Committee and finally to the MU Coordinating Board for approval.

It was suggested those interested in learning more about reserves attend the House and Finance meeting, Tuesday, October 23 at 1:00.

NEW BUSINESS

Vice President for Public Relations, Program Council. Andrea introduced Glen Lindgren, newly appointed VP for PR for the Program Council. Glen noted he performed PR for Issues and Ideas last year. He hopes to grow personally thru this leadership responsibility.

MOTION 2-85 (Mason-Bridges) To approve the appointment of Glen Lindgren as Vice President for Public Relations.

Motion carried.

REPORTS

The Chair read UBOG goals that were approved in April of 84 and requested a copy be mailed to Board members.

House and Finance. Dave Kuball reported H&F will meet tomorrow at 1:00 in Room 220. House Policies will be an agenda item.

CUPC. Andrea reported she thought the Open House held Friday, October 19 was successful. Events have been going well. The Council is planning for winter quarter.

Directors. Rufus reported he and Ron Krumm will attend Big 10 Directors meeting this weekend at Bloomington, Indiana. It will be a combined meeting of the Big 10, Big 8 and Pac 10 directors. Reserve planning has been completed. Information will be brought to the Board through H&F. The Operations office Principal Secretary vacancy will be temporarily filled with student employee until the Operations and Administration offices are combined. The follow-up meeting to the MU retreat has been rescheduled for November 2. Key student employees will be included.

Question was asked if services have been cut back due to staffing problem. David Naj noted the custodial force is "stretched thin" but the work is manageable. The staffing situation may improve winter quarter when more work study funds will be available. The Chair requested a student employee status report at the next meeting.

ANNOUNCEMENTS

New Board members see Vi for Board notebooks and copy of back minutes.

UBOG meeting, October 29. (Order lunch by Wednesday preceding Board meetings.)

The meeting adjourned at 12:50.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

PROJECT: 47 Board of Governors

Description

The Coffman Memorial Union Board of Governors was formed as a permanent organization consisting of student, staff, faculty, and alumni representatives from contributing constituencies within the East Bank University Community.

The Governing Board is responsible for the formulation of immediate as well as long-range goals and objectives, the establishment of governing policies, the allocation of resources, and evaluation of its performance through a structural democratic process.

In addition the Board is responsible for the development of Union services, facilities, and programs in the interests of the students within the University Community as well as maintaining its profile within the community at a level that is consistent with maximum accountability and accessibility.

Objectives

1. Define membership role and responsibility of staff, administration and students both in governance and in programming in respect to CMU and MU.
2. Develop a membership plan that provides for
 - a. recruitment to fill vacancies
 - b. ongoing orientation to familiarize new and refresh old members with CMU goals and process
 - c. provide for transition of Board leadership and development of member/administrator partnership
 - d. membership evaluation to assess whether expectations are being met
 - e. leadership development to provide opportunity for members to learn as well as to ensure a well run governance system
 - f. recognition to thank members for their contributions.
3. Review and approve annual PPBS including evaluation of the process to continue improvement of the system.
4. Strengthen accountability by implementing a system to evaluate the progress of all CMU objectives on a quarterly basis.
5. Define multiculturalism and develop a plan to improve upon and obtain results indicative of embracing multiculturalism, the first step of which is to educate board members, the second to actively address multiculturalism through specific project objectives.
6. Provide impetus and direction for the development of a unified CMU Public Relations program that includes educating the University Community on the goals of the Union, encouraging University Community ownership of the Union (in part through ongoing community research), and through promoting hospitality.

Approved by UBOG 4/9/84

UNIVERSITY OF MINNESOTA

Minnesota Union

107 Temporary North of Appleby
122 Pleasant Street S.E.
Minneapolis, Minnesota 55455
(612) 376-1685

October 3, 1984

TO: Minnesota Union Coordinating Board
Coffman Memorial Union Board of Governors
St. Paul Student Center Board of Governors
West Bank Union Board

FR: Carl E. Nelson, Jr.

RE: Union Building Improvement

I recommend upon proposal from CMU Director, that the Coffman Memorial Union Board of Governors approve the following improvements to the Coffman Memorial Union building.

1. Air Condition the building.
2. Rebuild the building Ventilation system.
3. Rebuild the skylight curtain walls.
4. Rebuild First Floor Entry Doors.

I recommend, upon proposal from SPSC Director, that the St. Paul Student Center Board of Governors approve the following improvements to the St. Paul Student Center building.

1. Open 2nd Floor corridor to the North Terrace and furnish terrace.
2. Enclose 2nd Floor South Terrace.

I recommend, upon approval of these changes by constituent union boards, that Minnesota Union Coordinating Board dedicate any undedicated Operations Reserves, undedicated Expansion Account funds, funds from repayment of Recreational Sports Building diversion, and funds from Pace Engineering settlement to Plant Fund accounts for these projects in the following priority order:

1. Rebuild CMU 1st Floor Entry Doors. \$12,000.
2. SPSC 2nd Floor North Terrace. \$17,000.
3. SPSC 2nd Floor South Terrace. \$67,000.
4. CMU Air conditioning, rebuilt ventilation system, and rebuilt skylight curtain walls. \$2,722,000 to \$2,842,000.

I recommend that MUCB authorize a request to borrow the balance needed for the comprehensive project to solve the air-temperature problems and a request for an increase in the Student Service Fee to repay the loan and interest on it. The amount of the proposed loan and the Student Service Fee needed for repayment of it will be included in the Capital Fee Schedule to be provided to MUCB by November 1st.

CEN:lh

cc: MU Directors
Frank B. Wilderson, Jr.
Don Zander

UNIVERSITY OF MINNESOTA

Minnesota Union
107 Temporary North of Appleby
122 Pleasant Street S.E.
Minneapolis, Minnesota 55455

October 2, 1984

TO: Minnesota Union Coordinating Board
Constituent Union/Center Boards

FR: Carl Nelson

RE: 1. Budget Organization and Numbering System dated 2/6/75.
2. Reserve Accounts dated January 26, 1976.
3. Proposed Policies and Programs for Union Buildings, Equipment,
and Furniture dated October 1, 1984.
4. Proposed Policies and Allocations for Operations Reserve
Accounts dated October 1, 1984.

The 1975 and 1976 papers are included for background information.

The 1984 proposals are submitted to Constituent Union/Center Boards for information and to Minnesota Union Coordinating Board for action. I recommend approval of the proposals and will be available to discuss and support them. Charles Rausch and David Smith, who did the staff work which enabled development of the proposals, can be called on for information.

Detailed information on 1984-85 Special Allocations proposed for dedication of funds from Minnesota Union Operations Reserve will be presented to MUCB Committees when they work on their recommendations to MUCB.

Expansion, Improvement and Enhancement programs will be recommended to MUCB on October 10, 1984, with the information provided to constituent union/centers Boards on the same date.

Initial and annual allocations to reserve accounts for: 1) Redecoration, 2) Remodeling, 3) Building and Fixed Equipment Deferred Maintenance, 4) Building Replacement, and 5) Furniture and Non-fixed Equipment Replacement will be recommended to MUCB on November 1, 1984, with the information also provided to constituent union/center Boards.

CEN:decn

cc: MU Directors' Group
Frank B. Wilderson, Jr.
Donald Zander

UNIVERSITY OF MINNESOTA
THE MINNESOTA UNION
BUDGET ORGANIZATION AND NUMBERING SYSTEM

The purpose of this document is to detail the organization of a revised budgeting system adopted by the Minnesota Union and its constituent unions during the fiscal year 1974-75. The major thrust is to outline and describe the six reserve accounts; two for the Minnesota Union and four each for the constituent unions, and to establish the budget numbering system. The secondary purpose is to detail the typical subdivision of Supply and Expense budgets (02) and the other categories of operations budgets. Another important aspect of this budget organization is the movement of all reserve funds into interest earning accounts.

Reserve Accounts

The reserve accounting numbers and their titles assigned to the Minnesota Union are as follows:

MINNESOTA UNION

9548-9359-00 MU Capital Fund Reserve
9549-9359-00 MU Operations Reserve

COFFMAN MEMORIAL UNION

9550-9359-00 CMU Capital Improvement and Building Replacement Reserve
9551-9359-00 CMU Building Repair and Renovation Reserve
9552-9359-00 CMU Furniture/Equipment Repair and Replacement Reserve
9553-9359-00 CMU Operations Reserve

ST. PAUL STUDENT CENTER

9554-9359-00 SPSC Capital Improvement and Building Replacement Reserve
9555-9359-00 SPSC Building Repair and Renovation Reserve
9556-9359-00 SPSC Furniture/Equipment Repair and Replacement Reserve
9557-9359-00 SPSC Operations Reserve

WEST BANK UNION

9558-9359-00 WBU Capital Improvement and Building Replacement Reserve
9559-9359-00 WBU Building Repair and Renovation Reserve
9560-9359-00 WBU Furniture/Equipment Repair and Replacement Reserve
9561-9359-00 WBU Operations Reserve

ORGANIZATION AND DESCRIPTION OF RESERVE ACCOUNTS
THE MINNESOTA UNION

A. Minnesota Union Capital Fund Reserve

This fund under the control of the Director of The Minnesota Union and

the Coordinating Board is funded by the unassigned portion of the Student Services Fee dedicated to capital expenditures, presently \$5.00/quarter. It will be encumbered by the Minnesota Union in an investment program. Allocation will be made from this account for long-range programs such as building replacement, substantial remodeling, or major fixed equipment replacement when other specific reserves prove inadequate.

B. Minnesota Union Operations Reserve

This fund will operate as a hold or balance account for the unallocated portion of the Student Services Fee dedicated to operations, presently \$7.50/quarter. Accruals to operations reserves of constituent unions that result from over budgeting or unencumbered payroll will be transferred to this account subsequent to closing each fiscal year.

CONSTITUENT UNIONS RESERVE ACCOUNTS

A. Capital Improvement and Building Replacement Reserves

This fund will accumulate to each union each fiscal year in an amount equal to 1% of the capital valuation of each building as furnished annually by the University's budget book. A constituent union may draw funds from their particular account for the purpose of building replacement, extensive remodeling, or projects that increase the value of the building. Transfer of funds from these reserves requires authorization of the Minnesota Union Coordinating Board and the Director of the Minnesota Union.

A constituent union will document a major project, estimate the cost and establish timing for the project. These projects would most likely be initiated during the budgeting period annually although they have a character of very long range and infrequent projects.

Upon completion of the project the balance of any funds remaining are to be transferred back to the constituent union's Capital Improvement and Building Replacement Fund. Examples of projects funded from this account would be a new building structure, an addition to building structure, remodeling of an entire building wing, a new electrical vault, air conditioning or other projects that add to the capital value of the building.

B. Building Repair and Renovation Reserves

This fund will accumulate to each union each fiscal year in an amount equal to 1-1/2% of the capital valuation of each building as furnished annually in the University's budget book. A constituent union may draw funds from their particular account for the purpose of annual routine repair to the building structure and fixed equipment and systems.

C. Furniture/Equipment Repair and Replacement Reserves

This fund will accumulate to each union each fiscal year in an amount equal to 7-1/2% of the inventory value of all portable furnishings and equipment. A constituent union may draw funds from their particular account for the purpose of making necessary repairs to existing furnishings and portable equipment items or to replace these existing items. (Hand tools or supplies not included.)

D. Operations Reserve

This fund will be used as a closing account at the end of each fiscal year for all Income and Expense Operations Accounts. These accounts are Regular Payroll (02), Miscellaneous Payroll (400), Supply and Expense (02), Merchandise for Resale (04), New Equipment (10), all operating income accounts and special emergency funds resulting from transfers from The Minnesota Union not encumbered at the end of the fiscal year. This closing will not include unencumbered balances in operations accounts Repair and Renovation (06), Furniture/Equipment Repair and Replacement (08), or Capital Improvement Authorizations, which will close to their respective parent accounts. This fund receives no monies from any source other than the year end closing. New equipment purchases will be funded directly from this account to the extent possible, along with special emergency items not assignable to other reserves or if other reserves are depleted.

The amount each constituent union will be permitted to carry over as a maximum credit balance in "Operations Reserves" will be 10% of the closing fiscal years total expense. All funds in excess of this amount will be transferred to The Minnesota Union's Operations Reserve subsequent to the annual closing. Funds may be transferred from "Operations Reserves" to any operations account, including New Equipment (10), providing other dedicated funds are not available for the normal transfer. In the event a constituent union's particular reserve fund is depleted, a request for funds can be made to The Minnesota Union.

MINNESOTA UNION
University of Minnesota
RESERVE ACCOUNTS

January 26, 1976

A. General Purposes

1. Capital Reserve Accounts

- a. Guarantee to students now and in the future that the capital goods and facilities purchased with their money will be maintained and improved when necessary.
- b. Insure that the funds to keep up, replace, or upgrade capital items will be available when needed.
- c. Establish a stable, regular annual cost; rather than experiencing widely varying cost levels ranging from a few thousand to over a million dollars in annual expenditures.
- d. Provide a vehicle for earning interest to increase available funds for capital needs; decrease fee income needed.

2. Operations Reserves

- a. Create accounts to hold net balances of operating funds.
- b. Provide a vehicle for earning interest on those funds.
- c. Provide a reservoir from which to draw for expense changes such as mid-year salary adjustments, drastic utility increases, expansion or addition of services.
- d. Provide a balance which can contribute to financing inflationary or expanding budgeted costs.

B. Particular Purposes and Provisions of Individual Accounts

1. Minnesota Union Expansion or Plant Fund

a. Purposes

- 1) Depository for annual expansion fee income and expansion account interest income.
- 2) Account from which annual allotments are transferred to constituent capital reserve accounts.

- 3) Account from which the HUD interest-subsidized bonds for Coffman remodeling are repaid.
- 4) Account for funding major expansion of facilities for union services.

b. Provisions

- 1) The first obligation of the account funds is bond payment.
- 2) The second obligation of the account is to fund the constituent capital reserve accounts.
- 3) Other uses or obligations of funds from this account must be authorized by the Minnesota Union Coordinating Board.

2. Minnesota Union Operating Reserve

a. Purposes

- 1) Reservoir from which to fund cost increases.
- 2) Reservoir to contribute to funding of annual budget inflation or expansion.
- 3) Account to which unspent funds in the annual Minnesota Union administration account revert.
- 4) Account to which funds above the ceiling permitted in constituent operating reserve accounts revert. (The ceiling is 10% of the expenses of the previous year.)

b. Provisions

- 1) All income that is not budgeted to operating accounts and all reversions listed above supply this account.
- 2) Use of the funds is authorized by approval of budgets that obligate use of reserve funds in addition to anticipated income, or by approval of special requests to Minnesota Union Coordinating Board.

3. Constituent Union Capital Improvement and Building Replacement Fund

a. Purposes: Building replacement, extensive remodeling, or other projects that increase the value of the buildings.

b. Provisions: funds transferred from Minnesota Union Expansion or Plant Fund annually in an amount based on 1% of the building "book" value. The funds earn interest.

4. Constituent Union Building Repair and Renovation Fund
 - a. Purposes: repairs to the building structure, fixed equipment, and mechanical systems.
 - b. Provisions: funds transferred from Minnesota Union Expansion or Plant Fund annually in an amount based on 1-1/2% of the building "book" value. The funds earn interest.
5. Constituent Union Furniture/Equipment Repair and Replacement Fund
 - a. Purposes: repair or replacement of existing furniture or portable equipment.
 - b. Provisions: funds transferred from Minnesota Union Expansion or Plant Fund annually in an amount based on 7-1/2% of the inventory value of all furnishings and portable equipment. The funds earn interest.
6. Constituent Union Operating Reserve Fund
 - a. Purposes: end-of-year closing account for constituent income and expense accounts; new equipment purchases; "emergency" costs not attributable to other reserve accounts.
 - b. Provisions: funds come only from end-of-year balances in income and expense accounts. Ceiling on account equal to 10% of previous year's expenses. Funds earn interest.

University of Minnesota
Minnesota Union
Proposed Policies and Programs
Union Buildings, Equipment, and Furniture

October 1, 1984

I. Goal

To provide in perpetuity union buildings, equipment, and furniture necessary to support co-curricular activities and experiences, campus community life, and those services and amenities which uniquely contribute to those activities and experiences and the quality of campus life.

II. Objectives

- A. Prevent or retard wear or damage to union buildings, equipment, and furniture.
- B. Repair, restore, revive, or replace buildings, equipment, and furniture when unavoidable wear or catastrophic events make the action necessary. Replace obsolete equipment and furniture.
- C. Change existing building space and add equipment and furniture; if necessary; to add, change, or enhance union projects in order to achieve union goals and objectives.
- D. Increase space by adding buildings or additions to buildings along with related equipment and furniture and improve or enhance the quality of existing buildings and equipment in order to better support co-curricular activities and experiences, campus life, and services and amenities.
- E. Repay bonds sold to partially pay for remodeling the Coffman Memorial Union buildings which was completed as part of the union buildings expansion program in the 1970's.

III. Policies - Programs and Budget Bases

A. Prevention/Retardation of Wear and Damage

1. Program: Security against fire, theft, vandalism, and weather disasters is programmed.

A schedule of preventive maintenance is programmed. Minor repairs or replacements are done as needed to prevent major wear or damage.

2. Budget Basis: Estimate of annual expenses based upon experience.
3. Source of Funds: Current Operations Budget
4. Authorization: Allocation of funds to the budgets is authorized by MUCB. Maintenance staff expend the budgeted funds.

Proposed Policies and Programs
Union Buildings, Equipment and Furniture
October 1, 1984
page 2

- B. Repair, Restore, Revive and Replacement of Buildings, Equipment, and Furniture
 - 1. Redecorating and Remodeling
 - a. Program
 - 1) Redecorating; i.e. surface treatment including complete painting, papering, carpet replacement, and drapery replacement.
 - 2) Remodeling: i.e. reshaping space including making minor adjustments to walls, ceilings, floor surfaces, utility systems, and fixed equipment.
 - b. Budget Basis: Annual allotment per square foot based upon experience of comparable operations.
 - c. Source of Funds: Student Services Fee for Union Capital Expenses.
 - d. Authorization: Square foot allotment decided by MUCB after recommendation by Director. Funds transferred by MU Director to constituent union plant fund accounts for redecorating and remodeling. Funds expended with approval of constituent union directors.
 - 2. Deferred Maintenance of Buildings and Fixed Equipment
 - a. Program: Replacement or restoration of structural components (e.g. roof replacement, brick mortar joint repointing), building systems (e.g. electrical systems, heating and ventilating systems), and fixed equipment (e.g. lighting equipment).
 - b. Budget Basis: Engineers estimates of year work will be needed and cost of the work. Annual straight line allocation based upon estimated cost divided by intervening years before date of work.
 - c. Source of Funds: Student Services Fee for Union Capital Expenses.
 - d. Authorization: Estimates reported to MUCB by MU Director, accepted or modified by MUCB and annual allocations set by MUCB Director. Deferred maintenance projects planned and approved by constituent union directors; funds drawn from Deferred Maintenance Reserves by constituent union directors.

3. Replacement of Buildings

- a. Program: Demolition of existing buildings and new construction to replace.
- b. Budget Basis: Engineers estimate of year and current cost for replacement. Annual allotment based upon current replacement cost divided by number of intervening years before replacement.
- c. Source of Funds: Student Services Fee for Union Capital Expenses.
- d. Authorization: Estimates reported to MUCB by MU Director. Annual allocation to reserve for building replacements approved by MUCB. Building replacements proposed by constituent unions, recommended to MUCB by Directors, and approved by MUCB for recommendation to Vice President for Student Affairs.

4. Replacement of Furniture and Non-fixed Equipment

- a. Program: Restore or replace worn out or technologically obsolete furniture and non-fixed equipment.
- b. Budget Basis: Estimate of furniture or equipment life. Annual allotment to Furniture and Non-Fixed Equipment Reserve Accounts based upon purchase price divided by estimated furniture and equipment life span.
- c. Source of Funds: Student Services Fees for Union Capital Expenses.
- d. Authorization: Annual allocation set by MUCB. Transfer to constituent union reserves made by MU Director. Replacements and use of funds in reserve decided by constituent union directors.

5. Catastrophic Losses

- a. Program: Provide insurance coverage for replacement or repair of buildings, equipment, and furniture which have been damaged, destroyed, or stolen.
- b. Budget Basis: Cost of insurance.
- c. Source of Funds: Current Operations Budget.
- d. Authorization: Budget funding approved by MUCB. Insurance coverage programmed by constituent union directors.

C. Operations Capitalization

1. Program: Change facilities and/or add furniture and equipment to establish a new project; expand or enhance existing projects.
2. Budget Basis: Projects estimated at time of proposal. Operations Reinvestment Reserve for funding projects established at a fixed level by MUCB.
3. Source of Funds: Initial funding of Operations Reinvestment Reserve from MU Operations Reserve. Repayment of investment from income earning projects. Replenish reserve from year-end operations net when used for projects which cannot repay investment.
4. Authorization: Operations Reinvestment Reserve authorized by MUCB. Proposals for reinvestment developed by project teams, recommended by Directors, and approved by MUCB. Proposals will include terms for return on investment; i.e. full, partial or no return with interest; and schedule of repayments.

D. Expansion, Improvements and Enhancements (Past and Future)

1. Program
 - a. Repay bonds for previous remodeling of Coffman Memorial Union.
 - b. Increase space through expansion.
 - c. Plan and manage construction to accomplish major improvements to space or systems.
2. Budget Bases:
 - a. CMU bond repayment was scheduled at time of bond sale.
 - b. Estimate for future developments will be made at time of proposal.
3. Source of Funds: Student Services Fees for Union Capital Expenses. CMU bond repayment must be guaranteed from these fees. Additional fees will be requested for additional projects. Year-end operations closing over the amount needed for operations reserves and operations reinvested should be dedicated to approved expansion or improvement programs.
4. Authorization: Additional programs proposed in constituent unions, recommended by Directors, and approved by MUCB for recommendation to Vice President for Student Affairs and requests to Student Services Fees Committee.

IV. Principles and Rationale Related to Proposed Policies

- A. Fees should be paid by users of buildings, equipment and furniture and put in reserves to correct wear occurring during that use.
- B. Expansions or improvements should be paid after completion of programs by the users benefiting from these programs.
- C. Inflation over current cost estimates can be compensated for with interest earned on reserve accounts.
- D. Year end closings of operations net are to be dedicated first to operations reserves, second to reinvestment reserves, and third to approved expansion and improvement programs.

V. Changes in Proposals from Existing Policies and Procedures

- A. Separate reserve accounts in constituent unions for redecorating and remodeling are proposed with funding on the basis of relevant experience. Currently redecorating and remodeling functions are assumed within other reserve accounts funded on formula bases.
- B. Allotments to reserves for repair, restoration, renovation, and replacement of buildings, equipment, and furniture would be on the basis of estimated actual costs rather than percentage formulas.
- C. Building replacement reserves and final authorizations would be held centrally. Reserves are now in constituent unions.
- D. All operations net would be dedicated. A reserve and procedures for operations reinvestment would be established.
- E. Need for replacement of furniture and equipment due to obsolescence would be recognized.
- F. Routine furniture repaid would become an operations expense.
- G. A process for expansion, improvements, and enhancements would be established. Fees for those programs would be postpaid by those benefiting rather than prepaid. Operations net year end closings would be dedicated to reduce the amount of fees needed.

University of Minnesota
Minnesota Union
Proposed Policies and Allocations
Operations Reserve Accounts

October 1, 1984

I. Current Policies

Constituent Union Operations Reserve Accounts receive funds only from year end closing of constituent union operations accounts. The ceiling on operations reserve accounts is 10% of closing fiscal year total expenses.

Funds in these reserves may be used for new equipment purchases and special emergency items not assignable to other reserves.

All other funds carried over from operations net are held in the Minnesota Union Operations Reserve. Special allocations from that Reserve are authorized by Minnesota Union Coordinating Board.

II. Proposed Policies

Operations Reserve Accounts shall be established in Minnesota Union, Constituent Unions, and Student Organization Development Center - Finance. The latter reserve shall be for constituent union activities.

These Reserve Accounts shall receive funds only from year end closings of operations accounts.

Minnesota Union and Constituent Union Operations reserves shall be used as contingency accounts for current operations and for purchase of new equipment items costing less than ^{REPLACES CURRENT BILL LIMIT} one thousand dollars. Reserves invested in Student Organization Development Center - Finance SOGIT accounts shall be used as contingency accounts for activities expense. Contingency expenditures shall be reported to and equipment purchases approved by Minnesota Union Director and constituent union boards.

The maximum amount retained in reserve at the year end closing shall be 5% of the closed fiscal year's total operations expenses. Minnesota Union Coordinating Board shall dedicate the remaining returned operations net funds.

No operations funds retained from previous fiscal years will be used for ongoing budgeted operations expenditures.

III. Implementation

It is recommended that June 30, 1985 be the effective date of revised policies for Constituent Union and Activities Operations Reserve Accounts.

Proposed Policies and Allocations
Operations Reserve Accounts
October 1, 1984
page 2

It is recommended that the reviewed policies apply to Minnesota Union Operations Reserves upon enactment by MUCB and that MUCB dedicate all funds in the Minnesota Union Operations Reserve. The undedicated balance as of September 30, 1984, is \$670,000.

IV. Proposed Dedication of Minnesota Union Operations Reserve

- A. Minnesota Union Operations Reserve (5% of 1983-84 total Minnesota Union expenditures, \$101,545); \$5,977.
- B. Scholarship Endowment invested with the annual earned interest used for Minnesota Union Scholarships; \$50,000.
- C. Operations Reinvestment Reserve invested with interest accumulated and compounded to keep the buying power of the reserved funds relatively constant; \$150,000 with \$46,502 drawn from the account for Graphics Communications Center keyline equipment. A proposal for repayment schedule must be approved by MUCB.
- D. 1984-85 Special Allocations; i.e. funding one-time expenditures and purchases for which no current budget item or reserve account support exists.
 - 1. Deferred Maintenance Study; \$10,000.
 - 2. Katherine E. Nash Gallery Carpeting, \$21,500.
 - 3. Computer Systems for Financial Recordkeeping, Wordprocessing, and Reservations, and MU Photocopy Equipment; maximum of \$100,000 for development and equipment costs.
 - 4. Remodeling 110 and 130 Anderson Hall; \$42,000.
- E. Receive excess funds (if any) from the Furniture & Equipment Reserves revised 1984-85 reserve accounts, base or supply funds to make up deficits in that base.
- F. Expansion, Improvement, or Enhancement Programs approved by MUCB. Allocation to programs in order of dates of planning and construction.

V. 1984-85 Closings *G. Undedicated holding account UNTIL FUNDS can be dedicated to a specific project.*

- A. Operation Reserve Accounts up to 5% limits shall be funded from closings.
- B. The balance of funds carried over will be used for:
 - 1. Return to Operations Reinvestment Reserve to repay any 1984-85 investments which will not be repaid.
 - 2. One-time 1985-86 expenditures approved by MUCB.
 - 3. Addition to plant fund account for approved Expansion, Improvement, or Enhancement Program.

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Board of Governors

29 October 1984

Agenda

- I. Call to Order
- II. Approval of Minutes
- III. New Business
 - Whole Policy Exemption Proposal
 - SOAC Policy Proposal
- IV. Old Business
 - Reserves Allocation Policy
 - Coffman Improvement/Expansion
- V. Reports
 - ACU-I Delegation Meeting
- VI. Announcements
- VII. Adjournment

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COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting October 29, 1984

Present: Andrea Chenault CUPC Dave Kuball Vice Chair
Scott Chesney Chair Ken Martin MN Alumni
George Bates CUPC William Mason CLA
Tim Walker GS David Naj CS-Student

Absent: Rufus Simmons CMU (exc) Leslie Bowman Fd Service
Ann Pflaum CC Barry Bridges UBOG Alumni (exc)

Guests: Carl Nelson, Director MU; Bernie Molitor, Mark Allen, Jim Elert, CMU;
Mark Sova, MUCB; Glen Lindgren, CUPC; Vi Justice, Secy

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

The Minutes of October 22 were approved with the following correction to Director's reports: Write out Big 10 Ten.

NEW BUSINESS

Whole Policy Exemption Proposal. The Chair read the House and Finance motion recommending the Whole Policy Exemption. Bernie clarified the intent of the request, which, in part, is to involve the commuter audience with Music Club programming before they leave the campus. David Naj, Reservation RA, noted there was not much conflicting usage of the Whole last week.

MOTION 3-85 (H&F-Martin) To recommend an exemption to House Policy regarding the Whole Music Club programming before 5:00 pm as outlined in Memo of 10-3-84 from Bernie Molitor.

Carried.

SOAC Policy Proposal. The Chair read motion from House and Finance regarding SOAC policy proposal brought about through a suggestion that the storage bins in SOAC be rented to SOAC tenants.

MOTION 4-85 (H&F-Bates) That the Director develop for approval a policy regarding the allocation and management of student organization administrative space within CMU before the end of Winter Quarter 1985.

Carried.

OLD BUSINESS

Reserve Allocation Policy. The Chair introduced Carl Nelson, Director of the Minnesota Union. Carl summarized the background history of the Reserve Account and the purpose of Capital and Operation reserves. He then reviewed his memo dated October 1, 1984 "Proposed Policies and Allocations Operations Reserve Account," which states Current Policies, Proposed Policies, Proposed Dedication of MU Operations Reserve, and 1984-85 Closings. He noted the first sentence, third paragraph, of number II would be changed to read... items costing less than ~~one-thousand-dollars~~ Regents current bid limit. An item "G", "Undedicated holding account until funds can be dedicated to a specific project." would be added to number IV.

UBOG Meeting
October 29, 1984
Page 2

The proposed policy will allow for better coordination and more orderly procedure by having the projects identified.

MOTION 5-85 (Bates-Kuball) Move to approve policy as stated in Carl Nelson's memo of October 1.

Carried

MOTION 6-85 (Bates-Mason) Move to approve the proposed allocation of reserves.

Carried. 1 abstention

The Board endorsement will go to MUCB XC tomorrow and then to MU Coordinating Board.

Coffman Improvement/Expansion. The Chair referred to House and Finance Minutes of October 23 which listed four items for CMU building improvement:

- a) Air Conditioning
- b) Rebuilding Curtain Walls
- c) Rebuilding Air Doors
- d) Rebuilding Ventillation System

There was discussion as to the cost of each item, the need for increased student fee support to accomplish the improvements and whether the projects could be done separately. This will be brought back as an agenda item in two weeks. Board members should refer questions to House and Finance.

REPORTS

ACU-I Region 10 Fall Conference delegate meeting, October 30, 4:30.

House and Finance meeting Tuesday, November 6.

David Naj was asked to bring a report on student employee status to next Board meeting.

Ken Martin reported he attended the Big Ten Bowling and Billiard Tournament at Purdue U. Minnesota placed third in men and women bowling. He enjoyed the opportunity to interact with other schools at the tournament.

Ken was asked to bring a report on alumni association to the next Board meeting.

A final draft of Public Relations Task Force Policy Proposal was distributed. Board members were asked to bring recommendations to 1st meeting, winter quarter.

The meeting was adjourned at 1:20.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Next UBOG meeting November 12. Reserve
lunch by Wednesday, November 7.

House and Finance Committee Meeting Minutes

Tuesday, October 23, 1984 1:00pm

Present: Scott Chesney, Rufus Simmons, David Kuball, Darren Pfeifer, Mark Allen

I. Minutes from October 9, 1984

- a) Change "building managers" in first sentence, last paragraph of Item I to "Whole volunteers".
- b) Change "believes" in last sentence, fourth paragraph of Item II to "stated". Approved.

II. Building Improvements for CMU - Info

- a) Air Conditioning - Rufus presented background and options. Discussion revolved around pros and cons to the concept.
- b) Rebuilding Curtain Walls - See Sept. 28, 1984 Handout.
- c) Rebuilding Air Doors
- d) Rebuilding Ventillation System - See Handout.

Consensus to propose this item to UBOG.

III. Operations Reserve Accounts - Rufus reported on proposed re-organization of MU Operating Reserve Accounts. See Oct. 2, 1984 memo from Carl Nelson.

IV. House Policies - Will be presented for Information by the Directors on October 30.

Respectfully Submitted by Mark Allen.

MA:da

TO: Minnesota Union Coordinating Board

FR: MU Public Relations Task Force; Scott Chesney, Chair

RE: Public Relations Policy Proposal

- I. The Minnesota Union has called for a public relations program that creates an accurate and positive image of the Union.

To achieve this goal, the Task Force recommends highlighting the following:

Inform the University Community of, and build support for the value of student services fee dollars paid to support the Union.

Establish student, faculty, and staff understanding of the Union's role in the academic community.

Reinforce and enhance the role of the Minnesota Union as a forum for free speech on campus.

Create a sense of University Community ownership in the Union.

We believe these goals encompass the broadest base of Union constituencies through fundamental awareness of the Union's mission and its support systems.

We also believe this is sufficient to charge the Union management with the task of developing objectives which meet each of these goals.

II. Policy Guidelines:

- A. A public relations program shall be established and implemented at the Minnesota Union level.
- B. Constituent union public relations budgets shall be eliminated.
- C. Marketing, promotion, and advertising of services, facilities, and activities shall be considered to be within the domain of the projects and part of their operating budgets.
- D. Implementation of a Minnesota Union public relations program shall commence with the 1985-86 fiscal year.

III. Recommended Guidelines for Implementation

- A. We recommend that the responsibility for carrying out Minnesota Union public relations be included in the job description of a specific Minnesota Union staff person.
- B. We recommend that a "funding level" study be conducted to establish the appropriate level of fund allocation. We see this study being conducted in a fashion which compares the Minnesota Union operation to other public non-profit organizations within the Twin Cities metro area.
- C. We recommend that commensurate with the establishment of the Minnesota Union public relations program, the Minnesota Union initiate a broadly based marketing program designed to serve the constituent project needs. To the greatest degree possible, the activity of the public relations program and the marketing services should be integrated, thereby achieving both efficiency and effectiveness in the management and production aspects of these programs.
- D. We recommend that funding for fiscal year 1985-86 be allocated from redistributed existing funds.
- E. We recommend that projects be presented through the budget system for funding in fiscal 1986-87 and beyond.

We advise the organization that it be aware of a need to fund any public relations effort at a level commensurate with the intended outcomes.

IV. Ongoing Assessment/Evaluation

The Minnesota Union Public Relations Task Force will develop an evaluation and reporting system consistent with the MUCB project evaluation program.

V. Process & Timelines

6 November 1984:	Distributed to governors Assigned to committees
8 January 1985:	Preliminary committee & constituent union board reports to MUCB
22 January 1985:	MUCB action

cc: West Bank Union Board of Governors
St. Paul Student Center Board of Governors
Coffman Memorial Union Board of Governors

October 1984

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Board of Governors

12 November 1984
Agenda

- I. Call to Order
- II. Approval of Minutes
- III. Unfinished Business
 - Coffman Improvement/Expansion Proposal
- IV. New Business
 - Program Council Coordinators
 - Program Council Vice President
- V. Reports
 - Minnesota Alumni Association - Ken Martin
 - Student Employment Status - David Naj
 - Minnesota Union/ERD - Mark Allen
- VI. Announcements
 - Board Development Meeting
- VII. Adjournment

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting November 12, 1984

Present: Scott Chesney Chair
Dave Kuball V Chair
Andria Chenault CUPC
George Bates CUPC
Paul Pazandak CHIP
William Mason CLA
Tim Walker GS
Ken Martin MN Alumni
David Naj CS (Student)
Mary Hastings Faculty
Leslie Bowman Fd Service
Rufus Simmons CMU

Absent: Barry Bridges UBOG Alumni (exc) Ann Pflaum CC

Guests: Mark Sova, MUCB; Mark Allen, Jim Elert, Jim Sleezer, CMU Staff;
Paul Reichow, Student Staff; Julie Jonk, Sue Sano, CUPC; Vi Justice, Secy

The meeting was called to order at 12:16 by Chair Scott Chesney. A quorum was present.

APPROVAL OF MINUTES

The minutes of October 29 were approved as published.

UNFINISHED BUSINESS

CMU Improvement/Expansion Proposal. Air conditioning of Coffman has been reviewed by the MU Service and Facilities Committee and the MU Directors. Dave Kuball reported the Service and Facilities Committee voted to submit the air conditioning proposal as a separate proposal so as not to jeopardize other funding. Rufus Simmons reported the directors expressed the same concern, that the proposal is not timely, that it not be added to the fee request but presented to the Fees Committee as an information item. The proposal needs the support of constituent unions and students. Information will be gathered to present to students. Question was asked as to strategy for critical mass? Research might include data in terms of cost benefit to the community, productivity loss, projected business loss, comparison with St Paul and West Bank usage. It was noted the Union's mission is to provide a comfortable atmosphere for users of the building. Air conditioning would provide a more energy efficient building. Air conditioning should be examined from a programming perspective also. The chair noted reports will be prepared as to how air conditioning will affect the Union's present and future objectives. Board members should inquire of their constituents as to their thoughts and interests on air conditioning Coffman. Those interested in getting more information about air conditioning were invited to attend House and Finance meetings.

NEW BUSINESS

Those present introduced themselves and identified area represented.

Program Council Coordinators/V-President. Andrea brought the following CUPC appointments for Board approval:

Black Cultural Affairs Coordinator - Jerrod Smith
Chicano Latino Cultural Affairs Coordinator - Margarita Noyola
American Indian Cultural Affairs Coordinator - Debbie Williams
Contemporary Art Coordinator - Sue Sanyo
Vice President - Personnel - Julie Jonk

UBOG Minutes

November 12, 1984

Page 2

Andrea explained the Council structure and responsibilities of positions.

MOTION 7-85 (Bates-Martin) To approve the five individuals for positions as noted on CUPC.

The Chair asked for a friendly amendment to separate the motion as to Coordinator and Vice President positions.

MOTION 7-85 Amended To approve the following Coordinator appointments to CUPC.

BCA - Jerrod Smith
CLCA - Margarita Noyola
AICA - Debbie Williams
CA - Sue Sanjo

Motion Approved

MOTION 8-85 (Bates-Martin) To approve appointment of Julie Jonk as Vice President - Personnel on CUPC.

Motion Approved

REPORTS

Minnesota Alumni Association. Ken Martin reported the Alumni Association expressed their appreciation for the approval of Alumni membership use of certain MU facilities. The Alumni have two concerns: 1) that there be a simple process for reservation and 2) the extent of use of facilities. It was noted Carl Nelson will establish working procedures. Delay in Alumni follow-up was due to personnel turnover.

Student Employment Status. David Naj reported most of the problems caused by lack of work study employees at the beginning of the quarter have become manageable by extending hours of some students. Some positions have been filled temporarily with non-work study employees which will make budgeting problems. It was noted operating reserves will be used to make up deficit.

MU-HRD. The MU retreat followup meeting will be Wednesday, November 14 from 8:15 am to 10:30 at the Student Center. Governing Boards and Student Employee Committee members from constituent unions are included. An RSVP would be helpful. Direct questions to Mark Allen, RSVP to Vi.

XC Committee. 1984-85 Board Objectives were distributed. Timelines and responsibility assignments will be discussed at next meeting.

Director Report. Postpone report to next meeting because of lack of time.

ANNOUNCEMENTS

MSA Petition. Jaque Jodl dropped off a petition for signature which read "I do not want students to lose their vote in University Senate." It was noted the reason for the petition was a faculty member proposal to delete students from University Senate. The chair said signatures were an individual decision and should not imply Board endorsement.

Board Development. The Chair asked whether a Monday noon meeting or Tuesday or Wednesday evening meeting would be best for orientation. A Monday noon meeting preference was indicated. Orientation will begin Monday, November 19 at noon. RSVP for lunch by Wednesday prior to the meeting.

Subjects for orientation will include background and mission of the organization, structure, resource, team building and objectives.

House and Finance meeting, Tuesday, October 13, Room 220.

Congratulations were extended to Mark Allen, recipient of Siggelkow-Starr Award at the ACU-I Region 10 meeting.

Congratulations were extended to Scott Chesney, elected Student Rep to Region 10.

Congratulations were extended to George Bates, elected student rep to Cluster 2.

Ken Martin inquired as to status of Campus Club labor problem. Scott will follow up with report.

Mark Allen announced there is a new money machine located in the Commuter Lounge.

The meeting adjourned at 1:15.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

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Board of Governors

The Coffman Memorial Union Board of Governors was formed as a permanent organization consisting of student, staff, faculty and alumni representatives from contributing constituencies within the East Bank University Community.

The Governing Board is responsible for the formulation of immediate, as well as long-range, goals and objectives, the establishment of governing policies, the allocation of resources, and the evaluation of its performance through a structural democratic process.

In addition, the Board is responsible for the development of Union services, facilities, and programs in the interests of the students within the University Community as well as maintaining its profile within the community at a level that is consistent with maximum accountability and accessibility.

1984-85 Objectives

1. Define membership role and responsibility of staff, administration and students both in governance and in programming in respect to CMU and MU.
2. Develop a membership plan that provides for:
 - recruitment to fill vacancies;
 - ongoing orientation to familiarize new and refresh old members with CMU goals and processes;
 - transition of Board leadership and subsequent development of member/administrator partnership;
 - membership evaluation to assess whether personal expectations are being met;
 - leadership development to ensure a well run governance system as well as to provide opportunities for members to learn; and
 - recognition to thank members for their contributions.
3. Review and approve annual PPBS including evaluation of the process to continue improvement of the system.
4. Strengthen accountability by implementing a system to evaluate the progress of all CMU objectives on a quarterly basis.
5. Define multiculturalism and develop a plan to improve upon and obtain results indicative of embracing multiculturalism, the first step of which is to educate board members, the second to actively address multiculturalism through specific project objectives.
6. Provide impetus and direction for the development of a unified CMU Public Relations program that includes educating the University Community on the goals of the Union, encouraging University Community ownership of the Union (in part through ongoing community research), and through promoting hospitality.

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Board of Governors

19 November 1984

Development Program Meeting

Agenda

- I. Luncheon

- II. Overview of Program Goals

- III. Role of the College Union
 - Mission
 - Power
 - Structure
 - Resources

- IV. Transition to Phase II

- V. Evaluation

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting November 19, 1984

Present: Scott Chesney Chair
Andrea Chenault CUPC
John Barich Ed
Ken Martin MN Alumni
David Naj CS (Student)
Leslie Bowman Fd Service
Dave Kuball V-Chair
George Bates CUPC
Tim Walker GS
Barry Bridges UBOG Alumni
Mary Hastings Faculty
Rufus Simmons CMU

Absent: Paul Pazandak CHIP
Ann Pflaum CC
William Mason CLA

Guests: Glen Lindgren, CUPC; Mark Sova, MUCB; Jim Sleezer, Jim Elert, CMU;
Vi Justice, Secy

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

Introductions/area representation were made to newly appointed Education Rep, John Barich.

The Chair noted the subject of this special Development Program Meeting (orientation) would be the mission/role of the college union:

- 1) understanding the mission
- 2) developing teams
- 3) what do we need to do this year

The following thoughts/opinions were expressed regarding Porter Butts' philosophy of the college union.

- We need to do more to bring attention to community outside of the University of what the union is doing.
- The problem with spending time with foundations, there is no time to build. How do we determine what is basic? What level of funding is considered basic?
- Put everything in perspective. Needs of Unions differ. Look at the college union idea from a broad sense and also from an individual union perspective.
- This is one of a few campuses where the majority of students commute. The mission of the union needs to include commuter students.
- There is a diverse group of students on campus, different groups with different needs. We need to define priorities.
- The number of foreign students has increased. Do we provide programs to Americanize or programs to maintain cultural interest?
- Important that the union provide additional ways students can gain identity thru involvement. Encourage students to take advantage of student fee by using the Union facilities.
- PR for attendance?
- PR Task Force goal is to inform students of union services available for student fee paid.
- Have the basics changed over the years? Look over Coffman's constitution which defines the role of the Union - does it meet all our needs?

The role of the College Union in terms of mission, power, structure, and resources was discussed:

- Power - the entire Board of Governors, student and administration, is needed in order to carry out the mission.
- Power in action, resource when passive.
- Structure - master plan - what is important - how to accomplish it.
- Most important resource is people - boards, committees, volunteers. A first impression is important in order to recruit and retain volunteers. Money is necessary in order to carry on operation. Where is the line between the ideal and reality?
- How do you stimulate interest in getting people to volunteer?
- Union should not be passive - it should address the needs of all humanity. Individuals need to perceive what is offered is of value to them in order to become involved. The union should be a "change agent" so individuals will in turn go out into their community and effect change.
- We need to consider whether we are doing what people really want. We need to be conscious of changing needs and interests and give people choices.
- There is a conflict between wants and needs. Priorities are defined by time and funds.

The Chair asked Board members to look and re-examine what was talked about - how it relates to the constitution.

MEETINGS

UBOG, Monday, November 26, 1984, 12:15, Room 346. Lunch available at 11:45.

Development Program Meeting, II, Wednesday, November 28, 1984, 4:00-6:00 pm, Room 346.

The meeting adjourned at 1:10.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

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Board of Governors

Development Program/Phase I

Goals of the CMUBOG development program include:

- Role of the college union
- Mission/Power/Structure/Resources -- development of an understanding of how these apply to Coffman Memorial Union

Information/input gathering

- Mission -- the union mission as defined in the Constitution
- Power -- the board; collective, shared leadership each contributing to the goals of the organization
 - "the will of the individual working toward a common purpose"
- Structure -- planning program budget system (PPBS)
- Resources -- people; every individual involved with the union, from first day volunteers to senior staff, is a resource
 - money

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Board of Governors

Development Program/Phase II

Goals of the CMUBOG development program include:

- **Team building** -- the coming together of the board members into a comfortable relationship that allows free and constructive debate.

An understanding of the needs each board member has in regard to the organization, the board and its members.

- **Needs analysis** -- each board member has unique needs that must be addressed and met, in order for them to have a continued, committed role within the governance of Coffman Memorial Union.

The organization has needs that the board as a whole and members individually must meet in order for it to continue to fulfill its constitutional mission.

The board has needs distinct and unique from those of the organization that must be addressed.

Information/input gathering

- Needs of the organization
- Needs of the board
- Needs of individual members
- Needs of constituencies
- Needs of the University Community
- Why should I care about the governance of Coffman Memorial Union?
 - tradition/loyalty
 - vision
 - student fees' use
 - service to University Community
 - service to student peers
- Personal goals/skills development
 - decision making
 - team building
 - leadership (officers & governors)
 - accomplishment
 - resume'
 - group skills
 - conflict resolution
 - time management
 - multicultural literacy

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Board of Governors

Development Program/Phase III

Goals of the CMUBOG development program include:

- Goals & objectives for 1984-85 -- as approved by the board in spring 1984
- Long term vision, direction, and planning -- what will the union be in 2004-05?

Information/input gathering

- handout on objectives for 1984-85
- proposed timelines for objectives
- proposed processes for objectives
- interpretation of the union mission for the next twenty years
- overview of University community evolution in next twenty years.

Porter Butts has often been called the "elder statesman" of the college union profession, and with good reason. He began his union career with the Wisconsin Union before it was built, and stayed with it for almost 50 years. He later drew on his experience from planning the Wisconsin Union to help more than 100 colleges and universities plan their own union buildings. His book, Planning College Unions for Multiple Use, still stands as an ageless reference in the field.

Former director of Cornell University's Willard Straight Hall and longtime ACU-I secretary-treasurer Ed Whiting said, "It's hard to imagine what the union field would be like today if it weren't for Porter." It's also hard to imagine what ACU-I would be like today if it weren't for Porter. He attended his first ACU-I conference at Cornell in 1926, and the Association was never the same. He was president in 1932 and publications editor from 1936 to 1970. He initiated and administered the employment service, proposed the regional representative system, began the intercollegiate recreation tournaments, and wrote The College Union Idea, as well as many other books and articles.

His commitment to the union movement led to his deep interest in the international union movement, which culminated in State of the College Union Around the World, a comprehensive book dealing with unions in 60 countries. This commitment also led him, along with Ed Whiting, to persuade federal agencies to include unions in the federal loan program, without which many unions would never have been built.

This concentration on the union and student activities field has not lessened since Butts' retirement from the Wisconsin Union in 1970. He still knows and cares about what goes on in the union field, at the Wisconsin Union, and at ACU-I. His active dedication to the profession continues because, according to Ed Whiting, "He's got the philosophy of college unions."

What follows is reproduced from a recent "Dialogue" column of the Bulletin of the Association of College Unions - International.

Surprisingly, I got an invitation from Dick Blackburn to engage in the Bulletin "Dialogue." I have a feeling most Bulletin readers are not much interested in what an old warrior has to say — and times, they are a-changing. So I hesitated.

But Blackburn, ever persuasive, went on to say: **"We need to be reminded of the importance of not losing sight of the basics in the union role and purpose."** True, I had written and talked about union purpose over the years. So on the theory some reminders might be useful at this stage of the game despite the risks of seeming out of tune with today, I capitulated.

Well, what are the "basics"?

A union has a multitude of options in deciding what to be, what to do. The trick is to choose what is most important, most worthwhile.

One approach is to look at our roots. Our unions are the direct descendents of the Oxford and Cambridge Unions. Their primary purpose and original reason for being: **open discussion and debate of current issues**. The outcome: students infused with the idea that they are responsible for the welfare of their nation. So many Union leaders went on to positions of leadership in government that the Oxford and Cambridge Unions, so the story goes, came to be known as "the cradle of British parliament."

I don't hear much these days of forums and debates, symposia, and panel discussions sponsored by our unions. And yet **we are surrounded by vital issues of surpassing concern to all of us, including students**: the threat of nuclear war (if not resolved, nothing else matters); relations with Russia; our foreign policy in the Mideast and Latin America; women's and minority rights; serious environmental problems; Reagan economics; the steeply rising cost of college education; how to cope with drunk driving and laws establishing higher minimum age for drinking alcohol; etc; etc.

On the other hand, I see in our publications and conference programs quite a lot about computerizing operations; how to increase revenue (nothing on how to reduce costs for students); video games (just about the lowest form of amusement, and one of the most expensive); "student activity directors" as professionals (I thought we expected students to direct student activities, with staff serving as resources of helpful suggestions on how best to do it; maybe only a matter of semantics, but in any case that staff title warrants correction). These subjects currently seem to absorb a great deal of staff time and attention.

The argument is made that speakers' fees are now so high that forums and symposia are out of reach. But **students can be, should be, principal participants**; and almost every campus has an assortment of faculty specialists ready and willing to illuminate an issue. And there are legislators, ambassadors and consuls, and governors who do not require fees.

The union's role, as in the British unions, is not to take a partisan stand, but to provide an open platform, initiating free inquiry and discussion of an issue leading to better understanding and wiser action — which, indeed, is a basic purpose of any college.

Another approach in determining what to be and do — what matters most — is to consider the implications of our name, union. Union signifies, among other things, a kind of fellowship and alliance, a coming together of people in pursuit of common interests — in the college situation making new friends and learning from one another. **The college starts each year as a brand-new community populated by new residents of widely diverse backgrounds and views**. How do we bring about a sense of fellowship, understanding of and appreciation for such diversity — an attitude that will carry over for a lifetime?

Prime Minister Nehru of India, addressing 2,500 students at our Union, said, "The most important thing in the world is to get to know and understand other people."

So it behooves the union to do all it can to arrange occasions for philosophy students and engineers to talk together, fraternity and dormitory students to work together on campus projects, blacks to meet whites socially, foreign students and graduate students to join with others in the mainstream of student life, students to meet faculty in informal association outside the classroom. Some unions have notable success with multicultural programs. Others which provide extensive outing programs find the fastest, longest lasting friendships are made around a campfire.

For another reminder of what is basic, **consult your own union constitution** or published statement of purpose, if you have one. If you don't have one, look at the Association's role statement.

Such statements may be old, but that doesn't necessarily mean they aren't good. Our courts daily make ultimate decisions which turn on the question: "Is it constitutional?" The courts rely for guidance on what was said in a document two centuries old.

The role statement lays emphasis on "aiming to make free time activity a cooperative factor with study in education" and **"training students in social responsibility and leadership in our democracy."**

Almost every college catalog says a principal purpose of the college is to produce effective citizens. Indeed, the early founders of universal education in America saw its primary purpose to be the creation of an informed citizenry that would make democracy work. Dwight Eisenhower, when president of Columbia University, re-emphasized this idea, saying: "Education for citizenship is the first function of our educational system." And currently there is a rising tide of effort to re-establish "civic learning and participation" in the school curricula.

But who works at this, specifically, on the college campus? How many college administrations and unions recognize the rich potentials of the union, **by way of union-inspired student voluntary service in behalf of campus and community welfare leading to more of the same after college?**

Some do, but, it appears, not many. Instead, an increasing number are content to function primarily as physical "service centers," often, according to our Data Bank, without benefit of a policy board or even student program committees or a staff counselor. Hence, no deliberate plan "to make free time activity a cooperative factor with study in education" or "to train students for leadership."

Providing for "the services, conveniences and amenities the members of the college family need in their daily life" is, indeed, another "basic." But this is only the beginning; stopping there means the union purpose and potential are only partly realized. The prevailing problem: how to accomplish balance, completeness? In short, how to achieve a union that is both a service center and an educational force?

Necessary and helpful as good building facilities and physical services are, effective participation of a union in the educational process is of surpassing importance. As President Virgil Hancher of the University of Iowa told us in a conference keynote address: **"If the union does not justify itself as an educational enterprise in my judgment we have made a major error in our thinking."**

Coffman Memorial Union

The Union Idea

Most people who work in, or around a college Union, have heard the term "the Union Idea." What does it mean? The Union Idea is a term used to describe the Union's reason for being. While the Union Idea takes on different meanings for different people, each is a reworking of the same concepts. What follows are examples of what the Union Idea is to a number of people close to the college Union.

- the coming together of a community of diverse constituencies to share a common need for enlightenment, enrichment and humanness.
- a clearing house for all out-of-classroom life of the campus. It educates students in the art of living, it seasons to a high degree their attitudes.
- the "living room" of the college, providing for the services, conveniences and amenities students and faculty need in their daily life on campus, for dining together, for getting to know and understand one another through informal association outside the classroom.
- where activity is the stimulus for informal educational processes complimentary to academia.
- through volunteerism, receiving self affirmation and the satisfaction of accomplishment by producing desired and enjoyed programs or services for the University.
- a community center — the social and cultural heart of the campus — drawing together under one roof those facilities and services that give everyone in the college family a reason for coming to the center.
- perhaps the only part of the University where students are taken completely and universally into full partnership.
- meeting student needs, caring and sharing, being concerned and committed and displaying "action designed to enhance the education and humanity of people".
- a wealth of materials, equipment, information, the necessary facilities and the know how for transforming a dream into reality, a program into action and concern into a cause.
- a Union is not just a certain kind of physical structure. A Union is a well-considered plan for the community life of the college.
- providing for education of tastes by exposure (social, mental, emotional, physical) in environments which promote the appetite for participation.

Organization

The Coffman Memorial Union Board of Governors makes policy decisions, approves budgets, and oversees their implementation through a 41-member staff that is responsible for the day-to-day operation of Coffman. Volunteer students, in partnership with a professional staff of advisors, develop organizational skills within three Board of Governors' standing committees:

The **Executive Committee** serves as a steering committee for matters brought before the Board.

The **House and Finance Committee** considers matters relating to policies and budgets.

The **Program Council** administers the social, recreational, educational and cultural activities of the Union.

Coffman Memorial Union is a member of the Association of College Unions-International (ACU-I), an organization founded in 1914 to provide opportunities for college union staffs to join in studying and improving their organization's services, programs, facilities and personnel.

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Board of Governors

26 November 1984

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Unfinished Business
- IV. New Business

Minnesota Union Public Relations
Task Force Policy Proposal - Action 7 January 1985
Minnesota Union Coordinating Board Exec Memo

V. Reports

Development Program
MUCB
Directors
H&F
Program Council

VI. Announcements

Special Board Meeting January 14.

SC

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting November 26, 1984

Present: Scott Chesney Chair Dave Kuball V-Chair
Andrea Chenault CUPC George Bates CUPC
Paul Pazandak CHIP Bill Mason CLA
John Barich Ed Tim Walker GS
Ken Martin MN Alumni David Naj CS (Student)
Mary Hastings Faculty Leslie Bowman Fd Service
Rufus Simmons CMU

Absent: Barry Bridges UBOG Alumni (exc) Ann Pflaum CC

Guests: Mark Sova, MUCB; Peter Zellers, IT; Jim Elert, Mark Allen, Jim Sleezer,
CMU; Vi Justice, Secy

I. The meeting was called to order at 12:15 by Chair Scott Chesney. A quorum was present.

II. The minutes of November 19 were accepted with the correction that the Development Program II meeting will be held in the Men's Lounge (rather than Room 346).

The Minutes of November 12 were accepted with the correction of the spelling of Sue Sano's name.

III. UNFINISHED BUSINESS - none.

IV. NEW BUSINESS

MU PR Task Force Policy Proposal was distributed. Board members were asked to review the report and bring questions/recommendations to the January 7 Board meeting at which time the proposal will be acted on for recommendation to the Coordinating Board. Jim Sleezer expressed concern that the guidelines do not indicate to project managers what level of funding to expect. He noted the MU program is established prior to the time budgets are set. He feels there is a problem of balance between the two budgets.

MUCB. Mark Sova reported the MU Exec Committee is continuing the Summer Task Force job of clarifying relationship between the MUCB and constituent unions, board and committee processes and job descriptions. Each constituent union/center should informally deliberate their needs as a constituent union, the problems with the current MU structure and their perception of what the constituent unions should do as a Minnesota Union. The constituent unions as a whole will make a recommendation to the Coordinating Board as to what they think the MUCB should be. Rufus Simmons noted Board members would need to have a background and understanding of MUCB before they can make any recommendation. Summer Task Force reports will be sent to Board members for background information.

V. REPORTS

Development Program Meeting, Men's Lounge, November 28, 4:00-6:00 pm. Refreshments will be served. Board members should review Porter Butts' article and minutes of November 19 before the meeting.

Director. Rufus Simmons reported key items of Big Ten, Big 8, Pac 10 Directors' meeting he recently attended included: student development; enrollment is stabilizing; funds are tight; grad school is declining; freshmen enrollment is up slightly; problem of raising drinking age from 19 to 21; computer centers; rec centers are declining; food service is slow and consideration given to franchising; major concerts are down; job and career are emphasized volunteer experience is being sought.

Mr. Simmons reviewed the PPBS document noting it will be the basis for budgeting for winter quarter.

House and Finance. Dave Kuball reported H&F will not meet this week. He is planning for a December 4 meeting.

CUPC. Andrea Chenault reported CUPC is planning for winter quarter. Fall quarter reports are due. Co-sponsorship and outside University funding opportunities are being explored. Bernie Molitor will be out a month following surgery. CUPC reps to the UBOG may be filled winter quarter. The Chair suggested inviting those interested in CUPC rep positions to the Program Development meeting on Wednesday.

VI. ANNOUNCEMENTS

The University Bowling Team participated in a tournament in St. Louis, winning a \$100 scholarship for third place.

The Program Council has tickets to the movie "Splash," November 30, 7:00-9:15, CMU Theatre Lecture Hall.

CMU Holiday Party is scheduled for December 7 in the Mississippi Room.

Regular UBOG Meeting January 7.

Special UBOG Meeting January 14 (Planning and Info Sharing, to include UBOG, Program Council and other guests.)

The meeting adjourned at 1:00.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting November 28, 1984

Present:	Scott Chesney Chair	Dave Kuball V Chair
	Andrea Chenault CUPC	George Bates CUPC
	Peter Zellers IT	Ken Martin MN Alumni
	Barry Bridges UBOG Alumni	Mary Hastings Faculty
	Rufus Simmons CMU	Shelley Udstrand GC
		David Naj CS Student
Absent:	Don Straub, MSA	Paul Pazandak CHIP
	William Mason CLA	John Barich Ed (exc)
	Tim Walker GS	Leslie Bowman Fd Service
	Ann Pflaum CC	

Guests: Jim Elert, CMU; Vi Justice, Secy

The meeting was called to order at 4:20 pm by Chair Scott Chesney. Introductions were made and areas identified.

The Chair noted the intent of Development Program/Phase II meeting is to get a better understanding of the mission of the Union and define the needs of the organization and individuals on the Board. As a background for discussion the Chair reviewed the constitution for CMU: the definition and purpose of the organization; the role of the Board of Governors; the charge to the Board.

The following thoughts/ideas were expressed by Board members in response to lead questions:

What are the needs of the organization?

- service and amenities; a clean building - overseeing responsibilities for maintaining CMU
- respond to new constituencies; be aware of students' interests; changes in existing constituencies

Needs of UBOG?

- oversee service, activities and maintenance of organization
- maintain effective liaison with staff
- accurate and timely information
- respond to new constituencies; let people know we are available
- individual constituent be aware of their constituency's interests and bring to Board's attention

Needs of individuals - how do we maintain interest?

- development guidelines; goals and objectives
- look for people who can fill a particular slot
- should be service minded
- commitment to development of volunteers

Responsibility of Board members:

- rely on management because of time and expertise
- time commitment for Board members is expected to be five hours a week, outside of Board meetings
- Board members should be prepared to act on issues presented

What should individual do as member of Board?

- be aware of what is important to own constituency
- new people on Board each year opens insight to new ideas
- people are not likely to come to us with needs - take survey of constituency
- responsibility to people who use union and have different interests - get ideas from people who are too quiet to ask for their interests
- find out why people don't use the union
- PR as to Board - who are the people on the Board? What does Board do?

Why should I care about the governance of CMU?

Personal goals/skills development?

- need to know that position is useful
need to know I'm needed
- that questions/concerns/issues will be dealt with, heard and considered
- being part of a group and learning how union works
- commitment from membership to take responsibility seriously as charged by constitution - do homework - be verbally assertive at times
- personally, being a part of and having a sense of achievement relevant to meeting the needs of the organization - doing a good job
- good experience - involvement
- important to get involved, do something about things that you don't like
- wanting to be active in Alumni Association - using the union broadens social life of commuter student - union reaching out and involving those who don't know what is offered, and involve those who are shy
- learn more about organization and people - learn better skills such as speaking - organize thoughts more effectively - organize time
- learning academic skills - academic and non-academic involved together - MBO - PPBS interaction with staff
- establish friendships, social involvement
- ego, social development, building friendships, want to make a difference, a sense of achievement

A video tape of C. Shaw Smith's speech, given at MU staff development meeting, was shown. "The union is a place to show us how to live, a place for exchange of ideas, a place to share what we have without changing what we are"....a philosophy expressed by C. Shaw.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

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Board of Governors

7 January 1985

Agenda

I. Call to Order

II. Approval of Minutes

III. Unfinished Business

- MU Public Relations Task Force - action
- Coffman improvement/expansion projects - action

IV. New Business

V. Reports

- MUCB
- Chair
- Director
- Minnesota Union Organizational Development

VI. Announcements

- Meetings House & Finance 14 January, 12:15p - 1:00p
- Special Board 14 January, 4:00p - 7:00p**
- MU Governance 19 January, 9:00a - 5:00p

VII Adjournment

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting January 7, 1985

Present: Scott Chesney Chair John Barich Ed
 Dave Kuball V Chair Tim Walker GS
 Andrea Chenault CUPC Peter Zellers IT
 George Bates CUPC Ken Martin MN Alumni
 Paul Pazandak CHIP David Naj CS Student
 Mary Hastings Faculty

Absent: William Mason CLA Leslie Bowman Fd Service (exc)
 Ann Pflaum CC (exc) Barry Bridges UBOG Alumni (exc)
 Rufus Simmons CMU (exc) Shelly Udstrand GC
 Don Straub MSA

Guests: Bernie Molitor, Assist Director; Jim Elert, PR Rep; Vi Justice, Secy

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

Introductions were made and members welcomed back from winter break, with a special welcome to Bernie following his extended absence.

APPROVAL OF MINUTES

The minutes of November 26 were approved as published.

UNFINISHED BUSINESS

MU PR Task Force. The Chair requested the Board recommend the MU Coordinating Board adopt as MU-wide policy items I, II and IV of the PR Policy Proposal dealing with governing policy. He noted item III, Recommended Guidelines for Implementation, would be an administrative decision.

MOTION 9-85 (Martin-Bates) That the Board recommend the MUCB adopt items I, II, and IV of the PR Policy Proposal, dated October 1984, as MU-wide policy. MOTION CARRIED

The Chair noted the recommendation will be acted on by MUCB on January 22.

Coffman Improvement/Expansion Projects. David Kuball reported H&F has discussed the improvement/expansion projects and is bringing a motion to the Board recommending approval of the following improvement/expansion projects: air conditioning, ventilation, air doors, curtain walls.

There was discussion as to prioritizing the projects. It was suggested ventilation should be a higher priority than the curtain walls. Question was asked if it would be better to approve the projects separately rather than as a package. It was noted the Board is approving what they perceive as needs. MUCB will approve funding as it is available. Question was asked if the curtain wall/ventilation projects would produce a satisfactory climate - that air conditioning would be too costly.

MOTION 10-85 (H&F-Martin) Recommend the Board approve the improvement/expansion projects: air doors, ventilation, curtain walls, air conditioning.

MOTION CARRIED Two Abstentions

NEW BUSINESS - none

REPORTS

MUCB. The Chair reported MUCB XC will discuss Item 3 (page 1) of the Summer Task Force Report tomorrow. The item deals with the relationship of the Coordinating Board to the Constituent Boards. The Constituents Boards are responsible to clarify the roles, authority, responsibilities and processes of Boards and Committees and to clarify and define MU's purpose and intention for over-all coordination and collaboration.

Chair. Scott reported on action taken in absence of the Board over winter break. Action was regarding allowing the MU to hold a Holiday Party in the lounge which is contrary to house policy. The exception was allowed because a MU administrator took full responsibility for the event's planning and execution. The MU was notified that exceptions of this nature would not be allowed in the future.

Director. Bernie reported the Board will receive summer/fall reports of the planned-for and actual accomplishments of CMU objectives for each project. The reports will be completed by the end of January.

MU Organizational Development. Mark Allen has organized staff and organizational development workshops for the MU. The 3-day series is scheduled for January 17-19. The governance workshop, January 19, will be by invitation. It is not a required meeting.

ANNOUNCEMENTS

House & Finance will meet January 14, 12:15-1:00, Room 346.

Special Board Meeting, January 14, 4:00-7:00 pm, Room 320.

(To include UBOG, Council and Administration. Photos will be taken for display.)

MU Governance, January 19, 9:00-5:00, Room 320 CMU.

RSVP to Vi, 3-2555, for Special Board meeting and MU Governance meeting.

The meeting adjourned at 1:00.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

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Board of Governors

2 January 1985

TO: Fellow Governors

FR: Scott

RE: Winter Quarter Committee Meetings

Please note the meeting times set for the current quarter.

All Board meetings remain the same --

House & Finance: Mondays 12:15 - 1:00
14, 28 January
11, 25 February
11, 25 March

Program Council: Mondays 3:15 - 4:00
7, 14, 21, 28 January
4, 11, 18, 25 February
4, 11 March

Since you've kept Mondays open, we've scheduled House & Finance Committee meetings to take advantage of this. I hope to see more of you in attendance.

See you Monday the 7th.

UNIVERSITY OF MINNESOTA

Minnesota Union Coordinating Board
107 Temporary North of Appleby
122 Pleasant Street S.E.
Minneapolis, Minnesota 55455

September 18, 1984

TO: Minnesota Union Coordinating Board

FR: Mark Sova, Chair, Summer Task Force

RE: Final Report

The Summer Task Force has been charged to meet over the summer for the purpose of clarifying the issues and presenting proposals in three general areas. The charges are as follows:

- 1) Define the roles and responsibilities of individual Board and committee members based on a Minnesota Union "Volunteer Development" definition.
- 2) Define the relationship between Governance and Management.
- 3) Define the relationships between Union Organizations & Entities.

We have made progress in each of the three areas. Our findings and proposals on the first two charges have been presented to the Board for tentative direction and approval, and our third charge will be worked on during the year in the Executive Committee. The proposed directions of the Minnesota Union arising out of the Summer Task Force's work are not policy, rather they are recommendations in light of approval by the Board functioning as a Committee of the Whole during the June 26th 1984 and August 22nd 1984 meetings.

Charge 1 "Volunteer Development"

In researching a Minnesota Union perspective on the purpose and obligations of volunteers, both individually and organizationally, we derived the following principles:

- 1) The primary responsibility of volunteers is service.
- 2) Student volunteers are necessary within the Governance Area.
- 3) The Minnesota Union most effectively achieves its mission and purpose with volunteers working in the Activities Area.
- 4) A premeditated "Volunteer Development" project is consistent with Minnesota Union mission and purposes.

Minnesota Union Coordinating Board
September 18, 1984
page 2

From these principles two models were constructed: the Volunteer Emphasis and the Organizational Emphasis. Each model represents an extreme viewpoint that creates a Minnesota Union structure either emphasizing the development of volunteers within the Union or emphasizing the needs of organization. Neither emphasis is exclusive of each other, both are necessary within the Minnesota Union, however, each model demonstrates differences within the framework of the organization depending on whether the needs of the volunteer or the needs of the organization are primary.

Attached are the two models. In the June 26, 1984 Summer meeting, the Board acting as a Committee of the Whole gave tentative approval to the Organizational Emphasis model of which we made conciliatory revisions. From this emphasis we constructed job descriptions of MUCB, committee chairs, and members. A final Minnesota Union policy on "Volunteer Development" awaits approval by the full Board and the subsequent development of plans and objectives by management consistent with the model chosen.

Charge 2 Governance Versus Management

The issues surrounding the second charge seem to result from lack of clarity in the separation of power and responsibilities between Governance and Management. Complicating the issue is the presence of volunteers who function as either governors, managers, or both. Principles within the Union that guided our work are as follows:

- 1) Student volunteers bear the primary responsibility for policy.
- 2) Management is responsible for policy implementation.
- 3) Project teams are under management.
- 4) Clarification of these operational procedures apply only to MUCB, its standing committees, and the MU Director's office.

In discussion of this topic, we again decided to propose two models; one on each extreme of the continuum of work required to develop proposals for MUCB approval. The Board acting as a Committee of the Whole on August 22, 1984, gave tentative approval to a "Board of Directors" approach. By incorporating the Board's comments and further investigating the issues, we reached a more accurate and coherent assessment of the problem. Attached is a "Minnesota Union Policy Development Model" in which requests for proposals or policy recommendations are either sent to committee for volunteer participation, or to management. Pursuant to this clarification are needed guidelines for policy development assignments or work load limits.

Charge 3 Relations Between Union Entities

This charge requests definition and documentation of the relationship between the different governance and management groups within the Minnesota Union. Contingent upon this charge is Board approval and direction of the first two charges. We have been looking at the problems with our current structure, alternative structures, and means by which to best facilitate our Minnesota Union mission and purposes. Work will continue to be done in Executive Committee, however at present, please refer to the attached September 12, 1984 Memo from Carl Nelson regarding "Flow Chart of Policy-making, Implementation, and Accountability."

Paramount to operating successfully is observance of the constitutional separation of power between the MUCB and the constituent unions/center. We propose the following guidelines:

Minnesota Union Coordinating Board - Responsible for overall Minnesota Union Policy and Projects in order to achieve coordination of services and uniformity of policy for the common good of Minnesota Union members.

Constituent Unions/Center - Responsible for operational policies necessary to guide management, pertaining to the running of the union/center, and which coordinates with MUCB policy.

The MUCB is charged with setting overall policy and approving projects. Implementation of policy and the overseeing of projects is then charged to the Minnesota Union Director and the constituent union/center Directors under him. A hierarchical flow of authority and accountability is requested from each union/center beyond this point. Policy development, implementation, and accountability within the Governance will flow from MUCB to Executive Committee to each constituent Board. Policy development, implementation, and accountability within all other areas or as directed by the Board, will flow from MUCB to Executive Committee to the Minnesota Union Director and to each constituent union/center Director under him.

Epilogue:

The progress of the Summer Task Force has been both personally exciting and organizationally invigorating. I wish to thank each of the many members who have come when available over the summer and the few who diligently hammered out models, clarifications, and definitions every meeting. We discussed the three martini model, the good or evil nature of humans, and tried to visualize painting a new Minnesota Union picture, as well as discovering useful information about the organization. I hope this report and the further clarifications that follow will be instructive in orienting new members and helpful in guiding the Minnesota Union through a successful year.

MINNESOTA UNION - Volunteer Emphasis

Primary Goal: An organization whose primary goal is to provide development opportunities for volunteers participating in providing MU's activities, services, and facilities to the fee-paying student and the University community.

Objectives: Develop/maintain a governance system that is responsible for creating a learning environment through MU policy-making and direction setting.

Develop/maintain a management system that is responsible for offering an environment that teaches leadership, management, programming and personal development skills.

Develop/maintain a structure which includes volunteers and is responsible for creating a learning environment.

Develop/maintain leadership opportunities and personal development for all volunteers.

Assumptions:

- 1) We should offer development opportunities to all volunteers at all levels.
- 2) Volunteers' priority should be personal development in order to better serve the University community through stewardship of MU's mission, goals, and purposes.
- 3) Job descriptions will help the volunteer choose the role which best meets their needs and development objectives.

Implications:

- Open recruitment
- Volunteer development may be required or at least a responsibility of staff work
- Tailored job descriptions
- Extra development programs will be offered to volunteers whose experience's do not provide the desired development opportunities

MLS:pw
6/26/84
2nd Version

MINNESOTA UNION - Organization Empahsis

Primary Goal: An organization whose primary goal is to deliver services, facilities, and activities to the fee-paying student and the University community.

Objectives: Develop/maintain a governance system that is responsible for setting direction and policy within MU.

Develop/maintain a management system that is responsible for administering MU's activities, services, and facilities.

Develop/maintain a structure that will include volunteers.

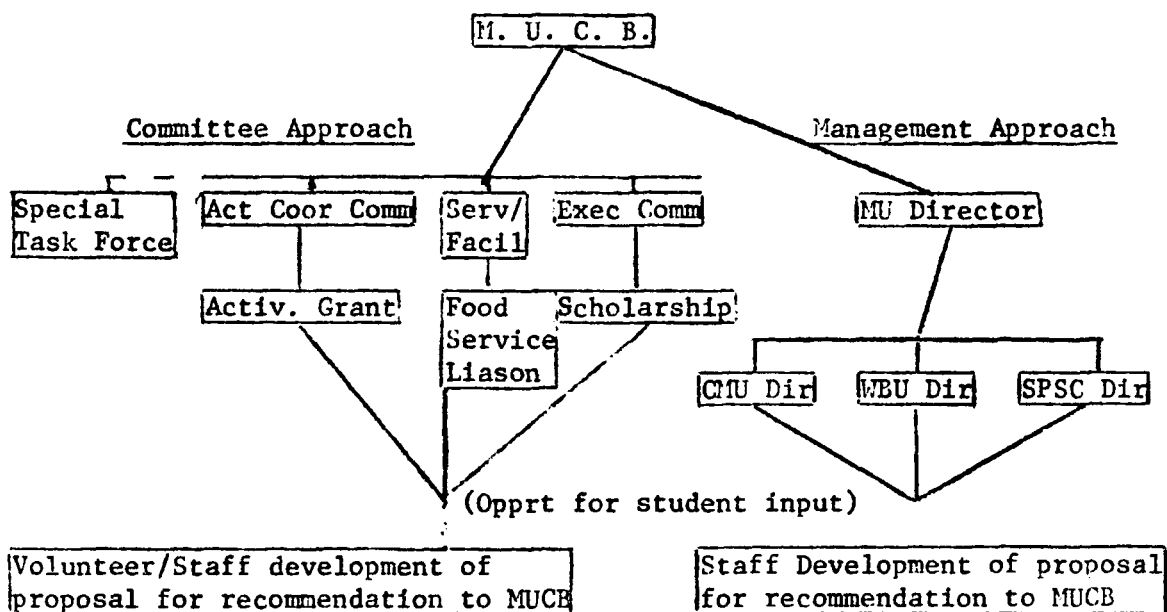
Develop/maintain a volunteer structure that recruits students/volunteers to meet the needs of the organization by filling various levels of defined positions, each requiring respective and applicable level of skills.

Develop/maintain volunteer development opportunities that will enhance the volunteer's effectiveness at their particular role and would provide for personal development if desired.

- Assumptions:**
- 1) Volunteers should be already competent or show signs of commitment to organizational goals and ability to learn.
 - 2) Volunteers should be committed to service to others (fee-paying student and the University community) through stewardship of MU's mission, goals, and purposes.
 - 3) Job descriptions and respective recruitment will select the best volunteer to meet the needs of the organization.

- Implications:**
- o Selective recruitment
 - o Volunteer development for Union positions will be required if necessary
 - o Specific job descriptions
 - o Staff will be required to provide development support if necessary

MINNESOTA UNION POLICY DEVELOPMENT MODEL



- A. MUCB will operate as a Board of Directors, setting general policy direction and choosing between fully developed proposals.
- B. MUCB may process business through:
1. Action by a motion on the table
 2. Requesting a recommendation from committee
 3. Requesting a recommendation from management
 4. Requesting a recommendation from a special task force
- C. MUCB may refer policy development to:
1. Committee - Volunteer/Staff team develop proposal in a highly participatory approach.
 2. Management - MU Director delegates proposal development to staff.
 3. Task Force - Volunteers develop proposal/recommendation on special task force topic.
- D. MUCB may take staff action on a proposal/recommendation by:
1. Referring management proposal/recommendation to committee for review
 2. Referring committee proposal/recommendation back to committee
 3. Action by a motion on the floor

- IMPLICATIONS:
1. All business requiring MUCB action needs to be fully developed
 2. Board members must be timely and thoroughly informed.

Minnesota Union
107 Temporary North of Appleby
122 Pleasant Street S.E.
Minneapolis, Minnesota 55455
(612) 376-1685

September 12, 1984

TO: Mark Sova

FR: Carl Nelson

RE: Flow Chart of Policy-making, Implementation, and Accountability

I haven't yet created a graphic depiction of these matters along the line we discussed Monday. I will have something designed by next week.

For today I thought it might be useful to reflect it in a narrative outline form.

I. Policy-making

A. Proposal Development

1. Governance

- a. Normally a committee would be assigned responsibility to develop.
- b. In special situations a task force might be created.
- c. There may be occasions when constituent unions develop proposals.

2. Management

- a. Developed by staff (volunteer or paid)
- b. Recommended by directors

B. Communication

1. To constituent unions for information, if proposal is to MUCB.
2. To Board prior to meeting for discussion.
3. May be referred to committee for in-depth review if proposed by management.
4. Ideally, action at second board meeting.

C. Action

1. Overall policies by MUCB.
 - a. Goals and general objectives.
 - b. Membership privileges, benefits, conditions.
 - c. Resource allocations.
2. Operational policies by constituent union boards.

D. Notification of action

1. MUCB chairs to Constituent Chairs.
2. Constituent Chairs to MUCB Executive Committee.

II. Implementation

- A. If a general policy set by MUCB, operations policy is then set by Constituent boards.
- B. Director is responsible to implement program to meet overall policy within guidelines of operational policy.
- C. Programs developed and delivered by staff (volunteers and Paid).

III. Accountability

- A. Director is accountable to Board for implementation results.
- B. Accountability is insured through reports of results related to policy content.
- C. MUCB receives general information related to overall policy.
- D. Constituent boards receive same information with emphasis on local results plus information related to operational policies.



MINNESOTA UNION

THE MINNESOTA UNION COORDINATING BOARD

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

October 29, 1984

TO: MUCB and Standing Committees and Constiuent Union/Center Boards

FROM: Mark Sova

RE: Further Operational Principles and Processes

The Operational Processes memo of October 3, 1984 outlined several principles and processes for the efficient and successful operation of our Minnesota Union governance systems. Within that document was outlined the Constitutional separation of authority between the MUCB and the constituent Boards. These are guidelines and the following is an excerpt out of the MU Constitution :

It shall be the exclusive responsibility of the MUCB to determine questions regarding the applicability of policy on behalf of the Minnesota Union, subject to the normal appeal ~~processes~~ processes culminating with the President and the Board of Regents.

The subject of constituent Unions/center input in MUCB decisions needs greater clarification. I suggest the following principles and guidelines:

PRINCIPLES

- 1) Constituent union/center input is needed and encouraged.
- 2) Business must be placed on the table allowing constituents sufficient time to reflect, deliberate, and inform their delegates before a MUCB vote.
- 3) Constituents' deliberations over MUCB business should be done in a timely manner to facilitate MUCB decision making.
- 4) Constituents' deliberations over MUCB business should be done for the purpose of informing MUCB and Standing Committee delegates as to their consensus and recommendation.
- 5) The MUCB decision making process should remain as open and flexible as possible with regard to constituents' input unless unalterable deadlines require members to make decisions on the basis of new information and on their constituent's consciousnesses.
- 6) The MuCB chair is responsible for contacting Governance Chairs and the MU Director is responsible for contacting Directors regarding timelines for information processing.

coffman

Board of Governors

14 January 1985

Coffman Memorial Union Meeting
320 Coffman

Agenda

- I. Call to Order

- II. Welcome & Introductions

- III. The State of the Union

- IV. Winter and Spring Quarter Planning

- V. Adjournment


- VI. Refreshments -- 315 Coffman

coffman

Board of Governors

14 January 1985

TO: Fellow Governors

FR: Scott 

RE: Standing Committee Assignments

The status of the standing committees is as follows:

Coffman House & Finance:

Chair - David (373-2555)
Ex officio - Scott
Director - Rufus
Open - as many governors as interested

Minnesota Union - Scholarship

Chair - Carl Nelson (376-1685)
Minneapolis Faculty -
Coffman Student -
St. Paul Faculty - Don Breneman
St. Paul Student -
West Bank Student -

Minnesota Union Food Service Liaison:

Chair, WBU Student Rep. - Bryce Whitwam (373-5058)
CMU Student Rep. -
CMU Food Service Rep. - Leslie Bowman
CMU Director - Rufus Simmons
SPSC Student Rep. -
SPSC Food Service Rep -
SPSC Director - Charles Rausch
WBU Food Service Rep. -
WBU Director - Ron Krumm
University Food Service Director - Robert Ledder
MU Director - Carl Nelson

For more information, please contact the respective chair or me.

Please be prepared to volunteer for one of these and/or a task force at the 21 January meeting.

Thanks.

collman

Board of Governors

21 January 1985

AGENDA

I. Call to Order

II. Approval of Minutes

III. Unfinished Business

Governance Objectives Status

IV. New Business

Standing Committee Assignments

V. Reports

Director

H&F

Program Council

Chair

Constituency

VI. Announcements

Meetings: H&F - 28 January, 12:00-1:00
Program Council - 21/28 Jan, 3:15 pm
Board - 4/18 February, 12:15-1:00

SC

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting January 21, 1985

Present:	George Bates CUPC	Tim Walker GS
	David Kuball Vice Chair	Peter Zeller IT
	Leslie Bowman Fd Service	Barry Bridges UBOG Alumni
	Ken Martin MN Alumni	Andrea Chenault CUPC
	John Barich Ed	Scott Chesney Chair
	Bernie Molitor, Program	Elizabeth Andersen Operations
Absent:	Mary Hastings Faculty (exc)	William Mason CLA
	David Naj CS-student (exc)	Paul Pazandak CHIP
	Shelly Udstrand GC (exc)	Don Straub MSA
	Ann Pflaum CC	

Guests: Jim Elert Public Relations Rep

The meeting was called to order at 12:16 by Chair Scott Chesney. A quorum was present.

The minutes of January 7 were approved as read.

UNFINISHED BUSINESS

Three of this year's Board objectives will be addressed by Task Forces that will need to be filled by Board members.

Objective # 2: Develop a membership to fill vacancies:

- recruitment to fill vacancies;
- ongoing orientation to familiarize new and refresh old members with CMU goals and processes;
- transition of Board leadership and subsequent development of member/administrator partnership;
- membership evaluation to assess whether personal expectations are being met;
- leadership development to ensure a well run governance system as well as to provide opportunities for members to learn; and
- recognition to thank members for their contributions.

Objective #2 will be addressed by a Task Force headed by David Kuball.

Objective #5: Define multiculturalism and develop a plan to improve upon and obtain results indicative of embracing multiculturalism, the first step of which is to educate board members, the second to actively address multiculturalism through specific project objectives.

Objective #5 will be addressed by Andrea Chenault, June Jin and others.

Objective #6: Provide impetus and direction for the development of a unified CMU Public Relations program that includes educating the University Community on the goals of the Union, encouraging University Community ownership of the Union (in part through ongoing community research), and through promoting hospitality.

Objective #6 will be addressed by Scott Chesney, Glen Lindgren and Jim Elert.

Board members interested in working with any of these Task Forces should contact Scott Chesney, Andrea Chenault or David Kuball, as appropriate.

Appointments will be made before next Board of Governors meeting.

NEW BUSINESS

House and Finance Committee is in need of additional members. See David Kuball. Meeting time is 12 noon, not 12:15 pm. Appointments will be made before next Board of Governors meeting.

MU Scholarship Committee needs a Minneapolis Campus faculty rep and a CMU student rep. The Food Service Liaison Committee is in need of a CMU student. Committee reps can be from CUPC or UBOG. Call Carl Nelson's office if interested. Please respond by end of the week.

Question raised about status of Food Services Committee. Rufus reported Mark Sova and Bob Ledder working on Good Neighbor Agreement together without heavy committee involvement at this time.

REPORTS

Director. Rufus told Board of secretary Vi Justice's broken wrist. Condolences! Summer and fall quarterly reports may be slowed somewhat, but should be out by first of February.

MBO objectives currently being collected and reviewed by Bernie Molitor and Elizabeth Andersen.

Rufus reported on excellent Team Building workshops that would be of benefit to "any task-oriented group." Board members will have a chance to attend this workshop in near future.

MU budget planning. Guidelines will arrive from Carl shortly. Board members should begin to get through PPBS, and review quarterly reports as soon as they are received.

Rufus will meet with Campus Club representatives this week to reinstate cost-sharing agreement.

Bernie endorsed the Team Building workshop as being "good, practical and useful."

UBOG Minutes

January 21, 1985

Page 3

Liz related an incident over the past weekend in which running water from a third floor kitchen area seeped into the Accounting Office and caused damage to tile, insulation and a computer. Damage could reach \$2,000.

House & Finance. David reported H&F minutes will begin coming out three weeks after each meeting. Info sharing: SPSC is looking to remodel their north terrace and cover over south terrace with glass. WBU is negotiating with Office of VP Finance to create a Computer Center in Anderson Hall, 130 Skyway.

Barry Bridges noted that the top of Parking Ramp B behind CMU will be used as heliport by University Hospitals until completion of unit J.

Program Council. Andrea Chenault reported that winter quarter programs are in full swing and looking good.

Chair.

- Quarterly reports will be delayed slightly.
- Summer and fall suggestion cards will be reviewed by H&F.
- Exec Committee will study quarterly reports and create system for Board to process them efficiently.
- MUCB meeting Tuesday, January 22, 3:30 pm, at CMU, followed by ACU-I Fall Conference de-briefing meeting.
- Public Relations Task Force report goes before MUCB for approval at January 22 meeting.

Constituency Reports. Chair reported he would have this as continuing item on Board agenda. Members should be prepared to make constituency reports at future meetings. Paul Pazandak has been working on a survey of Health Sciences students.

ANNOUNCEMENTS

George Bates announced first intramural match (tonight) of MU volleyball team. He also reported on CUPC Issues & Ideas' Community Issues Series and Third World Series and cited committee member Steve Ballenger for his great work.

The meeting adjourned at 12:50 pm.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Jim Elert
Acting Secretary

House & Finance Committee Meeting Minutes
Monday, January 14, 1985; 12:00 noon

Present: Dave Kuball, Peter Zeller, Scott Chesney, Andrea Chenault, Rufus Simmons,
Elizabeth Andersen, David Naj, Gary Bridges, Denise Anderson

I. Issues to be sent to Services & Facilities and MUCB

Dave stated his understanding that any major changes H & F proposes will first go through Services & Facilities and then to MUCB. It was Dave's impression that the people on Services & Facilities Committee of MUCB feel this is a good process to follow. Rufus expressed concern that there be a consensus on the procedure in both H & F and Services & Facilities. Scott said his impression at Services & Facilities meetings was that this would be more for information sharing than for deliberation. Then when the Board acts, it is a formal item.

Referring to this issue on working objectives, Rufus cautioned that MUCB should only be dealing with policy issues, not working objectives or procedure-related issues. The issues appropriate for Services & Facilities should be more clearly defined in order to insure this.

Scott noted two items which should be coming before Services & Facilities soon:

1. PR Task Force - in order to comment on the proposal.
2. MU Audit - Scott wasn't sure if this needs to be brought before the committee.

Rufus said one possible expansion project would be of establishing a Photocopy Service. At this time, however, we are looking into another option.

In response to a question from Dave, Rufus said that Concessions managers have done what is necessary to establish an expanded check cashing service.

II. Budget Cycle/PPBS - Changes & Modifications

Rufus said once the Quarterly Reports are pulled together by Mark Allen and Carl Nelson, there will be an invitation to those interested in input to MU goals to have a say in changes/new directions for MU goals. Changes will be reviewed through the governance structure. A single format will be set up to give to all project managers for ease of comparison. H & F will need to look at what is necessary for review. Last year we did not look at individual budget items. We do not project to look at individual items this year either because this is not an appropriate use of H & F time. We will only review the appropriate line-up for goals/outcomes. Rufus will bring the timeline for this task to the next H & F meeting. Summer and Fall Quarter reports for CMU will probably be available for review in late January.

Gary asked if projects are given an assigned amount of money such that the project must fit the budget. Rufus stated that, based upon the Quarterly Reports, we will get an idea of what needs to be altered. We will have some internal reallocations to make. H & F may be more involved in shifting of resources although if all projects are meeting their objectives with the resources available to them, the Committee will not have much to decide. Rufus will bring any changes of allocation which have passed administrative screening to H & F for consideration.

Discussion took place clarifying the proper channels of communication through which project change requests must pass.

Scott summarized that H & F will concentrate on ensuring that objectives to meet goals are being met by CMU projects.

Rufus, referring to past discussion on the Wallace Report and other task force reports, stated we need to decide how we wish to apply such reports as this to our own operations. Dave suggested that individuals bring up points from such reports as they apply to us. Scott suggested that we be careful to take reports such as the Wallace Report in the context of tools, not directives.

III. Information Sharing

- St. Paul Student Center is looking into remodeling their terraces. They are proposing to put a new terrace next to the cafeteria and closing the old terrace by the street.
- West Bank Union is looking at having a computer center. This facility would be started in cooperation with the University Computer Center. West Bank Union would manage the space. Proposed site is 130 Anderson Hall.
- Dave asked if H & F minutes should be approved by the Committee before being sent to UBOG. It was agreed that minutes will be brought to the next H & F meeting for approval. From there the minutes will be given to Vi Justice for distribution to UBOG.

RS - D. M. Anderson *DMK*

House & Finance Committee Meeting Minutes
Monday, January 28, 1985 12:00pm

Present: Dave Kuball, Rufus Simmons, Scott Chesney, Andrea Chenault, Liz Andersen, Ken Martin, John Earich, Peter Zeller, Denise Anderson

I. Approval of Minutes

Corrections: On page 1, correct Gary Bridges to read Barry Bridges.

On page 2, Information Sharing, St. Paul Student Center is proposing to enclose their existing terrace, not close it.

Minutes approved as corrected.

II. Review of Services & Facilities Action

David shared that Services & Facilities Committee will be acting on "Undecided Funds", including Coffman's project requests concerning Ventilation, the Curtain Wall, and Air Conditioning. These CMU projects have been approved by CMU. Once St. Paul Student Center can send their recommendations on the North and South Terrace proposal, all requests should have been received for consideration by Services & Facilities. St. Paul Student Center should be dealing with the Terrace request this Thursday.

III. Review Procedures for Action

Rufus stated that the issue of how items are processed within the Union has been confusing. To identify the proper process for bringing items to MUCB, Carl Nelson has written a memo which states that all items of business will flow through the Executive Committee. In Executive Committee a timeline will be set for due process and the item will be referred to the constituent unions as applicable. This is essentially a new procedure in that it is the first time the process has been clearly defined for all three unions. Carl can bring process-related items from constituent unions to MUCB for information only; policy changes/implications should go through UBOG to MUCB. The lines of communication for information sharing are basically unchanged.

Flow Chart for Policy-Related Items of Action:

H & F → UBOG → CMU Rep. (Scott C.) → MUCB Exec. Comm. →
MUCB → Constituent Unions.

IV. Budgeting Cycle

Quarterly Reports should be ready for the next H&F meeting. We will then be able to begin review for CMU Budget Planning. Dave gave an assignment for the next meeting: to become familiar with the services and the facilities provided in Coffman, as well as the guidelines and goals for those areas. Rufus has an abstract of the "Task Force on the Student Experience and International Character of the University - Guidelines for Minnesota Union". He will have copies made and sent to H&F Committee members. Scott mentioned that a Fees Request summary should have been sent out from the MN Union office. He will check on getting copies sent to H&F members. Rufus questioned the importance of Fees Request specifics in relation to H&F functions. He defined the Fees Request as basically the requests for changes to the current budget. He feels that this information for all of MN Union is superfluous to our needs. The ultimate task of balancing the budget will be done by

the MN Union Director. Dave expressed an interest in our overall standing.

Rufus shared information that the Budgeting Cycle has been outlined by Carl Nelson. H&F members will receive more information explaining the process, but the four major items are:

1. Goals and Objectives
2. General Guidelines within which to Work
3. Statement of general information for the Budgeting Cycle
4. Each Board of Governors will receive a Balanced Budget.

Next week, the Quarterly Reports, including CMU's response to the Working Objectives in the Budget will be available.

Within the next two weeks, a copy of the MN Union Summer and Fall Quarterly Report should be received from Carl Nelson and Mark Allen.

Comments on the Quarterly Reports will be distributed by the Directors. A meeting will then be set in which staff and student volunteers will be able to provide input on goals and how those goals should be met.

All of this information will be used by H&F to contribute ideas and suggestions to help Project Managers plan for the next fiscal year.

Rufus expects feedback to be given to the various groups around March 23, 1985. Project Managers may propose any changes in goals or guidelines up to that time.

The balanced budget will be complete by April 1, 1985.

Rufus assumes that we will not find much variance in Operations at this time. Liz asked if H&F will have an opportunity to offer suggestions or changes for projects after the project leaders have made their alterations. Rufus said that H&F will ask the questions: "Can we meet the goals of the Union based on these working objectives? and What should be given additional priority?" The Directors' guidelines will be based on the results of these questions and suggestions.

Scott asked what will happen if the Fees Committee does not give us our request. Rufus replied the Directors would then go through the budget items and, using the priority system set last year, would make cuts as necessary.

Scott mentioned that he has a full copy of the MU Fees Request if anyone wants to look at it.

Discussion was held on the merits of knowing what the bottom-line requests for other MN Union areas as well as one's own area.

V. Other Business and Reports

None.

Meeting Adjourned.

Respectfully Submitted,



Denise Anderson

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Board of Governors

4 February 1985

Agenda

- I. Call to Order

- II. Approval of Minutes

- III. Unfinished Business
 - Committee Assignments
 - Task Force Assignments

- IV. New Business
 - "Good Neighbor" Agreement

- V. Reports
 - Director
 - House and Finance
 - Program Council

- VI. Announcements

- VII. Adjournment

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting February 4, 1985

Present: Scott Chesney Chair
Andrea Chenault CUPC
Henry Huepel CLA
Peter Zeller IT
Barry Bridges UBOG Alumni
Mary Hastings Faculty
Bernie Molitor CMU

David Kuball V Chair
George Bates CUPC
John Barich Ed
Ken Martin MN Alumni
David Naj CS-Student
Rufus Simmons CMU
Liz Andersen CMU

Absent: Ann Pflaum CC
Tim Walker GS
Leslie Bowman Fd Service (exc.)

Paul Pazandak CHIP
Don Straub MSA
Shelly Udstrand GC

Guests: Jerry Kertz, MUCB; Jim Elert, Public Relations Coord

The meeting was called to order by Chair Scott Chesney at 12:14 pm. A quorum was present.

Corrections to minutes of January 21:

- Rufus Simmons was present.
- Under unfinished Business, Objective 3: change develop a membership to fill vacancies to develop a membership that provides for:
- Under House & Finance Report: change 130 Skyway to 130 Anderson Hall.

The Chair introduced Hank Huebel, new Board member representing College of Liberal Arts.

UNFINISHED BUSINESS

Committee Assignments. The Chair noted that representation is still needed on the House & Finance Committee, Membership Task Force and Multiculturalism Task Force.

NEW BUSINESS

The "Good Neighbor Agreement" between the Minnesota Union and University Food Services was distributed. David Kuball stated that Mark Sova, Bryce Whitwam and Bob Ledder had been meeting and drafted the agreement. Further work will now take place within the Food Service Liaison Committee. The Board will be asked for input and action at a later date.

REPORTS

- Director.
- Coffman summer and fall quarterly reports will be available February 6 in Room 220.
 - Bernie Molitor and Liz Andersen are currently reviewing quarterly MBOs.

The Minnesota Union 1985-86 Planning and Budgeting Schedule was presented:

Feb. 6	Information Report
Feb. 11-19	Brainstorm Goals (General Guidelines)
Feb. 20	Brainstorm Reports & Strategy Models Distributed
Feb. 20-Mar. 1	Teams Develop Goals & Project Strategies
Mar. 4	Budget Forms Distributed
Mar. 4-Mar. 13	Constituent Union Projects Plan & Budget
Mar. 14	Directors Review Plans & Budgets
Mar. 18-Mar. 22	Teams Review Plans & Budgets
Mar. 25-Mar. 29	Budget Balancing & Staffing Allocations
Apr 1	Report Plans & Budgets to Boards

Program Council. An executive Committee was formed recently to perform a "clearing house" role for Council business. Members include Andrea Chenault, President; Julie Jonk, VP for Personnel; Glen Lindgren, VP for Public Relations; June Jin, Student Leadership Development; and George Bates, Elder Statesman and Coordinator for Issues & Ideas. Recruitment and placement is at a peak. Black Cultural program, and Galleries are in excellent shape and doing great programs.

ANNOUNCEMENTS

The rescheduled Team Building Workshop for governance people will be held Saturday, February 23. Call Mark Allen at 376-1685 with your RSVP or regrets.

Liz Andersen reported an act of vandalism over the past weekend in which graffiti was written on stairwell walls from the 6th to basement level.

Board photos are to be taken immediately after today's meeting.

The meeting adjourned at 12:50 pm.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Jim Elert
Acting Secretary

UNIVERSITY OF MINNESOTA

Minnesota Union and University Food Service

GOOD NEIGHBOR AGREEMENT

Purpose: The Minnesota Union and the University Food Service share a common mission to enhance campus life through creating a congenial environment and through providing hospitality in our common facilities. By working together towards our common mission, both Departments of the University will help the University attain its overall goal of becoming a "User Friendly Campus."

Minnesota Union objectives which are supported by food and/or beverage include:

- *Creating a sense of hospitality in our Union facilities & problems;
- *Encouraging a sense of community for the Union as an on-campus home;
- *Contributing to co-curricular activities and experiences aimed at enhancing the development of intellectual, emotional, and cultural growth and awareness;
- *Providing for the services, conveniences, and amenities that students, faculty, staff, and alumni need in daily campus life.

University Food Service objectives which are supported through co-sponsorship with the Minnesota Union include:

- *Contributing towards enhancing campus life and becoming a "User Friendly Campus";
- *Developing a closer understanding of Food Service needs on campus;
- *Sharing of development and risks in new Food Service ventures;
- *Creating and maintaining positive communication and working arrangements with other University organizations.

Agreement: The Minnesota Union and the University Food Service agree to work together for the fulfillment of the above objectives, to communicate regularly between organizations, to share our goals and objectives, and to, through the Minnesota Union Coordinating Board's Food Service Liaison committee, agree to consider, plan, and discuss all proposals for food related joint ventures using the attached "Good Neighbor" procedure as a guideline. These joint ventures shall be limited to enhancements of campus life over and above the level currently provided for in University Food Service's cash and catering operations.

We the undersigned on _____ do hereby witness the above agreement:

Associate VP for Student Affairs Assistant VP of Support Services

Director, Minnesota Union Director, University Food Services

Chair, Food Service Liason Comm. Chair, Minnesota Union Coord. Bd.

House & Finance Committee Meeting Minutes

Monday, February 11, 1985 12:00 N

Present: Scott Chesney, Peter Zeller, Dave Kuball, Andrea Chenault,
Ken Martin, Hank Heupel, Denise Anderson

I. Approval of the Minutes

Motion (Martin/Kuball) to approve minutes as read.

Carried.

II. Unfinished Business

A. Fees Request

Dave shared information from today's MN Daily on the status of the MN Union Fees Request.

III. New Business

A. Quarterly Reports

Scott gave an overview of the four major areas of CMU. The major responsibility for H&F will be Services and Facilities projects. After the committees get through the four major areas of CMU projects, the reports on these areas will be sent to UBOG Executive Committee. Breakdown of four areas into projects is listed on page one of the CMU Quarterly Report. These projects have been assigned for review as follows.

- | | | |
|------------------------------|---|----------------|
| 1. Rooms / Reservations | - | Dave and Hank |
| 2. Communications / Media | - | Dave and John |
| 3. Concessions / Information | - | Dave and John |
| 4. Post Office | - | Dave and Peter |
| 5. Music Listening | - | Hank and Peter |
| 6. Equipment Sales Rental | - | Hank and Ken |
| 7. SOAC / Duplication | - | Hank and Ken |
| 8. Housekeeping | - | John and Peter |
| 9. Maintenance | - | John and Ken |
| 10. Leases | - | Peter and Ken |

David instructed the Committee on how to use the Quarterly Report Worksheet, PPBS Guidelines and the Student Experience Task Force Abstract to review each project. If you have any questions as you're going through the projects, contact Dave, Scott, or Rufus. The team for each project review should be prepared to give an oral presentation at the next House & Finance meeting (two weeks from today).

B. MPIRG Proposal

Scott informed the Committee that MPIRG intends to propose the establishment of a recycling service in CMU. They would, according to Scott, basically like us to run the project for them. Their official proposal should hopefully be presented early this week. Andrea feels we should take a strong position toward establishing a recycling program.

IV. Meeting adjourned.

RS: Denise Anderson *Denise*

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Board of Governors

18 February

Agenda

- I. Call to Order
- II. Approval of Minutes
- III. Unfinished Business
 - Summer/Fall '84 Project Reports
 - Multiculturalism Task Force
 - Membership Plan Task Force
- IV. New Business
- V. Reports
 - Mark Allen Team Building Workshop
 - Chairman
 - Director
 - House & Finance
 - Program Council
 - Constituency
- VI. Announcements
- VII. Adjournment

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting February 18, 1985

Present: Scott Chesney Chair Dave Kuball Vice Chair
 Andrea Chenault CUPC Paul Pazandak CHIP
 Henry Heupel CLA John Barich Ed
 Tim Walker GS Ken Martin MN Alumni
 Barry Bridges UBOG Alumni David Naj CS Student
 Mary Hastings Faculty Leslie Bowman Fd Service
 Rufus Simmons CMU Bernie Molitor CMU
 Liz Andersen CMU

Absent: George Bates CUPC Shelly Udstrand GC
 Peter Zeller IT (exc) Don Straub MSA
 Ann Pflaum CC

Guests: Jim Elert, PR Rep; Mark Allen, MU; Vi Justice, Secy

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

The minutes of February 4 were approved as corrected: Tim Walker to be marked present; correct spelling of Henry Heupel.

UNFINISHED BUSINESS

Summer & Fall 84 Project Reports. Scott noted Board standing committees will review their area and bring report back to the Board; i.e., Administrative projects will be reviewed by XC committee, Service and Facilities by H&F, Activities by Program XC. Individual Board members should select projects that are of particular interest to them or their constituency and review in more detail. Rufus noted there is a concern that the process is uniform throughout MU in this first effort of responding to working objectives. He noted the brainstorming sessions held relative to the quarterly reports gave good insight to the reports. Board feedback/concerns about the projects should go to Rufus, Bernie and Liz. Feedback will impact on the projects. Scott suggested looking at the outcome of the project - to note any large differences in budget. This will be a continued agenda item at the next Board meeting.

Multiculturalism Task Force. Andrea reported the Task Force is meeting Wednesdays at 12:15. The TF is making good progress in defining goals and objectives.

Membership Plan Task Force. David will be setting up a meeting timeline. The TF will review last year's methods and see how they might be improved.

NEW BUSINESS - none

REPORTS

Team Building Workshop. Mark Allen noted the workshop is designed to introduce concepts on how to make the best use of work and committee time to accomplish tasks. Rufus noted it is a good opportunity to meet people from other unions and an opportunity to learn process and to learn about yourself. The workshop is scheduled for February 23, 9:30 a.m. - 5:00 p.m. in 307 CMU. RSVP to Mark Allen at the Minnesota Union.

Chair. Scott reported the agenda for the remainder of the year would include project reports, task force reports, budget. Recruitment for next year will begin immediately. Board members were asked to consider returning or suggest a replacement if they know of someone interested. Elections are tentatively set for May 20.

Director. The MU directors are determining guidelines for staff to bring forth 1985-87 budget. The MU will not receive all the resources wanted. Areas will be examined for cost reduction. Administrative and Housekeeping costs at CMU will be reduced through reduction of personnel, accomplished through attrition when possible. Budget guidelines will be given to project managers this Wednesday.

House & Finance. David reported MU Services & Facilities Committee recommended repair/renovation of air doors and ventilation system to MUCB. H&F is involved in reviewing Service & Facilities projects of quarterly report. David found reviewing the report a good way to learn more about the services available at the Union.

Program Council. Andrea reported the P.C. Exec Committee divided the activities reports for review. A Leadership Workshop emphasizing leadership transition will take place the end of winter quarter. Skill strengthening workshops are being planned.

Constituency. Leslie Bowman reported Food Service will meet tomorrow to discuss remodeling scheduled for 1985.

ANNOUNCEMENTS

ACU-I Recreation Tournament. Ken Martin reported Minnesota did well at the tournament held at Iowa State. Bowling - Men's Team placed 1st; Individual Men placed 1st, 2nd and 3rd; Women's Team placed 3rd; Individual Women placed 2nd. Table Tennis - Men's Single, 1st. Chess - Team, 2nd; Individual Men, 2nd. Backgammon - 3rd. Carleton College won the College Bowl.

Question was asked if Alumni had established a "living room" facility on campus. Ken noted there was no information available at this time.

MU project reports were distributed.

H&F will meet Monday, February 25 at noon.

UBOG will meet March 4 at noon.

The meeting adjourned at 12:58.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

February 12, 1985

TO: Governors

FROM: Mark Allen

RE: Team Building Workshop

Why should I go to a Team Building workshop?, you ask.

Why indeed! Well let me ask you in response, are you an effective team? Are you a good team member? Do you ever feel like you're spending alot of wasted time on agenda items that are insignificant? Do you get annoyed at other governors and not know why or what to do about it?

Well, if you answered yes or no (depending on the question) to any of the questions, then the Team Building workshop is for you.

Just listen to what some of the graduates of the Tom Wendorf Team Building Workshop have said:

"Very well presented and organized..." -- Rufus Simmons

"It will help me to know when and how to organize meetings, write agendas and how to assign individuals or groups tasks." -- David Smith

"It was an excellent review of group management techniques which are directly applicable." -- Charles Rausch

"Hopefully, I will be able to conduct more successful, efficient meetings." -- Maggie Towle

"It will provide me with info to convince others that there is some benefit to group/committee efforts." -- Anna Shavers

No team is effective without communication, collaboration, practice and personal sacrifice. -- Me

Your participation is needed. The workshop will be on Saturday, February 23 beginning at 9:30 AM (until 5 PM) in 307 Coffman Union. Lunch will be provided.

Please RSVP by 4 PM, Thursday, February 21 in the Student Activities office, 107 TNA, 376-1685. If you have any questions, ask for me at the same number.

Thanks.

cc: Bud Grant
Lou Holtz

HOUSE AND FINANCE COMMITTEE MEETING MINUTES
Monday, February 25, 1985

Present: Hank Huepel, David Kuball, Peter Zeller, Ken Martin, Rufus Simmons, Elizabeth Andersen, Denise Anderson

I. Minutes approved as read.

II. Quarterly Reports

Rooms/Reservations (David/Hank)

Dave didn't understand why Reservations only expends 5% on advertisement of facilities. Since room use is down, he asked why more advertising is not being done. He suggested an objective to inform student organizations and Univ. departments that we have rooms available to reserve.

Comm/Media (David/John)

David reported that Comm/Media seems to note mainly that they were able to hire good people. He thought the cost involved was fine for that. Dave asked if we have adequate equipment available to provide service for the desired increased conference load. If the objective is to handle more conferences/programs, then the equipment necessary to provide the services needed will have to be available. Dave suggested an objective that we acquire enough equipment to meet most convention/conference needs.

Concessions/Information/Post Office (David/John; David/Peter)

Dave interprets objective #1 as being very broad. He suggested that it should be modified to be more specific. Liz said that in previous years it referred to amenity-type needs. Rufus acknowledged we were not as focused as previous years in differentiating goals and objectives. Objective #1 is more like a goal. This particular objective was an attempt to allow for reshaping of merchandise services. Liz asked if next year's objectives will be more specific. Rufus said they will be geared more toward "outcomes" and what we need to do to achieve those outcomes. Next year all projects will be more specific to the level of service to be presented.

Dave mentioned that the report shows attendance and number of customers are down across the board. He would like to be certain this is not because the quality of our service is down. Liz mentioned that the information was gathered differently for Information Center. Their counts are down due to a more accurate census taking. Concessions is a valid concern.

Post Office - Peter asked who gets the money from selling parking coupons. Liz replied we do not make any money selling parking coupons. It is simply a service we provide. David asked how much service we can provide without a financial return. Rufus replied we essentially identify needs and provide those needs as well as we are able. Because of shrinking resources, we have for the most part run all of the fat out years ago. We're now needing to cut into the actual services provided. We will be working at unit-wide supervision of programs/services.

Dave observed that the Service Center provides many services which are otherwise available in few other locations. Rufus noted that the cost of the Service Center is small, especially since traffic attracted to

the building by these services also brings business to other areas of the building. Dave noted that it relieves pressure at the Bursar's Office, as well.

Music Listening (Hank/Peter)

Peter said the project appears to be doing fairly well. Hank noted that the only objective was to combine this area with Comm/Media - there were no other recommendations or objectives. Rufus informed the Committee that, in all likelihood, if we cannot provide the maintenance of this project by having Gallery Attendants run the operation, it may have to be eliminated. It is an unfortunate fact that if we were to charge a user fee to keep the project running, the service's use would probably decline drastically. Hank asked if Music Listening is a necessary or desired service. Liz informed the Committee that an average of 500 people use the service each week. Hank asked what the implications are if Music Listening cannot be combined with Comm/Media. Liz stated it isn't that Music Listening is not a desired or well-used service; it's just that it isn't as high a priority as are other services. Rufus stated that the Music Listening service will have to be eliminated if it can't be staffed by other means.

Ken asked what "grandfathered" employees are. Rufus replied they are students who have worked in a department the previous year and are kept on the staff in subsequent years whether on Work Study funds or not. The grandfathering system helps us maintain a more consistent, better trained student staff.

Peter asked when we will know if the Gallery Attendants will be able to maintain the Music Listening service. Rufus and Liz shared that if the Gallery can do this, the change would take effect at the beginning of next fiscal year.

Equipment Sales/Rental (Hank/Ken)

Ken pointed out that rentals were down drastically. He noted in particular that there were no cross country ski rentals in the entire month of December. He asked why this is so and were there some explanations as to why this should be. He also asked if item III, Income & Expense - Projected Income, is revenue. It was replied that it is. He then asked if there is a reason why, under budget income and expense, we figure more expense than income. Rufus stated that Administration will recommend that CMU discontinue equipment rental, consolidating it with St. Paul Outdoor Store. Reasons for bad rental sales are: weather has been unfavorable and rentals have been on a downward trend for some time. Ken noted that St. Paul has done considerable advertising while CMU has done very little. Rufus replied that we have done better this year in that respect. He stated that the equipment which we provide is actually better supplied at St. Paul than at CMU, partly due to better parking and bus service at St. Paul Student Center. Hank clarified that CMU will then no longer have an equipment rental service. Rufus confirmed this. Ken suggested for future consideration that advance arrangements for equipment rental be available through CMU. All agreed this is a good suggestion.

SOAC/Duplication (Hank/Ken)

Ken noted that office space for organizations appears to have remained steady. Rufus said that in the new configuration coming up, 6 to 8 new quad units should be made available. Dave acknowledged that new

office space had been actively pursued by student organizations, but noted that it now appears that those who wanted it don't anymore. Rufus noted that we haven't made public the fact that we are increasing our available office space yet. He acknowledged that we have had some no-shows for space rental. Rufus believes there is still a great demand for student organization office space on campus.

Peter asked if student organizations pay rent for their office space. They do.

Rufus noted that we will probably staff the SOAC area with student employees and that staffing hours will probably be reduced, perhaps such that the desk is staffed from 10a to 2p. Thus there will be a decrease in services provided to this area.

Housekeeping/Maintenance (Peter/John; John/Ken)

Peter brought up the Work Study problem. Rufus stated that the problem in Work Study percentage is due to the lack of sufficient work study applicants through the year, to some attrition due to overextension of current employees, and to grandfathering. Peter requested an explanation of the Work Study job posting recommendation. Rufus explained that the idea is to stabilize the problems encountered by relying on Work Study employees. It's an effort to not have to go without staffing just because no Work Study students are applying for the jobs. The problem with this recommendation is that if this was done, then there would be a large chance of a deficit at the end of the year due to higher student salaries. This year, due to more money being allocated to graduate student rather than undergraduate students, applicants for our jobs were very few. Dave stated that the only thing worse than the Work Study problem is having a dirty, ill-maintained building. Rufus replied the hard fact is that we will have to start dropping our expectations because the resources are not there. The ideal can no longer be reached. Ken said the main problem is that the students who use the building don't take pride in the place themselves. Rufus shared that we are attempting to address that problem. In the Gopher Court, signs will be put up requesting that patrons bus their own trash from the area. We also need to educate students to the fact that it is their own fees money spent in picking up the mess.

Dave asked if we are covered financially for vandalism and building problems. Liz replied that, fortunately, there was little cost for the water damage this winter. Regarding the vandalism, we were able to remove most of the magic marker from the walls and have had them repainted. Most of the cost of these repairs is covered within the cost of maintaining building space.

Currently, responsibility for maintaining Gopher Court is shared between Food Service and CMU. Rufus feels we need to renegotiate to take care of the area ourselves, cross-charging Food Service for the cost, because the tables do not get cleaned off in a timely manner. Ken suggested that we also consider a new table configuration so that traffic would move more smoothly and cleaning would be easier.

David asked when the Gopher Mound would be removed. Rufus replied it will be quite some time. Resources for this will be a while in coming.

Maintenance Items - Ken noted the projected decreases in items serviced and requests for service. He also questioned number IV clarification for objectives. Item IV is being looked at. Rufus said that it

won't be a major issue for the department. Rufus will check on the service monthly items. He doubted it would be a matter of decreasing maintenance for the sake of cutting costs.

Leases (Peter/Ken)

No problem.

Meeting adjourned.

Respectfully submitted,



Denise M. Anderson

da

collman

Board of Governors

11 March 1985

Agenda

- I. Call to Order
- II. Approval of Minutes
- III. Unfinished Business
 - Summer/ Fall 1984 Project Reports
- IV. New Business
- V. Reports
- VI. Announcements
- VII. Adjournment

COFFMAN MEMORIAL UNION

BOARD OF GOVERNORS

Meeting March 11, 1985

Present: Scott Chesney Chair
Andrea Chenault CUPC
Henry Heupel CLA
Tim Walker GS
Ken Martin MN Alumni
David Naj CS-Student
Rufus Simmons CMU

Dave Kuball V Chair
Paul Pazandak CHIP
John Barich Ed
Peter Zeller IT
Barry Bridges UBOG Alumni
Leslie Bowman Fd Service
Liz Andersen CMU

Absent: Shelly Udstrand GC
Mary Hastings Faculty (exc)
Bernie Molitor CMU (exc)

Don Straub MSA
Ann Pflaum CC

Guests: Jim Elert, CMU PR; George Bates, CUPC; Vi Justice, Secy

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

The minutes of February 18 were approved as read.

UNFINISHED BUSINESS

Summer/Fall Project Reports have been reviewed by House and Finance (Facilities), CUPC (Activities), and CMU administration. The reports were formatted to meet the needs of administration and distributed to the Board for information to give a broader understanding of the mission and goals of the various areas.

The House and Finance minutes of February 25, reviewing Service/Facility quarterly reports were distributed. A correction to the Post Office area was noted. The Union does get a return from selling parking coupons - 10% commission.

The Activity projects were reviewed by CUPC XC. It was noted the winter quarter report will be more useful as several new areas were just getting organized fall quarter. XC will make recommendations for spring quarter planning. Question was asked if the problem of too many highschoolers attending Whole weekend performances was being addressed. It was noted an UofM I.D. admittance will be initiated. The Minnesota statute states a person must be 18 or older or have written permission or be accompanied by a guardian to be at a public dance.

Administrative projects are being reviewed by the director. The appropriateness of the Board addressing the working objectives was questioned - what does the Board want in regard to the administrative project? It was noted the Board is responsible to evaluate the performance of the director.

The Governance project was reviewed by XC. How does the Board feel about the governance report. The Board needs to determine what is wanted in a winter quarter report. At the MU level it was decided to suspend the winter quarter report. Committee chairs along with advisors will meet with Carl to give committees and Carl the info needed. Emphasis on next year's reports will be a priority. CMU XC was charged to work with MU, MUCB and administration to develop a format for the quarterly report. The XC committee meeting is open to all Board members wishing to input.

NEW BUSINESS

MPIRG Proposal for 5-week pilot project to recycle Dailys was discussed. There is a problem with storage space for the barrels. MPIRG will advertise the project in the Daily, will monitor the project and report to the Board. They have done groundwork and are committed to the project. Would CMU costs be met through MPIRG/University accounting?

MOTION 85-11 (Martin-Naj) That the Board of Governors endorse the intent of MPIRG proposal providing administration can come up with the physical and financial means to carry it out.

Motion carried.

West Bank Union will expand their locker service to provide half-size lockers to the new music building.

REPORTS

Director. Project strategy plans are being reviewed. Annual budget information will be brought to Board at the next meeting.

CUPC. The Spring Fling will take place May 15.

Executive Committee. Next Board meeting will be April 1. This is an important budget meeting. XC would like to know which governors intend to return to their present positions next fall. XC would like to fill anticipated vacancies early for an extended orientation.

It was suggested the display used at UBOG open house in the commuter lounge last spring be set up on Union Day.

The meeting was adjourned at 1:10 pm.

Respectfully submitted,

Rufus L. Simmons

Coffman

Board of Governors

To: Fellow Governors
Fr: Scott *g*
Re: Tentative Agenda for Spring & Summer 1985

To give us a chance to do more effective planning for our remaining meeting dates I want to provide you with a tentative agenda for the rest of the year.

Items may shift around a bit depending on degree of task completion or other priorities.

- 11 March 85 (~~finals week~~)
 - Quarterly Reports Action
 - Planning/Budget Update
 - Governance Objectives for 1985-86

- 1 April 85 (spring qtr)
 - 1985-86 Plans & Budget
 - Membership Intent To Return To Coffman Board of Governors
 - Tasks Force Update

- 15 April 85
 - Plans/Budget Analysis
 - 1985-86 Governor Recruitment

- 29 April 85
 - Integration of Potential 1985-86 Governors as Co-Representatives
 - Plans/Budget Analysis
 - Officers Candidate Platform Due

- 13 May 85
 - Election of Officers for 1985-86 Board of Governors
 - Plans/Budget Action

- 20 May 85
 - Debriefing/Transition
 - Governance Evaluation

- 3 June 85
 - Planning for Summer
 - Strategy/Schedule

- 24 June
 - Summer Meeting
- 15 July
 - Summer Meeting
- 5 August
 - Summer Meeting
- 26 August
 - Summer Meeting
- 9 September
 - Summer Meeting

- 23 September 85
 - 1st Meeting, Fall Quarter 85

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Board of Governors

The Coffman Memorial Union Board of Governors was formed as a permanent organization consisting of student, staff, faculty and alumni representatives from contributing constituencies within the East Bank University Community.

The Governing Board is responsible for the formulation of immediate, as well as long-range, goals and objectives, the establishment of governing policies, the allocation of resources, and the evaluation of its performance through a structural democratic process.

In addition, the Board is responsible for the development of Union services, facilities, and programs in the interests of the students within the University Community as well as maintaining its profile within the community at a level that is consistent with maximum accountability and accessibility.

1984-85 Objectives

1. Define membership role and responsibility of staff, administration and students both in governance and in programming in respect to CMU and MU.
2. Develop a membership plan that provides for:
 - recruitment to fill vacancies;
 - ongoing orientation to familiarize new and refresh old members with CMU goals and processes;
 - transition of Board leadership and subsequent development of member/administrator partnership;
 - membership evaluation to assess whether personal expectations are being met;
 - leadership development to ensure a well run governance system as well as to provide opportunities for members to learn; and
 - recognition to thank members for their contributions.
3. Review and approve annual PPBS including evaluation of the process to continue improvement of the system.
4. Strengthen accountability by implementing a system to evaluate the progress of all CMU objectives on a quarterly basis.
5. Define multiculturalism and develop a plan to improve upon and obtain results indicative of embracing multiculturalism, the first step of which is to educate board members, the second to actively address multiculturalism through specific project objectives.
6. Provide impetus and direction for the development of a unified CMU Public Relations program that includes educating the University Community on the goals of the Union, encouraging University Community ownership of the Union (in part through ongoing community research), and through promoting hospitality.

collman

Board of Governors

1 April 1985

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Unfinished Business
- IV. New Business
 - Program Council - Issues & Ideas Coordinator
 - 1985-86 Budget
- V. Reports
 - Task Force - Multiculturalism
 - Membership Play
 - Recruitment - Governors intent to return
- VI. Announcements
 - ("Governors Roundtable" Meetings
- VII. Adjournment

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COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting April 1, 1985

Present: Andrea Chenault CUPC
Rufus Simmons CMU
Henry Heupel CLA
Ken Martin MN Alumni
Dave Kuball V-Chair
Paul Pazandak CHIP
Tim Walker GS
Barry Bridges UBOG Alumni
Bernie Molitor CMU

Absent: Scott Chesney Chair (exc.)
Shelly Udstrand GC
Don Straub MSA
Ann Pflaum CC
John Barich Ed
Peter Zeller IT
Leslie Bowman Fd Service (exc.)
Elizabeth Andersen CMU (exc.)

Guests: Glen Lindgren, CUPC; Steve Ballinger, CUPC; Carl Nelson, MU;
Mike Hughlett, Minnesota Daily; George Bates, CUPC; Vi Justice, Secy

The meeting was called to order at 12:10 by Vice-Chair Dave Kuball. A quorum was present.

The minutes of March 11 were approved as read.

UNFINISHED BUSINESS - none

NEW BUSINESS

Issues and Ideas Coordinator. Andrea introduced Steve Ballinger, recommended by CUPC as Coordinator for Issues and Ideas. Steve has been working with George Bates and has knowledge of the area.

MOTION 85-12 (CUPC-Bridges) To approve Steve Ballinger as Coordinator of I&I.

Motion carried.

Andrea thanked George Bates for his contribution to Issues and Ideas.

1985-86 Budget. The following documents were distributed: Synopsis MU 1985-86 Operations Plan and Synopsis MU 1985-86 Budget Proposal. Carl Nelson suggested reading the plans thru and then looking over the budgets. Suggested changes should go through the directors. The budget as presented is a balanced budget, accomplished thru changes in structure of some operations (i.e. not filling positions that will become vacant) and reduction of some hours of service where there has been low usage.

Some adjustments noted were consolidation of outdoor equipment at the Student Center. Permanent displays will be set up at CMU and West Bank to advertise the service at the Student Center. Marketing studies are planned for mini courses and craft programs. The West Bank custom framing service will be moved to the Coffman Artcraft Studio. Rec Sports may conduct classes in the Unions. The Unions will need to complete their review of the budget by May 1. Questions and changes should be given to Carl to share with each union. The Minnesota Union will act on the budget May 14.

West Bank Lockers. West Bank Union has approved the concept of expansion of locker rental to the Music Building. CMU and SPSC need to approve the concept.

MOTION 85-13 (Bridges-Martin) That Coffman Board of Governors endorse the concept of WBU expanding locker rental service to the new Music Building.

Motion passed.

REPORTS

Multiculturalism Task Force. Andrea reported the Task Force has been meeting at noon on Wednesdays in 220 Conference Room. It has been developing workshop activities to involve MU participation. A meeting day for spring quarter will be determined.

Membership Planning Task Force. Dave reported the Task Force will begin to develop a membership plan this quarter by analyzing what was done this year and what changes are desired.

Recruitment. Question was asked who planned to return to the Board next fall. Those planning to return: Ken Martin, Henry Heuple, Peter Zeller, Glen Lindgren, Barry Bridges, Dave Kuball (fall quarter). Those unable to return: Tim Walker and Paul Pazandak.

ANNOUNCEMENTS

House and Finance will hold meetings on alternate Mondays of Board meetings.

MPIRG dropped their recycling proposal because suitable storage space could not be found. It may be brought up at some future time.

Those wishing to play on MU co-rec Rec Sports softball team should sign up with George Bates by April 5.

"Governors Roundtable" meetings - who would be interested in attending? Andrea said she thought "Roundtable" meetings would be a fine idea, allowing more time for interaction and detail.

The meeting adjourned at 12:50 pm.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

Synopsis
Minnesota Union
1985-86 Operations
Plan

Plans for many of the operations are for maintenance of programs much as they have been. Where improvement of quality is intended, plans to change for improvement have been made. Changes in structure of some operations and reduction of some hours of service are proposed to retrench costs.

Outcomes expected from the union projects are:

- Understanding and appreciation of the arts.
- Increased understanding of self, others, and the world at large.
- Development of values that encourage knowledge and intellectual inquiry.
- Creation of an active learning environment.
- Mutually supportive community of people of diverse cultures.
- Development of creative use of leisure.
- Social ties among the diverse members of the University community.
- Support services to campus life, curricular and co-curricular.

Hours of service have been reduced for galleries, games room, art craft studio, concessions services, and student organization activities center staffing. The reductions in hours are not expected to reduce the amount of service or number of people served. The reductions limit the schedule within which members may get the services.

Structural changes have been planned as described in the General Strategies paper which follows.

The Boards may decide to consider different levels of service or different levels of performance from those proposed in the plans. If such consideration is desired, the directors will provide information requested and different budgets in line with the revised plans.

Minnesota Union Management
General Strategies for
1985-86 Planning and Budgeting

Problems

1985-86 planning and budgeting within Minnesota Union has been managed to address the following:

1. Continued commitment to all Minnesota Union goals.
2. Maintenance of the programs by which goals are achieved, Minnesota Union Activities and Services projects.
3. Improvements in quality of performance in projects where needed.
4. Changes in some programs to insure that expectations will be met.
5. Retrenchment of \$130,000; of which \$40,000 was assumed in the fee request approved by MUCB in May 1984, \$60,000 was required due to less than full funding of the request to the Fees Committee, and \$30,000 was needed to adjust planning assumption in response to actual operations experience.

Solutions/Strategies

The following general strategies in planning and budgeting have been used to address these considerations:

1. Project teams have explicated intended outcomes that will achieve the goals which are to be achieved through the project programs. They have also planned the general approach and scope of the project programming and tied that to the intended outcomes.
2. Structural changes in operations; most in specific projects, some in general operations; have been planned to improve quality of performance in some cases and to increase efficiency in other cases.
 - a. Level of staffing for Activities Consulting has been reduced and the staff assignments will be restructured by the Assistant Directors for maximum effectiveness and efficiency.
 - b. Literary Arts staff responsibilities are consolidated in West Bank Union.
 - c. Responsibilities for fitness programming, previously in mini-courses, will be transferred to the Office of Recreational Sports where higher quality levels can be assured.
 - d. Recreational Skills and Outings programs will be planned by an inter-union committee and implemented in constituent unions.
 - e. The art framing service developed by West Bank Union will be transferred to the Art Craft Studio in Coffman Memorial Union as one aspect of increased market development for the studio.
 - f. Socialization/Hospitality project will develop an association with Residence Halls' film programming for mutual goal achievement.
 - g. The St. Paul Student Center Concessions, Reservations, Planning and Operations, and Games Room services have been restructured to improve customer access, increase efficiency (1500 hours of staff time saved), while maintaining hospitality.

- h. Consolidate all Outdoor Equipment Rental in the Outdoor Store to increase quality of service (provision of full-service options to union member).
 - i. The order clerk for the Graphics Communications Center will work four hours per day in Coffman Memorial Union. This will improve quality (convenience) of the serve and increase earnings by better reaching the intended market, student organizations.
 - j. Full-time positions have been converted to student positions, e.g. CMU concessions, housekeeping/setups, and secretarial.
3. Market studies and other research on which to base continued planning to improve level of service and project quality are to be continued in specific projects, i.e. mini courses and crafts.
4. Levels of service changes have been planned to retrench costs.
 - a. Gallery hours have been reduced in Visual Arts.
 - b. Mini Courses will be limited to those in which enrollment fees can support the costs.
 - c. Games Room hours have been reduced.
 - d. Art Craft Studio hours have been reduced.
 - e. Concessions/Information hours have been reduced.
 - f. Convenience in Outdoor Equipment Rental has been traded-off for higher level of quality in service.
 - g. SOAC hours of attendant time have been reduced.
5. Clarification of purposes and redirection of programming in accordance with the purposes has been initiated relative to the goals: a) fostering informal association and interpersonal relations, and b) creating a stimulating, secure, and hospitable learning and social environment. Characteristics and dimensions of these purposes also will be addressed in detailed program planning; e.g. pluralism in interpersonal relations and informal association.
6. Diversion as an objective has not been included in planning for liesure activities programming. The needs to simply relax or rest for awhile are to be addressed within the physical environment of the union buildings and campus common rooms.
7. Structural changes and developments have been made in administration projects so as to provide support more generally throughout the union operations.
 - a. Strategic planning will be done within the context of the Student Activities Area strategic planning.
 - b. A public relations bureau supported equally by Minnesota Union and Recreational Sports funds will be developed.
 - c. Management Information Services and Financial Reporting and Controls Systems developed jointly for Minnesota Union and Recreational Sports will be maintained.

Unfinished Planning

The planning process served to highlight several matters for which satisfactory solutions or strategies have not yet been developed. The most important of these are:

1. Need for a comprehensive strategy and plan to infuse multicultural pluralism in union activities and associations.
2. Need to focus programs in cultural, educational, recreational, and services to most important purposes.
3. Need to reduce procedural cumbersomeness in planning, operations and governance.
4. Need to develop more comprehensive plans to foster association and interpersonal relationships.
5. Need to develop more comprehensive plans for creating stimulating, secure, and hospitable learning and social environments.
6. Need to complete planning and implement comprehensive programs for volunteer development.

These needs will be included in issues addressed in strategic planning over the next year.

CEN:lh

MINNESOTA UNION
1985-86 Project Strategies
VISUAL ARTS

Project Strategy

Basic strategy to achieve the visual arts goal is a core exhibit program which reflects a multi-cultural diversity of regional, local and University art in contemporary media and styles. This program will be presented in conjunction with educational programs and materials.

Intended Outcomes

- 1) Experience of the art exhibition and the accompanying complementary program information is intended to lead to an appreciation of this art and of art in general.
- 2) Appreciation should be facilitated by the total environmental context in which the art is presented as a significant experience of college life and by creating an environment conducive to an active learning process.
- 3) Greater knowledge and understanding of particular art forms should contribute to the enhancement of what art in general contributes to culture.
- 4) Expression through this program approach is extended
 - to the artist (who creates the art)
 - to the volunteers and staff (who help plan and execute exhibits and programs)
 - to the audience (who respond and participate in an active learning experience which maximizes the expression of ideals, values, and attitudes in relation to what they experience.)

Scope of the Project

I. Exhibits --SPSC 4 per quarter X 3 = 12 per year

(8 exhibit periods) CMU 2-3 per quarter X 2 galleries X 3 = 16 quarters per year

(8 exhibit periods) WBU 2-3 per quarter X 3 quarters = (depends on how separate rooms used)

Generally, exhibits are regional or local artists (1 person shows),

Other types of exhibits include: group show (MFA, Visiting Faculty, BFA, Honor, Graduation)

CLA special events or media/style invitational exhibits

Cultural, thematice +/-or touring eduactional
shows

Summer Exhibit plans have not been developed.

II. Artists' presentations: 3-6 per quarter

SPSC 1-2 per quarter

CMU 1-2 per quarter

WBU 1-2 per quarter

Range of formats and contexts from informal presentations at receptions
and open houses to formal lectures and panels.

III. Eduacational programs and materials

SPSC 2-4 per quarter

CMU 1-3 per quarter

WBU 2-3 per quarter

Range of presentations, films, video, audio and slide formats, as well as
text panels, handouts and background reading materials.

IV. Hours of gallery exhibit per week

Larson Gallery 38 hours

Coffman Galleries 36 hours

Nash Gallery 41 hours

V. Music - Listening

Gallery staff will provide support needed to serve members in Coffman
Memorial Union and St. Paul Student Center who wish to have access to
music listening.

PERFORMING ARTS

Project Strategy

The performing arts goal will be met by presenting programs in dance, music and theatre designed to 1) put forward a multi-cultural perspective of the arts, 2) provide students (primarily) and others (secondarily) with opportunities to experience these programs in formal and informal settings and, 3) provide educationally focussed events that foster a greater knowledge and understanding of the arts.

Intended Outcomes

The formal presentations and educational events are intended to lay a foundation for lifelong appreciation of the performing arts by creating a greater knowledge and understanding of these arts. Expression through this program approach is offered to artists presenting the programs, volunteers who plan and execute the programs and the audience through informal and/or participatory events.

Level of Service

Dance:	Major Concerts	7-10
	Lec/Demo	8-11
Music:	Whole	- 30
	Recitals/Noon Musics	97-130
	Concerts	26-30
Theatre:	Noon & Evening	8-12

LITERARY ARTS

Project Strategy

Literary Arts will present readings and discussions of contemporary poetry and prose, contemporary and traditional storytelling, and other events with a strong literary component (e.g., films, mixed media performances) to develop in the University community and the community at large an understanding of the broad range of literary expression.

Intended Outcomes

The experience of these readings and discussions and performances is intended to lead to an understanding and appreciation of literary expression (poetry, fiction, creative non-fiction, storytelling, playwriting, etc.); to broaden knowledge and discussion of the content and context of literature, including cultural diversity, social and political ideas, and diverse lifestyles and values; to foster knowledge of the literature and culture of other countries and ethnic groups by including international writers. Literary expression will be encouraged by providing opportunities for students, faculty, and staff to read their own works and participate in discussions with visiting writers. Dialogue among University community members and members of the community at large will be fostered by including national, local, and regional writers as presenters and by cosponsoring events such as the Loft Mentor Series workshops and readings, discussions with Walker Art Center writers, and The Great Midwestern Bookshow.

Level of Service

The project will present 18 to 25 readings or performances, primarily at West Bank, and 10 to 15 discussions, primarily at Coffman Union. Thirty five to fifty writers will be involved as readers or presenters. No increase in programming is planned.

FILM ART

Project Strategy

Film Art is organized into a series around artistically and culturally significant themes, in order to foster among members of the University community an appreciation and understanding of film as an art form.

Intended Outcomes

The film art offerings will encourage understanding of the history of film by presenting series originated by the film art committees at Coffman and West Bank and by cosponsoring and presenting series planned jointly with academic departments in order to make available films that are not usually available for public showings at the University.

Discussions following selected films will be planned to create opportunities for learning about the historical, political, and social context of films.

To encourage understanding of the international context of film history, significant foreign films will be the focus of some series.

To further understanding of cultural diversity, films representing the history and culture of American ethnic minority groups will be included.

Occasional receptions will provide hospitality and encourage social interaction and informal discussion; generally held in conjunction with lectures.

Level of Service

Similar to 1984-85, but emphasis upon quality and audience appeal. West Bank will present two series of 8-10 films Fall, Winter, and Spring. Coffman will present one or two series Fall, Winter, and Spring. One series of 8-10 films will be cosponsored during Summer.

From one to five special programs, such as sneak previews, will be presented during the year.

A minimum of two discussion programs will be held per quarter, with University faculty serving as discussants.

West Bank will explore options for musical accompaniment or other forms of enrichment for selected films.

ISSUES AND IDEAS

Project Strategy

MU Issues and Ideas will present a diversity of topics in public affairs, science, arts and the humanities with special emphasis on programs dealing without pluralistic society. Through lectures, discussions, symposia, debates and other formats utilizing faculty and visiting speakers, Minnesota Union will present to our audiences topics of critical intellectual interest; current affairs issues selected to illuminate political, social and economic conditions in this country and abroad; programs spotlighting faculty research; co-sponsored programs which complement classroom learning; opportunities for discussion and the presentation of differing points of view; current University issues; topics in human development and interpersonal relations and in the physical and biological sciences.

Intended Outcomes

Presentation of the aforementioned diversity of issues and ideas is intended to stimulate thought and discussion, thereby fostering a better understanding of self, of others and of the world at large. By bringing people together outside the classroom for informal discussion, Minnesota Union programs promote a sense of community and create an atmosphere in which knowledge and intellectual inquiry are valued for their own sakes.

Level of Service

Between 240 and 260 program/events such as lectures, discussions, films/video, workshops, panel discussions, (M.U. lectures, Forum programs, Horizon, Books and Beverages, etc.) Between 20,000 and 24,000 in attendance.

MINI COURSES

Project Strategy

Mini courses enrich the educational experience of the University community by providing programs which offer opportunities to develop personal and leisure skills.

Intended Outcomes

This program is offering student and staff a unique opportunity to complement the academic curriculum by participating in an active learning environment.

Persons who benefit from the program are the instructors who are acquiring stronger leadership teaching skills, and the patrons who are adding another dimensions to their experiences on this campus.

Level of Service

Fitness classes will be done by Office of Recreational Sports.

1985-86 program will be scheduled with classes that are high quality and with demand adequate for self-support from user fees.

A market study in 1985-86 will provide the information to reprogram for a longer range quality, self-supporting program.

AMERICAN INDIAN CULTURAL PROGRAM

Project Strategy

The basic strategy of the American Indian Cultural Program is cosponsorship and collaboration with other projects of Coffman Memorial Union, other Minnesota Unions, the American Indian Learning Resource Center, and the Student Cultural Center, concentrating on cultural pluralism and racism from historical and contemporary perspectives.

Intended Outcomes

The intention is that programs will reflect culturally pluralistic attitudes in a mutually supportive relationship for a society of people of diverse cultures with different value orientations, patterns of belief, behavior and color. The participants, and the staff and volunteers who select, plan and execute these programs, are expected to gain some understanding of the varying perspectives and to develop an awareness, understanding, and appreciation of the divergent and continuing needs of the cultural groups. It is also intended that this project will serve as a focal point for recruitment of Asian American volunteers and will provide a bridge through which these individuals will become involved in other areas of the union.

Level of Service

The following elements are proposed for this project in 1985-86: Approximately 12 events which give particular attention to American Indian concerns and heritage. It is anticipated that at least half of the events will be in cosponsorship with other Minnesota Union projects, particularly in the arts and issue oriented areas. Some will be in collaboration with other campus organizations, specifically including the American Indian Student Association, the American Indian Learning Resource Center, and the American Indian Student Cultural Center.

ASIAN AMERICAN CULTURAL AFFAIRS

Project Strategy

The basic strategy of the Asian American Cultural Affairs is cosponsorship and collaboration with other projects of Coffman Memorial Union, other Minnesota Unions, the Asian Pacific American Learning Resource Center, and the Student Cultural Center, concentrating on cultural pluralism and racism from historical and contemporary perspectives.

Intended Outcomes

The intention is that programs will reflect culturally pluralistic attitudes in a mutually supportive relationship for a society of people of diverse cultures with different value orientations, patterns of belief, behavior and color. The participants, and the staff and volunteers who select, plan and execute these programs, are expected to gain some understanding, and appreciation of the divergent and continuing needs of the cultural groups. It is also intended that this project will serve as a focal point for recruitment of Asian American volunteers and will provide a bridge through which these individuals will become involved in other areas of the Union.

Level of Service

The following elements are proposed for this project in 1985-86:

1 event to provide an orientation/reception with new and returning Asian students.

3-4 events to provide an educational format for discussion on issues specific to the Asian culture.

1-3 events in conjunction with Lunar New Year to provide information and participation on the Asian heritage.

1-2 events facilitated by CUPC interarea cosponsorship--including literary arts, contemporary dance/music.

Collaboration with the CUPC Gallery to exhibit Asian arts/crafts in conjunction with one major event.

3-4 documentary/popular film/video events to provide an opportunity for discussion/socialization.

BLACK CULTURAL AFFAIRS

Project Strategy

The basic strategy of the Black Cultural Affairs in cosponsorship and collaboration with other projects of Coffman Memorial Union, other Minnesota Unions, the Black Learning Resource Center, and the Black Student Cultural Center, concentrating on cultural pluralism and racism from historical and contemporary perspectives.

Intended Outcomes

The intention is that programs will reflect culturally pluralistic attitudes in a mutually supportive relationship for a society of people of diverse cultures with a different value orientations, patterns of belief, behavior and color. The participants, and the staff and volunteers who select, plan and execute these programs, are expected to gain some understanding of the varying perspectives and to develop an awareness, understanding, and appreciation of the divergent and continuing needs of the cultural groups. It is also intended that this project will serve as a focal point for recruitment of Asian American volunteers and will provide a bridge through which these individuals will become involved in other areas of the union.

Level of Service

The following elements are proposed for this project in 1985-86:

- 4 noontime entertainment/hospitality events in cosponsorship with entertainment project.
- 3 discussion seminars presenting contemporary black issues.
- 1 art exhibit in collaboration with visual arts project.
- 2 lecture presentations to be included as part of Black History Month.
- 4-5 films presented as a series, providing an opportunity for discussion and socialization.

CHICANO LATINO CULTURAL AFFAIRS

Project Strategy

The basic strategy of the Chicano Latino Cultural Affairs is cosponsorship and collaboration with other projects of Coffman Memorial Union, other Minnesota Union, the Chicano Latino Learning Resource Center, and the La Raza Student Center, concentrating on cultural pluralism and racism from historical and contemporary perspectives.

Intended Outcomes

The intention is that programs will reflect culturally pluralistic attitudes in a mutually supportive relationship for a society of people of diverse cultures with different value orientations, patterns of belief, behavior and color. The participants, and the staff and volunteers who select, plan and execute these programs, are expected to gain some understanding of the varying perspectives and to develop an awareness, understanding, and appreciation of the divergent and continuing needs of the cultural groups. It is also intended that this project will serve as a focal point for recruitment of Asian American volunteers and will provide a bridge through which these individuals will become involved in other areas of the union

Level of Service

The following elements are proposed for this project in 1985-86:

- 1 Chicano Latino Women Poetry Series presented Fall through Winter quarter: 5 poets to be presented.
- 1-2 dances which are open to the community, targeted to reflect Chicano Latino cultural style.
- 2 discussion presentations dealing with University Community concerns and how it relates to Chicano Latino culture.
- 3 musical events (one in conjunction with music department) to broaden awareness of Chicano Latino music.
- 1 Cinco de Mayo celebration. This program in collaboration with CLLRS and La Raza Student Center will consist of an art exhibit, 2 local speakers, a film/video tape series of 5 presentations and 1 theater performance by a regional performing group.

RECREATION SKILLS AND KNOWLEDGE

Project Strategy

The basic strategy to achieve the recreation skills and knowledge goal is presentation of a collection of programs and activities that appeals to a culturally pluralistic audience from throughout the Twin Cities campus. There will be opportunity for both active and passive participation.

Intended Outcomes

It is intended that the audience which attends the programs or participates in the activities will be exposed to a variety of recreational events from which the members of the audience will identify beneficial, life-long interests for creative use of their leisure time. Further, it is intended that participants will develop an understanding and appreciation of the environment and its related issues. The project also offers volunteers who help select, plan and execute the activities the opportunity for in-depth involvement with these interests and concerns as well as the general skills of program planning and organization (personal growth).

Level of Service

The following elements are proposed for this project for 1985-86:

- 1) from 20 to 25 events related to outdoor recreational pursuits,
- 2) from 8 to 10 events related to indoor leisure pursuits,
- 3) from 10 to 12 events related to health and wellness,
- 4) from 8 to 10 events related to environmental issues and concerns,
- 5) exactly one ski swap,
- 6) exactly one outdoor gear swap,
- 7) one or more resource locations for information on outings and environmental issues,
- 8) one or more outings (trips) if determined to be appropriate.

GAMES

Project Strategy

The basic strategy to achieve the games goal is operation of two recreational facilities and presentation of organized activities related to the facilities. These activities will be both educational and social in nature and will be intended to provide for recreation, creativity, relaxation, and socialization.

Intended Outcomes

The intention of the project is to provide for the individual, skills and relaxation and the opportunity to meet others; for the small group, skill development, and social interaction; and for the University community, competitive events and opportunities for people to measure skill development and interact in a more organized setting.

This project employs students and provides them with an opportunity to develop skills in customer relations and business as well as in the specific recreational activities offered in the recreation areas. Participation is available to students, faculty and staff of the University of Minnesota.

Level of Service

Coffman Memorial Union and St. Paul Student Center will operate on a schedule of open bowling and billiards. Each facility will offer a program of intramural leagues in cooperation with Rec Sports. In addition, the facilities will assist other groups, including faculty and staff, in establishing league programs that meet the particular needs of their group. Coffman Memorial Union will cooperate with the School of Physical Education to provide instructional classes in bowling at the beginning, intermediate and advanced levels. In addition, the facilities will offer opportunities for informal instruction through clinics and exhibitions, and other opportunities for competition.

CRAFTS

Project Strategy

The basic strategy to achieve the crafts goal will be to market our facility as a clean, attractive facility providing supplies and well kept tools and equipment. The studio will offer a dynamic program, for ceramics, hand arts, photography and woodworking using techniques and skills with mediums chosen to satisfy artistic accomplishment.

Intended Outcomes

The experience of hand arts and skilled instruction is intended to broaden both knowledge and self development with hand built projects from inception to a finished product to emphasize recreation, creativity and relaxation. Expression through the craftperson's choice of media and tools provide complete involvement in a creative activity.

Level of Service

The scope of this project for 1985-86 will consist of the following elements:

Maintain service to the 350-400 patrons who work on specific individual projects in the crafts facility housed in CMU, a unique project within the Minnesota Union. Expand the patronage with an energetic marketing program.

The emphasis will be instruction along with informal, formal teaching by lectures or workshops to produce skills and techniques for the artist to complete a given project.

The addition of the custom framing equipment and supplies to the crafts project will expand the service usage of the Art Craft Studio.

COLLEGE BOWL

Project Strategy

To achieve the goal of providing opportunities to participate in recreational activities: College Bowl plans to hold on-campus tournaments and informal practices and other quiz competitions open to the University community.

Intended Outcomes

Participating in these activities provides opportunities for informal socialization, use of knowledge from a range of disciplines in a non-classroom setting, and "relief" from the discipline of classroom work. Increased focus on recruitment and participation of students in campus activities will be a primary focus. Selection of a varsity team and participation of that team in a regional tournament will be continued. Funding for participation of the varsity team in regional, national, and invitational tournaments must be obtained from gifts, grants, and endowment interest.

Level of Service

1. To hold two intramural competitions, with increased participation targeted at 20-24 teams each tournament (at least a 25% increase).
2. To hold weekly practice sessions, with participation of 20-25 students per session.
3. To co-sponsor Greek Week Quiz Bowl.
4. To participate in and help to organize University recruitment activities such as a high-school quiz tournament, sponsored and funded by other University units.
5. To hold one to two demonstration matches against teams of faculty or "celebrities" as a public relations ploy.

SOCIAL/HOSPITALITY

Project Strategy

Socialization and hospitality are regarded as two distinct concepts, to be specifically addressed continued planning by this project.

Intended Outcomes

Socialization should be viewed as the act or process by which individuals engage in pleasant companionship with friends and associates. Specific efforts in this project should facilitate the gathering of people and establishment and strengthening of social ties. In doing so we will be providing "a sense of community" and providing "for those associations which will foster knowing, understanding and caring."

While this project will specifically address these goals, all Activities and Services projects share responsibility for their achievement. The Social/Hospitality Project will clearly understand and articulate what associations (e.g., freshmen; international and American students; Ag faculty and students) it is intending to foster through its programs. Current discussions on joint film programming with the residence halls is seen as planning for programs which will foster socialization specifically among dorm residents and more generally among community members.

Like socialization, hospitality responsibilities cut across all project boundaries, yet the organization regards hospitality with enough importance that it wishes to focus its efforts on the accomplishment of specifically related objectives. Accordingly, the Social/Hospitality Project should develop the objectives and consequent programs which "welcome guests with warmth and generosity". These programs could stand alone or be associated with another event or events.

Level of Service

Plans will be completed by April 19th which will define program levels.

VOLUNTEER DEVELOPMENT

Project Strategy

Having (during 1984-85) clearly defined the respective roles of students and staff as well as the accountability flowing from each role, we shall begin the implementation of a completed design for volunteer development-- a systematic program of recruitment, organizational and leadership development, and recognition for MU volunteers; we shall also review and revise the orientation programs within volunteer development so as to enhance the efficiency and effectiveness of our efforts; articulate a human development perspective (or perspectives) as it(they) relate(s) to training and educating MU volunteers; develop informal recognition methods; develop a specific plan for achieving greater multi-cultural representation in our volunteer force (this can be done by more of a "targeting" and "marketing" approach, not just "advertising" our positions); finally; we must develop the project curriculum, organized so as to benefit the organization and the volunteer.

Intended Outcomes

1. To have adequate numbers of volunteers to carry out organizational objectives.
2. To have a volunteer force that reflects the multi-cultural diversity of the University and the community.
3. To have volunteers (in leadership positions) who would be able to serve as role models and peer educators for other volunteer members.
4. Volunteers would possess adequate understanding of organizational purposes, would have a sense of belonging, and commitment to mission.
5. Volunteers would have or gain the level of competency and effectiveness for task completion.
6. Volunteers would feel rewarded and recognized in their work in ways that go beyond the annual recognition dinners.
7. Volunteers would leave their union involvement with more understanding of themselves and others, greater awareness of their potential and limits, and a greater sense of autonomy and self-direction; they would possess a greater degree of ethical awareness, be willing to take initiative and be more tolerant of ambiguity and differences; they would be more willing to take reasonable risks in accomplishing goals.

Level of Service (Across MU)

- * Formal Recruitment Drives and Open House Functions: 6-8 per year
- * Orientation sessions (formal): Approx. 6 a year
- * Training and Development sessions (formal): 15 a year
- * Formal recognition events: 5-7
- * Volunteers to be recruited, placed, trained and developed within MU: 165-175

RESERVATIONS

Projected Strategy

The project will maintain and enhance the quality of service in providing physical space and operations support required to carry out events and activities of value to the MU patrons, primarily for student organizations and departments and secondarily non-University organizations.

Intended Outcomes

The Reservations service should result in

- 1) Satisfactory program facilitation via thorough program planning and coordination with food service, comm/media and custodial
- 2) at least 10,776 events held M.U. wide
- 3) Budgeted income is met for Union
- 4) Reservation billings are issued on schedule

Level of Service

The scope of the Reservations project for 85-86 will consist of the following elements:

- 1) Work closely with Food Service, Comm/Media and Custodial to maintain and enhance program facilitation.
- 2) Assist clients in finding alternative facilities in constituent unions.
- 3) Implement a computerized reservations system.
- 4) Advertise facilities, particularly during down times.
- 5) No longer charge departments for use of conference rooms.
- 6) Provide the opportunity for organizations to perform self-service setups.
- 7) CMU will continue with Master Calendar system to ensure that rooms are provided according to the values and priorities of the Union.

COMMUNICATIONS/MEDIA

Project Strategy

The goal is to provide Union Patrons with related operations support to carry out events and activities.

Intended Outcomes

The general strategy to achieve the intended outcome of enhancement of programs is to develop skilled employees, to insure that they have the tools (both equipment and skills) to do their jobs, to plan for future equipment needs to meet the needs of the majority of the Union patrons, and to maintain the quality of our present resources.

Level of Service

The total yearly events worked by the Comm/Media Departments is expected to be approximately 1072 (status quo). These events include facilitation of film programs, public address, live music amplification, theatre lighting, video recording and video display.

MU CONCESSIONS/INFORMATION

Project Strategy

The basic strategy to achieve the Concession/Information goal is to continuously provide a wide variety of merchandise, services, and information that our patrons have shown they need and want. The services are changed as needs change.

Intended Outcomes

It is the intent of the Concession/Information project that its patrons are able to acquire the services and products as well as the specialized campus information they need, when they need it, in a close proximity to their campus life.

The project also enables its student employees to develop professionally and socially through their job experience to better prepare them for their after college careers and life.

Level of Service 85-86

The scope of this project is not expected to change in the number and types of services that the unions offer.

We will provide information services on union and campus events, building and campus directions, class schedule information, and commuter information.

The team will also develop an information network between the unions. Information needs to be a priority to assure the service's continued growth.

Products sold will be candy, cigarettes, sundries, newspapers, magazines, MTC cards, postage, discount movie tickets, transit guides, parking coupons, and Route 13 bus cards, as well as other products deemed as desirable by patrons. It should be noted that St. Paul will be discontinuing the sale of magazines, and will be significantly reducing the number of cigarette and candy bar lines they carried in 84-85.

Services provided will be check cashing, change giving, ride boards, want ad boards, and postal advising.

84-85 Hours of Operations

		<u>Academic Quarter</u>	<u>Summer/Break</u>
<u>CMU</u>	M - TH	8am - 11pm	8am - 10pm
Info. Ctr.	Friday	8am - 1am	8am - 6pm
	Saturday	8am - 1am	Closed
	Sunday	1pm - 11pm	Closed
Service Center	M - F	8am - 4pm	8am - 4pm
	Sat. & Sun.	Closed	Closed
Newsstand	M - F	7am - 5pm	7am - 3pm
	Sat. & Sun.	Closed	Closed

St. Paul

Info. Ctr.	M - F	7:45am - 9pm	7:45am - 4:30pm
	Saturday	7:45am - 10pm	Closed
	Sunday	12noon - 6pm	Closed

WBU

Skyway	M - F	8:15am - 5pm	8:30am - 4:30pm
	Sat. & Sun.	Closed	Closed
Periodical	M - F	8am - 5pm	Closed
Shop	Saturday	12noon - 4pm	Closed
	Sunday	12noon - 8pm	Closed

Proposed 85-86 Hours of Operation

		<u>Academic Quarter</u>	<u>Summer/Break</u>
SPSC	M - F	7:45am - 8pm	8am - 2:30pm
Info. Ctr.	Saturday	9am - 4pm	Closed
	Sunday	12noon - 3pm	Closed

+an additional 75 hours have been budgeted at SPSC for special openings.

CMU & WBU - all areas same as 84-85 hours.

EQUIPMENT RENTALS AND OUTDOOR STORE SALES

Project Strategy

Increase users by 10% through rentals, memberships and sales. Operate at a net profit of 5% = \$20,000. Tighten inventory control to increase turn rate to 20 times.

Intended Outcomes

To contribute to the quality of campus life by satisfying the personal needs of the University community members and its guests by providing necessary products and services.

Level of Service

To serve: 2500 students through rentals
2300 student members
660 staff/faculty members
440 Alumni Association members

STUDENT ORGANIZATION ACTIVITIES CENTER

Project Strategy

The basic strategy in the operation of the Student Organization activities Center (SOAC) is to facilitate the smooth operation of student organizations on campus. Student organizations provide a necessary outlet for a broad range of student interests and concerns. Providing office space and communication assistance in CMU greatly enhances their operation.

Intended Outcomes

Outcomes include: 1) smooth business operation of student organizations, 2) maintenance of office space, 3) a dynamic, "open" office environment encouraging the free flow of ideas, 4) greater visibility of student organizations on campus, 5) improved accessibility by those organizations to the campus and student body, 6) enhanced utilization of CMU facilities, and 7) availability of a central resource person who facilitates communication between the organizations themselves as well as with outside agencies.

Level of Service

The scope of this project for 1985-86 will consist of the following elements:

4 quad offices, 41-44 open-air offices, and 20 lockers made available for rent to student organizations. Resource person available in immediate proximity from 10 a.m. to 3 p.m. during Fall, Winter and Spring Quarters. Mail sorted three times per day.

GRAPHIC COMMUNICATION CENTER

Project Strategy

The basic strategy to achieve the goals of the graphics communication center lies in a continuation of present services and resource development with special activities undertaken to enlarge the potential market and increase visibility of the center.

Intended Outcome

The general action plan should lead to:

1. An end of the year break even budget
2. A planned staging of growth that will contribute to staff development and job satisfaction while maintaining a high level of customer service.
3. A larger volume of business
4. An extension of the service throughout the Twin Cities Campus
5. Maintenance of service quality

Level of Service

Number of customers served and jobs produced in each income category (supplies, design, keyline, typeset, computer graphics, printing and copies) will need to be above 84-85 levels in order to offset new expense in the operation: i.e. salary and supply increases and MU principle and interest charges for equipment.

HOUSEKEEPING/ROOM SET UPS

Project Strategy

The Housekeeping/Room Setup Project is to be administered in a manner which provides Union members and guests with a hospitable environment in which to learn, recreate, relax, meet, and enjoy common associations.

Intended Outcomes

1. Provide the Twin Cities campus community with clean healthful and inviting Union facilities throughout the year.
2. Maintain adjoining grounds in a safe and visually appealing manner.
3. Maintain energy conservation as an important aspect of facilities management while meeting the comfort needs of clientele.
4. Assure that room set-ups meet the required needs of programs and events and are provided in a timely fashion.
5. Establish and evaluate systems of set-up "self-help" in CMU and WBU; continue existing program in SPSC.
6. Assure that the Union facilities are maintained as examples of good housekeeping on campus.

MAINTENANCE

Project Strategy

To maintain the building, equipment and fixtures of the Union buildings at a fully operational level; and to continue the established programs of preventive maintenance.

Intended Outcomes

1. To maintain buildings and equipment at a level which assures attaining the intended life cycles.
2. To protect the communities investment in plant and equipment through effective maintenance programs.
3. To support the activities and services of the Union with properly functioning plants and equipment.
4. To maintain a schedule of maintenance checks which insure the safety and security of building occupants and patrons.
5. Maintain University energy guidelines.

Level of Service

Daily attention to maintenance programs as established, and replacement/repair of building and equipment at life cycles, plans and actual experience dictate.

LEASES

Project Strategy

Leases are administered in a manner that regularly reviews campus life needs and provides those services/amenities to benefit union operations and student, faculty, staff and guests.

Intended Outcomes

The administration of the leases should result in:

1. Lease contracts that are easily understood and agreed upon by the Minnesota Union and the tenant.
2. The generation of a level of income that provides a fair market return to MU.
3. Maintenance of good relations between Minnesota Union and the tenant.
4. Current billings being issued on schedule.

Level of Service

The scope of the Lease Project for 1985-86 will consist of the following elements:

1. Renegotiation of lease terms for the TCF machines. Agreement will be sought to increase income by \$1,000.00 per machine. This results in \$2,000.00 to CMU, \$2,000.00 to WBU, and \$1,000.00 to SPSC.
2. The contract with Golden Razor will be extended to June 30, 1986. Project managers will study alternatives for 1986-87 and make a recommendation by mid-October.
3. Renewal of lease terms for MSA Student Government, Orientation/SOF, WMMR, and YWCA.
4. Study the feasibility of house owned pay phones.
5. Maintain lease terms for custodial services of Deli & Parlor, ISTA, MSA Bookstore, Food Service Occupant, Telephone Commission Agreement, and Vending Commission Agreement.
6. Negotiate a lease for photo copy service.
7. Utilize the services of a consultant to assist with the writing of lease contracts.
8. Engage a consultant to assisting developing a facility leasing plan and operation in order to achieve a higher revenue per square foot.

GOVERNANCE

Project Strategy

Recruitment for Board membership occurs through personal contact (one-to-one and presentations to groups) and through public notice of position openings.

Skills and knowledge of Board members are developed through orientation (formal and informal), ACU-I Regional Conference, Siggelkow Student Leadership development programs, Union workshops, and staff advising.

Staff advising is also directed at assisting with group dynamics.

Hospitality in the form of meals is provided when meetings or workshops occur at meal time.

The service provided to the University through Board membership is recognized formally and informally.

Office and secretarial support is provided by the Planning and Operations Project.

Intended Outcomes

The intended outcomes from recruitment are representative, pluralistic, capable Board membership.

Education programs, including advising are intended to develop members and the organization so there is exercise of wisdom in decision making and so the persons involved increase their ability for critical thinking, their commitment to service in a pluralistic and global society, and their skills at group processes.

Level of Service

The project includes MUCB along with standing committees and Constituent Union Boards and the Boards' standing committees.

PLANNING AND OPERATION

Project Strategy

Planning in Minnesota Union is a collaborative process which develops general strategies to produce the intended outcomes which will achieve the Union mission and goals for the benefit of all Union members. Priorities, policies, resource allocations and plans are referred to governing Boards for action. Operations plans are implemented by management.

Operations responsibilities and authorities are decentralized for creative, effective programming within the general strategies. Some projects are organized in one union; some operate by division of responsibility among unions; some are operated jointly. Outcomes are recorded, assessed, and analyzed in relation to organization goals.

Fiscal controls and performance are audited and assessed centrally.

Three planning and operating support offices function for support of all units in Minnesota Union as well as the rest of the Student Activities Area. They are Management, Information Services, Financial Reporting and Controls, and Strategic Planning.

Intended Outcomes

1. A vision for success in achieving union purposes.
2. Effective and efficient operations which implement the vision.
3. Accounting of outcomes.
4. Assessment and evaluation of outcomes, as well as environment accompanied by ongoing strategic planning that updates the vision for success.
5. Effective support services to the Governance groups.

Level of Service

Minnesota Union Administration, Constituent Unions, and interunion groups.

RECORDKEEPING

Project Strategy

Financial records of transactions and status of accounts, operations reserves, building remodeling and redecorating, building and fixed equipment deferred maintenance, furniture and non-fixed equipment (inventory, replacement and repair), and plant fund accounts will be kept in constituent unions. Recordkeeping includes proper entry of transactions, reconciliation of accounts against external reports, and preparation of required union reports.

Change and petty cash funds shall be approved centrally and be maintained in each constituent union. Maintenance shall include cash handling within established control procedures.

Process documents to satisfy procedures to pay vendors.

Accounts receivable, including charge accounts (e.g. VISA) will be managed within established standards and controls.

Personnel and payroll records will be kept within established standards and controls.

Intended Outcomes

1. Security of financial resources.
2. Expenditures within budget limits.
3. Timely and accurate reports that assist management of projects.

Level of Service

Constituent unions.

STAFF DEVELOPMENT

Project Strategy

The primary work that contributes to staff development is supervisor guidance

The MUSEPAP system supports the above strategy in relation to student employees.

Overall Minnesota Union supervisory work is to be strengthened by explicit programming for supervisory skill development.

Classes, workshops, conferences, and training sessions are other approaches used by staff

Internships develop professional staff for the future.

Intended Outcomes

Increased competencies for job performance.

Increased competencies for potential promotion.

Expansion of knowledge in the Union profession.

Increased staff morale within the organization.

Other overall developments sought are:

- increased understanding and caring for our community
- increased teamwork
- capabilities to use systems that are installed.

Level of Service

All staff in all aspects of the Union.

PUBLIC RELATIONS

Project Strategy

1. Establish and fund the Student Activities Public Relations and Marketing Support Bureau.
2. Maintain for 1985-86 current level of funding for public relations program implementation.
3. Long range program and funding plans will be recommended by Public Relations and Marketing Support Bureau in Fall 1985.

Intended Outcomes

1. Minnesota Union members will have an accurate and positive image of the Union
2. Minnesota Union staff and volunteers will have accurate information regarding policy, planning and operations.
3. Marketing of activities and services will be supported with research and recommended programs.
4. Effectiveness and quality assessments will be made of public relations, promotion, and marketing.

Level of Service

Minnesota Union Public Relations will be the first priority of the Bureau.

Assessments will be done

Marketing support will be provided with resources available in priority order of Minnesota Union planning.

Synopsis
Minnesota Union
1985-86 Budget
Proposal

The estimated total cost of operating the activities, services, facilities and administration as planned for the Fiscal Year 1985-86 is \$4,580,243. Earnings of \$2,116,144 are expected which will support 46.2% of the total cost. Reimbursement of \$290,045 for College Work Study student staff are expected which will support 6.3% of the costs. Allocations of income from the Minnesota Union Operations Student Services Fee is proposed to support the balance (47.5%) of the costs, \$2,174,054. The total income expected from the fee is \$2,177,081 or \$3,027 more than proposed for support of 1985-86 operations as now planned.

The proposed budget is printed on white paper. Budget breakdowns by constituent union are on colored paper: CMU-yellow; SPSC-green; WBU-blue; MU Administration-pink.

Two budget line items are explained here.

1. Concessions items that are sold on consignment; i.e. stamps, bus passes, etc.; are not included as expenses or income. They were in the 1984-85 budget. That change in budget practice is reflected in over \$200,000 difference in the budget figures.
2. Activities consultants salaries are not budgeted to separate activities projects at this time. The directors will assign time to projects after careful consideration of the need in each project for staff support.

The cost estimates for the planned operations will not increase unless action is taken to increase the level of services over that proposed. There are three possible occurrences which will result in lower expenses from the estimates in this proposal. They are:

1. Salary decision by the state legislature for increases of less than 5.5%.
2. Salary comparability decisions by the University Personnel Department for increases of less than those used for estimating salaries.
3. Planning decisions by the Visual Arts Team and the directors to use less than the \$9,000 from the Program Consultant line item placed there for possible part time staffing increases.

If any of these events occur, it is proposed that the 1985-86 fee income which is not allocated for operations should be used for some of the one-time strategic planning costs, i.e. a staff position, supplies, and retreat or meeting expense.

The budget might also change if the Boards request changes in level of performance or level of service in the plans.

UNIVERSITY OF MINNESOTA
THE MINNESOTA UNION
FISCAL YEAR 1985-86 PROPOSED BUDGET

SECTION/ AREA/ PROJECT	===== EXPENSE =====		===== EARNINGS =====		=== FEE SUPPORT ===	
	1984-85 BUDGET	1985-86 PROPOSED	1984-85 BUDGET	1985-86 PROPOSED	1984-85 BUDGET	1985-86 PROPOSED
I. ACTIVITIES						
A. CULTURAL						
Visual Arts	135,893	85,766	37,089	7,936	98,804	77,830
Performing Arts	50,124	59,653	21,620	23,022	28,504	36,631
Literary Arts	15,867	16,827	2,103	1,647	13,764	15,180
Film Arts	28,921	33,353	14,621	15,705	14,300	17,648
TOTAL CULTURAL	230,805	195,599	75,433	48,310	155,372	147,289
B. EDUCATIONAL						
Issues & Ideas	46,115	48,640	14,525	8,970	31,590	39,670
Mini-Courses	55,479	21,130	57,400	24,907	(1,921)	(3,777)
TOTAL EDUCATIONAL	101,594	69,770	71,925	33,877	29,669	35,893
C. ETHNIC CULTURAL						
American Indian Cultural	3,500	3,188	0	0	3,500	3,188
Asian Amer Cultural Affairs	4,742	4,860	350	200	4,392	4,660
Black Cultural Affairs	5,404	5,810	1,800	2,290	3,604	3,520
Chicano/ Latino Cultural	3,927	3,916	1,400	1,400	2,527	2,516
TOTAL ETHNIC CULTURAL	17,573	17,774	3,550	3,890	14,023	13,884
D. RECREATIONAL/ SOCIAL						
Rec Skills & Knowledge	60,351	45,971	48,250	32,000	12,101	13,971
Games	274,143	236,755	373,650	328,250	(99,507)	(91,495)
Crafts	16,093	26,339	13,040	25,350	3,053	989
College Bowl	5,575	3,753	4,568	4,937	1,007	(1,184)
Socialization/ Hospitality	53,561	38,273	45,820	29,085	7,741	9,188
TOTAL RECREATIONAL/ SOCIAL	409,723	351,091	485,328	419,622	(75,605)	(68,531)
E. VOLUNTEER DEVELOPMENT						
	38,685	41,165	0	0	38,685	41,165
F. PROGRAM CONSULTANTS						
	260,183	266,783	0	0	260,183	266,783
TOTAL ACTIVITIES	\$1,058,563	\$942,182	\$636,236	\$505,699	\$422,327	\$436,483

SECTION/ AREA/ PROJECT	===== EXPENSE =====		===== EARNINGS =====		===== FEE SUPPORT =====	
	1984-85 BUDGET	1985-86 PROPOSED	1984-85 BUDGET	1985-86 PROPOSED	1984-85 BUDGET	1985-86 PROPOSED
II SERVICE						
A. ACTIVITIES & CONFERENCE SUPPORT						
Rooms/ Reservations	89,922	103,922	58,531	74,885	31,391	29,037
Communication/ Media	66,340	67,810	30,520	35,800	35,820	32,010
TOTAL ACTIVITIES & CONF. SUPPORT	156,262	171,732	89,051	110,685	67,211	61,047
B. AMENITIES & CONVIENCES						
Concessions/ Information	809,075	649,834	748,393	574,051	60,682	75,783
Rec Equipment Sales/ Rentals	367,767	394,143	374,789	402,893	(7,022)	(8,750)
TOTAL AMENITIES & CONVIENCES	1,176,842	1,043,977	1,123,182	976,944	53,660	67,033
C. STUDENT ORGANIZATION SUPPORT						
Student Organization Support	25,707	11,291	7,499	8,732	18,208	2,559
Graphics Communication Center	184,660	210,875	184,388	210,287	272	588
TOTAL STU ORGANIZATION SUPPORT	210,367	222,166	191,887	219,019	18,480	3,147
TOTAL SERVICES	\$1,543,471	\$1,437,875	1,404,120	\$1,306,648	\$139,351	\$131,227
III. FACILITIES						
A. HOUSEKEEPING						
	1,042,960	1,069,493	90,804	83,312	952,156	986,181
B. MAINTENANCE						
	212,935	228,708	46,971	4,456	165,964	224,252
C. LEASES						
	4,575	4,706	194,477	212,831	(189,902)	(208,125)
TOTAL FACILITIES	\$1,260,470	\$1,302,907	\$332,252	\$300,599	\$928,218	\$1,002,308

SECTION/ AREA/ PROJECT	===== EXPENSE =====		==== EARNINGS ====		=== FEE SUPPORT ===	
	1984-85 BUDGET	1985-86 PROPOSED	1984-85 BUDGET	1985-86 PROPOSED	1984-85 BUDGET	1985-86 PROPOSED
IV. ADMINISTRATION						
A. GOVERNORS	85,128	62,643	0	2,998	85,128	59,645
B. GENERAL ADMINISTRATION						
Planning & Operations	440,010	560,034	11,445	0	428,565	560,034
Recordkeeping	234,305	195,113	200	200	234,105	194,913
Staff Development	53,915	55,334	0	0	53,915	55,334
Public Relations & Market Support	58,731	24,155	0	0	58,731	24,155
TOTAL GENERAL ADMINISTRATION	\$786,961	\$834,636	\$11,645	\$200	\$775,316	\$834,436
TOTAL ADMINISTRATION	\$872,089	\$897,279	\$11,645	\$3,198	\$860,444	\$894,081
GRAND TOTALS	\$4,734,593	\$4,580,243	2,384,253	\$2,116,144	\$2,350,340	\$2,464,099
COLLEGE WORK STUDY REIMBURSEMENT	\$0	\$0	\$254,624	\$290,045	(\$254,624)	(\$290,045)
TOTAL FEE SUPPORT AFTER CWS REIMBURSEMENT	\$4,734,593	\$4,580,243	2,638,877	\$2,406,189	\$2,095,716	\$2,174,054

	EXPENSE		EARNINGS		FEES	
	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL
I. ACTIVITIES						
A. CULTURAL						
1. VISUAL ARTS	25416	25705	1300	1600	24116	24105
2. PERFORMING ARTS	10391	16659	4277	5300	6114	11359
3. LITERARY ARTS	5119	5100	1000		4119	5100
4. FILM ARTS	7440	7218	3420	4000	4020	3218
TOTAL	48366	54682	9997	10900	38369	43782
B. EDUCATIONAL						
1. ISSUES & IDEAS	19736	17691	4800	4725	14936	12966
2. MINI COURSES	55479	21130	57400	24907	-1921	-3777
TOTAL	75215	38821	62200	29632	13015	9189
C. ETHNIC/CULTURAL						
1. AMERICAN INDIAN CULTURAL	3500	3188	0	0	3500	3188
2. ASIAN/AMERICAN CULTURAL AFFAIRS	4742	4860	350	200	4392	4660
3. BLACK CULTURAL AFFAIRS	5404	5810	1800	2290	3604	3520
4. CHICANO/LATINO CULTURAL	3927	3916	1400	1400	2527	2516
TOTAL	17573	17774	3550	3890	14023	13884
D. RECREATIONAL/SOCIAL						
1. REC. SKILLS & KNOWLEDGE	10516	4995	5750	0	4766	4995
2. GAMES	127590	90681	218000	162550	-90410	-71869
3. CRAFTS	16093	26339	13040	25350	3053	989
4. COLLEGE BOWL					0	0
5. SOCIALIZATION/HOSPITALITY	25000	21696	21775	18985	3225	2711
TOTAL	179199	143711	258565	206885	-79366	-63174
E. VOLUNTEER DEVELOPMENT						
	16609	18355			16609	18355
F. PROGRAM CONSULTANTS						
	142832	134389			142832	134389
TOTAL ACTIVITIES	479794	407732	334312	251307	145482	156425

SERVICES	EXPENSE		EARNINGS		FEES	
	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL
A. ACTIVITIES & CONFERENCE SUPPORT						
1. ROOMS/RESERVATIONS	52610	42094	29400	33400	23210	8694
2. COMMUNICATIONS/MEDIA	46646	41546	21620	23000	25026	18546
TOTAL	99256	83640	51020	56400	48236	27240
B. AMENITIES & CONVENIENCES						
1. CONCESSIONS/INFORMATION	429186	231440	410114	189848	19072	41592
2. RECREATION EQUIP. SALES/RENTALS	9716		8500		1216	0
TOTAL	438902	231440	418614	189848	20288	41592
C. STUDENT ORGANIZATION SUPPORT						
1. STUDENT ORGANIZATION SUPPORT	25707	11291	7499	8732	18208	2559
2. GRAPHICS COMMUNICATION CENTER					0	0
TOTAL	25707	11291	7499	8732	18208	2559
TOTAL SERVICES	563865	326371	477133	254980	86732	71391
III. FACILITIES						
A. HOUSEKEEPING	738983	765174	56154	50657	682829	714517
B. MAINTENANCE	151481	158115	44971	4456	106510	153659
C. LEASES	0		103047	112966	-103047	-112966
TOTAL FACILITIES	890464	923289	204172	168079	686292	755210

IV. ADMINISTRATION	1984-85	1985-86	1984-85	1985-86	1984-85	1985-86
	BUDGET	PROPOSAL	BUDGET	PROPOSAL	BUDGET	PROPOSAL
A. GOVERNORS	19500	18662			19500	18662
B. GENERAL ADMINISTRATION						
1. PLANNING & OPERATIONS	199224	213823			199224	213823
2. RECORDKEEPING	85003	82361	200	200	84803	82161
3. STAFF DEVELOPMENT	12012	12637			12012	12637
4. PUBLIC RELATIONS & MARKETING SUPPORT	43148				43148	0
TOTAL	339387	308821	200	200	339187	308621
TOTAL ADMINISTRATION	358887	327483	200	200	358687	327283
GRAND TOTALS	2293010	1984875	1015817	674566	1277193	1310309
COLLEGE WORKSTUDY REIMBURSEMENT			151350	172563	151350	172563
TOTAL FEE SUPPORT AFTER CWS REIM.	2293010	1984875	1167167	847129	1125843	1137746

	EXPENSE		EARNINGS		FEES	
	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL
I. ACTIVITIES						
A. CULTURAL						
1. VISUAL ARTS	23950	24128	4200	5500	19750	18628
2. PERFORMING ARTS	28613	32761	15610	17200	13003	15561
3. LITERARY ARTS					0	0
4. FILM ARTS					0	0
TOTAL	52563	56889	19810	22700	32753	34189
B. EDUCATIONAL						
1. ISSUES & IDEAS	11409	15827	6200	3200	5209	12627
2. MINI COURSES					0	0
TOTAL	11409	15827	6200	3200	5209	12627
C. ETHNIC/CULTURAL						
1. AMERICAN INDIAN CULTURAL					0	0
2. ASIAN/AMERICAN CULTURAL AFFAIRS					0	0
3. BLACK CULTURAL AFFAIRS					0	0
4. CHICANO/LATINO CULTURAL					0	0
TOTAL	0	0	0	0	0	0
D. RECREATIONAL/SOCIAL						
1. REC. SKILLS & KNOWLEDGE	49835	40976	42500	32000	7335	8976
2. GAMES	146553	146074	155650	165700	-9097	-19626
3. CRAFTS					0	0
4. COLLEGE BOWL					0	0
5. SOCIALIZATION/HOSPITALITY	28561	16577	24045	10100	4516	6477
TOTAL	224949	203627	222195	207800	2754	-4173
E. VOLUNTEER DEVELOPMENT	7893	9419	0	0	7893	9419
F. PROGRAM CONSULTANTS	66208	73078	0	0	66208	73078
TOTAL ACTIVITIES	363022	358840	248205	233700	114817	125140

SERVICES	EXPENSE		EARNINGS		FEES	
	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL
A. ACTIVITIES & CONFERENCE SUPPORT						
1. ROOMS/RESERVATIONS	21315	41292	20476	28000	839	13292
2. COMMUNICATIONS/MEDIA	19694	26264	8900	12800	10794	13464
TOTAL	41009	67556	29376	40800	11633	26756
B. AMENITIES & CONVENIENCES						
1. CONCESSIONS/INFORMATION	164351	148032	114000	114380	50351	33652
2. RECREATION EQUIP. SALES/RENTALS	358051	394143	366289	402893	-8238	-8750
TOTAL	522402	542175	480289	517273	42113	24902
C. STUDENT ORGANIZATION SUPPORT						
1. STUDENT ORGANIZATION SUPPORT					272	0
2. GRAPHICS COMMUNICATION CENTER	184660	210875	184388	210287	0	588
TOTAL	184660	210875	184388	210287	272	588
TOTAL SERVICES	748071	820606	694053	768360	54018	52246

III. FACILITIES

A. HOUSEKEEPING	263901	268993	23625	27430	240276	241563
B. MAINTENANCE	47617	55160	2000	0	45617	55160
C. LEASES	4475	4706	78312	80989	-73837	-76283
TOTAL FACILITIES	315993	328859	103937	108419	212056	220440

IV. ADMINISTRATION	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL
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A. GOVERNORS	27043	22022	0	0	27043	22022

B. GENERAL ADMINISTRATION						

1. PLANNING & OPERATIONS	92893	93535	0	0	92893	93535
2. RECORDKEEPING	83773	82993	0	0	83773	82993
3. STAFF DEVELOPMENT	16518	14811	0	0	16518	14811
4. PUBLIC RELATIONS & MARKETING SUPPORT	6511	0	0	0	6511	0
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TOTAL	199695	191339	0	0	199695	191339
TOTAL ADMINISTRATION	226738	213361	0	0	226738	213361
GRAND TOTALS	1653824	1721666	1046195	1110479	607629	611187
COLLEGE WORKSTUDY REIMBURSEMENT			57628	65660	57628	65660
TOTAL FEE SUPPORT AFTER CWS REIM.	1653824	1721666	1103823	1176139	550001	545527

	EXPENSE		EARNINGS		FEES	
	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL
I. ACTIVITIES						
A. CULTURAL						
1. VISUAL ARTS	86527	35933	31589	836	54938	35097
2. PERFORMING ARTS	11120	10233	1733	522	9387	9711
3. LITERARY ARTS	10748	11727	1103	1647	9645	10080
4. FILM ARTS	21481	26135	11201	11705	10280	14430
TOTAL	129876	84028	45626	14710	84250	69318
B. EDUCATIONAL						
1. ISSUES & IDEAS	14970	15122	3525	1045	11445	14077
2. MINI COURSES					0	0
TOTAL	14970	15122	3525	1045	11445	14077
C. ETHNIC/CULTURAL						
1. AMERICAN INDIAN CULTURAL					0	0
2. ASIAN/AMERICAN CULTURAL AFFAIRS					0	0
3. BLACK CULTURAL AFFAIRS					0	0
4. CHICANO/LATINO CULTURAL					0	0
TOTAL	0	0	0	0	0	0
D. RECREATIONAL/SOCIAL						
1. REC. SKILLS & KNOWLEDGE					0	0
2. GAMES					0	0
3. CRAFTS					0	0
4. COLLEGE BOWL	5575	3753	4568	4937	1007	-1184
5. SOCIALIZATION/HOSPITALITY					0	0
TOTAL	5575	3753	4568	4937	1007	-1184
E. VOLUNTEER DEVELOPMENT	14183	13391			14183	13391
F. PROGRAM CONSULTANTS	51143	59316			51143	59316
TOTAL ACTIVITIES	215747	175610	53719	20692	162028	154918

SERVICES	EXPENSE		EARNINGS		FEES	
	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL
A. ACTIVITIES & CONFERENCE SUPPORT						
1. ROOMS/RESERVATIONS	15997	20536	8655	13485	7342	7051
2. COMMUNICATIONS/MEDIA					0	0
TOTAL	15997	20536	8655	13485	7342	7051
B. AMENITIES & CONVENIENCES						
1. CONCESSIONS/INFORMATION	215538	270362	224279	269823	-8741	539
2. RECREATION EQUIP. SALES/RENTALS					0	0
TOTAL	215538	270362	224279	269823	-8741	539
C. STUDENT ORGANIZATION SUPPORT						
1. STUDENT ORGANIZATION SUPPORT					0	0
2. GRAPHICS COMMUNICATION CENTER					0	0
TOTAL	0	0	0	0	0	0
TOTAL SERVICES	231535	290898	232934	283308	-1399	7590
III. FACILITIES						
A. HOUSEKEEPING						
	40076	35326	11025	5225	29051	30101
B. MAINTENANCE						
	13837	15433			13837	15433
C. LEASES						
	100	0	13118	18876	-13018	-18876
TOTAL FACILITIES	54013	50759	24143	24101	29870	26658

IV. ADMINISTRATION	EXPENSE		EARNINGS		FEES	
	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL
A. GOVERNORS	14900	11345	0	2998	14900	8347
B. GENERAL ADMINISTRATION						
1. PLANNING & OPERATIONS	107600	118854			107600	118854
2. RECORDKEEPING	27813	29759			27813	29759
3. STAFF DEVELOPMENT	13519	15021			13519	15021
4. PUBLIC RELATIONS & MARKETING SUPPORT	0	0			0	0
TOTAL	148932	163634	0	0	148932	163634
TOTAL ADMINISTRATION	163832	174979	0	2998	163832	171981
GRAND TOTALS	665127	692246	310796	331099	354331	361147
COLLEGE WORKSTUDY REIMBURSEMENT			45646	51822	45646	51822
TOTAL FEE SUPPORT AFTER CWS REIM.	665127	692246	356442	382921	308685	309325

MINNESOTA UNION-DEPARTMENT

IV. ADMINISTRATION	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL	1984-85 BUDGET	1985-86 PROPOSAL
A. GOVERNORS	0	10614			0	10614
B. GENERAL ADMINISTRATION						
1. PLANNING & OPERATIONS	0	133822	11445		-11445	133822
2. RECORDKEEPING	0	0			0	0
3. STAFF DEVELOPMENT	0	12865			0	12865
4. PUBLIC RELATIONS & MARKETING SUPPORT	0	24155			0	24155
TOTAL	0	170842	11445	0	-11445	170842
TOTAL ADMINISTRATION	0	181456	11445	0	-11445	170842
GRAND TOTALS	0	181456	11445	0	-11445	170842
COLLEGE WORKSTUDY REIMBURSEMENT						
TOTAL FEE SUPPORT AFTER CWS REIM.	0	181456	11445	0	-11445	181456

Minnesota Union
Proposal for
1986-87 Operations Fee Request

It is recommended that planning and budgeting for 1986-87 occur within the framework of long range strategic planning which is to be completed before the end of Winter Quarter 1986. It is further recommended that the 1986-87 Fee Request not anticipate the decisions which will be made after that request is submitted in November 1985. Instead, it is proposed that the 1986-87 Fee Request use the 1985-86 approved budget as the base from which the request is formed. It is further recommended that the base be reduced by the anticipated enrollment decline from Fall 1985 to Fall 1986. Finally, it is recommended that the reduced base be increased by those cost increases projected from Fall 1985 to Fall 1986 which are not expected to be offset by increased earnings. The long range strategic plan implementation schedule will then be designed to provide the necessary changes to budget within the parameters of the 1986-87 approved fee. It is recommended that the MUCB approve the formula for 1986-87 Fees this Spring Quarter and that management provide the data to the MUCB in Fall Quarter for action on final Fee Request approval at that time.

House & Finance Committee Meeting Minutes
Monday, April 8, 1985, 12:15pm

Present: Scott Chesney, Liz Andersen, David Kuball, Ken Martin, Andrea Chenault, Bernie Molitor, Denise Anderson

Absent: Peter Zeller, Hank Huepel, Rufus Simmons

I. Minutes approved as read.

II. House Policies Update

It was decided that this should be tabled until this summer.

III. 85-86 Budget (Bernie)

Bernie stressed that the budget synopsis provided to Board members is at this time only a proposed budget. Although it is perceived by some to be finished, we do still have several weeks to refine the budget and to address concerns/questions of Board members. Bernie asked the Committee how we structure ourselves to do this. Scott feels our first step is to explain to all Board members what is being proposed. He would prefer to do this in a less formal way, for example, in "Round Table" meetings. The respective committees would then take care of specific changes in their related portions of the budget.

Bernie stated that the challenge, then, is to encourage a thorough understanding for Board members. He asked Scott to elaborate on the format of these Round Table meetings. Scott said he would begin by addressing the general concerns of Board members. Dave suggested that we do not expect a great deal from Board members because they do not generally know how a budget is formed at this time. Discussion continued on how we should inform Board members of the budget formation process.

Bernie shared that his most profitable method of explaining the budget process to Board members in the past. What worked best for him was to set up meeting times pinpointed to discuss a few projects; he would then invite project leaders to these meetings to provide a more specifically based discussion of each project's budget. Scott would rather not get project leaders directly involved with Board members primarily because the managers are not necessarily clear on how their projects fit into the whole which the Board member must consider. Bernie agreed in principle, but noted that this does limit the lines of communication from the standpoint of the project leader.

Ken voiced agreement that stringent reviews of each project budget should take place in Committee, which would then bring their recommendations to the Board. Ken said it is the right and responsibility of each Board member to question the committee's decisions as s/he sees fit. Bernie asked how we get the Board involved. Scott replied that, optimistically, if these Round Table meetings are well-attended, we won't have any trouble. If the Round Table meetings are not well-attended, then the Executive Committee will need to take on the problem. Dave thinks that Board members are, in general, interested, but don't feel confident enough to deal with the specifics of the budget.

Bernie stated that we can assume the dollar figures in the budget proposal can and will achieve the outcomes listed in the packet. More detailed information on dollar figures could be requested of him or Liz, but the plans are where the Board's focus should be. Liz stated it is going to be difficult for anyone to judge where this budget stands compared with

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previous budgets. Andrea recommended that the Board develop some kind of threshold level: to state that, at the outside, this is what we are going to get; to state what is the bottom-line for which we want the Board to be responsible; to draw attention to the changes from previous years so that we can make a good decision.

Dave stated that looking over the outcomes and determining that they are indeed what we want is the most important task for H&F. Ken said that there are some basic questions, though. For an example, he directed attention to Performing Arts in CMU and Rec. Skills/Knowledge and noted that explanations for dramatic changes in funding needs or revenue expectations are necessary. Scott summarized the information currently provided is not necessarily enough to explain the changes indicated. Ken suggested that H&F should focus in on major changes and note those changes, as well as their explanations, to the Board. Dave mentioned that that is what H&F has done in the past and it took a great deal of time.

Bernie expressed concern that if we do not structure the Round Table meetings as "serious" meetings like H&F, it will be difficult to get people to attend. He suggested scheduling six or so H&F meetings and inviting general Board members to attend one or more meeting. Scott feels it would be less intimidating to have informal meetings. Bernie suggested setting times to respond to specific issues, then inviting individuals from the Board to these meetings in an effort to get them involved in these issues. He also suggested perhaps providing a short "program" a certain number of times, inviting small groups of Board members to these "programs". A question and answer session could then follow each presentation. Scott again stressed his desire for a less formal atmosphere. Liz asked what H&F's role in this idea would be. Bernie said there would be no particular script except that the Committee is prepared to facilitate discussion. Scott said the Exec. Committee would be responsible for facilitation. Dave stated that, as long as Board members get a breakdown of the budget, they should be able to make knowledgeable recommendations to the Board.

Liz asked if these suggestions don't just get back to H&F Committee needing an appropriate number of members to represent the Board. Dave and Scott said the Round Table idea is separate from that. Scott explained that Round Table meetings would essentially be expanded office hours for him. Dave felt the Round Table concept should cut down on the number of H&F meetings needed. He sees the Round Table concept as H&F and other Board members informally meeting to discuss the budget. Bernie and Liz would represent their respective areas. Round Table meetings would be informative only, while H&F meetings would actually process the budget. Liz clarified that certain H&F meetings will then be set to go through each project, clarifying proposed changes. Ken clarified that we would then probably not invite individual Board members to discuss specific issues. Andrea compared Round Table to CUPC's Officers' Club meetings.

Ken asked where we would bring questions such as why WBU has budgeted a high ratio of earnings for College Bowl when, in talking to a College Bowl member, he has heard that College Bowl has no fund raisers and no money now. He also asked what happens if projected earnings end up less than projected. MUCB representatives in CMU would be able to bring such questions to that committee. Bernie suggested that he could also answer many questions like this one. Such items of concern may be brought out at any point and would be dealt with at the first level possible to provide an answer. Bernie noted that there are at least four CMU projects which he feels need questioning such as this.

Dave stated that Round Table meetings are the responsibility of the Executive Committee. H&F meeting scheduling will be set by the Exec. Committee, as well. Ken asked if Round Table meeting sites would be shared in any form outside of those meetings. Scott said it would not unless the same question(s) came up frequently.

Bernie shared another idea of setting a schedule in which attendance revolves. H&F Committee would have informal meetings and also set times to bring concerns to formal meetings. Dave said it is important to get a schedule out as soon as possible.

Meeting adjourned.

Respectfully submitted,



Denise M. Anderson

da

COFFMAN BOARD OF GOVERNORS

April 15, 1985

Agenda

- I. Call to Order
- II. Approval of Minutes
- III. Unfinished Business
 - Plans & Budget Analysis
- IV. New Business
- V. Reports
 - Chair - Officer Candidate Platforms Due 29 April
 - Program Council
 - House & Finance -Meeting Schedule
 - Director
 - Minnesota Union
- VI. Announcements
 - 1985-86 Governors Recruitment
- VII. Adjournment

sc

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting April 15, 1985

Present: Scott Chesney Chair David Kuball V Chair
Andrea Chenault CUFC Henry Heupel CLA
John Barich Ed Tim Walker GS
Ken Martin MN Alumni Barry Bridges UBOG Alumni
Leslie Bowman Fd Serv Rufus Simmons CMU
Bernie Molitor CMU Elizabeth Andersen CMU
Glen Lindgren CUFC

Absent: Paul Pazandak CHIP Shelly Udstrand GC
Don Straub MSA Peter Zeller IT
Ann Pflaum CC

Guests: George Bates, CUFC; Jim Elert, PR Rep; Jim Sleezer, Program
Consultant; Vi Justice, Secy

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

The minutes of April 1 were approved as published.

Board Membership

The Chair introduced and welcomed Glen Lindgren as new governor from the Program Council. Mary Hastings, Faculty Rep, resigned due to additional assignments involving CHIP and University Hospital. David Naj, Student Employee Rep resigned as he graduated. The Chair noted recruitment of Faculty Rep is in process.

Agenda

The agenda for the next three meetings will be the 1985-86 plans and budget.

A document, Significant Changes in Policy/Level of Service, CMU Projects, 1985-86 was distributed and discussed.

Question was asked how board members perceived their constituency would react to changes in policy/level of services. Mr. Heupel thought CLA would be concerned about consistency in service and programs available in the unions. Mr. Barich said Education has some sense of territory and probably would not be in favor of moving a service to another union. Mr. Walker said the Grad School students do not use the union as much as other groups. The consolidation may cause them some running around. Ms. Bowman said that differences in food service are noticed and she felt differences in services and programs will be noticed also.

Reports

Chair. House and Finance will look at changes in level of services in MU at its next meeting. Board elections for Chair and V Chair will take place April 29.

CUFC. The Biggest and Best Event Ever will take place May 15. All are invited. Council President will be elected April 29; Coordinators, May 6.

Announcements

Ken Martin announced a woman bowler from Minnesota finished 10th in the national tournament.

The Health Fest will continue all week.

The meeting adjourned at 1:05.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

To: CMU Board of Governors

Fr: CMU Administration

Re: Significant Changes in Policy/Level of Service,
CMU Projects, 1985-86

- 1-VISUAL ARTS Reduction of .15 in FTE plan for consolidation and MU management and consolidation of installation and production of exhibits. 3rd floor gallery to be managed by volunteers/interns.
- 2-LIT ARTS Project leadership centralized in WBU. CMU program resources reallocated to WBU.
- 3-MINI COURSES Fitness classes will be done through office of Recreational Sports. 1985-86 program will be scheduled for high demand/high quality and self-support. A market study will be done to assist in reprogramming for longer range quality, self-supporting programming.
- 4-OUTINGS RENTAL Service has been centralized at the St. Paul Student Center to enhance the overall quality of service to patrons.
- 5-CRAFTS Reduction of level of service and staffing; closed in July and August. Target is to double level of use by reconceptualizing our purposes. Aggressive advertising and promotion program will be implemented, and a market study done to assist us in targeting users and tailoring and creating our offerings.
- 6-SOCIAL/
HOSPITALITY Intended outcomes have been redirected toward socialization, "the act or process by which individuals engage in pleasant companionship with friends and associates," and toward hospitality, "which welcomes guests with warmth and generosity." Level of service will be proposed by project leaders by April 19th. Popular film is no longer a part of the project.
- 7-VOLUNTEER
DEVELOPMENT Level of service will increase with completion of a design for Minnesota Union Volunteer Development Program.
- 8-CONCESSIONS Removed Photocopy Service from project:
 a) reduced 500 Jr Cashier hours
 b) reduced net income of \$12,000
Removed 75% FTE Sr Office Assistant:
 a) added 10 hrs/wk cashier to fill need for assistance (Assistant @ 50% FTE)
Removed Lost and Found Central Program.
Reduced Locker Rental net income \$4,800. Rentals continuing a downward trend.
Plan is being developed to close Newsstand over summer (to eliminate duplication of service during slow times) and reduce Service Center hours (approx 2 hrs/day). Net savings of \$3,000 - \$4,000.
Team will be examining alternatives to cigarette line for ethical reason as well as continuing reduction in sales.

- 9-COMM/MEDIA Shifted .25 FTE of Comm/Media Supervisor's time to "hands on" program facilitation.
Eliminated Music Listening expenses. Service will be reduced to headphone checkout by Gallery attendants and tuner system. Record library and other equipment will be sold to purchase tuner system.
- 10-RESERVATIONS Removed 41 hours/week RA's for evening duties. Duties to be picked up by Asst Night Managers.
Removed Jay Hopkins @ 5% FTE due to computerization of Reservations. Building attendance reports done on new system.
Removed Denni Anderson @ 30% FTE due to computerization. Daily Sheet and confirmations done on new system.
Gross income projected \$4,000 higher than 84-85. Anticipating status quo usage plus 5% increase in rent rates.
- 11-SOAC Management of the service will switch from full-time staffing to part-time student support. Hours of service will be reduced to 4 hours per day.
- 12-LEASES Added income (\$2,500) for Photocopy Center.
Added income for 2nd TCF Machine (\$4,739).
- 13-PLANNING & Changed FTE's as follows:
OPERATIONS a) Removed Mark Allen (temp. assignment for AA last year)
b) Increased Denni Anderson (due to removal from Reservations)
c) Reduced Liz Andersen slightly (5%): Moved time to HRD for orientation and development programs.
d) Removed 1/2 of Diane Conde's position. Remaining 1/2 moved to student salaries for office consolidation.
e) Reduced Cindy Holton 10% (due to Minicourse assignment).
f) Increased Vi Justice 28% (due to move out of Governance, PR and HRD).
g) Reduced Bernie Molitor 20% (due to increase in MU assignment).
h) Reduced Rufus Simmons by 4% (due to increase in MU assignment).
- Changed student salaries to reflect:
a) Consolidation of Operations and Program Office secretarial support.
b) Reduction of Night Managers hours which provided for N.M. leaving at 9pm Sunday - Thursday. (Duties covered from 9pm-11pm by custodial dept.).
c) Addition of PR Office Assistants due to phase-out of PR project.
- Expenses changed to reflect:
a) PR expenses due to phase-out of PR project (\$16,877).

4/10/85

April 10, 1985

To: Fellow Governors
Fr: Scott
Re: Comprehensive Language Proposal

This proposal has been introduced to the West Bank Union Board of Governors and the Minnesota Union Executive Committee. I am presenting it to the Coffman Board of Governors for your consideration at this time.

A timeline for action has not been established at this time due to the obvious pressures of the planning and budget process. As one is developed I will schedule it onto the Board's agenda. I will keep you informed.

Consideration of this proposal should take two related foci. Most importantly, from the perspective of governance, how does this concept reflect the mission and overall goals of the Minnesota Union? What will it add to the service we now provide to the University Community. Secondly, if the proposal is deemed to have merit, what priority will we assign to its integration into the union.

Mark Allen and Carl Nelson are able to answer your questions about the origin and background of this proposal. Please contact them (6-1685) at your convenience.

Other questions can be brought to the Governors' Roundtable at any time.

Thanks for your time.

CC: Carl Nelson
Mark Allen
Bryce Whitwam
Doris Mold

LANGUAGE PROPOSAL

To: West Bank Union
Minnesota Union
Fm: Steve Carlson, West Bank Union volunteer
Re: Comprehensive Language Programming - Proposal

I propose that the West Bank Union, in response to the stiffening Second Language Requirement coming next year in CLA, be the first Union on campus to initiate comprehensive language programming (I don't mean "mini-courses"), in direct cooperation with the College of Liberal Arts. Since there is little doubt that we can and should undertake this new program area, I will only provide a brief argument, and then begin breaking ground in this area by presenting a few basic principles, strategies and proposed initial programs.

The first premise in our brief argument is the College's requirement itself. It's going to be very tough. My observations indicate that very few students have been completing six full quarters in language and suggest that these represent largely those we might consider to have a "special gift" for languages. Therefore our support in making language more enjoyable will, I am sure, be much appreciated by the students.

Secondly, we have the strong support of the CLA. I have already met with Dean Lukermann of CLA and Michael West, MLK Director. Both indicated strong interest. I have randomly talked to officials from two language departments and both have indicated a ready willingness to work with us to strengthen their own student organizations and to work directly with us to provide language activities for programs which would, I assume, be open to participation by all students. I for one am anxious to meet with these educators to plan specific plans and programs.

Thirdly, this proposal fits neatly into the objectives of the Minnesota Union. I quote relevant passage below, leaving the reader to draw the connections for now (I will make them in the second part of this proposal):

"Activities...provide members of a multi-cultural community with opportunities to express, discuss and consider ideas; to experience and develop an appreciation for the arts; to develop lifelong leisure skills and interests; to experience entertainment and other enrichments to campus life; and to develop personal and organizational life skills..

"..experience the cultural diversities within the larger pluralistic society, a means through which members of minority groups can display points of unity and diversity of purpose and cultural expression, and the opportunity to acquire life skills through participation in co-curricular activities...

"..To enrich the educational experience of the University by providing programs which 1) encourage serious reflection on public affairs, science, arts and humanities; 2) offer opportunities to develop personal and leisure skills; 3) create informal out-of-classroom discussion of knowledge, opinions and values among students, staff, faculty and off-campus community members."

My fourth argument derives from the reasons for CLA's action: in short that

the University's language activities to date have been inadequate and do not give languages the important priority they deserve. And this, I suppose, is equally true of the Minnesota Union. We must correct this. If a narrow, English-laden curriculum drifts idly toward isolation and inconsequence, out of touch with the vital international give and take of global intellectual and scholarly currents, then our current programming, too, is but a pale, two-dimensional image of the lively, stimulating environment we would find if we just opened our ears and eyes to the intercultural and international community that is the University and the Twin Cities. Engaging that community through language, though challenging, would surely be well rewarded, no?

Finally, we can create successful programs in this area and so we should. With the Union's resources, its already impressive programming, the involvement of academic personnel, and the participation of new students, some of whom already speak non-English languages and many of whom are ready (and no doubt eager) to learn them, how can we miss?

Principles and Strategies

Although the University community is just waiting for us to set these exciting plans in motion, we must use our imagination and make the best use of our own potential and resources to create this new program. This is the basic strategy. As we establish a few successful efforts, we must learn from these, and consult with and involve those on campus who want us to succeed.

At the outset, I suggest that we adopt as our basic principle, relevancy. Languages must no longer be a side order in a cafeteria-style education. They should be in the main course. We must use languages in our programming, as students must use them in their disciplines.

This necessity derives from the nature of language learning. Encountering a second language, the student must first understand certain basic elements of it, such as vocabulary, grammatical rules, common idioms and phrases, etc. Then he or she must begin to use the language for communication, i.e., receiving and comprehending messages as well as formulating messages for expression. Finally, the student must enter that world of consciousness and meaning which the door of that particular language opens for him or her. Otherwise, that door will close, and the student will be no better off for having acquired the six quarters of language credits required.

Our role, then, is to make that language relevant and immediate for the student, by making the water warm and inviting. It's really a matter of consciousness-expanding, because that intercultural community already exists. But because it seems invisible, both in the classroom (classes are so fragmented and specialized that even closely-related classes in the same department may seem like totally unrelated subject-matter - second language? Forget it) and in the Student Union, the student is quickly discouraged from using the language and wrongly concludes that he or she must visit another country to find any use for this newly-acquired skill.

As a second principle, I propose that we seek to reinforce the student's efforts to acquire the new language in the classroom. This seems to me an important and appropriate way to support the curricular offerings of basic language skills. The kinds of particular programs which this principle yields are two; first, a type of peer tutoring, helping the student to either grasp the basic elements offered in class, or to review those elements. Second, a systematic gradation of programming by language skill level (say, first year or second year levels). On the one hand, this would help the student to "put it all together" at a given level and to confidently and objectively realize the results of his or her hard work by now being able to participate in a program at that level. On the other hand, this type of social, cultural event would motivate the student to achieve a given level of competency, not just "total mastery" of the language. Hopefully, the student would also realize satisfaction through increased awareness and appreciation of another linguistic culture.

A third and final principle I suggest we adopt going in is that of inclusion of language-based cultural groups. I mean that we actively seek to involve groups of students who speak these languages in our program offerings. These may be international students or U.S. ethnic students. Some may already be organized by language or nationality. In this way we achieve two important goals of the Union: activities which include our multi-cultural community; and the enrichment and depth of our own cultural offerings.

With these three basic principles, relevance, reinforcement and inclusion, clearly in mind, I believe we are ready to proceed to meet with important campus entities and to plan specific programs.

Meetings and Plans

We need to continue meeting with College officials to discuss specifics needs, ideas and plans. They can put us in touch with the departmental resources which we need, as they have perennially benefitted our programming. Departments can work with us to provide space for language study and language programming.

We need to meet with many students. First, we must solicit the support of the many bilingual students on our campus. We can work with them and their organizations to generate programming and language study support. Another group of students we need to meet (and the two may overlap) are those with language study needs. These will be student representatives who will assist in designing programs and study support, and who will help us recruit volunteers for these programs.

Programs we can start right now: We should start things off with a few programs of two types (possibly combined); language-based programs, e.g. films, plays, literature readings co-sponsored with language departments and their student majors, and the same with groups of bilingual students, naturally with adequate campus publicity. And we should investigate to determine the possibility of providing study areas for language and peer tutoring (or other tutoring).

cc: Carl Nelson, Fred Lukermann, Mike West

HOUSE & FINANCE COMMITTEE MEETING MINUTES

Wed., Apr. 17, 1985, 12:00p.

Present: Liz Andersen, Scott Chesney, David Kuball, Hank Huespel, Bernie Molitor, Ken Martin, Denise Anderson

Absent: Peter Zeller, Rufus Simmons, Andrea Chenuault

I. Minutes approved as read.

II. Budget Discussions

Services:

Concessions/Information - Dave noted the recommendation to cancel the photocopy service because this service is adequately provided in the community. Liz said the idea is that the Photocopy Center will be a more comprehensive service. Currently, the University Copy Center is negotiating with CMU for a Space contract in Room 40. Univ. Real Estate Office has given us no restraints at this time, although there is the possibility we may be in competition with Univ. Duplicating Services. Liz said this service would be aimed more at student clientele than University Duplicating is at this time.

Dave asked what lost expense/income are under Lost and Found. Liz informed him that there is no real breakdown. L&F has been a more or less break-even project. It appears that the central lost and found service is no longer as necessary as it once was. Liz explained it has worked out well for individual departments to hold on to L&F items in their own areas for longer periods of time this past year. The projection is that no longer having a central lost and found will create no real inconvenience.

Scott inquired why we are expanding our Locker Rental service if we're apparently not renting all of the lockers we already have. Liz noted that all of our lockers in high use buildings or departments are rented. Our problem is that our lockers are spread out and not in connection with any particular area or school. Scott suggested that we then make an attempt to move those ill-placed lockers into spaces in which they will be used. Liz replied that for some lockers that will not be possible. Some are built into the wall or are so old that they are undesirable for use. Dave stated it was implied in Services and Facilities meeting that we will be checking into the moving of existing lockers before we purchase any new ones.

Dave noted that the rest of the changes are due to reduced hours of operation. Liz stated we should be able to provide basically the same degree of service. She is not sure we are going to go through with closing the Newsstand in summer, yet. Scott agreed and stated that the Newsstand is a valuable and profitable service, especially to early morning customers. The business of these customers would probably be lost because 1) the Information Center is not open until 8:00am, and 2) it isn't close to the Food Service. Liz said we will take this recommendation into effect only if we need to make still deeper cuts.

Hank asked about the line concerning cigarettes. Liz said this will be a project of this next year. Hank initiated discussion on the issue of ceasing cigarette sales in the Union. Scott stated we do need to make certain the student patrons do not see cigarette sales as important to them, and that we would need to have another line of items to replace the cigarette income from sales. He noted that it should show up as a strategy for the project if we are to study the effects of delisting cigarettes from our inventory. Liz said it is not really necessary for the Board to be in a very detailed process in determining what items are sold in the Concessions areas.

Dave questioned the bottom-line totals. Scott replied most of the change is in Postal costs, which more or less is a case of money passing through the Service Center, rather than earning any money on the postage service itself. Liz stated that we are now assessed 1.7% of the earnings in the building by the Business Office. The amount of this assessment was distributed to CMU departments according to their earnings. Also, distribution of costs is different in this year's budget compared to last. Dave summarized that the big thing is that the Committee approves the changes noted in the strategies. Scott said the most significant change is in the Post Office, in that we don't make any money from it, yet we had to pay an assessment to the Business Office on it this past year.

Scott requested that H&F receive more information on how much of the income currently received through our photocopy service comes from CMU departments and how much is from student use.

Equipment Sales/Rental - In shifting our service to St. Paul, Dave stated he understood that we should still be able to answer inquiries and could possibly even order equipment through CMU's Rec/Outings Center. Ken offered an example of why he thinks this is a good move.

Music Listening - No longer an individual project. See Comm/Media.

Communications/Media - Dave stated the main change is to eliminate Music Listening. Liz clarified Music Listening as a project is eliminated, but the service is still there in a modified form. There is no direct expense connected with the service. Gallery Attendants will be responsible to dispense headphones. Hank asked why we should keep such a minimal service. The lounge area could be used for something else. Dave noted this sounds a lot like Lost and Found project last year, and it may turn out just the same way. Ken stated that all we are proposing is to trade in one kind of capital equipment (recordings) for another (tuners), and we have reduced costs by using Gallery Attendants. Scott stated that, to him, it is not worth selling off the record library to only be able to listen to the radio. Scott suggested that we seriously consider closing the entire service. Ken asked how large the user audience is. Liz replied headphones are checked out approximately 500 times per week. This adds up to probably about 100 devoted patrons. It appeared to be a consensus that H&F recommend to eliminate the service entirely. Liz asked if there is any need for the recordings. Dave suggested that we could loan them to the Library. Ken asked what we would do if the Board should find it necessary to reinstitute the service in a couple of years and we have sold off the music library. It was recommended that we close Music Listening, maintaining the inventory for at least a short time until we are certain the items in it are not needed.

(Martin/Huepel)

MOTION: That H&F recommend that Music Listening be eliminated in its entirety from Comm/Media (no service rendered). H&F suggests that the music library and capital equipment shall be retained (stored) pending further determination of use/dispersal.

Motion passed.

Dave asked what the reduction in fee support of \$6,500 is due to. It is due to change in FTE and the Music Listening change.

Rooms/Reservations - Dave asked how the change in Reservations Assistant time affects building security. Liz stated that the Night Managers do have

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Motion passed.

Dave asked what the reduction in fee support of \$6,500 is due to. It is due to change in FTE and the Music Listening change.

Rooms/Reservations - Dave asked how the change in Reservations Assistant time affects building security. Liz stated that the Night Managers do have

enough spare time now to carry out the RA duties. There is also a custodial supervisor on duty to assist in security and setups. Scott asked if we have someone responsible administratively between 7:00 -- 8:00am. Ken said he sees this plan to be efficient.

Changes in FTE due to computerization of Reservations were noted.

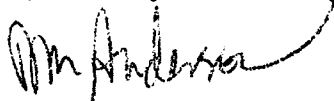
Scott asked how we can earn more money than this year if we no longer charge University departments for room use. Liz stated that the increase in earnings would have been larger if we were still charging departments.

Student Organization Support - Scott suggested that we deal with this in conjunction with the Directors' proposal for management and allocation of space for student organizations. Bernie stated that H&F will only have referrals of questionable or controversial applications from the administrative staff. Ken clarified the basic process of space allocation. Dave asked how pricing is addressed. Bernie said the only addendum is the storage spaces in the print room which will be rented on a first-come, first-serve basis.

It was noted that Graphic Arts would be an addition of the St. Paul Graphic Arts service within Coffman Union.

Meeting adjourned.

Respectfully Submitted,



Denise M. Anderson

da

Ken noted that, as an Alumni, he has been here a long time and has seen the cleanliness of Coffman decline considerably. Scott stressed the need for a more clear explanation of the funding cuts.

Maintenance: Decrease in earnings is due to lack of charging in Room Setups because of the policy for self-help. It is also due to a modest reduction in expectations of Campus Club cost sharing.

Leases: Scott noted item #2, Golden Razor, saying that with studying alternatives, we might need to have an alternative business/service scheduled for that space before they leave. Liz said the management team talked about renting to a similar business which might give us a better return for the same kind of service.

Rufus asked what the intent of the management team is. She said the team looked at the rate of return and felt that other options should be investigated before committing ourselves to another 5 year lease. Scott wants this study to be included in the current budget strategy. Dave said that for the Board to get involved with what lessee stays in or leaves is out of line. Scott feels it is entirely appropriate to decide what type of service is in the building. He feels hair care in the Union has outlived its purpose. Rufus noted that you could say that regarding everything we do. Ken noted that it is important to consider the level of service use. Scott would like a clarification of the "alternatives" being considered. Rufus replied that between now and the time we act, clarification will certainly be completed. What concerns him is the time line. We will look at this item at a later time.

- ADMINISTRATION

Recordkeeping: No comments

Public Relations Bureau: Dave asked if this expansion was approved by the Board. Scott said it isn't only a Union bureau, so he is unsure if we are only to approve our share of it. Rufus said we are eliminating CMU's public relations position and sharing the service with the other departments of MN Union. Hank asked how this will differ from the current setup. Rufus replied that Jim Elert is leaving this year. A new staff person will be in charge of the Bureau. The service provided to CMU will probably not be as responsive to our needs, but as it gets set up, it will be more efficient. The Bureau will be concerned with broad, long-term campaigns as opposed to short-term, single event promotions. Hank asked if the Bureau would be accessible for the Program Council. Rufus replied it would but only regarding long-term items. Short-term needs will be met by the advisor or graphics center. Hank expressed concern for the difficulties the Program Council and student organizations may have with access. Scott asked how we can evaluate the project as a Union once it is established. Rufus said we will address it in terms of needs not being met/being met. Rufus noted that the plan for the Bureau is still evolving.

Hank asked what we will be able to do if we find the Bureau is not meeting our needs. Rufus replied we will be able to address problems through himself or Bernie. Bernie noted the fundamental argument is to distinguish between public relations and advertising. We will need to deal with the change by organizing our staff's and volunteers' levels of experience.

Scott asked what location is planned for the Bureau. Rufus replied it will be somewhere in the Room 220 configuration.

HOUSE & FINANCE COMMITTEE MEETING MINUTES Page 3

On Wed., April 24, H&F will continue the budget reviews and attempt to finish them.

Meeting adjourned.

Respectfully submitted,

Denise M. Anderson
Denise M. Anderson

COFFMAN
Board of Governors

April 29, 1985

AGENDA

- I. Call to Order
- II. Approval of Minutes
15 April 1985
- III. Unfinished Business
Changes
Recommendations
- IV. New Business
Officer Candidate Presentation
- V. Reports
Executive Committee
House & Finance Committee
Program Council
Director
- VI. Announcements
Elections 13 May
Budget Action 13 May
- VII. Adjournment

SC

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting April 29, 1985

Present: Scott Chesney Chair
Andrea Chenault CUPC
Henry Heupel CLA
Ken Martin MN Alumni
Rufus Simmons CMU
Elizabeth Andersen CMU
Dave Kuball V-Chair
Glen Lindgren CUPC
Tim Walker GS
Leslie Bowman Fd Service
Bernie Molitor CMU

Absent: Barry Bridges UBOG Alum (exc) John Barich Ed
Paul Pazandak CHIP Ann Pflaum CC
Peter Zeller IT (exc)

Guests: Carl Nelson, Mark Sova, MU; Jim Sleezer, Jim Elert, CMU;
Vi Justice, Secy

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

The minutes of April 15 were approved as published.

The agenda was adjusted to move new business items to the meeting of May 13 to allow more time for budget discussion.

UNFINISHED BUSINESS

The following activities changes were noted:

- Literary Art and Film - Arts funding and responsibility for implementation of strategies and outcomes shifted to WBU, a change brought about by retrenchment of CMU Student Personnel Worker position.
- It has been recommended that mini courses be discontinued. This is the third year of declining enrollment for mini courses. Fitness classes will be conducted through Recreational Sports.
- Social and Hospitality are in the process of discussion and review with a recommendation that we get on with doing it. Jim Sleezer will be in charge of hospitality and will remain housed in CMU. Carl Nelson noted social and hospitality is key purpose of the unions. All projects will be looked at for input to social and hospitality.
- Jim Sleezer will be in charge of the College Bowl.

House and Finance. David Kuball reviewed H&F minutes of April 8, 17 and 22. Copies of minutes were distributed to Board members.

The following motion was brought to the Board by House and Finance:

MOTION 12-85 (H&F-Chenault) That Music Listening be eliminated in its entirety from Comm Media. Motion discussed and tabled to May 13 meeting.

Andrea noted she was in favor of the motion but the Program Council does not agree with discontinuance of the service. The Chair asked that the Council give suggestions re Music Listening to Andrea for discussion at May 6 H&F meeting and the item be returned to the Board on the 13th.

REPORTS

XC. Scott reported XC Committee has allowed some exceptions to House Rules for staging the May 15th Biggest and Best Event...Ever. Music, supervised by Comm Media, will be allowed outside of the noon hour for dance and aerobics held on the mall terrace in front of CMU. Programming will take place in the Fireplace and Commuter Lounges and the Whole. Contingent on the weather, hair cutting demonstrating will be done in the Ski-U-Mah lounge.

CUPC. Andrea reported presidential elections will be held today. Two platforms have been received (Glen Lindgren and Steve Ballinger). The Council is beginning interviews for 85-86 coordinators. The May 15th event has been restructured for committee reports and involvement. A recognition event for UBOG/CUPC is being planned for Thursday, May 23. Invitations will be sent out next week. Cinco de mayo, an outstanding week-long program is taking place this week.

DIRECTOR. Rufus reported CMU administrative team is meeting to assess where we are as an organization in planning for 85-86 year.

Elizabeth Andersen reported the office consolidation project will go into effect around July 1.

ANNOUNCEMENTS

Mark Sova announced there are two MU scholarships that cover tuition, fees, and books available to qualified MU volunteers. Applications, stating qualifications, are available in the Director's office.

Election and budget action at May 13 UBOG meeting.

Mark Sova announced he is keynoting MU State of the Union, May 28 at 1 pm at WBU. Board members are invited to attend.

The meeting adjourned at 1:10.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

**STATEMENT OF CANDIDACY
VICE-CHAIR COFFMAN UNION BOARD OF GOVERNORS**

My name is Henry W. Heupel (Hank) and I am running for the position of Vice-Chair of the Coffman Union Board of Governors. I am currently the CLA representative to the Board and have been a member of the Board since Winter Quarter 1985. I am also currently the Treasurer for the CLA Student Intermediary Board. I am currently a junior majoring in History and Political Science.

I have worked quite closely with David Kuball, Scott Chesney and Rufus Simmons in House and Finance committee and I have talked with each of them concerning the position for which I am running. I would like to present here my ideas concerning the direction of the House and Finance and for the Board in general for the next Academic Year. First of all, however, I would like to commend the work of David Kuball for the fine job that he has done during the past year.

I see three specific areas that I need to address as a candidate for the Vice-Chair position: leadership, commitment and focus. Leadership is an important part of the position of Vice-Chair of House and Finance, as the Vice-Chair chairs the House and Finance committee of the Board and is an officer of the Board. My leadership style is best described as "shared - democratic" style. I lead by example and work as hard as those whom I lead. I believe in the participatory process by which every one is allowed and encouraged to present their ideas and has a voice in the governance and policy of a group. However, I am not adverse to taking charge when necessary, and motivating others as is necessary. A leader should be honest and fair in dealing with others, qualities which I feel that I am known for. Most of all, a leader should take initiative and responsibility, again qualities for which I am known to have and to practice.

No person can run for any position without commitment. Commitment is probably best described as dedication and loyalty to a group or organization. I plan to be fully committed to the duties and responsibilities of the position of Vice-Chair. I will be able to commit at least ten to twelve hours per week to the position in addition to the meetings at which I would be expected to attend. I am also committed to improving the performance of the Board and particularly in the areas of services and facilities at the Union. I plan to be part of the process by which the Board continually improves the quality of the services and facilities provided to the students, and if possible to improve the process and policies of the Board in general.

The focus which I intend to bring to the position of Vice-Chair is divided into five specific areas:

1. Services and Facilities - as Vice-Chair I will work on the continual improvement of the services provided to the students and the facilities within CMU. I plan to become actively involved in the review process of strategies and performances in these areas. I plan to work closely with the management and administration to meet goals and to provide means to accomplish strategies. I also hope to bring some new ideas and a fresh approach to this area and to be involved in the possible revising of goals and strategies.

2. Budgetary Review - I plan to become intimately involved in the budgetary process during the next year, emphasizing the use of quarterly and yearly reports in assessing the goals, strategies and performance. I plan to work closely with the Executive Committee and the Board in evaluating the effectiveness of the budget and strategy and to advocate changes when in the best interest of our constituency, the students.

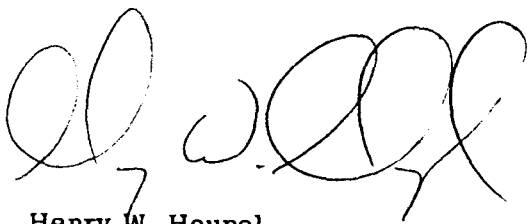
3. Minnesota Union Relations - I see CMU's relationship to the Minnesota Union Coordinating Board as vitally important to the continued success of the student union concept here at the University. I plan to work closely with the Executive Committee, the directors and the Board in improving relations and working closely with MUCB. I plan to work on bringing systematic uniformity with all of the Unions, at the same time working to keep the individuality and autonomy of each, and in particular CMU.

4. Administrative Review - I intend to become actively involved in the continuing review process of management and administration at CMU. I plan to work closely with management, yet keep a distinct student perspective on the administration of the Union. I also plan to review with the Board the general and specific policies of the Board whenever the need arises.

5. Board Relations, Recruitment, Public Relations - I have grouped these items together because they relate either directly or indirectly to each other and it would be difficult to rank these in order of importance. I intend to work vigorously in all of these areas, hopefully increasing the attendance and participation of Board members and to increase the positive public awareness of the Board as a whole.

These are the areas I intend to address and work on as Vice-Chair of House and Finance for the Board of Governors. I intend to provide strong, reliable and competent leadership on the Board and to work to improve the Union through the policy process. I fully intend to work closely with all of the Board members, making myself available for suggestions and ideas, as well as working closely with management and administration to continue to provide the best services and facilities, and policy available at the University of Minnesota.

I look forward to a very rewarding and productive year next year in the Union and hope that you, my fellow governors will allow me to take an active leadership role in the direction and focus of the Union in the coming year.



Henry W. Heupel
CLA Board Representative

15.23.1

To Bernie M, Tim M, Bernie N, Richard M
From Eloy A. Chavez
Social and Hospitality possible programs

Activity Leaders

EVENT

Outdoor thematic noon events to be coordinated with food service.
TARGET AUDIENCE General students, faculty and or staff
TIME OF YEAR Early fall or late spring

EVENT Special welcome for Summer session I and II students. This program should be in conjunction with orientation area in presenting information on Coffman, St. Paul and West Bank Union's. Information provided should include programs, resources and facilities. Program should be also be inconjunction with food service in providing refreshments. TARGET AUDIENCE Summer Session I and II students
TIME OF YEAR Summer

EVENT College Day. This program will be designed to honor specific colleges on campus, ie IT and CLA. Coordination should be made with college of choice to impliment program which brings the college constituents together in a hospitable fashion. The honoring of that particular college alumni or other similiar theme could be highlighted for such an event. TARGET AUDIENCE Specified college TIME OF YEAR Late fall quarter or early winter quarter

EVENT Faculty and Staff Honor Day. This program is designed to honor faculty and staff of the university. Various staff and faculty shall be selected and honored in a social environment. All students will be invited to meet and share information with faculty and staff. Refreshments and light entertainment will be provided. TARGET AUDIENCE entire university community TIME OF YEAR Late Fall quarter early Winter Quarter.

EVENT International Country Celebration Series. This program is desinged to highlight a particular country where a number of students attending the university are from. This program shall select a specified country and those students from that selected country will be supported to emphasize and inform other university groups of styles, customs and issues of their particular homeland. One of goals of this project will be to enhance as many countries possible. Strong communication and cooperation needs to be established with MISA and other internation community organizations. TARGET AUDIENCE: University Community: TIME OF YEAR: Any time around MISA and High level international programs.

Popular movie programs in conjunction with residence halls

Noontime events in SKI u Mah lounge and Music Listening Lounge

Commuter Concerts--light duos and trios in commuter lounges

Free movie shorts during daytime hours in theatre

Program with other project in enhancing social and hospitality environment for event.

Establish faculty and staff music/talent series in order for faculty and staff to share hidden hobbies.

Establish series of events incorporating fine and performing arts in presenting social and hospitality environments for unions.

Other projects should be presented by incoming student leaders

collman

Board of Governors

13 May 1985

Agenda

- I. Call to Order

- II. Approval of Minutes
29 April 1985

- III. Unfinished Business
1985-87 Strategies and Outcomes
1985-86 Budget

- IV. New Business
Election of Officers for 1985-86
Vice Chair
Chair
Ratification of President
Glen Lindgren, Recommended by CPC
Constitutional Amendments
By Laws Amendments

- V. Reports
Executive Committee
Program Council
Director
Minnesota Union

- VI. Announcements
Constitutional Amendments Action 20 May

- VII. Adjournment

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting May 13, 1985

Present: Scott Chesney Chair Dave Kuball V Chair
 Andrea Chenault CUPC Glen Lindgren CUPC
 Henry Heupel CLA John Barich Ed
 Ken Martin MN Alumni Barry Bridges UBOG Alumni
 Leslie Bowman Fd Service Rufus Simmons CMU
 Bernie Molitor CMU Liz Andersen CMU

Absent: Paul Pazandak CHIP Tim Walker GS (exc)
 Peter Zeller IT (exc) Ann Pflaum CC

Guests: Jim Elert, PR Rep; Jim Sleezer, Parliamentarian;
 Vi Justice, Secy

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

The minutes of April 29 were approved with the correction that Eloy Chavez, not Jim Sleezer, is project leader for hospitality.

Andrea noted the pink and green balloons decorating the Board room are a kickoff to May 15th The Biggest and Best Event...Ever. Board members were encouraged to wear their Event button and to wear pink or green on the 15th.

UNFINISHED BUSINESS

1985-86 Budget/Strategies, Outcomes, and Levels of Service

The music listening motion tabled at the April 29 meeting was brought forward for reconsideration.

MOTION 12-85 (H&F-Chenault) That Music Listening be eliminated in its entirety from Comm Media.

Barry Bridges noted he spoke to some of his constituents and they expressed the opinion that the Music Listening Lounge was of great benefit as a quiet place to study. They noted the costs were already incurred. They did not think costs should be increased.

Question was asked if Barry felt the original plan of having radio listening as opposed to record selection would serve the same purpose.

Rufus noted CMU Administration recommended (April 1 proposal) the cost of the music listening service be integrated within other projects and not an expense of itself. Therefore it was suggested the gallery attendant provide staffing assistance for music-listening. The problem of physical constraints of the area indicated a change to radio listening would be a practical solution to enable the gallery attendant to perform attendant service for the music listening area in distributing headsets.

The following statistics were noted for the area:

- September thru April 14,000 checkouts
- Average 600 checkouts per week
- Average 120 checkouts per day
- Daily individual users - 60
- \$19,000 income in fiscal period
- \$12,000 cost for providing service

AMENDMENT to Motion 12-85 (Chesney-Chenault) to replace "Comm Media" with "Coffman Memorial Union".

ACCEPTED as a friendly amendment by H&F and Chenault.

AMENDMENT to MOTION 12-85 (Chenault-Barich) That the music listening service be reevaluated at the time of the first-half project evaluations.

AMENDMENT APPROVED.

MOTION 12-85 (AMENDED) That Music Listening be eliminated in its entirety from Coffman Memorial Union, and that Music Listening service be reevaluated at the time of the first-half project evaluations.

MOTION CARRIED 1 nay 1 abstention

ACTIVITIES

Bernie reviewed the high points of activities changes on the budget.

MOTION 13-85 (Heupel-Martin) To recommend approval of Activities strategies and outcomes as updated.

MOTION CARRIED.

SERVICES

H&F and Board XC committee recommended the following changes to Concessions/ Information: A) Include a provision to provide photocopy services at Coffman, for walk up service, during the period 1 July 1985 through the opening date of operation of a new photocopy service. B) Include under services provided, "locker rental" services.

MOTION 14-85 (Chenault-Martin) To include A and B above under MU Concessions/ Information.

MOTION CARRIED.

MOTION 15-85 (Kuball-Chenault) To recommend approval of Services strategies and outcomes as updated.

MOTION CARRIED.

FACILITIES

H&F and Board XC committee recommended the following change to facilities: C) Leases: Change under level of service the second sentence to read: Project managers will study alternatives, with an emphasis on new services, as well as hair care services, for 1986-87 and make a recommendation by mid October.

MOTION 16-85 (Lindgren-Bridges) To include C above under Leases.

MOTION CARRIED.

MOTION 17-85 (Martin-Lindgren) To recommend approval of Facilities strategies and outcomes as updated.

MOTION CARRIED.

Housekeeping standards will be an issue in 1986. Costs for housekeeping will need to be considered before fall.

ADMINISTRATION

H&F and Board XC committee recommended the following change to administration: D) Public Relations: Replace under outcomes, number 1, "Minnesota Union" with "University Community."

MOTION 18-85 (Barich-Martin) To include D above under Public Relations.

MOTION CARRIED.

MOTION 19-85 (Barich-Bridges) To recommend approval of Administration strategies and outcomes as updated.

MOTION CARRIED.

MOTION 20-85 (Bridges-Martin) To recommend approval of Minnesota Union 1985-86 Strategies and Outcomes and request resources be allocated to the projects as approved.

MOTION CARRIED

NEW BUSINESS

The Chair turned the gavel over to Vice Chair, Andrea Chenault to conduct elections of officers.

VICE CHAIR - Hank Heupel was nominated for the position of Vice Chair. Hank accepted the nomination. Andrea announced that Hank's platform was mailed to Governors with the agenda.

MOTION 21-85 (Kuball-Martin) That the nominated ballot become the elected ballot.

MOTION CARRIED.

CHAIR - Ken Martin placed in nomination for Chair, Scott Chesney. Scott accepted the nomination.

MOTION 22-85 (Bridges-Kuball) That the nominated ballot become the elected ballot.

MOTION CARRIED.

RATIFICATION OF CUPC PRESIDENT -

MOTION 23-85 (CUPC-Martin) Move to ratify the Council's election of Glen Lindgren as CUPC President for 1985-86.

MOTION CARRIED.

REPORTS - Postponed until May 20 meeting.

ANNOUNCEMENTS

Constitutional amendment will be voted on May 20. Direct any questions to the XC Committee.

Invitations will go out tomorrow to May 23 Recognition dinner. RSVP.

The meeting adjourned at 1:10.

UBOG MEETING MAY 20. Call in your lunch request if you have not already responded.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

coffman

Board of Governors

08 May 1985

TO: Coffman Governors

FR: Scott Chesney

RE: Recommendations for 1985-86 Plans and Budget

The Coffman House and Finance Committee and the Executive Committee have recommended approval of the plans (including Project Strategy, Intended Outcomes, and Level of Service) as currently presented to the Board with the following changes:

- A. MU Concessions/ Information:
Include under level of service a provision to provide photocoppy services at Coffman, for walk up service, during the period 1 July 1985 through the opening date of operation of a new photocoppy service.
- B. MU Concessions/ Information:
Include under services provided, "locker rental" services.
- C. Leases:
Change under level of service, the second sentence to read; Project managers will study alternatives, with an emphasis on new services, as well as hair care services, for 1986-87 and make a recommendation by mid October.
- D. Public Relations:
Replace under outcomes, number 1, "Minnesota Union" with "University Community".

All other recommendations from Directors' and Committees have been discussed and approved for recommendation to the Coffman and Minnesota Union Boards.

House & Finance Committee Meeting Minutes

Monday, May 6, 1985 12:15pm

Present: Scott Chesney, Ken Martin, Rufus Simmons, Bernie Molitor, Dave Kuball, Andrea Chenault, Liz Andersen, Denni Anderson

I. Minutes - Correction to page 2, paragraph 3: Artcraft Studio used to be closed from the end of Summer Session II to the beginning of Fall Quarter. It will now be closed all summer. Minutes approved as amended.

II. Old Business

Budget

Music Listening - Dave informed the Committee that the same motion as H&F had made last week was made by Services and Facilities Committee to MUCB.

Recommendation Discussion - Ken commented that he has noticed a definite improvement in the housekeeping appearance of the building over the last few weeks. He feels that this area needs to be reviewed so we have a basis for the level of service we wish to maintain, providing adequate resources with which to maintain at least those minimum standards set. Dave noted that Services and Facilities is sending a motion to MUCB regarding setting housekeeping standards for West Bank Union. This should set a minimum standard for CMU as well. Scott said the standard is already set in the intended outcomes as part of the budget. Rufus noted that the intended outcomes are to provide the Union with a clean and safe environment. H&F should be concerned with removing ambiguities within the standards we currently have. Rufus would need to know at what level the Board would like to see the building clean. Dave suggested that we might place different standards on different locations within the building.

MOTION - (Martin/Chenault)

That the 1985-86 budget proposal be recommended for approval as amended.

Discussion - none.

Motion passed.

SOAC

Scott, referring to his memo of 4/30/85 (see Secretary's minutes), has recommended friendly amendments to Administration's SOAC Allocation Policy memo. He added a paragraph further clarifying the appeals process to read:

"The Coffman Memorial Union Board of Governors charges the Director with the administration of the following policy."

He also added a clause (paragraph 8) to read:

"Student organizations having primary or substantial space elsewhere on the Twin-Cities campus will be placed at the bottom of their appropriate priority class."

Bernie stated that it would require some considerable turnover before the primary space issue will affect applicants, but it does provide an attractive criteria. One possible problem might be that we would have to presuppose we have the knowledge of other space being occupied on campus. Dave disagreed with this change in that he sees CMU as a centralized location and, just the fact that these groups might have space elsewhere doesn't mean they have desirable space. Ken asked what the priority is for groups who do not have space elsewhere on campus. Scott said that if the Unions had control over all student organization space on campus, we could coordinate according to activity level desired by the organizations, but we don't have that luxury. Dave asked how this amendment would affect the MSA Store. Scott said it wouldn't affect current tenants

House & Finance Committee Meeting Minutes (cont.)

at all. Dave clarified that this would deal only with new groups coming in, not present tenants. Bernie noted that some would say it is none of our business if an organization has space elsewhere on campus, yet in other ways it might be valid. He noted that the terms "primary or substantial" do provide some versatility in dealing with priority. Rufus noted that rotation of the priority list would, eventually, offer even the "lowest priority" group space because they would rise on the list as organizations leave. Scott suggested that perhaps it is most realistic to make organizations with substantial space on the campus ineligible for space in CMU. Dave observed it appears we are getting embroiled in a lot of judgmental decisions such as deciding when it's a primary or substantial space. He would rather see our spaces open to any organization which applies. Scott sees this amendment as a way of getting more student organizations involved in the University. He doesn't see the value in having some groups get involved in a space just because it is a central place to be.

Paragraph 8 of Scott Chesney's memo was amended by consensus of the Committee to read:

"Student organizations having primary or substantial space elsewhere on the Twin-Cities campus will be ineligible for space consideration."

MOTION: (Martia/Chensault)

That H&F accept SOAC policy proposal as amended.

Motion passed.

Discussion on SOAC Allocations for next fiscal year provided as information by Bernie followed. Ken clarified that, in past years, H&F did have to approve individual allocations of SOAC space.

Meeting adjourned.

Next meeting: An additional meeting will be called only if deemed necessary.

Respectfully submitted,

Denise M. Anderson

The Big and Best Ever

**May 15, 1988
Coffman Mall
University of**

WEDNESDAY

15

THE BIGGEST AND BEST EVENT...EVER a full day of events inside and outside Coffman Union to showcase various departments and student organizations and celebrate spring. Added to the day's festivities is the Sports Clubs Festival on the Mall and "Arts in the Open" on the West Bank. Following is a partial list of the days activities:

Action Express Aerobics Demonstration 11:15-11:30am, Coffman Mall.

American Indian Dancers 11:30-12noon, Coffman Mall.

Concert: "Boiled in Lead." Performance by the Irish-flavored folk-rock band. 12noon-1pm, Coffman Mall.

Dance Demonstration featuring Ballroom Dance Club. 12:45-1:15pm, Coffman Mall.

Caricatures by Pete Wagner. Have your caricature done by the infamous Mr. Wagner. 11am-2pm, Coffman Mall.

Info Fair. Contact tables and booths for Jewelry Design Club, Sport Clubs Council, Golden Razor, Ballroom Dance Club, Coffman Union Program Council and more, all day, Coffman Mall.

Biggest, Best and Most Trivial....Trivia Bowl. Only the best and brightest need apply for this competition. 11am-2pm, Coffman River Terrace. Advance sign-up by teams of four necessary. Call 373-7600 or watch Daily for details.

MSA Store Garage Sale. Bargains galore from the MSA Store. 9am-3pm, Coffman Mall.

Haircutting Demonstrations: Golden Razor. Golden Razor staff will demonstrate on live people. 11am-2pm, Ski-U-Mah Lounge. Free.

Jazz Concert 12noon-1pm, Ground Floor, Coffman. Free.

ggest st Event...

Memorial Union Minnesota

Gallery Reception. Reception and musical presentation for "Split Rock Showcase" - Invitational Exhibition of the 1985 Split Rock Arts Program Visual Artists." 12:00-1:30pm. Coffman Galleries 1,2 &3. Free.

Horizons Lecture: "Feminine Sexuality During the Ming Dynasty." Professor Victoria Cass, Dept. of East Asian Studies. 12:15pm, 351 Coffman. Free.

Poetry/Jazz Performance Series with Visiting Artist Kazuko Shiraishi. "Modernism in Japanese Literature." Dialogue with the Japanese avant-garde performance artist/poet and local writer David Mura. 12:15pm, Coffman Mississippi Room. Free.

Comedy Performance by Liz White and Friends 1:00-4:40pm, Whole Music Club. Free.

"Meet the Composers Series": Lecture/Demo Featuring Theatre de la Jeune Lune's Michael Koerner and David John Olson. Program focused on inter-art collaborations between theatre and music and the process of musical composition. 2:00pm, Coffman Theatre. Free.

UofM Dance Repertory Theatre Ensemble 3:15pm, Coffman Mississippi Room. Free.

"Arts in the Open" Art Students' Coop program in conjunction with Coffman's "Biggest and Best Event...Ever." All-day festival on West Bank outside of Studio Arts Building. Exhibit of student work, pottery, throwing, painting, drawing, musical events, folk dancers, gymnastics, judo, a mudslide and much more.

Sport Club Exposition. A Sport Clubs Council program in conjunction with Coffman's "Biggest and Best Event...Ever." Participatory demonstrations by 40-50 UofM Sport Clubs such as martial arts, rodeo, boxing, fencing and much more. 9am-3pm. Mall area between Northrop Auditorium and Washington Avenue.

Alfred Hitchcock Films: "Psycho." 7pm, Coffman Theatre, \$1.50 students. \$2.00 others.

University of Minnesota
Coffman Memorial Union
Board of Governors

20 May 1985

Agenda

- I. **Call to Order**
- II. **Approval of Minutes**
13 May 1985
- III. **Unfinished Business**
Constitutional Amendments
By Laws Amendments
SOAC Policy
- IV. **New Business**
Governors' Evaluation
Summer Quorum requirements
- V. **Task Force Proposals**
Cultural Pluralism
Membership Plan
- VI. **Reports**
Chairman
Vice Chair
Council President
Director
- VII. **Summary of 1984-85 Business**
Chairman
Director
- VIII. **Transition of Leadership for 1985-86**
Hank Heupel, Vice Chair/ House and Finance
Glen Lindgren, President/ CUPC
- IX. **Announcements**
Coffman Executive Committee meeting, 22 May
Recognition dinner, 23 May
State of the Union, 28 May, WBU Program Hall
MUCB Final 1984-85 meeting, 28 May, WBU
- X. **Adjournment**

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
Meeting May 20, 1985

Present: Scott Chesney Chair Dave Kuball V Chair
Andrea Chenault CUPC Glen Lindgren CUPC
Henry Heupel CLA John Barich Ed
Ken Martin MN Alumni Tim Walker GS
Leslie Bowman Fd Service Liz Andersen CMU
Bernie Molitor CMU

Absent: Paul Pazandak CHIP Barry Bridges UBOG Alumni
Peter Zeller IT (exc) Ann Pflaum CC
Rufus Simmons CMU (exc)

Guests: Jim Sleezer, Parliamentarian; Mark Sova, MUCB,
Vi Justice, Secy

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

The minutes of May 13 were approved with the following correction to Music Listening statistics: change \$19,000 income to 19,000 checkouts.

UNFINISHED BUSINESS

Constitution

Under the proposed Constitution and By Laws the Board will be restructured to consist of committees that restrict themselves to matters of a governance nature: Executive, House and Finance, and Program. The difference in the Program Committee is that it will not involve itself in actual programming. It has responsibility for the policies and direction of the Activities section of the budget. House and Finance Committee will retain its authority for all matters pertaining to the "House" (facilities), services and overall financial matters of the union. It will transfer its former responsibility for overseeing the Activities projects to the Program Committee. The Executive Committee will become a steering committee for all matters of business before the Board. It will also take responsibility for any matters not covered by the other committees. The Program Council will be shifted to become a management group responsible to develop a program of activities. The Council is responsible to the director through an advisor.

Andrea stated the Program Committee/Council change is a positive step.

The Council will be represented on the Board by the president rather than president and three additional representatives from the Council. The two Civil Service seats will be deleted. The OSA seat will be filled by Carl Nelson. The Campus Club seat will be deleted.

MOTION 85-24 (Martin-Barich) To amend Article V, Sec. 1, D, President of the Program Council to "The President of the Coffman Program Council or his/her designate."

MOTION APPROVED 1 Abstention

The Chair asked for show of hands to indicate those in favor of the constitution as amended.

MOTION 85-25 (XC-Lindgren) To approve the constitution as amended.

APPROVED aye-7 nay-0, abs-1

By-Laws

The chair asked for show of hands to indicate those in favor of the By-Laws as presented.

MOTION 85-26 (XC-Lindgren) To approve the By-Laws as presented.

APPROVED aye-7 , nay-0, abs-1

The Chair abstained from voting on the approval of the constitution and by-laws.

SOAC

David Kuball presented a SOAC policy proposal charging the director with the administration of the policy (proposed policy attached to secretary's minutes). Establishing the processes and procedures in accordance with the policies and designating occupants were indicated as being the responsibility of the Assistant Director.

MOTION 85-27 (Chenault-Martin) Delete "Assistant" and make processes and procedures and designation of occupants the responsibility of the Director.

MOTION TO AMEND POLICY CARRIED

MOTION 85-27 (H&F - Chenault) To approve SOAC policy as amended.

MOTION CARRIED

NEW BUSINESS

The Governors' Evaluation form distributed with agenda mailing should be returned to Scott this week. XC will prepare synopsis of returns and send to Board members.

Summer Quorum Requirements

In order to allow the Coffman Board of Governors to operate during Summer Session, with an expected attendance lower than that usually required for a quorum, the Chair recommended the Board adopt a proposal to define a quorum of no less than 4 voting members for summer '85.

MOTION 85-28 (Chesney-Lindgren) To define a quorum of no less than 4 voting members for summer '85.

MOTION CARRIED Abstention - 1

TASK FORCE PROPOSALS

Cultural Pluralism

Andrea reviewed the definition and goal of Cultural Pluralism as constructed by the Task Force. A report from June Jin, Chair, giving background and recommendations of the Task Force was distributed.

MOTION 85-29 (Chenault-Lindgren) That the Board accept status report and recommendations for continuation of effort for 1985-86.

MOTION CARRIED

REPORTS

Chair. Action on budget delayed to 28th. CMUBOG acted in good faith in decision to discontinue Music Listening basing its decision on Directors' recommendation to change service to radio listening. The Chair's final report for 1984-85 was distributed for endorsement by the Board as a means to provide the University Community with a summary of deliberations, action, and results of CMUBOG for current fiscal year and to provide direction for governance planning. The Chair said he was proud of the Board and thanked them for their participation. Scott thanked David and Andrea for bringing much to the Board and welcomed Henry Heuple, incoming Vice Chair/House & Finance to the Board and Glen Lindgren, incoming CUPC President. CUPC. Andrea reported the May 15th event was very successful and could possibly become an annual event. She expressed her appreciation to the Operations department and to Food Service for their participation. Officer transition will take place today. Recognition Event, May 23, bus leaves Coffman, West end of building at 5:45. Those indicating they would attend included Glen, Ken, Tim (2), David, Henry (2), John, Liz, Leslie (2). It was noted those bringing a guest to the dinner would pay for their guest.

Director. Bernie complimented the Board on a fine year of growth and development and progress. He felt approval of the constitution was a step forward organizationally.

CMUBOG Minutes
May 20, 1985
Page 4

ANNOUNCEMENTS

The Vice Chair/Program, will be discussed at XC on Wednesday.

State of Union Address will take place at WBU Program Hall May 28, to be followed by a cake cutting reception from 1:00 to 3:00, to be followed by MUCB meeting to approve the budget, elect new chair and start summer planning process.

The academic session of the Coffman Memorial Union Board of Governors for 1984-85 was adjourned by the Chair at 1:10 pm.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

vj



UNIVERSITY OF MINNESOTA
TWIN CITIES

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

(612) 373-2555

13 May 1985

TO: Fellow Governors
FR: Scott
RE: Constitutional Amendments/ A Synopsis

The amended Constitution, enclosed, is the result of a process to clarify the roles and responsibilities of volunteers within Coffman Memorial Union. The emphasis is twofold: the roles of governance and that of programming are not compatible at a given level of the Organization, and governance responsibilities are to be focused on policy and direction, implying a Board that has effective representation that reflects the constituency of the College Union.

The current Constitution and By Laws structures the Organization with a Governing Board at the top and three committees: Executive, House and Finance, Program Council. The first two are indeed governance committees in that the role of each pertains to the policies, directions, plans, and budgets of the Organization. The Council does not involve itself in matters of policy, direction, or approval of plans, and budgets. Its role is to provide a program of activities to fulfill the goals set by the Board. This role is management of an area, namely activities.

Under the proposed Constitution and By Laws the Board will restructure itself to consist of committees that restrict themselves to matters of a governance nature. Again three committees: Executive, House and Finance, and Program. The difference in the Program Committee is that it does not involve itself in actual programming, it has responsibility for the policies and direction of the Activities section of the budget. House and Finance Committee will retain its authority for all matters pertaining to the "House" (ie. facilities), services, and overall financial matters of the Union, it will transfer its former responsibility for overseeing the Activities projects to the Program Committee. The Executive Committee will become a steering committee for all matters of business before the Board. It will also take responsibility for any matters not covered by the other committees.

**CONSTITUTION
FOR THE
COFFMAN MEMORIAL UNION**

Article I Name

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

Article II Purposes

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

Article III Membership of the Union

- Sec. 1 Every student of the Twin-Cities Campus possessing the student fee statement with student services fee included is a member of the Union. Members are invited to take full advantage of the facilities, programs, and activities provided by the Union.
- Sec. 2 Members of the faculty, staff, and alumni of the University are invited to use the services and facilities provided by the Union and shall be represented in its governance.
- Sec. 3 A student member who wishes to become active on the Coffman Memorial Union Board of Governors or a committee within the Union, must be eligible for participation as defined by the Assembly Committee on Student Affairs.

Article IV CMU Board of Governors

- Sec. 1 The Union shall be governed by the Coffman Memorial Union Board of Governors which shall be a representative body of students, faculty, and alumni, as designated in Article V.
- Sec. 2 The Board shall:
- A. Establish policies which will fulfill the purposes of the Union.
 - B. Approve a budget for funds to be allocated and earned for the operations of the Union for submission to and approval by the Minnesota Union Coordinating Board.
 - C. Oversee the administration of all funds in accordance with the approved budget and University procedures and render an annual financial report which shall be available to any member of the University community.

- D. Establish rules and regulations concerning conduct in and use of Union facilities, subject only to University regulations and policies of the Minnesota Union Coordinating Board.
- E. Participate in the recruitment, selection, and evaluation of the Director.
- F. Establish and maintain active liaison with all departments and organizations operating within Coffman Memorial Union to insure essential coordination and fullest satisfaction to the users of the building.
- G. Take such other actions that it deems necessary to fulfill the role of a responsible governing organization and as a constituent member of the Minnesota Union.

Article V Membership of the Board

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

- A. The Chair of the Board.
- B. The Vice Chair/ House and Finance.
- C. The Vice Chair/ Program.
- D. The President of the Coffman Program Council, or his/her designate.
- E. One representative of the Minnesota Student Association or corresponding body.
- F. One representative of the Minnesota International Student Association or corresponding body.
- G. One representative from each college, institute, or school having its primary location on the Minneapolis East Bank and having an elected student or student-faculty governing organization; provided that such an organization is not subsumed under a larger academic structure with a superior student or student-faculty governing organization. Representatives shall be elected by the governing organization from among interested candidates enrolled within the college, institute, or school.

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

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

Sec. 3 Voting members of the Board shall be appropriately designated prior to October 31 of each year, after which time they shall take office and serve until their successors have been designated and qualified.

Sec. 4 The non-voting membership of the Board shall be:

- A. The Director of Food Services or his/her designated representative.
- B. The Director of Coffman Memorial Union.
- C. Operations and program personnel as designated by the Director of Coffman Memorial Union.

Sec. 5 A voting member of the Board with two unexcused absences from regular Board meetings shall automatically relinquish his/her Board membership and privileges. The individual may appeal to the Board for reinstatement at the next Board meeting. Excused absences shall be granted by the Chair of the Board, Secretary, or Executive member.

- Sec. 6 A member of the Union requesting removal of a voting member of the Board shall register his/her complaint in writing to the Chair of the Board. In the event the Chair is involved, the Vice Chair/ House and Finance shall receive the complaint. The Executive receiving the complaint shall first try to mediate the difficulty. If he/she is unsuccessful, the matter shall be brought to the Board for appropriate action.
- Sec. 7 Vacancies occurring on the Board shall be filled by the organization whose representation shall have been lost by the vacancy. If such group does not name a replacement within two weeks of being notified of such vacancy the Board may elect to fill such positions from among applicants of the group to be represented.
- Sec. 8 No person shall sit on the Board as a representative of more than one category of membership as defined in Article V.

Article VI Officers

- Sec. 1 The officers of the Board shall be:
- A. Chair of the Board.
 - B. Vice Chair/ House and Finance.
 - C. Vice Chair/ Program.
 - D. Secretary of the Board.
- Sec. 2 The duties of the officers shall be defined in Article II of the By Laws of the Coffman Memorial Union Board of Governors.

Sec. 3 Election of officers:

- A. The Chair of the Board shall be elected from Board membership not later than the end of Spring Quarter; and shall relinquish his/her constituency and shall become an at large member.
- B. The Vice Chair/ House and Finance shall be elected from Board membership not later than the end of Spring Quarter; and shall relinquish his/her constituency and shall become an at large member.
- C. The Vice Chair/ Program shall be elected from Board membership not later than the end of Spring Quarter; and shall relinquish his/her constituency and shall become an at large member.
- D. The Board Secretary shall be the Director of Coffman Memorial Union.

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

Article VII Meetings

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

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

Sec. 3 A simple majority of the qualified voting members of the Board shall constitute a quorum for the conduct of business. Notification of other than regular meetings shall normally be provided to all members at least 24 hours prior to such meeting and shall state the business to be conducted. Business not specified in the call shall not be considered except by a 2/3 vote of those present.

The Program Council will be shifted to become a management group that will be responsible to do just what its doing today, develop a program of activities... etc. It will, however, be responsible not to the Board, but to the Director.

The clarity provided by this structure will allow the Council to exist in the Organization in a place that is appropriate to their role as programmers. The President of the Council will continue to sit on the Board to represent the Council's views and he/she will sit on the program committee in the same capacity.

As proposed in the Constitution, the Board will have a purely Governance role. None of its committees will have responsibilities for anything but policy and direction. The Council will have purely a management role, with the freedom to program as it chooses to meet the Goals established by the Board.

The current Board Executive Committee, including the Council President-Designate, Glen Lindgren does endorse this new Constitution and its By Laws, and recommends that the Board adopt this as the Constitution on 20 May 1985.

This letter, along with the enclosed Proposed Constitution and By Laws, will be official notification to the Board of the intent to amend the Constitution of Coffman Memorial Union, in accordance with Article X, Sec. 1, of the Coffman Constitution.

I, or any Exec member, will be available for questions and comments all week. Please contact me if I can clarify any wording or intent of the proposed changes.

PLEASE PLAN ON ATTENDING THE 20 MAY BOARD MEETING, we must have a quorum to amend the Constitution.

Thanks for your time.

cc: Andrea Chenault
David Kuball
Glen Lindgren
Rufus Simmons
Mark Sova

- Sec. 4 The current edition of Sturgis Standard Code of Parliamentary Procedure shall govern in all parliamentary situations not provided for in the law, the Constitution, and the By Laws of this organization.

Article VIII Committees

- Sec. 1 Executive Committee, of whose composition and duties as defined in Article IV, Sec. 1, of the By Laws of the Coffman Memorial Union Board of Governors.
- Sec. 2 House and Finance Committee, of whose composition and duties as defined in Article IV, Sec. 2, of the By Laws of the Coffman Memorial Union Board of Governors.
- Sec. 3 Program Committee, of whose composition and duties as defined in Article IV, Sec. 3, of the By Laws of the Coffman Memorial Union Board of Governors.
- Sec. 4 The Board shall designate all other committees as may be appropriate to the conduct of its business and shall conform to Article IV, Sec. 4.
- Sec. 5 A majority of the members of any committee shall constitute a quorum for conducting the committee's business. When it is known that a quorum will not be present, the Chair of the Board shall designate a member of the Board to serve as a substitute member.

Article IX By Laws

Sec. 1 The Board shall adopt by majority vote of those voting members present such By Laws as may be required for its operation.

Sec. 2 By Laws shall be consistent with this Constitution and shall be reported to the Minnesota Union Coordinating Board and the appropriate agency of the Office of Student Affairs.

Sec. 3 Notification in writing shall be provided to all members of the Board at least one week prior to any meeting at which By Laws or amendments are considered.

Sec. 4 Restriction on use of funds

This organization shall not provide monetary gain, incidentally or otherwise, to its directors, officers or membership. This does not restrict the payment of wages, salaries or incentives by the organization for services rendered.

Sec. 5 Disestablishment and Disbursing of Fund

At such time in which this organization disestablishes itself one-hundred percent, all properties and unused funds will remit to the Minnesota Union or its successor.

Article X Amendments

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

Significant Dates of Action

Approved	CMUBOG	May 10, 1971	Special Meeting
Approved	MUCB	November 18, 1971	
Approved	ACSA	January 7, 1972	
Amended	CMUBOG	March 1, 1972	
Amended	CMUBOG	October 4, 1972	
Approved	MUCB	October 25, 1972	
Revised	CMUBOG	May 9, 1974	
Approved	MUCB	October 22, 1974	
Revised	CMUBOG	June 2, 1980	
Approved	MUCB	December 1, 1980	
Revised & Amended	CMUBOG	May 2, 1983	
Approved	MUCB	May 19, 1983	
Amended	CMUBOG	September 24, 1984	
Amended	CMUBOG	May 20, 1985	
Approved	MUCB	May 28, 1985	

BY LAWS
OF THE
COFFMAN MEMORIAL UNION BOARD OF GOVERNORS

Article I Special Meetings

- Sec. 1 Special meetings of the Board shall be called by the Chair of the Board, or, at the request of five voting members, the Vice Chair/ House and Finance, the Vice Chair/ Program, or the Secretary. Notification shall be sent by mail or telephone at least three calendar days before the time of the meeting whenever possible.

Article II Duties of Officers

- Sec. 1 Chair of the Board. It shall be the duty of the Chair to call all regular meetings, call special meetings, preside over all meetings of the Board, Executive Committee, serve as ex-officio member of all committees, name the appointive members of all standing and special committees of the Board, and fill all vacancies in the membership of such committees, in accordance with the Constitution and By Laws. The Chair of the Board shall represent the Union to the University community.
- Sec. 2 The Vice Chair/ House and Finance. In the absence of the Chair, the Vice Chair/ House and Finance shall assume the duties of the Chair until a new Chair is elected. The Vice Chair/House and Finance shall chair the meetings of the House and Finance Committee and shall represent that committee to the Board. The Vice Chair/ House and Finance shall be an ex-officio member of all special committees of the Board.
- Sec. 3 The Vice Chair/ Program. In the absence of the Chair, and the Vice Chair/ House and Finance, the Vice Chair/ Program shall assume the duties of the Chair until a new Chair is elected. The Vice Chair/ Program shall chair the meetings of the Program Committee and shall represent that committee to the Board. The Vice Chair/ Program shall be an ex-officio member of all special committees of the Board.

Sec. 4 Secretary of the Board. The Secretary shall keep minutes of all meetings of the Board. He/she shall file, index, and preserve carefully all minutes, papers, and documents pertaining to the business of the Board. He/she shall certify the validity of all copies of minutes, papers, documents of the Board. He/she shall call special meetings of the Board upon receipt of a request as specified in Article I.

Article III Rules of Procedure

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

1. Call to Order.
2. Approval of minutes of previous meeting.
3. Unfinished Business.
4. New Business.
5. Reports of Officers.
6. Reports of Standing Committees.
7. Reports of Special Committees.
8. Announcements.
9. Process.
10. Adjournment.

Sec. 2 Meetings. All meetings of the Board shall be open to the public. A request for a hearing of a position to the Board by anyone who is not a Board member may be presented by any member of the Board to the Executive Committee for hearing at a regularly scheduled meeting. Prior to each meeting of the Board, the Chair shall place the subject or subjects on the agenda. Each resolution, committee recommendation, petition, amendment, or other matters in the general category shall ordinarily be reduced to writing and read to the Board before it is acted upon. The discussion of any particular motion or resolution shall be limited to a reasonable time.

- Sec. 3 Minutes. the minutes of the Board meetings shall record official action taken upon all business voted upon by the Board and may contain a summary of reports and pertinent discussion. All minutes of the Board shall be an open record and may be distributed to any member of the University community upon request. Where Board action is not by a unanimous vote, the "ayes" and "nays" and abstention of individual Board member shall be recorded only upon the request of any member of the Board. Remarks, personal views, or vote explanations of any individual Board member shall be included in the minutes only upon his/her request.
- Sec. 4 In cases where practicable or desirable, before action is taken on any subject or measure coming clearly within the sphere of any standing committee, the Board may refer it to such committee, which shall submit its recommendations, in writing, together with any appropriate resolutions necessary to effect such recommendations.

Article IV Committees

- Sec. 1 The Executive Committee. The Executive Committee shall consist of the Chair of the Board, the Vice Chair/ House and Finance, the Vice Chair/ Program, and the Secretary of the Board. The Executive Committee shall act as a steering committee for matters brought before the Board. The Executive Committee shall determine that:
- A. The business is not germane to Coffman Memorial Union; No further action.
 - B. The business is not timely; Table.
 - C. The business is not adequately prepared for consideration; Refer back to developer.
 - D. The business is a management matter; Refer to Director.
 - E. The business is substantive, timely, fully prepared, and within the jurisdiction of the Board; The Executive Committee will establish a timeline for action and refer the business to the appropriate committee for recommendation to the Board.

The Executive Committee shall also consider matters related to the general planning and policy not encompassed by other standing committees, and shall assist in preparing the agenda for Board meetings.

- Sec. 2 The House and Finance Committee will consider all matters related to the services, facilities, and financial operations of the Union.
- Sec. 3 The Program Committee will consider all matters related to the activities of the Union.
- Sec. 4 Other Committees of the Coffman Memorial Union Board of Governors.
- A. Special committees shall be temporary in nature, not exceeding the term of the Chair of the Board.
 - B. Except as otherwise provided, members of all standing and special committees, one of whom shall be designated as Chair, shall be appointed by the Chair of the Board with approval of the Board. Committees shall be composed of both faculty and/or staff members and students who are members of the Board. Members shall serve from time of appointment until their successor have been appointed or until the committee is dissolved.
 - C. It shall be the duty of the Chair of each committee to call, and preside over, all meetings of his/her committee and to cause to be prepared such reports and resolutions as may be appropriate.

May 28, 1985

UNIVERSITY OF MINNESOTA
TWIN CITIES

Board of Governors
Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455
(612) 373-2555

06 May 1985

TO: Coffman Governors
FR: House and Finance Committee, Dave Kuball, Chair
RE: SOAC Policy proposal

We endorse the SOAC allocation policy presented as follows:

The Coffman Memorial Union Board of Governors charges the Director with the administration of the following policy.

The policy for space allocation in SOAC shall be based upon contribution to the quality of campus life. In descending order, space will be granted to student organizations utilizing a three priority system.

Priority I: All-Campus Governing Boards and Councils.
(Organizations whose operation and decisions affect many/ most community members.)

Priority II: All-Campus Service/ Enterprise Organizations. (Organizations who provide a service or enterprise for many/most community members.)

Priority III: All others. (This will encompass Leadership/ Recreation, Political/ Social Action, Special Interest, etc.)

A organization's priority shall be based upon its classification by the Student Organization Development Center.

Student organizations having primary or substantial space elsewhere on the Twin-Cities campus will be ineligible for SOAC allocation.

Continued occupancy shall be granted from one year to the next if an organization has used the space adequately and according to the terms of its lease.

It shall be the responsibility of the Assistant Director to establish processes and procedures in accordance with these policies and to designate occupants annually during Spring Quarter.

UNIVERSITY OF MINNESOTA
TWIN CITIES

Board of Governors
Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455
(612) 373-2555

20 May 1985

TO: Fellow Governors
FR: Scott Chesney
RE: Debriefing/ Evaluation Questionnaire

Please provide a written response to the following questions. This will be used to assist the 1985-86 Exec. Committee in planning for the coming year.

A. Personal Development;

How has your experience on the Coffman Board of Governors enhanced your personal development?

Describe, briefly, the goals you set for yourself as a Coffman Governor and indicate whether they were achieved. If not, indicate why.

What was most satisfying to you as a Governor?

What suggestions do you have to improve the experience for future Governors of Coffman?

B. Organizational Development;

How much did you know about the governance of Coffman Memorial Union before you became a Governor?

Have you been able to find answers to your questions about Coffman and matters before the Board?

If you were the Chair of the Board, what changes would you make in the process of deliberations before the Board?

What would you suggest as the most important things to teach/ tell new Governors through the Fall orientation?

We will have a short discussion at the 20 May meeting about this debriefing. All comments will be used only by the Executive Committee, none will be released to the public.

Thanks for your time.

cc: Mark Sova, MUCB

UNIVERSITY OF MINNESOTA
TWIN CITIES

Board of Governors
Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455
(612) 373-2555

20 May 1985

TO: Fellow Governors

FR: Scott Chesney

RE: Establishing a Summer Quorum for 1985

Traditionally, attendance of summer meetings of the Coffman Board of Governors is low. The primary reason is due to many student members of the Board leaving Minneapolis for the summer.

The Constitution mandates at least one meeting of the Board during the Summer Session. Usually two or three meetings are necessary to properly conduct business and prepare for the upcoming academic year.

I propose, therefore, that no less than four voting members of the Board shall constitute a quorum for the purpose of calling the Coffman Memorial Union Board of Governors to order.

Four members allows for the Executive Committee plus one other member to constitute a quorum. This is consistent with the role of the Exec. Committee acting in the name of the Board in its absence but requires at least one other Governor to be present to come to order.

The timeline for action on this item is short. For further information or questions please call me Monday morning at Coffman.

Thanks for your time.

cc: Mark Sova, MUCB
Doris Mold, SPSC
Bryce Whitwam, WBU

May, 1985

To: UBOG & CUPC staff and volunteers
From: CMU Committee on Cultural Pluralism; June Jin, chair
Re: CMU Cultural Pluralism Status Report

Background

How the committee formed: during the fall quarter of '84, the Student Leadership Development Program decided to form a special, separate, committee to address the issue of cultural pluralism in CMU. The committee consisted of staff and volunteers from the Council and Board.

Why the committee formed: the '84-'85 MU Guidelines for both Governance and Volunteer Development express the desire to include and express pluralism of cultures in the content of union activities and services; and the take affirmative action to insure multicultural participation.

Reinforcing these guidelines, the '84-'85 working objectives for MU Governance explicitly state: Define multiculturalism and develop a plan to improve upon and obtain results indicative of embracing multiculturalism.

Included as a MU Volunteer Development Working Objective: To develop a specific plan for achieving greater multicultural representation in our volunteer force. Given the high priority placed on Cultural Pluralism by the organization, the leaders from the Council and Board felt the necessity to specifically address the issue immediately, which ultimately lead to the formation of the special CMU Committee on Cultural Pluralism.

The charge of the committee was to develop a multicultural plan to be integrated into the CMU process and CMU experience. The project agenda included defining cultural pluralism as it would apply to the organization, developing goals and objectives, and facilitating workshops and activities to meet those goals and objectives.

The work of the committee for this year has completed the development of a CMU definition of cultural pluralism, the development of a goal statement, and recommendations for implementation of our work to insure that Cultural Pluralism remains a high priority within this organization.

The intended outcomes of this plan are: that staff and volunteers have an increased awareness of cultural pluralism and what it means; that they are at the point where they have begun to understand and appreciate the concept as an ideology; that they desire to continue to acquire knowledge and experience of pluralistic perspectives; and that all of the above is reflected on their attitudes and behaviors in their role in the organization, as well as their role in society.

*Note: In the process of defining Multiculturalism, the committee adopted "Cultural Pluralism" as the appropriate term to represent our meaning. However, in this report, Multiculturalism and Cultural Pluralism are used synonymously.

'84-'85 CMU Committee on Cultural Pluralism: June Jin - Chair, Andrea Chenault, Tim Walker, John Bari, Susan Song, Eloy Chavez, Bernie Molitor, Rufus Simmons.

RECOMMENDATIONS

- 1.) The Management of the Organization, especially Human Resource Development and Volunteer Development staff, see that the growth and development of culturally pluralistic perspectives be a pervasive, high priority, and continued theme in this organization - keeping the following recommendations in mind:
- 2.) As a first step - a workshop emphasizing cultural pluralism, such as Bafa Bafa, be implemented to the leadership as a part of the '85 Fall Orientation.
- 3.) Additional Experiences emphasizing pluralistic perspectives be planned, organized, and evaluated for leadership and volunteers during the CMU '84-'85 term.

These additional experiences could take the form of panel discussions, co-sponsorships with other cultural organizations, films, lectures, invited speakers, workshops, and group discussions.

CMU
Cultural Pluralism

April 11, 1985

GOAL:

To foster an environment which will achieve individual participation and increase awareness, understanding, and appreciation, of pluralistic perspectives amongst the CMU staff and students in order to reflect pluralistic perspectives in union activities so that we can better address the needs of the majority and minority groups in the community.

CMU
CULTURAL PLURALISM IS:

April 11, 1985

A state of equal coexistence in a mutually supportive relationship in a society of people of diverse cultures with different value orientations, patterns of belief, behavior, and color.

Primary emphasis is given to race relations and racial diversity, and additional importance is given to gender, class, age, and physically impaired operating in a dominant culture.

- it is a posture which maintains that there is more than one legitimate way of being human without paying the penalties of second class citizenship, and that this pluralism would enrich and strengthen each individual.

UNIVERSITY OF MINNESOTA
TWIN CITIES

Board of Governors
Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, Minnesota 55455
(612) 373-2555

13 May 1985

TO: David Kuball, Vice Chair
Andrea Chenault, President, CUPC
Hank Heupel, CLA
John Barich, ED
Paul Pazandak, CHIP
Peter Zeller, IT
Tim Walker, COGS
Ken Martin, MAA
Barry Bridges, CBOG Alumni
Mary Hastings, Faculty, Health Sciences
David Naj, CMU Student Employees

FR: Scott Chesney, Chairman

RE: Results, Progress, and Goals

I want to provide you with an update regarding the state of the Union. We have done well. We have accomplished some things, we have made significant progress on others, and we have developed new goals for the future. We can be proud of our commitment to the Union.

Accomplishments:

The objectives set out for the 1984-85 Board of Governors regarding Public Relations, Project Accountability, and Goals and Budget have been accomplished. (The Budget will be approved and recommended to MUCB today.)

Governors and Staff from all three Unions participated on the Minnesota Union Public Relations Task Force. Through a process of development and feedback, a proposal for a comprehensive public relations program was brought to the Boards for action that ultimately became Minnesota Union Policy.

A system of quarterly project reports was developed so that for the first time Governors could review, evaluate, and refocus if necessary, the goals and objectives approved by the board for the Union.

The Coffman Board of Governors will act today on the Goals, Strategies, and Outcomes for 1985-86. While this is an annual duty for the Board, this year a Minnesota Union planning and budget document was developed to allow each Board to participate in planning for the entire Minnesota Union. The plans presented for approval have indicated a focus of effort that has been lacking in the past.

Progress:

Significant progress was made in several 84-85 objectives, including roles and responsibilities of governors, volunteers, and management; multicultural awareness; and recruitment and retention of governors.

The role of the governing board in the College Union was defined and focused to be that of a policy-making body. Previously Board members discussed and debated issues of a programming or management nature as well as those of policy. In clarifying the governors' role the Board is able to concentrate on those issues of significant policy or direction while charging the programmers and the staff to develop plans to meet these goals. Although we have just begun to bring this clarity to all parts of the Minnesota Union, Coffman has been the leader in the Minnesota Union to assume a new level of clarity of role and responsibility.

Awareness of the importance and diversity of a culturally pluralistic society is an overriding goal for the Minnesota Union. A joint task force was created from Coffman Board and Council members to explore and develop strategies for increasing the cultural awareness of the members of the Union as well as the University Community. The efforts of the task force will continue and ultimately bring forth a plan to integrate this awareness in all personnel and projects of Coffman and the Minnesota Union.

Along with clarity of roles and responsibilities we have begun to develop a plan for recruitment and retention of Coffman volunteers. These efforts include new strategies for working with College Board Presidents to assist them in appointing representatives to the Board and more effective methods for recruiting Faculty to serve on the Board. Also included is a program for an effective orientation to the Minnesota Union and Coffman Board of Governors. As we struggled this past year to jointly orient and develop each other in the Governing system, I intend to insure a concise, comprehensive, and social orientation this fall.

Goals for the Future:

When I ran for election to the Chair of the Coffman Board I did so with the intent to commit myself to a two year term (with the support of being re elected as a condition). As I now ask for your support in my re election I do so with the following goal in mind.

Roles and Responsibilities: We made more progress this past year than many Union veterans thought possible. However, as much as we've progressed, we have that much more to do to set up a system of student staff partnership across the Minnesota Union that has each Governor, volunteer and advisor comfortable with the role they occupy in the Organization. At this time next year I intend to present a system of partnerships that allow the Union to take full advantage of the creativity that is possible when students, staff, faculty, and alumni all contribute to the concept that is the College Union.

One step in the development of this system is the Constitution being presented for Amending on the 20th of May. Another step will be to try to develop this level of clarity throughout the Minnesota Union. If progress can be made in this area, students at the University of Minnesota will have opportunities for involvement unparalleled in the College Union field.

In the past few weeks, I've tried to think of other significant items to include in this "platform" for re election, as it appears I have only one issue to pursue for 1985-86. I have reached a conclusion that rather than give you a list of ten items of priority, I will present that item of personal priority as the significant topic for consideration next year.

As always, there are annual responsibilities for the Board. For the coming year I intend to focus these to be in line with the role of the Board. These include three major projects: The first-half evaluations of the budget to be passed today, the development of plans and strategies for 1986-87, and the second-half/ annual evaluations and report. At this time next year, with a full cycle of the budget system behind us, I intend to leave the Minnesota Union confident that we are not only planning for the next year, but looking at a vision of where we want to be five or ten years in the future.

I again ask for your support in allowing me to serve you, the Board, and the Union as Chair of the Coffman Memorial Union Board of Governors.

Thanks for your time.

COFFMAN UNION PROGRAM COUNCIL
1984-85 Motions

MOTION 85-1 (Bates/Lancrete) Move to table this area of
7/17/84 discussion until Asst Director present at next
council meeting.

MOTION 85-2 (Wright-Lancrete) Motion to fill one
9/17/84 representative position to the Board.

APPROVED

MOTION 85-3 (Wright-Bates) To accept recommendation proposal
9/17/84 on planning cycle.

MOTION 85-4 (Chesney-Bates) Move to refer proposal to Bernie
9/17/84 for final polishing.

APPROVED

MOTION 85-4 (Chesney-Bates) To approve the 84-85 Planning
9/24/84 Cycle as proposed by Bernie Molitor

APPROVED

MOTION 85-5 (Chesney-Wright) Recommend that council set up a
9/24/84 task force appointed by Andrea to discuss and bring
forth a proposal on staffing the front desk in the CUPC
office by October 8th.

APPROVED

MOTION 85-6 (Lancrete-Wright) To recommend Glen Lindgren to
10/8/84 UBOG as PR Coordinator.

APPROVED

MOTION 85-7 (Bates-Lindgren) To recommend Debi Williams to
10-15-84 UBOG as coordinator of AICP.

APPROVED

MOTION 85-8 (Wright -) To send Andrea, John and George to
10-15-84 ACUI.

AMENDMENT 85-8 (Chesney-Bates) To call for a report to CUPC on
value of the conference one week following the
conference.

AMENDMENT CARRIED - MOTION CARRIED

MOTION 85-8A (Glen -) To table motion 85-8.
10-15-84

MOTION TABLED

CUPC Motions - 2

MOTION 85-8 (Chesney-Bates) To send 4 reps to ACU-I.
10/22/84

APPROVED

MOTION 85-9 (Wright-Lindgren) To finance 4 participants via
10/22/84 Operations Reserves.

APPROVED

MOTION 85-10 (Wright-Richardson) To register Susan Song as 4th
10/22/84 person.

APPROVED

MOTION 85-11 (Wright-Lindgren) Ask area coordinators to
10/22/84 follow-up on open house recruitment.

AMENDMENT 85-11 (Chesney-Richardson) To have Personnel
follow-up on behalf of MU on those who missed open
house.

APPROVED

MOTION 85-12 (Wright-Lindgren) That CUPC recommend to UBOG
11/5/84 the appointment of Margarita Noyola as Coordinator
of CLCA.

APPROVED

MOTION 85-13 (Jin-Lancrete) That CUPC recommend to UBOG the
11/5/84 appointment of Julie Jonk as V.P. of Personnel.

APPROVED

MOTION 85-14 (Song-Lancrete) That CUPC recommend to UBOG the
11/5/84 appointment of Jerrod Smith as Coordinator of BCA.

APPROVED

MOTION 85-15 (Bates-Wright) That CUPC recommend to UBOG the
11/5/84 appointment of Susan Sano as Coordinator of
Contemporary Arts.

APPROVED

MOTION 85-16 (Jonk-Bates) To accept the resignation of Susan
1/18/85 Sano as Coordinator of Contemporary Arts.

APPROVED

MOTION 85-17 (Lindgren-Bates) Move to go ahead with new office
2/18/85 arrangement.

APPROVED

CUPC Motions - 3

MOTION 85-18 (Richardson-Lindgren) That CUPC go along with
2/25/85 "Union Day" proposal.

APPROVED

MOTION 85-19 (Jonk-Richardson) To accept with regret the
3/11/85 resignation of George Bates as Coordinator of
Issues and Ideas.

APPROVED

MOTION 85-20 (Bates-Jonk) To recommend to Board of Governors
3/11/85 that Steve Ballinger be approved and appointed as
Coordinator of Issues and Ideas.

APPROVED

MOTION 85-21 (Song-Ballinger) To consider Glen Lindgren to
4/8/85 UBOG as CUPC Representative.

Wright Opposed, Richardson Abstained

APPROVED

MOTION 85-22 () That there be two coordinators
4/22/85 under the Performing Arts Project - The Whole
and Performing Arts.

MOTION TABLED

MOTION 85-23 (Noyola-Wright) Appoint Cynthia Collins as
4/29/85 Contemporary Arts Coordinator.

APPROVED

MOTION 85-24 (Noyola-Jin) To recommend Jill Anderson as
5/13/85 Volunteer Development Coordinator.

APPROVED

MOTION 85-25 (Wright-Richardson) To recommend Heather Tesch
5/13/85 as Coordinator of Recreation/Travel.

APPROVED

MOTION 85-26 (Chenault-Song) To make the May 15th event an
5/20/85 annual MU-wide event.

APPROVED

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
July 17, 1984

PRESENT: Mark Allen, Scott Chesney, George Bates, Chris Lancrete, Andrea Chenault, Mary Litsheim, Rufus Simmons, Susan Song

ABSENT: Bernie Molitor (ex), Jim Sleezer (ex), Marlene Vernon (ex)

I. CALL TO ORDER

Meeting was called to order at 4:00 p.m. by President, Andrea Chenault.

II. APPROVAL OF MINUTES

Minutes to be approved at next meeting.

III. OLD BUSINESS

- A. SLDP Update - George announced that the retreat was planned for September 28 and 29 at Camp Iduhaphi (sp), and that all CUPC membership and UBOG were to attend and was looking into St. Paul Student Center and West Bank for their involvement.

George was questioned as how the committee had decided on the date since some of the staff would not be able to attend because of attending ACU-I Steering Committee Meeting, and also being the first weekend of school there would be much programming going on. George said the date was set because the weekend of the 14th was the MU Staff Retreat and the committee felt the weekend of the 21st would be too busy, since it would be the first week of school.

Concern was expressed by Mark Allen that the group attending should be smaller - CUPC key leadership and staff only - with more focus and less information covered, leaving more time for team building. Rufus was concerned that common information would have to be presented twice if all previous mentioned membership was not in attendance. Scott felt that the board needs good CUPC representatives, not necessarily to have all be a part of the retreat, and that those representatives will need to be a part of both retreats.

The SLDP Committee will be meeting tomorrow at 4 p.m. to discuss further. Andrea asked all those with concerns to please attend.

IV. REPORTS

Area - Personnel - George reported that the committee has developed working objectives to attain recruitment for fall. Discussion followed regarding the numbers of positions filled and those still needing leadership.

Area - UBOG - Scott discussed the orientation for UBOG members. He reported on the progress of the MUCB summer Task Force and the MUCB Public Relations Task Force. Scott explained the need for the nominations of council members for UBOG reps.

V. NOMINATIONS

Nominations were held and Andrea said members would be recommended to UBOG by the Aug. 27th meeting.

-Nominated Council Rep's: John Wright, George Bates III, Chris Lancrete, Russ Richardson, and Bill Upham.

VI. OLD BUSINESS

Finance Position: George

MOTION 85:1 (Bates/Lancrete) Move to table this area of discussion until Ass't Director present at next council meeting.

Discussion: Andrea explained that a motion made 5/21 charged staff with providing the arguments surrounding the Finance V.P. position in CUPC to be presented to council at first summer meeting (6/19). There has been no further action.

VII. ANNOUNCEMENT

Visual Arts - Marlene reported that the art sale was successful. They grossed over \$1,000 and will retained (sic) 25%. However, she felt that the intensive commitment was a drawback considering their limited manpower. She suggested that the council consider this as an activity.

Whole - Mark Allen/Chris Lancrete reported that the Whole summer concerts have experienced successful turnouts and that several names for recruitment are being contacted. The most recent performance experienced a decrease in attendance.

Mark - noted that Eloy Chavez has been confirmed as the new program advisor and will begin on August 15th.

Marlene - discussed noted datelines for publicity runners - contact Jim Elert.

Next CUPC Meeting:
Monday, August 13th
3:30 346 CMU
Nominations for UBOG Reps
Agenda will be posted
Friday August 10th

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
September 10th, 84

PRESENT: Debbie Williams, George Bates, Chris Lancrete, Russ Richardson, John Wright, Susan Song, Marlene Vernon, Mary Litsheim, Donna Segal, Jim Sleezer, Bernie Molitor, Eloy Chavez, Scott Chesney

ABSENT: Bill Upham (ex), Andrea Chenault (ex)

I. CALL TO ORDER

Meeting was called to order at 3:05 p.m. by George Bates in Andrea Chenault's absence.

II. APPROVAL OF AGENDA

Two items were added to the UNFINISHED BUSINESS category: Activities Fair and UBOG Representative Election.

III. UNFINISHED BUSINESS

A. Financial Needs Analysis Update/Fall Quarter Plans - Bernie reported that a new electronic event system has been conceived and should be completed in about 3 weeks. Bernie asked that students and advisors plan events and then need to code the events according to the numbering system. Cindy will then enter into computer and students/staff will receive a printout of expenses and income for each event entered. Bernie reminded everyone that this will be a interim measure for the 84-85 year and that July 1st, 85 the new Data Base System will be placed.

B. Homecoming Activities - George wanted to encourage individual project leaders that Homecoming events will be October 15th-19th and that planning for participation in the event needs to come together very soon. I&I announced that they are planning a Alumni Speaker, Scott Chesney mentioned that the MN Alumni Assoc. will be doing a big event that could be co-sponsored with CUPC. Donna suggested using Dorms for focus for events. This item will be brought back to next week's meeting for closure.

C. Activities Fair - No decisions for specific theme has been made as yet. It will be a MU stand for all unions to take part in. Bernie feels that it's an opportunity to promote CUPC recruitment and has asked that students and staff alike take an hour at the booth. Date for Activities Fair is September 21st. A sign-up sheet will be placed on the easel.

D. UBOG Representatives - Persons nominated so far have been: Susan Song, Russ Richardson, George Bates, John Wright. Each nominee will present their platform at next week CUPC meeting giving them more time to connect with Scott with questions and to be able to attend a UBOG meeting next Monday to gain a better understanding what the Board is all about.

IV. NEW BUSINESS

A. Fall Quarter Plans - Bernie will be circulating a memo asking for a summary of plans for fall quarter to assist in a better organized system of program planning using planning summaries. Each area gave a short summary of fall programs - AACA: Japanese Film Series, Japanese Photo Exhibit, Recruitment; CA: Will be concentrating on a CA Committee rather than 3 separate groups; Gallery: Several special events and regular gallery exhibits; Rec/Travel: No concrete plans as yet. One or more programs from each Recreation, Skills, Travel and Health; AICP: Looking at films and speakers; I&I: Film series on elections, Video projector on day of election, North South Debate, Discussion with Elections Coalition, Homecoming

speaker, Star of Bethlehem; Whole: Sunday nite Series of local acts, Jazz workshop on Tuesday with WBU, Friday and Saturday Dances maybe aimed toward the dorms.

B. 230 Volunteer Development Facilitation - Andrea and others have discussed how to make the office more secure and inviting. There has been some discussion as to having a volunteer to sit at the desk from 10-3 pm or 9-4 pm. Andrea will ask for feedback and bring up for discussion at next week's meeting.

V. UBOG REPORT

Bernie announced that Mark Allen was nominated for ACU-I Regional Award. Scott announced that UBOG Orientation will be September 27-29th.

VI. AREA REPORTS

Volunteer Development - Retreat next weekend, September 22nd and 23rd. Saturday will be focused on Getting to Know Each Other and Sunday on Roles and Responsibilities - Partnership. Student preparation: Complete the Leadership Skills Inventory and be prepared to talk about personal objectives and what students want to achieve for themselves and project for the year.

There will be two more interviews in the near future: Debby Williams for AICP Coordinator and Donna Segal for Contemporary Arts.

VII. ANNOUNCEMENTS

DEADLINES: Today is deadline for September/October Preview and for the first edition of MN Daily.

VIII. ADJOURNMENT

Meeting was adjourned at 4:05 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Coffman Union Program Council Meeting
9/17/84

PRESENT: Susan Song, Andrea Chenault, Bernie Molitor, Mary Litsheim, Scott Chesney, Jim Sleezer, Eloy Chavez, Chris Lancrete, George Bates, John Wright, Marlene Vernon

ABSENT:

I. CALL TO ORDER

The meeting was called to order at 3:05 p.m., by President, Andrea Chenault.

II. APPROVAL OF MINUTES

The minutes of September 10th meeting were reviewed and approved with the following corrections: under Homecoming Activities - MN Alumni Assoc. should be University Student Alumni Assoc; under SLDP Report applications have not been received yet.

III. UNFINISHED BUSINESS

A. CUPC Retreat - Reminder that it is this weekend - September 22nd & 23rd. Those to be in attendance are all staff and all coordinators, Mark Allen and Scott Chesney.

Goal & objectives of the retreat are to plan fall objectives and get to know each other, roles and responsibilities. Bernie reviewed present sign up list for any additions.

B. Activities Fair - A sign up sheet was brought to the meeting for all to sign up for a hour at the Activities Fair booth this Friday from 10-4 pm. The booth this year will be a MU booth with coverage from all three unions.

Scott asked if there was a system for followup of interested volunteers. Bernie said that they are to fill out the CUPC brochure and to forward the slips to the appropriate areas.

C. Homecoming Activities - Based upon last week's meeting Andrea asked for ideas and commitments from council members. George said that I&I would not be able to obtain a Alumni Speaker as hoped. Suggestions were for an Open House, participation in the Parade and possibly a dance. Scott felt that CUPC should try and tie into the Homecoming Committee planning for cosponsorship. Andrea felt that since there was no solid commitment or for sure plans that individual areas should connect with the Homecoming Committee directly with their ideas/plans.

D. Council Rep to UBOG - Five persons have been nominated of which John Wright, George Bates and Susan Song have begun Orientation. Andrea asked George for his platform. George stated that he would like to participate as a governor and has been attending UBOG meetings over the past few months, and would like to represent CUPC at the board meetings.

MOTION 85:02(Wright-Lancrete) Motion to fill one representative position to the board. Motion carried.

It was felt that it was appropriate for council to fill positions on the board as they come up as people show interest.

John Wright regretfully withdrew his name from the nomination as UBOG Representative.

A vote was taken to elect George Bates as one of the three representatives to the Union Board of Governors. George was confirmed by majority vote as a CUPC Representative to UBOG.

Reminder that there are still two positions available. If anyone is interested they should attend the Board Orientation.

IV. NEW BUSINESS

A. Planning Cycle Info - It has been expressed by students and staff to develop a planning cycle for - Info sharing between areas; multi-culturalism programming would increase because of the info sharing of program plans; more effective planning. Project leaders are to hand in their Fall Quarter planning summaries as soon as possible. Winter quarter summaries are due by November 9th, Spring Quarter due by February 15th.

Reminder that you need to have planning summaries approved and assigned a number before expensing monies against the event.

MOTION 85:03 (Wright-Bates) To accept recommendation proposal on planning cycle.

MOTION 85:04 (Chesney-Bates) Move to refer proposal to Bernie for final publishing. Motion carried.

V. AREA REPORTS

UBOG - Coffman Board Orientation is the 1st and 2nd week of October. More info to follow.

MUCB first meeting is day after tomorrow. There are several positions still open - see Scott if interested.

VI. ANNOUNCEMENTS

Student Employee Orientation is next week.

VII. PROCESS

Need to become more aware of parliamentary procedures.

Note scheduled CUPC meeting time changes.

VIII. ADJOURNMENT

Meeting was adjourned at 4:45 p.m.

9/24/84

To: CUPC

From: Bernie Molitor

Re: Recommendation on 84-85 Planning Cycle

The Program Staff and I recommend:

1. We adopt a clear and specific program planning cycle for the following reasons - effective planning, improved multi-cultural programming, better information sharing, and team building.
2. Planning summaries should be developed in partnership and presented at CUPC meetings by student coordinators.
3. Fall planning summaries should be submitted to CUPC immediately.
Winter planning summaries submitted by Nov. 9th.
Spring summaries submitted Feb. 15th.
Summer summaries submitted May 1st.
Annual summaries submitted May 15th
4. Additional planning summaries should be submitted and discussed to synchronize with The Prevue deadlines. Summaries should be presented at least a week before the following Prevue deadlines of:
Nov. - Oct. 15th
Dec. - Nov. 12th
Jan. - Dec. 10th
Feb. - Jan. 14th
March - Feb. 11th
April - March 11th
May - April 15th
5. Upon submission, the summaries will be given to Cindy for coding and entry into the computerized event reporting system.
6. At least three coordinators should present their fall plans at the Sept. 24th, Oct. 8th meetings.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
September 24, 1984

PRESENT: Scott Chesney, George Bates, Andrea Chenault, Mary Litsheim, John Wright, Eloy Chavez, Debbie Williams, June Jin, Bernie Molitor, Bill Upham, Russ Richardson, Jim Sleezer, Marlene Vernon, Chris Lancrete, Tom Westbrook, Glen Lindgren, Nic Rosenan, James Gehrke

ABSENT:

I. CALL TO ORDER

Meeting was called to order by President, Andrea Chenault at 3:15 p.m.

II. APPROVAL OF MINUTES

Minutes of the September 17th meeting were approved as written with one change under MOTION 85:04 - publishing should be polishing. Minutes stand as corrected.

III. UNFINISHED BUSINESS

A. Program Planning Cycle - Bernie distributed a copy of the proposal for 84-85 Planning Cycle for council review.

MOTION 85:04 (Chesney-Bates) To approve the 84-85 Planning Cycle as proposed by Bernie Molitor. Motion carried.

B. Student Staffing of Council Office - Andrea raised an item of business that has been brought up at the August 10th and 17th meetings on how to best facilitate the CUPC Office. Andrea expressed her concerns of use of office space to best serve - publicity of events, recruitment, info sharing, messages. Andrea would like to have the front desk of 230 covered by coordinators for a portion of the day to facilitate these items. It was called for a task force to be formed to further discuss how best to student staff the 230 office.

MOTION 85:05 (Chesney-Wright) Recommend that council set up a task force appointed by Andrea to discuss and bring forth a proposal on staffing the front desk in the CUPC office by October 8th. Motion carried.

Andrea will be sending a response form to each member for feedback on interest of this item.

IV. NEW BUSINESS

None

V. AREA REPORTS

A. UBOG - There was a meeting today discussing preparation of UBOG Orientation and voting on constitution change regarding voting membership of Chair and Vice Chair members.

B. SLDP Report - June thanked everyone for participating in the retreat this weekend. She said that there was lots of positive responses in completed evaluations. SLDP Committee is trying to examine what the student needs are to help planning of workshops for this year. June asked for persons who are interested in being in on the committee to see her by Wednesday.

VI. ANNOUNCEMENTS

Under the Program Planning Cycle it was planned to have 3 coordinators present their fall plans at this meeting. This is to be changed to read October 1st and October 8th meetings.

Mini Course registration is going on now - volunteer students do receive a 50% discount on most courses. Check it out.

Student Employee Orientation is this Sunday at 10:30 a.m. in the Theatre Lecture Hall. Scott asked members that may be interested to please attend.

Fall programming is beginning to roll - check the Prevue for details.

VIII. ADJOURNMENT

Meeting was adjourned to conduct Informal Business Agenda in the TLH, at 4:15 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Coffman Union Program Council Minutes
10/1/84

PRESENT: Marlene Vernon, Rufus Simmons, Debbie Williams, Bernie Molitor, George Bates, Mary Litsheim, Jim Sleezer, Andrea Chenault, Glen Lindgren, Susan Song, Scott Chesney, June Jin, Chris Lancrete, Eloy Chavez, Russ Richardson, John Wright, Bill Upham, David McGill

ABSENT:

I. CALL TO ORDER

Meeting was called to order at 3:15 p.m., by President Andrea Chenault.

II. PARLIAMENTARY PROCEDURE

Staff person, Jim Sleezer, was asked to give a presentation on Parliamentary Procedure to help assist students and staff in more effective meeting practices. A handout on Parliamentary Procedure was given to those in attendance to help further explain the important principles. Jim further went through an example of the possible process and what to do with an example motion.

III. FALL QUARTER PLANNING SUMMARIES

The Whole - Chris Lancrete: Programs planned so far -

- 1) Sunday Dance Series, October 7th - November 18th
Featuring New Music
- 2) Jazz Workshop (cosponsored with WBU)
Tuesday Nights, October 9th - November 27th
Local Jazz Artists - Free to Public
- 3) Friday Night Dances
Program in talking stages. Would target toward Dorms,
working with WMMR and CAPP

Rec/Skills & Knowledge & Travel - John Wright: Programs planned so far -

- 1) Cross Country Ski Series
- 2) Possible BWCA Ski Trip
- 3) Parachute Demo/Lecture
- 4) First Aid for Travellers
- 5) Rock Climb in Minnesota
- 6) Trying to form clubs for; Backgammon, Chess and Darts to possibly lead into ACU-I Tournaments
- 7) Health Fair - 5 Dates and subjects set so far
- 8) Environment Program - maybe update on Acid Rain situation
- 9) Dates and ideas for trips - nothing for sure as yet:
 - Cross Country Ski to BWCA
 - Rock Climb in Mexico
 - Culture Trips to Movies and Theatre in Twin Cities

Most programs have been cosponsored with CHIP.

Asian American Cultural Affairs - Susan Song: Programs planned so far -

- 1) October 17th, 7-9 p.m. Reception for Freshmen
Cosponsored with APRC and AALRC
- 2) October 15th - November 2nd
Gallery Exhibit - Japanese Photo Exhibit
Program cosponsored with the Gallery
Lecture and Films will also be included
- 3) October 3rd - November 28th
Japanese Film Series
Cosponsored with Entertainment

IV. SLD UPDATE

June has distributed a memo to members this week explaining about the SLDP Program. Please forward to her any questions you may have. The first meeting of the quarter for this committee will be tomorrow at 12:15 p.m. All are welcome to come. The committee will be developing a calendar outlining workshops and other CUPC events. June is presently looking for a meeting time to get together with members to discuss the Leadership Inventories everyone should have completed by now.

To date workshops that are planned are: PR Session - Where we are presently; Recruitment and Placement - What to do and say; Multi-Culturalism.

V. MISCELLANEOUS

Andrea announced that the committee formed to review 230 office coverage, etc. has come up with some recommendations and will be discussing them at next week's meeting.

ACU-I Conference update next week.

Siggelkow Retreat is this weekend - George, John, Andrea and Susan will be attending.

Andrea will be trying to set dates and times for interviewing Glen and Debbie in the next week. If you are available to assist with the interviews please see June or Andrea.

There will be a Coordinators Meeting this Wednesday at 3:00 p.m.

VI. ADJOURNMENT

Meeting was adjourned at 4:20 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Coffman Union Program Council Minutes
10/8/84

PRESENT: Jim Sleezer, Rufus Simmons, DeM Williams, Eloy Chavez, June Jin, George Bates, Bernie Molitor, John Wright, Bill Upham, Russ Richardson, Scott Chesney, Chris Lancrete, James Gehrke, Andrea Chenault, Glen Lindgren, Susan Song, Marlene Vernon,

ABSENT:

VISITOR: Susan Sano

I. CALL TO ORDER

Meeting was called to order at 3:20 p.m.

II. APPROVAL OF MINUTES

Minutes of 10/11 were approved as written.

III. COORD. POSITION CANDIDATE

MOTION: 85:06 (Lancrete-Wright) - To recommend Glen Lindgren to UBOG as P.R. coordinator. Scott asked Glen about his experience and qualifications. He had worked with Issues/Ideas, and held management positions in the grocery business. Glen would like to see P.R. become more organized and systematic. He would also like to see our efforts more synchronized with the Minnesota Union.

MOTION PASSED

IV. Fall Quarter Planning Summaries

Visual Arts: Russ Richardson spoke to the following programs: "An exhibition of Light and Logic" by Brian Stotesbury, "Under the Rose" by William Slack, "Go For Broke/ MIS World War II", "Oh Give Me a Home. . ." by Carol Bersin, "Boston's Elder Men and Women of Achievement" by Jamie Cope, "The Elderly and their Pets" by Miriam Weinstein, "Challenging our Attitudes: A Photo-Documentary of the Women's Peace Camp for Peace and Justice", and two receptions and a thursday film series.

Film and Entertainment: Bill Upham described the Japanese and Popular Film Series. Much is being done with WBU; hope to increase collaboration with SPSC. We are offering popcorn and pop at popular film series. Music and comedy possibilities are being considered for entertainment.

AICP: Debbie Williams reported that a comedian will appear. Feast last week went extremely well.

Issues/Ideas: (George Bates) George is recruiting and has gotten five new volunteers. A four-week orientation session for new persons is planned. Grad School Days is an info fair. The MU Lecture Series will begin on Oct. 19th. WBU is co-sponsoring. Kaufmanis will do Star of Bethlehem speech on Nov. 13th. Helmut Schmidt lecture is co-sponsored with Humphrey Institute, WBU, and SPSC. Horizons has begun; brochure is available for details. North-South series will deal with U.S. and Latin American Relations. Several programs are planned around the upcoming elections. Vintage political films are being co-sponsored with Film & Entertainment. Issues & Ideas package is about the largest ever.

V. ROOM 230 ACTION COMMITTEE REPORT

Andrea reported that committee has met and deliberated. Recommendation is not to staff the desk formally at this time. Desk will be staffed the first two weeks of winter. Area identification tags will be made up. Full report will come to council at a later date.

VI. SIGGELKOW RETREAT

Four CMU students attended. Over 200 student leaders were there. Highlight for Andrea was to spend time with her SPSC and WBU counterparts. John Wright urged the advice to be brief while being creative. Susan Song reported that she felt more comfortable as a leader, and was somewhat disappointed by lack of multi-cultural events. George enjoyed making new contacts and discovering new co-sponsorship possibilities.

VII. ACU-I & NACA

Info about both conferences was discussed. Applications for attendance are due by the end of the week.

VIII. OPEN HOUSE:

It will be held on Friday, Oct. 19th. Planning meeting on Wednesday at 3:00 p.m.

IX. ANNOUNCEMENTS

Glen distributed copies of CUPC Brochure and asked that everyone review it ASAP. Prevue deadline is next Monday, Oct. 15th. Workshop will deal with Graphics Center. Student Leadership Development Workshop will be Oct. 17th.

X. ADJOURNMENT

The meeting was adjourned at 4:24 p.m.

RS by Bernie

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
October 15, 1984

PRESENT: Bernie Molitor, Julie Jonk, June Jin, George Bates, Scott Chesney, James Gehrke, Margarita Noyola, Eloy C. Chavez, Chris Lancrete, John Wright, Andrea Chenault, Jim Sleezer, Glen M. Lindgren, Jim Elert, Sue Song, Mary Litsheim, Debi Williams, Tom Westbrook

ABSENT: Bill Upham

I. APPROVAL OF MINUTES

Approved as corrected.

II. MOTION 85:07 (Bates-Lindgren) - To recommend Debi Williams to UBOG as coordinator of AICP. Approved.

III. ACU-I CONFERENCE

MOTION 85:08 (Wright, ?) - To send Andrea, John and George to ACU-I.

AMENDMENT (Chesney-Bates) - To call for a report to CUPC on value of the conference one week following the conference. Amendment carried. Main motion carried. Glen moved to table the motion. Motion tabled.

IV. PR WORKSHOP

Jim Elert and Glen Lindgren presented a workshop to council on Public Relations process/procedures.

V. ADJOURNMENT

Meeting adjourned at 4:15 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
October 22, 1984

PRESENT: Eloy Chavez, Russ Richardson, Chris Lancrete, Sue Song, Glen M. Lindgren, Susan Sano, Debi Williams, Mary Litsheim, Bernie Molitor, John Wright, Jim Sleezer, Andrea T. Chenault, George E. Bates III, Scott Chesney, June Jin

ABSENT: Marlene Vernon (excused)

I. CALL TO ORDER

Meeting was called to order at 3:20 p.m.

II. APPROVAL OF MINUTES

Approved as written with the exception that Eloy's middle initial is "A" not "C".

III. OLD BUSINESS

A. ACU-I Conference Delegates

Reference to last week's motion, which stated that Andrea, George and John be sent to the conference on Nov. 8 in St. Cloud. Susan Song would also like to take part. Financing and limitations in the number of people budgeted for was discussed. Bernie stated two means of financing: ask four participants to pay 1/4 of fees, or draw from Reserves. Russ thought extra money should come from program areas. Scott said drawing from Reserves would speed things up. Andrea detailed predicament: there is \$540 budgeted, while costs include \$75 (registration), \$50 (accommodations) and \$20 (transportation).

AMENDMENT (Chesney-Lindgren) - Include Susan Song's name on list of participants at ACU-I Conference.

Discussion: Worry about money later. Maximum attendance desirable. John: We only need three people. George: Personal development is involved here, let's send all four people. Jim: Confine discussion to amendment as read. Amendment was tabled. Bernie told council is had traditionally been valuable to send at least three people to ACU-I.

MOTION 85:08 (Chesney-Bates) - To send four reps to ACU-I. Passed.

MOTION 85:09 (Wright-Lindgren) - To finance four participants via Operations Reserves. Passed.

MOTION 85:10 (Wright-Richardson) - To register Susan Song as fourth person. Passed.

IV. NEW BUSINESS

A. Open House Follow-Up - Andrea thanks all for cooperation, with special thanks to Vi for assisting with special mailing.

MOTION 85:11 (Wright-Lindgren) - Ask area coordinators to follow-up on open house recruitment

Discussion: Scott: Involve MU counterparts in recruitment, it was an "MU" Open House. Jim: Personnel should contact recruits who did not show up. Andrea: Personnel should be given a roster of members by coordinators.

Amendment (Chesney- Richardson) - To have Personnel follow-up on behalf of MU on those who missed open house. Passed.

B. Attendance Taking Update - Bernie announced that RA's will be counting attendance at programs and CUPC people should connect with them to insure accurate readings. Nametags would be useful so RA's identify CUPC people. Gallery attendance keeping methods remain the same.

V. ANNOUNCEMENTS

A. UBOG Report - There was no report.

B. Winter Quarter Plans - Due Nov. 9th. Andrea is available for appointments to discuss co-sponsorship possibilities.

C. Other Announcements - See Maggie for reservations, Denni for keys to 230, and Jay for keys to cabinets.

VI. ADJOURNMENT

Meeting was adjourned at 4:10 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council

PRESENT: Bernie Molitor, John Wright, Chris Lancrete, Eloy A. Chavez,
Jim Sleezer, Marlene Vernon, Susan Sano, G.M. Lindgren, Susan
Song, Margarita Noyola, Andrea Chenault, June Jin, Julie Jonk,
Debi Williams

ABSENT: Russ Richardson, Bill Upham, Mary Litsheim (ex)

I. CALL TO ORDER

Meeting was called to order at 3:17 p.m.

II. APPROVAL OF MINUTES

Minutes approved as written

III. COORD. CANDIDATE INTERVIEWS

June Jin explained the fundamentals of how to conduct a good interview. The group broke into interview clusters to interview Susan Sano, Jerrod Smith, and Julie Jonk for Contemporary Arts, Black Cultural Affairs, and Personnel.

IV. ADJOURNMENT

Meeting adjourned at 4:15 p.m. following interviews.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
November 5, 1984

PRESENT: Andrea Chenault, George Bates, Anne Hartigan, June Jin, John Wright, Susan Song, Susan Sano, Jim Sleezer, Chris Lancrete, Caren Petrullo, Margarita Noyola, Jerrod Smith, Mary Litsheim, Julie Jonk, Eloy Chavez, Glen Lindgren, Russ Richardson, Marlene Vernon

ABSENT: Debi Williams, Bill Upham, Bernie Molitor (ex)

I. CALL TO ORDER

Meeting was called to order at 3:15 p.m. by President, Andrea Chenault.

II. APPROVAL OF MINUTES

There were two corrections to the minutes of last week - George Bates was present at the meeting; Margarita Noyola was interviewed for the CLCA Coordinator position.

Minutes stand as corrected.

III. APPROVAL OF COORDINATORS

MOTION 85:12 (Wright-Lindgren) - I move that CUPC recommend to UBOG the appointment of Margarita Noyola as Coordinator of CLCA. Motion passed.

MOTION 85:13 (Jin-Lancrete) - I move that CUPC recommend to UBOG the appointment of Julie Jonk as V.P. of Personnel. Motion passed.

MOTION 85:14 (Song-Lancrete) - I move that CUPC recommend to UBOG the appointment of Jerrod Smith as Coordinator of BCA. Motion passed.

MOTION 85:15 (Bates-Wright) - I move that CUPC recommend to UBOG the appointment of Susan Sano as Coordinator of Contemporary Arts. Motion passed.

Andrea would like to commend Margie for the fine job she did in her interview, given such short notice. And wishes to thank the remaining participants, and congratulate the coordinators. We now have a full council!

IV. HORIZONS LECTURE SERIES

Anne Hartigan is the chairperson of the Horizon Program and attended today's meeting to share some information about the program series. It is a 12 noon program held once a week. The presentors of the lecture/discussions are staff and professors on campus who choose their own topics. It is felt that the program has built up rapport with staff and professors on campus. Anne is also presently putting together a directory of persons that have taken part in the program for reference for other areas' use. Anne has also worked on another very successful series - Nuclear Winter - which was presented last winter.

V. TIME MANAGEMENT WORKSHOP

Workshop given by SODC staff person, Roger Harrold.

VI. ANNOUNCEMENTS

Andrea announced that this Wednesday's Coordinator Meeting will be discussing Working Objectives and Winter Quarter Planning.

VII. ADJOURNMENT

Meeting was adjourned at 4:30 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
11/12/84

PRESENT: Russ Richardson, Chris Lancrete, George Bates, Julie Jonk, Susan Song, Kevin Huim, Margarita Noyola, Mary Litsheim, June Jin, Andrea Chenault, Scott Chesney, Glen Lindgren, Jim Sleezer, Susan Sano

ABSENT: John Wright (ex), Bernie Molitor (ex), Elay Chavez, Marlene Vernon, Bill Upham

I. CALL TO ORDER

The meeting was called to order at 3:15 p.m. by President, Andrea Chenault.

II. APPROVAL OF MINUTES

The approval of the minutes of 11-05-84 were postponed until next week.

III. WINTER QUARTER PLANS

Andrea announced that she has received only one set of planning summaries submitted. Andrea asked coordinators to meet with their advisors before the Wednesday Coordinator's Meeting to review winter quarter plans and put together the planning summaries.

A reminder from Andrea to coordinators that any remaining Membership Posters should be submitted to Julie as soon as possible.

Announcement that the Fall Quarter Party has been cancelled due to lack of resources and planning. Andrea promised a really great party for winter.

IV. ACU-I CONFERENCE FEEDBACK

Andrea announced that 35 representatives from the Minnesota Union were in attendance at the conference in St. Cloud. Andrea thought that the Mini Workshops were very good and had gained much information that she will share with council.

There were several CMU delegates elected for association positions: Scott Chesney will serve as the regional representative, George Bates will serve as Cluster 2 Rep for the region, and Mark Allen, Associate Administrator, was presented the most honorable Sigglekow/Starr award. Congratulations to all of them.

V. ANNOUNCEMENTS

Scott Chesney announced that there will be a General Board Meeting in Winter Quarter that all CUPC Coordinators and V.P.'s will be asked to attend to help assist with team building and information sharing.

Next week Winter Quarter Plans will be presented to Council.

VI. DELEGATION WORKSHOP

Workshop presented by Conrad Jones of the SODC staff.

VII. ADJOURNMENT

Meeting adjourned at 4:30 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
11/19/84

PRESENT: Scott Chesney, June Jin, Jerrod M. Smith, George Bates, Julie Jonk
Eloy C. Chavez, Bill Upham, Russ Richardson, John Wright, Chris Lancrete,
Jim Elert, Susan Song, Glen Lindgren, Jim Sleezer, Mary Litsheim

ABSENT: Margie Noyola, Debi Williams,

EXCUSED: Bernie Molitor, Marlene Vernon, Susan Sano

I. CALL TO ORDER

The meeting was called to order at 3:20 p.m. by President, Andrea Chenault.

II. APPROVAL OF THE MINUTES

Minutes of 11/05/84 and 11/12/84 were approved as read.

III. NEW BUSINESS

Glen announced that we have a new distribution person, Harold Finch. Glen distributed a memo regarding mailing lists and announced that he is trying to "tailor" mailing lists for individual areas. Please arrange to meet with Glen and the PR Committee regarding your needs. Glen reminded coordinators that because of Thanksgiving, Daily deadlines have shifted. Deadline for Nov. 26th ad is tomorrow, the 20th.

Julie Jonk asked if the mailing lists could be computerized. Jim Sleezer said finding computer time is the problem. Perhaps this matter will be investigated at some other time.

Please return Glen's form by Nov. 21st.

IV. FALL QTR UPDATE & WTR QTR PLANS

Gallery (Russ Richardson) - Russ reported that the Gallery currently has a full series of shows. For Winter, they are hoping to arrange for recorded music for Sunday open houses, as well as plan more cosponsorships. They are presently cosponsoring with BCA and School of Journalism.

AACA (Susan Song) - The committee has grown from one to eight members. For Winter, the Lunar New Year will be celebrated with a) an Asian Bazaar, b) a variety show, and c) a film or dance. A multi-cultural event is planned for late Feb. or early March.

Scott Chesney suggested that CUPC consider booking events in "nontraditional" areas of CMU, such as Ski-U-Mah and the commuter lounge. UBOG may make exceptions in those instances to House Policies.

Whole (Chris Lancrete) - Successes include Blue Tuesdays Jazz Series Sunday shows have been a mixed bag. More advance planning is deemed necessary. Folk and variety acts will continue into Wtr Qtr. Sunday and Tuesday series will also continue. Saturday night concerts, cosponsored with BCA, are planned. Whole hopes to book Friday evenings for popular music:dances.

Andrea reminded coordinators that Whole is now booked through Chris and Eloy.

John Wright asked if there had been any improvement in the student/non-student ratio in the Whole. Chris said the crowd has been younger than anticipated. They need to look at who they're booking. Lack of alcohol was also seen as a problem.

BCA (Jerrod Smith) - Jerrod reported that after a slow recruitment, BCA now has eight members. One program took place fall quarter, an art exhibit with William Slack. It wasn't as successful as hoped for but it did result in recruitment. February is "Black History Month" and lectures, exhibits and a film series will be worked out with the Gallery and Whole.

Personnel (Julie Jonk) - Julie announced that mailing lists are now on computer. She hopes for a party in Winter. Also hopes to revive trophy passing and initiate a newsletter. Birthday cards will be sent to CUPC members. Get your membership lists (with birthdays) to Julie, please. Julie will provide a Personnel workshop to address the services the area will offer during Wtr Qtr.

PR (Glen Lindgren) - PR is taking on the image of a "consulting firm". They will be available for advice to coordinators. Five members were oriented this quarter. Next quarter, a brochure on the "new PR" will be distributed in early Jan. Glen said PR also hopes to improve mailing lists and simplify press release systems.

Rec/Travel (John Wright) - John felt he did too much programming and needed more orientation as to "what a leader is." Health series was successful. 53 people attended the rock climbing series. No more outdoor programming will be planned. For Winter: the Health series will continue and the Interegional tournaments will be promoted via playoffs. Possible trips include the Bhaidahoda Islands and San Diego.

Contemporary Arts - Susan Sano was absent.

NACA (Jim Sleezer) - Jim Sleezer spoke in Debi's absence. Three American Indian writers spoke this Fall. "ArtisticVisions" was successful. American Indian Week is in April and most effort will be spent there.

F&E (Bill Upham) - Both popular and midweek series did more poorly than anticipated. Committee is down from 7 to 5. However, midweek involved a co-sponsorship with AACA. For Wtr: No popular series. Instead, there will be an "American Independent Film" series, which will be unique to Coffman and might fare better due to less direct competition. Co-sponsorships with BCA and the Whole are also being explored. Negotiations are also underway with Ford Motor Co., which may provide six free "popular" films in exchange for the opportunity to display their cars on campus for one day.

Scott Chesney warned about implied endorsements. This may need to be discussed at another meeting. Andrea Chenault suggested Eloy as a resource for coordinators wishing to investigate outside co-sponsorships.

I&I (George Bates) - Horizons and 3rd World series were successful and will continue into Wtr. Qtr. Some tentative subjects include: campus crime, changes in the drinking law, study skills seminar, Jessica Lange/farmers' rights, "mid winter blues" - a look at mental health, and a look at elements of 3rd world culture in language and religion. I&I will also be involved with "Career Day" in February.

Andrea approved of the experimentation she saw happening in programming. She emphasized the importance of co-sponsorships. She also thanked the members for their reports and explained that when plans are discussed this early there is time for modification. She encouraged the use of PR and outlined the dif-

ferent types of co-sponsorship: Inter-council should be looked into first, then MU, University community, and, finally, outside groups.

SLDP (June Jin) - Multi-cultural, Personnel, and PR sessions have been moved to winter qtr.

Andrea asked for input concerning when to hold the final Fall Qtr. CUPC meeting.

V. ADJOURNMENT

Meeting was adjourned at 4:30 p.m.

COFFMAN UNION PROGRAM COUNCIL
COFFMAN MEMORIAL UNION
Meeting Minutes Nov. 26, 1984

PRESENT: Scott Chesney, Jerrod M. Smith, John Wright, Susan Sano, Russ Richardson, Eloy A. Chavez, Margaritta Mogola, Mark Ingebrigtsen, Chris Lancrete, Debi Williams, Jim Sleezer, Andrea Chenault, Glen M. Lindgren, George Bates, Julie Jonk

ABSENT: Bernie Molitor (ex), Marlene Vernon (ex), Bill Upham (ex)

I. Minutes were approved from last meeting.

II. Bernie's illness was discussed.

III. Andrea discussed with council the importance of the program planning cycle, its forms and implementation. She also discussed the purposes of co-sponsorships, its forms and ideas.

IV. Next council meeting: Mon., Jan. 7th.

V. Next UBOG meeting: Mon., Jan. 14th.

VI. Meeting was adjourned.

COFFMAN UNION PROGRAM COUNCIL
COFFMAN MEMORIAL UNION
Minutes Meeting January 7, 1985

PRESENT: John Wright, George Bates, Bernie Molitor, Marlene Vernon, Jim Sleezer, Scott Chesney, Russ Richardson, June Jin, Chris Lancrete, Ann Hardigan, Susan Song, Andrea Chenault, Susan Sano, Eloy Chavez, Julie Jonk

ABSENT: Margie Noyala, Jerrod Smith, Bill Upham, Debi Williams, Mary Litsheim (ex)

GUESTS: Kim Hack, Brenda Rau, Mitchell Lancman, Caren Petrulo, Katy Gaynor

A. CALL TO ORDER

Meeting was called to order at 3:15 p.m. by President, Andrea Chenault.
Approval of 11/26/84 Minutes were postponed until next week.

B. OLD BUSINESS

- MBO Quarterly Reports Fall/Summer - Andrea discussed a new form and format for quarterly reporting to MUCB and UBOG that is more timely and informative. Each voting member should meet with their advisor and review the past two quarters activities and complete the new questionnaire. Reports are due to Andrea/Bernie by January 16th. Andrea expressed a desire for more substantial partnership input.
- UBOG Report - Scott said that at today's UBOG meeting the PR Task Force Proposal for formulating a MU PR Program was discussed. Also he announced that next week's meeting for all voting members of Council and the Board will be at 4 p.m., Room 320. If there is a conflict, see Andrea.

C. NEW BUSINESS

- A Moment with PR - Caren and Mitch informed Council of new projects that the area has been working on: Recruitment, Updating Mailing Lists, Radio and Newspaper reference/info cards, and establishing a good working committee.
- Creation of Party Committee - A party is planned for February 2nd to be held at the Minnesota International Student Association. The theme is to be determined, and a sign up sheet will be posted in 230. Andrea reminded coordinators to inform their committee members.
- Team Building Hoedown - There will be a Team Building Meeting on Saturday, January 19th from 9 a.m. to 5 p.m. This will be a HRD Program coordinated by Mark Allen to include all three Unions' participation.

D. HOUSEKEEPING

- Locks, Keys, Etc. - Andrea informed members that there has been an increase in petty theft in Coffman and in Room 230, and suggested to members to lock up their belongings, slide door shut during the day, and lock up the office at 4:30 p.m. See Andrea for a key request if necessary.
- Review Winter Quarter Plans - Andrea suggested that coordinators meet with their advisors and review this quarter's plans. Andrea would like all area meeting times, office hours and meeting times with advisors that have been established. Reminder to also re-connect with any co-sponsors you may have for upcoming programs that you have not been in touch with lately.

Also, Andrea said that starting this week she will be distributing the weekly meeting agenda on Fridays.

- UBOG Reps to Council - Reminder that two positions are still open. See Andrea if you are interested and want to know when the meetings are scheduled.
- Coordinators Wednesday Meeting - Meeting will be held this Wednesday at 3:15pm
- to include Bowling and Pizza.

E. ANNOUNCEMENTS

George thanked everyone for helping out with Mary's get well wish gifts.

Caren of PR thanked support staff for all their help over quarter break.

F. ADJOURNMENT

Meeting was adjourned at 4pm.

COFFMAN UNION PROGRAM COUNCIL
COFFMAN MEMORIAL UNION
Meeting Minutes January 21, 1985

PRESENT: Bernie Molitor, George Bates, Andrea Chenault, Susan Song, John Wright, Glen Lindgren, Margarita Noyola, Scott Chesney, June Jin, Julie Jonk, Russ Richardson, Chris Lancrete

ABSENT: Deb Williams, Bill Upham, Jerrod Smith, Susan Sano, Marlene Vernon, Mary Litsheim, Jim Sleezer, Eloy Chavez

I. CALL TO ORDER

Meeting was called to order at 3:19 p.m. by President Andrea Chenault. Minutes of 1/07/85 stand approved as written, and the minutes of 11/26/84 stand corrected with Margarita Noyola's name misspelled.

II. OLD BUSINESS

Program Accounting Tracking System - Bernie reviewed the process for utilizing the Accounting Tracking System with council and asked for questions and whether it was a system that students were interested in using. This system would offer event specific accounting if planning summaries are submitted to Cindy for numbering, and when requests are made for a specific event this number is used for identification and therefore can be placed in the accounting system as such and gathered as a event specific budget if requested. Council members seemed interested and will have Cindy attend Coordinators Meeting on Wednesday to elaborate.

CUPC Party - The theme will be "South Sea Island" - scheduled for February 2nd. Julie is asking for volunteers to help with arrangements and setup.

Julie announced that a newsletter from PR and Personnel will be published soon with announcements, etc. and will be continued on a as-needed basis.

Julie also asked coordinators to submit to her their office hours, area meeting times, and advisor meeting time, so that when calls or inquiries come in as to when they will be in, the correct information will be available.

III. NEW BUSINESS

SLDP Report - The first meeting was held last week. Possibilities for workshops to be presented are: Group Process, Effective Committee Meetings, Multi-Culturalism, Transition, Goal Setting, Motivation and Effective Listening.

MU HRD Workshop - Will be rescheduled for CUPC members.

IV. ANNOUNCEMENTS

The Horizon Program has two new members - Kate Ganor and Susan Sano. And Andrea announced that Debbie Williams will be back this quarter.

V. ADJOURNMENT

Meeting was adjourned at 3:50 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
January 28, 1985

PRESENT: George Bates, Bill Upham, Russ Richardson, Chris Lancrete, Margarita Noyola, Bernie Molitor, John Wright, Andrea Chenault, Julie Jonk

ABSENT: Mary Litsheim (ex), Glen Lindgren, Marlene Vernon, Eloy Chavez, Jim Sleezer, Debbie Williams, Jerrod Smith

I. CALL TO ORDER

Meeting was called to order at 3:20 p.m. by President Andrea Chenault.

II. APPROVAL OF MINUTES

The minutes of January 21, 1985 were approved as written.

III. OLD BUSINESS

Accounting Tracking System - Last Wednesday, a short presentation on the how, when and why's of the system. Andrea said that she thought it was most helpful and encouraged any other members who are interested to contact her or Cindy for more information.

IV. NEW BUSINESS

ACU-I Region X Steering Committee Meeting - George Bates attended this past weekend. See George for information if you desire.

Personnel - Julie Jonk presented a Motion:

MOTION 85:16 (Jonk- Bates) To accept the resignation of Susan Sano as Coordinator of Contemporary Arts. Motion passed.

V. WORKSHOP - "Goal Setting" presented by Brenda Tracy of SODC.

VI. ADJOURNMENT

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of Program Council Meeting
2/4/85

PRESENT: Andrea Chenault, Bernie Molitor, Scott Chesney, Jim Elert, Julie Jonk, Mary Litsheim, Bill Upham, Chris Lancrete, George Bates, June Jin, Glen Lindgren, Susan Song, Susan Sano, Russ Richardson

ABSENT: Eloy Chavez (ex), Jim Sleezer (ex), Marlene Vernon (ex), Debbie Williams, Jerrod Smith, Margarita Noyola

I. CALL TO ORDER

Meeting was called to order at 3:20 p.m. by President Andrea Chenault.

II. APPROVAL OF MINUTES

Minutes of 1-28-85 were approved as written.

III. OLD BUSINESS

Goal Setting Workshop - Andrea felt it was an excellent workshop. If members were unable to attend and have any questions, Andrea will provide materials.

Accounting Tracking System - Andrea asked if anyone besides Susan Sano and Margarita Noyola would like a review of the system.

IV. NEW BUSINESS

CUPC Exec met for the first time today. The Exec Committee will operate as a clearing house for ideas and issues and decide what types of concerns should be brought to Council. They will provide a direction for Council and bring responses back to Council. It will consist of V.P. of Personnel, V.P. of Public Relations, V.P. of Student Leadership Development, President of CUPC and George Bates.

The committee will meet next on Monday, at 9:15 a.m. in Room 230. The Committee will be working on a Exec Comm. Action Planner to present to Council.

PPBS - Carl Nelson's memo of 1-30-85 was distributed as the first step of the Planning and Budget Cycle. Bernie reviewed the document with Council and will bring up for discussion at the next week's Council meeting.

Reports - June announced that the Coordinators Club meeting is Wednesday at 12:15 p.m. They will be discussing Multiculturalism at this week's meeting.

The SLDP Calendar for Winter Quarter will be out tomorrow.

CUPC Party - Julie thanked everyone for their help and attendance at the party.

CUPC Newsletter - PR and Personnel in a joint effort will be putting out a monthly newsletter. Completed forms for placing articles in newsletter should be placed in Julie's mailbox.

230 Typewriter - Andrea announced that a correcting typewriter will be placed in 230 in the near future for student use.

Buttons - Andrea announced that there is a service in the Artcraft Studio in the basement where you can make buttons for 50¢. She feels that this would be a great way to announce programs, areas, themes, etc. There is a day turn-around for completion - you design or have graphics.

Prevue has 76 CUPC events announced this month!

Meeting adjourned at 4:00 p.m.

CH/jh

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of Program Council Meeting
2/11/85

PRESENT: John Wright, Susan Song, Tom Westbrook, Andrea Chenault, Bernie Molitor, Jim Sleezer, Julie Jonk, George Bates, Russ Richardson, Scott Chesney, Glen M. Lindgren, Marlene Vernon, Chris Lancrete

ABSENT: Bill Upham (ex), Jerrod Smith (ex), Margarita Noyola (ex)

I. CALL TO ORDER

Meeting was called to order at 3:20 p.m. by President Andrea Chenault.

II. APPROVAL OF MINUTES

Minutes of 2/4/85 will be approved next week.

III. OLD BUSINESS

Andrea suggested that room reservations be confirmed for this quarter as well as spring quarter.

IV. NEW BUSINESS

PPBS - Tom Westbrook went over generalities of PPBS. Bernie Molitor passed a handout. It concerned 85-86 Planning & Budget Schedule. Note: make sure memo of Jan. 30 from Carl Nelson is received by council and staff.

Project Strategy - Elaboration of goal eludes to method and content.

Public Relations - Glenn Lindgren presented promotion/publicity info on superform. Refer to superform. Also went over general info form.

Other - Article, SMART formula regarding help in setting and accomplishing goals.

ANNOUNCEMENTS/AREA REPORTS - Coordinators Meeting at 3:15 p.m. in Room 230. Spring quarter planning sheets. Highlight co-sponsorship. Due Feb. 25. Membership rosters need to be updated by Feb. 15. Tickets on Vison Quest distributed.

Meeting adjourned.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
February 18, 1985

PRESENT: Glen Lindgren, Bernie Molitor, June Jin, Mary Litsheim, Russ Richardson, John Wright, Scott Chesney, Bill Upham, Julie Jonk, Andrea Chenault, Susan Song, Marlene Vernon, Cynthia Collins

ABSENT: Jim Sleezer (ex), Eloy Chavez (ex), George Bates (ex)

I. CALL TO ORDER

Meeting was called to order at 3:19 p.m. by President Andrea Chenault.

II. APPROVAL OF THE MINUTES

Minutes of 2-04-85 - eliminate Coordinator Club announcement, and Chris Lancrete was in attendance. Minutes stand approved as corrected.

III. UNFINISHED BUSINESS

230 Office Rearrangement - Andrea discussed the proposed office rearrangement and asked for feedback on pro & cons or if special needs are not being met. The purpose for the rearrangement were stated - additional desk space, lounge area into central location and additional space for PR & Graphics.

PPBS Update - Next phase is for project teams to meet and formulate area goals for 85-86.

230 Typewriter - Typewriter for 230 will be available soon - arrangements for a secure location are being made.

230 Security - Andrea has submitted a list of authorized personnel for keys to be made and checked out. Check with Andrea if you are in need. Door is to be locked at 4:30 p.m.!!

MOTION 85:17 (Lindgren-Bates) Move to go ahead with new office arrangement.
Motion carried.

IV. NEW BUSINESS

Leadership Transition - June and the SLDP Committee are presently working very hard on a workshop to be held the end of the quarter on Leadership Transition. The goal is to have Leadership Transition done during Spring Quarter. Andrea asked that if anyone had ideas for good candidates for positions to please see her.

UBOG - Scott announced that the Gallery will be looking to fill CUPC seats as soon as possible. There are presently 4 seats on the Board for CUPC representation, 2 of which are empty. If interested, see Scott.

Gallery - Russ announced that the Gallery is experiencing difficulties with theft problems. Russ asked for suggestions. The thefts have been basically a loss of tools during installations. A locking toll cabinet and re-keying the doors were suggestions.

V. AREA REPORTS

Rec Travel - John reported that the area business is quiet until March. Personnel - Newsletter needs articles - forms are available through Glen.

IV. ANNOUNCEMENTS

Julie has distributed a printout of membership for Coordinators - please return with any changes, additions, corrections.

Preview Info needed for March

Cynthia asked for help for Shakespeare film on Thursday with ticket sales. Bill volunteered.

"Lady Hawk" film screening this weekend. Free tickets are available through Eloy.

Wednesday Coordinator Club Meeting

Meeting Adjourned at 4:00 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of Coffman Union Program Council
2/25/85

PRESENT: Scott Chesney, Chris Lancrete, Susan Song, John Wright, Marlene Vernon, Conrad Kicheski, Caren Petrulo, Ann Hartigan, Glen Lindgren, Mark Sva (Guest), George Bates, Jim Elert, Mary Litsheim, Bill Upham, Andrea Chenault, Russ Richardson, Bernie Molitor, Tom Westbrook, Jim Sleezer, Laurie Gunsbury (Guest)

ABSENT: Debi Williams, Jerrod Smith, Margie Noyola, Eloy Chavez (ex)

Meeting was called to order at 3:15 p.m. by President, Andrea Chenault.

Corrections to February 18th minutes - George did not second 85:17 Motion; Board report - Board will begin to fill seats for 85-86 as soon as possible. Minutes approved as corrected.

UNFINISHED BUSINESS

PPBS Update - Bernie outlined the handouts Coordinators have received in the last week. Team meetings will be held this week. Students should try to attend the team meetings. If not able, meet with staff advisor and provide input.

NEW BUSINESS

Public Relations - Caren reported on the MU Spring Event "Union Day 1985" plans. and distributed a proposal outlining goals and objectives. It will be held on the second or third week in May with all three unions planning events. It will include regular weekly events but publicized through PR. Event will create greater visibility and assist in recruiting. MISA and the YW have also shown some interest in cosponsorship of the event.

MOTION 85:18 (Richardson/Lindgren) Move that CUPC go along with "Union Day" proposal. Motion carried.

Caren will be updating council as progress is made. Tom Westbrook will assist with the operations end of the questions/problems. Scott Chesney said if the Council wanted to use other space in the Union that is not usually used for programming, to be sure to submit proposals as soon as possible so that it can be brought to the Board.

Spring Quarter Plans - Each area gave a brief review of plans for next quarter.

INFO SHARING

George announced that he will be resigning from his Coordinator position March 4th.

The 230 Office re-arrangement is coming along. Coordinator's Club meeting this week is on "Active Listening."

Meeting was adjourned at 4:10 p.m.

COFFMAN MEMORIAL UNION
COFFMAN UNION PROGRAM COUNCIL
MINUTES FOR MARCH 11, 1985

PRESENT: Julie Jonk, June Jin, John Wright, Bill Upham, Russ Richardson, George Bates, Steve Balinger, Debbie Williams, Chris Lancrete, Susan Song, Caren Petrulo, Andrea Chenault, Scott Chesney, Jim Elert, Mary Litsheim

I. Meeting was called to order by President, Andrea Chenault at 3:20 p.m.

II. MINUTES APPROVED as published.

III. UNFINISHED BUSINESS

PPBS Update - No report due to Bernie's absence.

George's Resignation -

MOTION 85:19 (Jonk, Richardson) - To accept with regrets the resignation of George Bates as coordinator of Issues and Ideas. Motion carried.

MOTION 85:20 (Bates, Jonk) - To recommend to BOG that Steve Balinger be approved and appointed as coordinator of Issues and Ideas.

Discussion: George presented Steve and detailed his qualifications for Coordinator. Steve introduced himself and expressed his enthusiasm for the position. Andrea noted that the transition from George to Steve was smoother than usual. Motion carried.

Caren/The Event - Caren noted that the event is a Coffman event rather than a Minnesota Union event due to lack of interest or commitment from other constituent unions. Caren needs input and cooperation from all council and board members.

Other - Office rearrangement is tomorrow.

IV. NEW BUSINESS

Open House - Open house for recruitments is April 10 from 11-2 in 230 CMU.

Other - Andrea surveyed interest in continuing coordinators club on Wednesdays. Discussion followed. Consensus was to continue. Date will be determined after members register for Spring Quarter.

Scott noted the Board's needs for Council reps for 85-86.

Members' intent to return - group was surveyed and asked to respond to Andrea as soon as possible.

V. ANNOUNCEMENTS

SLDP Update - June presented tentative event dates for Spring quarter, also process of reevaluating the needs assessment for spring. Please look at yours and feedback to June.

Leadership Transition - Workshop April 1 (first day of spring quarter). Andrea will provide additional information through the mail.

Leadership Transition cont.- April 8 - interview process. April 12 - cultural pluralism workshop. Other events to follow. Dates are tentative.

Attendance - Andrea noted the absence of the program consultants who are expected to be here.

VI. ADJOURNMENT

Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Scott Chesney

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
4/2/85

PRESENT: Andrea Chenault, Susan Song, Glen Lindgren, June Jin, Bernie Molitor, Russ Richardson, Caren Petrulo, Tom Westbrook, Laurel Smith, Chris Lancrete, Eloy Chavez, George Bates (proxy), Jim Elert, John Wright, Mary Litsheim, Paul Kepp (Guest)

ABSENT: Marlene Vernon (ex), Jim Sleezer (ex), Jerrod Smith (ex), Margie Noyoles, Steve Ballinger (ex)

I. CALL TO ORDER

Meeting was called to order at 3:20 p.m., by President, Andrea Chenault.

II. APPROVAL OF MINUTES

The minutes of March 11th stand approved as published.

III. OLD BUSINESS

Leadership Transition - There will be a workshop today presented by a staff member of the Student Organization Development Center.

"Biggest Best Event Ever" - Will be held on May 15th. Caren has contacted the Daily, Tribune and St. Paul Dispatch about the announcement of the event. Caren will need to know details of the planned event by next week. Andrea suggested that coordinators meet and plan together at the Coordinators Club Meeting, this Wednesday, 3:15 p.m., Room 230.

PPBS - The Planning Strategies for all areas and financial information will be distributed to coordinators this week for review.

IV. NEW BUSINESS

Whole Music Club - Andrea brought to Council attention that the issue of age restriction at Whole Concerts has surfaced and asked Chris to talk about it briefly at Council for feedback. Chris and Tom explained that the Board of Regents policy is that persons under the age of 18 years are not to be allowed to campus programs for several reasons. Chris said that a sign will be posted at the door that minors are not allowed and that the Whole will be conducting a survey. The Whole Committee is to present an interium procedure for present until the Activity Coordinating Committee has time to review and make recommendations. If any council members have ideas or suggestions - talk with Chris as soon as possible.

V. ADJOURNMENT

Meeting was adjourned after the Leadership Transition Workshop.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of Coffman Union Program Council
4/8/85

PRESENT: Bernie Molitor, June Jin, Margarita Noyola, Jim Sleezer, Chris Lancrete, Jim Elert, Marlene Vernon, Kim Hack, Russ Richardson, Steve Ballinger, John Wright, Heather Tesch, Cynthia Collins, Glen Lindgren, Susan Song, Andrea Chenault, Scott Chesney

ABSENT: Debbie Williams, Bill Upham

I. CALL TO ORDER

Meeting was called to order at 3:15 p.m. by President, Andrea Chenault.

II. APPROVAL OF MINUTES

Minutes of the April 1st meeting were approved as published.

III. UNFINISHED BUSINESS

Whole Music Club - Chris said he had met with Bernie on Wednesday and have cleared up some questions about the age limitation for admittance to Whole events. There has been a sign posted outside the door and I.D.'s are checked. Chris is also conducting a survey of users of the facility. Bernie said that there is also a possibility of conducting a market study by an outside company.

PPBS - Budget packets were distributed to those that had not received. Andrea asked council to bring any questions regarding the plans or budgets to her so that she can voice them to House and Finance.

May 15th Event - Caren asked all coordinators that are planning events to please complete a Event sheet for programs they are planning for the Biggest Best Event Ever, and asked for them to be returned to her tomorrow, Wednesday, at the latest. She will then be reviewing the requests and assigning rooms, etc. Publicity will be provided for the event - Daily ads, posters, handouts.

IV. NEW BUSINESS

UBOG Rep - Andrea asked for nominations for UBOG representative. Glen Lindgren was nominated for the position of CUPC rep to UBOG by Margy and June. There were no other nominations. Glen spoke to council regarding his reasons for wanting the position.

MOTION 85:21 (Song-Ballinger) To consider Glen Lindgren to UBOG as CUPC Representative. Wright-opposed, Richardson-obstained, Motion carried.

Career Development - Gary McGrath, director of the CLA Career Development Office, saw Council regarding career development and what services his office offers. A listing of workshops and tips was distributed and asked students to call his office for more information or setting up an appointment for counseling - 373-2818.

Volunteer Development - Julie distributed a current roster and asked coordinators to make any changes or corrections and return them to her right away. Also coordinators were asked to complete a questionnaire as to the CUPC Recognition Dinner.

V. ANNOUNCEMENTS

CUPC Financial Systems - Bernie announced that he is requiring on all E.R.'s, Contracts/Cosponsorships and Daily ads that both staff and students initial requests or documents. He feels that these are partnership documents and need to be reviewed by staff for financial accountability.

VI. ADJOURNMENT

Meeting was adjourned at 4:20 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
4/22/85

PRESENT: Jim Sleezer, Debi Williams, Glen Lindgren, Scott Chesney, John Wright, Chris Lancrete, Russ Richardson, George Bates, Mary Litsheim, June Jin, Steve Ballinger, Bernie Molitor, Margarita Moyola, Eloy A. Chavez, Marlene Vernon, Susan Song, Andrea Chenault, Caren Petrulo, Cynthia Collins

ABSENT: Jerrod Smith (ex)

I. CALL TO ORDER

Meeting was called to order at 3:15 p.m. by President, Andrea Chenault

II. APPROVAL OF MINUTES

Minutes of 4/15/85 were approved as distributed.

III. OLD BUSINESS

PPBS - Andrea solicited input on PPBS. Changes, if any, will be submitted to House and Finance on Wednesday, April 24. Final approval is expected by UBOG on May 13, by MUCB on May 14.

Recognition Dinner - Scheduled for Thursday, May 23 at Riverview Supper Club. Character and nature of specific presentations are being worked through by Scott, Andrea, Julie and June. CUPC members should expect to be handsomely recognized and richly rewarded.

Proposed CUPC Structural/Name Changes - Andrea reviewed proposed CUPC structural/name changes. Extensive discussion followed. The constitution states that CUPC selects coordinators for those areas designated annually by the Board. Scott said that approval of the budget would in fact designate areas--they would be the projects. It was suggested that CUPC should advise the board of the coordinators they wish to have next year rather than just allowing something to occur by default.

Motion was made and seconded that there be two coordinators under the Performing Arts project -- The Whole and Performing Arts.

After discussion, it was moved and seconded to table action until the coordinator's club meeting on Wednesday, April 24. Motion to table was approved.

IV. NEW BUSINESS

Andrea stated that there was no new business.

V. ANNOUNCEMENTS

CUPC President Election - Andrea announced that the election of the CUPC president will be next week, April 29. Leadership transition is scheduled for May 20, and the Biggest and Best Ever. . Ever, for May 15. See Caren for details, room assignments, etc. Coordinator selection is scheduled for May 6.

VI. ADJOURNMENT

Meeting was recessed until 3:15 p.m. Wednesday, April 24, at which time the designation of areas for 1985-86 will be considered.

RS by JS

UNIVERSITY OF MINNESOTA
Minutes of the Coffman Union Program Council
4/29/85

PRESENT: Marlene Vernon, Margarita Noyola, June Jin, Bernie Molitor, Tom Westbrook, Chris Lancrete, Bill Upham, Russ Richardson, Julie Jonk, Cynthia Collins, Glen Lindgren, Steve Ballinger, Susan Song, John Wright, Debi Williams, Jim Sleezer, Rufus Simmons, Andrea Chenault, Scott Chesney

ABSENT: Jerrod Smith, Eloy Chavez (ex), Mary Litsheim (ex)

I. CALL TO ORDER

Meeting was called to order at 3:15 p.m. by President, Andrea Chenault.

II. APPROVAL OF MINUTES

The minutes of 4-15-85 and 4-22-85 approval is postponed until next week.

III. UNFINISHED BUSINESS

Volunteer Development - Tabled until next week.

IV. NEW BUSINESS

Presidential Elections - Andrea called for nominations for candidates for CUPC President position.

Susan Song nominated Glen Lindgren, Cynthia Collins nominated Steve Ballinger. Both accepted the nominations.

Glen presented his platform to council and responded to questions. Steve then presented his platform to council and responded to questions.

MOTION 85:23 (Noyola/Wright) Appoint Cynthia Collins as Contemporary Arts Coordinator. Motion passed.

Voting by CUPC Coordinators and V.P.'s was completed, electing Glen Lindgren as CUPC President for 1985-86.

V. ANNOUNCEMENTS

- Coordinators Club Meeting on Wednesday.
- Personnel will be setting up interviews for next year's Coordinators. Please submit the names of persons interested from your areas.
- Julie would also like the updated rosters that were distributed a few weeks ago. This information is needed for sending out invitations for the Recognition Dinner.
- Andrea was sorry to announce that Mary Litsheim's father passed away this weekend.
- June announced that applications could be obtained from Vi and Andrea for the two scholarships that MU offers. Deadline is May 10th.

VI. ADJOURNMENT

Meeting adjourned at 4:30 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
4/15/85

PRESENT: Jim Sleezer, Cynthia Collins, Steve Ballinger, George Bates, Chris Lancrete, Mary Litsheim, June Jin, Julie Jonk, Russ Richardson, Marlene Vernon, Scott Chesney, Bernie Molitor, Bill Upham, John Wright, Heather Tesch, Caren Petrulo, Kevin Hum, Susan Song, Glen Lindgren, Andrea Chenault

ABSENT: Eloy Chavez (ex), Debi Williams (ex), Jerrod Smith

I. CALL TO ORDER

Meeting was called to order at 3:20 p.m., by President Andrea Chenault.

II. APPROVAL OF MINUTES

Minutes of 4/8/85 stand approved as published.

III. UNFINISHED BUSINESS

PPBS - Bernie asked for questions from members regarding strategy statements and wanted to make sure that students and staff have connected in reviewing.

May 15th Event - Caren distributed a listing of events that are scheduled, along with buttons and stationary.

IV. NEW BUSINESS

CUPC Area Structure Change - A proposal will be forthcoming with the plan and background of the name changes. Andrea gave a brief synopsis of plan - The structure name changes would bring CMU in line with the other unions. Contemporary Arts to Performing Arts; Personnel to Volunteer Development; Film Entertainment to Film Art; Entertainment to Social/Hospitality; Public Relations to PR Bureau.

I & I Handbook - Steve Ballinger distributed a copy of a "Orientation Questionnaire" that he has developed for his area for use with new volunteers. He felt it was much more useful than the large CUPC Retreat Notebook since it was smaller and dealt with specifics. He felt that this same information with just a change in budget, goals and objectives could be used by other areas.

V. REPORTS

Presidential Election - The election will be held 4/29/85. Glen Lindgren has announced his candidacy.

Coordinator Interviews - Will be beginning next week.

Master Calendar - Needs to be completed by May 10th for the next two years. Students need to talk with advisors in this important planning. Maggie from Reservations will meet with staff/students on how to forecast future reservations if needed.

Long Range Plans Proposal - Staff have proposed that the 85-86 Fall Retreat be held on September 27th & 28th, and that Orientation be held on the 4th Monday after the quarter begins.

VI. ADJOURNMENT

Meeting was adjourned at 4:15 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
5/6/85

PRESENT: Eloy Chavez, John Wright, Caren Petrulo, Steve Ballinger, Bernie Molitor, Cynthia Collins, Bill Upham, Andrea Chenault, June Jin, Julie Jonk, Russ Richardson, Chris Lancrete, Susan Song, Glen Lindgren, Marlene Vernon

ABSENT: Mary Litsheim (ex), Jim Sleezer (ex), Debi Williams, Jerrod Smith

I. CALL TO ORDER

Meeting was called to order at 3:15 p.m. by President, Andrea Chenault.

II. APPROVAL OF MINUTES

Minutes of 4/15/85, 4/22/85, and 4/29/85 were approved as published.

III. UNFINISHED BUSINESS

May 15th Event - Only 10 days away!! Caren thanked everyone for all their help and assistance. And told everyone to WEAR THEIR BUTTONS!!

Spring Recognition - The thank you to committee members and coordinators will take place on May 23rd - Awards and Recognition Meeting - 6-7 p.m.

Dinner	-	7-8:30 p.m.
Dancing	-	8:30-TBD

Events will take place at the Riverview Supper Club on Mississippi Blvd. A bus will be provided for transportation to and from the event.

Summer Program Planning - A memo from Bernie was distributed to coordinators. Planning summaries are due by June 1st.

Social/Hospitality - Eloy would like to have a committee member from each project be a part of this newly formed project - starting with summer planning.

Eloy also distributed a copy of the MU Directors statement on the project and expectations.

MU Scholarship - If you are interested - See Vi, Andrea, or Scott for applications.

IV. NEW BUSINESS

Coordinator Interviews - Julie distributed a listing of interview times for members and staff to serve on. Interviews were started.

V. ADJOURNMENT

Meeting was adjourned at 3:40 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
5/13/85

PRESENT: Andrea Chenault, Glen Lindgren, Jill Anderson, Bill Upham, John Wright, Cynthia Collins, Scott Chesney, Steve Ballinger, Mary E. Litsheim, June Jin, Margarita Noyola, James Gluke, Jim Sleezer

ABSENT: Bernie Molitor (ex), Eloy Chavez, Jerrod Smith, Debi Williams, Julie Jonk (ex), Susan Song, Chris Lancrete

I. CALL TO ORDER

Meeting was called to order at 3:15 p.m., by President, Andrea Chenault.

II. APPROVAL OF MINUTES

Minutes of 5/6/85 were approved as published.

III. UNFINISHED BUSINESS

85-86 Budget - The 1985-86 budget has been approved by UBOG and has been sent on to MUCB for final approval.

May 15th Event - This Wednesday - rain or shine. Caren asked everyone to be there to help out from 11 a.m. - 2 p.m.!!! Wear your T-Shirts and Buttons.

Coordinator Approval -

MOTION 85:24 (Noyola-Jim) To recommend Jill Anderson as Volunteer Development Coordinator. Motion passed.

MOTION 85:25 (Wright-Richardson) To recommend Heather Tesch as coordinator of Recreation/Travel. Motion passed.

Congratulations to both Jill and Heather.

IV. NEW BUSINESS

Status Report for Committee on Cultural Pluralism - Committee Chair Person, June Jin distributed a copy of the CMU Cultural Pluralism Goal and a CMU Cultural Pluralism Status Report for staff and members to read. Andrea will be presenting the report to UBOG for June on Monday, and expressed her thanks to June and Tim who did an excellent job in putting together the status report.

CUPC Exit Interview - June asked that all present leadership complete an Exit Interview form and be prepared to discuss at next week's CUPC meeting.

V. ANNOUNCEMENTS

May 23rd is the CUPC Recognition Dinner. Invitations will be sent out on Wednesday. Please sign up at the reception desk in 220, or call 373-7600 9 a.m. - 3 p.m. to sign up.

VI. ADJOURNMENT

Meeting adjourned at 4:00 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minutes of the Coffman Union Program Council
5/20/85

PRESENT: Bernie Molitor, Jill Anderson, Julie Jonk, Steve Ballinger, Scott Chesney, John Wright, Chris Lancrete, Mary Litsheim, Jim Sleezer, Margarita Noyola, Eloy Chavez, Russ Richardson, Glen Lindgren, Susan Song, Kevin Hum, June Jin

ABSENT: Jerrod Smith (ex), Debi Williams (ex), Marlene Vernon (ex)

I. CALL TO ORDER

Meeting was called to order at 3:20 p.m. by President, Andrea Chenault.

II. APPROVAL OF MINUTES

Minutes of 5/13/85 were approved as published.

III. OLD BUSINESS

Summer Program Planning Status Report - Bernie reviewed programs planned for this summer with staff this morning - a summer calendar will be published. He reported that Visual Arts will have no exhibits this summer; Ethnic Cultural - hoping for some programming; Rec/Skills will work with Social Hospitality.

May 15th Review - Andrea extended a special thank-you to Caren P. and Jim E. for all their effort for a great event.

MOTION 85:26 (Chenault-Song) To make the May 15th event an annual MU wide event.
Motion carried.

IV. NEW BUSINESS

Exit Interviews - Exiting Coordinators shared their responses to a questionnaire to the council. Some responses to "How has your union experience enhanced your personal and skill development were: "organizational skills, stress management, dealing with tough problems, patience, dealing with expectations, management skills, time management, listening skills, fairness, decision making, dealing with frustrations, self confidence, increase cultural awareness, more assertive, delegation skills, communication skills, budget skills. "Describe some of the goals you set for yourself as a CMU volunteer": acquiring leadership skills, confidence in programming, good connections with ethnic centers. "What things happened in the union that were most troublesome?": having other projects not seek ethnic areas for cosponsorship, need support from staff when advisor is gone, couldn't complete one project before another was due, budget process - timetable stressful, not enough time in day, lack of telephone system, communications between staff and students, responsibilities and accountability fit in structure clearer, lack of council reps on board, unclear goal statement. "What suggestions do you have to improve the volunteer experience?": goals and objectives of organization clearer, attitude of optimism, inter-personal relationships, roles and responsibilities, winter retreat.

Official Transition - Glen took the chair of President of CUPC and called for announcements.

V. ANNOUNCEMENTS

Next CUPC meeting will be June 3rd.
Spring Recognition Dinner - This Thursday - bus leaves at 5:45 p.m.
New Constitution passed by the Board today.

VI. ADJOURNMENT

Meeting adjourned at 4:20 p.m.