

91 Blue Top

1973-74 ATTENDANCE

9-27-73 10-18-73 11-1-73 12-6-73 1-10-74 2-7-74 3-7 4-4 5-9 6-6 7-11 9-12

CHAIRMAN													
Dean Carlson (IT)		P	P	A	A	A	-	-	-	-	-	-	-
VICE CHAIRMAN													
Patrick Pechacek (CIA)	✓	P	P	P	P	P	P	P	P	P	P	P	P
PRESIDENT-UNION													
Gary Gettfried ^{NY} Walden ^{Walden}	✓	P	P	P	P	^{NW} P	A	P	P	P	A	-	-
UPC													
Chris Fiefarek ^{Bob Nielsen} ^{social}	✓	P	P	P	P	A	A	P	P	P	P	P	P
UPC													
Dan Winter	✓	P	P	A	P	P	P	P	P	P	P	P	P
UPC													
Margaret Dagg ^{coord} ^{Ethnic}	✓	-	-	A	A	A	A	A	P	P	P	P	A
MSA													
Earl Jones	X	A	A	A	A	P	P	A	A	A	-	-	-
GENERAL COLLEGE													
		-	-	-	-	-	-	-	-	-	-	-	-
GRAD SCHOOL													
Dennis Jackson	✓	P	P	P	P	P	P	A	A	P	P	P	-
LAW SCHOOL													
		-	-	-	-	-	-	-	-	-	-	-	-
UNIVERSITY COLLEGE													
Dean Carlson		-	-	-	-	-	-	-	-	-	-	-	-
HEALTH SCIENCE													
Peter Brochhausen	✓	-	-	P	P	P	A	P	P	A	P	P	-
EDUCATION													
Tom Thompson ^{Randy Christman}	X	A	P	A	A	A	A	A	A	A	-	-	-
MINN ALUMNI													
Barry Bridges ^{Carol Jean} ^{Walden}	✓	P	P	P	P	P	P	P	P	P	P	P	P
ALUMNI (UBOG)													
Dick Getchell	X	A	A	P	A	A	A	A	A	A	A	A	-
CIVIL SERVICE (STUD)													
Brad Lannon ^{Spapley} ^{Tohnert}	X	A	A	P	A	A	-	-	-	-	-	A	P
CIVIL SERVICE (STAFF)													
Tom Kramer ^{Justice}	X	A	A	A	A	A	-	-	-	-	-	P	P
FACULTY													
Virginia Harris	✓	P	P	A	P	A	P	P	A	EX	A	-	-
FACULTY													
Glenn Hendricks	✓	A	P	P	P	A	P	P	EX	P	P	P	A
OSA													
Marian Freeman	X	P	P	A	A	A	A	A	A	A	-	-	-
FOOD SERVICE													
Robert Ledder	X	A	P	A	A	A	P	A	P	P	P	A	P
CAMPUS CLUB													
Norman Holte	✓	P	P	P	A	A	P	A	P	P	A	A	P
CMU DIRECTOR													
Rufus Simmons	✓	P	P	P	P	P	P	P	P	P	P	P	P
CMU REP													
Berton Atkinson	✓	P	P	P	A	P	P	P	P	P	P	A	P
CMU REP													
Tom Stark	✓	P	P	P	A	P	P	P	P	P	P	A	P

UNION BOARD OF GOVERNORS
1973-74 MOTIONS

- MOTION 1-74
Sept. 27, 1973 (Bridges-Jackson) Move that UBOG approve the appointment of Glenn Hendricks as Faculty Representative for two years. Motion passed.
- MOTION 2-74
Sept. 27, 1973 (Harris-Pechacek) Move that UBOG approve the reappointment of Barry Bridges as Minnesota Alumni Representative. Motion passed.
- MOTION 3-74
Sept. 27, 1973 (Jackson-Bridges) Move that the election of officers be postponed until the first possible meeting date after October 15. Motion passed.
- MOTION 4-74
Oct. 18, 1973 (Carlson-Bridges) To table air conditioning until bids can be evaluated. Motion passed.
- MOTION 5-74
Oct. 18, 1973 (Carlson-Harris) That Terrace Reading Room be posted as a non-smoking, quiet area. Motion passed.
- MOTION 6-74
Oct. 18, 1973 (Gottfried-Jackson) To set up committee to investigate constitution and make necessary recommendations. Motion passed.
- MOTION 7-74
Oct. 18, 1973 (Gottfried-Fiefarek) That the Board allocate \$5,000 grant to the UPC to help make up heavy losses sustained in fall quarter programming to enable the Council to continue and fulfill fall quarter programs as printed on the calendar. Money in excess of \$5,000 to be returned to the Board of Governors. Money to come out of operation reserve. An accounting sheet to be kept. Motion passed.
- MOTION 8-74
Nov. 1, 1973 (Gottfried-Hendricks) To approve Margaret Dagg as UPC representative to the Board. Approved.
- MOTION 9-74
Nov. 1, 1973 (Gottfried-Lennon) to continue Lost and Found for remainder of year. Approved.
- MOTION 9A-74
Dec. 6, 1973 (Gottfried-Harris) That the program budget be approved by the Board. Approved.
- MOTION 10-74
Dec. 6, 1973 (Hendricks-_____) To request Coordinating Board for funds for work-study person to pick up lost and found items.
- AMENDMENT 10-74
Dec. 6, 1973 (Hendricks-Bridges) The Lost and Found be extended immediately to include another person for pickup purposes.
- MOTION 10A-74
Dec. 6, 1973 (Gottfried-Pechacek) To ratify Karen Peterson as Coordinator for the Night Place and Dwyn Criss as Coordinator for Ethnic Affairs. Approved.

- MOTION 11-74
Dec. 6, 1973 (Jackson-Brochhausen) To accept, with regret, the resignation of President of Union Board. Approved.
- MOTION 12-74
Dec. 6, 1973 (Gottfried-Jackson) To endorse proposed change to allow governmental recruiting within the union building. Approved.
- MOTION 13-74
Jan. 10, 1974 (Simmons-Bridges) That Civil Service staff representative to the Board may not be a member of any university bargaining unit. Motion passed.
- MOTION 14-74
Mar. 7, 1974 (Bridges-Harris) That the spring quarter program budget be accepted. Approved.
- MOTION 15-74
Mar. 7, 1974 (N Winter-D Winter) Move that the Gallery become a separate area of the Program Council and the Recreation Area be redesignated Games & Tournaments and Trips & Outings. Approved.
- MOTION 16-74
Mar. 7, 1974 (N Winter-Bridges) To accept Dean Carlson's resignation, with regret. Approved.
- MOTION 17-74
Mar. 7, 1974 (Bridges-Harris) To disqualify members of bargaining units from serving on the Board of Governors and seek to fill the civil service position from clerical staff. Approved.
- MOTION 18-74
Mar. 7, 1974 (N Winter -Bridges) To ratify Bob Mickelson as Coordinator of Social Area and Dwyn Criss as Coordinator of Ethnic Affairs. Approved.
- MOTION 19-74
Apr. 29, 1974 (G. Hendricks-B. Ledder) To approve the 1974-75 Budget as presented. Approved.
- MOTION 20-74
May 9, 1974 (Criss-N Winter) That Coordinators be ratified. Approved.
- MOTION 21-74
May 9, 1974 (Atkinson-Jackson) To vote in favor of unanimous vote. 3 for, 4 opposed.
- MOTION 22-74
May 9, 1974 (Jackson-D Winter) To ratify selection of Mike Jones as President of UPC. Approved.
- MOTION 23-74
May 9, 1974 (Mickelson-D Winter) Move that Board representative to MUCB indicate UBOG continued support in the MU Grant Fund.
- AMENDMENT 23-74
May 9, 1974 (Jackson-Criss) and urge clarification of structure and purpose and operation of the fund.
MOTION & AMENDMENT APPROVED.

MOTION 24-74
June 6, 1974

(Gottfried-Bridges) To approve the constitution document as a whole. Motion passed.

MOTION 25-74
June 6, 1974

(Gottfried-Bridges) To approve By-Law document as a whole. Motion passed.

MOTION 26-74
June 6, 1974

(Pechacek-Gottfried)

1. Coffman Memorial Union ought to grant the MSA services Corporation the sum of \$5,000 in retribution for the hidden costs of the renovation.
2. Coffman Memorial Union ought to make available the use of a portion of the Pop Inn for fall occupancy by the MSA Student Store on a free usage basis.
3. The present rental schedule for the MSA Student Store ought to be maintained upon occupancy of the permanent space in December, 1974.

AMENDMENT 26-74
June 6, 1974

(Pechacek-Gottfried) That CMU in items 1 and 2 of motion be changed to UBOG. Yes - 2, No - 7.

MOTION 27-74
June 6, 1974

(Gottfried-Pechacek) That CMU make available for use to MSA Store a portion of Pop Inn on a free usage basis and in addition the free use of Room 131 for the summer to dispose of outstanding inventory. Motion defeated.

MOTION 28-74
June 6, 1974

(Atkinson-Brockhausen) Move that we resolve the problem of MSA Store's need for space as follows:

1. That they occupy approximately 25 percent of Pop Inn.
2. That the Union erect temporary plywood wall across the east end of the Pop Inn to creat this space.
3. That Union staff assist the bookstore staff in accomplishing the move.
4. That we salvage to the extent possible furnishings from the existing bookstore area to equip the temporary store.
5. That the existing contract of the MSA bookstore payment to the Union in the amount of 4 percent of gross sales remain in effect until they occupy the new space on ground floor.
6. That Room 131 be made available to bookstore during summer.

Gary Gottfried asked that the motion be amended by striking Item 5 and asking no rental. Amendment failed. Motion 28-74 passed.

MOTION 29-74
June 6, 1974

(Criss-Gottfried) That Room 131 be provided without 4 percent cost on sales during period of occupancy. Motion defeated.

UBOG Motions - 4
1973-74

- MOTION 30-74
July 11, 1974 (Hendricks-Jackson) Move that the Board send the report back to the committee and they write a concrete CMU Liquor Policy to be acted on at the next Board meeting. Approved.
- MOTION 31-74
Sept. 12, 1974 (Bridges-Gottfried) To suspend rules and proceed to proposals. Motion passed.
- MOTION 32-74
Sept. 12, 1974 (Bridges-Winter) Move that the following additions in regard to alcohol policies be made to the House Policies:

Article VI, C, Article VIII, A, 3, Article XV, B, 2, Article XV Alcohol Policy, XV, D, 1, a., XV, D, 1, b.
- AMENDMENT 32-74
Sept. 12, 1974 (Bridges-Gottfried) That Article F 2 be added. Failure to comply with this policy and procedure could result in (1) dismissal of group, (2) calling police, and (3) refusal of service in the future to the organization. Amendment defeated.
- MOTION 33-74
Sept. 12, 1974 (Bridges-Gottfried) Move that the following items of the House Policy be incorporated into a checklist for organizations making reservation in CMU, to acquaint them with policy in regard to use of alcohol at Coffman:

II D, E, N; VI B, D; VIII A 3, b 2; XV

and enforcement of the same shall follow along same lines as union dance-concert policy, and sanctions for breaking house rules be added to house policy.
- MOTION 34-74
Sept. 12, 1974 (Atkinson-Bridges) That Motion 33-74 be tabled and the House Committee be charged to research and develop checklist and add sanctions to existing policies as necessary. Motion passed.
- MOTION 35-74
Sept. 12, 1974 (Bridges-Gottfried) Move that (1) UBOG cover \$25/person attendance fee at October 4-6 TCSA retreat at Camp Courage for all Board members who can attend; (2) UBOG provide a list of names and addresses of those attending along with a union oriented letter of invitation to these people; (3) UBOG develop topics of common interest for discussion with WBC, SPSC; MUCB and topics for joint meetings with TCSA, SPBOG, Daily, BPub. (Topics might include Parliamentary Procedure; Union Structure and Organization; Constitution and By-Laws; Policies; Management by Objectives; Analysis of Objectives and Their Success (as developed from last year's goals); Discussion of Unresolved Problems; House and Finance and Construction Goals for this Coming Year; Objectives for This Year; Relation of Union to Other Student Organizations; Food Service, Alumnis, Regents. Motion Passed.

**COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS**

Meeting - September 27, 1973

Room 606 - Campus Club

AGENDA

- I Call to Order**
- II Minutes**
- III Reports**
 - a. UPC**
 - b. House Committee**
 - c. Finance**
 - d. Directors**
- IV Old Business**
 - a. CMU-MBO**
- V New Business**
 - a. Appointment of Glenn Hendricks, Faculty Representative**
 - b. Re-appointment of Barry Bridges, Alumni Representative**
 - c. Minnesota Union Retreat**
 - d. Election of Board Officers**
 - e. Fall Quarter Meeting Schedule**

The food lines on 5th and 6th floors are not set up. You will need to pick up your lunch on 4th floor and carry it to Room 606.

**9/21/73
RS:vj**

COFFMAN MEMORIAL UNION |
UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS

MINUTES OF THE COFFMAN UNION BOARD OF GOVERNORS
12:30 pm September 27, 1973

Members Present: Patrick Pechacek, CLA
Dennis Jackson, Grad Sch
Dan Winter, UPC
Chris Fiefarek, UPC
Norman Holte, CC
Marion Freeman, OJA
Barry Bridges, Minn Alumni
Tom Stark, CMU
Berton Atkinson, CMU
Rufus Simmons, CMU
Virginia Harris, Faculty
Gary Gottfried, President, CMU

Members Absent: Bob Ledder, Food Service
Brad Lennon, Civil Service
Tom Kramer, Civil Service
Dick Getchell, Board Alumni
Glenn Hendricks, Faculty
Representatives from:
IT, MSA, GC, Ls, U Col, HS, ED

Guest Present: Nancy Pierce, Minnesota Daily

The meeting was called to order by Gary Gottfried, President of the Union, at 12:30 p.m. A quorum was present.

Mr. Gottfried called for acceptance of the July 27 minutes. There were no additions or corrections. The minutes were approved upon motion by Ms. Harris.

REPORTS

UPC Calendar. Mr. Gottfried distributed the program council's calendar and reported that the Council will concentrate on strengthening Personnel, Public Relations, Ethnic Affairs and Finance areas this year.

Public Relations. In an effort to increase promotion of the union, a Union Night was presented. (An effort will be made to increase promotional staff at future similar events.) UPC engaged in co-sponsorship with Welcome Week for Marathon III. Vinie Burrows was presented to improve ethnic programming.

Personnel. The personnel functions of the council will be improved thru the upgrading of recruiting efforts during Activities Fair and thru contact tables in the union during the beginning of the fall quarter. Between 120-130 persons expressed interest by filling out a UPC application. A follow-up dinner has been planned.

Retreat. Informal meetings will be scheduled to improve UPC internal communications and enhance UPC group maintenance.

Finance. Additional staff volunteers will be recruited to assist in Council book-keeping and budget developing. Mr. Gottfried indicated that the Council's fall quarter budget of \$16,000 will probably be insufficient due to losses incurred for Union Night, Marathon III and Vine Burrows. Tom Stark gave a brief report on Marathon III: attendance was approximately 4,000. With the Council's 40/60 co-sponsorship arrangement, the Council stands to lose between \$5,000-\$6,000. Total loss has been estimated between \$12,500-\$15,000.

KQRS radio will conduct a survey to determine why the public did not attend the Marathon program. KQRS programs the type of music that was presented at Marathon III. Each group should benefit. Mr. Gottfried noted that a more thorough evaluation of Union Night, Marathon III and Vine Burrows programs will be forthcoming.

HOUSE COMMITTEE

Student Organization Room Assignments. Rooms have been assigned and contracts have signed and mailed. The House Committee will meet with occupants of Room 213 (MSA's former office) on October 4 to iron out any difficulties. A questionnaire has been designed to determine needs and problems of the multi-office assignment. Mr. Atkinson stated that the 13 organizations assigned to 213 will afford the union the opportunity to test the desirability/advantages of shared areas as they are being incorporated in the remodeling plans.

Vending Proposal. Mr. Bridges introduced a proposal to keep CMU prices in line with University vending and suggested the MU do the same for the sake of consistency among the unions. (Cigarettes have been increased from 50 to 55 cents as precipitated by U vending.) Discussion followed about the union being competitive with U vending and giving lower prices to students. The union will realize \$6,000 in revenue which will reduce the impact of future need for increased student fees. This income has a broader distribution than would be possible with student fees.

Remodeling. Mr. Simmons reported that drawings and specifications are in the hands of university engineers for review. Discrepancies have been noted and architects/engineers have been notified. A preliminary air condition feasibility study report has been received. The estimates run more than \$900,000. Questions concerning air conditioning and electrical distribution remain to be answered. A revised date for start of construction for remodeling has been set for March/April.

MCLU Suit. Mr. Simmons reported the MCLU has filed a suit against the University Regents thru Vice President Cashman in regard to the YWCA occupancy of office space in Coffman, contending it violates the 1st Amendment to the Constitution. The letter from MCLU, dated April 11, 1972, was distributed and copy is attached. Questions related to UBOG and the Director not being named as defendants were voiced-- no reason is known at this time.

Minnesota Alumni Representative. Mr. Simmons reported that Mr. Haislet, Director of the Minnesota Alumni Association, has reappointed Barry Bridges to serve as representative to the Board.

CMU-MBO. There was brief discussion concerning CMU-MBO. Mr. Simmons stated the CMU-MBO distributed to the Board on July 27 was the effort of the directors to define problem areas and that the staff is in the process of developing their MBO which will be merged with the efforts of the directors. Mr. Simmons called for comments/suggestions/reactions to MBO. Comments expressed were favorable.

BOARD MEMBERSHIP

Appointment of Faculty Representative.

MOTION 1-74 (Bridges-Jackson) Move that UBOG approve the appointment of Glenn Hendricks as Faculty Representative for two years.
Motion passed.

Appointment of Minnesota Alumni Representative.

MOTION 2-74 (Harris-Pechacek) Move that UBOG approve the reappointment of Barry Bridges as Minnesota Alumni Representative. Motion passed

MU Retreat. Copies of the MU retreat Concerns & Issues were distributed. The retreat was held for professional staff and board members of the combined unions in order to develop better working relationships, an understanding of the MU, and to seek solutions to concerns surfaced during the previous year and thru the Grambsch Report. Mr. Simmons gave a brief report on the processes of the retreat. Miss Fiefarek stated that there are deep issues to address. Mr. Winters stated that he gained a better understanding of the Board and its relationship to the MU. Mr. Gottfried stated that there are several hot issues needing address such as the alcohol question. There was concern voiced for the Board's need to study the issues and concerns and to communicate to the MU its positions on the issues.

ELECTION OF OFFICERS

Mr. Gottfried opened the discussion by noting responsibilities of the Board officers. The Board Chairman chairs the UBOG meetings and the Executive Committee meetings, required time is 2-6 hours per month.

The Vice Chairman chairs the House Committee meetings and confers with the ADO on matters concerning House policies, required time is 5-6 hours per month.

Finance Chairman aids in developing Council and Operations budget. The committee has not functioned the past year; there is no information of time required.

UBOG Minutes - 4
9/27/73

A suggestion was made to extend the terms of present offices of Chairman and Vice Chairman. (A correction was noted that the Chairman last year was Dean Carlson and that Mr. Gottfried is President of the Council and Union and not Chairman of the Board.) Reaction to the suggestion was uncertain but there was concern voiced for providing opportunity for others to succeed to leadership positions. Another concern was voiced in favor of having a full Board present for the election.

MOTION 3-74 (Jackson-Bridges) Move that the election of officers be postponed until the first possible meeting date after October 15.
Motion passed.

FALL QUARTER MEETING SCHEDULE:

UBOG will meet at 12:00 noon the 1st Thursday of each month, and on special days as needed.

Dates are: October 18 (election - special meeting)
 November 1
 December 6

House Committee will meet on the Wednesday prior to UBOG meetings at 12:05 in room 105.

Dates are: October 17
 October 31
 December 5

The meeting was closed at 1:35.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

10/2/73

ISSUES & CONCERNS - MU (Groups 1 & 2)

- I. Can/should there be MU goals which unions work to fill vs autonomy?
- A. What is function of union? Intra-union; how ascertain needs/desires of constituents? Representative?
- 1) WBU building - now what?
 - 2) Where are facilities and/or services and programs needed?
 - 3) Strengthen union role re common rooms and mini-union spaces.
 - 4) St. Paul SC addition--need? When?
 - 5) Alcohol policy.
 - 6) Review policies--revise as needed.
 - 7) Keep U community informed re CMU remodeling--what, why, when, how plans were developed.
- B. Should power of MU be expanded beyond primary management function of budget control?
- C. Justification for using common fee to serve particular constituency.
- D. Does the union belong to students? to what degree? to which students? Rights and responsibilities of regents/state.
- E. Where does union fit in student government structure--initiator? agent? facilitator?
- II. Should there be centralization? If so, of what?
Character: Clearing house or decision making?
- A. Human resource "pool" vs individual staffing.
- B. Do we have most effective staffing arrangement to accomplish goals?
- C. Is there one Minneapolis campus or two? How does that affect facilities, etc.
- III. Rising costs/declining income.
- A. How do unions find new income sources: within existing university policies; change university policy.
- B. Union effect/influence on use of non-union space/facility; strengthen cooperation with and influence on Food Service and Plant Services.
- C. Selective student fee/union membership.

D. Maximize facilities and utilization thereof; how does this relate to community?

- 1) Study/resolve air conditioning of CMU.
- 2) Finances: budget development, reserves, new sources of income, better management, case for fees committee, educate and involve board members in finance.

IV. Union as employer--responsibility of staff.

V. What is MU image? What should/can be done to communicate self image?

- 1) Increase sense of worth and achievement among union volunteers (morale), increase number of volunteers and their commitment.
- 2) Continue efforts within boards to state union purposes.
- 3) Tell union's story--P.R. and recruitment relate to education.
- 4) Nurture leadership/continuity in union. Develop useful tasks for volunteers while being open to new ideas.

ISSUES & CONCERNS

(Groups 3 & 4)

I. Finances

- A. Operational and capital fund budgeting, 1) long and short range.
- B. Optimum balance between fee support and self-support (earnings).
- C. Cost/income/priority/benefit ratios.
- D. Union expansion - contraction.

II. Implications of shelved WB Union.

III. Alcoholic beverages in unions.

IV. Union resources development within parameter.

- A. Cooperation and coordination between unions/center.
- B. Organization of resources.

V. Relationship with student government and visible accountability.

VI. Interface and visible accountability with community.

VII. Improved P.R. and publicity.

RECOMMENDATIONS FOR GOALS OF MINNESOTA UNION

- I. Whereas, we believe the Minnesota Union should be run by students and, in accordance, the Minnesota Union staff should be directly responsible to students, via a student governing board; And, whereas the Minnesota Union should be a focal point for social and physical resources; And, whereas precedents have been established for student management corporations, i.e., Commonwealth Terrace Co-op, MSA Services Corporation, and MSA Housing Corporation. Therefore, be it resolved, that a committee be established to investigate the possibility of contractual agreement with the Regents via existing corporate or by incorporating existing structures. And, be it further resolved that its findings serve as a basis for negotiating said goal with the Regents. And, be it further resolved that the results be distributed for reaction and implementation by November 15, 1973.
- II. A committee would be appointed by MUCB to research present facilities and examine these to see if they fulfill present and future student needs in accordance with the larger student union mandate, i.e., that the Minnesota Union insure that all physical and social services are adequate. The first priority is the investigation of physical and services needs of the West Bank and St. Paul geography.
- _____ It is encouraged that said committee would report on or before December 1, 1973.
- III. A committee be constituted by MUCB to construct an alcoholic beverage policy which would affect the Minnesota Union. This report would be due on or before October 15, 1973.
- IV. The Administrative Fellow hired by CMUBOG would be concerned with keeping the community current with the Coffman renovation program via a role of public relations.

ISSUE II

Organization of Union Resources is expressed through "program" of constituent unions . . .

But in order to meet standards of accountability, MUCB must organize insuring systems . . .

Budget and coordinating committees for

- * Facilities, Reserves and Capital Funds
- * Programs
- * Services

Student Activities Grant Fund Committee

Public Relations Committee

Executive Committee

Membership of these committees would reflect the students and staff associated with each functional area and a MUCB member as chairperson.

The executive committee would be composed of the MUCB chairperson, MUCB director, and the chairperson of each of the above committees.

Staff organization would be consistent (as would other resources) with the program constructed, but we look with favor on use of talent serving the total system when not intrusive on primary assignment.

ISSUE III

Rising Costs/Declining Income

A. New Income Sources

- 1) A public relations campaign timed with legalization of campus alcoholic beverages services to encourage use of Union facilities by University and U related groups for revenue producing activities.
- 2) Study possibilities for fees adjustment, particularly for off campus groups.
- 3) Determine improved methods for equitable cost charging with food service and campus club.
- 4) Form a Minnesota Union task force to examine what enterprises could be brought into the Union which will result in increased revenue with a look at all management problems.

B. Non-Union Space Effectiveness

- 1) Encourage other groups to schedule space in off peak times.
- 2) The Unions working with U Services (food, dorm, plant) to work together to bring in groups including off-campus organizations at off peak times for the purpose of bringing in revenue.

C. Selective Student Fee

- 1) Unmanageable - death of Union beginning of Private Club.

D. Maximize Facilities

- 1) Study already underway by CMU building committee and will be presented to MUCB. Air conditioning will bring in more resources.
- 2) Task Force made of student and staff members of Union Boards and experts from School of Business to study management budget development and finances to share in an advisory capacity.
- 3) Recommend that each Union do a periodic review of use of existing facilities to see if they are being used to maximum efficiency.

INTERFACE WITH COMMUNITY (Group 5)

I. What is "community?"

Union is responsible to?

University Community	{	<ul style="list-style-type: none"> * students * faculty * civil service staff * surrounding communities--Dinkeytown, Cedar, Commonwealth Ter * alumni
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II. How do we make ourselves "visible" to the community?

- A. Involvement with the decision making. (Does total community take part?)
- B. Responding to needs.
- C. Co-sponsorship of common-concern programs within the community.
- D. Including community members as committee members when appropriate.
- E. Develop effective channels of communication within the total community.
- F. By identifying sponsorship at all times.
- G. Clearly communicating policies.

III. Define "Accountability"

A. Carrying out responsibilities as stated in the union constitution and rules/regulations established by ACSA.

B. Report to whom?

- 1) Regents
- 2) OSA
- 3) ACSA
- 4) Community (as defined on p. 1)

C. How MUCB can be accountable —

- 1) thru wise expenditure of funds
- 2) official financial report documents
- 3) accurate records of services rendered
- 4) news releases of MU activities and programs
- 5) philosophically embracing the concept of accountability

ATTORNEYS OFFICES
OF
MURPHY AND DAY
1201 EAST 70TH STREET
MINNEAPOLIS, MINNESOTA 55420

AUG 26 1973

SEP 5 1973

JAMES L. MURPHY
DON C. DAY
JOHN M. COLOSIMO

April 11, 1973

Dr. Paul Cashman
Vice President for Student Affairs
University of Minnesota
Minneapolis, Minnesota 55455

Dear Dr. Cashman:

I am representing the Minnesota Civil Liberties Union regarding an instance of what we believe to be improper conduct by the University of Minnesota in its relations with the University Young Women's Christian Association, a matter which was previously a subject of inquiry of your office on June 7, 1972. Our previous letter indicated that the continuing occupation of an office in Coffman Union by the YWCA, a religious organization, constituted a violation of the establishment clause of the First Amendment to the United States Constitution, Article I, Section 16, and Article 8, Section 2, of the Minnesota Constitution. To date we have received no conclusive response to our inquiry. I am therefore writing this letter to request of you the position of the University of Minnesota with respect to the various religious activities of the YWCA in the University building and to determine how you intend to resolve the constitutional problems involved therein.

I hope to have a response from you in the immediate future, or I will have no alternative but to file suit against the University of Minnesota.

Thank you.

Respectfully yours,

James L. Murphy

td

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting October 18, 1973

Room 624 Campus Club 11:30 am

(The 6th floor serving line is open. Lunch 11:30-12:30. The meeting will begin at 12:30.)

AGENDA

- I. Call to order (at 12:30)

- II. Minutes

- III. Reports
House Committee

- IV. Old Business
 1. MUCB Issues and Concerns
 2. Election of Officers

- V. New Business
 1. Clarification of UBOG Constitution
 2. Reappropriation for UPC
 3. Election of Officers-- Alcohol in Union
 4. Meeting Time and Place

10/15/73

COFFMAN MEMORIAL UNION
UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS

MINUTES OF THE COFFMAN UNION BOARD OF GOVERNORS
12:20 pm October 18, 1973

MEMBERS PRESENT	Dean Carlson, IT Patrick Pechacek, CLA Gary Gottfried, President Dan Winter, UPC Chris Fiefarek, UPC Dennis Jackson Grad School Barry Bridges, Minn Alumni Terry Thompson, College Ed	Virginia Harris, Faculty Glenn Hendricks, Faculty Marian Freeman, OSA Robert Ledder, Food Service Norman Holte, CC Rufus Simmons, CMU Tom Stark, CMU Bert Atkinson, CMU
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MEMBERS ABSENT	Orrin Jones, MSA Brad Lennon, Civil Service Tom Kramer, Civil Service Dick Getchell, Alumni (UBOG) Representatives from GC, LS, UC, HS
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- I. The meeting was called to order at 12:20 pm.
- II. The minutes of September 27 were approved without addition or correction.

III. REPORTS

House Committee - Barry Bridges, Chairman

Room Assignments. Student organization house contracts are nearly all paid. SMC, assigned space in Room 349 with YSA, has not been contracted. If SMC is not interested in the space, YSA will be offered the whole room and will be required to pay for the additional space. The Program Council withdrew their request for Room 203; the space was taken by Feminists. The House Committee will meet October 30 and a meeting with occupants to determine satisfaction/needs will be set up then.

Remodeling. Mr. Simmons reported \$3,000 had been authorized to conduct an air conditioning feasibility study. The architects and engineers engaged to do the study estimated it would cost \$1,070,000 to air condition the entire building. The cost of air conditioning special areas including food service and cafeteria in basement, ballroom, theatre lecture area, was estimated at \$500,000 upwards to \$800,000. This is out of reach at the present time. It was thought advisable to wait until the Coffman remodeling bids are received and if it is evident that there will be surplus funds available to consider air conditioning proposal at that time.

MOTION (Carlson-Bridges) To table air conditioning until bids can be evaluated.
4-73 Passed.

Meeting Needs of Public. Miss Fiefarek reported that while employed at the ground floor newsstand a request was made to her for a non-smokers area and she wondered if there was a way to meet this need/request. Mr. Atkinson said that the TRR is essentially a non-smoker, quiet area and suggested it be posted as such so the public is aware of its existence.

MOTION (Carlson-Harris) That Terrace Reading Room be posted as a non-smoking, quiet area. Passed.
5-73

Mr. Jackson wondered how the posting of TRR would affect the people who wanted to eat in a non-smoking area? It was suggested Mr. Ledder of Food Service consider setting aside space in one of the food service facilities. Mr. Ledder replied that this would be a difficult determination--size? length of time? enforcement? Food Service does not have enough personnel to deal with this. Mr. Jackson suggested a study could be made to determine the public's interest. The matter of non-smoking area for dining was tabled to a later date.

Mr. Simmons said attempts are being made to meet the needs of the public through the building use survey. Also, a suggestion box will be set up in the information area when it is remodeled.

Staff people present were asked to respond at next meeting with ways to meet public needs.

Guest List. Board members wishing to attend upcoming programs (Coryell, Walker, Homecoming Dance) should notify office so they can be placed on guest list.

IV. OLD BUSINESS

Election of Officers. Mr. Gottfried described roles of Chairman and Vice Chairman for the Board and called for nominations for chairman. There were no nominations. Volunteers were called for. Dean Carlson volunteered to serve. He was elected by unanimous consent and took over the chair.

Mr. Carlson asked for nominations for Vice Chairman for Board. Mr. Atkinson nominated Barry Bridges. Gary Gottfried nominated Dan Winter and Pat Pechacek.

Nominees were asked to give a position statement. Mr. Bridges said he would be happy to serve but is involved to such an extent that he would rather serve on than chair the committee. Mr. Winters said he was not familiar with the position but was interested in gaining a broader overview of the financial situation.

Mr. Pechacek said he was new to the Board, is presently serving on the House Committee and is somewhat familiar with the setup. A ballot vote was taken. Patrick Pechacek was elected Vice Chairman.

MUCB Issues and Concerns. UBOG should make its position known to MU regarding issues and concerns that were outlined on MUCB Issues and Concerns (distributed at last meeting), especially in regard to two larger issues, 1) Task Force Committees for Facilities, Services, and Programs of MU and 2) the Student Control Resolution.

The Student Control Resolution stemmed basically from an issue formulated at the MU Retreat as to how to improve the governance system of the three unions. The resolution presented an attempt to respond to the MSA Resolution. (The resolution was defeated 13-2.) In answer to reason for proposal, Mr. Gottfried replied that it came about out of concern that present governments are not adequate and do not represent students.

V. NEW BUSINESS

Clarification of Constitution. Mr. Simmons said there was a need to study ambiguity of UBOG constitution and more clearly define role of Chairman and his responsibilities; the responsibilities of House Committee; the role and responsibilities of the Board in regard to hiring staff members. He asked that a committee be set up to clarify the constitution.

MOTION (Gottfried-Jackson) To set up committee to investigate constitution and make necessary recommendations.
6-73
Passed.

Mr. Gottfried suggested the XC committee serve on the committee and any others that would be interested. The following will serve:

Committee to Study UBOG Constitution

Gary Gottfried, President, Union
*Dean Carlson, Chairman, Board
Pat Pechacek, Vice Chairman, House
Glenn Hendricks, Faculty
Rufus Simmons, Director, CMU
Dan Winter, Council
Tom Stark, Advisor-Counselor

Dean Carlson will call the committee together.

Reappropriation for UPC. Mr. Gottfried submitted Fall budget and request for \$5,000 grant to enable the program council to maintain the promotion for programs planned for the fall quarter. The funds are necessary because of losses sustained in Marathon III (\$6,000), Union Night (\$2,000), and Vinne Burrows (\$2,000). The total losses amounted to \$10,000.

Mr. Atkinson questioned where the \$5,000 would come from. Mr. Gottfried hoped it would come from operating reserve. Mr. Ledger suggested, from a business standpoint, it might be better to pare down the budget instead of reapportioning from reserves. Mr. Simmons spoke in favor of continuing the programs as planned since they had already been advertised. He felt their cancellation would reflect negatively on the union and result in fewer patrons at a time when it is desired to draw more people to Coffman.

Mr. Atkinson wondered what action had been taken by the Council to insure that this would not occur in the future. Mr. Gottfried said the Program Council is a responsible group and were concerned about the losses. They felt it was partly a matter of advisement, partly a question of timing. They recognized the importance of organizing and arranging promotion maintenance in advance.

Mr. Atkinson said that reserves are not ordinarily used for programs and since the program budget ordinarily comes from the Coordinating Board he wondered if UBOG had any responsibility to the Coordinating Board in regard to the budget item. He suggested the motion be worded "up to \$5,000."

MOTION (Gottfried-Fiefarek) That the Board allocate \$5,000 grant to the UPC to help make up heavy losses sustained in fall quarter programming to enable the Council to continue and fulfill fall quarter programs as printed on the calendar. Money in excess of \$5,000 to be returned to the Board of Governors. Money to come out of operation reserve. An accounting sheet to be kept. Passed.
7-73

Alcohol in Union. Postponed until next meeting.

Representatives to MUCB. Mr. Simmons asked for names of representatives to MUCB and said it is appropriate for Chairman and President to attend Coordinating Board meetings. Mr. Gottfried and Miss Fiefarek have attended 'til now. The chairman said he would not be able to act as representative and that he would ask Miss Fiefarek to continue to attend in his place.

Meeting Time and Place.

NOVEMBER 1	ROOM 624 CAMPUS CLUB	12:15 pm meeting 11:30 am lunch (6th fl line)
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The meeting was adjourned at 2:05 pm.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

vj

1. President

Conferences	
ACU-I Rec.	\$ 35
ACU-I NEC	258
Office	
Postage	100
Stationery	>50
Misc. Supplies	
Organization	
Personnel Identification	20
Communication	150
	<u>613</u>

8. Ethnic Affairs-Continued

Films	16
Meet the Community	<u>147</u>
	450

2. Personnel

Program Evaluation Form	10
Newsletters	50
Fall Party	100
Picnic	60
Retreat	200
Orientation	250
	<u>670</u>

9. Recreation

Bike Hikes	84
Sports Hours	95
Ski Trip Promo	100
Personalized Programs	50
Bike Rally	<u>50</u>
	379

10. Market Place

	-0-
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11. Social

Three Concerts	
John Hartford	-0-
Michael Johnson	-0-
Melissa Manchester	-0-
1 Dance	-0-
	<u>-0-</u>

3. Public Relations

Brochure	200.00
Paratype	57.39
Layout Materials	50.00
Perma Stamps	50.00
Stationery	60.00
Writing Utencils	15.62
	<u>433.01</u>

12. Whole

Contracts	10,300
Food	1,296
Publicity	1,465
Operations	666
Personnel	300
Decorations	220
L & S	55
Telephone	150
Admissions	12,527
Food	<u>2,160</u>
Expense	-0-

4. Current Events

Volunteer Day	250
Symposium (Death Week)	1000
	<u>1250</u>

5. Contemporary Arts

Minnesota Orchestra	
Listening House Programs	100
	<u>100</u>

13. Night Place

Sr. Attendant	715
Publicity	515
Operations	250
Special Events	<u>155</u>
	1635

6. Gallery

	400
--	-----

7. Ethnic Affairs

Boscoe	0
Contract	850
Publicity	72
Reservation	86
Miscellaneous	50
	<u>(287)</u>

TOTAL: \$5930

NO Income figure

800 - 1200 WBA

October 18, 1973

To: The Union Board of Governors

From: The Union Program Council
Presented by Gary Gottfried

The Union Program Council proposes that the Board allocate a \$5,000 grant to the Union Program Council to help make up heavy losses sustained in fall quarter programming. This will enable the Council to continue and fulfill fall quarter programs as printed on the calendar.

PROPOSED FALL QUARTER BUDGET
Appendum--Reallocation

President: no change

Personnel: Fall Party \$ 40
Recruitment Ads 160
Holiday Party 200

Public Relations:

Brochure
Perma Stamps 25
Writing Utencils 10
Layout 20
Para Type 20

Current Events:

Symposia 615
Alcohol Symposia 100
Kaufmanis 150

Contemporary Arts: 500

Gallery: 200

Ethnic Affairs: No change

Recreation: No change

Marketplace: No change

Social: 700

Whole: 350

Night Place: 590

Summer Reserve '74: 1070

TOTAL REALLOCATION \$5000

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Meeting November 1, 1973
Room 624 Campus Club 12:00 noon

(Lunch 11:30-12:00 (6th floor serving line). Meeting will begin 12:00 noon)

AGENDA

- I. Call to Order
- II. Minutes
- III. Reports
 1. UPC Current Programs
UPC Member
 2. House Lost & Found House Policies
Student Organization Office Space
 3. Directors Suggestion Box; Public Relations;
Coordinating Board Study Committees;
Alcohol in Union; Annual Report; Remodeling;
Non-Smoker Area
- IV. Old Business
 1. Membership Problems
 2. Lost & Found
- V. New Business
 1. Constitutional Review
- VI. Announcements
 1. Next UBOG Meeting - December 6, 1973

10/29/73

COFFMAN MEMORIAL UNION
UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS

MINUTES OF THE COFFMAN UNION BOARD OF GOVERNORS
12:00 Noon November 1, 1973

MEMBERS
PRESENT

Dean Carlson, IT
Patrick Pechacek, CLA
Gary Gottfried, President
Chris Fiefarek, UPC
Dennis Jackson, Grad School
Barry Bridges, Minn Alumni
Peter Brochhausen, CHIP

Brad Lennon, Civil Service
Dick Getchell, Alumni (UBOG)
Glenn Hendricks, Faculty
Norman Holte, CC
Rufus Simmons, CMU
Tom Stark, CMU
Bert Atkinson, CMU

MEMBERS
ABSENT

Dan Winter, UPC
Orrin Jones, MSA
Terri Thompson, ED
Virginia Harris, Faculty

Tom Kramer, Civil Service
Marian Freeman, OSA
Robert Ledder, Food Service
Margaret Dagg, UPC
Representatives from LS, GC, UC

GUEST

Robert Steventon, AD Fellow, CMU

- I. The meeting was called to order at 12:10 by Chairman Dean Carlson in Room 624 Campus Club.
- II. The Minutes of October 18 were approved as written.

III. REPORTS

Union Program Council - Gary Gottfried, President

Programs. Mr. Gottfried reported that the Council is currently involved in Michael Johnson Concert to be presented on West Bank, November 7, and a series of programs on "Death and Dying in American Culture" for the week of November 4-9. Brochures on programs are attached. A schedule/description of programs for the death series is on the back of that brochure.

UPC Member. Mr. Gottfried asked for ratification of Margaret Dagg as UPC representative to the Board.

MOTION
8-73

(Gottfried-Hendricks)

To approve Margaret Dagg as UPC representative to the Board.

Approved

UBOG Minutes - 2
November 1, 1973

House Committee - Patrick Pechacek, Chairman

Mr. Pechacek submitted the following report from the House Committee meeting of October 31:

1. Lost and Found

It was recommended that it be continued because it is a useful service to students, staff and faculty. We should still maintain it but realize we will be funding it unless other means are found. Set up some form of evaluation before the end of fall quarter for presentation to UBOG for further consideration. Set up new signs so more people are aware it exists.

2. Student Organization Office Spaces

Afro-American Action Committee	348
Arab-American Club	213 C
Alpha Phi Omega	213 H
Chess Club	213 I
Council of College Boards	225
Faculty Women's Club	324
Fellowship of Reconciliation	213 F
Finance Division	226A, 227, 228, 228A
International Study/Travel Center	231, 231A
Minnesota Christian Fellowship	213 J
Minnesota College Republicans	213 L
Minnesota Feminists	203
Minnesota Gay Activists	213 A
Minnesota International Student Association	229, 229A, 229B
Minnesota Public Interest Research Group	213 N
Orientation	311, 315, 316, 317
People for Animals	213 K
Scuba Club	213 M
Ski Club	213 O
Students for Hofstede	213 E
Students International Meditation Society	213 B
Union Program Council	204
U of M Collegiate Veterans Association	347
WMMR Radio Station	321, 321A, 321B, 322, 328, 329, 330
Young Socialist Alliance	349
Young Women's Christian Association	215, 216

It was suggested that there be a suggestion box for more student organization input now and after remodeling.

3. Review House Policy

Dance/Concert Policy. The enforcing of no smoking rule on dance floor. I.D. check, and re-entering without buying a ticket. (This was clarified to be a control measure to prevent highschool students from gaining entrance.) Pat Sullivan and Bert Atkinson will draft a policy for the committee on dance/concert to be discussed at next meeting.

Checkroom Policy carried over to next meeting.

Poster and Decoration Policy. Discussed student organizations having wall covered with posters. Carried over to next meeting.

General House Policy to be reviewed.

Sales Permits. SAC rule that one must have a permit to be able to sell. Carry over to next meeting.

House Committee Members. Need for more House Committee members. Carried over to next meeting. The House Committee meets on Wednesday before each Board meeting, at noon. Anyone with special input for House can attend these meetings.

Director - Rufus L. Simmons

Suggestion Box. To be established at all staffed areas: Billiards, Bowling, Commuter, Newsstand, with cards inviting suggestions for the particular area. Suggestions of a general nature will be directed to another area not yet designated. Cards to be sent to Director for immediate review and matters brought to House for immediate action.

Public Relations. A newsletter will be made up to send to student organizations to keep them informed about what is going on at the Union--with a section devoted to what is being done about suggestions.

Coordinating Board Study Committees. Study committees for Facilities, Programs, Services, Alcohol in Union set up schedule to develop ideas for constituent unions of MU. Persons wishing to serve on these committees should contact Gordon Starr or Lee Hansen at 317-17th Avenue SE.

Fall Quarter - Period of determining what is afforded students.

January - Weekend Workshop--committees engage in what should be afforded students in terms of facilities.

Spring Quarter - Plan for goals.

Alcohol in Union. ASCA is drafting an all-university policy that will go to the Board of Regents. The Board is responsible to look at the question as it relates to the Union.

Mr. Gottfried reported that the Alcohol in Union Committee met October 30 and will meet November 1 to deal with specific union issues. Aim? City regulations? Location?

Mr. Hendricks noted the Union had a share in a survey sent to 1200 students, part of which solicited response on the alcohol question.

Annual Report. CMU Annual Report is presently at the printers and should be ready for distribution in a couple of weeks.

Remodeling. Graphic presentation by architects has been received. Some items need redress and when these are satisfactory the plans will be presented to the Board.

Non-Smoker Area. Mr. Atkinson reported that the Terrace Reading Room has been posted as a non-smoking area and there has been no public reaction. Mr. Simmons exhibited a "table tent" for no smoking that has been used successfully at the University of Wisconsin and suggested it be referred to Mr. Ledder for possible use in food service areas.

IV. OLD BUSINESS

Mr. Carlson noted General College, Law School and University College are still without representatives to the Board and suggested they be contacted.

Lost and Found. The Lost and Found area in the basement of CMU was originally set up on an experimental basis 'til the end of this (Fall) quarter. Mr. Atkinson spoke in favor of continuing the service and will submit a progress report to the Board with a recommendation for continuance. Mr. Carlson supported the idea that the Lost and Found could be better publicized. Suggestions for publicity were the Daily Lost and Found, Report (the University staff-faculty brochure), Brief. Mr. Atkinson will contact University Relations about doing a feature story for the Daily and also will make contacts for above-mentioned publicity.

MOTION (Gottfried-Lennon) To continue Lost and Found for remainder of year.
9-73 Approved.

V. NEW BUSINESS

Constitutional Review. Mr. Carlson set November 5, noon, 209 CMU, for the initial meeting of the Committee to Study UBOG Constitution. Members are:

Gary Gottfried, Dean Carlson, Pat Pechacek, Glenn Hendricks
Rufus Simmons, Dan Winter, Tom Stark

VI. ANNOUNCEMENTS

Meeting Time and Place

DECEMBER 6	ROOM 626 CAMPUS CLUB	12:00 Noon 11:30 AM Lunch (6 floor food line)
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The meeting adjourned at 1:00 pm.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

WEST BANK



Michael

COFFMAN UNION
PROGRAM COUNCIL



Johnson

And Joyce Everson
Wednesday, Nov. 7

7:30 pm.

West Bank Auditorium, U. of M.

Tickets

\$2.50 Advance

\$3.50 At Door

Sold At The MSA Student Store, Coffman Union

For Further Information Call 373-7600

What's The Sense In Dying ?

program series on Death and Dying in American Culture

Featuring

Elizabeth Kübler-Ross, noted author of 'On Death And Dying'

Nov. 9, 12pm. Coffman Main Ballroom

'Harold And Maude' Sun. & Mon. Nov. 4, 5 7:30pm.

Coffman Main Ballroom, 50cents admission

all programs will be held in Coffman Union

Mon.-Thurs. 12pm. and 1pm.

Fri. 11am. and 12pm.

program topics include:

Student Suicide, Euthanasia, The Funeral Industry & More

4 films will be shown daily 10am.-4pm.

Sponsored By

COFFMAN  UNION PROGRAM COUNCIL
And

Center For Death Education & Research

SUNDAY, NOV. 4

8:00 pm: "Harold and Maude" Shown in the Coffman Main Ballroom. Adm. 50¢

MONDAY, NOV. 5

12:00 noon: "DEATH AND SELF AWARENESS"; a talk by Prof. John Brantner on what death has to do with living. Coffman Main Ballroom.

1:00 pm: "TO DIE TODAY", a film by Elizabeth Kubler-Ross, with an afterword by the Rev. James A. Diamond of the University Episcopal Center. The film presents in-depth dialogues with a terminally ill patient and Dr. Kubler-Ross' students. Coffman Union, Room 337.

8:00 pm: "HAROLD AND MAUDE" shown in the Coffman Main Ballroom. Admission 50¢.

TUESDAY, NOV. 6

12:00 noon: "THE CARE OF THE TERMINALLY ILL"; a discussion with Carol Reese, R.N., School of Nursing; Mary Robinson, medical social worker, Masonic Hospital; Dr. Ignacio Fortuny, Assoc. Prof. and Director of Medicine and Cancer Tutorial Program. Relating to dying people--how do you talk, act, feel? Is it possible to be "natural"? Coffman Main Ballroom.

1:00 pm: STUDENT SUICIDE; panel discussion with Z. Stellmacher, Suicide Prevention Center; Mary Gjerdingen Y.E.S.; and Dr. Phyllis Reynolds, University Health Clinic. Why do we consider self-destruction a substitution for coping? How can we deal with the threat of suicide? Coffman Main Ballroom.

WEDNESDAY, NOV. 7

12:00 noon: DEATH AND AFTERLIFE; a discussion with The Rev. William Teska, University Episcopal Center; Rabbi Moshe Litchman, Hillel Foundation; Chaplain Neill Herring, House Chaplain U of M Hospitals; and Prof. Robert Tapp, University Humanities Dept. A look at the theological implications of death. How our religious beliefs do or do not prepare us to face this reality. Coffman Main Ballroom.

1:00 pm: EUTHANASIA; a discussion with Florence Krastner, Continental Director of Death Education Curriculum Development; The Rev. Loyde Beebe, Hennepin General Hospital; Dr. Ignacio Fortuny, Assoc. Prof. and Director of Medicine and Cancer Tutorial Program. Does the state have the right to force continued existence on those who do not want to live? Is there a difference between active and passive mercy killing? Coffman Main Ballroom.

THURSDAY, NOV. 8

12:00 noon: CURRENT FUNERAL PRACTICES; discussion with Florence Krastner, Continental Director of Death Education Curriculum Development; Mr. and Mrs. Davis Sons, Contemporary Funeral Home; Richard Obershaw, Funeral Director; Prof. Robert Fulton, Dept. Sociology, U of M; Prof. Berger, Mortuary Science, U of M; John Huber, senior student in Mortuary Science. Why does the cost of dying rise with the cost of living? What alternatives are there to the traditional funeral and burial? Coffman Main Ballroom.

1:00 pm: HOW COULD I NOT BE AMONG YOU; Film, The poignant reflections of a young poet who knows he is dying. Discussion with the Rev. James Diamond follows film. Coffman Union Room 337.

FRIDAY, NOV. 9

11:00 am: GRIEF, BEREAVEMENT AND SOCIAL RECONSTRUCTION; a discussion with Carol Reese, R.N.; Mary Robinson, Medical Social Worker, Masonic Hospital; The Rev. John Cummins, First Universalist Church; Richard Obershaw, Funeral Director; and Dr. Edith Jordahl, Extension Specialist, Home Management, U of M. How do we put our lives back together after the death of a loved one? Coffman Main Ballroom.

12:00 noon: Elizabeth Kubler-Ross, noted author of On Death and Dying, and Medical Director of the Family Service and Mental Health Center of South Cook County in Illinois, will speak on death and dying in American Culture. Following the lecture, an informal discussion with Dr. Ross will be held in the Terrace Reading Room, Coffman Main Ballroom.

FILMS

10:00 am - 4:00 pm: An excellent collection will be shown continuously every day in room 337 Coffman, except Tuesday, when they will be in 325. Films include:

1. "To Die Today" by Elizabeth Kubler-Ross
2. "How Can I Not Be Among You?"
3. "Widows" The shared feelings of four women who have recently lost their spouses.
4. "Though I Walk Through The Valley." A Christian perspective on a family facity death.
5. Don Kladrup's (WCCO news) award winning video tape of the death of a young man.

Films shown on staggered basis so that all may be viewed at some time during the week.

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS
1973-1974

To: Coffman Union Board of Governors
From: Rufus L. Simmons, Secretary

DECEMBER 6, BOARD MEETING, ROOM 626 CAMPUS CLUB 12:00 Noon
11:30 AM Lunch
(6 floor food line)

AGENDA

- I. Call to Order
- II. Minutes
- III. Reports
 - 1. UPC Program Highlights
 - 2. House Room 213
 - 3. Director MUGoal Setting Calendar of Events
Suggestion Boxes MBO
- IV. Old Business
 - 1. Lost and Found Report
- V. New Business
 - 1. President of Union Resignation
 - 2. President of Union Position Papers
 - 3. MUCB Representative
 - 4. Contact Tables for Governmental Recruiters
- VI. Announcements
 - 1. Next UBOG Meeting January 10, 1974

11/29/73

Coffman Memorial Union
University of Minnesota
Union Board of Governors

Minutes of the Coffman Union Board of Governors
12:00 noon December 6, 1973

Members Present Patrick Pechacek, CLA Barry Bridges, Minn Alumni
Gary Gottfried, UPC Virginia Harris, Faculty
Christ Fiefarek, UPC Glenn Hendricks, Faculty
Dan Winter, UPC Rufus Simmons, CMU
Dennis Jackson, GS
Peter Brochhausen, HS

Members Absent Dean Carlson, IT Tom Kramer, CS
Margaret Dagg, UPC Marian Freeman, OSA
Orrin Jones, MSA Bob Ledder, Food Service
Randy Christman, ED Norman Holte, CC
Dick Getchell, Alumni Bert Atkinson, CMU
Brad Lennon, CS Tom Stark, CMU

Guests Ed Siggelkow, Director, MU
Nancy Winter, UPC
Vanne Hayes, Program Activities Consultant, CMU
Steve Hunegs, UPC
Dwyn Criss, Coordinator, Ethnic Affairs

- I. The meeting was opened at 12:15 by Vice Chairman, Patrick Pechacek.
- II. The minutes of November 1 were approved.
- III. Reports
 1. Union Program Council - Gary Gottfried

Summer & Fall Program Highlights. A report of UPC program highlights for summer and winter quarters (copy attached) was distributed. Number of events and attendance increased about 25% over 1972. The Night Place increased in attendance even though it was in operation fewer days because of a shortage of personnel.

Mr. Gottfried introduced the Proposed Winter Quarter Budget for \$13,200 (copy attached). (Where there is less money allocated than requested, the area affected is free to determine which of their items to decrease or eliminate.)

MOTION 9A-73 (Gottfried-Harris) That the program budget be approved by the Board.
Approved.

Minutes - 2
UBOG
12/6/73

2. House Committee - Patrick Pechacek

Lost & Found. To be handled in Old Business.

Organization Room Space, Room 213. Questionnaires distributed to occupants of Room 213 soliciting satisfaction/complaints were generally favorable. The house committee met with those indicating questions/complaints in order to respond to questions such as "what space is assigned them? and how much are they charged for?", and to work out solutions to needs such as better lighting; security, storage for equipment, bulletin boards. Mr. Pechacek proposed an open meeting which 213 occupants could attend to bring up their needs. He also suggested lockers be installed. Mr. Simmons suggested using a gadget that secures equipment such as typewriters to desks. Inter-Varsity has been ransacked twice. People for animals have had things missing. Telephones are being used by unidentified persons. Mr. Jackson suggested assigning the unused desk-n-file units to temporarily ease the storage problem.

3. Director - Rufus Simmons

MU Goal Setting. A paper prepared for MUCB by Carl Nelson, researching needs of union, was distributed. Board members were asked to respond in writing either through the director or directly to Carl Nelson.

Suggestion Boxes. Boxes and forms for suggestions will soon be placed in six highly-trafficked areas.

Calendar of Events of UPC and major events throughout the campus will be out the second week of Winter quarter.

MBO will be concluded by the end of fall quarter. It has helped to clear communication and participation of employees and will improve all areas of activity. A document will be available to the Board Winter Quarter.

IV. Old Business

Lost and Found. A report of the Lost and Found operation for Fall Quarter was distributed (copy attached). Mr. Gottfried noted the area is presently being absorbed out of administrative cost and should be made a line item when preparing the new budget. The need to make people aware of the service and the need for better pickup system were discussed. Mr. Gottfried recommended the Board approach the MUCB for assistance from central administration. Mr. Siggelkow suggested a Work-Study person could be used to handle the pickup.

Minutes - 3
UBOG
12/6/73

MOTION 10-73 (Hendricks-_____) To request Coordinating Board for funds for work-study person to pick up lost and found items.

Discussion followed in which Mr. Simmons said the cost could be absorbed by Coffman out of operation reserves. Mr. Hendricks amended his motion:

AMENDMENT 10-73 (Hendricks-Bridges) The Lost and Found be extended immediately to include another person for pickup purposes.

Discussion indicated the need was more for improved inter-departmental communication regarding pickup of items and better advertising to students of service than for additional personnel.

Mr. Hendricks withdrew his motion and amendment.

Coordinators. Mr. Gottfried introduced coordinators Karen Peterson (Night Place) and Dwyn Criss (Ethnic Affairs) and moved for their ratification.

MOTION ^{DA} 10-73 (Gottfried-Pechacek) To ratify Karen Peterson as Coordinator for the the Night Place and Dwyn Criss as Coordinator for Ethnic Affairs. Approved.

V. New Business

Resignation of President of Union. Mr. Gottfried asked the Board to accept his resignation. He gave poor health and overburden of committee responsibility as reasons for his leaving. Committee responsibility includes Board House and Standing, XC, MUCB, Grant Fund, MUCB Steering, MUCB Task Force. He suggested a reassessment of the role/assignments of the position by the Constitution Committee. He presented his thoughts on possible directions for the Council (copy attached) and said he would hope to return at a later time in a different capacity.

MOTION 11-73 (Jackson-Brochhausen) To accept, with regret, the resignation of President of Union Board. Approved.

Nancy Winters, VP Finance, by virtue of the constitution will serve as President of the Union until the position is filled.

MUCB Representation. To be discussed at next meeting.

Minutes - 4
UBOG
12/6/73

Contact Tables for Governmental Recruiters - Peace Corps, Vista, Military.

Mr. Siggelkow, Director of MU, asked for Board reaction to allow the military contact table space for the purpose of recruiting. The military had been denied space during war-time because of student resentment. The present policy requires student organizations or members to man the tables. It is now felt that there should be a re-evaluation/revision of the policy to adapt to the times. There were no objections to proposal.

MOTION 12-73 (Gottfried-Jackson) To endorse proposed change to allow governmental recruiting within the union building. Approved.

MEETING DATE

THURSDAY, JANUARY 10, 1974

ROOM 626 Campus Clu.
Lunch 11:30
Meeting 12:00

The meeting was adjourned.

Respectfully submitted,

Rufus L. Simmons
Secretary

November 30, 1973

To: Coffman Union Board of Governors

From: Tom Stark, Assistant Director-Programs,
Coffman Memorial Union

UNION PROGRAM COUNCIL
1973 Summer & Fall Quarter Reports

1973 Summer Program Highlights

The Whole Coffeehouse operated Friday nights with local talent. The publicity was done for each summer session as a series. This was the most financially sound summer in the history of the Whole.

The Social area featured free noon-time concerts. Dances were not tried because of the poor attendance during spring quarter. The outside terrace noon series was stopped because the Grill was not open and the series depended upon food.

Bike hikes, canoe trips and sailing lessons made up the program for the Recreation area.

The UPC picnic kept the program unit together even though some of their efforts were poorly received.

1973 Summer Budget

	<u>Income</u>	<u>Expense</u>
Administration		\$ 450.93
Contemporary Arts		319.41
Gallery		188.06
Recreation	\$ 742.00	819.15
Social		357.99
The Whole	<u>443.86</u>	<u>464.54</u>
TOTAL	\$1185.86	\$2600.08
Net Expense		\$1414.22

Summer Programming

	<u>Events</u>	<u>Attendance</u>
Coffeehouse	8	636
Concerts	4	235
Films	5	155
Outings	7	74
Personnel	<u>3</u>	<u>55</u>
TOTAL	27	1155 People served

UPC Service Areas

Gallery	60	8000
Market Place	50	295
Night Place (closed)	--	--
TOTAL		8295 People served

*1973 Fall Quarter Highlights

The quarter started with numerous programs aimed at new students. During Union Night, everything in the Union was available for a single admission price. This included folk music in the Whole, a polka band in the North Star Room, rock bands in the Main Lounge, movies in the Junior Ballroom, Theatre in the Elevators, ragtime piano in the cafeteria, and a Renaissance play. Billiards, bowling and table tennis were free and the Artcraft Studio had a seminar. This program was done in conjunction with Welcome Week and tied in with the Activities Fair. Union Night gave the new students a total look at union facilities, services and programs. The net cost of this program was \$2000.

The Union Program Council cosponsored 40% of the Welcome Week concert, Marathon III. Only 4000 attended instead of the budgeted attendance of 10,000. UPC's portion of the loss was \$6000. The program consisted of ten hours of very good folk and blues entertainment, but a super star is necessary to draw the large crowds.

Vinnie Burrows' one-woman show, "Walk Together Children," gave an amazing look at Black people in American history. This show used outstanding Black writers' material, acted out with background music and slides. It was an outstanding theatre event but was poorly attended because it was too early in the quarter and we haven't presented enough Black theatre programs to have a following of people.

In the Whole Coffeehouse, Ben Sidran (folk-jazz) was the big act of the quarter. The program was recorded and played over KQRS at a later date. Credit was given to the Whole. The second largest act was local artist, Joyce Everson, who has a large draw in the area. Attendance was 250 to 350 per night. Having the Whole open on Sunday nights instead of Thursday nights increased the attendance. With the same format, about 50 more people per night have attended.

Recreation has continued to have good success with the bike hikes.

The Social area held three successful concerts--two in West Bank Auditorium and one in the Ballroom in Coffman Union. John Hartford and Michael Johnson (Bluegrass and folk) proved to be more popular concerts than the Larry Coryell (jazz and rock) concert. One long show seemed to be better attended than two shorter shows during the same evening.

The most significant series of programs done this quarter was by Current Events, "What's the Sense in Dying?". There were 35 programs in the six-day series. There was two major programs during the 12 noon to 2 time period. Four films were run continuously all day during the week in a rotating time spot. The highlight of the total program was Elizabeth Kübler-Ross, internationally acclaimed author on death and dying. Topics discussed were student suicide, euthanasia, funerals, moral and religious concerns about death, and more. This program was cosponsored by the Center for Death Education and Research.

*Fall Quarter Programs

	<u>Events</u>	<u>Attendance</u>
Contemporary Arts	2	600
Gallery	5	900
Union Night	1	1355
Night Place	5	255
Current Events	35	7975
Recreation	5	68
Social	7	2262
**Ethnic Affairs	5	598
Personnel	5	187
The Whole Coffeehouse	<u>35</u>	<u>4059</u>
TOTALS	105	18,259

*Attendance as of November 30, 1973

**Cosponsored one program with Contemporary Arts--
total under Ethnic Affairs

*Fall Quarter Service Areas

	<u>Days of Operation</u>	<u>Attendance</u>
The Night Place	75	1,500
The Market Place	55	**1,142
Coffman Gallery	71	<u>15,550</u>
TOTAL		18,192

Comparison Data

	<u>Events</u>		<u>Attendance</u>	
	'72	'73*	'72	'73*
UPC Program totals	79	105	14,287	18,259

Service Areas

	<u>Days of Operation</u>		<u>Attendance</u>	
	'72	'73	'72	'73
Gallery	75	71	12,000	15,550
Market Place	55	55	**1,173	**1,142
Night Place	119	75	1,100	1,500

*Attendance as of November 30

**Number of Sales Transactions

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

Proposed Winter Quarter Budget

	Asked For	Allocated
President	1400	900
Telephone	200	
Conferences	1000	
Office	150	
Meeting	50	
Public Relations	1080	580
Paratype	20	
Art Materials	20	
Film & Processing	40	
Calendar	1000	
Personnel	645	500
Retreat	225	
Daily Ads	100	
Party	200	
Newsletter	30	
Recruitment Booth	40	
Camera & Film	50	
Current Events	2025	1767
Last Lecture Series	350	
American Culture Film Series	900	
Energy Crisis Program	175	
Mini Courses	300	
Contingency	300	
Recreation	2141	1750
ACU-I Tournaments	1797	
Snowshoe Clinic	60	
Bike Preparation Clinic	60	
Ski Nights (8)	224	
Contemporary Arts	1150	1150
Series	400	
Cabaret	975	
"Canned Good" Film Series	(100)	
"Impact" Film Series	(125)	
Gallery	620	550
3 West Gallery Shows	150	
5 South Gallery Shows	200	
3 Display Case Shows	130	
1 Environmental Happening	140	
Night Place	1950	1750
Building Page	700	
Publicity	650	
Operations	350	
Renovations	50	
Retreat	100	
Mini Programs	100	

		Asked For	Allocated
Whole		804	700
Contracts	10650		
Food	272		
Publicity	890		
T-Shirts	55		
Retreat	100		
Phone	150		
Tools, Gels, Booth	200		
Peanuts	210		
Admissions	(11270)		
Food Income	(453)		
Social		1553	1553
4 concerts	1301		
2 Dances	218		
2 Films	(230)		
4 Noon Acts	264		
Ethnic Affairs		2000	1800
Summer Reserve		200	200
		TOTAL	<u>\$13,200</u>

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 INCOME AND EXPENSE COMPARISON
 7/1/73 - 7/31/73

	JULY	JULY	YEAR TO	YEAR TO
	1973-74	1972-73	DATE	DATE
INCOME				
Encumbered Funds			1973-74	1972-73
Fee Approp 1/12	45,495.67	43,735.16	2,726.83	20,126.83
Approp Equip Replace			45,495.67	43,735.16
7104 Administration	239.72	790.92	30,883.00	40,900.00
7105 Program Office			239.72	790.92
7106 Custodial	121.82	39.59	121.82	39.59
7107 P.A. Control	131.75	173.00	131.75	173.00
7108 Artcraft Studio	362.87	508.03	362.87	508.03
7109 Bowling Lanes	670.33	353.17	670.33	353.17
7110 Billiard Room	334.17	548.88	334.17	548.88
7111 Merchandise	4,793.38	4,052.82	4,793.38	4,052.82
7112 Lease Operations	1,409.28	763.63	1,409.28	763.63
7113 Undistributed				
TOTAL INCOME	<u>53,299.23</u>	<u>50,965.20</u>	<u>87,168.82</u>	<u>111,992.03</u>
EXPENSE				
7104 Genrl Administration				
Reg Salaries	7,478.00	7,038.00	7,478.00	7,038.00
Misc Salaries	292.33	367.32	292.33	367.32
02 Supplies	326.70	1,249.99	326.70	1,249.99
06 Rep & Ren				
08 Equip Replace				
10 New Equip				
12 Fringe Benefits	1,055.90		1,055.90	
	<u>9,152.93</u>	<u>8,655.31</u>	<u>9,152.93</u>	<u>8,655.31</u>
7105 Program Office				
Reg Salaries	5,266.32	4,802.00	5,266.32	4,802.00
Misc Salaries	(76.51)	90.24	(76.51)	90.24
02 Supplies	102.19	1,134.56	102.19	1,134.56
12 Fringe Benefits	794.16		794.16	
	<u>6,086.16</u>	<u>6,026.80</u>	<u>6,086.16</u>	<u>6,026.80</u>
7106 Custodial				
Reg Salaries	12,562.98	11,119.02	12,562.98	11,119.02
Misc Salaries	2,279.64	265.69	2,279.64	265.69
02 Supplies	2,942.74	4,260.69	2,942.74	4,260.69
06 Rep & Ren	521.77	3,539.79	521.77	3,539.79
08 Equip Replace	102.30	445.00	102.30	445.00
10 New Equip				
12 Fringe Benefits	1,884.03		1,884.03	
	<u>20,293.46</u>	<u>19,630.19</u>	<u>20,293.46</u>	<u>19,630.19</u>
7107 P.A. Control				
Reg Salaries	740.00	708.00	740.00	708.00
Misc Salaries	20.49	18.76	20.49	18.76
02 Supplies	11.40	102.99	11.40	102.99
04 Mdse for Resale				
06 Rep & Ren	1.34	137.81	1.34	137.81
08 Equip Replace				
10 New Equip	8.88		8.88	
12 Fringe Benefits	111.60		111.60	
	<u>893.71</u>	<u>967.56</u>	<u>893.71</u>	<u>967.56</u>

EXPENSE (Cont'd)

7108	Artcraft Studio				
	Reg Salaries	969.00	896.00	969.00	896.00
	Misc Salaries	172.80	164.70	172.80	164.70
	02 Supplies	478.66	399.13	478.66	399.13
	04 Mdse for Resale	522.68	344.96	522.68	344.96
	06 Rep & Ren	32.94		32.94	
	08 Equip Replace				
	10 New Equip				
	12 Fringe Benefits	146.38		146.38	
		<u>2,322.46</u>	<u>1,804.79</u>	<u>2,322.46</u>	<u>1,804.79</u>
7109	Bowling Lanes				
	Reg Salaries	1,197.34	1,084.00	1,197.34	1,084.00
	Misc Salaries	245.61	244.73	245.61	244.73
	02 Supplies	25.79	138.11	25.79	138.11
	04 Mdse for Resale				
	06 Rep & Ren	75.00		75.00	
	08 Equip Replace				
	10 New Equip				
	12 Fringe Benefits	180.58		180.58	
		<u>1,724.32</u>	<u>1,466.84</u>	<u>1,724.32</u>	<u>1,466.84</u>
7110	Billiard Room				
	Reg Salaries	310.34	287.00	310.34	287.00
	Misc Salaries	204.42	225.21	204.42	225.21
	02 Supplies	7.80	140.51	7.80	140.51
	04 Mdse for Resale	253.15		253.15	
	06 Rep & Ren	59.29	21.00	59.29	21.00
	08 Equip Replace				
	10 New Equip				
	12 Fringe Benefits	46.81		46.81	
		<u>881.81</u>	<u>673.72</u>	<u>881.81</u>	<u>673.72</u>
7111	Merchandise				
	Reg Salaries	625.00	537.00	625.00	537.00
	Misc Salaries	190.31	228.65	190.31	228.65
	02 Supplies	14.30	63.33	14.30	63.33
	04 Mdse for Resale	3,390.10	1,292.36	3,390.10	1,292.36
	06 Rep & Ren	.38		.38	
	08 Equip Replace				
	10 New Equip				
	12 Fringe Benefits	94.25		94.25	
		<u>4,314.34</u>	<u>2,121.34</u>	<u>4,314.34</u>	<u>2,121.34</u>
7112	Lease Operations				
	06 Rep & Ren		29.66		29.66
	08 Equip Replace				
	10 New Equip				
			<u>29.66</u>		<u>29.66</u>
7113	Undistributed				
	02 Supplies	487.91	50.34	487.91	50.34
SUB TOTAL		<u>46,157.10</u>	<u>41,426.55</u>	<u>46,157.10</u>	<u>41,426.55</u>
	Encumbered Funds			17,705.65	28,223.27
TOTAL EXPENSES		<u>46,157.10</u>	<u>41,426.55</u>	<u>63,862.75</u>	<u>69,649.82</u>

12/03/73

November 28, 1973

MEMO TO: Rufus Simmons, Director - Coffman Memorial Union
Union Board of Governors

FROM: Berton M. Atkinson, Assistant Director - Operations

SUBJECT: BUDGET ANALYSIS FISCAL YEAR 72-73

The attached budget documents - Budget Analysis Fiscal Year 72-73, Operating Statement, Schedule I, II, and III 7/1/72-6/30/73, Income and Expense Comparison, Income Summary, Expenses, Repair and Renovation, New Equipment and Equipment Replacement year ending 6/30/73 - represents the total budget report for fiscal year 72-73.

A careful study of the attached documents should answer most of your questions as to how we did financially. A few highlights that require additional explanation are as follows.

The Budget Analysis sheet fiscal 72-73 indicates a comparison between the estimated and actual budgets and the difference. "Budget" represents the estimated budget approved at the beginning of the fiscal year, "Actual" represents the actual income and expense derived during the year. The net gain actual over budget amounted to \$33,835.09. Certain items of income, noted under "Negative Expense," for xerox and back bills are credited to the expense budget to offset the original cost, these items are deducted from the net gain because they reduce expenses leaving a total net gain for the fiscal year of \$12,145.94.

You will note under "Operating Statement," Schedule I that a total of \$66,214.25 was transferred from all operating accounts to the two reserve accounts. It is our budget practice that all operating accounts close to reserves on a debit or credit basis depending on how closely we come to hitting the allocated amount in each budget. A review of each individual item on the Income and Expense Comparison sheet will indicate these differences. The source of funds transferred to reserves indicated on the bottom of the "Budget Analysis" sheet indicates a summary of funds transferred to reserves in each budget category. The major source of the reserve transfers were derived from unencumbered salary items namely; two Custodial positions, 1 Administrative Fellow, and lesser amounts of miscellaneous payroll. These are indicated under Supplies 02 in the amount of \$19,156.14. The remaining bulk of the transfers derives from unencumbered Repair and Renovation funds appropriated for fiscal year. - Item Repair and Renovation 06 in the amount of \$45,946.16. These funds derived from the fact that we have been

MEMO TO: Rufus Simmons (2)
Union Board of Governors

November 28, 1973

conservative in committing necessary major repair and renovation projects until the bidding process on the Coffman Union remodeling project is complete. At that juncture we will know the extent of future obligations in this category. At a later date an additional report will be forthcoming indicating long-range repair and renovation needs not included in the remodeling project.

Some problem and success areas that should be noted on the "Income and Expense Comparison" are as follows.

We were able to exceed income estimates in all categories except Artcraft Studio, Bowling Lanes, and Billiards. We achieved actual income over budget in the amount of \$12,182.87. Expenses exceeded estimates in the areas of Program Office Supplies 02, Custodial Supplies 02, and P.A. Control Repair and Renovation 06. The major discrepancy in this category was in Custodial Supplies. It appears that the cost of these items increased at a greater rate than anticipated. You will note a large difference between Custodial Repair and Renovation 06 estimate and actual budget. This is due to the fact that the negative expense, as indicated on the "Budget Analysis," in the amount of \$21,689.15 reduces the total expense. Actual expense in this category was \$43,869.69, only slightly over budget.

An overall evaluation of the fiscal year is that in the face of rising expenses and decreasing enrollments we achieved a successful financial year.

BMA:jj

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BUDGET ANALYSIS FISCAL 72-73

	BUDGET 72-73	ACTUAL 72-73	DIFF
Income	747,522.00	779,831.70	32,309.70
Less Incumbered Funds		20,126.83	12,182.87
Expense	675,383.00	651,003.95	24,379.05
Less Incumbered Funds		2,726.83	21,652.22
Net Gain Actual Over Budget			33,835.09
Less Negative Expense			
Xerox		825.82	
Campus Club Back Bills		16,038.97	
Food Service Back Bills		4,824.36	
Total Negative Expense		(21,689.15)	
Total Net Gain Actual Over Budget			12,145.94

	DEBIT	CREDIT	BALANCE
Source of Funds Transferred to Reserves (All Budgets)			
Supplies 02	24,392.21	5,236.07	19,156.14
Merchandise for Resale 04	2,802.36	2,904.15	(101.79)
Rep & Ren 06	46,245.46	299.30	45,946.16
Equip Replace 08	405.88		405.88
New Equip 10	870.49	62.63	807.86
	74,716.40	8,502.15	66,214.25

Transfers to		
* 0500-0922-00 Equip Replacement reserve		1,213.74
* 0500-0923-00 Operations Reserve		65,000.51

11/20/73

UNIVERSITY OF MINNESOTA
 COFFMAN MEMORIAL UNION
 OPERATING STATEMENT 7/1/72 - 6/30/73

Schedule I

Beginning Cash Balance	-0-		
Receipts		234,882.87	
Allocated Student Fees - Operations	452,683.00		
Balance of Unallocated Funds 72-73			
Equip Repl Reserve & New Equip	40,900.00		
Repair & Renovation	<u>31,239.00</u>	524,822.00	
Encumbered Funds		20,126.83	
Transfers From Equip Reserve		5,484.92	
Transfers From Operating Reserve		<u>5,586.46</u>	
			790,903.08
*Expenditures	649,823.00		
Encumbered Funds 72-73		<u>2,726.83</u>	<u>652,549.83</u>
Operating Margin			138,353.25
Transferred to Equip Reserve		1,213.74	
Transferred to Operations Reserve		65,000.51	
Balance of Unallocated Funds 72-73			
Equip Repl Reserve & New Equip		40,900.00	
Repair & Renovation		<u>31,239.00</u>	138,353.25
			<u><u>-0-</u></u>

* All other Income other than 03 budget taken into consideration.

11/20/73

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
OPERATING RESERVE 7/1/72 - 6/30/73

Schedule II

Beginning Cash Balance	123,367.12	
Balance of Repair & Renovation Funds Unallocated	31,239.00	
Closing from Operating Budgets	<u>65,000.51</u>	
		219,606.63
Transferred from Operating Reserve		*28,820.46
Ending Cash Balance		<u>190,786.17</u>

7106 Maintenance	5,586.46	
Minn Union		
0500-0921-00	<u>23,234.00</u>	
	* 28,820.46	

11/20/73

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
EQUIPMENT RESERVE 7/1/72 - 6/30/73

Schedule III

Beginning Cash Balance 7-72	135,351.33	
Balance of Unallocated Funds	40,900.00	
Closing from Operating Budgets	<u>1,213.74</u>	
		177,465.07
Transfers from Equip Reserve		<u>* 5,484.92</u>
Ending Cash Balance		<u>171,980.15</u>

7104	1,081.77
7106	2,534.56
7107	717.00
7108	104.94
7109	568.65
7111	70.00
7112	<u>408.00</u>
	* 5,484.92

11/20/73

THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
INCOME AND EXPENSE COMPARISON
7/1/72 - 6/30/73

	JUNE	YEAR TO	YEAR TO	BUDGET
	1972-73	DATE	DATE	1972-73
INCOME				
Encumbered Funds		1971-72	1972-73	
Fee Approp 12/12	43,735.16	124,439.05	20,126.83	483,922.00
Approp Equip Replace & New		453,933.00	483,922.00	40,900.00
7104 Administration	868.88	29,393.00	40,900.00	8,500.00
7105 Program Office		11,172.63	9,829.22	
7106 Custodial	940.34	1,810.43	6,406.52	2,500.00
7107 P.A. Control	691.75	2,654.75	4,141.15	2,200.00
7108 Artcraft Studio	773.94	10,942.74	9,098.01	11,000.00
7109 Bowling Lanes	665.54	40,434.19	41,726.32	45,000.00
7110 Billiard Room	745.41	20,291.68	18,458.46	21,000.00
7111 Merchandise	5,667.91	93,954.89	96,736.48	92,500.00
7112 Lease Operations	2,731.78	38,466.84	48,486.71	40,000.00
7113 Undistributed				
TOTAL INCOME	<u>56,820.71</u>	<u>827,493.20</u>	<u>779,831.70</u>	<u>747,522.00</u>
EXPENSE				
7104 Genrl Administration				
Reg Salaries	7,022.60	70,446.35	85,542.80	84,420.00
Misc Salaries	2,679.70	23,614.16	20,321.02	20,500.00
02 Supplies	967.46	15,860.56	13,585.64	18,211.00
06 Rep & Ren				
08 Equip Replace		6.75		
10 New Equip		586.39	888.73	
	<u>10,669.76</u>	<u>110,514.21</u>	<u>120,336.19</u>	<u>123,131.00</u>
7105 Program Office				
Reg Salaries	5,017.66	59,313.13	59,655.47	61,740.00
Misc Salaries	272.07	7,462.86	2,998.48	5,507.00
02 Supplies	822.83	13,974.04	13,177.52	11,942.00
	<u>6,112.56</u>	<u>80,750.03</u>	<u>75,831.47</u>	<u>79,189.00</u>
7106 Custodial				
Reg Salaries	10,609.60	130,191.24	133,535.33	148,033.00
Misc Salaries	4,040.03	17,687.05	21,922.78	22,000.00
02 Supplies	9,273.83	65,704.85	71,651.06	59,295.00
06 Rep & Ren	226.63	50,924.63	17,467.85	42,768.00
08 Equip Replace	(30.00)	1,241.89	2,690.45	
10 New Equip		923.15	8,023.49	
	<u>24,120.09</u>	<u>266,672.81</u>	<u>255,290.96</u>	<u>272,096.00</u>
7107 P.A. Control				
Reg Salaries	708.00	7,869.09	8,496.00	8,496.00
Misc Salaries	150.52	2,570.33	2,059.32	3,000.00
02 Supplies	114.69	1,193.83	1,388.21	1,495.00
04 Merchandise				100.00
06 Rep & Ren	153.01	1,086.24	2,172.92	1,500.00
06 Rep & Ren WMMR		256.47	21.65	
08 Equip Replace		6,797.94		
08 Equip Replace WMMR		2,215.00		
10 New Equip		792.00	435.12	
	<u>1,126.22</u>	<u>22,780.90</u>	<u>14,573.22</u>	<u>14,591.00</u>

EXPENSE (CONT'D)

7108	Artcraft Studio				
	Reg Salaries	1,390.00	14,020.82	15,779.18	14,478.00
	Misc Salaries	1,066.27	7,776.60	7,857.37	8,300.00
	02 Supplies	517.82	4,902.91	5,053.57	4,600.00
	04 Mdse for Resale	304.88	8,480.38	6,162.33	8,000.00
	06 Rep & Ren		981.35	860.88	1,000.00
	08 Equip Replace		658.00	475.55	
	10 New Equip		620.00		
		<u>3,278.97</u>	<u>37,440.06</u>	<u>36,188.88</u>	<u>36,378.00</u>
7109	Bowling Lanes				
	Reg Salaries	1,126.68	14,828.19	13,531.18	13,008.00
	Misc Salaries	1,581.24	16,570.92	13,070.47	17,000.00
	02 Supplies	773.04	7,490.25	6,183.35	8,453.00
	04 Mdse For Resale		203.63	355.51	1,200.00
	06 Rep & Ren	13.12	907.46	635.73	1,093.00
	08 Equip Replace		111,292.81	70.00	
	10 New Equip	7.24		202.40	
		<u>3,501.32</u>	<u>151,293.26</u>	<u>34,048.64</u>	<u>40,754.00</u>
7110	Billiard Room				
	Reg Salaries	298.68	2,819.70	4,232.72	3,444.00
	Misc Salaries	1,275.37	11,837.12	9,615.71	11,000.00
	02 Supplies	1,739.88	2,898.35	3,550.39	3,242.00
	04 Mdse for Resale (20.40)		717.31	758.15	800.00
	06 Rep & Ren		540.59	721.80	900.00
	08 Equip Replace			171.05	
	10 New Equip				
		<u>3,293.53</u>	<u>18,813.07</u>	<u>19,049.82</u>	<u>19,386.00</u>
7111	Merchandise				
	Reg Salaries	558.00	5,973.82	6,685.50	6,444.00
	Misc Salaries	1,070.12	10,101.43	9,792.63	9,200.00
	02 Supplies	341.15	982.54	3,397.82	3,214.00
	04 Mdse for Resale	3,139.27	70,787.16	72,904.15	70,000.00
	06 Rep & Ren		500.54	121.92	500.00
	08 Equip Replace		249.92	913.29	
	10 New Equip			117.27	
		<u>5,108.54</u>	<u>88,595.41</u>	<u>93,932.58</u>	<u>89,358.00</u>
7112	Lease Operations				
	06 Rep & Ren	10.20	275.97	253.24	500.00
	08 Equip Replace	79.50		318.00	
	10 New Equip				
		<u>89.70</u>	<u>275.97</u>	<u>571.24</u>	<u>500.00</u>
7113	Undistributed				
	02 Supplies	(100.80)	1,300.42	(1,547.88)	
		<u>(100.80)</u>	<u>1,300.42</u>	<u>(1,547.88)</u>	
	Sub Total	57,199.89	778,436.14	648,275.12	675,383.00
	Encumbered Funds		20,126.83	2,726.83	
	TOTAL EXPENSES	<u>57,199.89</u>	<u>798,562.97</u>	<u>651,001.95</u>	<u>675,383.00</u>

11/19/73

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 INCOME SUMMARY
 FOR YEAR ENDING 6/30/73

INCOME	7104	7105	7106	7107	7108	7109	7110	7111	7112	APPROP FEE EQUIP REPL.	TOTAL
Encumbered Funds 72-73	33.76	112.58	16,966.93	705.00	430.00	124.00	891.27	863.29			20,126.83
Gen Administration											
Room Use	7,578.84										7,578.84
Telephone Commission	1,859.13										1,859.13
Locker Rentals & Refunds	193.50										193.50
Lost & Found	197.75										197.75
Program Office											
Maintenance											
Custodial Service			6,223.52								6,223.52
Modess Vending			183.00								183.00
P.A. Control				4,141.15							4,141.15
Artcraft Studio											
Taxable Sales					3,205.86						3,205.86
Non-taxable Sales					3,418.30						3,418.30
Charge Sales					403.72						403.72
Auth to Charge					1,394.04						1,394.04
Workshop Fees					645.40						645.40
Camping Equip					30.69						30.69
Bowling Lanes											
Regular						27,013.35					27,013.35
Physical Ed						3,057.97					3,057.97
League						6,999.14					6,999.14
Shoe Rental						4,097.58					4,097.58
Pro Shop						426.28					426.28
Tournament Fees						18.00					18.00
Locker Rentals & Refunds						114.00					114.00
Billiard Room											
Billiard Fees							14,894.17				14,894.17
Table Tennis							1,578.48				1,578.48
Pro Shop							752.10				752.10
Foosball							1,213.22				1,213.22
Tournament Fees							6.99				6.99
Locker Rentals & Refunds							13.50				13.50
Merchandise											
Newsstand								74,230.67			74,230.67

INCOME SUMMARY (CONT)	7104	7105	7106	7107	7108	7109	7110	7111	7112	APPROP FEE	TOTAL
Commuter								18,179.35			18,179.35
Penny Lane								2,808.09			2,808.09
Coke Lease								699.62			699.62
Coke Machine #13								519.04			519.04
Coke Box								299.71			299.71
Lease Operations											
03 Bookstore									3,331.95		3,331.95
05 Barbershop									4,980.00		4,980.00
07 Beauty Shop									2,296.24		2,296.24
09 U of M Vending									4,641.25		4,641.25
13 Sandler Vending									11,020.30		11,020.30
15 Occupant Fees									16,934.48		16,934.48
17 Student Office Contracts									5,282.49		5,282.49
Undistributed											
Fee Approp										483,922.00	483,922.00
Equip Replace										40,900.00	40,900.00
	<u>9,862.98</u>	<u>112.58</u>	<u>23,373.45</u>	<u>4,846.15</u>	<u>9,528.01</u>	<u>41,850.32</u>	<u>19,349.73</u>	<u>97,599.77</u>	<u>48,486.71</u>	<u>524,822.00</u>	<u>779,831.70</u>

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 FOR YEAR ENDING 6/30/73

EXPENSES 6/73	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Encumbered Funds 6/73	109.00	36.00	1,551.34	495.00	295.50			239.99			2,726.83
Reg Salaries	85,542.80	59,655.47	133,535.33	8,496.00	15,779.18	13,531.18	4,232.72	6,685.50			327,458.18
Misc Salaries	20,321.02	2,998.48	21,922.78	2,059.32	7,857.37	13,070.47	9,615.71	9,792.63			87,637.78
Fringe Benefits	10,143.34	7,426.99	16,677.75	1,056.08	1,994.23	1,680.89	438.85	839.71			40,257.84
Prof & New Trans	1,643.97	2,053.01				122.00					3,818.98
Overhead	196.51				181.96	834.53	369.17	1,934.73			3,516.90
Electric			23,039.11								23,039.11
Water & Sewer			5,674.88								5,674.88
Fuel & Heat			16,431.44			571.41	1,688.80				18,691.65
Insurance		30.09						3.42			33.51
Office Supplies	3,004.61	1,051.52	8.73	128.72		80.39		174.03			4,448.00
Postage	59.99	205.00		8.00	3.20						276.19
Telephone	2,316.04	1,712.83	93.60	120.89	369.60	187.20	93.60	67.63			4,961.39
Xerox & Rent Equip	(1,608.42)	476.75	112.80	45.90	105.20	26.40	15.55				(825.82)
Publicity - Promotion					458.35	30.10	101.27				589.72
Maint. Supplies			5,029.83		1,512.48	2,535.42	792.34				9,870.07
Linen			2,823.85			115.01					2,938.86
Shop Tickets											
310 - Maint to Bldg	4.80		112.78		19.14						136.72
320 - Maint to Equip		91.31									91.31
330 - Other		88.36									88.36
Mdse for Resale 04				21.65	6,162.33	355.51	758.15	72,904.15			80,201.79
Rep & Ren. 03			17,467.85	2,172.92	860.88	635.73	721.80	121.92	253.24		22,234.34
Equip Replace 08			2,690.45		475.55	70.00	171.05	913.29	318.00		4,638.34
New Equip 10	888.73		8,023.49	435.12		202.40		117.27			9,667.01
Undistributed										(1,547.88)	(1,547.88)
Contract Agreement					150.00						150.00
Misc.	1,034.44	41.66	645.59		233.28		37.85				1,992.82
Audio Visual				28.62							28.62
Mops & Dust Cloths			413.35								413.35
Petty Cash					26.13		12.96				39.09
Negative Expense	(3,211.64)										(3,211.64)
Uniforms			587.35					378.30			965.65
TOTAL	<u>120,445.19</u>	<u>75,867.47</u>	<u>256,842.30</u>	<u>15,068.22</u>	<u>36,484.38</u>	<u>34,048.64</u>	<u>19,049.82</u>	<u>94,172.57</u>	<u>571.24</u>	<u>(1,547.88)</u>	<u>651,001.95</u>

REPAIR & RENOVATION (CONT)	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Victor Repair - Cash Reg.						16.50					16.50
Install Carpet M.S.A.			971.00								971.00
Tele for Stage			13.55								13.55
Ceramic Tile			20.60								20.60
Campus Club Back Bills			(16,038.97)								(16,038.97)
Campus Club Back Bills 72-73			(2,011.25)								(2,011.25)
Dimmer Control - Whole			(310.35)								(310.35)
Custodial Chain			(12.24)								(12.24)
Painting & Installing Shelving								85.78			85.78
Entrance Mats			600.00								600.00
Simplex Time Recorder			27.60								27.60
Locks for Info Cage			60.00								60.00
Sliding Panel Locks			25.20								25.20
Repair & Reupholster			2,925.71								2,925.71
Sewer Maint.			820.29								820.29
Food Service			(8,378.62)								(8,378.62)
Job Order 10%			128.88								128.88
Extermination Chg - Food Service			34.18								34.18
TOTAL			17,467.85	2,172.92	860.88	635.73	721.80	121.92	253.24		22,234.34

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 NEW EQUIPMENT & REPLACEMENT
 FOR YEAR ENDING 6/30/73

	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	TOTAL
Drill Press					339.75						339.75
3 Pianos			2,010.00								2,010.00
8 Flood Lights			101.85								101.85
MSA Office Furn & Equip			7,481.73								7,481.73
3 Hair Dryers									238.50		238.50
Luxo Desk Lamps	38.70										38.70
Recorder - Transcriber	373.83										373.83
2 Showcases			381.20								381.20
Penny Lane Pre Opening								200.00			200.00
Penny Lane								713.29			713.29
Scale								70.00			70.00
IBM Typewriter	476.20										476.20
Chalk Boards			163.60								163.60
10 Power Drops			605.56								605.56
2 Stools						70.00	70.00				140.00
Parts for Foosball							101.05				101.05
Print Dryers					41.80						41.80
Sander					104.00						104.00
Shelves								47.27			47.27
Over-payment on Mdse Rec. 6-72					(10.00)						(10.00)
2 Screens				435.12							435.12
Carpet Brushers for Pinstotters						202.40					202.40
Hair Dryer Chairs									79.50		79.50
Table - Broken			(20.00)								(20.00)
Chair - Broken-Fixed			(10.00)								(10.00)
	<u>888.73</u>		<u>10,713.94</u>	<u>435.12</u>	<u>475.55</u>	<u>272.40</u>	<u>1,171.05</u>	<u>1,030.56</u>	<u>318.00</u>		<u>14,305.35</u>

University of Minnesota

MINNESOTA UNION

Draft Paper

"Introduction to
Minnesota Union
Goal Setting"

Prepared for Discussion* of
Minnesota Union Coordinating Board
by Carl Nelson
November 29, 1973

- * 1. Quality of information?
- 2. Relevance or importance of information?
- 3. Information voids?
- 4. Relationships among information?

Introduction To Minnesota Union Goal Setting

Summary of Introduction

1. Description of subject, the University of Minnesota Twin Cities campus student community, with particular attention to those features most affecting Minnesota Union activity.
2. Statement of Minnesota Union purposes.
3. Inventory of University of Minnesota community resources in facilities, services and programs and of Minnesota Union financial capabilities to support them.

Description

There are 41,005 students currently enrolled on the University of Minnesota Twin Cities campus.

59% are male. 40% are female. There is a trend to a larger percentage of female students.

80% are single. 19% are married. 47% of the married students have children.

32% of the students give no age. 47% are between 16 and 20.
(Student Life Studies will give us data later on the number under 18.)

Enrollment according to class is:

<u>Class</u>	<u>Percent</u>
Freshman	11.77
Sophomore	21.40
Junior	23.64
Senior	24.33
Graduate	16.55
Adult Special	2.42

Enrollment according to academic unit is:

<u>Unit</u>	<u>1972</u>	<u>1973</u>	<u>Change</u>
Liberal Arts	16,687	16,157	-530
Technology	3,559	3,662	+103
Agriculture	1,241	1,308	+67
Forestry	550	524	-26
Home Economics	1,264	1,253	-11
General College	2,816	2,505	-311
University College	262	310	+48
Biological Sciences	428	466	+38
Law	749	707	-42
Veterinary Medicine	260	270	+10

Enrollment according to academic unit (cont.):

<u>Unit</u>	<u>1972</u>	<u>1973</u>	<u>Change</u>
Education	2,523	2,533	+10
Business	1,166	1,326	+160
Medicine	842	1,115*	+273
Medical Technology	132	129	-3
Mortuary Science	88	84	-4
Occupational Therapy	60	62	+2
Physical Therapy	83	58	-25
Nursing	353	381	+18
Public Health	237	253	+16
Dentistry	484	513	+29
Dental Hygiene	128	166	+38
Pharmacy	340	380	+40
Graduate	<u>6,968</u>	<u>6,843</u>	<u>-125</u>
TOTAL - TWIN CITIES	41,220	41,005	-215

*Total includes medical fellow specialists.

Subdivision of the Twin Cities campus into activity/population districts can be inferred from the unit enrollment. Recent surveys have also provided response concerning time spent on/identification with activity districts.

The 1973 Amundsen, Bevis, Sulerud, Swenson thesis reported the following response to time spent on:

	<u>Some Time-(and if that)-</u>	<u>At Least 75%-</u>	<u>All the Time</u>
East Bank	77%	75%	64%
West Bank	37	48	34
St. Paul	13	74	53

The most recent SLS University Opinion telephone poll (November 1973) results find that of the random sample polled:

55% consider themselves East Bank students, 14% West Bank students, 14% Minneapolis (general) students, and 10% St. Paul students.

Amundsen, et. al., report that 70% of the students work some time. This is confirmed by the Grosbayne study of St. Paul students. He found that in a random sample of all St. Paul students, 29.4% work some time on campus and 38.7% work some time off campus.

Grosbayne found that 80% of the students live more than one mile from campus. The 1970-71 Housing Office study on student residential patterns reported that 79% of the student body were commuters.

59% of those students polled by Amundsen, et. al., prefer back-to-back class schedules. However, DeLeuw, Cather, & Company, consulting engineers to the University of Minnesota for a Parking and Circulation Study, extrapolating from 1966 Monday class schedules, found that the following number of students at a given hour would be on or near campus but not in class that hour.

9:00 a.m.	7,900	1:00 p.m.	3,900
10:00 a.m.	10,100	2:00 p.m.	1,600
11:00 a.m.	11,400	3:00 p.m.	2,100
12:00 noon	10,500		

While on campus but not in class and not at work, Amundsen, et. al., found that the following composite division of time among other activities was:

Study	27% of time	Sport or recreation	6% of time
Talk with people	16%	Read for pleasure	5%
Meals	15%	Other	2%
Sleep	12%		

Stark and Smith, in a study conducted by CMU, found the following evaluation of the relative importance of community activity by the random sample of students surveyed.

<u>Activity/Need</u>	<u>Median Response</u>	<u>Activity/Need</u>	<u>Median Response</u>
Eat	2.652	Get warm	2.207
Bathroom	2.644	Meet friends	2.179
Study	2.551	Program	2.138
Get information	2.388	Lounge	2.036

Asked about actual activity in Coffman, they reported:

Services - Usage

	<u>% Non-Users</u>	<u>Satisfaction Rank</u>		<u>% Non-Users</u>	<u>Satisfaction Rank</u>
1. Restrooms	60.4	20	15. 2nd Floor		
2. Cafeteria	63.3	21	Corridor	91.3	22
3. North Star Room	69.1	23	15. Meeting Rms	91.3	16
4. MSA Store	71.3	9	17. Womens Lounge	91.6	15
5. Post Office	71.6	9	17. Grill	91.6	17
6. Newsstand	81.8	2	17. Gallery	91.6	2
7. Main Lounge	82.2	5	20. Marketplace	97.4	12
8. Ramp	82.9	8	21. Mens Lounge	93.5	11
9. Campus Club	85.5	18	22. Ski-U-Mah	93.8	28
10. IN	86.2	26	23. Pop Inn	94.2	25
11. Terrace Reading Room	88.0	4	24. Billiards	94.9	13
12. Whole	88.4	6	24. Student Offices	94.9	13
12. Info Center	88.4	7	26. Barber-Beauty	95.6	19
14. Bowling	90.9	1	27. Artcraft	95.6	24
			28. Night Place	98.2	27

Inferences as to what community activities are important to students can also be made from Grosbayne's random sample question about the importance of the St. Paul Student Center:

	<u>Very</u>	<u>Somewhat</u>	<u>Little</u>
To eat	44.3%	27.3%	27.9%
For programs or meetings	9.9	40.1	50.0
To meet friends	25.0	38.6	36.4
For services, e.g., Games Room, Study Lounge, TV	22.1	43.1	34.8
To relax between classes	41.1	27.8	31.1

For study, libraries and study rooms are preferred by 50% of those sampled by Amundsen, et. al. Grosbayne asked what percent of study time was spent in the student center. The results:

0	83.3%
1/4	13.4%
1/2	1.6%
3/4	1.1%
All	.5%

There is some additional information on where students spend time on campus when not in class or not at work. The Winter 1972 SLS University Opinion Poll asked students to identify buildings most frequented when not in class. The results:

	<u>1st Choice</u>	<u>2nd Choice</u>		<u>1st Choice</u>	<u>2nd Choice</u>
CMU	22%	14%	Bio-Medical		
Walter Libr.	12	7	Library	2%	0%
Wilson	11	8	St Paul S.C.	2	0
None	5	18	Fraser Hall	2	0
And H	5	6	Main Eng	2	0
Blegen H	4	6	Other	33	38

The Stark-Smith Study reports the following frequency of use of CMU.

More than once per day	4.7%
Once per day	11.6
2 or 3 times per week	22.9
Once per week	16.0
Less than once per week	44.7

Grosbayne's report on frequency of SPSC use in times per week is:

0	14.4%
1-5	59.9%
6-10	15.5%
10+	10.2%

Amundsen, et. al., asked why students chose to lounge in a particular building. Convenience was given by three times more people than those giving the next reason, physical comfort. The reasons that followed were social atmosphere and quiet. 4% said they preferred lounge and dining facilities in a central location, 39% totally dispersed, and 56% a combination of both.

Concern has been expressed about dispersal activity diminishing usage of union/center buildings. There is some data relevant to that issue. The following is a note to files on impact of the Riverbend Cafeteria to patronage of Coffman.

June 8, 1973

MEMORANDUM

TO: FILES
FR: Carl Nelson
RE: West Bank Services Demand and Impact

The opening of the Riverbend Food Service afforded an opportunity to check the impact of a West Bank Service on East Bank demand. If the Riverbend were to decrease demand in other areas, it can be assumed it would probably be in the West Bank Blegen Hall services (that has not happened), or Coffman Union services. (That has not happened as the following data indicate.)

Date	1973/72				(1973)
	CMU Cafeteria	Fount/Grill	Inn	Riverbend	
April 18	3470/3397	507/663	901/900	1256	
25	3609/3245	526/785	746/846	1436	
May 3	3205/3032	425/582	796/758	1384	
11	3150/2830	480/720	718/1010	1127	
22	3327/2840	429/657	760/855	1243	

The decrease in the Fountain Grill number is due to fewer hours. I am told the daily income has remained stable.

I conclude from this that there is a significant local West Bank demand that was served by Riverbend and that Riverbend did not affect demand elsewhere. I assume the same to be true for other services.

CN:vh
cc:Ed Siggelkow
Carol Zimbrolt

The Grosbayne study reports that the random sample of students felt that the continued existence of SPSC was important:

	<u>Very</u>	<u>Somewhat</u>	<u>Little</u>
As a convenient place to study	24.9%	38.7%	36.5%
As a nice place to go to meet new friends and relax after class	51.1	35.3	13.6
As a convenient place to dine	55.7	34.4	9.8
For TV	9.9	24.2	65.9
For meetings	33.0	44.0	23.1
For programs	32.6	44.8	22.7
For art and cultural events	38.0	45.1	16.8
For movies	25.3	53.3	21.4
Educational workshops and lectures	43.9	40.0	16.1

Inferences about St. Paul student program interest can be made from the above. The CMU Stark-Smith study reports the following program feedback.

Programs - Attendance

	<u>% Non-Users</u>	<u>Satisfaction Rank</u>
1. Political Speakers	71.6	17
2. Art Exhibits	77.5	7
3. Gen Entert Films	85.1	8
4. R & R Dances	85.5	18
5. R & R Concerts	88.7	13
6. R & B Concerts	89.5	10
6. Folk Concerts	89.5	5
8. Minority Speakers	89.8	18
9. Theater	90.9	1
9. Feminism Speakers	90.9	20
11. Doc Films	91.6	1
12. Artcraft	92.0	15
13. Foreign Films	93.5	6
13. Jazz Concerts	93.5	11
15. Exp Films	94.2	16
16. Folk Dance	94.9	12
17. Con Affairs Sp	95.3	9
18. Lit Progrs	96.4	1
19. Country Music	97.1	1
19. Outings	97.1	14

Additional information on schedule of activity is also available. Students reported to Stark-Smith the following preferences for time of programs.

Program Hours by Preference

7p+	Sat	45.6%	7p+	Sun	27.2%	N-2p	Mon	25.6
7p+	Fri	44.2	N-2p	Tues	27.0	7p+	Tues	24.5
7p+	Wed	42.0	N-2p	Thur	26.1	1-4p	Wed	24.4
N-2p	Wed	30.7	7p+	Thur	26.1	1-4p	Mon	23.7
N-2p	Fri	28.2	7p+	Mon	25.8	1-4p	Tues	22.2

Grosbayne asked what St. Paul students had done relative to returning to the SPSC after 5 p.m. They reported in times each month:

0	57.2%	11-15	1.6%
1-5	34.8	15+	2.1
6-10	4.3		

Amundsen reports that 32% of the student sample engaged in extra-curricular activities or organizations, 35% reported attending some evening activity at the University during a quarter.

Amundsen also reported on student activity with friends. People report meeting with friends:

At meals or coffee	22%	In lounges	12%
In classes	20%	In library	9%
In offices or workstations	14%	On way to campus	6%
In hallways	14%		

New friends are met:

In class	36%	In hallways	7%
In offices or workstations	17%	In library	6%
In lounges	11%	On way to campus	4%

Commonality with new friends is reported as:

Same class or office	29%
Same major or department	23%
Same activities or interests	20%
A friend of a friend	15%
Same type of job	12%

People on the MUCB Study Steering Committee suggested several trends in community activity that might be important to know about. We don't. Student Life Studies may get some information to us.

The areas mentioned to look for trends were:

- Age
- Year in school
- On campus hours affected by class schedules: modules (fewer days); earlier or later in day.
- Residence
- Work
- Effects of energy crisis

The situation described is intended as an existential context for standards, priorities, and operational strategies to be established to serve the purposes of the Minnesota Union.

Minnesota Union Purposes

As stated in the preamble to the Constitution for the Minnesota Union and Its Coordinating Board:

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

Inventory

The standards established to meet the purposes within and for the community described can be measured against this inventory of existing facilities, services and programs.

To be inventoried and reported
* during Winter Break *

Financial Capabilities

The cost of priorities established for support of existing resources and for expansion of these or other resources to meet standards established can be measured against the Minnesota Union financial capabilities.

Outlined and reported
* during Winter Break *

December 3, 1973

M E M O R A N D U M

To: Union Board of Governors

From; Mary Lundstrom - Operations

Subject: Lost and Found Fall Quarter Report

GENERAL OPERATION: Lost and Found continued its operation through fall quarter. In response to requests for a longer operating schedule, hours were extended from 11 a.m. - 2 p.m. to 10 a.m. - 2 p.m. Monday through Friday. Currently one student employee is on duty during the day. She codes and classifies articles as they are turned in from the various campus locations, answers telephone calls and assists persons coming into the office in finding what they have lost.

Instead of keypunching data to obtain an organized listing of articles in storage as was done last quarter, coding sheets are now typed. This enables the person on duty to prepare the list during regular working hours instead of additional time required to wait for keypunch machines which cannot be scheduled. Essentially the same type of listing is produced. There is some flexibility lost in not having cards when preparing statistical reports and data analysis although it can be obtained from current information as will be shown.

If it is desired that keypunching be continued, possibly a used machine could be installed in the Lost and Found area. It would then be possible for the person on duty to do punching during regular hours. The machine would also lend itself to other keypunching applications which could support its maintenance.

PUBLICITY: Ads have appeared in the Bulletin section of the "Daily" during fall quarter on the average of once a week. These ads publicized the location, hours and phone number of the Central Office. This type of advertising is free, but ads are run at some discretion of the "Daily" as to availability of space etc. Ads also appeared announcing the rummage sale which netted \$297.05 this quarter. The Union Program Council may wish to place an ad in the paper similar to those for the Market Place next quarter.

An announcement was also placed in the "Brief", a newsletter circulated among faculty and civil service persons, which indicated the procedures to follow in locating lost articles. Telephone numbers were published for East Bank, West Bank and St. Paul Offices. The phone number for the Lost and Found will appear in the new Student/Staff Directory. It has also been given to the University Operator..

STATISTICAL INFORMATION: In a discussion with Barry. Bridges and Pat Pechacek, it was asked if more statistical information could be provided to the Board for evaluating the system. I have compiled the following data which gives a fairly accurate picture of the type and number of articles turned in compared with the number claimed. The building where the majority of articles were turned in is also noted.

<u>Item</u>	<u>Number Turned In</u>	<u>Number Claimed</u>	<u>Major Buildings Where Turned In</u>
Book	83	18	CMU(17) Diehl(21) Main Eng.(20)
Card (ID etc)	29	15	CMU(24)
Checkbook	11	8	CMU(8)
Coat	39	7	CMU(9) Centennial(4) Bierman(6)
Glasses	62	5	CMU(16) Bierman(6) Morrill(5)
Glove	30	1	CMU(9) Bierman (6)
Hat	26	3	CMU(5) Bierman(3)
Jewelry	26	1	CMU (10) Nicholson(5)
Keys	81	9	CMU(24) Smith(10) Burton(7)
Magazine	9	2	Diehl(9)
Mitten	6	1	CMU(4)
Notebook	74	15	CMU(20) Nicholson(17) Main Eng(12)
Other	90	8	CMU(25) Bierman(16)
Purse	17	8	CMU(8)
Scarve	18		No significant pattern
Shirt	10	2	CMU(5)
Slack	4	4	CMU (4)
Shoe	7	0	No significant pattern
Sliderule	9	1	Physics(6)
Umbrella	61	1	CMU(13) Bierman(11) Health(7)
Wallet	20	17	CMU(16)
Watch	11	3	CMU(5)
Total:	<u>723</u>	<u>129</u>	

As you can see by comparison of the total articles turned in to the total number claimed, the percentage returned is about 20%. This may seem low but if you will examine the component figures you will see that the six items with the highest number turned in (books, glasses, keys, notebooks, other and umbrellas) also had low claim rates. One explanation for this is that persons losing keys and glasses usually cannot go more than a few days without replacing them. This greatly decreases the probability of them claiming their articles from Lost and Found if they are turned in after a few days. The rest of the articles are of lesser value (especially 'other' - which includes mostly junk) and people are limited in the amount of energy they are willing to expend in reclaiming the article. Those articles of more significant value have a higher claim ratio ie., ID cards, checkbooks, purses and wallets.

RECYCLING MERCHANDISE: As was indicated before, a rummage sale was again held this quarter. Most of the unclaimed articles were sold. Sales brought in revenue in the amount of \$297.05 which is used to offset the cost of operation.

Some things were still unclaimed and unsold. Advice is needed as to what should be done with these articles. Unclaimed keys have been returned to the key shop where they can be melted down and the metal reused. We have also discovered that General Hospital will take old eye glasses. (Some were sold at the rummage sale for the rims - but not many). Perhaps the rest of the left over goods could be given to a charitable organization of some type. If so, it should be established as to which one.

It also needs to be decided what should be done with unclaimed books. Some of the books are class texts. It is difficult in pricing these items for a sale. Should we have competitive prices with the University Bookstores or just sell the books at minimal amounts.

POSSIBLE DIRECTIONS OF COUNCIL

Council-The purpose of the Union Program Council is to conduct programming for the University community. It does this task by enforcing a philosophy which insures that students control the programming direction of the Council. Specifically, that students organize themselves in order to maintain and develop themselves socially. Further, that in order to truly develop themselves, students create committees with the intent that they will affect others outside their immediate groups. Finally as committees develop, specialization of tasks for individuals also develop, and that support systems occur to create reciprocity between specializations, thus the formation of leadership.

To this end advisor/consultants create continuity in this group development process. First and foremost they are resource persons, not libraries of information, but researchers and academicians in the field of University programming. Secondly, they insure excellence by engaging and contracting students at their level of their optimal commitment.

Essentially for programming there are three elements, any of which of lacking results in a lack of excellence of programmings. First is the committee or groups which develops in a particular interest area; second is leadership (i.e. coordinators, chairpersons, etc.); third is program counsel persons (i.e. advisors).

In accordance with these precepts the Council has organized and developed currently eight interest areas. Of these areas, the Night Place, the Whole Coffeehouse, Current Events, and to a lesser degree the Social area are fulfilling the group dynamics suggested before and accordingly their programs are viable. The Recreation, Contemporary Arts, Ethnic Affairs, and Market Place interest areas don't have viable student program committees. This can be attributed to several factors. First, Contemporary Arts and Recreation Areas are generally too overwhelming in their scope, in that several committees should exist to encompass the varying interests (i.e. outings, tournaments, etc. for Recreation; and music, gallery, etc. for Contemporary Arts).

Secondly, the Market Place is almost exclusively a service as against a program area with limited committee input. It seems reasonable that the operations of the Market Place could be maintained as a service, specifically within the responsibility of the Asst. Direction for Operations. If a collection of interested individuals deem it necessary to program in this particular area, then so be it. It is clearly a situation of getting the horse before buying the cart.

The Ethnic Affairs area is a dilemma in that it can't really ever be a successful program area in itself. A suggestion for the Council is that it annually and quarterly take upon itself a mandate. To be specific in this instance, the Council should take a mandate of recruiting and appealing minority students. Secondly, that the Council program minority and ethnic issues and events. And, that the Ethnic Affairs coordinator insures that this occurs by cooperating with other interest areas and with the ethnic groups on campus and in the community. It could also be suggested that a specific amount of resources be expended for ethnic and minority programs so as to facilitate this coordination.

The gallery should be an exclusive interest area. This is essential because of its service and ongoing nature which makes it unique from most of the programs in Contemporary Arts. Further, it would better operate with taxing the coordinator for Contemporary Arts with over engagement.

Budgeting approval for Council programs should be a consensus decision. This would expedite actual implementation of programs while insuring a fuller commitment of Council for total programming.

The management by objectives (The notorious MBO) worksheets needs to be jointly dealt with by the Council and UBOG. Hopefully what will evolve are the means of evaluating programs, general priorities, etc. as well as the development of meaningful job descriptions for both staff and students. In relation to this, a concerted effort to establish academic accreditation for students who are involved in responsible positions for practical work done in an academic discipline. This is deemed necessary as a fulfillment of the philosophy that intern work is crucial for academic creditability. And, further, that Council program activities are developmental as well as responsible.

Recommendations to UBOG

1) Redefinition of role/responsibility of the position of President - Cofman Memorial Union. Under new definition the president of UPC would convene the Council and the Executive meetings of the Council. He would coordinate and/or delegate the responsibility of representation to the accountable bodies. He would meet on a regular periodic basis with all coordinators and vice-presidents to insure communication and coordination.

2) Redistribution of responsibility and authority within the Council, UBOG, MUCB.

Let it be the responsibility of the Council with its convenor, the President, to fill the responsibilities of UBOG and MUCB positions with members of the whole Council.

Coffman Memorial Union
Board of Governors

AGENDA

I. Call to Order

II. Minutes

III. Reports

UPC ----- 1. Financial Report 2. Fall Program Highlights
House ----- 1. Inc & Exp Comp 2. Energy Conservation
~~Directors~~ 3. Remodeling 4. House Committee Member

IV. Old Business

MUCB Representatives
Constitution Revision Progress Report

V New Business

Civil Service Representation

Motion 13-74 (Simmons-Bridges) That CS staff representative to

VI Announcements

Board may not be member of university bargaining unit.

Next UBOG Meeting

February 7, 1974, 626 CC, lunch 11:30
meeting 12:00

MEETING JANUARY 10, 1974 (Thursday) -- ROOM 626 CAMPUS CLUB
Lunch 11:30
Meeting 12:00

University of Minnesota
Coffman Memorial Union
Union Board of Governors

Minutes of the Coffman Union Board of Governors
12:00 noon January 10, 1974

Members Present	Patrick Pechacek, CLA Nancy Winter, UPC Dan Winter, UPC Orrin Jones, MSA Dennis Jackson, GS	Peter Brochhausen, HS Barry Bridges, Alumni Rufus Simmons, CMU Berton Atkinson, CMU Tom Stark, CMU
Members Absent	Dean Carlson, IT Chris Fiefarek, UPC Margaret Dagg, UPC Randy Christman, Ed Dick Getchell, Alumni Brad Lennon, CS	Tom Kramer, CS Virginia Harris, Faculty Glenn Hendricks, Faculty Marian Freeman, OSA Bob Ledder, FS Norman Holte, CC
Guest	Diane McLeod, Informational Representative, CMU	

In the absence of the chairman and vice chairman, and lacking a quorum, Mr. Simmons opened the meeting at 12:30 to hear reports. He introduced Mrs. Diane McLeod, CMU Informational Representative, who is replacing Bob Steventon as PR promoter for CMU.

REPORTS

UPC - Nancy Winters

A financial report itemizing expenses for programs, total program expense and total area expense, fall quarter thru January 9, was distributed.

A report prepared by the Student Organization Finance Division, containing Program Fund Financial Statements for 15-month period ending June 30, 1973, was distributed. The Balance Sheet showed a deficit of \$900 for June 30. This was the result of late billings by university departments.

1973 Fall Quarter Program highlights (November 3 thru December) were presented by Program Director Tom Stark. Most significant and popular was the 6-day series presented by Current Events on What's the Sense in Dying? There were 114 events held fall quarter with a total attendance of 19,172. The Current Events program accounted for 35 events and 7,975 of attendance total.

Minutes - 2
UBOG
1/10/74

House - Berton Atkinson for Patrick Pechacek

CMU Income and Expense Comparison statements for August and September were distributed. Nancy Winters questioned the Administrative Miscellaneous Payroll figure for September 73-4 which showed about \$1,100 increase over September 72-3. Mr. Atkinson will determine reason/s for increase and report back.

Energy Conservation. Mr. Atkinson reported CMU has essentially re-implemented a program started last year to conserve costs: 1) eliminate unnecessary lighting inside and outside the union; 2) reduce wattage in areas where appropriate; 3) turn back thermostats in large areas. He is putting together a survey to see if lighting can be programmed for certain areas during the day.

Remodeling. The project is out for bids. Some re-designing has been necessary because of the energy crisis. The pre-bid date has been moved back a week. Remodeling is scheduled to begin February 7/8.

Vice Chairman Patrick Pechacek arrived - filling a quorum.

The Minutes for December 6 Board meeting were approved as written.

House Committee Member. Mr. Pechacek asked for volunteer to serve on the House Committee. Peter Brochhausen from Health Science will serve.

OLD BUSINESS

MUCB Representatives. Traditionally, the chairman of the Board and a member of the Council serve as representatives to MUCB. Nancy Winters volunteered to serve for the Council. Patrick Pechacek will sit in on the meetings.

Constitution Revision. The constitution committee had no progress to report as to: 1) clarification of roles of President of Union and Chairman of Board, 2) ambiguity of hiring of staff, 3) merging of committees within Board to minimize number of meetings.

A proposed role definition for Council President was distributed by Tom Stark, to be acted on by constitution committee.

No Smoking policy in Food Service? West Bank has found this does not work.

Minutes - 3
UBOG
1/10/74

NEW BUSINESS

Civil Service Board Representative.

MOTION (Simmons-Bridges) That Civil Service staff representative to the Board may
13-74 not be a member of any university bargaining unit.

Passed 4-2.

NEXT MEETING DATE	THURSDAY, FEBRUARY 7, 1974	ROOM 626 Campus Club
		Lunch 11:30
		Meeting 12:00

The meeting was adjourned at 1:15.

Respectfully submitted,

Rufus L. Simmons
Secretary

UNIVERSITY OF MINNESOTA
 COFFMAN MEMORIAL UNION
 UNION PROGRAM COUNCIL

Jan. 9, 1974

CURRENT EVENTS

Misc.

Petty Cash (7.32)
 Daily (105.00)
 Taxes (36.05)
 Receipt (8.00)

(140.37)

(1704.61)

Open Mike

Western (23.66)
 Antic. Exp. (98.00)

(121.66)

Volunteer Day

Daily (238.00)

(238.00)

What's the Sense in Dying

Mary Ayshford (17.00)
 E. Kubler-Ross (629.28)
 Bernie Molitor (14.49)
 Terry McNeil (14.16)
 Rev. J. Diamond (74.15)
 Films, Inc. (303.50)
 U of M (14.00)
 Receipts (movie) 551.70

(1066.58)

Star of Bethlehem

Antic. Exp. (138.00)

(138.00)

RECREATION

Misc.

Petty Cash (16.00)

(16.00)

(220.35)

Bike Hikes

Artcraft Studio (3.85)

(3.85)

Ski Train

Refunds (508.00)
 MFA Insurance (141.50)
 Thunder Country Lodge (2533.00)

(200.50)

Antic. Exp. (300.00)

Receipts 3282.00

SOCIAL

Misc.

Western (15.84)
 Petty Cash (5.00)
 Daily (77.66)
 Artcraft Studio (3.55)
 Journal Voucher (14.00)
 Taxes (277.13)

(393.18)

(1363.09)

Colla

Larry Weigand (400.00)
 Western (7.80)
 Receipts 325.15

(55.65)

SOCIAL (con't.)John Hartford (175.09)

Mary Ayshford (10.09)

Western (26.00)

John Hartford (1500.00)

Al Jasper (75.00)

CBA Adv. (210.00)

Receipts 1646.00

Larry Coryell (1859.96)

Larry Coryell (2000.00)

Common Ground (225.00)

Steve Kimmel (120.00)

CBA Adv. (291.76)

Western (83.20)

Receipts 860.00

Michael Johnson 1120.79

Projects IV (1054.31)

Joyce Everson (100.00)

Western (81.90)

Antic. Exp. (200.00)

Receipts 2557.00

CONTEMPORARY ARTS

(23.02)

Misc. (52.37)

Petty Cash (5.15)

Univ. of Minn. (5.85)

Taxes (41.37)

Genesis 5 251.16

Western (10.40)

Receipts 655.73

Antic. Exp. (394.17)

We're Only In It for the Money 16.00

Antic. Exp. (78.00)

Receipts 94.00

GALLERY

(205.81)

Misc. (35.33)

Petty Cash (28.63)

U of M (5.25)

Artercraft Studio (1.45)

Marian Locke (22.36)

Hopf & Hopf (22.36)

Kathryn Little (55.55)

Kathryn Little (13.95)

Hopf & Hopf (41.60)

Turk Int. Art Print Sale 1.40

Daily (17.50)

Receipts 18.90

Steve Osborn (5.13)

U of M (5.13)

Timothy Levin (14.17)

Petty Cash (9.05)

U of M (5.12)

William Mayer (65.83)

Robert Mayer (36.40)

William Mayer (25.02)

U of M (4.41)

GALLERY (con't.)

<u>Dana Krogman</u>		(4.42)
U of M	(4.42)	
<u>Cliff Morek</u>		(4.42)
U of M	(4.42)	

NIGHT PLACE

(1776.83)

<u>Misc.</u>		(139.93)
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Petty Cash	(24.35)
Journal Vouchers	(15.60)
Western	(28.60)
Daily	(63.00)
Louis Asher	(8.38)

<u>Publicity</u>		(82.00)
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Daily	(73.50)
Petty Cash	(8.50)

<u>Operations</u>		(1386.23)
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Dave Palmquist	(45.53)
Fisher Nut Co.	(140.70)
Antic. Sr. Attend	(1200.00)

<u>Retreat</u>		(79.76)
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Debbie Vick	(19.76)
Camp Owendigo	(60.00)

<u>Thanksgiving Dinner</u>		(88.91)
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Debbie Vick	(68.91)
Bill Johnson	(20.00)

WHOLE

(395.79)

<u>Misc.</u>		(947.67)
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Petty Cash	(148.42)
Journal Voucher	(20.06)
Marlene Vernon	(18.10)
Daily	(402.68)
Taxes	(385.41)
Receipts	27.00

<u>Food</u>		(757.73)
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Coca-Cola	(247.00)
Brown's	(83.85)
Lincoln Del	(54.72)
Ostrow Jobbing	(117.00)
Frito Lay Co.	(23.10)
N.Y. Tea Co.	(10.98)
John's Superette	(125.18)
Baldinger	(15.90)
Rex Dist. Co.	(80.00)

<u>Publicity</u>		(117.71)
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Graphic World	(94.00)
Western	(23.71)

<u>Overhead</u>		(286.51)
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Harrison House	(66.46)
Fisher Nut Co.	(220.05)

<u>WHOLE (con't.)</u>		
<u>New Grass Revival</u>		(266.78)
Sam Bush	(1000.00)	
Jim Tordoff	(100.00)	
Western	(17.16)	
Receipts	850.38	
<u>Jericho Harp</u>		(63.81)
Project IV	(500.00)	
David Hughes	(100.00)	
Receipts	536.19	
<u>Peter Lang</u>		303.12
Peter Lang	(200.00)	
Mika Towers	(50.00)	
Receipts	553.12	
<u>Ben Sidran</u>		905.88
Ben Sidran	(1000.00)	
Ted Unseth	(50.00)	
Receipts	1955.88	
<u>Art Resnick</u>		(33.45)
Art Resnick	(100.00)	
Western	(15.00)	
Receipts	81.55	
<u>Benefit for Animals</u>		7.92
Receipts	7.92	
<u>Open Stage</u>		69.80
Quick Print	(12.12)	
Receipts	81.92	
<u>Joyce Everson</u>		459.19
Joyce Everson	(236.82)	
Quick Print	(12.00)	
Receipts	708.01	
<u>Shangoya</u>		(51.28)
Tony Paul	(100.00)	
Quick Print	(12.00)	
Receipts	60.72	
<u>Folk Festival</u>		(12.18)
Alladin Aquorean	(15.00)	
Bonnie Baxter	(15.00)	
Doug Ellis	(15.00)	
Robert Patrick	(15.00)	
Receipts	47.82	
<u>Mark Henley</u>		88.54
Mark Henley	(250.00)	
Barb With	(50.00)	
Receipts	388.54	
<u>Lonnie Knight</u>		54.72
Lonnie Knight	(100.00)	
Dan Blagen	(50.00)	
Quick Print	(15.00)	
CBA Adv.	(81.76)	
Receipts	301.48	
<u>Gene Adams</u>		(6.66)
Gene Adams	(100.00)	
Western	(38.22)	
Receipts	131.56	

<u>WHOLE (con't.)</u>		
<u>Muledeer & Moondogg</u>		(608.56)
Moondogg & Muledeer	(850.00)	
Alladin	(75.00)	
Mary Ayshford	(18.72)	
Western	(23.71)	
Quick Print	(10.97)	
Receipts	369.84	
<u>Townes Van Zandt</u>		57.91
Townes Van Zandt	(500.00)	
Sean Blackburn	(100.00)	
Quick Print	10.97	
Receipts	668.88	
<u>One Act Plays</u>		18.45
Erik Brogger	(16.05)	
Receipts	34.50	
<u>Norman Blake</u>		921.48
Norman Blake	(750.00)	
Al Jasper	(150.00)	
Western	(24.75)	
Receipts	1846.23	
<u>Monroe Doctrine</u>		(173.05)
Richard Schroeder	(600.00)	
Eric Mann	(50.00)	
Receipts	476.95	
<u>Ed Holstein</u>		(15.04)
Ed Holstein	(250.00)	
Ann Dickenson	(50.00)	
Receipts	284.96	
<u>Rejkavick Gold</u>		57.63
Scott Newell	(100.00)	
Receipts	157.63	
<u>ETHNIC AFFAIRS</u>		
<u>Misc.</u>		(740.74)
Marlene Vernon	(7.80)	(231.90)
Petty Cash	(5.15)	
Western	(31.74)	
Daily	(183.16)	
Artcraft Studio	(4.05)	
<u>Boscoe</u>		(508.84)
Cejoe Productions	(800.00)	
CBA Adv.	(81.76)	
Mary Ayshford	(10.08)	
Receipts	383.00	
<u>PERSONNEL</u>		
<u>Fall Picnic</u>		(605.06)
Bernie Molitor	(55.00)	(55.00)
<u>Activities Fair</u>		(12.50)
Welcome Week	(12.50)	
<u>UPC Retreat</u>		(110.30)
Bernie Molitor	(75.30)	
Camp Owendigo	(35.00)	
<u>Recruitment Dinner</u>		(210.79)
Bernie Molitor	(13.59)	
The Brothers	(187.20)	
Doug Ellis	(10.00)	

PERSONNEL (Con't.)

<u>Holiday Party</u>		(216.47)
James Murray	(35.00)	
Bernie Molitor	(83.13)	
Margaret Dagg	(30.00)	
Elliot Film, Co.	(27.00)	
Petty Cash	(3.54)	
U of M	(37.80)	

PUBLIC RELATIONS

Graphic World	(237.00)	(879.14)
Artcraft Studio	(8.75)	
Petty Cash	(26.33)	
SAC Workshop	(2.00)	

FINANCE

Petty Cash	(74.85)	(219.45)
J.V.	(88.13)	
Western	(77.97)	
Daily	(343.00)	
Hopf & Hopf	(192.07)	
Taxes	(99.29)	
Receipts	655.86	

PRESIDENT

<u>Misc.</u>		(495.65)
Petty Cash	(38.05)	(229.27)
J.V.	(179.87)	
Artcraft Studio	(20.00)	
Receipts	8.65	

ACU-I REC CONFERENCE

Beth Olsen	(33.50)	(33.50)
------------	---------	---------

ACU-I/NEC

Upper Midwest ACU-I	(60.75)	(232.88)
Holiday Inn	(162.00)	
Petty Cash	(60.00)	
Receipts	(49.87)	

VINIE BURROWS

Vinie Burrows	(1850.00)	(1866.46)
Misc. Exp.	(340.87)	
Receipts	324.41	

UNION NIGHT

Contracts	(3118.00)	(2318.45)
PR	(572.00)	
Misc.	(651.57)	
Receipts	2023.12	

Marathon

Expense	(6000.00)	(6000.00)
---------	-----------	-----------

TOTAL EXPENSE	(18,608.64
Summer Reserve	1,070.00
Accounts Payable	<u>1,321.36</u>
	\$21,000.00
TOTAL FEE ALLOCATION	\$21,000.00

COFFMAN UNION PROGRAM COUNCIL

1973 Fall Quarter Report

Highlights

The quarter started with numerous programs aimed at new students. Union Night was an exciting array of variety entertainment with each area of the Ground Floor and First Floor getting maximum usage. The Main Ballroom hosted the Activities Fair which is an unparalleled opportunity for freshmen and transfer students to learn about organized student life on our campus. The Myrzinski Brothers Alleotonic Ensemble played lively tunes for participants to polka in the North Star Room. Outside the Market Place Bob Sorenson demonstrated the art of bead handcraft. The MSA Student Store offered specials to students while Butch Thompson played a mean ragtime to the joy of cafeteria diners. The soft, sweet sounds of Jericho Harp could be heard in the Whole Coffeehouse while Rick Shope and his mime troupe performed out of the elevators.

The soulful sounds of Colla began the evening's entertainment in the Main Lounge and warmed the audience nicely for the feature group, Gypsy. During breaks one could watch the Alfred Hitchcock classic, "39 Steps," or for a lighter film feature, "Butch Cassidy and the Sundance Kid," in the Junior Ballroom.

This potpourri of fun was offered from 6:00 p.m. to 2:00 a.m. and gave the new students a total look at Union facilities, services and programs. The net cost of this program was \$2000.

The Union Program Council cosponsored 40% of the Welcome Week concert, Marathon III. Only 4000 attended instead of the budgeted attendance of 10,000. UPC's portion of the loss was \$6000. The program consisted of ten hours of very good folk and blues entertainment, but a super star is necessary to draw the large crowds.

Vinie Burrows' one-woman show, "Walk Together Children," gave an amazing look at Black people in American history. This show used outstanding Black writers' material, acted out with background music and slides. It was an outstanding theatre event but was poorly attended because it was too early in the quarter and the Union hasn't presented enough Black theatre programs to have a following of people.

The Whole Coffeehouse highlights of the quarter were the successful return engagement of blue grass artist Norman Blake, with Middle Spunk Creek Boys and the initial Twin Cities concert by Ben Sidran, contemporary jazz musician. Audio and visual tapes were made of these concerts by KSJN, KQRS, and VAC for replay. Townes Van Zandt and Joyce Everson were other highlights of the quarter. The Sunday jazz concerts attracted substantial jazz audiences.

Contemporary Arts helped launch an exciting new theatre ensemble by sponsoring an original play "We're Only in It For the Money" based on Frank Zappa and the Mother of Invention. It was enthusiastically received and will continue in repertory in schools and communities around the state.

The Gallery presented two local artists' shows and five student exhibits. The climax for the quarter was the joint showing of Bill Mayer's traditional and "machine glass" forms with Cliff Morek's ceramic sculpture. Coordination with other University of Minnesota galleries and very successful gallery openings were other achievements this quarter.

Higher Education was one of the topics for an Ethnic Affairs trial series, "Meet the Community." Participants in the Higher Education program were Roger Buffalohead (American Indian Studies), George King (Afro-American Studies), Tom Jackson (College of Education), Alfredo Gonzales (Chicano Studies). This series was an exploration of the broad scope of mass communications and the career opportunities for minorities.

Recreation has continued to have good success with area bike hikes. A longer trip to Wisconsin (Sparta-Elroy) was also a success.

The Social area held three successful concerts--two in West Bank Auditorium and one in the Ballroom in Coffman Union. John Hartford and Michael Johnson (bluegrass and folk) proved to be more popular concerts than the Larry Coryell (jazz and rock) concert. One long show seemed to be better attended than two shorter shows during the same evening.

The Council's Executive areas, Finance, Personnel and Public Relations all functioned well, supporting the program areas.

The most significant series of programs done this quarter was by Current Events, "What's the Sense in Dying?". There were 35 programs in the six-day series. There was two major programs during the 12 noon to 2 p.m. time period. Four films were run continuously all day during the week in a rotating time spot. The highlight of the total program was Elizabeth Kubler-Ross, internationally acclaimed author on death and dying. Topics discussed were student suicide, euthanasia, funerals, moral and religious concerns about death, and more. This program was cosponsored by the Center for Death Education and Research.

Tom M. Stark
Assistant Director-Programs

12/21/73

Fall Quarter Programs

	<u>Events</u>	<u>Attendance</u>
Contemporary Arts	7	776
Gallery	5	900
Union Night	1	1,355
Night Place	5	255
Current Events	35	7,975
Recreation	5	68
Social	7	2,262
*Ethnic Affairs	5	598
Personnel	6	252
The Whole Coffeehouse	<u>40</u>	<u>4,731</u>
TOTALS	116	19,172

*Cosponsored one program with Contemporary Arts--
total under Ethnic Affairs.

Fall Quarter Meetings

	<u>Number Held</u>	<u>Attendance</u>
Council	10	250
Executive	10	50
Contemporary Arts	8	16
Gallery	4	12
Current Events	10	75
Night Place	14	204
Recreation	4	13
Social	3	11
Market Place	2	10
Ethnic Affairs	3	21
The Whole	<u>10</u>	<u>130</u>
TOTALS	78	792

Fall Quarter Service Areas

	<u>Days of Operation</u>	<u>Attendance</u>
The Night Place	75	1,500
The Market Place	55	*1,142
Coffman Gallery	71	<u>15,550</u>
TOTAL		18,192

<u>Comparison Data</u>	<u>Events</u>		<u>Attendance</u>	
	1972	1973	1972	1973
UPC Program totals	79	116	14,287	19,172

<u>Service Areas</u>	<u>Days of Operation</u>		<u>Attendance</u>	
	1972	1973	1972	1973
Gallery	75	71	12,000	15,550
Market Place	55	55	*1,173	*1,142
Night Place	119	75	1,100	1,500

*Number of Sales Transactions

A/C #440
#440-4

UNION BOARD OF GOVERNORS - PROGRAM FUND

Financial Statements
for the
Fifteen Month Period Ended
June 30, 1973
(With Accountant's Report Thereon)

Prepared by:
University of Minnesota
Student Organizations -
Finance Division

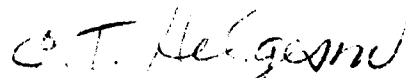
December 5, 1973

Union Board of Governors
205 Coffman Memorial Union
University of Minnesota
Minneapolis, Minnesota

Members of the Board:

We have examined the balance sheet of the Union Board of Governors - Program Fund as of June 30, 1973, and the related statement of operations for the fifteen month period then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the balance sheet (Exhibit I) and statement of operations (Exhibit II) present fairly the financial position at June 30, 1973, and the results of operations for the fifteen month period of the Union Program Council Program Fund in accordance with generally accepted accounting principles applied on a consistent basis.



C.T. Helgeson
Principal Accountant

UNION BOARD OF GOVERNORS - PROGRAM FUND

Index to Financial Statements

- Exhibit I Comparative Balance Sheets
- Exhibit II Consolidated Statement of Operations
- Schedule A Statement of Operations - Market Place
- Schedule B Statement of Receipts and Disbursements - Recreation
- Schedule C Statement of Operations - U.P.C.
April 1, 1972 through July 31, 1972 A/C #440-6
- Schedule D Statement of Income and Expense - Whole Foods
- Schedule E Statement of Income and Expense - Ski Train North
- Schedule F Statement of Income and Expense - Summer Reserve, Gallery
- Schedule G Statement of Income and Expense - Summer Allocation
- Schedule H Statement of Income and Expense - Social
- Schedule I Statement of Income and Expense - Whole Coffee House
- Schedule J Detail of Accounts Payable
- Schedule K Detail of Accounts Payable - Market Place

WHOLE COFFEE HOUSE
Statement of Income and Expense
June 23, 1972 through July 31, 1972

A/C #440-47

Schedule I

RECEIPTS - INCOME

Admissions \$ 150.15
Refreshments 115.89

TOTAL RECEIPTS - INCOME \$ 266.04

DISBURSEMENTS - EXPENSE

Contract Charges \$ 95.00
Posters 72.80

TOTAL DISBURSEMENTS - EXPENSE \$ 167.80

Net Income (Exhibit II) 98.24

Other Receipts (Disbursements)
Transferred to 440-6

(98.24)

Excess of Receipts over Disbursements -0-
Cash in Bank, June 23, 1972 -0-

Cash in Bank, July 31, 1972 -0-

UNION PROGRAM COUNCIL
Detail of Accounts Payable
June 30, 1973

Schedule J

Brown Ice Cream Co.		(A) \$	36.00
Department of Concerts & Lectures		(A)	1,709.17
Harrison House		(A)	30.30
Minnesota Daily			989.77
Student Organizations - Finance Division	\$ 793.00		
Less: Payment June, 1973	<u>500.00</u>		293.00
Swank Picture		(A)	192.74
Time Life Film		(A)	52.50
University of Minnesota - A/C Rec. Section		(A)	914.42
Western Printing		(A)	<u>57.72</u>
	TOTAL (Exhibit I)	(B) \$	<u>4,275.62</u>

(A) Paid in July or August 1973

(B) Does not include liabilities of Market Place.
See Schedule K.

UNION PROGRAM COUNCIL
Detail of Accounts Payable - Market Place

June 30, 1973

Schedule K

Consignors	(A) \$ 551.73
Coffman Memorial Union	
Rent	1,000.00
Wages	(A) 105.34
Vanne Hayes	(A) 20.00
Student Organization - Finance Division	
Fee for Audit - 15 month period ended June 30, 1973	<u>100.00</u>
TOTAL (Exhibit I) (Sch. A)	<u><u>\$1,777.07</u></u>

NOTE A: Paid July, 1973

REPORT

The comments which follow pertain to selected items contained in the Balance Sheet, Exhibit I.

Cash in Bank - Main Account, \$302.84 and Cash in Bank - Market Place, \$1279.91 were reconciled to the bank statements of the Student Organizations - Finance Division at June 30, 1973. In the period under review numerous bank accounts were closed in accordance with our recommendation contained in the financial report for the year ended March 31, 1972.

In August, 1972, food and equipment was sold to the Whole Foods Corporation for \$1266.00 who paid \$1064.00 for same, leaving an unpaid balance of \$202.00 on June 30, 1973.

As evidenced by Certificate of Equity numbers 360 and 392, the Board had \$3200.00 invested in the Student Organization Group Investment Trust Fund on June 30, 1973.

At year end, the Program Fund owed creditors \$4275.62 for supplies and services. This amount does not include amount owed by Market Place. On June 30, 1973, the Market Place owed creditors \$1777.07 for merchandise and expenses.

In the fifteen month period, the Program Fund sustained a loss of \$4270.24 which has been charged to Net Worth. At year end, Net Worth had a deficit of \$923.18 which means that the Program Fund's liabilities on June 30, 1973, exceeded its assets by \$923.18.

In the fifteen month period, current assets decreased faster than current liabilities, resulting in a decrease of working capital in the amount of \$3,457 (cents omitted):

	6/30/73	3/31/72	Increase (Decrease)
Current Assets	5207	28,703	(23,496)
Less: Current Liabilities	<u>6130</u>	<u>26,169</u>	<u>(20,039)</u>
Working Capital	(923)	2,534	(3,457)
Ratio of Current Assets to Current Liabilities	(1.2 to 1.0)	1.1 to 1.0	

The following remarks are relevant to select items contained in the Consolidated Statement of Operations, Exhibit II.

In the fifteen month period ended June 30, 1973, income of the Program Fund totaled \$84,029.26. The largest, single source of income was incidental fees which amounted to \$50,800.00. Ticket sales amounted to \$37,525.38. Other sources of income, net income or net loss are presented in Exhibit II. Schedule A and Schedule C through I are detailed explanations of certain net income and net losses summarized in Exhibit II.

Expenses of the Market Place are detailed in Schedule A. Expenses of the Whole Foods operation which was discontinued on August 8, 1972, are presented in Schedule D. Expenses paid from bank accounts closed in the period under review are set forth in Schedules B,C,E,F,G,H, and I.

Expenses paid from the Main Bank Account are presented in the expense section of Exhibit II. These expenses are set forth by areas or cost centers. Such expenses totaled \$88,300.20 for the period. The area which incurred the largest amount of expense was the Whole Coffeehouse which incurred expense in the total amount of \$38,612.86. The Whole Coffeehouse had income of \$33,977.57, resulting in a net loss of \$4635.29 from the operation. N.S.F. checks in the amount of \$875.35 were charged to the Whole Coffeehouse. Of this amount, N.S.F. checks in the amount of \$664.60 were given by the Oblivion Record Shop in payment of tickets sold. Per a receipt signed by Tom Stark, the University received the following equipment in settlement of its claim against the Oblivion Record Shop for its checks which were not honored:

- 1 - Grommes Precision mixer
- 5 - TL-1 transistors for mixer
- 3 - Shure SM58 microphones
- 1 - Metrotec equalizer
- 5 - BB-1 booms
- 1 - table mic stand

In the fifteen month period ended June 30, 1973, the Program Fund sustained an over all loss from all its operations including the Market Place of \$4270.24. This amount has been deducted from net worth Exhibit I.

Recommendation No. 1

We recommend that the Program Fund discontinue its combined Cash Receipt and Disbursement effective July 1, 1973.

Recommendation No. 2

We recommend that the Program Fund establish and maintain the following two (2) journals effective July 1, 1973.

- a) Cash Receipts Journal
- b) Cash Disbursements Journal

Recommendation No. 3

We recommend that an account be established, entitled Cash in Bank A/C #440 and that the balance of this account be reconciled monthly to the bank statement.

Recommendation No. 4

In line with our recommendation to the University Fee Committee regarding organizations supported by incidental fees, we recommend that the Program Fund employ a student who has had the beginning course in accounting at the University

to enter the cash receipt vouchers and checks in the proper journal, balance each of the journals at the end of the month, reconcile the bank account and prepare a financial statement from the records at the end of each month or quarter.

Recommendation No. 5

We recommend that the Program Fund prepare and approve a budget of income and expense for 1973-74.

The following recommendations are in reference to the Market Place. It is our understanding that the Union Board of Governors considers the Market Place to be a self supporting enterprise which should incur no losses or only a small loss from operations. In line with this we would like to offer the following recommendations:

Recommendation No. 6

We recommend that the Market Place obtain its own Minnesota sales and use tax permit and pay the sales tax due by check drawn on its own bank account (440-4).

Recommendation No. 7

We recommend that the Market Place obtain its own sub account number with the University of Minnesota Accounts Receivable Section and charges to the account by check from bank account no. 440-4.

Recommendation No. 8

We recommend that the Market establish and maintain a cash receipt journal, a cash disbursement journal and an account entitled Cash in Bank; and the balance of this account be reconciled to bank statement at the end of each month.

UNION BOARD OF GOVERNORS - PROGRAM FUND
 Comparative Balance Sheets
 June 30, 1973 and March 31, 1972

Exhibit I

	6/30/73	3/31/72
<u>ASSETS</u>		
Current Assets		
Cash in Bank, Main Account (overdraft)	\$ 302.84	\$ (558.60)
Cash in Bank, Market Place	1279.91	1,426.05
Cash in Bank, Other		<u>10,648.95</u>
Total	<u>1582.75</u>	11,516.40
Account Receivable - Incidental Fee		10,800.00
Accounts Receivable, Other	202.00	1,187.15
Loan, Whole Foods		2,000.00
Investment	3200.00	3,200.00
Accrued Interest - Investment	<u>222.30</u>	
Total Current Assets	5207.05	28,703.55
TOTAL ASSETS	<u>5207.05</u>	<u>28,703.55</u>
<u>LIABILITIES AND NET WORTH</u>		
Current Liabilities		
Accounts Payable (Sch. J)	4275.62	12,849.69
Accounts Payable, Market Place (Sch. K)	1777.07	2,519.35
Accrued Sales Tax, Minnesota	50.23	
Accrued Sales Tax, Minneapolis	27.31	
Deferred Income, Incidental Fee		<u>10,800.00</u>
Total Current Liabilities	6130.23	26,169.04
Net Worth		
Beginning Balance	2534.51	2,609.51
Add: Prior Period Adjustment	<u>812.55</u>	
Beginning Bal as Adjusted	3347.06	2,609.51
(Loss) Sustained Exhibit II	<u>(4270.24)</u>	(75.00)
Ending Balance (Deficit)	<u>(923.18)</u>	2,534.51
TOTAL LIABILITIES AND NET WORTH	<u>\$5207.05</u>	<u>\$28,703.55</u>

UNION BOARD OF GOVERNORS - PROGRAM FUND
 Consolidated Statement of Operations
 April 1, 1972 through June 30, 1973

Exhibit II

INCOME

Incidental Fee, Spring Quarter 1972		\$10,800.00
1972-73 Incidental Fee		<u>40,000.00</u>
Total		\$50,800.00

Ticket Sales:

Contemporary Arts	\$ 130.00	
Recreation	679.85	
Social	4,114.65	
Whole Coffeehouse	33,977.57	
Ethnic Affairs	1,110.75	
Total	<u>40,012.82</u>	
Less: State & City Sales Tax	<u>2,487.44</u>	37,525.38

Interest Earned - Investment		435.18
UPC Share of Net Income 1972 Blues Marathon		4,742.85
Net Loss - Market Place (Sch.A)		(405.75)
Net Loss - UPC 4/1/72 - 7/31/72 (Sch.C)		(10,126.03)
Net Loss - Whole Foods (Sch.D)	\$ (800.03)	
Whole Food Loan Charged Off	2,000.00)	
Sale of Food & Equip. to Whole Foods Corp.	<u>1,266.00</u>	
Net Loss - Whole Foods		(1,534.03)
Net Income, Ski Train North (Sch.E)		158.85)
Net Loss, Summer Reserve, Gallery (Sch.F)		(5.44)
Net Loss, Summer Allocation, (Sch.G)		(347.85)
Net Income, Social (Sch.H)		73.48
Net Income, Whole Coffeehouse (Sch.I)		98.24
Income, Lettuce Boycott		2,300.00
Income, Election		150.00
Registration Fees		32.00
Misc. Income		<u>133.08</u>

TOTAL INCOME

\$84,029.96

EXPENSE

Contemporary Arts:		
Audio Visual	\$ 238.00	
Telephone	17.45	
Petty Cash	10.00	
Publicity	1,330.94	
Food	82.68	
Supplies	34.92	
Facility Charges	96.68	
Special Programs	750.00	
Contract Charges	1,404.98	
Employees	22.54	
Miscellaneous	90.18	
Undesignated Receipt	<u>(66.50)</u>	
Total		\$ 4,011.87

UNION BOARD OF GOVERNORS - PROGRAM FUND
 Consolidated Statement of Operations
 Page 2

Exhibit II

EXPENSE (Cont.'d.)

Gallery:

Supplies	\$ 287.46	
Publicity	452.34	
Food	215.83	
Facility Charges	21.80	
Miscellaneous	90.70	
Total		\$ 1,068.13

Current Events:

Contract Charges	\$ 1,850.00	
Honorariums (Speakers)	1,195.00	
Publicity	454.17	
Special Programs	490.24	
Research - Lettuce Boycott	500.00	
Plane Ticket (U.F.W. Rep.)	252.00	
Facility Charges	206.31	
Supplies	46.34	
Travel	70.00	
Employees	31.00	
Food	31.00	
Telephone	8.12	
Miscellaneous	254.06	
Eastern Airlines (Ticket Refund)	(328.00)	
Total		\$ 5,060.24

Night Place:

Employees	\$ 1,752.56	
Publicity	301.07	
Food	439.99	
Contract Charges	171.00	
Facility Charges	83.41	
Supplies	390.49	
Special Programs	41.39	
Telephone	33.00	
Petty Cash	49.01	
Miscellaneous	69.27	
Total		\$ 3,331.19

Campus Community Concerns:

Contract Charges	\$ 1,325.00	
Publicity	1,157.70	
Facility Charges	438.41	
Honorariums (Speakers)	350.00	
Housing	97.76	
Special Programs	47.14	
Travel	35.00	
Supplies	9.37	
Miscellaneous	243.27	
Undesignated Receipt	(84.25)	
Total		\$ 3,619.40

EXPENSE (Cont'd.)

Recreation:

Contract Charges	\$ 376.88	
Publicity	327.76	
Travel	100.00	
Trip Fees	50.00	
Special Program	33.00	
Facility Charges	31.00	
Supplies	89.10	
Food	19.00	
Employees	18.00	
Miscellaneous	434.48	
Undesignated Receipts	(389.70)	
Total		\$ 1,089.52

Social:

Contract Charges	\$ 6,097.90	
Publicity	962.17	
Facility Charges	276.39	
Employees	239.83	
Equipment	74.94	
Telephone	20.17	
Supplies	213.97	
Honorarium	30.00	
Miscellaneous	42.23	
Undesignated Receipt	(8.00)	
Total		\$ 7,949.60

Whole Coffeehouse:

Contract Charges	\$28,956.23	
Food for Resale	4,480.34	
Publicity	1,714.67	
Facility Charges	216.83	
Supplies	667.94	
Employees	138.23	
Dimmer Control Removal	310.35	
Food	190.01	
Housing	97.76	
Audio-Visual	90.02	
Telephone	42.90	
Special Program	15.00	
Coffeehouse Extempore	591.89	
N.S.F. Checks (Largely Oblivion Record Shop)	875.35	
Miscellaneous	350.26	
Undesignated Receipts	(124.92)	
Total		\$38,612.86

EXPENSE (Cont'd.)

Ethnic Affairs:

Contract Charges	\$ 3,846.00	
Publicity	518.48	
Employees	237.06	
Special Programs	134.23	
Facility Charges	30.00	
Food	41.05	
Food for Resale	6.27	
Mozango Benefit	350.00	
Miscellaneous	152.79	
U.P.C. Share of Loss - Billy Paul Concert	<u>1,709.17</u>	
Total		\$ 7,025.05

Personnel Vice-President:

Travel	\$ 694.43	
Food, Picnics & Retreats	504.49	
Special Programs	286.32	
Supplies	183.40	
Housing	45.00	
Publicity	42.60	
Facility Charges	2.50	
Awards Banquet	300.00	
Honorarium	75.00	
Petty Cash	13.54	
Miscellaneous	<u>186.63</u>	
Total		\$ 2,333.91

Vice-President for Public Relations:

Publicity	\$ 5,533.56	
Local Display Ads - Minn. Daily	989.77	
Travel	60.00	
Special Programs	60.00	
Supplies	89.70	
Food	37.18	
Miscellaneous	5.91	
Undesignated Receipt	<u>(60.00)</u>	
Total		\$ 6,716.12

UNION BOARD OF GOVERNORS - PROGRAM FUND
Consolidated Statement of Operations
Page 5

Exhibit II

EXPENSE (Cont'd.)

Vice President - Finance:

Publicity	\$ 709.84
Architects Fee - Day Care	500.00
Supplies	277.22
Facility Charges	335.20
Telephone	36.70
Employees	24.00
Miscellaneous	83.47
Fee for Audit	793.00
Undesignated Receipt	(73.19)
Total	<u>2,686.24</u>

\$ 2,686.24

President:

Travel	\$ 1,755.00
Facility Charges	1,344.09
Food	163.76
Telephone	272.93
Employees	245.72
Publicity	115.92
Retreat	178.73
Housing	145.08
Supplies	229.38
Audio Visual	46.70
Postage	98.87
Petty Cash	2.40
Miscellaneous	294.85
Undesignated Receipt	(97.36)
Total	<u>4,796.07</u>

\$ 4,796.07

TOTAL EXPENSE

\$88,300.20

LOSS SUSTAINED (Exhibit I)

\$ 4,270.24

MARKET PLACE
Statement of Operations
April 1, 1972 through June 30, 1973

A/C #440-4
Treasurer: Vanne Hayes

Schedule A

		% Sales
INCOME		
Consignment Sales	\$18,766.85	
	<u> </u>	
TOTAL INCOME	\$18,766.85	100.0
COST OF SALES		
Payments to Consignors	\$16,127.19	
	<u> </u>	
TOTAL	\$16,127.19	85.9
GROSS PROFIT	\$ 2,639.66	14.1
EXPENSE		
Rent	\$ 1,000.00	
University of Minnesota Charges	409.26	
Jim Duff & Assoc.	195.45	
University National Bank	100.00	
Supplies	75.75	
N.S.F. Checks	9.11	
Wages	1,073.69	
Audit Fee	100.00	
Retreat	20.00	
Cash Over	(13.53)	
Miscellaneous	75.68	
	<u> </u>	
TOTAL EXPENSE	\$ 3,045.41	16.2
NET OPERATING (Loss) (Exhibit II)	(405.75)	(2.1)
OTHER RECEIPTS AND (DISBURSEMENTS)		
Transfer of Funds from Main Bank A/C	1,466.99	
Transfer of Funds from Market Place:		
To Main Account	(413.46)	
To UPC A/C 440-6	(51.64)	
Payments of 3/31/72 Liabilities:		
To Consignors	(500.52)	
To CMU - Wages	(1,352.83)	
To CMU - Rent	(666.00)	
NET (DISBURSEMENTS)	\$(1,517.46)	

MARKET PLACE

A/C #440-4

Page 2

Schedule A

ADJUSTMENT OF NON-CASH

Items Charged to Cost of Sales and Expense:

Owed to CMU - Wages	\$ 105.34
Owed to CMU - Rent	1,000.00
Owed to Consignors	551.73
Owed to Hayes (Retreat)	20.00
Owed to Student Org.-Finance (Audit)	<u>100.00</u>

TOTAL ADJUSTMENT \$ 1,777.07

Excess of (Disbursements) over Receipts \$ (146.14)
Cash in Bank 3/31/72 1,426.05

Cash in Bank 6/30/73 (A) \$ 1,279.91

NOTE A: Bank Reconciliation:

Cash in Bank 6/30/73 per SAB \$ 594.86

Plus: Checks in Payment to 1972-73 Consignors
Cancelled July 24, 1973 685.05

Cash in Bank 6/30/73 as Above \$ 1,279.91

UBOG - RECREATION
Statement of Receipts and Disbursements
April 1, 1972 through July 31, 1972

A/C #440-5

Schedule B

NO RECEIPTS

-0-

DISBURSEMENTS

Transfer to A/C #440-6 - UBOG

\$50.00

Excess Disbursements over Receipts

50.00

Balance 3/31/72

50.00

Balance 7/31/72

-0-

UNION PROGRAM COUNCIL
Statement of Operations
April 1, 1972 through July 31, 1972

A/C #440-6

Treasurer: Gary Gottfried

Schedule C

RECEIPTS - Income

The Whole:

Admissions	\$ 3,416.30
Refreshments	1,156.31
Rent	<u>65.00</u>

Total

4,637.61

Contemporary Arts	\$ 2,441.68
Social	957.00
Night Place	180.18
Whole Foods	200.19
Market Place	59.34
Receipts from Oblivion Record Shop	2,094.85
Reimbursement for Daily Ads	173.73
Reimbursement for Taxes	59.34
Advertising	<u>50.00</u>

6,216.31

TOTAL RECEIPTS - INCOME

\$ 10,853.92

DISBURSEMENTS - Expense

Transfer of Sales to Whole Foods (Sch.D)	\$ 784.93
The Whole Coffeehouse	6,323.68
Contemporary Arts & Gallery	4,059.64
Current Events	1,199.03
Executive	1,763.25
Social	1,724.07
Night Place	190.33
Market Place	60.18
Campus Community Concerns	879.96
Ethnic Affairs	1,275.00
Recreation	240.00
Petty Cash	113.34
Public Relations	10.00
Telephone	909.32
N.S.F. Checks	1,136.25
Miscellaneous	<u>310.97</u>

TOTAL DISBURSEMENTS

\$ 20,979.95

Net Loss, UPC 4/1/72 through 7/30/72 (Exhibit II) (10,126.03)

Other Receipts and Disbursements		
Transferred from Main A/C 440	\$ 10,261.64	
Transferred from 440-4	51.64	
Transferred from 440-5	50.00	
Transferred from 440-40	569.56	
Transferred from 440-41	277.15	
Transferred from 440-46	73.48	
Transferred from 440-47	<u>98.24</u>	
Total Receipt of Transfers	11,381.71	
Payment 1972 Audit	(600.00)	
Transferred to 440-8	(1,103.30)	
Transferred to 440-40	<u>(1,200.00)</u>	
Net Receipt of Transfers	<u>\$ 8,478.41</u>	
Payment of Liabilities of Prior Year:		
Brown Ice Cream Co.	\$ (50.40)	
Coca Cola	(220.50)	
University of Minn. A/Rec. Sec.	(224.13)	
Coffman Memorial Union	(756.06)	
Minnesota Daily	<u>(821.04)</u>	
Total Payments	<u>\$ (2,072.13)</u>	
NET RECEIPTS		<u>\$ 6,406.28</u>
Excess of Disbursements over Receipts		<u>\$(3,719.75)</u>
Cash in Bank 3/31/72		<u>\$ 3,719.75</u>
Cash in Bank 7/31/72		<u><u>-0-</u></u>

U.B.O.G. - WHOLE FOODS
Statement of Income and Expense
April 1, 1972 through August 8, 1972

A/C #440-7

Schedule D

INCOME	
Sales	\$ 8,435.19
Transfer of Sales Deposited to #440-6	<u>784.93</u>
Gross Sales	9,220.12
Less Refund of July Sales Deposited After Cut-off	<u>370.88</u>
Net Sales	8,849.24
EXPENSES	
Baked Goods	200.38
Kitchen Tools	33.40
Dairy Products	512.58
Fruit and Vegetables	1,224.68
Beverages	370.23
Staples	100.28
Natural Foods	1,153.95
Advertising	82.76
Laundry and Dishroom	1,785.26
Payroll	4,076.38
Summer Rent	50.00
Miscellaneous	<u>59.37</u>
Total Expenses	9,649.27
Net Operating Loss - Exhibit II	800.03
Other Receipts and (Disbursements)	
Advanced by A/C #440 for Expenses	1,436.24
Payment of A/C Payable owed 3/31/72	<u>(2,493.21)</u>
Excess of Disbursements over Receipts	1,857.00
Bank Balance on 3/31/72	<u>1,857.00</u>
Bank Balance on 8/8/72	<u>\$ -0-</u>

Note 1: The Union Board of Governor's sponsorship of the Whole Foods enterprise was terminated on June 30, 1972. The termination agreement with the present owners of the Whole Food enterprise now located at the Newman Center provides:

1) that the Union Board of Governors will write off the amount loaned to Whole Foods in the amount of \$2,000.00 in February, 1972 and the \$1,436.24 advanced in the period 4/1/72 through 8/8/72.

2) that present owners of the Whole Foods will pay the Union Board of Governors sum of \$1,266.00 which represents the value of the food and equipment inventories on June 30, 1972.

U.B.O.G. - SKI TRAIN NORTH
Statement of Income and Expense
April 1, 1972 through December 21, 1972

A/C #440-8
Treasurer: Jim Sleezer

Schedule E

RECEIPTS - INCOME

Trip Fees

\$ 4,298.85

Total Receipts - Income

\$ 4,298.85

DISBURSEMENTS - EXPENSE

Refund - Ski Train North

\$ 75.00

Unidentified Refunds

4,140.00

Check Cancelled - Minnesota Daily

(75.00)

Total Disbursements - Expense

\$ 4,140.00

Net Income - Exhibit II

\$ 158.85

OTHER RECEIPTS - (DISBURSEMENTS)

Payment of Prior Period Liabilities:

The Lodge

\$(4,271.10)

The Daily

(75.00)

Transportation

(1,634.15)

Thunder Country

(274.10)

Refund (Check #219922)

(30.00)

Total

\$(6,284.35)

Transfer from A/C #440-6

1,103.30

(5,181.05)

Excess of (Disbursements) over Receipts

(5,022.20)

Cash in Bank, April 1, 1972

5,022.20

Cash in Bank, December 21, 1972

NONE

U.B.O.G. - SUMMER RESERVE, GALLERY
Statement of Income and Expense
May 1, 1972 through September 31, 1972

A/C #440-40

Schedule F

RECEIPTS - INCOME

-0-

Total Receipts - Income

-0-

DISBURSEMENTS - EXPENSE

Refreshments

\$ 5.44

Total Disbursements - Expense

\$ 5.44

Net Loss (Exhibit II)

(5.44)

OTHER RECEIPTS - (DISBURSEMENTS)

Transfer from A/C #440-6

\$ 1,200.00

Transfer to A/C #440-41

(625.00)

Transfer to A/C #440-6

(569.56)

5.44

Excess of Receipts over Disbursements

-0-

Cash in Bank, 5/1/72

-0-

Cash in Bank, 9/30/72

-0-

U.B.O.G. - SUMMER ALLOCATION
 Statement of Income and Expense
 June 1, 1972 through July 31, 1972

A/C #440-41

Schedule G

RECEIPTS - INCOME

-0-

TOTAL RECEIPTS - INCOME

-0-

DISBURSEMENTS - EXPENSE

Sunland Manufacturing Co.	Contemporary Arts	\$ 13.60
Knox Lumber	Contemporary Arts	50.92
Sterling Electric Co.	Contemporary Arts	59.60
Crane's Office & Supply	Contemporary Arts	14.87
G.M. Stewart Lumber	Contemporary Arts	18.30
Wm. Simms Hardware	Contemporary Arts	7.50
Schaak Electronics	Contemporary Arts	140.00
Western Printing	Contemporary Arts	31.98
Warner Ind. Supply	Contemporary Arts	<u>11.08</u>

TOTAL DISBURSEMENTS - EXPENSE

\$ 347.85

Net Loss (Exhibit II)

(347.85)

Other Receipts (Disbursements):

Transfer from A/C #440-40	\$ 625.00
Transfer to 440-6	<u>(277.15)</u>

\$ 347.85

Excess of Receipts over Disbursements

-0-

Bank Balance 6/1/72

-0-

Bank Balance 7/31/72

-0-

U.B.O.G. - SOCIAL
Statement of Income and Expense
June 23, 1972 through July 31, 1972

A/C #440-46

Schedule H

RECEIPTS - INCOME

Admissions - Dance

\$ 527.01

TOTAL RECEIPTS - INCOME

\$ 527.01

DISBURSEMENTS - EXPENSE

T. Murray - Contract

\$ 100.00

5 State Productions

103.79

Dance Contract

182.24

Publicity

67.50

TOTAL DISBURSEMENTS - EXPENSE

\$ 453.53

Net Income - Exhibit II

73.48

Other Receipts (Disbursements)

Transferred to 440-6

(73.48)

Excess of Receipts over Disbursements

-0-

Bank Balance 6/23/72

-0-

Bank Balance 7/31/72

-0-

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

To: CMU Board of Governors
From: Rufus L. Simmons, Secretary
Subject: Board Meeting, THURSDAY, FEBRUARY 7, 1974
ROOM 626, Campus Club
Lunch 11:30
Meeting 12:00

We have received the bids for remodeling and they are unfavorable. It is
URGENT that everyone attend this meeting.

AGENDA

I. Call to Order

II. Minutes

III. Reports

UPC
House
Directors

IV. Old Business

CMU Remodeling Bids and Recommendation
Constitution Revision

VI. New Business

UBOG President

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors

12:00 noon

February 7, 1974

Members Present	Patrick Pechacek CLA Dan Winter UPC Orrin Jones MSA Dennis Jackson GS Barry Bridges Alumni	Glenn Hendricks Faculty Robert Ledder Food Service Norman Holte CC Rufus Simmons CMU Berton Atkinson CMU Tom Stark CMU
Members Absent	Dean Carlson IT Nancy Winter UPC Chris Fiefarek UPC Margaret Dagg UPC Peter Brochhausen HS Randy Christman Ed	Dick Getchell, Alumni Virginia Harris Faculty Marian Freeman OSA

- I. The meeting was called to order at 12:15 by Vice Chairman Pechacek. There was not a quorum present.
- II. No action was taken on Minutes of January 10 because of lack of quorum.

III. REPORTS

UPC - Tom Stark

Mr. Stark presented a summary of winter quarter programs conducted to date. Public relations were emphasized by the distribution of UPC winter calendar and a full-page ad in the Daily.

HOUSE - Patrick Pechacek

Student Organizations. The House Committee has assigned room space for Winter Quarter. A list is attached.

Terrace Reading Room. TRR hours will be lengthened from 5:00 p.m. to 8:00 p.m. as a non-smokers area. It was requested that a head count be taken to determine whether non-smokers are making use of the room during the extended period.

Non-Smoking Eating Area. Dennis Jackson questioned why CMU had dropped the idea of having a non-smoker space in the food service area just because WBU had found it unsatisfactory in their area. Mr. Atkinson thought the West Bank attempt was unsuccessful because their food service is contained within one area. Because Coffman's food service is divided into three separate areas, he thought one area might achieve a non-smoker status. Mr. Ledder noted Food Service has problems with shortage of seating because of students studying and "sitting", but he would approve the idea of trying it.

The Board supported the idea of Bert following up on the matter with Tom McCuen, Manager of CMU Food Service.

IV. OLD BUSINESS

CMU Remodeling. Bids for remodeling were received on January 29. The bids totaled \$7,028,391, exceeding the \$4,480,425 current level of funding by \$2,547,967. It would be necessary to request additional funds from the Minnesota Union, or fee increase, or cut back on remodeling.

In order to bring the current state of remodeling into focus and in an attempt to arrive at a lower total construction cost the attached schedules were prepared.

Recap of Bids and Budget

Option #1, Including Selected Deduct Alternates and Non-Building Costs

Remodeling Expenditures to Date and Redesign Costs

Remodeling Code Requirements and Energy Conservation Items Identified in Project

Mr. Simmons explained that Option I appeared to be the most practical and desirable alternative. Redesign would be time consuming and costly, both in terms of expenditures to date and projected additional non-building costs and would not bring improvements desired.

Mr. Simmons asked whether the Board would give their support to Option Plan I. He said the Minnesota Union Coordinating Board would make a final decision based on the recommendations of the Directors, MU, WBU, SPSC, CMU and the MUCB Steering Committee. He noted it would be necessary to view the remodeling with the total needs of the Minnesota Union in mind. West Bank and St. Paul Unions have identified needs that would be deferred if CMU remodeling were given priority as to the MU funds.

Discussion followed about priority of needs. Mr. Hendricks wondered if the discussion of priorities should be reopened among the unions, but this was negated by Mr. Atkinson because of the tight time schedule. (The union must have closure by February 19 in order to meet the Critical Path schedule and if this schedule is not met the project will be delayed at least a year.) Should the West Bank and East Bank be considered separate campuses in the context of student union? There are classrooms on the East Bank same distance from Coffman as those on the West Bank. Is expansion of union facilities on the West Bank necessary at the present time? The WB Auditorium and Blegen Hall are filling mini-union needs. Dr. Holte said the Campus Club has a problem of priority also in regard to their clubs on the St. Paul and West Bank campuses but they are deferring improvements in order to see the remodeling completed at Coffman.

Mr. Ledder questioned the project being underestimated by 57%. Mr. Atkinson explained this was because of the variance of figures given to the estimator--one set by the contractor and one set by the supplier.

The Board members present indicated they would support Option I but they would not support a student fee increase.

Constitution Revision. Proposals regarding role of president will be presented in the near future. Mr. Simmons noted the duties should be defined in the constitution.

V. NEW BUSINESS

Resignation of UBOG Chairman. Patrick Pechacek read a letter of resignation Dean Carlson. There was no action taken because of lack of quorum.

Dennis Jackson asked if the constitution called for immediate re-election.

Mr. Simmons said the constitution provides for the vice chairman to serve in the capacity of chairman until such time as an election is held.

Attendance of Board Members. Dennis Jackson wondered what steps could be taken to improve attendance at meetings, so that matters could be acted on and not carried over. Mr. Simmons will take the matter to the Constitution Committee to increase membership and improve attendance. Mr. Hendricks requested Board members be called and reminded of the meeting.

The meeting was adjourned at 1:45.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

NEXT MEETING DATE....MARCH 7....606 Campus Club....LUNCH 11:30
MEETING 12:00

The President of UPC has two basic "Council-defined" responsibilities:

1. The President convenes the Council and the Executive meetings of the Council. He meets on a regular basis with all coordinators and Vice-Presidents to insure communication and coordination.
2. The President, with the Council, is responsible for filling the responsibilities of UBOG and MUCB positions with members of the whole Council.

In addition the President should, when necessary, take a leading role in the coordination of programming areas. This includes, but is not limited to: the creation and dissolution of areas, maintenance of areas by overseeing executive areas, and acting as trouble shooter in inter and intra area problems and communications.

STUDENT ORGANIZATION OFFICES
Coffman Memorial Union
Winter Quarter, 1974

<u>ORGANIZATION</u>	<u>ROOM</u>
Alpha Phi Omega	213 H & I
Arab-American Club	213 C
Chess Club	213 E
College Republicans	213 L
Council of College Boards	225
Faculty Womens Club	324
Fellowship of Reconciliation	213 F
Finance Division	226a, 227, 228, 228a
International Study/Travel Center	231, 231a
Minnesota Christian Fellowship	213 L
Minnesota Feminists	203
Minnesota Gay Activists	213 A
Minnesota International Student Association	229, 229a, 229b
Minnesota Public Interest Research Group	213 N
Orientation	311, 315, 316, 317
People for Animals	213 J & K
Scuba Club	213 M
Ski Club	213 O
Students for a Democratic Society	347
Students International Meditation Society	213 B
Union Program Council	204
Urban Studies Student Association	348
WMMR Radio Station	321, 321a&b, 322, 328, 329, 330
Womens Studies Student Association	203
Young Socialists	348
Young Socialists Alliance	349
Young Womens Christian Association	215, 216

1/18/74

1/29/74

COFFMAN MEMORIAL UNION
REMODELING PROJECT
RECAP OF BIDS & BUDGET

EXHIBIT #1

Item	Cost	Sub Total	Total
I Current level of funding (Including cost sharing.)			4,480,425
II Low Bids			
General Construction Kloster Madsen	3,722,000		
Electrical Electric Service Co.	874,400		
Mechanical Lamb Plumbing & Heating	956,800		
Freight Elevator Otis	61,395		
Passenger Elevator	<u>103,777</u>		
TOTAL BIDS (Construction Costs)		<u>5,718,372</u>	
III Non-building Costs			
1. Architectural Fees @ 11%	629,021		
2. Supervision of Constr @ 1 1/4%	71,480		
3. Site Survey, Soil Borings, etc	3,000		
4. University Engineer Services	7,000		
5. Material & Performance Testing	3,000		
6. Contingencies @ 5%	285,919		
7. Outside Work	4,000		
8. Furnishings & Equip (Incl Fees)	275,000		
9. Building Activation	2,000		
10. Business Science (C.P.M.)	21,600		
11. Cost Est H.J.S.A.	<u>8,000</u>		
TOTAL NON-BLDG COSTS		<u>1,310,020</u>	
IV. TOTAL PROJECT COSTS			<u>7,028,392</u>
V. TOTAL PROJECT COST OVER BUDGET			<u>2,547,967</u>

2/5/74

2/5/74

COFFMAN MEMORIAL UNION
REMODELING PROJECT
OPTION #1

EXHIBIT # 2

INCLUDING SELECTED DEDUCT ALTERNATES & NON-BUILDING COSTS

Item	Cost	Sub Total	Total
I Current Level of MUCB Funding			4,000,000
Cost Sharing			<u>480,425</u>
TOTAL Current Funding			4,480,425
II TOTAL Bids (Constr Costs)		5,718,372	
III Less Selected Deduct Alternates			
G1 Loading Dock Canopy	40,300		
G2 Exterior Concrete Beams	83,000		
G3 Vertical Curtain Walls	44,000		
G4 Reduce Work North Stairs	16,400		
G5 Women & Men's Lounges	10,000		
G6 Roof Deck	15,800		
G8 Reduce Quality Quarry Tile	26,000		
G9A Omit Column Covers	<u>36,000</u>		
General TOTAL	<u>271,500</u>		
E2 Entry Beam Lighting	6,650		
E4 Neon Tubing	800		
E6 Roof Deck Lighting	<u>800</u>		
Electrical TOTAL	<u>8,250</u>		
M2 Plumbing Vents Roof	<u>200</u>		
Mechanical TOTAL	<u>200</u>		
TOTAL SELECTED ALTERNATES		<u>279,950</u>	
IV NET CONSTRUCTION COSTS		5,438,422	
V Non Building Costs			
1. Architects Fee 11% Net Constr.	598,226		
2. 80% of 11% of \$279,950	30,795		
3. Supv of Constr 1 1/4%	67,980		
4. Site Survey - Soil Boring	3,000		
5. University Engineering	7,000		
6. Material Testing	3,000		
7. Contingencies @ 5%	271,921		
8. Outside Work	4,000		
9. Furniture & Equip Incl Fees	275,000		
10. Building Activation	2,000		
11. B.S.C. - CPM	21,600		
12. Cost Estimating	<u>11,000</u>		
TOTAL Non-Building		<u>1,295,522</u>	
VI TOTAL PROJECT COST			<u>6,733,944</u>
VII PROJECT COST OVER CURRENT FUNDING			<u>2,253,519</u>

2/4/74

COFFMAN MEMORIAL UNION
REMODELING PROJECT
EXPENDITURES TO DATE & REDESIGN COSTS

EXHIBIT #6

Item	Cost	Sub Total	Total
I Current MUCB Funding		4,000,000	
Cost Sharing Funds		<u>480,425</u>	<u>4,480,425</u>
II Expenditures to Date			
1. Architect Fees @ 11% of low bid 5,718,372	629,021		
Non-Building Costs			
2. Site Survey, Soil Boring	3,000		
3. University Engineering	7,000		
4. Material Testing	3,000		
5. Outside Work	4,000		
6. Building Activation	2,000		
7. Business Science CPM	21,600		
8. Cost Estimating	11,000		
9. Design Cost Estimated Furn	<u>25,000</u>		
	705,621		
III Furnishings (Incl Fee Est)	<u>266,488</u>		
TOTAL			<u>972,109</u>
TOTAL FUNDS			<u>3,508,316</u>
IV Funds for Construction		2,962,069	
85% of total 3,508,316			
New Non-Building Costs			
1. Architect Fees for Redesign % 6%	178,924		
2. Supv of Constr @ 1 1/4%	37,276		
3. Contingencies @ 5%	149,103		
4. Inflation Factor @ 7%	<u>208,745</u>		
	574,048	<u>574,048</u>	
			<u>3,556,117</u>

2/5/74

2/12/74

COFFMAN MEMORIAL UNION
REMODELING PROJECT
CODE REQUIREMENT & ENERGY CONSERVATION ITEMS
INDENTIFIED IN PROJECT

EXHIBIT #3

Item

Code Requirements

A Fire-rated north stairs & south fire escape	126,400	
B Fire protection - sprinklers - stand pipes - hose cabinets	65,000	
C Electrical distribution system (lighting not included)	120,000	
D Security Protection	19,000	
E Fire alarm & smoke detection	29,000	
F Basement, 1st floor & 2nd floor rest rooms	<u>150,000</u>	
Total Code Items		509,400

Energy Conservation

A Building systems minitoring	57,000	
B Reflective glass	15,000	
C Temperature controls on steam radiation	6,500	
D Energy Conversion System	<u>50,000</u>	
Total Energy Items		<u>128,500</u>
Grand Total		<u><u>637,900</u></u>

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

To: CMU Board of Governors
From: Rufus L. Simmons, Secretary
Subject: BOARD MEETING - THURSDAY, MARCH 7 - 606 Campus Club
Lunch 11:30
Meeting 12:00

AGENDA

I Call to Order

II Minutes

III Reports

UPC
House
Directors

IV Old Business

CMU Remodeling Progress Report
Non-Smoking eating area in Food Service Area
Board Chairman Status
Civil Service Representative (staff)
MBO Management by Objective Response

V New Business

New UPC Representative
Next Meeting

2/28/74
rls/vj

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
12:00 noon March 7, 1974

Members Present	Patrick Pechacek CLA Nancy Winter UPC Bob Mickelson UPC Dan Winter UPC Peter Brochhausen HS Barry Bridges Alumni	Virginia Harris Faculty Glenn Hendricks Faculty Rufus Simmons CMU Berton Atkinson CMU Tom Stark CMU
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Members Absent	Dwyn Criss UPC Orrin Jones MSA Dennis Jackson GS Randy Christman CE	Marian Freeman OSA Robert Ledder FS Norman Holte CC Dick Getchell Alumni
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Guests Diane McLeod, CMU Info Rep
Gary Gottfried, Former UPC President

I. The meeting was called to order at 12:25 by Vice Chairman Pechacek. A quorum was present.

II. The minutes of January 10 were accepted without change.

The minutes of February 7 were accepted without change.

III. REPORTS

A. UPC - Nancy Winter

Spring Quarter Program Budget Allocation. A proposal for program budget for spring quarter was presented for approval.

MOTION 14-74 (Bridges-Harris) That the spring quarter program budget be accepted. Approved.

Recruitment. The Program Council is beginning to recruit for next year. It is seeking coordinators from within the council.

Area Designations. In order to facilitate filling committee positions, approval was requested for the Gallery to be an area separate from Contemporary Arts, and that the recreation area be redesignated Games and Tournaments and Trips and Outings areas.

MOTION 15-74 (N Winter-D Winter) Move that the Gallery become a separate area of the Program Council and the Recreation Area be redesignated Games & Tournaments and Trips & Outings. Approved.

UBOG
Minutes - 2
3/7/74

B. HOUSE - Pat Pechacek

Room 213. The doors are being locked at 5:00 pm for security reasons.

TRR. The reading room will be open until 8:00 pm as a non-smokers area. The hours will be posted so building users will be aware of them.

Study Rooms. Third floor meeting rooms will be utilized as study rooms when not reserved for meetings. Study rooms will be posted by signs in the hallway and on doors to rooms.

Non-smokers Eating Area. Food Service will post one side of the Colonnade as a non-smokers eating area.

ISIC, a student enterprise housed within CMU, has requested more space. They will be charged \$3 a square foot for 377 square feet spring quarter which will bring the yearly payment to a little over \$2/sq ft. In addition, they will be given an option to rent additional space (187 sq ft) at the rate of \$2/sq ft.

Remodeling. Mr. Simmons reviewed the February 13 MUCB meeting where approval was given for capital funds and the HUD loan to meet the deficit of the option plan for Coffman remodeling. All that is lacking at this time is verification from Washington for redistribution of the total HUD reservation to CMU. (The HUD reservation was split between West Bank and CMU and is now to be transferred in total to Coffman.) All of the contractors, except electrical, have given the union a 15 day extension. Correspondence from the estimator regarding the disparity of estimates cited the following reasons: 1) The 10-month delay, which resulted in +9% increase; 2) The energy crunch which increased cost 6%; 3) Add-ons were made to the drawings after the estimate.

Reserve Accounts.

- 1) 1% for annual building improvements.
- 2) 1 1/2% for annual building maintenance.
- 3) 7 1/2% for annual furniture equipment repair & replacement.
- 4) Deposited CMU Operation Reserve with MU so 6% per year will be earned for the unions.

Alcoholic Beverage on Campus. Although the sale of alcoholic beverages has been vetoed, the Regents have approved its consumption on the campus. Permission to serve alcoholic beverages at an event must be secured through the President's Office. Mr. Simmons suggested the House Committee should start thinking about CMU reservation/liquor policies. The St. Paul Student Center has advanced a policy that could be used as a model.

UBOG

Minutes - 3

3/7/74

Board Chairman. Mr. Pechacek circulated the letter of resignation from Dean Carlson, Board Chairman (this letter was read at the February meeting but not acted on because of lack of quorum at the meeting).

MOTION 16-74 (N Winter-Bridges) To accept Dean Carlson's resignation, with regret. Approved.

Discussion followed about the advisability of electing a new chairman at this time--traditionally the chairman would start in May. The idea of choosing a chairman from the present board to carry over to the next year was discussed. This would eliminate the problem of choosing a good chairman from an unknown board, but it would involve and require a constitutional change. It was suggested the chairman be elected at the last board meeting for the year.

Civil Service Representative. It was requested that civil service employees belonging to bargaining units not be allowed to serve on the Board because of conflict of interests that could affect budgeting and salary. Should the civil service position on the Board be filled from the clerical staff or eliminated?

MOTION 17-74 (Bridges-Harris) To disqualify members of bargaining units from serving on the Board of Governors and seek to fill the civil service position from clerical staff. Approved.

MBO handout will be discussed at the April Board meeting.

NEW BUSINESS

UPC Coordinators.

MOTION 18-74 (N Winters-Bridges) To ratify Bob Mickelson as Coordinator of Social Area and Dwyn Criss as Coordinator of Ethnic Affairs. Approved.

The meeting adjourned at 1:15 pm.

Respectfully submitted,

R.L. Simmons
Recording Secretary

NEXT MEETING. APRIL 4 ROOM 626 CAMPUS CLUB LUNCH 11:30 MEETING 12:00
--

SPRING QUARTER BUDGET PROPOSALS

		Total Request	Allocation
President:		\$1900	\$ 700
Telephone	\$200		
Office	150		
Meetings	100		
Conferences	450		
Free Concert	1000		
Public Relations:		\$ 650	\$ 600
Calendar	\$500		
Supplies	100		
Media Show	50		
Personnel:		\$ 800	\$ 700
Awards Dinner	\$400		
Retreat	100		
Recruiting Ads	150		
Party	200		
Current Events:		\$1650	\$1500
Last Lecture	\$300		
Am Cult Film	600		
Major Speaker	750		
Night Place:		\$2025	\$1750
Building Page	\$575		
Publicity	700		
Special Events	300		
Operations	450		
Recreation:		\$1570	\$1000
Wilderness Consc.	\$1000		
Frog Jumping	200		
Bike Hikes	70		
Canoe Prep.	100		
National Billiard Winner	100		
ITSC	100		
Ethnic Affairs:		\$2050	\$1450
Issues & Answers	\$450		
Migrant Workers	350		
Chincode Mayo	200		
Native Amer. Week	500		
Brown Decision	150		
Black Psych Conf	200		
Prompt Prog Fund	200		

Gallery: \$ 835 \$ 700

Exhibits \$610
Operating Exp 225

Whole Coffeehouse: \$2670 \$2050

Contracts \$12,740
Food 600
Publicity 1,000
Remodeling 500
Overhead 300
Retreat 100
Misc. 180
Income 12,750

Social: \$2234 \$1400

Concerts \$1210
Films 958
Dances 418
Noon Concerts 825
Lecture 575
Free Films 164

Contemporary Arts: \$4110 \$1950

Dorm Series \$240
Theater Series 140
Daytime Prog Ser 155
Music Series 345
Jazz Festival 1630
Cisley Tyson 1600

TOTALS TOTALS \$20,494 \$13,800

EXPENSES

<u>Area</u>	<u>Yearly Allocation</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring Requests</u>	<u>Spring Allocation</u>
President	\$3220	\$650	\$ 970	\$1900	\$ 700
Finance	900				
Public Relations	2000	300	550	650	600
Personnel	2340	650	300	800	700
Current Events	5300	1700	850	1650	1500
Night Place	6200	2000	1700	2025	1750
Recreation	2300	1100	500	1570	1000
Ethnic Affairs	4200	1700	1405	2050	1450
Gallery	1900	400	400	835	700
Whole	2000	600	+2000	2670	2050
Social	2000	1500	1500	2234	1400
Cont. Arts	3200	1000	260	4110	1950

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 INCOME & EXPENSE SUMMARY
 July 1, 1973 to Jan. 31, 1974

INCOME

	JAN 1973-74	JAN 1972-73	YEAR TO DATE 1973-74	YEAR TO DATE 1972-73
Encumbered Funds			2,726.83	20,126.83
Fee Appropriated 7/12	45,495.67	43,735.16	318,469.69	306,146.12
Appropriated Equipment Repl:			30,883.00	40,900.00
7104 Administration	739.72	269.44	2,845.58	7,063.46
7105 Program Office	-----	-----	-----	-----
7106 Custodial	834.15	708.25	2,148.00	3,754.71
7107 P.A. Control	411.75	243.10	1,727.28	1,871.00
7108 Artcraft Studio	1,042.28	942.92	4,920.28	5,237.61
7109 Bowling Lanes	6,951.06	6,708.56	20,558.56	21,812.81
7110 Billiard Room	2,372.72	1,845.86	9,711.26	10,137.59
7111 Merchandise	11,973.67	10,686.03	55,841.89	53,561.18
7112 Lease Operations	4,576.83	2,669.63	22,265.55	23,908.82
7113 Undistributed	-----	-----	-----	-----
	74,397.85	67,808.95	472,097.92	494,520.13

EXPENSES

7104 Administration				
Regular Salaries	7,350.29	7,562.00	51,335.05	49,265.12
Misc. Salaries	2,854.93	1,272.09	15,130.47	9,456.51
02 Supplies & Expenses	1,278.60	1,047.44	5,195.92	6,928.73
06 Repair & Renovation	-----	-----	-----	-----
08 Equipment Replacement	-----	-----	-----	-----
10 New Equipment	-----	-----	546.46	888.73
12 Fringe Benefits	1,090.27	-----	7,580.60	-----
	19,924.38	9,881.53	79,788.50	66,539.09
7105 Program Office				
Regular Salaries	5,291.32	4,156.66	36,889.24	35,291.76
Misc. Salaries	115.09	439.84	423.37	963.92
02 Supplies & Expenses	323.09	1,158.10	2,423.62	7,936.84
12 Fringe Benefits	799.96	-----	5,564.92	-----
	6,529.46	5,754.60	45,301.15	44,192.52
7106 Maintenance				
Regular Salaries	11,598.38	11,574.70	81,973.34	77,726.44
Misc. Salaries	2,666.71	1,560.26	17,531.03	9,204.80
02 Supplies & Expenses	2,633.01	5,527.44	25,199.48	38,332.21
06 Repair & Renovation	6,136.95	1,243.26	19,610.75	9,503.63
08 Equipment Replacement	-----	163.60	102.30	2,720.45
10 New Equipment	-----	675.50	19.20	2,888.64
12 Fringe Benefits	1,737.65	-----	12,270.98	-----
	24,772.70	20,744.76	156,707.08	140,376.17

THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
INCOME & EXPENSE SUMMARY, PAGE 2

	JAN 1973-74	JAN 1972-73	YEAR TO DATE 1973-74	YEAR TO DATE 1972-73
7107 P.A. Control				
Regular Salaries	740.00*	73.91	5,180.00	4,956.00
Misc. Salaries	234.02	76.39	898.95	949.90
02 Supplies & Expenses	(14.34)	31.49	126.71	735.25
04 Merchandise for Resale		74.10		894.60
06 Repair & Renovation			441.86	
08 Equipment Replacement			437.80	
10 New Equipment			1,271.86	
12 Fringe Benefits	111.88		781.48	
*Cor made-Pers from Hospital had been paid off this budget (634.09)	1,071.56	255.89	9,138.66	7,535.75
7108 Artcraft Studio				
Regular Salaries	1,449.00	1,458.00	9,183.00	8,829.00
Misc. Salaries	774.94	408.45	3,869.66	3,774.40
02 Supplies & Expenses	421.91	389.37	1,349.99	2,504.18
04 Merchandise for Resale	929.16	270.09	4,322.67	3,409.35
06 Repair & Renovation	25.41	12.79	447.10	364.51
08 Equipment Replacement				339.75
10 New Equipment				
12 Fringe Benefits	219.33		1,387.17	
	3,819.75	2,538.70	20,559.59	19,221.19
7109 Bowling Lanes				
Regular Salaries	1,197.34	1,095.68	8,381.38	7,680.78
Misc. Salaries	1,598.15	743.27	6,856.93	5,984.95
02 Supplies & Expenses	284.99	237.07	1,117.80	2,304.50
04 Merchandise for Resale				234.60
06 Repair & Renovation	126.28		511.26	299.93
08 Equipment Replacement	190.45	140.00	190.45	140.00
10 New Equipment				
12 Fringe Benefits	181.04		1,264.52	
	3,578.25	2,216.02	18,322.34	16,644.76
7110 Billiard Room				
Regular Salaries	310.34	298.68	2,172.38	2,101.78
Misc. Salaries	1,059.07	644.15	5,528.28	4,970.46
02 Supplies & Expenses	267.17	85.05	925.18	1,311.68
04 Merchandise for Resale		204.00	535.65	754.55
06 Repair & Renovation	16.00		806.25	721.80
08 Equipment Replacement		101.50		101.50
10 New Equipment				
12 Fringe Benefits	46.93		327.79	
	1,699.51	1,333.38	10,295.53	9,961.77

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 INCOME & EXPENSE SUMMARY, PAGE 3

	JAN 1973-74	JAN 1972-73	YEAR TO DATE 1973-74	YEAR TO DATE 1972-73
7111 Merchandies				
Regular Salaries	625.00	673.50	4,375.00	3,895.50
Misc, Salaries	802.35	629.67	4,288.82	5,203.15
02 Supplies & Expenses	245.10	316.22	1,183.50	2,004.79
04 Merchandise for Resale	5,738.26	4,768.61	39,510.29	37,192.88
06 Repair & Renovation		85.78	239.61	85.78
08 Equipment Replacement				913.29
10 New Equipment				70.00
12 Fringe Benefits	94.49		659.99	
	7,505.20	6,473.78	50,257.21	49,365.39
7112 Lease Operations				
06 Repair & Renovation				243.04
08 Equipment Replacement				238.50
10 New Equipment				-----
				481.54
7113 Undistributed				
02 Supplies	4.05	(384.51)		(1,648.68)
	4.05	(384.51)	4.05	(1,648.68)
SUB TOTAL	68,904.86	48,814.15	390,374.11	352,669.50
ENCUMBERED FUNDS			18,168.41	19,156.65
TOTAL EXPENSES	68,904.86	48,814.15	408,542.52	371,826.15

THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
INCOME & EXPENSE SUMMARY

July 1 to Dec. 31, 1973

INCOME	DEC 1973-74	DEC 1972-73	YEAR TO DATE 1973-74	YEAR TO DATE 1972-73
Encumbered Funds			2,726.83	20,126.83
Fee Appropriated 6/12	45,495.67	43,735.16	272,974.02	262,410.96
Appropriated Equipment Replacement			30,883.00	40,900.00
7104 Administration	612.49	875.41	2,105.86	6,694.57
7105 Program Office	-----	-----	-----	-----
7106 Custodial	508.65	632.27	1,304.85	3,046.46
7107 P.A. Control	158.00	471.65	1,315.53	1,627.90
7108 Artcraft Studio	812.50	456.72	3,878.00	4,294.69
7109 Bowling Lanes	2,093.46	1,988.80	13,607.50	15,104.25
7110 Billiard Room	1,004.27	1,452.69	7,338.54	8,291.72
7111 Merchandise	5,002.21	5,205.55	43,868.22	42,875.12
7112 Lease Operations	8,778.82	6,252.75	17,507.07	21,320.19
7113 Undistributed	-----	-----	-----	-----
	64,466.07	61,071.00	397,509.42	426,692.69
EXPENSES				
7104 Administration				
Regular Salaries	7,885.00	7,076.00	43,984.76	41,703.12
Misc. Salaries	1,556.88	2,147.38	12,275.54	8,184.42
02 Supplies & Expenses	738.18	972.12	3,917.32	5,881.29
06 Repair & Renovation	-----	-----	-----	-----
08 Equipment Replacement	-----	-----	-----	-----
10 New Equipment	546.46	476.20	546.46	888.73
12 Fringe Benefits	1,055.90	-----	6,490.33	-----
	11,782.42	10,671.70	67,214.41	56,657.56
7105 Program Office				
Regular Salaries	5,266.32	7,303.66	31,597.92	31,135.10
Misc. Salaries	225.76	379.59	400.55	524.08
02 Supplies & Expenses	205.09	1,610.60	2,100.53	6,778.74
12 Fringe Benefits	794.16	-----	4,764.96	-----
	6,491.33	9,293.85	38,863.96	38,437.92
7106 Maintenance				
Regular Salaries	11,737.84	10,235.97	70,374.96	66,151.74
Misc. Salaries	1,817.50	1,859.74	14,864.32	7,644.54
02 Supplies & Expense	2,129.77	4,899.32	22,566.47	32,804.77
06 Repair & Renovation	1,417.01*	(11,526.35)	13,473.80	8,260.37
08 Equipment Replacement	-----	-----	102.30	2,556.85
10 New Equipment	-----	423.00	19.20	2,213.14
12 Fringe Benefits	1,754.23	-----	10,533.33	-----
*Campus Club Pmt of Back Bills	18,856.35	5,891.68	131,934.38	119,631.41

THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
INCOME & EXPENSE SUMMARY, PAGE 2

	DEC 1973-74	DEC 1972-73	YEAR TO DATE 1973-74	YEAR TO DATE 1972-73
7107 P.A. Control				
Regular Salaries	740.00	1,342.09	4,440.00	4,882.09
Misc. Salaries	76.87	133.57	664.93	873.51
02 Supplies & Expenses	34.72	196.04	141.05	703.76
04 Merchandise for Resale	-----	-----	-----	820.50
06 Repair & Renovation	-----	53.32	421.93	-----
08 Equipment Replacement			437.80	
10 New Equipment			1,271.86	
12 Fringe Benefits	111.60		669.60	
	<u>963.19</u>	<u>1,725.02</u>	<u>8,047.17</u>	<u>7,279.86</u>
7108 Artcraft Studio				
Regular Salaries	1,449.00	1,373.00	7,734.00	7,371.00
Misc. Salaries	372.67	720.28	3,094.72	3,365.95
02 Supplies & Expenses	68.49	371.26	1,028.08	2,114.81
04 Merchandise for Resale	800.50	375.03	3,393.51	2,139.26
06 Repair & Renovation	43.90		485.27	351.72
08 Equipment Replacement				339.75
10 New Equipment				
12 Fringe Benefits	218.77		1,167.84	
	<u>2,953.33</u>	<u>2,839.57</u>	<u>16,903.42</u>	<u>16,682.49</u>
7109 Bowling Lanes				
Regular Salaries	1,197.34	1,095.68	7,184.04	6,585.10
Misc. Salaries	904.01	1,324.12	5,258.78	5,241.68
02 Supplies & Expenses	135.76	383.26	832.81	2,067.43
04 Merchandise for Resale		53.15		234.60
06 Repair & Renovation		48.25	384.98	299.93
08 Equipment Replacement				
10 New Equipment				
12 Fringe Benefits	180.58		1,083.48	
	<u>2,417.69</u>	<u>2,904.46</u>	<u>14,744.09</u>	<u>14,428.74</u>
7110 Billiard Room				
Regular Salaries	310.34	298.68	1,862.04	1,803.10
Misc. Salaries	672.50	955.49	4,469.27	4,326.31
02 Supplies & Expenses	122.45	504.67	658.01	1,266.63
04 Merchandise for Resale	206.50	262.40	535.65	550.55
06 Repair & Renovation			790.25	721.80
08 Equipment Replacement				
10 New Equipment				
12 Fringe Benefits	46.81		280.86	
	<u>1,358.60</u>	<u>2,021.24</u>	<u>8,596.08</u>	<u>8,628.39</u>

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 INCOME & EXPENSE SUMMARY, PAGE 3

	DEC 1973-74	DEC 1972-73	YEAR TO DATE 1973-74	YEAR TO DATE 1972-73
7111 Merchandise				
Regular Salaries	625.00	537.00	3,750.00	3,222.00
Misc. Salaries	425.66	1,124.88	3,486.47	4,573.48
02 Supplies	7.20	227.24	938.40	1,688.57
04 Merchandise for Resale	6,691.76	9,803.66	33,772.03	32,424.27
06 Repair & Renovation			239.61	
08 Equipment Replacement				913.29
10 New Equipment				70.00
12 Fringe Benefits	94.25		565.50	
	<u>7,843.87</u>	<u>11,692.78</u>	<u>42,752.01</u>	<u>42,891.61</u>
7112 Lease Operations				
06 Repair & Renovation				243.04
08 Equipment Replacement				238.50
10 New Equipment				-----
				481.54
7113 Undistributed				
02 Supplies		78.79	307.54	(1,264.17)
		<u>78.79</u>	<u>307.54</u>	<u>(1,264.17)</u>
SUB TOTAL	52,666.78	47,119.09	329,363.06	303,855.35
ENCUMBERED FUNDS			20,333.12	18,418.97
TOTAL EXPENSES	<u>52,666.78</u>	<u>47,119.09</u>	<u>359,696.18</u>	<u>322,274.32</u>

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

To: CMU Board of Governors
From: Rufus L. Simmons, Secretary
Subject: Board Meeting - THURSDAY, APRIL 4 - 626 Campus Club
Lunch 11:30
Meeting 12:00

AGENDA

I Call to Order

II Minutes

III Reports

UPC Spring Quarter Calendar, Recruitment
House Liquor, Budget, Study Rooms, ISTC Contract
Directors Art Deco, Remodeling

Old

IV ~~New~~ Business

Constitution Revision Report
Alcohol Policy
Status of Board Vacancies
MBO Reaction
No Smoking Eating Area

V New Business

UBOG Budget

Meetings April 29 (special budget approval meeting) 346 CMU, 3:00 pm
May 2, Regular Board Meeting, May 2, Room 626, 12 noon

3/29/74

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
12:00 noon April 4, 1974

Members Present	Patrick Pechacek CLA Nancy Winter UPC Bob Mickelson, UPC Dan Winter UPC Dwyn Criss UPC Peter Brochhausen CHIP	Barry Bridges Alumni Virginia Harris Faculty Robert Ledder Food Service Norman Holte CC Rufus Simmons CMU Berton Atkinson CMU Tom Stark CMU
Members Absent	Orrin Jones MJA Dennis Jackson GS Randy Christman ED	Dick Getchell Alumni Glenn Hendricks Faculty (Exc)
Guests Present	Diane McLeod, Info Rep, CMU Gary Gottfried, Former UPC President Carol Rolig, Recreation Intern, CMU	

- I. The meeting was called to order at 12:00 noon by Vice Chairman Pechacek. A quorum was lacking, but was met by latecomers.
- II. The minutes of March 7 were accepted with the correction of Motion 18-74 to read, "To accept Bob Mickelson, Coordinator of Social Area, and Dwyn Criss, Coordinator of Ethnic Affairs, as UPC representatives to the Board. (The motion had been worded, "To ratify Bob Mickelson as Coordinator of Social Area and Dwyn Criss as Coordinator of Ethnic Affairs.")"

III. REPORTS

A. UPC - Nancy Winter

Spring Quarter Calendar. The UPC calendar for spring quarter is being distributed. Thanks were extended to Diane McLeod, Info Rep, for her advice and input. The back cover of the calendar will be used as a means of communicating CMU remodeling progress to students.

Recruitment. Coordinators are still being recruited. Anyone interested should be referred to Personnel.

B. HOUSE COMMITTEE - Pat Pechacek

Liquor. The House Committee will draft liquor policy for union at April 11 meeting. The committee will meet at 2:15.

Budget. Anyone interested in budgeting procedures is invited to attend April 11 House meeting.

Study Rooms. The use of third floor rooms as study rooms has been accepted favorably by students.

ISTC has signed a new contract.

C. DIRECTOR - Rufus Simmons

Art Deco. The problem of public criticism connected with "destroying of art deco" of Coffman Union, particularly the "great lounge", has been dealt with thru letters to the Daily from Messrs Cashman, Brinkerhoff, Siggelkow and Simmons. The letters noted advice had been sought prior to architectural planning regarding the period value of the structure and stressed the advantages to be gained through the remodeling. No legislative funds will be used in the remodeling.

Remodeling is proceeding in two areas of the basement - Artcraft and Whole Coffee-house. There will be several avenues of communicating remodeling progress to the university community--through the Coffman Quarterly, a newsletter for university community from CMU; a section of CMU Chatter, an in-house bulletin; the back cover of UPC Quarterly Calendar of events; and through construction graphics at the site of construction.

OLD BUSINESS

1. Constitution Revision. The UBOG Constitution Committee will meet April 10 to draw up proposed changes. The proposal will be distributed prior to May 2 Board meeting for consideration and action on May 2.
2. Alcohol in Union focuses mostly on reception-type meetings. The Campus Club will probably ask members having a party to bring their own liquor and mix. The Campus Club will furnish ice and glasses. No liquor will be sold in the Campus Club.
3. Board Vacancies. Because it is so late in the year, it is doubtful that college boards will send representatives to fill college vacancies.
4. MBO, Management by Objectives, is working reasonably well. The staff is adjusting to it and see the value of it.
5. No Smoking in Eating Area. Part of the Collonade is now posted as a no-smokers area and users are respecting the rule.

NEW BUSINESS

1. Budget. PPBS, Program Planning Budget System, will be used to define anticipated expenses of specific programs and areas for 1974-75 thru a careful summary of percentage of employee time spent in/on a particular area/project, and supplies/expenses connected with the area/project. PPBS focuses on long-range planning. It includes goals and description for each area and will provide the base for CMU Annual Report.

2. MEETINGS

SPECIAL MEETING -- APRIL 29 -- FOR BUDGET APPROVAL -- ROOM 346 CMU --
3:00 PM

REGULAR BOARD MEETING -- MAY 2 -- ROOM 626 -- 12:00 NOON
(Lunch 11:30 AM)

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

4/10/74

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS
April 29, 1974
Special Meeting
1974-75 CMU Budget Approval

The meeting was called to order at 3:30 pm by the acting Board Chairman, Pat Pechacek. A quorum was present.

Present: Glenn Hendricks, Faculty
Tom Stark, CMU
Bob Ledder, Food Service
Nancy Winter, UPC
Dan Winter, UPC
Carol Rolig, Guest
Bob Mickelson, UPC
Dwyn Criss, UPC
Diane McLeod, Dir. Info Specialist
Patrick Pechacek, CLASIB
Mitchell Fink, Guest
Berton Atkinson, CMU
Rufus Simmons, CMU

The 1974-75 Line-Item Budget and Program Budget were distributed. There was a brief discussion concerning the method of budget review. It was decided to review the Line-Item Budget and refer to the Program Budget as needed.

Mr. Simmons stated that a budget is a reflection of organizational priority-- a statement which translates goals and objectives into dollars. The "1974-75" reflects a status-quo budget, "New Programs" reflects the result of economical reduction in other programs.

Basic Planning Data

1. Regular Salaries:	C Class Conversion	4%
	A Class Cost of Living	5.5%
	C Class Cost of Living	10%
	Equalization Pay	4%
	Shift Differential	.10/hr.
2. Miscellaneous Salaries		10%
3. Fringe Benefits Increase		13.3 - 16.5%
4. Supplies & Expense		8%
5. Electricity		39%
6. Heat		90%
7. Water & Sewer		72%

7104 Administration 21.7%

Basic cost increases reflect basic pay increases and increased public relations efforts and shift of professional subscriptions from all budgets to administration.

7105 Program 14.5%

Reduction of Supplies and Expense budget thru better economy and separation of UPC functions and the Program Office. Miscellaneous Salaries increase is due to budget at full costs rather than work-study rates. Staffing will be sought at work-study rates but there is no guarantee.

7106 Maintenance 9.2%

There will be a reduction in Regular Salaries brought about by dropping two custodial positions and by converting two others to one position. The Supplies & Expense budget reflects a negative expense of \$10,000 (state funds) which goes to offset utility costs.

7107 PA Control 14.9%

Basically no change. Supplies & Expense reflects the shift of traditionally budgeted 06 Repair & Renovation expense to the 02 budget.

7108 Artcraft Studio 11.9%

A status-quo budget. Merchandise for Resale is increased. Items loaned and given away before will now be sold.

7109 Recreation/Outing 10.6%

The budget is a combination of the Bowling, Billiards and Outings Center. The increase in cost of supplies represents some start-up cost for the Outings Center which is scheduled to open winter quarter.

7111 Merchandise 1.2%

The budget reflects a one-outlet operation which will alternate between Ground and 1st Floors during the remodeling period. Reduction in Miscellaneous Salaries is one of the cost reductions during this period.

7112 Lease Operations

\$3,000 credit to offset the Recreation/Outings contribution to the operations of the amusements machines.

Total Expense Increases 12.3%Total Income Increases 5.9%

Income will be off during the remodeling period due to construction and less service.

Program Allocation 13.7%

Reflects increased cost of providing programs. There has not been an increase in program allocation in 5 years.

Total Fee Request Increase 14.9%

There was concern for the overall budget increase for the union and the MU and the corresponding need for a fee increase. It was explained by Mr. Simmons that last year the MU had a deficit budget and probably will have one this coming fiscal year and will have to fund out of the MU reserves. It was further explained that expenses are outstripping income and the resulting problem will necessitate a fee increase in the short foreseeable future.

There was much discussion on the merit of raising fees and the press for student fee increases coming from other quarters and the resultant effects.

It was recognized that the Board has the responsibility to set union budget priorities and the Program Budget would facilitate that process.

MOTION 19-74 (G. Hendricks - B. Ledger) To approve the 1974-75 Budget as presented. Approved.

The meeting was adjourned at 4:20 pm. The next meeting will be MAY 9, 1974, Room 351-2 CMU, 11:30 a.m.

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

To: CMU Board of Governors
From: Rufus L. Simmons, Secretary
Subject: Board Meeting - THURSDAY, MAY 9 - 351-52 CMU
Lunch 11:30
Meeting 12:00

AGENDA

I Call to Order

II Minutes

III Reports

UPC
House
Directors

IV Old Business

Constitution
Alcohol

V New Business

Ratification of New Coordinators
Reserve Schedules

Candidate for UPC Pres
MU Grant Fund

VI Next Meeting June 6, Room 625 Campus Club

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
12:00 Noon May 9, 1974

Present: Patrick Pechacek CLA
Nancy Winter UPC
Bob Mickelson UPC
Dan Winter UPC
Dwyn Criss UPC
Dennis Jackson Grad School
Barry Bridges Alumni
Glenn Hendricks Faculty
Robert Ledder Food Service
Norman Holte Campus Club
Rufus Simmons CMU
Berton Atkinson CMU
Tom Stark CMU

Absent: Peter Brochhausen HS
Randy Christman Ed
Dick Getchell Alumni
Virginia Harris Faculty

Guests: Diane McLeod Info Rep
Gary Gottfried Former UPC President
Mike Jones Candidate for President, UPC
Alan Bergstrom UPC

- I. The meeting was called to order at 12:10 by acting chairman, Pat Pechacek. A quorum was present.
- II. The minutes of the special board meeting of April 29 were approved.

III. REPORTS

1. UPC

UPC Winter Quarter Financial Report was presented by Tom Stark. It showed a balance of \$4,333.68 remaining from the total winter quarter allocation of \$13,200.00. A series of programs "Jazz on Campus" is being presented in May and June.

2. House - Pat Pechacek

The House Committee was unable to meet and had no report.

3. Directors - Rufus Simmons

Budget. Mr. Simmons reported that the Minnesota Union had approved the budgets of the constituent unions.

Suggestion Box. Diane McLeod, Information Specialist, is coordinating the suggestion box idea by responding to each person who has signed a suggestion slip. Boxes are located outside of Room 209, near the Info Center and at the Newsstand.

Remodeling. Mr. Atkinson summarized areas in which work is progressing: basement; ground floor-east; circular stairway from in front of building to ground floor; behind elevators on all floors (thru 3). The work is being accomplished close to "on schedule" according to the critical path.

Gary Gottfried noted there has been a problem with escaping water in the wetting down of the dust walls and inquired as to possible dangers connected with this. The escaping water is messy and requires additional clean-up time by custodians, but does not present a hazard.

IV. OLD BUSINESS

Constitution & By-Laws.

The Committee for Constitution Revision submitted a revised Constitution and changes to the CUBOG By-Laws for review by the Board and for action/approval at the June 6 Board meeting (copies attached). Changes chiefly eliminated ambiguity of wording in regard to officers of the Board.

Alcohol. Dennis Jackson inquired about status of Union's alcohol policy. Because of the press of the budget and remodeling, the writing of the policy in regard to the use of alcohol in Coffman had been set aside. Mr. Jackson has written a suggested policy and asked that a committee meeting be called.

V. NEW BUSINESS

Ratification of Coordinators. Tom Stark asked that the following UPC Coordinators be ratified by the Board.

Kathy Rosel.....Rec & Outing	Dave Lenander.....Current Events
Alan Bergstrom.....Finance	Bob Mickelson.....Social
Joann Digitono.....Gallery	Dwyn Criss.....Ethnic Affairs
Kathy Palmer.....Whole	Tanya Hall.....Contemporary Arts
July Hapsch.....Night Place	Margaret Dagg.....Mini Courses

MOTION 20-74 (Criss, N-Winter) That Coordinators be ratified. Approved.

Candidate for President. UPC presented one candidate for President-- Mike Jones. Mr. Jones said his goal would be to unify the separate areas of UPC.

MOTION 21-74 (Atkinson, Jackson) To vote in favor of unanimous vote.

3 for, 4 opposed

MOTION 22-74 (Jackson, D-Winter) To ratify selection of Mike Jones as President of UPC. Approved.

Reserve Account Balance Statement. A Balance Statement for Fiscal 1974-75 was distributed to Board members to acquaint them with the new form. The statement includes the status of reserve accounts identified in program budgeting.

MU Grant Fund. Dwyn Criss, representative to MUCB, reported that the Grant Fund Committee expressed discontent that the unions had not budgeted for the Grant Fund and asked that the Board go on record as supporting the Fund in principle.

MOTION 23-74 (Mickelson, D-Winter) Move that Board representative to MUCB indicate UBOG continued support in the MU Grant Fund.

AMENDMENT 23-74 (Jackson, Criss) and urge clarification of structure and purpose and operation of the fund.

MOTION & AMENDMENT APPROVED.

The meeting was adjourned at 2:30 p.m.

NEXT MEETING.

JUNE 6	ROOM 625	CAMPUS CLUB	11:30 LUNCH
			12:00 MEETING

Respectfully submitted,

Rufus L. Simmons
Recording Secretary

- 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 member who wishes to become active on the Coffman Union Board of Governors, Union Program Council, or a committee within the Union, must be scholastically eligible for participation as defined by the Assembly Committee on Student Affairs.

ARTICLE IV COFFMAN UNION BOARD OF GOVERNORS

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

ARTICLE V

MEMBERSHIP OF THE BOARD

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

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

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

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

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

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

ARTICLE VI

OFFICERS

- Sec. 1** The officers of the Board shall be:
- A.** The Chairman of the Board.
 - B.** The Vice Chairman of the Board.
 - C.** President of Union Program Council.
 - D.** Secretary.
- Sec. 2** The duties of the officers shall be as defined in Article II of By-Laws of the CUBOG.
- Sec. 3** Elections of officers:
- A.** The Chairman of the Board shall be elected from Board membership by the Board during the 1st full week in October.
 - B.** The Vice Chairman of the Board shall be elected from Board membership by the Board during the 1st full week in October.
 - C.** Selection of the President shall be made by the UPC and ratified by the Board of Governors not later than the end of spring quarter.
 - D.** The Recording and Corresponding Secretary who shall be the Director of Coffman Memorial Union
- Sec. 4** All elective officer vacancies shall be filled immediately in accordance with Article VI, Sec. 3.

ARTICLE VII

MEETINGS

- Sec. 1** The Board shall meet in regular session at least twice during each academic quarter and at least once during summer session.
- Sec. 2** The Chairman of the Board or the Director of Coffman Memorial Union shall call the first meeting of the Board following its formation. Such meeting shall be called within 30 days of the qualification of Board members.

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

ARTICLE VIII

COMMITTEES

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

ARTICLE IX

BY-LAWS

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

ARTICLE X

AMENDMENTS

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

Approved UBOG, Spec Mtg, 5-10-71

Approved MUCB, 11-18-71

Approved ACJA, 1-7-72

Amended UBOG, 3-1-72

Amended UBOG, 10-4-72

Approved MUCB, 10-25-72

Revised UBOG, 5-9-74

BY-LAWS
OF THE
COFFMAN UNION BOARD OF GOVERNORS

ARTICLE I SPECIAL MEETINGS

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

ARTICLE II DUTIES OF OFFICERS

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

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

Sec. 2 Meetings. All meetings of the Board shall be open to the public. A request for a hearing of a position to the Board by anyone who is not a Board member may be presented by any member of the Board to the Executive Committee for hearing at a regular scheduled meeting. Prior to each meeting of the Board, the Chairman shall cause to be prepared and forwarded to each member of the Board an agenda for the meeting. Upon written request of any member of the Board, the Chairman shall place the subject or subjects on the agenda. Each resolution, committee recommendation, petition, amendment, or other matters in the general category shall ordinarily be reduced to writing and read to the Board before it is acted upon. The discussion of any particular motion or resolution shall be limited to a reasonable time.

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

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

ARTICLE IV COMMITTEES

Sec. 1 The Executive Committee shall consist of the Chairman of the Board, the Vice Chairman of the Board, the President of the Union Program Council, and the Secretary of the Board. The Executive Committee may consider matters related to general planning and policy not encompassed by the other standing committees, and shall assist in preparing the agenda for Board meetings.

Sec. 2 The House & Finance Committee will consider all matters related to facilities, operational procedures, budget, and financial operations of the Union.

Sec. 3 Coffman Union Program Council will operate under the conditions as defined in the By-Laws of the Coffman Union Program Council.

Sec. 4 Other Committees of the Coffman Union Board of Governors.

A. Special committees shall be temporary in nature, not exceeding the term of the Chairman of the Board.

B. Except as otherwise provided, members of all standing and special committees, one of whom shall be designated as chairman, shall be appointed by the Chairman 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 to appointment until their successors have been appointed or until the committee is dissolved.

C. It shall be the duty of the chairman of each committee to call, and preside over, all meetings of his committee and to cause to be prepared such reports and resolutions as may be appropriate.

Memo

To: Union Board of Governors
From: Rufus L. Simmons, Secretary
Subject: Change of Meeting Date

The CMU Budget will be presented to the MUCB for approval at their meeting on May 2. In order that we might meet following action on the budget, the UBOG meeting scheduled for noon on May 2 has been postponed to May the 9th at 11:30 am in Room 351-2.

The rooms in the Campus Club are all taken so we will cater lunch thru Food Service. We will need a confirmation from you for lunch. Please return the slip below to indicate your reservation.

- - - - -
Please return by Thursday, May 3.

I plan to attend the Board meeting on May 9 in Room 351-2 CMU at 11:30 am.

Name

I would prefer the following for lunch:

- _____ Chef Salad, roll, beverage, dessert
- _____ Hot Reuben Sandwich, potato salad, beverage, dessert
- _____ Veal Parmasan, salad, vegetable, roll, beverage, dessert
- _____ Lasagne, salad, vegetable, roll, beverage, dessert
- _____ Chicken Fricassee, Salad, Vegetable, roll, beverage, dessert

(Because we can order only one selection, the majority will rule... if there's something here that you're 'allergic' to, please say so in order that we can avoid it.)

Return to Vi Justice
209 Coffman Union
by Thursday, May 3

UNION PROGRAM COUNCIL
 Winter Quarter Financial Report
 April 6, 1974

SUMMARY

	Income	Expense	Net	Budget	Budget Difference
President	-0-	1,016.36	(1,016.36)	900.00	(116.36)
Personnel	-0-	282.91	(282.91)	500.00	217.09
Public Relations	-0-	515.78	(515.78)	580.00	64.22
Finance	-0-	-0-	-0-	-0-	-0-
Contemporary Arts	280.95	963.40	(682.45)	1,150.00	467.55
Gallery	-0-	335.69	(335.69)	550.00	214.31
Night Place	-0-	1,509.78	(1,509.78)	1,750.00	240.22
Current Events	130.39	1,640.47	(1,510.08)	1,767.00	256.92
Recreation	1,023.50	2,386.81	(1,363.31)	1,750.00	368.69
Social	4,637.85	7,548.30	(2,910.45)	1,553.00	(1,357.45)
Whole	17,450.60	14,270.48	3,180.12	700.00	3,880.12
Ethnic Affairs	<u>126.50</u>	<u>2,748.13</u>	<u>(2,621.63)</u>	<u>1,800.00</u>	<u>(821.63)</u>
TOTALS	23,649.79	33,218.11	(9,568.32)		
SUMMER RESERVE				<u>200.00</u>	
TOTALS			(9,568.32)	13,200.00	3,431.68

Total Budget	\$13,200.00
Total Net	9,568.32
Accounts Receivable	<u>702.00</u>
	8,866.32
Balance	4,333.68

UNIVERSITY OF MINNESOTA
DEPARTMENT OF THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
RESERVE ACCOUNTS - BALANCE STATEMENT
Fiscal 1974-75

ITEM	Balance March 31 1974	Allocation 1974-75	Budget encumbrance	Unencumbered balance
0923 Operations reserve	176,709.98	00.00		176,709.98
10 New Equipment				
7104 Administration			750.00	
7105 Program			500.00	
7106 Maintenance			-----	
7107 P.A. Control			275.00	
7108 Artcraft Studio			325.00	
7109 Rec/ Outings			4,000.00	
7111 Merchandise			-----	
7112 Lease Operations			-----	
Total New Equipment 74-75			5,850.00	5,850.00
Balance July 1, 1974				<u>170,859.98</u>
A Capital Improvement and Building Repl. Fund				
Balance July 1, 1974		22,708.81		<u>22,708.81</u>
1% of Capital value of building at \$2,270,881.45 (June 30, 1973)				
B Building Repair and Renovation	00.00	34,063.00		34,063.00
<u>06</u>				
7104 Administration			-----	
7105 Program			-----	
7106 Maintenance			21,965.00	
7107 P.A. Control			-----	
7108 Artcraft Studio			1,043.00	
7109 Recreation/Outings			-----	
7111 Merchandise			200.00	
7112 Lease Operations			-----	
Balance July 1, 1974			23,208.00	<u>23,208.00</u>
1 1/2% of Capital value at \$2,270,881.45 (June 30, 1973 = \$34,063.00)				<u>10,855.00</u>

RESERVE ACCOUNTS - BALANCE STATEMENT

Fiscal 1974-75

Page 2

ITEM	Balance March 31 1974	Allocation 1974-75	Budget encumbrance 1974-75	Unencumbered balance
0922 - C Furniture/Equip. . . .				
08 Repair & Repl. . . .	160,000.00	30,883.00		<u>190,883.00</u>
7104 Administration			72.00	
7105 Program			-----	
7106 Maintenance			1,000.00	
7107 P.A. Control			4,275.00	
7108 Artcraft Studio			355.00	
7109 Recreation/Outings			5,825.00	
7111 Merchandise			70.00	
7112 Lease Operations			-----	
			11,597.00	<u>11,597.00</u>
Balance July 1, 1974				<u>179,304.00</u>

Note: Balance in account March 31, 1974 = \$169,417.54
 Transfer \$160,000.00 to Minn Union - balance CMU \$9,417.54
 Allocation 7 1/2% x 411,722 = 30,883.00

SUMMARY STATEMENT

Grand Total Reserve 0923 Operations Reserve	170,859.98
Balance with MU	22,708.81
July 1, 1974	10,855.00
Capital Improvement/Building Repl	
Building Repair & Renovation	
0922 Fur/Equipment Repair & Replacement	<u>179,304.00</u>
TOTAL	<u>383,727.79</u>

4/26/74

UNIVERSITY OF MINNESOTA
DEPARTMENT OF THE MINNESOTA UNION
COFFMAN MEMORIAL UNION

Budget - Fiscal 1974-75

4/25/74
First Draft

<u>Expense</u>	<u>Actual</u> 1972-73	<u>Budget</u> 1973-74	<u>Budget</u> 1974-75
7104 Administration			
Reg. Salaries	85,542.80	89,736.00	(a) 102,820.00
401 Misc. Salaries	20,321.02	24,139.00	(b) 35,639.00
02 Supply and Expense	3,487.35	15,324.00	(d) 16,404.00
12 Fringe Costs	10,143.34	11,935.00	(c) 16,965.00
	<u>119,494.51</u>	<u>141,134.00</u>	<u>171,828.00</u>
7105 Program			
Reg. Salaries	59,655.47	63,196.00	70,176.00
401 Misc. Salaries	2,998.48	2,226.00	3,583.00
02 Supply and Expense	5,750.53	4,797.00	4,673.00
12 Fringe Costs	7,426.99	8,405.00	11,579.00
	<u>75,831.47</u>	<u>78,624.00</u>	<u>90,011.00</u>
7106 Maintenance			
Reg. Salaries	133,535.33	168,754.00	162,467.00
401 Misc. Salaries	21,922.78	26,838.00	37,426.00
02 Supply and Expense	54,973.31	62,003.00	(e) 79,026.00
12 Fringe Costs	16,677.75	22,444.00	26,819.00
	<u>227,109.17</u>	<u>280,039.00</u>	<u>305,738.00</u>
7107 P.A. Control			
Reg. Salaries	8,496.00	8,880.00	9,768.00
401 Misc. Salaries	2,059.32	1,500.00	1,500.00
02 Supply and Expense	332.13	440.00	926.00
04 Merchandise for Resale	---	100.00	100.00
12 Fringe Costs	1,056.08	1,181.00	1,612.00
	<u>11,943.53</u>	<u>12,101.00</u>	<u>13,906.00</u>
7108 Art-Craft Studio			
Reg. Salaries	15,779.18	16,428.00	18,325.00
401 Misc. Salaries	7,857.37	7,934.00	8,324.00
02 Supply and Expense	3,059.34	2,182.00	2,261.00
04 Merchandise for Resale	6,162.33	7,000.00	7,980.00
12 Fringe Costs	1,994.23	2,185.00	3,073.00
	<u>34,852.45</u>	<u>35,729.00</u>	<u>39,963.00</u>
7109 Recreation/Outing			
Reg. Salaries	17,763.90	18,296.00	19,608.00
401 Misc. Salaries	22,686.18	27,355.00	28,676.00
02 Supply and Expense	7,614.00	7,127.00	9,450.00
04 Merchandise for Resale	1,113.66	800.00	1,000.00
12 Fringe Costs	2,119.74	2,433.00	3,235.00
	<u>51,297.48</u>	<u>56,011.00</u>	<u>61,969.00</u>

<u>Expense</u>	<u>Actual 1972-73</u>	<u>Budget 1973-74</u>	<u>Budget 1974-75</u>
7111 Merchandise			
Reg. Salaries	6,685.50	7,500.00	8,070.00
401 Misc. Salaries	9,792.63	8,751.00	6,673.00
02 Supply and Expense	2,558.11	2,066.00	2,168.00
04 Merchandise for Resale	72,904.15	60,000.00	62,050.00
12 Fringe Costs	839.71	998.00	1,332.00
	<u>92,780.10</u>	<u>79,315.00</u>	<u>80,293.00</u>
7112 Lease Operations			
02 Supply and Expense	---	---	3,000.00
	<u>---</u>	<u>---</u>	<u>3,000.00</u>
TOTAL EXPENSE	<u>613,308.71</u>	<u>682,953.00</u>	<u>766,708.00</u>
 <u>Income</u> 			
7104 Administration	9,829.22	8,000.00	9,100.00
7106 Maintenance	6,406.52	3,500.00	3,500.00
7107 P.A. Control	4,141.15	2,500.00	2,000.00
7108 Art-Craft Studio	9,098.01	8,000.00	7,560.00
7109 Recreation/Outing	60,184.78	60,000.00	66,280.00
7111 Merchandise	96,736.48	85,000.00	85,000.00
7112 Lease Operations	48,486.71	38,250.00	43,965.00
1972-73 Encumbered Fund	20,126.83		
TOTAL EARNINGS	<u>255,009.70</u>	<u>205,250.00</u>	<u>217,405.00</u>
Fee Income for Operations	358,299.01	477,703.00	549,303.00
TOTAL OPERATING INCOME	<u>613,308.71</u>	<u>682,953.00</u>	<u>766,708.00</u>
Fees for Program Allocation	40,000.00	40,000.00	45,545.00
TOTAL FEES	<u>398,299.01</u>	<u>517,703.00</u>	<u>594,848.00</u>

- (a) Regular salaries increased 5.5 % and 10%, cost of living 4% for equalization pay plan and 10¢ per hour shift differential.
- (b) Miscellaneous salaries increased 10%.
- (c) Fringe costs 1973-74 @12.3%, 1974-75 @16.5%.
- (d) Supply and expense items increased by 8% plus utility rates increased over 1972-73 rates by: Electricity @39%; Heat @90%; and Water/Sewer @72%.
- (e) Supply costs reduced from 89,296 to 79,026 via utility credit from Plant Department in the amount of 10,270.00.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

To: CMU Board of Governors
From: Rufus L. Simmons, Secretary
Subject: Board Meeting - THURSDAY, June 6, 1974, Room 625 Campus Club
Lunch 11:30
Meeting 12:00

AGENDA

I Call to Order

II Minutes

III Reports

UPC
House
Directors 1. Retreat

IV Old Business

Constitution & By-Laws
Alcohol Policy
Board Vacancies & Elections

V New Business

Ratification of UPC Coordinators
Summer Address of Board Members
Temporary Appointment to MUCB
U of M Governing Boards Retreat/Workshop
CMU Quarterly Newsletter
Services Corp
~~Lettuce Boycott~~

5/30/74

Enc: Summer Address form (to be returned to 209 CMU)
CMU Income & Expense Summary, Mar, 1974

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
12:00 Noon June 6, 1974

Members Present Patrick Pechacek CLA
Bob Mickelson UPC
Dan Winter UPC
Dwyn Criss UPC
Dennis Jackson, Grad School
Peter Brochhausen HS
Barry Bridges, Minn Alumni
Glenn Hendricks, Faculty
Robert Ledder, Food Service
Rufus Simmons, CMU
Berton Atkinson, CMU
Tom Stark, CMU
Bradley Kohnert, Civil Service (stud)

Members Absent Nancy Winter UPC
Dick Getchell Minn Alumni
Virginia Harris Faculty (excused)
Norman Holte Campus Club

Guests Present John Carnahan, Steve Gray Services Corporation
Diane McLeod, Information Rep, CMU
Gary Gottfried, Former UPC President
VI Justice, Civil Service Applicant to Board

I. The meeting was called to order at 12:15 by acting chairman, Pat Pechacek. A quorum was present.

II. The minutes of the May 9 meeting were approved.

III. REPORTS

1. UPC

Tom Stark, Assistant Director-Programs, presented a summary of Winter Quarter programs. The Council has been active with 117 events attended by over 17 thousand persons. In addition, the service areas - Gallery, Market Place, Night Place - served over 23 thousand persons. PR was handled thru distribution of 8,000 UPC Winter Quarter Calendars and extensive Daily coverage.

2. House - Pat Pechacek

House Committee members Barry Bridges, Bert Atkinson and Pat Pechacek, at June 5 House meeting recommended that an Ad Hoc Committee (Committee for Development of Alcohol Policy for Coffman Union) be set up to work on alcohol policy for Coffman. He asked Barry Bridges to chair the committee. Barry requested Board input as to any successes/failures that they were aware of in regard to alcohol policies on other campuses. He asked that notes be left in his mailbox in Board office.

Dennis Jackson said that he had written a policy in accordance with a strict interpretation of the Regents policy and he would turn it over to the committee.

The committee will work during the summer in order to have a preliminary report for the July Board meeting and a final report for the first Board meeting of fall quarter. The Ad Hoc Committee will include:

Barry Bridges (chair)
Dennis Jackson
Dwyn Criss
Bob Mickelson
Glenn Hendricks

3. Directors - Rufus Simmons

The Winter Quarter Operations Report, prepared to explain to the Minnesota Union Coordinating Board the operations' highlights for winter quarter and to answer questions about the March 31 income and expense report was distributed to the Board along with the March 31 and quarterly financial reports.

MUCB Fall Quarter Retreat. It has been proposed that the MU continue having a fall retreat and invite college board presidents, the president of the university and the vice president of student affairs to the meeting. The meeting is designed for interaction between the unions and the college boards and is proposed to be held October 4 thru 6 or 11 thru 13. There would be some 160 potential participants.

The Board recommended that its MU representative take back to MUCB the support of CUBOG toward the proposed retreat.

Gary Gottfried suggested the cost to students be kept minimal. Mr. Simmons thought the college board would pay the cost for its representative.

IV. OLD BUSINESS

Constitution & By-Laws

MOTION 24-74 (Gottfried-Bridges) To approve the constitution document as a whole. Passed.

(The revised constitution will need MUCB approval before adoption by the Board.)

MOTION 25-74 (Gottfried-Bridges) To approve By-Law document as a whole. Passed.

(The By-Laws, as approved, will take effect immediately.)

Board Vacancies & Elections. Mr. Simmons asked for recommendations for names of faculty to fill the position that Virginia Harris will vacate at the end of July. Those suggested were James Johnson, Val Woodward, and Karlis Kaufmanis.

The position of representative of Vice President-Student Affairs will need to be filled.

Civil Service position, regular employee, will be filled by Mrs. Violet Justice, secretary.

College Board vacancies. There have been several applications to fill the college board vacancies advertised in the Daily. Applications will be reviewed by Pechacek/Simmons and forwarded to the College Board presidents for recommendations.

V. NEW BUSINESS

Ratification of UPC Coordinators. No action could be taken as the Council had not met.

Summer Address of Board Members. A form requesting information as to point of contact during the summer was distributed and should be returned to Room 205 upon completion.

MUCB. Dwyn Criss and Gary Gottfried volunteered to represent CMU on Coordinating Board.

Quarterly Newsletter. Diane McLeod suggested the newsletter would be a good media for advertising and invited areas to submit news items for next publication. They must be given to her by Monday, June 10.

Mr. Atkinson objected that the motion was out of order as CMU does not exist as a separate entity.

AMENDMENT 26-74 (Pechacek-Gottfried) That CMU in items 1 and 2 of motion be changed to UBOG.

John Carnahan gave his reasons for request: Student store had been assured they would have 60 days' notice of moving; they have a \$24,000 inventory in their storeroom; the negotiations for space in Dinkeytown were falling thru. They have two problems--stock on hand and location. The effects of the cost of moving will put the Corporation in the red.

Mr. Simmons said the Union would have a counter proposal but he did not wish to present it at this time but would like to comment on the proposal for discussion as he felt the request for money was a blatant grab for dollars:

Critical Path. Something all union people must live with. This is a planning problem and not a result of the Board or the directors of the union, and tenants have been apprised as soon as knowledge is available.

Loss of Fixed Assets. An agreement was entered into with the university bookstore and not with the Union.

Cost of Liquidation. No issue as we have offered comparable space. Having space physically in the building would not necessitate the liquidation of merchandise.

(Steve Gray from Services Corporation asked if the space would be comparable in terms of traffic. Tom Stark said that the traffic surveys indicate there is more traffic on the first floor than ground floor.

Cost of New Fixtures. Should not be a problem as there is nothing to prevent the use of the existing fixtures.

Loss of Revenue. There is nothing to substantiate there would be a loss of \$3,000 revenue.

Cost of Moving. By occupying available space within the Union (Pop Inn) there would not be the expense of moving. Coffman staff could be utilized to assist in the move.

John Carnahan When proposition of renovation was made to him, relocating possibility within building was discussed and they were told no space was available.

Rufus Simmons Was a request made by MJA for space during remodeling?

John Carnahan No written request was made for Union relocation but it was intimated that they would have more time to look for space outside.

Minutes UBOG

June 6, 1974

Page 7

Bert Atkinson It was my express understanding that MSA bookstore did not wish to be in Union during remodeling and so we have not provided space during remodeling as we did not think they wished space.

John Carnahan Not my understanding.

Rufus Simmons Cost of moving would be great. Rent and moving cost would be considerably more.

Barry Bridges Is this a counter proposal?

Rufus Simmons We do not have a counter proposal but a memo from Berton Atkinson that can be used as a counter proposal.

Gary Gottfried Asked for presentation of counter proposal so it could be dealt with. He added that \$5,000 would not cover all the costs that would occur and he did not see how the Pop Inn would be comparable space.

Bert Atkinson Officially, the meeting with John Carnahan on May 29-30 was the first time alternate space in the Union had been discussed and he (Bert) started to think of alternate space in the Union at that time.

(Mr. Atkinson read the following excerpts from the Board minutes of December 1, 1971 relating to MSA store space, indicating the contract was not between the Union/Bookstore, but between MSA Store/Bookstore.

"...The MSA store will function from January 1 to June 30 on a sublease from the University Bookstore. It will be responsible for the obligations presently carried by the Bookstore: Heat, light (1/2 of these to be paid by the Union for Black Market), telephone, cleaning, 4% of gross to the union and a percent (to be determined-- toward 3%) to go to Scholarship support. If the MSA store is permitted to operate beyond June 30, 1971, it will reimburse the Bookstore for its expense for the installation of the dividing wall (\$900.00).

"Mr. Johnson agreed that this accurately represented the agreements. He went on to ask if the Board was not on record as agreeing to share 50-50 in the equipping of the MSA store.

"Mr. Siggelkow read the motion (16-72 adopted at the October 20 meeting which was expressly related only to the provision of"...temporary, enlarged space on a 50-50 development basis..."

"...it was not usual to leases that the owner pay for equipping/furnishing store space. The University Bookstore has always paid for all equipment/furnishings within their store area. ...light fixtures and painting had been bookstore expense."

Minutes UBOG

June 6, 1974

Page 8

(Regarding desirability of locating in the Pop Inn, Mr. Atkinson noted that within 30 days the entire ground floor will be occupied by the contractors. Except for the Cafeteria, all traffic will be on the first floor--which would make the Pop Inn a good location.)

John Carnahan Thought the matter of the dividing wall was more of an issue than the location in the Pop Inn. He thought UBOG should assume responsibility because the store assumed when they agreed to fund the partition that the investment would be for more than 2 years. He did not think the Pop Inn would be a good space for the summertime and not favorable for operation. Further, he resented the slam that the store was gouging people for money.

Dennis Jackson Looked on the matter as an instance of the 'school of hard knocks'. A business cannot be guaranteed of anything--but he thought the matter was being worked out in the best possible way. He did not see why UBOG should give money toward support of the bookstore since the Board was not responsible for critical path. The bookstore was aware that they would have expense in moving whenever the move would be. Any money called for by the Board would be misappropriated.

Dwyn Criss Wondered if Twin City Student Assembly had met to determine whether they would be responsible for MSA Service Corporation.

Pat Pechacek Said a small committee had met with Vice President Brinkerhoff.

Bob Mickelson Asked Mr. Atkinson if there were any projected cost figures as to what the Union would assume if MSA moved into the Pop Inn.

Berton Atkinson Said there was an estimate of \$346 for a temporary wall in Pop Inn. This would be for labor only as material would be utilized from other parts of building.

Dwyn Criss Thought the Board would be setting a precedent in the dealing. How would Board deal with other student group or occupant requests resulting from inconvenience/expense relating to remodeling?

Dennis Jackson Called the question. Yes 2 (Gary Gottfried, Pat Pechacek)
No 7

MOTION 27-74 (Gottfried-Pechacek) That CMU make available for use to MSA Store a portion of Pop Inn on a free usage basis and in addition the free use of Room 131 for the summer to dispose of outstanding inventory.

Robert Ledder Thought there should be some place of agreement where organizations assist and bookstore compromises, in order to avoid hard feelings.

Berton Atkinson Noted the items he outlined in his memo deal with the topic of discussion--Union would carry cost of partition; free rental would help offset loss. As to use of Room 131, it was intended that the Lost and Found be located there for the summer, but if it could be located somewhere else, MSA could have 131.

Dwyn Criss Thought that length of time for use of Pop Inn should be more specific, i.e., "Until such time that MSA can assume space negotiated for."

Berton Atkinson Noted there had not been any negotiation for space to date. It was the Union's intention that MSA remain in the Pop Inn until other space is available. This will be taking space that is needed for bag lunch needs.

John Carnahan Said that one way the Union could help MSA would be to drop the 4% charge. This would save the bookstore \$1,200 on the \$30,000 inventory.

Glenn Hendricks Feels resentful of manner of presentation of bookstore which first inferred Union was responsible for their predicament and which has now pendulumed to a plea for help and financial assistance.

Question called. Yes 3 No 6

Motion 27-74 Defeated.

MOTION 28-74 (Atkinson-Brockhausen) Move that we resolve the problem of MSA Store's need for space as follows:

1. That they occupy approximately 25 percent of Pop Inn.
2. That the Union erect temporary plywood wall across the east end of the Pop Inn to create this space.
3. That Union staff assist the bookstore staff in accomplishing the move.
4. That we salvage to the extent possible furnishings from the existing bookstore area to equip the temporary store.
5. That the existing contract of the MSA bookstore payment to the Union in the amount of 4 percent of gross sales remain in effect until they occupy the new space on ground floor.
6. That Room 131 be made available to bookstore during summer.

Gary Gottfried Asked that the motion be amended by striking Item 5 and asking no rental. Amendment failed.

Question called. Motion 28-74 passed.

MOTION 29-74 (Criss-Gottfried) That Room 131 be provided without 4 percent cost on sales during period of occupancy.

Berton Motion would nullify all that had been accomplished. He asked
Atkinson MSA what portion of activities it would conduct in 131.

John Said they would conduct a skeletal operation--one person on
Carnahan limited hour basis.

Glenn Asked if MSA would use Pop Inn during summer.
Hendricks

John Said all business will take place in 131 during summer.
Carnahan

Berton Confirmed occupancy in Pop Inn for the fall and confirmed that
Atkinson there was no need to erect wall in Pop Inn until fall. He said it
was his understanding when he agreed to amend the motion that
MSA bookstore would occupy both 131 and Pop Inn and would be
accountable for the 4% in both places.

John The store does not intend to operate in both locations at the same time.
Carnahan

Berton You are refusing Board offer as specified?
Atkinson

John Room 131 is being used in an attempt to sell off material now on hand.
Carnahan

Berton Do you intend to occupy Rooms 4 and 5.
Atkinson

John Yes, as they are not being affected by remodeling at present.
Carnahan

Rufus Wanted to make sure that the space on ground floor would be
Simmons vacated.

Question called. Motion 29-74 defeated.

Motion made to adjourn. Meeting adjourned at 3:00 p.m.

Respectfully submitted,

Rufus L. Simmons, Recording Secretary

Student store head blames 'hassles' for summer closing

By ERIC RINGHAM

The troubles that have been plaguing the Minnesota Student Association (MSA) Student Store lately will come to at least a temporary halt today when the store closes its doors for the summer.

The store, which normally remains open for business during both summer sessions, is being closed because of the Coffman Union remodeling project.

John Carnahan, manager of the store and executive director of the MSA Services Corporation which runs the store on the ground floor of Coffman, said Wednesday that the corporation has been mistreated by the University administration, the Twin Cities Student Assembly (TCSA), the Coffman Union Board of Governors (UBOG) and Coffman directors.

"We can't continue to operate year after year being harassed," Carnahan said.

Carnahan criticized the Coffman directors and UBOG for their "public be damned" attitude regarding the Coffman remodeling project.

When the schedule for the remodeling project was first revealed to Carnahan, he was told that the store would have to vacate its location by next fall.

In May, however, he was informed that the store would be displaced by the project in June.

"The whole position here is this renovation has been ordained in heaven and sent down," Carnahan said.

The updated eviction deadline for the store left two months' worth

of merchandise that had to be either stored or liquidated at a financial loss to the corporation, Carnahan said.

When the corporation went before UBOG with a request for \$5,000 to help defray the store's liquidation costs, it was met by what Carnahan called a feeling that the corporation was made of "two-gun hip-shootin' hustlers looking for some easy money."

UBOG denied the corporation's request.

"This (UBOG's) position, relative to the store, is not representative of the student body," Carnahan said.

Carnahan said the corporation receives "hassle after hassle" from the University administration, and added that the administration is "potentially dangerous to the corporation."

"The University could put us right out of business," he said.

Carnahan claimed the administration's disposition toward the store is one of "Screw you, all we want's your rent money."

He added that TCSA support in University-corporation conflicts has been "negligible."

Carnahan said the attitude of University President-designate C. Peter Magrath will be basic to future corporation-administration relations.

"Maybe we'll see if Magrath is a friend of students or not," he said.

Carnahan reiterated his desire to establish a store location off-campus to ease conflicts between the corporation and the administration. He cited the store's increasing clientele as an in-

MSA from 5

dication that the store could succeed in an off-campus location.

"This year we served 60 percent more people than last year," he said. "I can't doubt that if we leave campus they'll follow."

He added that the store's rising business is related to a "fantastic" student support of the store.

"That's the only thing that keeps us going," he said.

The store plans to throw a party for the students at 3 p.m. today to celebrate the store's last day of business until it re-opens Sept. 18 in Coffman's Pop Inn.

"All the students are invited," Carnahan said. "The administrators have to ask permission."

MSA to 18

University of Minnesota
Coffman Memorial Union

May 28, 1974

Memo To: MUCB
Subject: Winter Quarter CMU Operations Report

Following are highlights from the Income and Expense summary thru the winter quarter:

EXPENSES

7104 Administration

Miscellaneous Salaries are exceeding the budget due to switching the Administrative Fellow (Information Representative) to the Miscellaneous Payroll and temporarily filling the Assistant Director-Operations secretarial position vacancy with a student. There will be offsetting expense reductions in Regular Salaries and Fringe Benefits items.

7105 Program Office

The most significant expense item is Supplies & Expense. Currently the accumulation of expense is running less than one-half of the previous year's expense due in large to proper charging of expense items (telephone office supplies) to the Union Program Council and also to office economics generally. Although expenses for March are running higher than the previous year's (due to advanced ordering), it is not expected that the budget will be exceeded.

7106 Maintenance

Miscellaneous Salaries are almost twice last year's budget. This is due exclusively to the employment of students to fill full-time custodial positions during the summer and throughout the year. There is a corresponding reduction in Regular Salaries item which is nearly the same as the previous year's expense.

Supplies and expenses have been reduced nearly half, principally thru economies thru the energy conservation program.

Last year's Repair & Renovation expense reflects a negative expense of \$18,000 for back billings. Comparatively, our expense this year is less than the real expense for last year.

7107 PA Control

Expenses are running very much in line with the previous year's expenses and reflect concern for cost reduction.

7108 Artcraft Studio

Supplies and Expense item has been reduced and Merchandise for Resale increased in an effort to redistribute the expenses. More items are now being sold as opposed to providing them free to patrons.

7109 Bowling Lanes

Expenses are very much in kind with the previous year's budget. ~~Supplies & Expense~~ has been reduced, making the only substantial change.

7110 Billiard Room

Follows the same pattern as Bowling.

7111 Merchandise

No significant change other than reduction in Supplies & Expense.

7112 Lease Operations

No expense to date.

INCOME

7104 Administration

Income for space rental is less than previous year due in large to accounting system whereby income is credited as a negative expense. Approximately 25% of the income is treated as such. Also, the decrease reflects unscheduled Main Ballroom events.

7106 Custodial

The drop in income reflects the drop in scheduled events.

7107 PA Control

Loss in income is due to fewer programs.

7108 Artcraft Studio

The Artcraft Studio income has improved slightly over last year's budget.

7109 Bowling Lanes

Income is slightly off due to a decrease in the number of Phy Ed classes and a general decline of bowling participation due to remodeling.

7110 Billiard Room

The Billiard area is holding its own and will make the budget.

7111 Merchandise

Income is up due to increase in cigarette prices (.05).

7112 Lease Operations

Income figure reflects \$27,000 in Journal Vouchers for tenants' share of operations cost sharing.

Group Attendance and Data Tally Winter Quarter '74

January 3 - March 13, 1974

<u>Student Organization Categories</u>	<u>Total Events</u>	<u>Total Attendance</u>
A. Governing Board/Intergroup Councils	53	809
B. Academic Fraternities	1	-
C. Academic Sororities	-	-
D. Professional Fraternities	1	100
E. Professional Sororities	9	71
F. University Residence Halls	-	-
G. Study/Discussion Groups	121	1,472
H. Leadership/Honorary/Recognition	-	22
I. Departmental/Professional	8	317
J. Religious/Interfaith	263	2,482
K. Language/Cultural/International	43	868
L. Political/Social Action	229	1,782
M. Fine Arts/Music/Film/Drama/Dance	-	-
N. Publications/Communications	6	70
O. Recreation/Hobby/Social	146	1,704
P. Social Service	21	267
Q. Student Enterprises	24	345
R. Miscellaneous	2	45
S. Special Accounts	-	-
Grand Total	927	10,354

Student & Non-Student Use

1. Student Groups	771	10,354
2. Staff & Faculty Groups	-	26
3. University Departments	235	16,075
4. Non-University Groups	5	480
Grand Total	1,011	26,935

Type of Event

D - Dance	37	361
M - Meeting	796	13,773
F - Film	-	-
C - Concert/Play	9	514
B - Banquet/Lunch	12	989
S - Speaker/Disc.	12	1,039
E - Exhibits	6	187
T - Contact Table (Incl Adm & Rec Grade	181	10,000
L - Leagues	1	18
R - Rehearsals	4	54
Grand Total	1,058	26,935

CMU Winter Quarter Highlites*- Operations and Reservations Office

- January 16
MBR
High Blood Pressure Symposium - Closed Circuit TV Broadcast
- Probably the most far-reaching event of the quarter. This closed-circuit program originated in the MBR and was broadcast in 23 different cities across the nation. A panel of doctors discussed and answered questions thru local telephone hookups with other cities about the problems of high blood pressure. A multitude of people were involved in producing this event. They included University Media Resource personnel, Medical School Coordinators, Radio & TV technicians from both New York and Minneapolis, as well as Coffman staff.
- January 24-25
MBR
Student Employment Recruitment
- One day was devoted to camp and recreation recruiting and one to regular employment. About 50 different organizations had recruiting tables each day.
- February 2
MBR
JBR
Conf Rooms
Track Coaches Clinic
- This annual event sponsored a luncheon in the MBR and group meetings in JBR and Conference Rooms. 420 persons attended.
- March 2
MBR
JBR
Conf Rooms
Music Department String Festival
- This event sponsored by the Music Department featured a concert in the Main Ballroom and workshops in JBR and Conference Rooms for highschool students from around the state.
- January 18
MBR
Hong Kong Student Association Chinese New Year
- A festive program of films, talent and refreshment was put on for an audience of nearly 400.
- January 23
MBR
International Study Travel Center Exhibit
- This exhibit featured Asian countries only. Each country had their own booth with a display of interesting things from their area.
- January 10
MBR
Institute of Technology Talent Show
- A talent show put on by members of the faculty and student body proved to be an enjoyable evening for all. Talent included singing, playing musical instruments and some skits.

* Listed in order of magnitude.

ACTIVITY HIGHLIGHTS

Remodeling

Potential strike problems have passed and the remodeling program is proceeding in fair fashion. As a result of contractor refinement of material delivered and construction times and an updating of critical path construction, a new completion date of September 1975 has been established.

Tentative construction phases and completion dates:

Basement and Ground.....December, 1974
 First and Second Floors..... September, 1975

Art Deco

The question of Art Deco surfaced again and stimulated a raft of letters to the editor. Hopefully the matter has been put to rest by a three-part study in the Daily and information supplied to the Regents describing the nature of student involvement in the decision-making and documenting the comprehensive exposure thru the media of architectural plans for the total remodeling program.

Planning Program Budgeting System

A PPBS has been completed and "all" are awaiting its implementation.

Management by Objective

All apparent indications point toward a successful implementation of MBO on a yearly basis.

Suggestion Boxes

Suggestion Boxes have been employed on ground, first and second floors in an effort to solicit input for the community we're serving. Response has been good and each individual signing their suggestion receives a written acknowledgment as to the receipt of their suggestion.

New Staff Members

Beverly Wilson - Artcraft Assistant
 Cathy Sloboth - Information Center Supervisor

Summer Projection

North Star vending will be out of service due to remodeling. An alternate location for evening vending service must be found.

Terrace and the front of the Union will be under construction during the summer months.

MEMORANDUM

June 5, 1974

To: Rufus Simmons

From: Berton M. Atkinson *BA*

Subject: House Committee Discussion - MSA Bookstore Occupancy

The House Committee of Coffman Union met at 10 AM on Wednesday, June 5 and one of the topics discussed was the MSA Bookstore proposal advanced by Pat Pehacek which I understand will be presented at the Union Board meeting Thursday, June 6. It is my further understanding that this proposal is based on a draft authored by John Carnahan, manager of the bookstore.

In paragraph 1, it is noted that the bookstore has been given five evacuation dates. In this regard the MSA store has been subject to the same uncertainty that everyone else in the building including the Union management has experienced with the whole process of getting the project on line for completion. The second sentence of paragraph 2 implies that the bookstore was presented a final date to vacate. This is simply not true. At no time were any dates offered than that these were the best information from critical path computer runs that were available at the time. It was stated then and is restated now that critical path schedules are compiled according to the best data available on the date the run is made and it is constantly subject to revision as new inputs are available.

We did not have a quorum of voting members at the House meeting and could not therefore recommend a decision to the Union Board. However, it is my interpretation of our discussions that we felt that the items presented in paragraph II A - E were not acceptable, but the House Committee intends to discuss at the Union Board meeting both the MSA proposals and a counter proposal offered by myself.

I am proposing that we resolve the problem of the MSA store's need for space as follows:

1. That they occupy approximately 25 per cent of the Pop Inn.
2. That the Union erect a temporary plywood wall across the East end of the Pop Inn to create this space. I have an estimate of cost for labor only to put up the wall from the remodeling contractor for \$346.00. The materials in the wall will be reclaimed for use in other areas of remodeling.
3. That Union staff assist the bookstore staff in accomplishing the move.
4. We will salvage to the extent possible furnishings from the existing bookstore area to equip the temporary store.
5. That the existing contract of the MSA Bookstore payment to the Union in the amount of 4 per cent of gross sales remain in effect until they occupy the new space on ground floor.

Memorandum 6/5/74, Page 2

I consider this proposal consistent with other arrangements made in the past with other organizations and adequate to the bookstore needs. It is also the best we have to offer at this time. The notion that MSA wished to remain in the Union during the remodeling period was first advanced at a meeting with John Carnahan on Thursday, May 30. Prior to that date it was my understanding that they would arrange for space outside the Union.

It is my considered opinion that items offered in 1 - 5 above represent an appropriate response to proposal IV. There will no longer be any hidden costs, adequate space will be made available at existing rates and the subject of future contract arrangements is not appropriately included in the short-term temporary problem.

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 EXPENSE SUMMARY
 FOR PERIOD JULY 1, 1973 to MARCH 31, 1974

	7104	7105	7106	7107	7108	7109	7110	7111	7112	7113	Total
Encumbered Funds 1	2,964.95	----	11,535.55	---	109.00	300.00	78.00	34.00	---	139.00	15,160.50
Regular Salaries	66,032.87	47,477.88	103,474.36	6,660.00	11,273.73	10,776.06	2,793.06	5,625.00	---	---	254,106.96
Misc. Salaries	21,363.76	1,121.06	24,235.71	1,265.27	5,414.54	9,545.86	7,515.69	5,640.44	---	---	76,102.33
Fringe Benefits	9,830.50	7,164.84	15,498.28	1,005.24	1,707.06	1,626.60	421.65	848.97	---	---	38,103.14
Prov & Dev Transportation	2,718.61	---	---	---	---	---	---	---	---	---	2,718.61
Overhead	---	---	---	---	---	630.00	270.00	11,278.00	---	---	2,178.00
Electricity	---	---	13,293.72	---	---	---	---	---	---	---	13,293.72
Water & Sewer	---	---	4,009.85	---	---	---	---	---	---	---	4,009.85
Fuel & Heat	---	---	9,887.00	---	---	---	---	---	---	---	9,887.00
Insurance	---	27.79	1,861.33	---	---	---	---	---	---	---	1,889.12
Office Supplies	1,715.10	218.13	---	.33	118.39	91.03	---	25.00	---	---	2,167.98
Postage	61.24	80.00	---	4.00	1.96	---	---	---	---	---	147.20
Telephone	1,459.95	1,801.47	70.20	73.11	294.75	140.40	70.20	64.80	---	---	3,974.88
Xerox & Rental Equip	(454.04)	---	95.15	---	38.95	2.50	---	---	---	---	(317.44)
Publicity-Promotion	---	---	---	---	---	136.00	171.50	---	---	---	307.50
Maintenance Supplies	---	---	3,014.60	---	1,054.18	233.34	424.53	---	---	---	4,726.65
Linon	---	---	1,046.85	---	---	42.85	---	66.70	---	---	1,156.40
Shop Tickets	---	---	---	---	---	---	---	---	---	---	---
310 Maintenance to Bldg	---	---	9.28	---	---	---	---	---	---	---	9.28
320 Maintenance to Equip	---	---	85.48	---	---	---	---	---	---	---	85.48
330 Other	---	---	62.34	---	---	---	---	---	---	---	62.34
Merchandise for Resale 04	---	---	---	---	5,599.19	---	780.40	52,025.76	---	---	58,405.35
Repair & Renovation 06	---	---	24,039.15	813.06	593.65	541.26	746.96	239.61	---	---	26,973.69
Equipment Replacement 08	---	---	102.30	437.80	---	190.45	---	---	---	---	730.55
New Equipment 10	921.46	---	171.86	1,583.71	---	---	---	---	---	---	2,677.03
Undistributed	---	---	---	---	---	---	---	---	---	---	---
Contract Agreement	---	---	---	---	30.00	---	---	---	---	---	30.00
Miscellaneous	1,439.08	2,227.98	275.93	---	135.30	95.46	179.35	180.70	---	---	4,533.80
Audio Visual	---	---	---	44.64	---	---	---	---	---	---	44.64
Mops & Dust Cloths	---	---	147.86	---	---	---	---	---	---	---	147.86
Charge to Wrong Budget	---	---	---	---	---	---	---	---	---	---	---
Petty Cash	---	---	---	---	18.58	70.38	---	---	---	---	88.96
Negative Expense	---	---	---	---	---	---	---	---	---	---	---
Uniforms	---	---	910.60	---	---	---	---	---	---	---	910.60
Total	108,053.48	60,113.15	213,827.40	11,887.16	26,389.28	24,422.19	13,451.34	66,028.98	---	139.00	524,311.98

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 SOURCE OF INCOME STATEMENT
 FOR PERIOD JULY 1, 1973 to MARCH 31, 1974

Income	7104	7105	7106	7107	7108	7109	7110	7111	7112	Appr Fee Equip Repl	Total
Encumbered Funds	109.10	36.00	1,551.34	495.00	295.50	---	---	239.99	---	-----	2,726.93
General Administration											
Room Use	2,225.60										2,225.60
Telephone Commission	1,179.53										1,179.53
Locker Rent/Refunds	107.50										107.50
Lost & Found	557.04										557.04
Program Office											
Maintenance											
Custodial Service			2,995.48								2,995.48
Modess Vending			114.35								114.35
P.A. Control				2,362.78							2,362.78
Artcraft Studio											
Taxable Sales					2,310.61						2,310.61
Non-Taxable Sales					3,673.10						3,673.10
Charge Sales					59.74						59.74
Auth. to Charge					572.55						572.55
Workshop Fees					287.65						287.65
Camping Equipment					17.51						17.51
Bowling Lanes											
Regular						17,790.95					17,790.95
League						5,818.52					5,818.52
Physical Education						3,655.70					3,655.70
Shoe Rental						2,978.20					2,978.20
Locker Rentals/Refunds						211.25					211.25
Pro Shop						-----					-----
Tournament Fees						15.00					15.00
Billiard Room											
Billiard Fees							10,953.75				10,953.75
Table Tennis							1,045.83				1,045.83
Pro Shop							775.13				775.13
Tournament Fees							-----				-----
Foosball							1,060.33				1,060.33
Locker Rentals/Refunds							32.50				32.50
SUBTOTAL	4,178.77	36.00	4,661.17	2,857.78	7,216.66	30,469.62	13,867.54	239.99	---	-----	63,527.53

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 INCOME SUMMARY, Page 2

	7104	7105	7106	7107	7108	7109	7110	7111	7112	Appr Fee Equip Repl	Total
BROUGHT FORWARD	4,178.77	36.00	4,661.17	2,857.78	7,216.66	30,469.62	13,867.54	239.99	----	-----	63,527.53
Merchandise											
Newsstand								61,347.21			61,347.21
Commuter								12,228.82			12,228.82
Coke Lease								293.78			293.78
Coke Machine #13								188.65			188.65
Coke Box								144.40			144.40
Lease Operations											
03 Bookstore									3,819.62		3,819.62
05 Barbershop									3,297.08		3,297.08
07 Beauty Shop									1,773.96		1,773.96
09 University of Minn Vending									2,121.49		2,121.49
13 Sandler Vending									13,125.50		13,125.50
15 Occupant Fees									-----		-----
17 Student Office Contracts									5,312.22		5,312.22
Undistributed											
Fee Appropriated										409,461.03	409,461.03
Equipment Replacement										30,883.00	30,883.00
Total	4,178.77	36.00	4,661.17	2,857.78	7,216.66	30,469.62	13,867.54	74,142.85	29,449.87	440,344.03	607,524.29

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 REPAIR & RENOVATION SUMMARY
 FOR PERIOD JULY 1, 1973 TO MARCH 31, 1974

	7104	7105	7106	7107	7108	7109	7110	7111	7112	TOTAL
SHOP TICKETS										
310 REPAIR & MAINT. TO BLDG.			7,822.48							7,822.48
320 REPAIR & MAINT. TO EQUIP.			571.37							571.37
330 OTHER			97.38							97.38
330 RUBBISH			1,187.33							1,187.33
JOB ORDER 10%			1,080.80							1,080.80
GENERAL STOREHOUSE			648.23							648.23
PETTY CASH			1.04	26.77	10.30		4.20			42.31
ARROWHED BEARING - BEARING			56.28							56.28
AM. AIR FILTER - ROLL-O-MAT			357.78							357.78
LENSES, LAMPS, OTHER PROJ. ITEMS				261.97						261.97
REPAIR OF CASH REG. AT NEWSSTAND				129.61					239.61	239.61
REPAIR OF AUDIO VISUAL EQUIP.										129.61
3 FEATHER STRIPS				33.40			1.70			33.40
1 HONEYWELL VU METER										1.70
REQUISITIONS										33.40
SIMMS HARDWE.			19.78							19.78
CERAMICS BY DEE										19.78
AMP					32.00					32.00
OTIS ELEVATOR MAINT.			8,622.89			541.26				541.26
A.B. DICK										8,622.89
PETERSON SVC.					295.74					295.74
HOOVER CO.					255.61					255.61
PPG - GLSS PNEI.			4.87							4.87
SO. VAC. CLNR. SVC.			96.04							96.04
CRAMER ELECTRONICS				37.91						37.91
GENERAL COMMUNICATIONS				323.40						323.40
GIVENS - LOCKS			88.09							88.09
ACE BILLIARD - BILLIARD CLOTH							17.00			17.00
DALCO-REPAIRS TO FLOOR SCRUBBER										105.09
LIGHT BOOTH - G. HOLE			149.20							149.20
REPAIR & REUPHOLSTERY			3,045.55				708.06			3,045.55
REPAIRS TO CASSIDY			64.55							64.55
REPAIRS TO CASSIDY			108.50							108.50
NCR REP. CASH REG-BILLIARDS-WRONG BUDGET			16.99							16.99
			24,039.15	813.06	593.65	541.26	746.96		239.61	26,973.69

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 EQUIPMENT REPLACEMENT SUMMARY
 FOR PERIOD JULY 1, 1973 TO MARCH 31, 1974

	7104	7105	7106	7107	7108	7109	7110	7111	7112	TOTAL
2 Chalk Boards			102.30							102.30
R.C.A. Color T.V.				437.80						437.80
AMF Bowling Balls						190.45				190.45
TOTAL			102.30	437.80		190.45				730.55

THE MINNESOTA UNION
COFFMAN MEMORIAL UNION
INCOME & EXPENSE SUMMARY

JULY 1, 1973 to MARCH 31, 1974

INCOME	MARCH 1974	MARCH 1973	YEAR TO DATE 1973-74	YEAR TO DATE 1972-73
ENCUMBERED FUNDS			2,726.93	20,126.83
FEE APPROPRIATED 9/12	45,495.67	43,735.16	409,461.03	393,616.44
APPROPRIATED EQUIP. REPLACEMENT			30,883.00	40,900.00
7104 ADMINISTRATION	862.47	529.69	4,069.67	7,994.36
7105 PROGRAM OFFICE	-	-	-	-
7106 CUSTODIAL	442.47	502.81	3,109.83	4,706.40
7107 P.A. CONTROL	336.00	572.15	2,362.78	2,825.15
7108 ARTCRAFT STUDIO	977.19	592.95	6,921.16	6,600.64
7109 BOWLING LANES	4,683.05	6,006.13	30,469.62	33,224.76
7110 BILLIARD ROOM	1,745.16	1,655.29	13,867.54	14,053.06
7111 MERCHANDISE	8,182.50	8,409.39	74,202.86	72,639.23
7112 LEASE OPERATIONS	3,805.22	6,906.16	29,449.87	33,075.52
7113 UNDISTRIBUTED	-	-	-	-
	<u>66,529.73</u>	<u>68,909.73</u>	<u>607,524.29</u>	<u>629,762.39</u>
 EXPENSES				
7104 ADMINISTRATION				
REGULAR SALARIES	7,629.82	8,135.60	66,032.87	64,572.56
MISC. SALARIES	2,959.75	1,645.70	21,363.76	13,400.43
02 SUPPLIES & EXPENSES	526.71	588.76	6,939.94	8,533.77
06 REPAIR & RENOVATION	-	-	-	-
08 EQUIP. REPLACEMENT	-	-	-	-
10 NEW EQUIPMENT	-	-	921.46	888.73
12 FRINGE BENEFITS	1,154.09	-	9,830.50	-
	<u>12,270.37</u>	<u>10,370.06</u>	<u>105,088.53</u>	<u>87,395.49</u>
7105 PROGRAM OFFICE				
REGULAR SALARIES	5,291.32	5,017.66	47,471.88	44,466.08
MISC. SALARIES	369.54	420.41	1,121.06	1,870.65
02 SUPPLIES & EXPENSES	1,948.41	788.33	4,355.37	9,591.28
12 FRINGE BENEFITS	799.96	-	7,164.84	-
	<u>8,409.23</u>	<u>6,226.40</u>	<u>60,113.15</u>	<u>55,928.01</u>
7106 MAINTENANCE				
REGULAR SALARIES	10,265.41	11,394.10	103,474.36	100,648.87
MISC. SALARIES	4,318.76	2,086.95	24,235.71	13,535.13
02 SUPPLIES & EXPENSE	3,333.46	6,760.11	34,770.19	50,470.12
06 REPAIR & RENOVATION	3,205.33	2,278.48	24,039.15	13,170.91
08 EQUIP. REPLACEMENT	-	-	102.30	2,720.45
10 NEW EQUIPMENT	60.11	-	171.86	7,958.99
12 FRINGE BENEFITS	1,544.47	-	15,498.28	-
	<u>22,727.54</u>	<u>22,519.64</u>	<u>202,291.85</u>	<u>188,504.47</u>

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 INCOME & EXPENSE SUMMARY, PAGE 2

	MARCH 1974	MARCH 1973	YEAR TO DATE 1973-74	YEAR TO DATE 1972-73
7107 P.A. CONTROL				
REGULAR SALARIES	740.00	708.00	6,660.00	6,372.00
MISC. SALARIES	211.12	160.69	1,265.27	1,398.48
02 SUPPLIES AND EXPENSES	7.83	123.44	122.08	1,060.91
04 MERCHANDISE FOR RESALE	-	-	-	-
06 REPAIR & RENOVATION	186.81	232.86	813.06	1,455.15
08 EQUIP. REPLACEMENT	-	-	437.80	-
10 NEW EQUIPMENT	-	-	1,583.71	-
12 FRINGE BENEFITS	111.88	-	1,005.24	-
	<u>1,257.64</u>	<u>1,224.99</u>	<u>11,887.16</u>	<u>10,286.54</u>
7108 ARTCRAFT STUDIO				
REGULAR SALARIES	969.00	1,390.00	11,273.73	11,609.18
MISC. SALARIES	764.37	736.87	5,414.54	5,356.01
02 SUPPLIES & EXPENSES	236.60	390.13	1,692.11	3,320.89
04 MERCHANDISE FOR RESALE	859.22	295.71	5,599.19	4,622.37
06 REPAIR & RENOVATION	-	281.14	593.65	745.52
08 EQUIP. REPLACEMENT	-	104.00	-	485.55
10 NEW EQUIPMENT	-	-	-	-
12 FRINGE BENEFITS	150.05	-	1,707.06	-
	<u>2,979.24</u>	<u>3,197.85</u>	<u>26,280.28</u>	<u>26,139.52</u>
7109 BOWLING LANES				
REGULAR SALARIES	1,197.34	1,095.68	10,776.06	9,872.14
MISC. SALARIES	1,221.87	1,340.64	9,545.86	8,750.91
02 SUPPLIES & EXPENSES	114.60	396.44	1,441.96	2,957.53
04 MERCHANDISE FOR RESALE	-	(57.93)	-	245.81
06 REPAIR & RENOVATION	-	66.00	541.26	554.60
08 EQUIP. REPLACEMENT	-	-	190.45	70.00
10 NEW EQUIPMENT	-	-	-	-
12 FRINGE BENEFITS	181.04	-	1,626.60	-
	<u>2,714.85</u>	<u>2,840.83</u>	<u>24,122.19</u>	<u>22,450.99</u>
7110 BILLIARD ROOM				
REGULAR SALARIES	310.34	298.68	2,793.06	2,699.14
MISC. SALARIES	1,046.68	960.62	7,515.69	7,027.36
02 SUPPLIES & EXPENSES	55.40	206.65	1,115.58	1,620.43
04 MERCHANDISE FOR RESALE	147.55	-	780.40	778.55
06 REPAIR & RENOVATION	(5.39)	-	746.96	721.80
08 EQUIP. REPLACEMENT	-	-	-	171.05
10 NEW EQUIPMENT	-	-	-	-
12 FRINGE BENEFITS	46.93	-	421.65	-
	<u>1,601.51</u>	<u>1,465.95</u>	<u>13,373.34</u>	<u>13,018.33</u>

THE MINNESOTA UNION
 COFFMAN MEMORIAL UNION
 INCOME & EXPENSE SUMMARY, PAGE 3

	MARCH 1973-74	MARCH 1972-73	YEAR TO DATE 1973-74	YEAR TO DATE 1972-73
7111 MERCHANDISE				
REGULAR SALARIES	625.00	558.00	5,625.00	5,011.50
MISC. SALARIES	615.10	838.13	5,640.44	7,019.86
02 SUPPLIES & EXPENSES	273.30	333.42	1,615.20	2,561.01
04 MERCHANDISE FOR RESALE	9,033.89	7,291.49	52,025.76	52,899.44
06 REPAIR & RENOVATION	-	-	239.61	85.78
08 EQUIP. REPLACEMENT	-	-	-	913.29
10 NEW EQUIPMENT	-	47.27	-	117.27
12 FRINGE BENEFITS	94.49	-	848.97	-
	<u>10,641.78</u>	<u>9,068.31</u>	<u>65,994.98</u>	<u>68,680.15</u>
7112 LEASE OPERATIONS				
06 REPAIR & RENOVATION	-	-	-	243.04
08 EQUIP. REPLACEMENT	-	-	-	238.50
10 NEW EQUIPMENT	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>481.54</u>
7113 UNDISTRIBUTED				
02 SUPPLIES	-	(9.60)	-	(1,648.68)
	<u>-</u>	<u>(9.60)</u>	<u>-</u>	<u>(1,648.68)</u>
SUB TOTAL	62,602.16	56,904.43	509,151.48	471,236.36
ENCUMBERED FUNDS	-	-	15,160.50	14,003.56
TOTAL EXPENSES	<u>62,602.16</u>	<u>56,904.43</u>	<u>524,311.98</u>	<u>485,239.92</u>

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

To: CMU Board of Governors
From: Rufus L. Simmons, Secretary
Subject: Board Meeting - THURSDAY, July 11, 1974, Room 346
Lunch 11:30
Meeting 12:00
(Go through 4th floor cafeteria
line and take tray to 346).

AGENDA

- I Call to Order
- II Minutes
- III Reports
 - UPC
 - House
 - Directors
- IV Old Business
 - Liquor Sub-committee
 - Filling Vacancies
- V New Business
 - Nutshell
- VI Next Meeting

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
12:00 Noon July 11, 1974

Present: Patrick Pechacek CLA
Bob Mickelson UPC
Dan Winter UPC
Dwyn Criss UPC
Dennis Jackson, Grad School
Peter Brochhausen, HS
Barry Bridges, Minn Alumni
Vi Justice Civil Service Clerical
Glenn Hendricks Faculty
Rufus Simmons CMU

Absent: Dick Getchell Alumni
Bradley Kohnert Civil Service Student
Virginia Harris Faculty
Robert Ledder Food Service
Norman Holte Campus Club
Berton Atkinson CMU (ex.)
Tom Stark CMU (ex.)

Guests: Diane McLeod Info Rep, CMU

I. The meeting was called to order at 12:05 by acting chairman, Pat Pechacek. A quorum was present.

II. The minutes of the June 6 meeting were approved.

III. REPORTS

1. UPC - Dan Winter
Summer Programming

Apple River Float, June 29, was enjoyed by some thirty persons.

Registration for Sailing Lessons quickly filled for 3SI and II. Enrollment was limited to 20 per session.

Whole. Open one night a week during the summer, attendance has been around 70.

Gallery. An exhibit of designer prints from Prof. Harkins classes (St. Paul Campus) will be shown in Coffman Gallery beginning second summer session. The Gallery is presently located in second and third floor hallways while the first floor is being remodeled.

2. HOUSE - Pat Pechacek

The House Committee had been unable to meet and had no report.

3. DIRECTORS - Rufus Simmons

Remodeling. Mr. Simmons reported that the critical path is on target with no substantial change in scheduling. The basement should be ready for use Fall Quarter.

OLD BUSINESS

1. Liquor Policy for CMU

Using the Regents Policy on Alcoholic Beverages as a base of study, the committee also sought the opinions of the University Attorney, Assistant V-President for Student Affairs and the Director of the Minnesota Union relative to Union-alcohol policy before preparing their report of recommended operational guidelines for the Board. The committee proposed there were three objectives the Board would need to consider:

- 1) In the very near future the Union must specify where and under what conditions alcohol will be allowed in the Union with an approved President's Permit.
- 2) In the not so distant future, the Union should be able to control all use of alcohol with or without the President's Permit when used inside the Union. Union policy would need to be written now to replace the President's Office.
- 3) For more distant future where alcohol can be sold, the Union should establish now what mechanism would be used in Coffman.

The following questions were raised relative to the committee report:

- 1) Should advertisement of liquor be allowed for an event?
(The regents policy restricts advertising. It was suggested the program be canceled in the event of advertising. Cancellation would be more effective than a fine in enforcing a no-advertising policy.)
- 2) Is it desirable to control all use of liquor with or without the President's Permit control?
(It would not be desirable for the Union to be held accountable for policy not written specifically for/by the Unions.)
- 3) What is meant by appropriate event?
(This reference needs to be qualified.)

It was suggested the report be referred back to the committee and that they write a specific, concrete policy that the Board could vote on.

MOTION 30-74 (Hendricks-Jackson) Move that the Board send the report back to the committee and they write a concrete CMU Liquor Policy to be acted on at the next Board meeting. Approved.

The House Committee is to develop by the next meeting where and under what conditions (specifically) alcohol will be permitted in the Union with approved President's Permit.

2. Board Vacancies

College Board Vacancies. Letters have gone out to applicants to inform them their application would be referred to their college board in the fall for action. A Daily ad will be run in the fall to solicit additional applicants.

Faculty Vacancies. Letters have been sent to eight faculty members inquiring about their interest in serving on the Board.

Alumni Representative Dick Getchell has submitted a letter of resignation giving conflict of meeting time as his reason for not being able to continue. Qualifications for the position include University graduation and service on the Board of Governors.

Health/Science Representative. Mr. Brochhausen told the Board he was resigning effective this meeting. The position has been posted with CHIP and it was also noted that one of the College Board applications received was from HS.

3. Minnesota Union Retreat

Pat Pechacek told the Board he would be attending the MU retreat as a representative of TCSA.

NEW BUSINESS

1. Nutshell

Mr. Simmons reported that the area representative of the student magazine Nutshell, requested the Board consider sponsoring the magazine. This would involve distribution of 9,000 copies of the publication to the university. There would be no advantage to the union to provide this service and it would present problems both with the already limited space in Coffman and with distribution.

UBOG Minutes

Page 4

7/11 /74

2. Future Meetings

Alcohol Committee - July 30, 12:00 noon, UPC Office

Board of Governors - Special Meeting, September 12, 12:00 Noon (11:30 lunch),
Room 402 Campus Club.

Search Committee (Vice President Student Affairs) - An Open Meeting for
members of the University Community, to solicit input
and names for nomination. July 17, 1:00 pm, Regents Room

It was moved the meeting be adjourned.

Respectfully submitted,

Rufus L. Simmons,
Recording Secretary

COFFMAN UNION ALCOHOL POLICY

Facts

- A. Board of Regents Policy on Alcoholic Beverages.
- B. Board of Regents Guidelines (small discrete isolated groups with addition of alcohol) for the Consumption of Alcoholic Beverages at the University of Minnesota.
- C. Application for an exception to Regents Policy on Alcohol.
- D. Existing House Policy on rental space.
- E. Rooms in CMU for rental that are available for use, but can be isolated yet monitored.

Additional Criteria

Joel Tierney, Attorney - UBOG policy should be written with the intent of acceptance by Presidents Office and with approval would act in place of President's Permit for Coffman, but don't count on sale soon.

Don Zander - The strength of your policy should be enough to indicate capability of Union to control all aspects of liquor equal to or better than the Presidents Office, even plans for the possibility of future sales. The more comprehensive the better. Maybe a dance could charge comparable music cover charge and also serve "free" and get away with it - maybe. But in the event of sales, plan for it.

Ed Siggelkow - Don't go beyond President's Permit, but become aware of the Unions legal responsibility due to the Dram Slop ruling.

Union Considerations

Bert Atkinson - We want as much control as possible but would also plan to be as open as possible and tighten down as needed as provided in existing House Policy.

Bob Ledder - Food Service can be competitive, can provide the service and would like to do just that for minor economic gain now. Would like the proper handling and distribution of a food product and to establish our department in the event of future sales.

The Union Guidelines

While not yet spelled out, they are essentially as follows:

Basically use existing rooms and scheduling procedures for these rooms with some exceptions following the intent of the Regents Guideline and based on the criteria:

1. Number of people for size of space.
2. Time of day and season for special consideration.
3. Type of beverage to be served for facility constraints, availability of additional services.
4. Purpose of event, intent of event for acceptability and applicability of alcohol and traffic control.
5. Group sponsoring and person responsible for degree of union supervision which would be needed.

From these criteria and following the existing Regents Guidelines, accept or reject the event. If accepted, find a space.

Additional to a set of operational guidelines, would be modification to room scheduling cost charges based on expected increases, clean up costs, or perhaps indicate no increase for alcoholic beverage as is presently expected for a meal or other beverage. The existing House Policy would need some bolstering in the policing power of the Union, both to contain a discrete group within an identified space and protect the Union from the legal and social complications of overt permissiveness.

From this previous discussion, the UBOG must consider three objectives:

First, in the very near future the Union must specify where, and under what conditions will alcohol be allowed in the Union with an approved President's Permit.

Second, in the not so distant future, the Union should be able to control all use of alcohol with or without the President's Permit when used inside the Union. Union policy would need to be written now to replace the Presidents Office.

Third, for more distant future where alcohol can be sold, the Union should establish now what mechanism would be used in Coffman.

The Union can get by by only addressing itself to the first topic now, and waiting to outline policies for the second and third objectives when sufficient pressure makes it necessary.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

Minutes of the Coffman Union Board of Governors
Special Meeting September 12, 1974

Present: Patrick Pechacek CLA (outgoing)
Gary Gottfried CLA (incoming)
Bob Mickelson UPC
Dan Winter UPC
Carol Walden Minn Alumni (incoming)
Barry Bridges Minn Alumni (outgoing)
Mike Jones-z UPC
Bradley Kohnert Civil Service-Student
VI Justice Civil Service - Clerical
Robert Ledder Food Service
Norman Holte CC
Rufus Simmons CMU
Berton Atkinson CMU
Tom Stark CMU

Absent: Dwyn Criss UPC
Glenn Hendricks Faculty

Guests: Diane McLeod CMU Info Rep
Debbie Fontilla, MUCB Chairman

- I. The meeting was called to order by acting chairman, Pat Pechacek. A quorum was present.
- II. The minutes of the July 11 meeting were approved.

MOTION 31-74 (Bridges-Gottfried) To suspend rules and proceed to proposals.
Motion passed.

Acting Chairman Pechacek passed gavel to Barry Bridges to chair presentation of three motion proposals. The first action dealt with acceptance of CMU Alcohol Policy and incorporation into House Policy. The second, with making a checklist for organizations from the House Rules. The third, with MU, TBOG, TCSA retreat.

MOTION 32-74 (Bridges-Winter) Move that the following additions in regard to alcohol policies be made to the House Policies:

Article VI,C Alcoholic beverages which have been approved for use in the Union may be brought in by individual organizations, but the Food Service Department must be consulted for storage, ice, glasses, or anything else which is related to the healthy and sanitary service of the beverage.

Article VIII, A, 3 If alcoholic beverages are to be dispensed, the display cannot advertise the alcoholic beverage.

Article XV, B, 2 . . . , But not indicating the dispensing of alcoholic beverage.

Article XV Alcohol Policy

A. The Coffman Union Board of Governors policy specifies where and under what conditions alcohol will be allowed in the union; but only with and subject to all rules and policies of an approved President's permit.

B. If space is available during all regular operating hours.

1. The current schedule for room rentals will be followed for meeting and dining rooms, and the Jr. Ballroom.
2. Since there is a desire to minimize the exposure of a drinking group from the general public, the following rooms will follow the current schedule for room rentals, but only during hours of normally light use, defined to be about 5:30 pm until 12:30 am. The rooms will include the Men's and Women's Lounges, Gopher Hole and the Main Ballroom. (Casual use rooms cannot be used for alcohol consumption until 5:30 pm and must be consistent with hours of building.)
3. No staff or administrative offices, public recreation space, as billiard or bowling, nor student organization offices may be used for consumption of alcoholic beverages.

C. 1. In general, since some other activity must be primary and alcohol only secondary the existing rules and changes will be followed, but . . . to maintain an academic image no more than two events planning to serve alcoholic beverages will be allowed at the same time and during one day no more than 4 such events.

2. No organization or obviously same group of people will be allowed to make use of the union more than three times a quarter.

D. 1. a. Clean, sanitary drinking glasses, proper storage, dispensing, and any needed transportation or provision of serving materials must be provided or at least approved by the Union Department of Food Service.

b. The persons who actually serve a beverage ~~should be~~ (will be) members of the Food Service staff or else the method of serving must be approved by Food Service.

2. If the serving of alcoholic beverages causes an unusual cleanup problem which is not attended to by the sponsoring group, an additional service charge for custodial labor will be made.

- E. Due to the legal implications of dram shop responsibility, all house rules will be upheld more strictly than at a non-alcoholic event.
- F. Even with Regents' permit the union reserves the right to not allow a group use of the facility if a clear program or indication of serious responsibility is not shown by members of the group.
- G. Exceptions to this policy or to the spaces which may be used can be made by the Director of the Union who shall record and report these exceptions periodically to the Board. ~~Petition for changes or special consideration of rules will be more favorable if food is also served.~~

Mr. Atkinson asked if Mr. Ledder and Mr. McCue from Food Service had been consulted about that portion of Article VI, C that refers to Food Service furnishing items other than alcohol and wondered if this was consistent with Food Service policy and workable?

Mr. Ledder noted the CMU policy is ahead of the total University policy because the changeover in the President's office has caused a lag in the University policy. He said that Food Service would have to accede to changes that may come from the University policy.

XV, D, 1, a. Delete at least.

XV, D, 1, b. Replace should be with will be.

Other questions included, "Would we develop an expectation that people using the Gopher Hole would bring a jug along? Would a habit be established for the Gopher Hole as a place for drinking? Would the Whole management apply for a beverage permit? Would this policy create a problem when alcoholic beverages become a sale item? Is there a minimal number of persons or advisors required for a function?"

Mr. Ledder said the Union and Food Service reserve the right to (1) limit amount of liquor consumed and (2) qualify University policies.

Mr. Atkinson explained that the signer of reservation contract is responsible for event. Failure to comply with the rules may result in forfeiture of organization's charter. The possibility of losing charter is more effective than requiring a deposit.

AMENDMENT 32-74 (Bridges-Gottfried) That Article F 2 be added.

Failure to comply with this policy and procedure could result in (1) dismissal of group, (2) calling police, and (3) refusal of service in the future to the organization.

Amendment defeated.

Mr. Bridges asked that the House Committee draft a statement that would fit in appropriately in the House Rules.

XV, G. Delete last sentence: Petition for changes or special consideration of rules will be more favorable if food is also served."

Question called. Motion, as corrected, was passed.

MOTION 33-74 (Bridges-Gottfried) Move that the following items of the House Policy be incorporated into a checklist for organizations making reservation in CMU, to acquaint them with policy in regard to use of alcohol at Coffman:

II D, E, N; VI B, D; VIII A 3, b 2; XV

and enforcement of the same shall follow along same lines as union dance-concert policy, and sanctions for breaking house rules be added to house policy.

MOTION 34-74 (Atkinson-Bridges) That Motion 33-74 be tabled and the House Committee be charged to research and develop checklist and add sanctions to existing policies as necessary.
Motion passed.

Mr. Holte noted the stated policies do not apply to the Campus Club.

MOTION 35-74 (Bridges-Gottfried) Move that (1) UBOG cover \$25/person attendance fee at October 4-6 TCSA retreat at Camp Courage for all Board members who can attend; (2) UBOG provide a list of names and addresses of those attending along with a union-oriented letter of invitation to these people; (3) UBOG develop topics of common interest for discussion with WBC, SPSC; MUCB and topics for joint meetings with TCSA, SPBOG, Daily, BPub. (Topics might include Parliamentary Procedure; Union Structure and Organization; Constitution and By-Laws; Policies; Management by Objectives; Analysis of Objectives and Their Success (as developed from last year's goals); Discussion of Unresolved Problems; House and Finance and Construction Goals for this Coming Year; Objectives for This Year; Relation of Union to Other Student Organizations; Food Service, Alumni, Regents.

Mr. Simmons suggested a committee be appointed to work up agenda for retreat. Gary Gottfried was appointed to chair ad hoc committee. Pat Pechacek, Rufus Simmons, Mike Jones-z to serve on committee.

Question called. Motion 35-74 passed.

Meeting adjourned at 2:00 pm.

Respectfully submitted

Rufus L. Simmons
Recording Secretary

UNION PROGRAM COUNCIL
1973-74 MOTIONS

- MOTION 74-1
Oct. 3, 1973 (N Winter-Fiefarek) To appoint Dan Winter, Margaret Dagg, and Chris Fiefarek to the Finance Committee. Motion carried.
- MOTION 74-2
Oct. 3, 1973 (Fiefarek-Dagg) To withdraw UPC's request for Room 203. Motion carried.
- MOTION 74-3
Oct. 10, 1973 (N Winter-Fiefarek) To have the VP-Personnel budget reflect conference expenses and to have conference delegations be decided by VP-Personnel and the President. Motion carried.
- MOTION 74-4
Oct. 17, 1973 (N Winter-Swanson) To accept reworked fall budget. Motion carried.
- MOTION 74-5
Oct. 17, 1973 (Swanson-N Winter) To change above motion in area of PR Brochure. The brochure gains \$40.00 from paratype (\$20.00) & perma stamp (\$20.00). Motion carried.
- MOTION 74-6
Oct. 17, 1973 (Fiefarek-N Winter) To request from UBOG \$4200 to cover fall quarter losses. Motion amended.
- MOTION 74-7
Oct. 17, 1973 (Fiefarek-N Winter) To include the \$800 for summer reserve which evened the request out to \$5000. Amendment carried.
- MOTION 74-8
Oct. 17, 1973 (Swanson-N Winter) To grant the President bargaining power with the following guidelines: If he cannot get a \$5000 grant, try to get a loan. Motion carried.
- MOTION 74-9
Oct. 17, 1973 (Skallman-Dagg) To have the Council members on the Board and the President negotiate with UBOG for grant starting at \$5000 to \$4000 and if it isn't approved, negotiate for the lowest interest rate loan possible. Motion carried.
- MOTION 74-10
Nov. 14, 1973 (N Winter-Skallman) To receive the report. Motion carried.
- MOTION 74-11
Nov. 14, 1973 (N Winter-Peterson) To receive the report. Motion carried.
- MOTION 74-12
Nov. 14, 1973 (Skallman-N Winter) To ratify Karen Peterson as the coordinator of the Night Place. Motion carried.
- MOTION 74-13
Nov. 28, 1973 (Skallman-Gottfried) To recommend that Dwyn Criss be the coordinator for Ethnic Affairs and her name be submitted to the Union Board of Governors for ratification. Motion carried.
- MOTION 74-14
Dec. 5, 1973 (Gottfried-Dagg) To request that the Union Board of Governors accept recommendations. Motion carried.
- MOTION 74-15
Dec. 5, 1973 (D Winter-Criss) To accept the winter quarter budget as printed. Motion carried. (3 abstain)

UPC Motions - 2
1973-74

MOTION 74-16
Dec. 5, 1973

(Gottfried-D Winter) To send at least one delegate to NEC and one to SCONA. These delegates will be charged with certain responsibilities at a later date. Motion carried.

MOTION 74-14A
Jan. 3, 1974

(Swanson-Hall) To appoint Dwyn and Margaret with Dan as alternate to the Finance Committee. Motion carried.

MOTION 74-15A
Jan. 3, 1974

(N Winter-Criss) To authorize Del Swanson to serve as alternate signator on checks. Motion carried.

MOTION 74-17
Jan. 16, 1974

(N Winter-Dagg) To meet once a month with UBOG. Motion failed.

MOTION 74-18
Jan. 16, 1974

(Swanson-Criss) That there is to be no smoking at UPC meetings. Motion failed.

MOTION 74-19
Jan. 23, 1974

(Skallman-Dagg) To provide up to \$50 to send Jerry Jeff Walker to Sandstone on Sunday if he agrees to go. Motion carried.

MOTION 74-20
Feb. 27, 1974

(Sleezer-Skallman) To make Dwyn Criss and Bob Mickelson the representatives to UBOG (subject to their consent). Motion carried.

MOTION 74-21
Feb. 27, 1974

(N Winter-Criss) To make the Gallery a separate programming area with Barbara Erickson designated as coordinator, effective spring quarter. Motion carried.

MOTION 74-22
Feb. 27, 1974

(Skallman-D Winter) To eliminate the recreation area with the Council establishing areas of "Trips & Outings" and "Games and Tournaments." Motion carried.

MOTION 74-23
Mar. 13, 1974

(Mickelson-Skallman) To have "Weather Report" this weekend. Motion failed.

MOTION 74-24
Mar. 13, 1974

(Swanson-Criss) That all programs be assigned to a single area and that all communication and fiscal matters be handled through that area. When two or more areas desire to cooperate, one area shall be the primary area and handle all affairs. A chairman may be selected for the coordinated effort but should be responsible to the Council through the primary area. In the event of a joint effort, one staff member shall be given primary advisory responsibilities and other staff members shall report to the primary advisor for purposes of that program. Motion carried.

MOTION 74-25
Apr. 15, 1974

(Dagg-Skallman) To create a new area called Mini-Courses within the Council. Motion carried.

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MOTION 74-20
Feb. 27, 1974

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MOTION 74-21
Feb. 27, 1974

(N Winter-Criss) To make the Gallery a separate programming area with Barbara Erickson designated as coordinator, effective spring quarter. Motion carried.

MOTION 74-22
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MOTION 74-25
Apr. 15, 1974

(Dagg-Skallman) To create a new area called Mini-Courses within the Council. Motion carried.

MOTION 74-26
Apr. 22, 1974

(Skallman-Swanson) To recommend to the Union Board of Governors the appointment of the following coordinators for 1974-75:

Current Events: Dave Lenander
Ethnic Affairs: Dwyn Criss
Finance: Alan Bergstrom
Social: Bob Mickelson
Trips & Outings: Kathy Rosel
Contemporary Arts: Ava La Tanya Hall
Whole Coffeehouse: Kathy Palmer
Night Place: Julie Hapsch
Gallery: Joann Digatomio

Motion carried.

MOTION 74-27
Apr. 22, 1974

(Swanson-Mickelson) To authorize Dan Winter to continue planning and booking for Marathon 4. UPC will retain 55% share and control and "all financial considerations go through UPC." Motion carried.

MOTION 74-28
Apr. 22, 1974

(Skallman-D Winter) To give the Finance Committee the authority to act for the Council in the matter of the 1974-75 budget. Motion carried.

MOTION 74-29
May 6, 1974

(Swanson-Dagg) To direct Margaret Dagg to write a letter of support for Mischa Penn and review his case before the Senate Judiciary Committee to be approved by individual members of the Council and sent upon acquisition of simple majority approval to Steve Church at 205 Ford Hall. Motion carried.

MOTION 74-30
May 20, 1974

(Swanson-Skallman) To establish a Summer Program Council which shall conduct the business of the Council between the end of Spring Quarter and the beginning of Fall Quarter. A quorum shall consist of those coordinators (or their designated representatives) and staff members present, except that an affirmative vote of not less than six coordinators shall be required to commit funds not specifically allocated to summer programs by regular action of the Council. Motion carried.

MOTION 74-31
June 3, 1974

(Bergstrom-Mickelson) To approve \$50.00 for Recreation and \$495.00 for the Whole Coffeehouse for programming and reconstruction and ask Summer Program Group to submit a summer budget. Motion carried.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council
September 26, 1973

Present: Linda Skallman, Del Swanson, Beth Olsen, Nancy Winter, Dan Winter
Gary Gottfried, Karen Peterson, Bernie Molitor, Jim Sleezer,
Tom Stark

Absent: Margaret Dagg (excused), Tanya Hall (excused)

The meeting was called to order at 4:40 p.m. by the President.

The responsibility for taking the minutes of the meetings will be rotated among the staff persons on a regular basis (starting with the next meeting).

Executive Report: Marathon III lost much money. It is proposed to ask UBOG for reallocation of funds to cover expenses.

Personnel Report: A special thanks to Margaret and Terry for putting in extra time at the recruitment booth. A list of names of interested people acquired at the booth was handed out.

The coordinators should have area meeting times reported to Linda soon.

A contact table will be set up on Thursday and Friday over noon hour on the ground floor. Please sign up to help.

The Recruitment Dinner is October 10 at 6:30. The place has not been definitely decided on yet but will probably be in the Gopher Hole.

Phone call follow-ups will be done after next Wednesday's meeting (Oct. 3). Everyone is expected to attend.

Be sure to let someone know if you can't make your office hours.

Let Linda know if you can help plan the Fall Retreat. The date is still tentative. Let Linda know how many committee chairpersons you want at the Retreat.

Public Relations Report: The routing of program proposals was emphasized. If you do them right the first time, things will go a lot smoother. Del is supposed to get them first. He has a ditto explaining how to route them which you should get from him and use.

Contemporary Arts and Ethnic Affairs Report: The Vinie Burrows event will be held at the scheduled time tomorrow. Only 40 tickets have been sold. It was proposed that we contact groups who may be interested and offer complimentary tickets so we have an audience. Fast action tonight will be necessary.

UPC Minutes
September 26, 1973
Page two

Ass't. Director-Programs Report: Tom reported that Marathon III lost a lot of money and that the Council is in a bind. Although this is a reality, the Council was urged not to cut spending on Public Relations.

Mr. Molitor asked if it was possible to stipulate, that in a massive event such as Marathon, there be a major art booked at least 60 or 90 days in advance. Mr. Gottfried suggested that an evaluation committee be established to scrutinize our relationship with Welcome Week. It will be done by October 3.

Old Business: Ms. Winter reported that budgets will be ready for approval by Wednesday, October 3. This will include adjustments because of Marathon, Union Night and Vinie Burrows.

New Business: Executive Committee loaned Welcome Week \$6,000 last Friday to cover artists' costs for Marathon. Mr. Sleezer suggested that we negotiate with Welcome Week to resolve our mutual financial difficulties.

On Friday at 2:15 there will be a negotiation meeting. Gary Gottfried, Ms. Winter and Mr. Stark will represent the Council.

The Handbook for UPC members will be ready for discussion by Wednesday, October 3.

Announcements:

We are invited to tour the new MSA headquarters on Friday at the Granger Building, 1818 Fourth Street, across from the Triangle Bar, not in it.

Jim Sleezer and Beth Olsen will attend a recreation conference at Telemark on Friday and Saturday.

Tom Stark and Gary Gottfried extended special thanks to all who worked so hard on Union Night.

The next UPC meeting will be on Wednesday, October 3, at 4 p.m., in Room 203.

The meeting was adjourned at 5:58 p.m.

Respectfully submitted,

Beth Olsen and Bernie Molitor

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
October 3, 1973

Present: Tanya Hall, Margaret Dagg, Karen Peterson, Del Swanson, Gary Gottfried, Dave Goldman, Beth Olsen, Nancy Winter, Linda Skallman, Dan Winter, Ann Stoutenburgh, Chris Fiefarek, Tom Stark, Bernie Molitor, Rufus Simmons

Guests: Dick and Craig from Voter Registration

Absent: Marvin York

The meeting was called to order at 4:10 by the President.

It was pointed out that Tanya Hall was present at the Sept. 26 meeting. The minutes were amended to show this. The amended minutes were approved.

Personnel Report: New recruits will be telephoned after today's meeting.

Marvin York now has two unexcused absences.

Linda Skallman needs a list of chairpersons from each area by position and name to make an organization chart.

Finance Report: Program proposal forms should be in by Wednesdays so they can get through channels by Friday in time for the Finance Committee meeting (2:15 Fridays). No checks or purchase orders will be issued without a planning proposal.

Nancy will only be in the office on Wednesday and Friday afternoons to sign checks and purchase orders, unless it is an emergency.

Marathon III Report: The total cost of Marathon III was \$30,167.32 (est.). Total income was \$15,870.10 (est.). The net loss, \$14,297.22 (est), will be paid by Welcome Week (60% - \$8,578.33) (est.) and the Union Program Council (40% - \$5,718.89)(est.).

Contemporary Arts and Ethnic Affairs Report: The Vinie Burrows program was great. Although it was a financial loss, it was important for the community.

The ACU-I Outdoor Recreation Conference was held at Telemark on September 30-31. 150 people attended the two-day conference. Beth Olsen will write a report for the October 17 meeting.

Old Business:

The budget will be revised by October 17.

The Marketplace will be discussed at the October 17 meeting.

UPC Minutes
October 3, 1973
Page two

New Business:

MOTION 74:1 (N. Winter)(Fiefarek) To appoint Dan Winter, Margaret Dagg, and Chris Fiefarek to the Finance Committee. Motion carried.

MOTION 74:2 (Fiefarek)(Dagg) To withdraw UPC's request for Room 203. Motion carried.

UPC people must keep the office clean. Keep garbage off the desks!

The ACU-I-NEC Conference is in Souix Falls October 11-13. Five people are to go. If you want to be put on the list, see Tom by October 5.

Dick and Craig from Voter Registration reported that they need man power and organizational skills by October 16 for the Minneapolis election. MPIRG, with return of a dollar, will register students. Margaret Dagg volunteered to table Volunteer Day on Wednesday, October 10, to help with Voter Registration. Gary Gottfried asked for the help of all UPC members.

Richard Milky requested funds for a sociological tour of Minneapolis. One bus and five directors will be hired. UPC felt that Minnesota Unions might want to do the program.

Announcement:

UPC Welcome Dinner: October 10, 5:30 (for coordinators), 6:30
(dinner starts)

Respectfully submitted,

Tom Stark
Ass't. Director-Programs

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
October 10, 1973

Present: Gary Gottfried, Nancy Winter, Dave Goldman, Linda Skallman, Karen Peterson, Beth Olsen, Del Swanson, Margaret Dagg, Leanne Plessel, Dan Winter, Chris Fiefarek, Bernie Molitor, Tom Stark

Absent: Tanya Hall (excused)

The meeting was called to order by the President at 5:40 p.m. The minutes of the last meeting were approved as read.

Personnel Report: The UPC Retreat will be October 20-21 at Camp Owendigo. Margaret Dagg, Linda Skallman, Nancy Winter, Bernie Molitor and Tom Stark will serve on the Retreat Committee.

Finance Report: The fall budget is attached.

ACU-I/NEC Conference: The delegates attending the conference on October 11-13 are Beth Olsen, Dan Winter, Nancy Winter, Ann Stoutenburgh, Terri McNeil, Ricki Gale, Chris Fiefarek, Marlene Vernon, and Jim Sleezer. Dan Winter is the head of the delegation.

Executive Report:

MOTION 74-3: (N. Winter)(Fiefarek) To have the VP-Personnel budget reflect conference expenses and to have conference delegations be decided by VP-Personnel and the President. Motion carried.

There being no further business the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Tom Stark
Ass't. Director-Programs

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

Proposed Fall Budget 1973

President

Conferences

ACU-I Rec. 35
ACU-I NEC 258

Office

Postage 100
Stationery
Misc. Supplies 50

Organization

Personnel Identification 20

Communication

Telephone 150
613

Personnel

Program Evaluation Form 10
Newsletters 50
Fall Party 100
Picnic 60
Retreat 200
Orientation 250
670

Public Relations

Brochure 200.00
Paratype 67.39
Layout Materials 50.00
Perma Stamps 50.00
Stationery 60.00
Writing Utencils 15.62
433.01

Current Events

Volunteer Day 250
Symposium (Death Week) 1000
1250

Contemporary Arts

Minnesota Orchestra

Listening House programs 100
100

Gallery

400

Ethnic Affairs

Boscoe

Contract 850
Publicity 72
Reservation 86
Miscellaneous 50
16 (2)
Films 16
Meet the Community 147
450

Recreation

Bike Hikes 84
Sports Hours 95
Ski Trip Promo 100
Personalized Programs 50
Bike Rally 50
379

Marketplace

-0-

Social

Three Concerts

John Hartford -0-
Michael Johnson -0-
Melissa Manchester -0-
1 Dance -0-
-0-

Whole

Contracts	10,300
Food	1,296
Publicity	1,465
Operations	666
Personnel	300
Decorations	220
L & S	55
Telephone	150

Admissions	12,527
Food	<u>2,160</u>
	-0-

Night Place

Sr. Attendant	715
Publicity	515
Operations	250
Special Events	<u>155</u>
	1635

TOTAL \$5930

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

October 17, 1973

Present: Karen Peterson, Nancy Winter, Dan Winter, Del Swanson, Chris Fiefarek, Gary Gottfried, Dave Goldman, Beth Olsen, Margaret Dagg, Bob Michaelson, Bernie Molitor, Linda Skallman, Marlene Vernon, Jim Sleezer, Tom Stark

Absent: Tanya Hall (excused)

Personnel Report: The coordinator position for Ethnic Affairs and the Marketplace are open and recruitment ads will start Thursday with applications being accepted for two weeks.

A selection committee will be formed.

The retreat is for all coordinators, chairpersons, and members who are working as part of the Council.

Finance Report: A realistic (after losses) Fall Quarter Budget was passed out with last week's minutes.

MOTION 74-4: (N. Winter)(Swanson) To accept reworked fall budget.
Motion carried.

MOTION 74-5: (Swanson)(N. Winter) To change above motion in area of PR Brochure. The brochure gains \$40.00 from paratype (\$20.00) & perma stamp (\$20.00). Motion carried.

Request for money (appendum from UBOG to cover fall quarter losses (Marathon 3)).

MOTION 74-6: (Fiefarek)(N. Winter) To request from UBOG \$4200 to cover fall quarter losses. Motion amended.

MOTION 74-7: (Fiefarek)(N. Winter) To include the \$800 for summer reserve which evened the request out to \$5000. Amendment carried.

MOTION 74-8: (Swanson)(N. Winter) To grant the President bargaining power with the following guidelines: If he cannot get a \$5000 grant, try to get a loan. Motion carried.

MOTION 74-9: (Skallman)(Dagg) To have the Council members on the Board and the President negotiate with UBOG for grant starting at \$5000 to \$4000 and if it isn't approved, negotiate for the lowest interest rate loan possible. Motion carried.

PR Report: All October 26 Daily ads will cost double because it is a double issue given away at the Homecoming game.

UPC Minutes
October 17, 1973
Page two

ACU-I/NEC Report: Gary Gottfried called for a written report by the head of delegations. The report is due at the next meeting, October 24.

S.A.C. is sponsoring training sessions in parliamentary procedure, PR and Finance. There is literature available in the office for interested members.

Marketplace Study Committee will meet Friday, October 19, at 2 p.m.

Ethnic Affairs will call a meeting after next week depending on applications.

Ass't. Director-Program Report: Handed out a draft program evaluation report form to be discussed next week.

Speakers Bureau: Coordination by S.A.C. Student speakers to speak to other organizations on and off campus about what UPC is all about.

Keys: Gary will send a list of coordinators wanting keys for 204 to Room Reservations.

Announcements:

Retreat will leave CMU at 10 a.m., Saturday and will arrive at Camp Owendigo at 11 a.m. People will stay over night and leave before noon Sunday.

Meeting adjourned.

Respectfully submitted,

Tom M. Stark
Ass't Director- Programs

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Union Program Council
October 24, 1973

Present: Beth Olsen, Margaret Dagg, Gary Gottfried, Del Swanson, Dan Winter, Nancy Winter, Linda Skallman, Chris Fiefarek, Karen Peterson, Tanya Hall, Marlene Vernon, Bernie Molitor, Jim Sleezer, Tom Stark

The meeting was called to order by the President at 4:05 pm.

Minutes: Tabled.

Finance Report: Fall Quarter Revised Budget and Board approved
Appendum - Reallocation attached.

Executive Report: Tait Taylor to chair the Boscoe Dance on Saturday, October 27. Gary, Linda and Tom will get a minimum of 10 people to work the dance under the direction of Tait.

Ethnic Affairs and Market Place Coordinator position is now open and applications are being accepted.

Market Place will meet at 4:30 pm on Monday, October 29.

Retreat Report: Only one staff member was able to be in attendance for one half of the retreat time. The council members took total responsibility for the retreat.

Discussion Subjects: Student-staff relations, coordinator's relation to the Council, students should assume more responsibility, and re-affirm within the Council the inter-dependence on each other.

Conclusion: One day retreat/workshops with a party following.

ACU-I - NEC Report: Summary of discussion with a follow-up written report, compiled by Chris will be sent to the ACU-I and NEC planning committees.

Summary of Discussion: The sessions were too basic for the level of our programmers. Recreation area was weak. Strengthens the contact with other schools and agencies. Problem-solving rather than straight information sessions. Send more new people rather than so many older council members.

Old Business: Evaluation forms "drafts" - please make the desired changes and return them to Tom.

New Business: The replacement council representative to the Union Board of Governors is Margaret Dagg.

Page 2

Announcements: Larry Coryell has two shows on Friday, October 26, at 8:00 and 10:30 pm. Council members invited to work, the first shift starts at 7:30 pm.

The Death Week program planning has been completed.

The Public Relations Training session is Thursday, October 25 at 3:30 pm in 353 Coffman Union. The subject matter is Schools, Agencies, and Bookings.

The meeting was adjourned at 5:10 pm.

Respectfully submitted,

Tom M. Stark
Assistant Director - Programs
Coffman Memorial Union

October 18, 1973

To: The Union Board of Governors

From: The Union Program Council
Presented by Gary Gottfried

The Union Program Council proposes that the Board allocate a \$5,000 grant to the Union Program Council to help make up heavy losses sustained in fall quarter programming. This will enable the Council to continue and fulfill fall quarter programs as printed on the calendar.

PROPOSED FALL QUARTER BUDGET
Appendum--Reallocation

<u>President:</u>	no change	
<u>Personnel:</u>	Fall Party	\$ 40
	Recruitment Ads	160
	Holiday Party	200
<u>Public Relations:</u>		
	Brochure	25
	Perma Stamps	25
	Writing Utencils	10
	Layout	20
	Para Type	20
<u>Current Events:</u>		
	Symposia	615
	Alcohol Symposia	100
	Kaufmanis	150
<u>Contemporary Arts:</u>		500
<u>Gallery:</u>		200
<u>Ethnic Affairs:</u>	No change	
<u>Recreation:</u>	No change	
<u>Marketplace:</u>	No change	
<u>Social:</u>		700
<u>Whole:</u>		350
<u>Night Place:</u>		590
<u>Summer Reserve '74:</u>		<u>1070</u>
TOTAL REALLOCATION		\$5000

President

Conferences	
ACU-I Rec.	\$ 35
ACU-I NEC	258
Office	
Postage	100
Stationery	>50
Misc. Supplies	
Organization	
Personnel Identification	20
Communication	<u>150</u>
	613

Personnel

Program Evaluation Form	10
Newsletters	50
Fall Party	100
Picnic	60
Retreat	200
Orientation	<u>250</u>
	670

Public Relations

Brochure	200.00
Paratype	57.39
Layout Materials	50.00
Perma Stamps	50.00
Stationery	60.00
Writing Utencils	<u>15.62</u>
	433.01

Current Events

Volunteer Day	250
Symposium (Death Week)	<u>1000</u>
	1250

Contemporary Arts

Minnesota Orchestra	
Listening House Programs	<u>100</u>
	100

Gallery

400

Ethnic Affairs

Boscoe	
Contract	850
Publicity	72
Reservation	86
Miscellaneous	<u>50</u> (287)

Ethnic Affairs-Continued

Films	16
Meet the Community	<u>147</u>
	450

Recreation

Bike Hikes	84
Sports Hours	95
Ski Trip Promo	100
Personalized Programs	50
Bike Rally	<u>50</u>
	379

Market Place

-0-

Social

Three Concerts	
John Hartford	-0-
Michael Johnson	-0-
Melissa Manchester	-0-

1 Dance	<u>-0-</u>
	-0-

Whole

Contracts	10,300
Food	1,296
Publicity	1,465
Operations	666
Personnel	300
Decorations	220
L & S	55
Telephone	150

Admissions	12,527
Food	<u>2,160</u>
	-0-

Night Place

Sr. Attendant	715
Publicity	515
Operations	250
Special Events	<u>155</u>
	1635

TOTAL: \$5930

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
November 7, 1973

Present: Gary Gottfried, Steve Hunegs, Nancy Winter, Dan Winter, Linda Skallman, Julie Hapsch, Beth Olsen, Del Swanson, Karen Peterson, Tanya Hall, Margaret Dagg, Jim Sleezer, Bernie Molitor, Tom Stark, Marlene Vernon, Helen Eckert

Absent: Chris Fiefarek (excused)

The minutes from the last meeting were approved as read.

Finance Report: A monthly statement will be given at the next meeting showing how much each area has spent and now much it has gained or lost. Nancy wants the winter quarter budgets from each area by November 21.

Public Relations Report: Del Swanson handed out information sheets on Daily ads for winter quarter. The ideas should be turned in by November 21.

Ass't Director-Programs Report: Two handouts from the Artcraft Studio were distributed to be put in the student handbooks.

ACU-I/NEC Report: A report was to be distributed at this meeting. Since the report was not prepared, it will be expected by the next meeting on November 14.

Personnel Report: Linda Skallman handed out a survey to help her find people for committees. Coordinators should return surveys on each of their committee people to Linda by November 21.

There are people interested in the positions of coordinator and manager of the Marketplace but more work has to be done before they can be interviewed.

Since the fall party which was planned for Halloween could not take place, Linda suggested that the fall party and the Christmas party be combined. All Council members and building employees would be invited.

There is going to be a recruiting booth for the social area at the Michael Johnson concert tonight. Volunteers are needed to man the booth for about 15 minutes before and after the concert and during intermission.

New Business:

Management by Objective: The advisors are to meet with the coordinators and Vice Presidents by November 21 to establish the objectives of their jobs.

UPC Minutes
November 9, 1973
Page two

Schedule of Reports: There should be a regular basis for written reports. Areas will distribute written reports on the following dates:

- November 14 - Finance, Current Events, Social
- November 28 - Recreation, Contemporary Arts, Night Place,
Whole Coffeehouse
- December 5 - Finance, Personnel, Public Relations,
Ethnic Affairs

Announcements:

Workshop on how to publicize a concert (by concert promoters Schon, Stone Bleu, and Garrett Attractions) Thursday, Nov. 8, at 6 p.m.

There being no further discussion the meeting was adjourned.

Respectfully submitted,

Helen Eckert

UNIVERSITY OF MINNESOTA
UNION PROGRAM COUNCIL

NAME _____ PHONE # _____

ADDRESS _____

WHAT AREA(S) ARE YOU CURRENTLY WORKING IN?

ARE THERE OTHER AREAS YOU MAY BE INTERESTED IN? (CIRCLE)

Contemporary Arts
Current Events
Ethnic Affairs
Recreation

Finance
Gallery
Market Place
Social

Night Place
Personnel
Public Relations
Whole

WHAT KIND OF PROGRAMS WOULD LIKE TO WORK ON?

Concerts
Plays
Dances (social type)
Dance (cultural type)

Current Events
Personnel
Seminars
Crafts Programs

Films (Video-tape)
Outdoor sports
Indoor sports
Workshops

MEMO TO: ALL COFFMAN UNION PROGRAM
COUNCIL COORDINATORS, COMMITTEE
MEMBERS, AND CONSULTANTS
FROM: PUBLIC RELATIONS AND SCHEDULING
AREA
RE: WINTER QUARTER UPC CALENDAR

BEFORE PLANNING THE WINTER QUARTER^(?) CALENDAR
WE WOULD LIKE YOUR COMMENTS, SUGGESTIONS,
AND RECOMMENDATIONS ON:

- FORMAT
- SIZE
- PAPER COLOR
- DESIGN
- TIME PERIOD (MONTHLY, QUARTERLY)
- CONTENT - INFO ON AREAS
INFO ON EVENTS, PRICES, TIMES

- PLANNED CHANGES INCLUDE - CLEARER TYPESETTING
FOR INDIVIDUAL EVENTS
OMISSION OF INITIALS
FOR AREAS
INCLUSION OF REGULAR
PROGRAMMING. IE -
NIGHT PLACE
MARKETPLACE
GALLERY
SPECIAL EVENTS

WOULD APPRECIATE YOUR INPUT ON OR BEFORE
~~WEDNESDAY~~ WEDNESDAY, NOVEMBER 21, 1973, 4:00 PM;
DEL SWANSON'S MAIL BOX IN 204 COFFMAN.
DEADLINE FOR WINTER QUARTER PROGRAM SCHEDULES
TO BE INCLUDED ON CALENDAR IS FRIDAY, DEC. 7, 1973.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
November 14, 1973

Present: Dan Winter, Nancy Winter, Del Swanson, Beth Olsen,
Gary Gottfried, Linda Skallman, Karen Peterson,
Chris Fiefarek, Jim Sleezer, Bernie Molitor, Tom
Stark

Absent: Margaret Dagg (excused), Tanya Hall (excused)

The meeting was called to order at 4:18 p.m. There was a correction on the November 7, 1973 minutes. The word calendar was substituted for Daily under Public Relations Report paragraph 1. The minutes were approved with the correction noted.

ACU-I/NEC Report:

MOTION 74-10: (N. Winter)(Skallman) To receive the report.
Motion carried.

Chris and Nancy were given directions to take the report to the to the ACU-I/NEC steering committee meeting on Saturday, November 17, in Minneapolis.

Finance Report:

MOTION 74-11: (N. Winter)(Peterson) To receive the report.
Motion carried.

Current Events Report: Report accepted.

Social Report: Report accepted.

Unfinished business: The screening committee will interview for the Ethnic Affairs coordinatorship on Friday, November 16, at 4:30 p.m.

New Business:

MOTION 74-12: (Skallman)(N. Winter) To ratify Karen Peterson as the coordinator of the Night Place. Motion carried.

Gary Gottfried's resignation: Students become overwhelmed with the responsibility of the presidency. Gary would like to return to the Council sometime soon in a different capacity. He will help write the job description for the president and a position paper. Gary will also work on changes in the UBOG Constitution. His resignation was accepted with great regret.

UPC Minutes
November 14, 1973
Page 2

Duane Johnson, Control Room Supervisor, was indorsed to do noon-time film programs with the aid of the Council.

Announcements:

The Board of Publications has four vacancies for student members. See Vanne Hayes if interested.

Thursday, November 15, is the Night Place's second birthday.

There will be an executive meeting on Tuesday at 4:30. All Council members are urged to come. The next executive meeting will concern writing the presidential job description.

There being no further discussion the meeting was adjourned.

Respectfully submitted,

Tom Stark
Ass't. Director-Programs

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

November 14, 1973

Dear Council,

Summaries concerning the regional conference held in Souix Falls, South Dakota were collected from all of the representatives who attended the conference.

The general consensus was that there were more bad points than good in reference to what we got out of our two days of going to sessions. Some of the bad points were that there was no coverage of the unique problems concerning metropolitan schools of our size. Instead, problems dealt with concerned a school with a campus size of 6,000 to 10,000. Another bad point was that the sessions were too basic for our use. Most of our representatives have had considerable experience in working with the council; not so with most of the other representatives from the other schools. They apparently needed very basic information for any programming they were going to do. Our suggestion is that further conferences should have two level sessions: one level for beginners, and one level for students who have been working on a council for some period of time.

There WERE good points concerning the ^{Conference} Council. One was that the video tape sessions were of use to our people. There was a feeling of good rapport with the agents at the conference, a factor which is of strong concern to us. If we know the agents we are working with, and they know us; business between the two goes much easier.

Two programs were considered of value in view of our concept of programming. One was a session on assertive behavior. It stressed working with people instead of against them. The other session was concerned with WHY we are programming. It stressed clarifying our purposes for programming.

It was suggested that for the next regional conference, newer members of the council be sent instead of old members who have learned much of the information presented already.

Sincerely,

Chris Fiefarek
Dan Winter

**COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL**

**Statement of Expenses through October 31
(* Anticipated Expense or Income)**

	<u>Expense</u>	<u>Income</u>	<u>Net Expense for (income) Area</u>
CURRENT EVENTS			
Miscellaneous Expense	108.88		
Miscellaneous Income		8.00	
Open Mike			
Western Printing	23.66		
* Other Expense	98.00		
Volunteer Day			
* Expense	317.00		
* Income		85.00	
NET EXPENSE			454.54
 RECREATION			
Bike Hikes			
* Expense	84.00		
NET EXPENSE			84.00
 SOCIAL			
Miscellaneous Expense	15.84		
Colla			
Contract	400.00		
Western	7.80		
* Expense	107.00		
Income		352.12	
John Hartford			
Contracts	1,575.00		
Western	26.00		
Mary Ayshford	10.00		
* Expense	625.00		
Income		1,646.00	
Larry Coryell			
Contracts	2,120.00		
Sound	225.00		
* Expense	340.00		
Income		1,255.00	
NET EXPENSE			2,123.49

	<u>Expense</u>	<u>Income</u>	<u>Net Expense for (Income) Area</u>
WHOLE			
Miscellaneous Expense	152.08		
Miscellaneous Income		27.00	
Food			
Expense	239.31		
Recruiting			
Brochure	94.00		
Overhead	183.30		
New Grass Revival			
Contracts	1,100.00		
Western	17.16		
* Expense	50.00		
Income		850.38	
Jericho Harp			
Contracts	600.00		
* Expense	50.00		
Union Night		150.00	
Income		396.19	
Peter Lang			
Contracts	250.00		
* Expense	55.00		
Income		353.12	
Ben Sidran			
Contracts	1,050.00		
* Expense	80.00		
Income		1,955.88	
Art Resnick			
Contract	100.00		
Western	15.00		
Income		81.55	

CMU-UPC

Statement of Expense thru October 31 - page 3

	<u>Expense</u>	<u>Income</u>	<u>Net Expense for (Income) Area</u>
WHOLE			
Benefit for Animals Income		7.92	
Open Stage * Expense	30.00		
Income		13.77	
Joyce Everson Contract	236.82		
* Expense	125.00		
Income		708.01	
Shangoya Contract	100.00		
* Expense	65.00		
Income		60.72	
Folk Festival Contracts	45.00		
Income		47.82	
Mark Henley Contracts	300.00		
* Expense	95.00		
Income		388.54	
Lonnie Knight Contracts	150.00		
* Expense	107.00		
Income		301.48	
Gene Adams Contracts	100.00		
* Expense	40.00		
Income		131.56	

One Act Plays	25.00		
*Expense			
Income		22.00	
NET INCOME			41.27
ETHNIC AFFAIRS			
Miscellaneous Expense	44.69		
Boscoe			
Contract	800.00		
Mary Ayshford	10.00		
*Expense	211.00		
Income		355.00	
Meet the Community			
*Expense	147.00		
NET EXPENSE			857.69
PERSONNEL			
Fall Picnic	55.00		
Activities Fair			
Welcome Week	12.50		
*Peanuts	10.00		
UPC Retreat			
Bernie	75.30		
Camp	35.00		
Recruitment Dinner			
Bernie	13.59		
Brothers	187.20		
NET EXPENSE			388.59
NIGHT PLACE			
Miscellaneous	124.97		
Daily	161.00		
Sr. Attendant	279.56		
Operation			
Dave Palmquist	17.16		
*Whole	60.00		
Retreat			
Debbie Vick	19.76		
Camp	60.00		
NET EXPENSE			722.45
PUBLIC RELATIONS			
Brochure	237.00		
Miscellaneous	26.33		
NET EXPENSE			263.33

FINANCE			
Miscellaneous Expense	287.45		
Miscellaneous Income		44.43	
NET EXPENSE			243.02
CONTEMPORARY ARTS			
Miscellaneous	5.15		
Gallery			
Marion Locke			
Hopf & Hopf Printing	22.36		
Katharyn Little			
Hopf & Hopf Printing	41.60		
Food	13.95		
Turk Int. Print Sale			
*Daily	17.00		
Income		18.90	
NET EXPENSE			81.16
PRESIDENT			
Miscellaneous Expense	115.66		
Miscellaneous Income		1.90	
ACU-I Rec. Conf.			
Beth Olsen	33.50		
ACU-I - NEC			
Holiday Inn	162.00		
ACU-I	60.75		
Food Exp.	60.00		
NET EXPENSE			430.01
VINIE BURROWS			
Contracts	1850.00		
Miscellaneous Expense	340.87		
Income		324.41	
NET EXPENSE			1866.46
UNION NIGHT			
Contracts	3118.00		
P.R.	572.00		
Miscellaneous	651.57		
Income		2023.12	
NET EXPENSE			2318.45
MARATHON			
Expense	6000.00		
NET EXPENSE			6000.00
TOTAL EXPENSE			15791.92

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

TO: UPC
FROM: Margaret Dagg and Bernie Molitor
SUBJECT: Fall Quarter Programming Report

1. Volunteer Recruitment Day: This is the third time we have done the program; it was co-sponsored with SAC and St. Paul Student Union. The attendance was down considerably from the last two years - it was 350 this year and about 1,000 previously. We have done some thinking as to why, but this is probably not the place to speculate. Be it sufficient to say that we will be taking a hard look at it for next year. Right now we feel that it is of value, but it warrants some careful scrutiny.
2. Open Mike Speak-Out: This was the first in a planned series about which we were uncertain; we had always wanted to try it and we did and it bombed like nothing in Current Events for a least two years. Reasons? Basically, we believe that our built-in audience from the era of "expanding political consciousness" is dead and gone. Political activism is at a new low; I'm sure that there are many more cultural reasons why this is so, but what it means to us is that we must be much more judicious and circumspect in doing programs. It means more and better publicity and probably not doing some of the things that we used to do.
3. Voter Registration: We helped with it for a two day period; lots signed up.
4. What's The Sense of Dying?: We are very proud and happy to report that it was successful even beyond what we had hoped. Every single program was well attended; the final figure was 5,500 for the week. For those of you who are unfamiliar with this type of program, let me say that we have never had one-half that many people attend a series before.

I should like to say a word about both the content and process of this program: All of us felt that doing it was a profound educational experience just from the perspective of content. Our feelings about a universal human experience are far different than they were a few weeks ago. We are in the process of having the entire series put on cassettes; I strongly urge you to listen to a few of them. We are very fortunate to have such fantastic people available as resources.

The process or group interaction was truly exceptional. Margaret and I wish to extend our deep thanks to the entire committee and Rev. James Diamond for all their hard work and sacrifices; one of the most difficult aspects of doing a series like this is the moderation and taking care of the last minute details. Everything was done and done well; we even had committee people available as "runners" before and during all the programs and its "little" things like this that make or break a series. My special compliments to Margaret for the level of excellence with which she handled the whole program. She has done an outstanding job of getting a committee together and leading them.

Finally, I want to say that we also had an unpredicted number of compliments for the entire Council. After every program, people approached us to thank us and encourage the Council to do more things like it. Even Elizabeth Kubler-Ross, who has seen a great number of programs along these lines, said that this certainly was one of the best planned and most complete in her experience.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

The social committee (commonly referred to in the inner circle as "Hump-Day Productions" since most of our major programming is done on Wednesdays) is an area designed to provide a variety of quality programming at the lowest cost to the widest scope of the students on campus.

The fall our area has grown in membership. Most of our new volunteers are eager to help in any way they are able. Our membership numbers approximately 15 people.

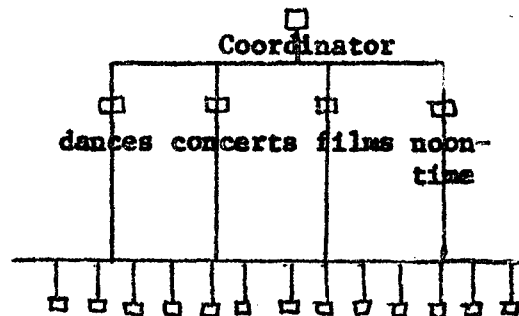
Our set-up within the area is structured simply. The coordinator is at the top of the structure (which can be pictured as a triangle. She is the general over-seer, who does not do the majority of the work, but instead watches over her chairmen to make sure their work is running smoothly.

At the middle line of the triangle are her chairmen. There are 4 chairmen positions:

1. concert
2. films
3. dances
4. noontime acts

The concert and the film positions have been filled so far this quarter. The hesitancy to fill the other two positions according to my committee members is that they are too new to UPC to trust themselves with that much responsibility. With a little more time and experience, I feel that these positions will be filled with no difficulty.

At the base of the triangle are the committee members who work freely with any of the chairmen who need their help. They do not just work within one area such as films. Instead, they work with all the chairmen whenever their help is needed.



These committee people are not just people who end up doing the dirty work: any decision as to what programming we will do comes from majority consensus. They decide what we will do, not the person at the top. However, the coordinator does hold the power to veto any idea which appears too financially risky.

Our plans for winter quarter are as follows:

4 concerts	2 dances	4 noon acts	2 major films
1 - \$750	(contract: \$350	(not to exceed	(not to exceed \$300
2 - \$1500	vs. 60% net)	\$50 a piece)	per film)
1 - \$1250			

We have only one contract for a concert. Everything else is in the planning stage still. We will have everything finalized by November 21 however.

Sincerely,

Chris

To the U.P.C.,

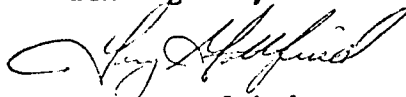
It is with much regret that I have to inform the members of the Council of my resignation. This decision has come after considering my health and future, as well as my abilities to cope with the demands of the presidential position.

It is difficult for me to fully explain the reasons for my resignation. Perhaps, it can be pinned on the fact that I personally lack direction in my life and therefore I find it impossible to honestly be a facilitator for the Council. It can't be denied that a significant part of my resigning lies in the total problem of students attempting to interact with University bureaucracy. It is very exhausting both physically and emotionally.

I would hope that the various committees and positions I filled will be filled by many persons. I can see whereby my resignation can gain greater fullness and responsibility. It is with this hope for continued growth that I leave the Council, the Union Board, and the Coordinating Board.

It is very difficult to say good-bye. I hope before I leave it is clear that I have cherished these many months and friendships in the U.P.C.

With regrets,



Gary Gottfried

President, Coffman Memorial Union

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

November 28, 1973

Present: Tanya Hall, Karen Peterson, Del Swanson, Steve Hunegs, Gary Gottfried, Dan Winter, Nancy Winter, Chris Fiefarek, Linda Skallman, Margaret Dagg, Vanne Hayes, Marlene Vernon, Tom Stark, Jim Sleezer, Bernie Molitor, Helen Eckert

Absent: Beth Olsen (excused)

The meeting was called to order at 4:15 p.m. The minutes of the Nov. 14 meeting were approved as read.

Recreation Report: Report accepted.

Night Place Report: Report accepted.

Whole Report: Report accepted.

Contemporary Arts Report: Report accepted.

Personnel Report: The Christmas party is this Sunday, December 2, at 6 p.m. in the Main Lounge. All committee people have been invited but coordinators are asked to invite them personally also. Films will be shown in the Junior Ballroom during the party.

Old Business:

There was a short discussion about Ethnic Affairs and the memo about that area which Vanne had sent to the students and staff of the Council. The discussion centered around the question of whether it is viable for an area such as Ethnic Affairs to have \$2000 guaranteed for each quarter. The \$2000 guarantee would facilitate a certain amount of support from the Council and foster cosponsorship with non-white groups on campus. The other side of the argument was that no other area is guaranteed a set amount per quarter, regardless of the fluctuations of the Council's budget. Discussion ended without resolution.

Nancy Winter called for one written paragraph to be given to her by Friday, November 30, stating what each coordinator thought Ethnic Affairs should be programming.

New Business:

Personnel Action: A coordinator was recommended for Ethnic Affairs but with full knowledge that if Council approved a coordinator then each area is going to work with the Ethnic Affairs coordinator to program minority interest programs in all areas of the Council.

UPC Minutes
November 28, 1973
Page two

MOTION 74-13 (Skallman)(Gottfried) To recommend that Dwyn Criss be the coordinator for Ethnic Affairs and her name be submitted to the Union Board of Governors for ratification.
Motion carried.

Announcements:

Remember the Holiday Party Sunday, December 2, at 6 p.m. in the Main Lounge. Bring your friends and families.

The winter quarter calendaring session was then directed by Del Swanson.

There being no further business the meeting was adjourned.

Respectfully submitted,

Tom Stark
Ass't Director-Programs

CORRECTION:

Finance Report: Friday, November 30, at 2:30 the winter quarter budget will be gone over.

To: UPC

From: Karen Peterson

Subject: Night Place Report

1. "Mini Programs": We began these as an experiment hoping that they would spread awareness of the place and draw more people. We have had a musician, a lecture and slide show by a volunteer, Dave Palmquist, a visit by Prof. Ballet of Theater Arts, and will soon have Etta Magnason of The Minnesota Women's Center, and Elanor Peasley to speak on psychic phenomena. So far the response has been excellent; we plan to do more of this sort of thing for the remainder of the year.
2. Thanksgiving Dinner: It was even more successful than last year. One hundred and ten people came, and we were really happy with the volunteers who worked so hard organizing it. We had just enough food, and the clean-up was horrible. Many of those who came thanked us and said that it meant a lot to them.
3. Group Process: We think the place is pretty healthy, but the attendance at and the content of the weekly meetings is still a problem. We are open to suggestions; if you give us one, we will compel you to implement it. Tentatively, we are planning some sort of working relationship with Lanee Hurt of the Student Counseling Bureau, who is developing a Peer Group Counseling course. Credit may be available as an option.
4. Attendance and Crises: Attendance is slightly up from last year; we have had more crises and referrals than any other quarter. This is a bit ironic to us; we planned the mini-programs to boost our social image and now we seem to be quite busy with other things as well.

FALL QUARTER REC AREA REPORT

Due to lack of committee people and lack of time on my part, programming in the Rec Area was a bit sparse this quarter.

Sports Hour fell through due to lack of coordination between Cal Stoll's and other coaches schedules, the Daily Sports people, and us.

Bike Hikes were really a success in my estimation. They averaged 10 "super" people per hike. Our first one to Sparta-Elroy was quite an experience. 35 people responded to it--to which 18 ended up going. We had 2 high-schoolers, a father and his 2 sons, 1 professor, 3 grad students and the rest a spattering of freshmen to seniors--quite a diverse group. Everyone worked together well, even when we had a bit of trouble exchanging cars at end of trail which caused us to get back much later than expected. Still, many of the people from this first trip returned for a couple more bike hikes later on--so it couldn't have been that bad. I feel the Bike Hikes are a true form of leisure and recreation and are definitely worth repeating.

Now working on Ski Train North to Thunder Bay, December 27-January 1. Things are starting out slow, so keep your fingers crossed!!

If you don't know by now, I've resigned as Rec Coordinator for this year. I need more time to study and hold down a part-time job and more time for myself--which doesn't leave much time to be a devoted coordinator. Such is life! I'll be around however.

Winter Quarter we'll have Snowshoeing and Ski Nights and if we get a new coordinator, probably much, much more.

Respectfully, submitted,

Beth Olsen

To: Coffman Union Program Council

From: Whole Coffeeshouse, Dan Winter

A lot has been happening at the Whole Coffeeshouse this quarter. Publicity and personnel were able to put out a brochure that served the dual purpose of recruiting and promoting. The turn out of new workers was about 14, not too bad, but we hope to hit the list again to try and pick up more people before they get involved with school next quarter. Waiting until the recruiting banquet proved to be too long a wait for getting a definite committment from people.

Anne Stoughtenburgh did an excellent job on reaching all the poeple and getting some kind of answer from everyone. Anne has several projects planned for next quarter including 7-shirts, parties, placing meeting times in What's Doing and recruiting posters.

Kathy Palmer did her usual extraordinary job on getting publicity out on time with the help of Del Swanson and associates. Besides the brochure, she and her committee implemented several new means of creating awareness of what we are doing. Some are a mailing list, a standard poster for 3 of 4 Sunday nights, and better contact with record companies.

Some things we hope to accomplish this next quarter is a press kit about the Whole for stations and newspapers, personal contact with key persomel at radio stations and newspapers, increase the time posters are done and up, a series type of listing for Daily ads, a campaign to inform the general public as to what type of music we bring in and a display with biographical information about the performers we are having appear in the near future.

The future as far as booking is concerned is looking very good. We already have the month of January booked with Mike Towers and Susan and Richard Thomas, Bonnie Koloc, Country Gazette, and Jerry Jeff Walker. Our jazz series seems to be doing very well, at least in comparison to last year. The Folk Fest is in desparate need of change and at present no clear alternative has emerged so further work is needed on it. Ricki Gale has expressed a committment toward working on this project.

A new direction is being mapped out in the size of acts that will be brought in and how they will be presented. More large acts are in the planning stage and an Earl of Old Town series is also in the works.

Steve Lauterbach has taken over the technical area of the Whole. He and the people in his area have had to work with a serious handicap in that lighting system is not up to the standards of the past. This area is also able to look forward to a new lighting booth and a new light board. Both will hopefully be here in January. The immediate needs of the area are for more workers which is happening and standardized procedures for training people.

Liane Sparrow has taken over the food area, both the ordering and the management. She has put new life into a dying area. She is exploring new menu items, making sure the bar is maintained at an adequate stock level, clean bar top and utensil and adequate lighting. Projects she plans to accomplish is a menu board, defrosting of the freezer and promotion of the food bar as an area to work at instead of avoid.

One other person should be mentioned even though she is not a chairperson. She is VP-Financa, Nancy Winter. Nancy has been a great help in all aspects of Whole operations. This was especially true in the area of managing ticket taking and finances. She is also valuable in finding out about problems before I do.

Other projects needing to be dealt with are stage repair, redecoration of the office, mason or series tickets, and a handbook on the Whole for new personnel.

To : UPC

From : Tanya Hall

Subject : Contemporary Arts Report

Fall quarter programming included :

- 1) Theater - Vivie Burrows
Dramatics Prose and Poetry on the Black experience
- 2) Music - Nancy Williams (opera)
Affiliate Artist (Noon Concert)
- 3) Film - Genesis Five
110 minutes of Award winning Student Films
- 4) Theater - Performance Workshop (December 5, 6, 11, 12) WCS
"were only in it for the money" (Frank Zappa)
- 5) Gallery-
 - a) Expansion of South Gallery to double exhibit space
 - b) General maintenance overhaul
 - c) Selection of Gallery Chairman
 - d) formation of Gallery Advisory Board
 - e) Coordination with West Bank Union on publicity, gallery applications etc.
 - f) 5 exhibits fall quarter, ranging from glass to oil paintings.

Objectives have been formulated as a result of programming experiences this fall.

- 1) Personnel recruitment ideas directed toward acquiring committee members and chairmen in the areas of:
 - a) film Pat Preble
 - b) Theater (Tom Miller)
 - c) Resources

Upcoming events involve :

1) "The Student on Campus in the Arts"

a five week series on, a) film b) Theater c) Music
d) Media and dance (student performers)

This series will be done with hope to bring better communications between the various Arts departments (students) and UPC. (Also a recruitment idea.

2) Co-Sponsor a Caberet with the Whole and Social. (Each bringing in one act)

Thanks → to all those
at UPC that helped in Contemporary
Arts programming this fall ←

UNION PROGRAM COUNCIL

IMPORTANT DATES

Wednesday, November 21 - Winter Quarter Budget due

Wednesday, November 28 - Welcome Week Task Force Meeting (See Tom for more information) 3:15

Wednesday, November 28 - Winter Quarter Scheduling Session (last part of UPC meeting) 4 p.m.

Friday, November 30 - Winter Quarter Budget Session (Tom's Office) 2:30

Sunday, December 2 - Holiday Party 6 p.m.

Monday, December 3 - Winter Quarter Calendar turn in deadline, by 5 p.m.

Wednesday, December 5 - Last UPC meeting for fall quarter, 4 p.m.

Wednesday, January 2 - UPC Winter Quarter meeting, 4 p.m.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
December 5, 1973

Present: Tanya Hall, Dan Winter, Nancy Winter, Gary Gottfried, Steve Hunegs, Karen Peterson, Del Swanson, Tom Stark, Margaret Dagg, Chris Fiefarek, Vanne Hayes, Dwyn Criss, Linda Skallman, Marlene Vernon

The minutes from the last meeting were accepted as corrected.

Personnel Report: Report accepted.

Public Relations Report: Report accepted.

President's Report: "Possible Directions of Council" by Gary Gottfried.

MOTION 74-14: (Gottfried)(Dagg) To request that the Union Board of Governors accept recommendations. Motion carried.

Ethnic Affairs Report: It should be an all encompassing area with programming in all internal areas. Dwyn expressed the feeling that the Ethnic Affairs area would not be around next year if she doesn't make it work this year.

Finance Report:

MOTION 74-15: (D. Winter)(Criss) To accept the winter quarter budget as printed. Motion carried (3 abstain)

There will be a finance meeting this Friday, December 7, at 3:30.

New Business:

MOTION 74-16: (Gottfried)(D. Winter) To send at least one delegate to NEC and one to SCONA. These delegates will be charged with certain responsibilities at a later date. Motion carried.

There will be an Executive Meeting on Friday, December 7, at 4:30 to determine conference delegates and their charge.

Announcements:

The next UPC meeting will be Thursday, January 3, 1974, at 4 p.m. in Room 346, CMU.

The Film Board has decided that film groups will not show films on campus on Saturday and Sunday nights in order to conserve energy.

A theatre production "We Are Only in It for the Money" is being done in the Whole Coffeehouse by Contemporary Arts.

Please clean up the UPC Office. It is very, very sloppy for adult people.

Respectfully submitted,

Tom Stark
Ass't Director-Programs

December 5, 1973

To: Union Program Council

From: Linda Skallman and Bernie Molitor

RE: Personnel Area Report

Past Programs and what we have accomplished

- Fall picnic: The objectives were achieved, 1) getting the Council together after the summer break, and 2) getting people to sign up to work in the recruiting booth.
- Recruiting: The response by Council members in volunteering to work as by potential committee was excellent. The recruiting booth worked very well. In spite of follow-up letters, phone calls, and the recruitment dinner something is wrong. Of the potential 120 people we have retained a very small percentage.
- Fall Retreat: The retreat had very poor attendance, but several things were accomplished. The major thing being a discussion of the handbook.
- File System: A file system was set up which should have some information about every person on the Council. Most important, it contains information about who is willing to do some extra work on certain types of programs. This will be available to all coordinators by January.
- Christmans Party: Again, attendance was fair, but I think those who were there enjoyed it, and of course we have a very unique tree.

Possibles for Winter Quarter!

- Winter retreat: This is being planned as a workshop with things of value to all areas of the Council.
- Winter party: At this point we have no ideas but hopefully inspiration will strike.
- 2 Newsletters: Again, we call upon inspiration. We failed this quarter, but will try again.

How I (Linda) view Personnel

- 1) Personnel should involve recruiting, maintenance (involves communication, relaxation, rewards) and training.
- 2) Personnel is not soley responsible for any of these things. For example, coordinators should recruit their own people with the assistance of the Personnel Committee. Personnel should only have to provide help and information, it is literally impossible for the Personnel Area to do all 3 of these things for the entire Council.
- 3) I can't do it alone. I have been continually frustrated this quarter by a feeling that everything my area did we did on our own with no help, even when the Council endorsed the idea. So next quarter I think we should focus on very minimal things, and lay some ground work. From the various coordinators I need a written statement of at least minimal personnel needs. Then I would like at least 30 minutes of the first Council meeting of Winter Quarter for a group discussion of recruiting strategies.

Other than this it's been a great quarter.

PLEASE FIND, ON THE FOLLOWING LISTS, ANY PROGRAMS FOR WHICH YOU HAVE ~~THE~~ INFORMATION OR RESPONSIBILITY AND FILL IN THE MISSING INFORMATION. RETURN TO DEL IMMEDIATELY, HE NEEDS THIS INFORMATION YESTERDAY.

DATE	PROGRAM TITLE OR ACT	TIME	PLACE
JAN 7	GALLERY OPENING		
15	ENERGY CRISIS		
16	ENERGY CRISIS		
17	ENERGY CRISIS		
20	AMERICAN CULTURE FILM		
23	CONTEMP. ARTS FILM		
24	CONTEMP. ARTS FILM		
27	AMERICAN CULTURE FILM		
28	GALLERY OPENING		
30	CONTEMP. ARTS FILM		
31	CONTEMP ARTS FILM		
16	FILM (?)	NOON	
30	FILM (?)	NOON	
FEB	3	AMERICAN CULTURE FILM	
	5	LAST LECTURE	
	8	STUDENTS ON CAMPUS IN THE ARTS	
	8	STUDENTS ON CAMPUS IN THE ARTS	
	9	WHIZ-Z-Z	MBR
	9	"LADY SINGS THE BLUES"	

DATE	PROGRAM TITLE OR ACT	TIME	PLACE
FEB. 10	AMERICAN CULTURE FILM		
	"LADY SINGS THE BLUES"		
12	STUDENTS ON CAMPUS IN THE ARTS		
	LAST LECTURE		
15	STUDENTS ON CAMPUS IN THE ARTS		
17	AMERICAN CULTURE FILM		
19	STUDENTS ON CAMPUS IN THE ARTS		
22	STUDENTS ON CAMPUS IN THE ARTS		
20	SKI NITE	LEAVE CMU 5 PM	
27	SKI NITE	LEAVE CMU 5 PM	
	FILM	NOON	
MAR. 1	STUDENTS ON CAMPUS IN THE ARTS		
	"ROSEMARY'S BABY"		
2	"ROSEMARY'S BABY"		
6	SKI NITE	LEAVE CMU 5 PM	
	FILM	NOON	
7	BIKE PREPARATION ^{"GET IN SHAPE FOR SPRING"}		
8	CABARET		
11	GALLERY OPENING		
12	CANNED GOODS		
13	CANNED GOODS		

POSSIBLE DIRECTIONS OF COUNCIL

Council-The purpose of the Union Program Council is to conduct programming for the University community. It does this task by enforcing a philosophy which insures that students control the programming direction of the Council. Specifically, that students organize themselves in order to maintain and develop themselves socially. Further, that in order to truly develop themselves, students create committees with the intent that they will affect others outside their immediate groups. Finally as committees develop, specialization of tasks for individuals also develop, and that support systems occur to create reciprocity between specializations, thus the formation of leadership.

To this end advisor/consultants create continuity in this group development process. First and foremost they are resource persons, not libraries of information, but researchers and academicians in the field of University programming. Secondly, they insure excellence by engaging and contracting students at their level of their optimal commitment.

Essentially for programming there are three elements, any of which of lacking results in a lack of excellence of programmings. First is the committee or groups which develops in a particular interest area; second is leadership (i.e. coordinators, chairpersons, etc.); third is program counsel persons (i.e. advisors).

In accordance with these precepts the Council has organized and developed currently eight interest areas. Of these areas, the Night Place, the Whole Coffeehouse, Current Events, and to a lesser degree the Social area are fulfilling the group dynamics suggested before and accordingly their programs are viable. The Recreation, Contemporary Arts, Ethnic Affairs, and Market Place interest areas don't have viable student program committees. This can be attributed to several factors. First, Contemporary Arts and Recreation Areas are generally too overwhelming in their scope, in that several committees should exist to encompass the varying interests (i.e. outings, tournaments, etc. for Recreation; and music, gallery, etc. for Contemporary Arts).

Secondly, the Market Place is almost exclusively a service as against a program area with limited committee input. It seems reasonable that the operations of the Market Place could be maintained as a service, specifically within the responsibility of the Asst. Direction for Operations. If a collection of interested individuals deem it necessary to program in this particular area, then so be it. It is clearly a situation of getting the horse before buying the cart.

The Ethnic Affairs area is a dilemma in that it can't really ever be a successful program area in itself. A suggestion for the Council is that it annually and quarterly take upon itself a mandate. To be specific in this instance, the Council should take a mandate of recruiting and appealing minority students. Secondly, that the Council program minority and ethnic issues and events. And, that the Ethnic Affairs coordinator insures that this occurs by cooperating with other interest areas and with the ethnic groups on campus and in the community. It could also be suggested that a specific amount of resources be expended for ethnic and minority programs so as to facilitate this coordination.

The gallery should be an exclusive interest area. This is essential because of its service and ongoing nature which makes it unique from most of the programs in Contemporary Arts. Further, it would better operate with taxing the coordinator for Contemporary Arts with over engagement.

Budgeting approval for Council programs should be a consensus decision. This would expedite actual implementation of programs while insuring a fuller commitment of Council for total programming.

The management by objectives (The notorious MBO) worksheets needs to be jointly dealt with by the Council and UBOG. Hopefully what will evolve are the means of evaluating programs, general priorities, etc. as well as the development of meaningful job descriptions for both staff and students. In relation to this, a concerted effort to establish academic accreditation for students who are involved in responsible positions for practical work done in an academic discipline. This is deemed necessary as a fulfillment of the philosophy that intern work is crucial for academic creditability. And, further, that Council program activities are developmental as well as responsible.

Recommendations to UBOG

1) Redefinition of role/responsibility of the position of President - Coffman Memorial Union. Under new definition the president of UPC would convene the Council and the Executive meetings of the Council. He would coordinate and/or delegate the responsibility of representation to the accountable bodies. He would meet on a regular periodic basis with all coordinators and vice-presidents to insure communication and coordination.

2) Redistribution of responsibility and authority within the Council, UBOG, MUCB.

Let it be the responsibility of the Council with its convenor, the President, to fill the responsibilities of UBOG and MUCB positions with members of the whole Council.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

Proposed Winter Quarter Budget

		Asked For	Allocated
President		1400	900
Telephone	200		
Conferences	1000		
Office	150		
Meeting	50		
Public Relations		1080	580
Paratype	20		
Art Materials	20		
Film & Processing	40		
Calendar	1000		
Personnel		645	500
Retreat	225		
Daily Ads	100		
Party	200		
Newsletter	30		
Recruitment Booth	40		
Camera & Film	50		
Current Events		2025	1767
Last Lecture Series	350		
American Culture Film Series	900		
Energy Crisis Program	175		
Mini Courses	300		
Contingency	300		
Recreation		2141	1750
ACU-I Tournaments	1797		
Snowshoe Clinic	60		
Bike Preparation Clinic	60		
Ski Nights (8)	224		
Contemporary Arts		1150	1150
Series	400		
Cabaret	975		
"Canned Good" Film Series	(100)		
"Impact" Film Series	(125)		
Gallery		620	550
3 West Gallery Shows	150		
5 South Gallery Shows	200		
3 Display Case Shows	130		
1 Environmental Happening	140		
Night Place		1950	1750
Building Page	700		
Publicity	650		
Operations	350		
Renovations	50		
Retreat	100		
Mini Programs	100		

		Asked For	Allocated
Whole		804	700
Contracts	10650		
Food	272		
Publicity	890		
T-Shirts	55		
Retreat	100		
Phone	150		
Tools, Gals, Booth	200		
Peanuts	210		
Admissions	(11270)		
Food Income	(453)		
Social		1553	1553
4 concerts	1301		
2 Dances	218		
2 Films	(230)		
4 Noon Acts	264		
Ethnic Affairs		2000	1800
Summer Reserve		200	200
		TOTAL	<u>\$13,200</u>

UNION PROGRAM COUNCIL

AGENDA

January 3, 1974

Minutes

Reports

President
Personnel
Public Relations
Area reports
Assistant Director-Program

Old Business

Council Winter Meeting Time
Executive Meeting Schedule
Schedule for Area Reports
NEC
SCONA

New Business

Reforming Finance Committee

Announcements

Area Meeting Times

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council

January 3, 1974, 4:30 p.m.

Present: Linda Skallman, Del Swanson, Nancy Winter, Margaret Dagg, Beth Olsen, Tanya Hall, Chris Fiefarek, Dan Winter, Dwyn Criss, Vanne Hayes, Marlene Vernon, Jim Sleezer, Tom Stark

Absent: Karen Peterson (excused)

The minutes of the December 5, 1973 meeting were approved as read.

President's Report: Nancy suggested that there should be more coordinator participation at the UPC meetings.

The President would like to meet bi-weekly with coordinators and advisors so that she knows exactly what is going on in the Council.

The President extended thanks to Del Swanson on behalf of the Council for his work on the UPC calendars for winter quarter and for the great ad on the back page of the January 3 Daily.

Personnel Report: The report was accepted with the following change: the retreat may be post-poned for one weekend so more people can attend.

Public Relations Report: The only help needed in the distribution of the calendars is in maintaining the number of calendars in drop boxes on the campuses. Coordinators were asked to distribute calendars as they go through buildings on their way to classes, etc.

Some programs in which the planning has progressed quite far have not reserved rooms with the Reservations Office. This should be cleared up as soon as possible.

Ski Train Report: There were 46 people on the trip and everything went quite well. This year, for the first time, there were no reported injuries.

Whole Coffeehouse Report: The permanent lighting booth in the Whole is now completed.

Assistant Director-Programs Report: The Fall Quarter Report is completed and everyone should have received a copy.

UPC Minutes
January 3, 1974
Page two

The bids are out on the building renovation and decisions should be made between January 14 and 19. Renovations should start between February 1 and 7.

A general filing system is being set up for program evaluations, contracts, etc. Please make two copies of your program evaluations so there is one for the file.

A new system for handling contracts has been initiated. Coordinators can trace the whereabouts of a contract by checking the sheet in the Program Office.

Old Business:

Winter Quarter meetings will be at 5 p.m. on Wednesdays in Room 346, CMU.

Executive meetings will be at noon on Mondays in Room 208, CMU.

Schedule of area reports:

Jan. 9 & Feb. 6 - Finance, Market Place, Personnel
Jan. 16 & Feb. 13 - Night Place, Current Events, Gallery
Jan. 23 & Feb. 20 - Social, Recreation, Public Relations
Jan. 30 & Feb. 27 - Contemporary Arts, Whole, Ethnic Affairs

NEC and SCONA: Dan Winter and Tanya Hall will represent the Union Program Council at the NEC Conference in Houston, Texas on February 2 - 6. Dwyn Criss will attend at her own expense.

New Business:

Dwyn Criss, Margaret Dagg, and Dan Winter indicated interest in serving on the Finance Committee.

MOTION 74-14 ^A (Swanson)(Hall) To appoint Dwyn and Margaret with Dan as alternate to the Finance Committee. Motion carried.

MOTION 74-15 ^A (N. Winter)(Criss) To authorize Del Swanson to serve as alternate signator on checks. Motion carried.

Mailing labels for student organizations are available at 3¢ each.

UPC Minutes
January 3, 1974
Page three

Schedule of area meeting times:

Current Events: Noon Mondays
Finance: 1:15 Wednesdays
Coffeehouse: 7 p.m. Sundays
Contemporary Arts: 2 p.m. Tuesdays
Ethnic Affairs: (To be announced) 11:30 Tuesdays or
 Thursdays
Recreation: Not scheduled
Personnel: Not scheduled
Public Relations: Not scheduled
Social: No scheduled
Night Place: 4 p.m. Thursdays

Respectfully submitted,

Tom M. Stark
James H. Sleezer
Helen N. Eckert

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

Jan. 2, 1974

TO: Union Program Council

FROM: Linda Skallman

SUBJECTS: Various and Sundry

1. Next week we will be, as a TOTAL Council, considering our old friend, recruitment strategies. I am asking that each of you think about it a bit beforehand so that our meeting may be fruitful and munificent to all. The way I see it is this: either we shoot for the "campus community" as a whole, or we attempt to specialize our recruiting to fit a program idea; either way, we must start getting specific and quickly. We will break into two groups at the meeting and bring back our results to be acted upon.
2. Retreat: It will be on the 19th. It will be a workshop format and we need to know what you want. We will expect at least one idea in writing from everyone to be brought to the next meeting. In addition, we need at least two people to help with the details of the planning.
3. Our first UPC newsletter will be coming out soon. In order to do it well, or to do it at all for that matter, we must have noteworthy or meaningless items to fill up the necessary bulk we have planned. Please have such trivia in my box by January 9th. (Please be sure to include gossip, calumny, and all manner of salacious comments).

COFFMAN UNION PROGRAM COUNCIL

1973 Fall Quarter Report

Highlights

The quarter started with numerous programs aimed at new students. Union Night was an exciting array of variety entertainment with each area of the Ground Floor and First Floor getting maximum usage. The Main Ballroom hosted the Activities Fair which is an unparalleled opportunity for freshmen and transfer students to learn about organized student life on our campus. The Myrzinski Brothers Alleotoric Ensemble played lively tunes for participants to polka in the North Star Room. Outside the Market Place Bob Sorenson demonstrated the art of bead handcraft. The MSA Student Store offered specials to students while Butch Thompson played a mean ragtime to the joy of cafeteria diners. The soft, sweet sounds of Jericho Harp could be heard in the Whole Coffeehouse while Rick Shope and his mime troupe performed out of the elevators.

The soulful sounds of Colla began the evening's entertainment in the Main Lounge and warmed the audience nicely for the feature group, Gypsy. During breaks one could watch the Alfred Hitchcock classic, "39 Steps," or for a lighter film feature, "Butch Cassidy and the Sundance Kid," in the Junior Ballroom.

This potpourri of fun was offered from 6:00 p.m. to 2:00 a.m. and gave the new students a total look at Union facilities, services and programs. The net cost of this program was \$2000.

The Union Program Council cosponsored 40% of the Welcome Week concert, Marathon III. Only 4000 attended instead of the budgeted attendance of 10,000. UPC's portion of the loss was \$6000. The program consisted of ten hours of very good folk and blues entertainment, but a super star is necessary to draw the large crowds.

Vinie Burrows' one-woman show, "Walk Together Children," gave an amazing look at Black people in American history. This show used outstanding Black writers' material, acted out with background music and slides. It was an outstanding theatre event but was poorly attended because it was too early in the quarter and the Union hasn't presented enough Black theatre programs to have a following of people.

The Whole Coffeehouse highlights of the quarter were the successful return engagement of blue grass artist Norman Blake, with Middle Spunk Creek Boys and the initial Twin Cities concert by Ben Sidran, contemporary jazz musician. Audio and visual tapes were made of these concerts by KSJN, KQRS, and VAC for replay. Townes Van Zandt and Joyce Everson were other highlights of the quarter. The Sunday jazz concerts attracted substantial jazz audiences.

Contemporary Arts helped launch an exciting new theatre ensemble by sponsoring an original play "We're Only in It For the Money" based on Frank Zappa and the Mother of Invention. It was enthusiastically received and will continue in repertory in schools and communities around the state.

The Gallery presented two local artists' shows and five student exhibits. The climax for the quarter was the joint showing of Bill Mayer's traditional and "machine glass" forms with Cliff Morek's ceramic sculpture. Coordination with other University of Minnesota galleries and very successful gallery openings were other achievements this quarter.

Higher Education was one of the topics for an Ethnic Affairs trial series, "Meet the Community." Participants in the Higher Education program were Roger Buffalohead (American Indian Studies), George King (Afro-American Studies), Tom Jackson (College of Education), Alfredo Gonzales (Chicano Studies). This series was an exploration of the broad scope of mass communications and the career opportunities for minorities.

Recreation has continued to have good success with area bike hikes. A longer trip to Wisconsin (Sparta-Elroy) was also a success.

The Social area held three successful concerts--two in West Bank Auditorium and one in the Ballroom in Coffman Union. John Hartford and Michael Johnson (bluegrass and folk) proved to be more popular concerts than the Larry Coryell (jazz and rock) concert. One long show seemed to be better attended than two shorter shows during the same evening.

The Council's Executive areas, Finance, Personnel and Public Relations all functioned well, supporting the program areas.

The most significant series of programs done this quarter was by Current Events, "What's the Sense in Dying?". There were 35 programs in the six-day series. There was two major programs during the 12 noon to 2 p.m. time period. Four films were run continuously all day during the week in a rotating time spot. The highlight of the total program was Elizabeth Kubler-Ross, internationally acclaimed author on death and dying. Topics discussed were student suicide, euthanasia, funerals, moral and religious concerns about death, and more. This program was cosponsored by the Center for Death Education and Research.

Tom M. Stark
Assistant Director-Programs

Fall Quarter Programs

	<u>Events</u>	<u>Attendance</u>
Contemporary Arts	7	776
Gallery	5	900
Union Night	1	1,355
Night Place	5	255
Current Events	35	7,975
Recreation	5	68
Social	7	2,262
*Ethnic Affairs	5	598
Personnel	6	252
The Whole Coffeehouse	<u>40</u>	<u>4,731</u>
TOTALS	116	19,172

*Cosponsored one program with Contemporary Arts--
total under Ethnic Affairs.

Fall Quarter Meetings

	<u>Number Held</u>	<u>Attendance</u>
Council	10	250
Executive	10	50
Contemporary Arts	8	16
Gallery	4	12
Current Events	10	75
Night Place	14	204
Recreation	4	13
Social	3	11
Market Place	2	10
Ethnic Affairs	3	21
The Whole	<u>10</u>	<u>130</u>
TOTALS	78	792

Fall Quarter Service Areas

	<u>Days of Operation</u>		<u>Attendance</u>	
The Night Place	75		1,500	
The Market Place	55		*1,142	
Coffman Gallery	71		<u>15,550</u>	
TOTAL			18,192	

<u>Comparison Data</u>	<u>Events</u>		<u>Attendance</u>	
	1972	1973	1972	1973
UPC Program totals	79	116	14,287	19,172

<u>Service Areas</u>	<u>Days of Operation</u>		<u>Attendance</u>	
	1972	1973	1972	1973
Gallery	75	71	12,000	15,550
Market Place	55	55	*1,173	*1,142
Night Place	119	75	1,100	1,500

*Number of Sales Transactions

UNION PROGRAM COUNCIL

AGENDA

5 p.m., Wednesday, January 9, 1974

Call to Order

Minutes

Reports

Finance

Personnel

Market Place

Assistant Director-Program

Old Business

Winter Quarter Meeting Time

President Job Description

SCONA

New Business

Poster - Internal Office Committee

Office Conditions - Action

Announcement

Spring Quarter Calendar Project

PR Meeting, Wednesday at 4 p.m.

Recruiting Discussion

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
January 9, 1974

Present: Julie Hapsch, Del Swanson, Steve Hunegs, Nancy Winter
Linda Skallman, Margaret Dagg, Dwyn Criss, Karen
Peterson, Dan Winter, Jim Sleezer, Tom Stark, Bernie
Molitor, *Diane McLeod*

Absent: Tanya Hall (*excused*), *Chris Fiefarek (excused)*

The minutes to the last meeting were approved as amended.

Finance Report: Report accepted.

Market Place Report: No report.

Personnel Report: Please get items for the newsletter and the
retreat to Linda Skallman as soon as possible.

Assistant Director-Programs Report: The UPC Office needs to
be cleaned up as it is very messy.

Old Business:

UPC Winter Quarter meeting time will be 4:30 on Wednesdays.

UPC President's job description was discussed.

MOTION 74:16 (Skallman)(D. Winter) To have the President's
job description sent to the Union Board of Gov-
ernors and have it acted upon. Motion carried.

SCONA: Margaret Dagg will be the UPC delegate to SCONA.

New Business:

An internal office committee poster with plastic covering has
been implemented in the UPC Office for area messages. Use
grease pencil on it only.

All people are asked to help with poster distribution for all
areas.

Office conditions: four desks will be removed from the UPC
Office and will be replaced with a file for people to put
their things in.

UPC Minutes
January 9, 1974
Page two

Announcements:

ACU-I games tournament entry blank was handed out.

Spring Quarter calendar project: Del Swanson is going to start this on Monday. Please give him a preliminary spring schedule outline by January 25.

There will be PR meetings on Wednesdays at 4 p.m.

Recruiting discussion: Coordinators were asked to begin thinking about recruitment strategies. A distinction was made between "general" recruiting and "specialized" recruiting. Ms. Skallman asked for written input and stated that the topic would be dealt with at some length at the retreat.

There being no further business the meeting was adjourned.

Respectfully submitted,

Tom Stark
Assistant Director-Programs

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

Jan. 9, 1974

<u>CURRENT EVENTS</u>		(1704.61)
<u>Misc.</u>		(140.37)
Petty Cash	(7.32)	
Daily	(105.00)	
Taxes	(36.05)	
Receipt	(8.00)	
<u>Open Mike</u>		(121.66)
Western	(23.66)	
Antic. Exp.	(98.00)	
<u>Volunteer Day</u>		(238.00)
Daily	(238.00)	
<u>What's the Sense in Dying</u>		(1066.58)
Mary Ayshford	(17.00)	
E. Kubler-Ross	(629.28)	
Bernie Molitor	(14.49)	
Terry McNeil	(14.16)	
Rev. J. Diamond	(74.15)	
Films, Inc.	(303.50)	
U of M	(14.00)	
Receipts (movie)	551.70	
<u>Star of Bethlehem</u>		(138.00)
Antic. Exp.	(138.00)	
 <u>RECREATION</u>		 (220.35)
<u>Misc.</u>		(16.00)
Petty Cash	(16.00)	
<u>Bike Hikes</u>		(3.85)
Artcraft Studio	(3.85)	
<u>Ski Train</u>		(200.50)
Refunds	(508.00)	
MFA Insurance	(141.50)	
Thunder Country Lodge	(2533.00)	
Antic. Exp.	(300.00)	
Receipts	3282.00	
 <u>SOCIAL</u>		 (1363.09)
<u>Misc.</u>		(393.18)
Western	(15.84)	
Petty Cash	(5.00)	
Daily	(77.66)	
Artcraft Studio	(3.55)	
Journal Voucher	(14.00)	
Taxes	(277.13)	
<u>Colla</u>		(55.65)
Larry Weigand	(400.00)	
Western	(7.80)	
Receipts	325.15	

SOCIAL (con't.)John Hartford (175.09)

Mary Ayshford (10.09)

Western (26.00)

John Hartford (1500.00)

Al Jasper (75.00)

CBA Adv. (210.00)

Receipts 1646.00

Larry Coryell (1859.96)

Larry Coryell (2000.00)

Common Ground (225.00)

Steve Kimmel (120.00)

CBA Adv. (291.76)

Western (83.20)

Receipts 860.00

Michael Johnson 1120.79

Projects IV (1054.31)

Joyce Everson (100.00)

Western (81.90)

Antic. Exp. (200.00)

Receipts 2557.00

CONTEMPORARY ARTSMisc. (52.37) (23.02)

Petty Cash (5.15)

Univ. of Minn. (5.85)

Taxes (41.37)

Genesis 5 251.16

Western (10.40)

Receipts 655.73

Antic. Exp. (394.17)

We're Only In It for the Money 16.00

Antic. Exp. (78.00)

Receipts 94.00

GALLERYMisc. (35.33) (205.81)

Petty Cash (28.63)

U of M (5.25)

Artercraft Studio (1.45)

Marian Locke (22.36)

Hopf & Hopf (22.36)

Kathryn Little (55.55)

Kathryn Little (13.95)

Hopf & Hopf (41.60)

Turk Int. Art Print Sale 1.40

Daily (17.50)

Receipts 18.90

Steve Osborn (5.13)

U of M (5.13)

Timothy Levin (14.17)

Petty Cash (9.05)

U of M (5.12)

William Mayer (65.83)

Robert Mayer (36.40)

William Mayer (25.02)

U of M (4.41)

<u>GALLEY (con't.)</u>			
<u>Dana Krogman</u>		(4.42)	
U of M	(4.42)		
<u>Cliff Morek</u>		(4.42)	
U of M	(4.42)		
<u>NIGHT PLACE</u>			(1776.83)
<u>Misc.</u>		(139.93)	
Petty Cash	(24.35)		
Journal Vouchers	(15.60)		
Western	(28.60)		
Daily	(63.00)		
Louis Asher	(8.38)		
<u>Publicity</u>		(82.00)	
Daily	(73.50)		
Petty Cash	(8.50)		
<u>Operations</u>		(1386.23)	
Dave Palmquist	(45.53)		
Fisher Nut Co.	(140.70)		
Antic. Sr. Attend	(1200.00)		
<u>Retreat</u>		(79.76)	
Debbie Vick	(19.76)		
Camp Owendigo	(60.00)		
<u>Thanksgiving Dinner</u>		(88.91)	
Debbie Vick	(68.91)		
Bill Johnson	(20.00)		
<u>WHOLE</u>			(395.79)
<u>Misc.</u>		(947.67)	
Petty Cash	(148.42)		
Journal Voucher	(20.06)		
Marlene Vernon	(18.10)		
Daily	(402.68)		
Taxes	(385.41)		
Receipts	27.00		
<u>Food</u>		(757.73)	
Coca-Cola	(247.00)		
Brown's	(83.85)		
Lincoln Del	(54.72)		
Ostrow Jobbing	(117.00)		
Frito Lay Co.	(23.10)		
N.Y. Tea Co.	(10.98)		
John's Superette	(125.18)		
Baldinger	(15.90)		
Rex Dist. Co.	(80.00)		
<u>Publicity</u>		(117.71)	
Graphic World	(94.00)		
Western	(23.71)		
<u>Overhead</u>		(286.51)	
Harrison House	(66.46)		
Fisher Nut Co.	(220.05)		

<u>WHOLE (con't.)</u>		
<u>New Grass Revival</u>		(266.78)
Sam Bush	(1000.00)	
Jim Tordoff	(100.00)	
Western	(17.16)	
Receipts	850.38	
<u>Jericho Harp</u>		(63.81)
Project IV	(500.00)	
David Hughes	(100.00)	
Receipts	536.19	
<u>Peter Lang</u>		303.12
Peter Lang	(200.00)	
Mike Towers	(50.00)	
Receipts	553.12	
<u>Ben Sidran</u>		905.88
Ben Sidran	(1000.00)	
Ted Unseth	(50.00)	
Receipts	1955.88	
<u>Art Resnick</u>		(33.45)
Art Resnick	(100.00)	
Western	(15.00)	
Receipts	81.55	
<u>Benefit for Animals</u>		7.92
Receipts	7.92	
<u>Open Stage</u>		69.80
Quick Print	(12.12)	
Receipts	81.92	
<u>Joyce Everson</u>		459.19
Joyce Everson	(236.82)	
Quick Print	(12.00)	
Receipts	708.01	
<u>Shangoya</u>		(51.28)
Tony Paul	(100.00)	
Quick Print	(12.00)	
Receipts	60.72	
<u>Folk Festival</u>		(12.18)
Alladin Aquorean	(15.00)	
Bonnie Baxter	(15.00)	
Doug Ellis	(15.00)	
Robert Patrick	(15.00)	
Receipts	47.82	
<u>Mark Henley</u>		88.54
Mark Hanley	(250.00)	
Barb With	(50.00)	
Receipts	388.54	
<u>Lonnie Knight</u>		54.72
Lonnie Knight	(100.00)	
Dan Blagen	(50.00)	
Quick Print	(15.00)	
CBA Adv.	(81.76)	
Receipts	301.48	
<u>Gene Adams</u>		(6.66)
Gene Adams	(100.00)	
Western	(38.22)	
Receipts	131.56	

WHOLE (con't.)

<u>Muldear & Moondogg</u>		(608.56)
Moondogg & Muldear	(850.00)	
Alladin	(75.00)	
Mary Ayshford	(18.72)	
Western	(23.71)	
Quick Print	(10.97)	
Receipts	369.84	
<u>Townes Van Zandt</u>		57.91
Townes Van Zandt	(500.00)	
Sean Blackburn	(100.00)	
Quick Print	10.97)	
Receipts	668.88	
<u>One Act Plays</u>		18.45
Erik Brogger	(16.05)	
Receipts	34.50	
<u>Norman Blake</u>		921.48
Norman Blake	(750.00)	
Al Jasper	(150.00)	
Western	(24.75)	
Receipts	1846.23	
<u>Monroe Doctrine</u>		(173.05)
Richard Schroeder	(600.00)	
Eric Mann	(50.00)	
Receipts	476.95	
<u>Ed Holstein</u>		(15.04)
Ed Holstein	(250.00)	
Ann Dickenson	(50.00)	
Receipts	284.96	
<u>Rejkavick Gold</u>		57.63
Scott Newell	(100.00)	
Receipts	157.63	
<u>ETHNIC AFFAIRS</u>		(740.74)
<u>Misc.</u>		(231.90)
Marlene Vernon	(7.80)	
Petty Cash	(5.15)	
Western	(31.74)	
Daily	(183.16)	
Artcraft Studio	(4.05)	
<u>Boscoe</u>		(508.84)
Cejoe Productions	(800.00)	
CBA Adv.	(81.76)	
Mary Ayshford	(10.08)	
Receipts	383.00	
<u>PERSONNEL</u>		(605.06)
<u>Fall Picnic</u>		(55.00)
Bernie Molitor	(55.00)	
<u>Activities Fair</u>		(12.50)
Welcome Week	(12.50)	
<u>UPC Retreat</u>		(110.30)
Bernie Molitor	(75.30)	
Camp Owendigo	(35.00)	
<u>Recruitment Dinner</u>		(210.79)
Bernie Molitor	(13.59)	
The Brothers	(187.20)	
Doug Ellis	(10.00)	

PERSONNEL (Con't.)Holiday Party (216.47)

James Murray	(35.00)
Bernie Molitor	(83.13)
Margaret Dagg	(30.00)
Elliot Film, Co.	(27.00)
Petty Cash	(3.54)
U of M	(37.80)

PUBLIC RELATIONS

Graphic World	(237.00)	(879.14)
Artcraft Studio	(8.75)	
Petty Cash	(26.33)	
SAC Workshop	(2.00)	

FINANCE

Petty Cash	(74.85)	(219.45)
J.V.	(88.13)	
Western	(77.97)	
Daily	(343.00)	
Hopf & Hopf	(192.07)	
Taxes	(99.29)	
Receipts	655.86	

PRESIDENT

Misc.	(229.27)	(495.65)
Petty Cash	(38.05)	
J.V.	(179.87)	
Artcraft Studio	(20.00)	
Receipts	8.65	

ACU-I REC CONFERENCE

Beth Olsen	(33.50)	(33.50)
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ACU-I/NEC

Upper Midwest ACU-I	(60.75)	(232.88)
Holiday Inn	(162.00)	
Petty Cash	(60.00)	
Receipts	(49.87)	

VINIE BURROWS

Vinie Burrows	(1850.00)	(1866.46)
Misc. Exp.	(340.87)	
Receipts	324.41	

UNION NIGHT

Contracts	(3118.00)	(2318.45)
PR	(572.00)	
Misc.	(651.57)	
Receipts	2023.12	

Marathon

Expense	(6000.00)	(6000.00)
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TOTAL EXPENSE	(18,608.64
Summer Reserve	1,070.00
Accounts Payable	<u>1,321.36</u>
	\$21,000.00
TOTAL FRE LALLOCATION	\$21,000.00

The President of UPC has two basic "Council-defined" responsibilities:

1. The President convenes the Council and the Executive meetings of the Council. He meets on a regular basis with all coordinators and Vice-Presidents to insure communication and coordination.
2. The President, with the Council, is responsible for filling the responsibilities of UBOG and MUCB positions with members of the whole Council.

In addition the President should, when necessary, take a leading role in the coordination of programming areas. This includes, but is not limited to: the creation and dissolution of areas, maintenance of areas by overseeing executive areas, and acting as trouble shooter in inter and intra area problems and communications.

COFFMAN UNION PROGRAM COUNCIL

ACU-I CAMPUS GAMES TOURNAMENT ENTRY BLANK

NAME _____ PHONE _____

CAMPUS ADDRESS _____

MAILING ADDRESS _____

SEX _____ CLASS _____ I.D. NUMBER _____

I wish to participate in the following sport (circle one):

- Bowling Chess Bridge Table Tennis Singles-Doubles Pocket Billiards

I certify that I am an amateur in the event in which I wish to participate. Further, I will be able to represent the University of Minnesota in regional competition if selected as a winner of the campus tournament.

_____ Date _____ Signature _____

(Return to Union Program Council, 205 Coffman Union)

Office use

Event _____ Entry Fee _____ Receipt Number _____

Bowling Shifts: 21-1 21-3 22-1 22-3 23-1 23-3 24-1 25-1 25-2 26-11 26-1 26-3
27-3 27-5 27-7

UNION PROGRAM COUNCIL

MEMO

To: All Campus Organizations

From: Jim Sleezer
Activities Consultant (Recreation)

The Coffman Union Program Council will sponsor an all-campus recreation tournament in January at Coffman Memorial Union. The events, dates and entry fees are as follows:

<u>Event</u>	<u>Dates</u>	<u>Entry Fee*</u>
Bowling (men and women)	Jan 21-27	\$7.00
Pocket Billiards (men & women)	Jan 21-22	4.00
Chess	Jan 12	2.00
Bridge	Jan 15	2.00
Table Tennis (men & women)	Jan 23-24	3.00 Singles 3.00 Doubles

*includes table time and bowling fees.

Campus winners in each division will represent the University of Minnesota at a regional tournament to be held February 15-16, 1974, at Moorhead State College and North Dakota State University at Fargo.

Regional winners in bowling, billiards, bridge and table tennis will participate in an all-expense paid national tournament.

Any undergraduate or graduate student who meets amateur standing requirements in the sport and would be able to attend the regional tournament in Fargo-Moorhead is eligible to enter the campus event.

Regional entry fees, transportation, and lodging in Fargo-Moorhead will be paid by the Coffman Union Program Council. The Union Program Council will also pay for the awards banquet Saturday evening but other meals will be paid for by the participant.

A student is eligible to participate in only one event (except table tennis singles and doubles).

Return entry blanks with entry fee to Union Program Council, 205 Coffman Union. Call 373-7600 for additional information and schedules.

UNION PROGRAM COUNCIL

AGENDA

Call to Order

Minutes

Reports:

**Night Place
Current Events
Gallery
Market Place
Personnel**

Old Business

New Business

UPC-UBOG Joint Meeting

Announcements

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
January 16, 1974

Present: Margaret Dagg, Karen Peterson, Del Swanson, Steve Hunegs, Dan Winter, Nancy Winter, Dwyn Criss, Linda Skallman, Bernie Molitor, Marlene Vernon

Absent: Tanya Hall (excused), Chris Fiefarek (excused)

The minutes from the January 9 meeting were approved as amended.

Night Place Report: A written report will be circulated next week.

Current Events Report: Report accepted.

Gallery Report: No report.

Personnel Report: The retreat is set up for January 26 at Luther Hall. ~~Following~~ ^{during} the retreat there will be a combination of six workshops. Space has been reserved at Valli's for supper.

Market Place Report: In three weeks of sales in December the Market Place averaged \$867 a week. Breakeven is at \$100 a ~~week~~ ^{days} so this should carry the Market Place through the year. Vanne explained the operations manual which has been compiled for use by personnel in the Market Place. As soon as the financial statement has been done, the matter of a student manager will be taken up by the Council.

New Business:

A monthly joint meeting with UBOG was discussed.

MOTION 74:17 (N. Winter)(Dagg) To meet once a month with UBOG. Motion failed.

Announcements:

UPC, West Bank Union and St. Paul Student Center minutes will be posted in the UPC Office.

Ms. Criss offended the smokers by saying non-smokers have rights. She was summarily executed by the majority.

MOTION 74:18 (Swanson)(Criss) That there is to be no smoking at UPC meetings. Motion failed.

UPC Minutes
January 16, 1974
Page two

Mr. Swanson distributed his postering coordination sheet and reminded us that January 25 is the preliminary deadline for Spring Quarter program planning.

Ms. Vernon announced a Canadian Film Board film on next Wednesday and Thursday nights at 7 p.m. and 9 p.m. Help is needed with ticket taking.

Respectfully submitted,

Bernie Molitor
Activities Consultant

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

Jan. 14, 1974

TO: Union Program Council

FROM: Margaret Dagg

SUBJECT: Area Report

1. Clyde Bellecourt. He failed to show up, but the Wounded Knee Defense committee provided Mr. Ken Tilsen, a defense attorney, as a replacement, as well as another man that was at Wounded Knee. We were impressed with the turnout (100) and felt good that no one left when they were told that Clyde would not be there. It is apparent that this topic warrants another program, and we are in touch with the defense committee at the present time.
2. History of Women. This was a co-sponsorship with the Minnesota Feminists, and consisted of a multi-media slide presentation followed by discussion. The attendance was 75 which we felt was excellent given the time of day, which was 3:30 pm.
3. Energy Crisis. In the planning of this program we were pleased at the enthusiasm and immediate cooperation of the panel participants. We will tell you more now because this is Wednesday and the report was efficiently done on Monday some forty-eight hours in advance.
4. Last Lecture Series. First one to begin on the 29th featuring Mulford Q. Sibley. Other possible participants for this program include John Brantner, Misha Penn, Roger Buffalohead and maybe a token woman. Cookies and coffee will be served at our informal setting.
5. American Culture Film Series. First showing will be Sunday evening; Dr. Stragelove, with discussion following. This has been a very difficult program to bring into focus but as usual we are doing a fine job and hope that the first program is not an abominable failure.
6. Mini Courses. We have developed questionnaires which will probably be distributed on a less than universal basis. We will then proceed to select three to seven programs and implement them with our usual flare for the mundane. These will probably start at the end of Feb.

THANK YOU AND GOODBYE

January 12, 1973

To: Coordinators

From: Public Relations Committee

Winter Quarter Postering Coordination:

Please indicate below for what programs you will be preparing posters

1. _____
2. _____
3. _____
4. _____
5. _____

What assistance from Public Relations area will you need?

- _____ Design and layout
- _____ Printing arrangements
- _____ Poster Distribution
- _____ Mailing

All in-building publicity arrangements should be made through Del .

1. Leave number of posters to be placed on boards.
2. Indicate requests for special displays or publicity (PA announcements) .

Please indicate what objects or visual symbols might represent your area in UPC display case.

See bulletin board for postering system experiment.

Map of campus -- color-coded locations by pins

Checkout system for staplers, guns, tape and pins

UNION PROGRAM COUNCIL
UNION PROGRAM COUNCIL

AGENDA

January 23, 1974

Call to Order

Minutes

Reports:

Social
Recreation
PR
Personnel - CARDS

Old Business:

News Letter

New Business:

Wounded Knee Day - February 27, 1974
Parking Permits

Announcements:

Retreat - Saturday, January 26, 12 noon, no lunch

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
January 23, 1974

Present: Margaret Dagg, Karen Peterson, Dan Winter, Nancy Winter,
Del Swanson, Linda Skallman, Bernie Molitor, Tom Stark,
Vanne Hayes, Dwyn Criss

Absent: Chris Fiefarek (excused), Tanya Hall (excused)

The minutes from the January 16 meeting were accepted as corrected.

Recreation Report: Report accepted.

Social Report: No Report.

PR Report: Report accepted.

Personnel Report: The new coordinator cards were passed out.

Old Business:

The newsletter did get out. If you have committee people who did not receive one, give their names and addresses to Linda.

New Business:

Wounded Knee Day: Bob Barnett has asked for UPC support. There is a meeting tomorrow to discuss possible ideas for the day.

Parking permits: Vanne was asked to look into this. Discussion was tabled until the next meeting when information is available.

"U" Election Committee was discussed to see if anyone was interested. There was no volunteers.

Dan Winter suggested sending Jerry Jeff Walker to Sandstone Prison to entertain the prisoners.

MOTION 74:19 (Skallman)(Dagg) To provide up to \$50 to send Jerry Jeff Walker to Sandstone on Sunday if he agrees to go. Motion carried.

There was a discussion on hiring a UPC artist to do event posters and necessary art work. Having paid volunteers was also discussed. The following people were selected as a committee to look into these possibilities: Dwyn Criss, Linda Skallman, Margaret Dagg, Del Swanson, Bernie Molitor, and Tom Stark.

There being no further business the meeting was adjourned.

Respectfully submitted,

Tom Stark
Assistant Director-Programs

The Recreation Area is functioning on a program-to-program basis at the present time.

Ski Nights are off to a good start with 30 people going to Afton the first week and 24 going to Welch this week. Two students are working regularly with this program. (Both became active through Ski Train North.) Next week's trip will be to Snowcrest.

An unexpected snag has come up on the "Snow Walk" program. The snowshoe expert has been replaced at his business and will be leaving town before February 7. We're looking for an alternate.

The ACU-I Games Tournament response has been less than expected but competition is pretty good. We should have good entries in all events. Costs should be about as projected.

The Bike Lane program is presently dormant but should wake up in a couple of weeks. We may get some involvement for this program.

COFFMAN UNION CAMPUS CALENDAR WINTER QUARTER 1974

THE PROJECT - Produce and distribute winter quarter program calendars for Coffman Union.

OBJECTIVES - Publicize Coffman Union Program Council programs; make information available about Coffman Union facilities; gain positive image projection for UPC and CMU with students and staff.

HOW DOES THE PROJECT ACCOMPLISH THE OBJECTIVES? - If the information regarding the dates, titles, times and places of UPC programs is accurate and complete, and if the same information is easy to read, then the first objective is met.

Obtaining accurate and complete program information was accomplished by requesting and receiving the proposed winter quarter program schedule from each Area Coordinator and Program Consultant. Each piece of information was checked for accuracy at least three times. Once, when it was received by reviewing it with the person submitting the information. Again, by requesting reviewal from a second party also involved in the programing. Finally, by confirming the rough draft with and Area Coordinator, Committee Chairperson, or Program Consultant for each bit of program information.

Making the information easy to read was accomplished by designing the calendars large enough to accomodate a 2" X 2" square for each date. This size allows the use of a standard typewriter (which is an easy to read size) without crowding the information (which would make finding the information difficult). Each date square includes the title of the program (typed in capital letters) and the time and place it is to occur. Programs in each date square are listed chronologically according to the time of day at which they are to occur.

If the information regarding facilities is accurate and complete and if the same information is easy to read, then the second objective is met.

Obtaining accurate and complete facilities information was not an easy task. There does not seem to be a single best source for this information. Liz Swisher, in the reservations office, is the best person to contact about meeting room capacity and hours of availability, names of organizations occupying offices, and general building hours. The listing of specific office and facility hours available in the reservations office is not always accurate. It seems that some of the organizations have changed their hours without contacting the reservations office. In this case, the most accurate way of confirming office hours was to contact each organization and request the information directly from them. This is also true for some of the public facilities.

Whether or not the information on facilities is easy to read is questionable. All of the information is presented in a logical manner. The problem is there is so much information that it looks crowded and jumbled. Even using indentation, staggered margins, and headings in all capital letters did not alleviate the congestion. The format of the facilities pages very definitely should be reviewed before another vehicle of this type is published.

A positive image for CMU and UPC is gained by making the calendar a useful multi-purpose information vehicle. If the calendar is attractive and clean in layout and design, if the information is accurate, and if the information is truly pertinent then the third objective is met.

In order to increase the utility of the calendar information on major athletic events, University Theater season, and winter quarter academic schedule was included. All indications at present are positive in this aspect. The Calendar is a useful vehicle.

HOW IT WAS DONE - The impetus for the winter quarter calendar has its base late in the summer of 1973 with the production and distribution of the fall quarter Union Program Council calendar. Most of the Union Program Council members were interested in improving and expanding upon the fall quarter project.

Previous to November 12 suggestions to improve the calendar project were solicited from UPC members, Program Consultants, and Coffman administration. During the week of November 19 formal discussions and planning began for the winter quarter calendar, and a time table was set.

**TIME TABLE PROPOSED DURING THE
WEEK OF NOVEMBER 19, 1973**

11-28 Final decision on format,
begin copy writing and rough
layouts
12-03 Final information from all
program and facilities areas
12-05 Final roughs done
12-06 Begin paste up
12-17 Final camera-ready master
done and delivered to printer
12-28 8,000 calendars received

**ACTUAL CHRONOLOGY OF EVENTS IN
CALENDAR PRODUCTION**

11-26--30 Final decision on format,
begin copy writing and rough
layouts
12-07 Final information from all
program and facilities areas
12-07 Final roughs done
12-10 Begin paste up
12-17 Final camera-ready master
done and delivered to printer
12-19 Receive printer's proof
copy of calendar
12-20 Correct errors in masters
found through printer's proof
12-21 Masters back to printer
12-28 8,000 calendars received

UNION PROGRAM COUNCIL

AGENDA
January 30, 1974

Minutes

Reports:

Contemporary Arts
Whole
Ethnic Affairs
Social

Old Business:

Discussion of Retreat
Recruitment
Wounded Knee Day

New Business:

Recruitment and Evaluation cards (Film)
Meeting Formats (Dinner, Parties, etc.)
Social Coordinator Registration
Cedar Riverside Environmental Defense Fund Benefit

Announcements:

NEC - Dan, Dwyn, Tanya, Marlene, Vanne
UPC - Meeting Open to All

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
January 30, 1974

Present: Karen Peterson, Bob Mickelson, Del Swanson, Dan Winter, Nancy Winter, Linda Skallman, Margaret Dagg, Tom Stark, Vanne Hayes, Marlene Vernon, Steve Hunegs, Helen Eckert

Absent: Tanya Hall (excused), *Dwyn Criss (excused)*

The minutes of the January 23 meeting were approved as read.

Social Report: Report accepted.

Contemporary Arts Report: Report accepted.

Whole Coffeehouse Report: Report accepted.

Ethnic Affairs Report: Report accepted.

Old Business:

There was a discussion of the retreat. It was one of the best UPC retreats. It was informative and old members were able to get acquainted with new members. It focused on specific problems such as publicity and maintenance of areas. The low attendance was a disappointment and it was suggested that future retreats be on Sunday instead of Saturday.

The problem of recruiting and holding members was discussed. Social area used a recruiting card which also evaluated the program at their film. This picked up 10 people for their area. There will be a strategy meeting on Friday mornings at 9:30 in 205, CMU. Personnel will also put out a new recruitment and program evaluation card.

New Business:

Chris Fiefarek, Social Coordinator, turned in her resignation.

Announcements:

There will be no UPC meeting on February 6, 1974.

February 13 - UPC meeting, 4:30, 346 CMU
Bobby Lyle Concert at 7:30

February 20 - Pot luck dinner UPC meeting

There being no further business the meeting was adjourned.

Respectfully submitted,

Tom Stark
Helen Eckert

SOCIAL REPORT

The social area is off to a good start this quarter. Not only is audience attendance improving, but our programs, in general, have been successful monetarily.

A summary of events this quarter:

Siegel-Schwall concert - Contrary to the review of the concert by Daily reporter, Seth Schwartz, the Siegel-Schwall concert was a sell-out. Attendance was estimated at approximately 1180, which was 460 over previous estimates. As a result, instead of the projected expense (loss) of \$493.70, we experienced a profit of \$362.32 after expenses and taxes. Musically, the front act, Goldstreet, was over-powerful, but did a good performance. It was evident however that the audience came to hear Siegel-Schwall. The group was well received and could have played at least one hour longer. The Daily review was poorly written and did not reflect the general consensus or opinion of those who paid to see the performance.

(Film) "The French Connection" - Attendance was poor for the first two showings (Thurs.) (65), however, the Friday attendance for both showings were 199, 171. Expected attendance was 600, actual attendance was 447, this resulted in net profit of \$140.80, \$60.20 under expected income. Unfortunately, the film was shown again on Saturday night (12) and expectations of a large audience were not realized.

Dance - Prodigy - As dances have been traditional, so were our losses. Attendance was projected at 300, and actual attendance was 128. This resulted in a net loss of \$271.86, projected loss was \$109.50, \$162.36 over budget. However, as a result of the program, two interested students have volunteered themselves to developing a dance committee in an effort to revitalize not only dances, but also the old tradition of successful dances. (monetarily speaking)

Noon Concerts - The two local performers which have appeared in the Main Lounge this quarter, Bill Johnson and Butch Thompson, have both drawn relatively large crowds of listeners during their performances. The total costs so far this quarter have been \$40. Analysis has begun on the possibilities of increasing the noon concert programming, with emphasis on utilizing the large resource of performers who would be willing to appear without being paid for their performance.

In summary of the programs done so far this quarter, a trend towards larger attendance and larger-than-expected returns is evident. Combined with the successful attempts at recruitment of social area volunteers and committee members, programming for the remainder of this quarter and for spring quarter looks very promising.

Upcoming Programs (Winter Quarter)

Feb. 4 or 6: Noon Concert, U Jazz Quartet

Feb. 8: Dance, Sundance

Feb. 13: Concert, Bobby Lyle with Skye, and Comedian
Franklin Ajaye

Feb. 28 & March 1:- Film, "Rosemary's Baby"

Speaking for the rest of the social area and its members, I would like to extend sincere appreciation and praise for the tremendous accomplishments and efforts by our area coordinator, Chris Fiefarek. She has been a true asset to the Council and has inspired many students to volunteer their resources to the Council and, particularly the social area. It is because of Chris that the social area is expanding not only in the programming sense, but also in terms of overall committee size. Her enthusiasm and influence will remain with us for many years to come.

Sincerely,



Bob Mickelson

CONTEMPORARY ARTS REPORT

January Programs:

Genesis Films program "Canned Goods" had been misdescribed by New Directions as composed of new films. (Many have been seen before in the area.) The attendance was small partly due to other film society showings during that week, serious delays in delivery of publicity materials, and partly due to the price of the tickets. Overlapping of two UPC film programs hurt both events. With the calendars that we have set and the current routing of program summaries, I feel that this mistake should not happen in future UPC programming. Special thanks to other area people who helped with the program, especially Del, Dwyn, Cher Altany, and Bob Michelson.

Gallery - Regional artist, Hugh Kappel, had a show in the West Gallery from Jan. 7 - Jan. 25. It was a retrospective show of his works during the 1950's, 60's, and 70's. It focused on collages, assemblages and "found art." See attached artist statement and biographical information. The exhibit was coordinated with the Martin Gallery. The South Gallery was closed for repairs and repainting.

On Jan. 28 "Black Visions" opened in both the West and South Galleries featuring ten local artists through images and articles from the Twin Cities Black Creative Community. Check it out before February 15, 1974.

February Programs:

Dimensions of contemporary black artist's contribution in music and literature will be the focus of a two week film series featuring films entitled "Roberta Flack" and "Blues Like Showers of Rain" on February 6 & 7, continuous showing from 7 p.m. to 9:30 p.m.; "Charlie Mingus" on February 13, 2-4 p.m.; and "Harlem Renaissance: The Black Poets" on February 15 at 7:30 p.m. This series is done in conjunction with Black History Week. It should serve as an introduction the first week and an inside view of the "black" during the second week.

March Programs:

Co-sponsorship of "Behind the Broken Words" with Ethnic Affairs for early March.

Currently we are in the process of meeting with committee people for "Student on Campus in the Arts" series (Feb. and March). From these meetings should develop plans for coordinated publicity designs, program goals and posters announcing auditions in the various areas.

Other program possibilities being investigated:

Co-sponsorship of Cicely Tyson lecture.

Contemporary music concert: West Bank Auditorium, February 20, former Paul Winter Consort now "Oregon"

WHOLE COFFEEHOUSE REPORT

The Whole Coffeehouse is, for the moment, cookin'! In four weeks of operation this quarter it has made money every weekend. It also set a new attendance record for a normal Sunday night with 163 people coming down to see the Wolverines.

After some minor setbacks of having two artists cancel in one week, booking is on the rebound. The replacements are probably better than the originals. The rest of the quarter is as strong performance-wise as January was, although the artists may not be as well known. So spread the word the Whole is still rollin' in February and March.

Publicity has come up with a standard form on which to send out our PSA's and further spread our image. (It also has the UPC logo on it, although the Coffman, University Galleries, Minnesota Union logos, and the logo directory are not included because they were not submitted in time. Sorry.)

The light and sound booth (pillbox) is completed on the outside and as soon as the bids for the new board are back, we hope to complete the inside. We are also looking into a monitor unit for the benefit of the performers who have been complaining increasingly that they cannot hear themselves. (Maybe they should buy hearing aids or turn down their amps!)

Personnel is currently planning our Winter Quarter Retreat so we can meet the new staff that is pouring into the Whole at some place other than in our sold out club. Parties have to substitute for the time being. Some of our new additions enjoyed the immense pleasure(?) of watching Jerry Jeff Walker dunk his ten gallon hat into a 15 gallon aquarium and later apologize in case he hurt the fish. Lucky people!



Dan Winter

Ace Video Man, signing off

P.S. During recent competition at a video workshop, Ace Narrator Nancy, Trick Tech Claude, and Video Man Dan easily walked away with first prize with "A Trip Through the Coffman Union Program Office" or "Where Were You Tom Stark at 4:15?", starring Rufus Simmons and Narrator Nancy.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

ETHNIC AFFAIRS REPORT
Jan. 30, 1974

The Migrant Workers Series has presented one program to date. The attendance at the afternoon program was 15 and at the evening showing attendance was around 20. The second program is scheduled for tomorrow and involves speakers from the Minnesota Migrant Worker's Council.

Attendance at the Meet the Community program has not been very good. The first program dealt with health professionals while the second had Joyce Hughes (law professor) and Cornell Moore (Wenda's husband) as speakers.

The plans for Black Week have been formulated and the speakers contacted. A copy of the schedule should have been passed out with this report.

THAT'S ALL FOLKS!

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

January 23, 1974

To the Council:

Effective as of this date, I resign my position as social coordinator of the Union Program Council. This is a personal decision on my part, and is not meant to reflect on the Council, the staff, or the students working with the Council.

I have spent the past three weeks going over everything in my own mind, and I have to conclude that the Council is no longer the right thing for me to be involved in. I believe it is an honest and viable student organization, with valuable experience opportunities for the students involved, but it is not something I can be successfully involved with any longer.

With a new job which is consuming much of my time during the day, I can no longer be enthusiastic about my coordinator position with the Council. I no longer have the free time to devote to the Council. I have put almost three years service into the Council, and now feel it is time to go on to bigger and hopefully better things. My career has started at the Encore Corporation. The job here was offered to me because of my experience with the Council. For that, I give my sincerest thanks. Because of the Council, I have a well-paying job, and the start of an exciting career.

I respectfully request that you accept this resignation. I regret resigning, but it is the only alternative as is evidenced by the poor job of coordinating I have done in the past two weeks. I have no more free time to give.

I value all the friendships I have made in the past three years. I will sincerely miss Vanne. I ask only that you try to understand my reasons for resigning; not because of any personal conflicts, but because of the lack of free time on my part.

Thank you for enabling me to start a career.

Sincere regrets,

Chris Fiefarek

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
February 27, 1974

Present: Linda Skallman, Karen Peterson, Dwyn Criss, Del Swanson, Dan Winter, Nancy Winter, Margaret Dagg, Bernie Molitor, Tom Stark, Jim Sleezer, Marlene Vernon

Absent: Tanya Hall (excused), Bob Mickelson (excused)

The minutes from the last meeting were approved as corrected.

Since the area reports have not been done as they should have been, each area except the Night Place is asked to submit a written report covering the whole quarter.

Recreation Report: The bowling trophy was won back at Moorhead by U of M bowlers but there is no place to display it. It was decided that the UPC display case would be used after a lock was installed.

Budgeting: The budget sheet from last fall's long-range planning was passed out. The budget requests from areas were double the funds that are available. Coordinators will be contacted before Friday for retrenchment discussions. Coordinators should get together with consultants and submit long-range budgets before March 13.

Committee to develop concepts on long-range budgets: Bernie Molitor, Karen Peterson, Nancy Winter, and Dan Winter.

Del Swanson asked for help in collecting the remaining information for the spring calendar.

Office keys are currently held by Gary Gottfried, Chris Fiefarek, Steve Hunegs, Del Swanson, and Linda Skallman.

New Business:

Recruiting: The system of recruiting for specific programs seems to be working out quite well. There is a good chance of getting new people through contacts with established groups. Coordinators should start thinking about coordinators for next year. When is the best time and way for change of responsibility?

Committee for recruitment of coordinators: Del Swanson, Linda Skallman, Jim Sleezer, Margaret Dagg, and Bernie Molitor.

The Friday noon program in the Main Lounge is for recruiting and Bob asks other areas to help. Ten people signed up to work with UPC last week.

MOTION 74:20 (Sleezer)(Skallman) To make Dwyn Criss and Bob Mickelson the representatives to UBOG (subject to their consent). Motion carried.

UPC Minutes
February 27, 1974
Page two

MOTION 74:21 (N. Winter)(Criss) To make the Gallery a separate programming area with Barbara Erickson designated as coordinator, effective spring quarter. Motion carried.

MOTION 74:22 (Skallman)(D. Winter) To eliminate the recreation area with the Council establishing areas of "Trips & Outings" and "Games and Tournaments." Motion carried.

Announcements:

Meetings shall be at 4:30 p.m., Mondays, effective April 1, 1974. The meetings will be held in Room 307.

Next week's meeting will be a dinner meeting at Linda Skallman's at 5 p.m., Wednesday, March 5.

Respectfully submitted,

Del Swanson

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

Expenditures for January Programs

*Anticipated

	<u>Expense</u>	<u>Income</u>	<u>Program Net</u>	<u>Area Net</u>
<u>Contemporary Arts</u>				<u>6.45</u>
Canned Goods			6.45	
*Projectionist	(68.00)			
*Publicity	(76.00)			
*Film Shipment	(8.00)			
*Film	(36.55)			
Receipts		195.00		
<u>Gallery</u>				(150.43)
Misc.			(54.43)	
Marlene Vernon	(6.24)			
Eastside Quick Print	(24.19)			
Art Materials	(24.00)			
Hugh Kappel			(70.00)	
Marlene Vernon (Poster)	(45.00)			
*Food Service	(25.00)			
James Liman			(26.00)	
Eastside Quick Print	(26.00)			
Black Artists				
Ostrow Jobbing	(6.70)			
Marlene Vernon	(14.48)			
*Western	(41.00)			
<u>Night Place</u>				(460.30)
Fisher Nut Co.	(60.30)			
*Building Page	(300.00)			
*Daily	(100.00)			
<u>Current Events</u>				(490.50)
Energy Crisis			(125.00)	
*Publicity	(101.00)			
*Mikes	(24.00)			
American Culture Film Ser.			(274.50)	
Columbia Cinema	(163.00)			
Ivey Films	(70.00)			
*Publicity	(104.00)			
*Projectionist	(40.00)			
Receipts		72.50		
Clyde Bellacourt			(38.00)	
*Publicity	(30.00)			
*Mikes	(8.00)			
History of Women			(53.00)	
*Publicity	(45.00)			
*Reservations	(8.00)			

	<u>Expense</u>	<u>Income</u>	<u>Program Net</u>	<u>Area Net</u>
<u>Recreation</u>				(1439.98)
<u>Campus Games Tournaments</u>			(1674.98)	
*Facility Use	(276.00)			
Western	(12.48)			
*P.R.	(260.00)			
*Regional	(1199.00)			
Paul Upcraft	(10.00)			
Ron Spieker	(20.00)			
D. Krueger	(164.50)			
Steve Strauss	(20.00)			
Receipts		287.00		
<u>Ski Nights</u>			235.00	
Afton Alps	(175.00)			
Welch Village	(80.50)			
Snowcrest	(78.00)			
Spring Park Bus Co.	(175.00)			
Debit Memo	(6.00)			
Receipts		749.50		
<u>Social</u>				591.89
<u>French Connection</u>			173.72	
Western	(7.28)			
*Projectionist	(100.00)			
Film	(390.00)			
*P.R.	(50.00)			
Receipts		721.00		
<u>Prodigy</u>			(278.45)	
Prodigy	(350.00)			
*P.R.	(120.00)			
Receipts		191.55		
<u>Siegel-Schwall</u>			752.62	
Corky Siegel	(1500.00)			
Goldstreet	(250.00)			
Western	(58.24)			
Vanne Hayes	(8.09)			
U of M Bookstores	(5.05)			
CBA Advertising	(300.00)			
*Daily	(150.00)			
Receipts		3024.00		
<u>Butch Thompson</u>			(23.00)	
Butch Thompson	(15.00)			
Mike	(8.00)			
<u>Bill Johnson</u>			(33.00)	
Bill Johnson	(25.00)			
Mike	(8.00)			
<u>Whole</u>				3039.23
<u>Misc.</u>			(43.45)	
D. Winter	(15.00)			
Marlene Vernon	(10.95)			
Gopher Lighting	(17.50)			
<u>Food</u>			(754.93)	
Coca Cola	(299.95)			
Rex Dist. Co.	(80.00)			
Lincoln Del	(73.44)			
Braum's	(85.50)			

<u>Whole (con't.)</u>	<u>Expense</u>	<u>Income</u>	<u>Program Net</u>	<u>Area Net</u>
Food				
Ostrow Jobbing	(134.00)			
John's Superette	(75.65)			
D. Winter	(6.39)			
Publicity			(312.50)	
*Plastic Sheets	(12.50)			
*Daily	(300.00)			
Overhead			(455.84)	
Fisher Nut Co.	(428.07)			
Harrison House	(27.77)			
Mike Towers			331.08	
Mike Towers	(75.00)			
Richard Thomas	(75.00)			
Poster	(8.00)			
Receipts		489.08		
Folk Fest			17.90	
George Martin	(15.00)			
Steve Smulian	(15.00)			
Bob Hardy	(15.00)			
Receipts		62.90		
Kenny Rankin			1036.30	
Kenny Rankin	(1398.50)			
Eric Sayer	(50.00)			
Quick Print	(20.00)			
Receipts		2504.80		
Country Gazette			1230.13	
Ed Tickner	(1130.41)			
Bill Hinkley	(50.00)			
Quick Print	(15.50)			
Receipts		2426.04		
Open Stage			34.45	
Receipts		34.45		
Jazz			(36.84)	
Milo Fine	(100.00)			
Receipts		63.16		
Wolverines			98.89	
Ted Unseth	(100.00)			
Quick Print	(8.75)			
Receipts		207.64		
Jerry Jeff Walker			1891.04	
Jerry Jeff Walker	(2026.52)			
Ann Dickinson	(100.00)			
Bodines	(125.00)			
Western	(12.48)			
Sue Backman	(30.00)			
Receipts		4185.04		

	<u>Expense</u>	<u>Income</u>	<u>Program Net</u>	<u>Area Net</u>
<u>Ethnic Affairs</u>				
Meet the Community			(21.00)	(36.00)
*Publicity	(21.00)			
Migrant Workers Series			(15.00)	
*Publicity	(15.00)			
<u>Personnel</u>				
Coordinator Cards			(17.16)	(117.16)
Western	(17.16)			
Retreat			(100.00)	
Bernie Molitor	(75.00)			
*Luther Hall	(25.00)			
<u>Public Relations</u>				
Misc.			(7.00)	(507.00)
Marlene Vernon	(7.00)			
Winter Quarter Calendar			(500.00)	
Aetna Lithograph	(500.00)			
<u>Finance</u>				
Aetna Lithograph	(352.80)			(1119.74)
SCONA	(35.00)			
NEC	(150.00)			
SOFD	(293.00)			
Ava LaTanya Hall	(800.00)			
Bursh Travel Ag.	(717.05)			
Petty Cash	(80.00)			
Vanne Hayes	(115.00)			
Receipts		1423.11		
<u>President</u>				
SCONA	(35.00)			(260.00)
NEC	(225.00)			
			\$943.54	
		Net Expenditure		

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

February 27, 1974

MEMO

TO: Union Program Council

FROM: Jim Sleezer

SUBJECT: Program areas for 1974-75

According to the CMU Constitution, the Program Council shall annually determine program areas. For the 1974-75 program year, I recommend that the Recreation area be eliminated and that the Council establish two recreation oriented program areas:

Trips and Outings would center on outdoor activities such as ski trips, bike hikes, camping trips, canoe trips, ecology-conservation programs, and "how-to" programs on outdoor pursuits. Trip planners would be committee members.

Games and Tournaments would be mostly indoor centered. Activities would include bridge, bowling, table tennis, billiards, chess, foosball, and perhaps, frisbee. The area would sponsor instruction sessions (possibly as mini-courses), exhibitions and tournaments. The basic committee would include directors for the different events.

The interests of people in these two areas appear to be sufficiently diverse that it prevents effectively combining the two in a single area called Recreation. The term recreation also carries a number of different meanings for the general public which result in much confusion as to the role of the area.

A review of other program areas might show some places where similar unrelated groups block the effective operation of the area. Any such situations would best be corrected before recruiting and selection of new coordinators begins. The time of transition would be at the selection of the new coordinators.

"NEC 1974"

or

"Where Is The Bus?"

Minority Workshop:

Friday, February 1, 1974, registration--Showcase "Voices" Theatre Group, excellent show. I felt the glare of all as I was the only white in attendance as Marlene left with the "illness" that hit all of us eventually. I found out later that the cast knew the people that were sitting behind me and those people were the target of the looks from stage.

Saturday, February 2 - Missed opening session due to the fact that the desk failed to wake us. We made it in time for coffee at 10:00 to 10:30--Minority Programming on a White Campus, Joan Brown. Joan opened the session by stating that minority is a misnaming of a group, that it should be ethnic programming. From this point she laid down some basic definitions about culture--one's background in art, music, dance, and related matters and cultural--which is simply expressing one's culture.

From here she talked about the failure of blacks to support their own culture and that if it weren't for whites most black culture would be non-existent. Blacks must learn to support all of this culture, not just the superstars. They must learn to appreciate where they are from and where they are going. Black artists must also work to promote awareness and black interests by not selling out to the white establishment. Artists of all types project where the society should be and if the projection is bad, then the direction of society will be bad. Joan also reprimanded blacks for getting into drugs instead of issues.

Carolina Cassillas talked about the Chicano movement on the campus of the University of Texas, El Paso. She and her committee came up with a number of ideas concerning ethnic programming which included a month for the major ethnic population on her campus. This was accomplished by confronting the administration with a united front of student government. The necessary funds were obtained from administrative fund and not from student fees. Thus it is not subject to cuts from declining enrollment as is the case at this University--something that was prevalent at a number of schools that were at the workshop, also something we should look into.

From this point, the session launched itself into chaos. Sande Robinson opened the session up to questions and the people came apart debating whether whites should be allowed at black programs or if separate programs should be done by black artists or white artists. After a long period of rather tense discussion the session ended without any hard and simple guidelines to start effective programming.

1:15-2:15 - The Big Name Concert - Block Booking - Quality and quantity acts must choose between two usually.

Small blocks - 3-9 schools

Large blocks - A to Z by the shortest route, must be willing to give up date and group if necessary.
Should save at least 1/3 the contract price.

Planning and Pomotion:

Blacks must be rid of the non-profit mentality, i.e. lack of discipline toward profit-making business (applies to all student programmers). People have to become business actuated by adjusting your individual values to accept the cold reality of the business world. Initiative must be taken by the student programmers in order to attain the most good out of the programming dollar.

Sacrifices must be made in some instances because many times it is better not to do things if they cannot be done right.

Advance planning--Most inexperienced blacks (and whites) lack the conditioning to look ahead. Programmers must be meticulous and exact in getting promo material from the agencies and distributing the promo material to areas where it will be seen and looked up. Check outside the group for what is happening and for what your money will buy.

2:30-3:30 - Innovative, Low Budget Programming

Lee Gill was unable to attend thus the first two portions were cancelled.

Joint Programming: 2 types

Internal - The constituents within our institution join together to pool their resources in order to produce things that would not ordinarily be done because of the lack of resources (money & expertise)

External - Meet the needs of the institution and the community--means of unifying groups around a common goal; it avoids needless duplications of programming and wasted resources. It means shared costs and responsibility and this means that these costs and responsibilities must be made explicit to and for all groups involved.

Program ideas:

Forums - Talent shows, photo & film expositions. Writing & Reading during a period of time.
Video tape programs

The University of Texas at El Paso had an excellent series on the Chicano movement and what the Chicano involvement was concerned with. The tapes were technically professional. The scripts were written by community members who belonged to an association dedicated to community concerns.

Contact for video tapes: Eduardo (Lalo) De Aviva
c/o M.E. Ch.A., Student Assoc.
University of Texas, El Paso
El Paso, Texas

Convention:

General comments - I thought that it was well set up except for the shuttle bus which made everyone late for everything. One also had to leave the convention hall to get something to eat, thus making one miss or be late for sessions once again. The complete short order grill they had consisted of ham, corn beef, or beef sandwiches or hot dogs. It's quality was similar to food service but it's prices must have come from "Charlie's."

Coffeehouse I - 25 minutes late, bus full. Pushed the Circuit as usual but I missed most of that.

One of the speakers stressed no admission charge or else minimal but a survey conducted showed that we charged prices comparable to other coffeehouses of our size and budget, and the great majority charged regularly.

A representative from CMA stressed that people check record companies for new talent because new people need exposure and record companies are willing to help promote those artists.

The two most important things a coffeehouse needs to stay operating are availability and flexibility.

C. Shaw Smith stressed promo as the key to successful programming. He also stressed that it was the coffeehouse role to introduce people to new quality entertainment both local and national.

Another aspect that was brought out during the session was the treating of the warm up act with the same respect one would give a name act. Respect and cordiality are what make performers want to come back. It can mean the difference of bringing back people when they have a "name," i.e. product.

Contemporary Music - 20 minutes late starting.

This was a very nondescript session--played tapes and tried to tell was contemporary music is.

African music has rhythmic complexity. I left at this point as it did not discuss what was supposed to be talked about nor was it going to. Received a handout on jazz which has been of some help.

Mini-Concerts:

It is an old concept that is relative to the campus on which the program is going to happen. It is generally an experimental type of programming but must be done with realistic judgment of program types, anticipated expenses and attendances.

The most positive thing that can be done to help increase the success of mini-concerts is to get people to relate well with the performer's name and to relate that to your hall. The best way to do this is to get the artist that people want to see not what your committee wants to see.

How do you see a mini-concert? Start with a minimal investment in an artist and work bigger as your audience does. One of the most successful ways to sell a mini-concert is to create a warm personal atmosphere.

Ways to increase attendance for an unknown, is by working hard to expose the artist and by working on bringing in a consistent level of quality entertainment.

Additional ways of increasing exposure is to have a period of time on the campus radio station, giving away of tickets on radio. This can be very effective if it looks as if the radio station is giving away the tickets. Giving them away randomly on campus is also a way to promote the mini-concerts on campus.

The initial assumptions of the session were that the concerts were done on a regular basis and publicity was done through the standard routes - posters, papers, p.s.a.'s etc.

Minority Programs: National Minority Affairs Committee Meeting, 9 - ?, Astrodome, 89 delegates attended the pre-convention workshop.

It was found out that money was available from the unit coordinator for minority programs.

Things to accomplish in the coming year:

- Up date directory of the ethnic groups on campus
- More publication in the Newsletter
- Workshop--send whites who understand the black position to summer workshop in hopes of getting more input of black concerns
- Send up date to Directory of Minority Groups, NEC National Office South Carolina

Got together with a staff member from the University of Missouri, Kansas City: Lorraine C. Purg
Adm. Assoc.
University of Missouri
1020 East 63 St. Building

Technical Sound:

Informative session on the different aspects of sound equipment.

The owner of Köehn Sound stated that if the power is sufficient the cabinet is non-essential according to the Real-Time analyzer. He took this concept and from it developed a new speaker bottom that is half the width of normal bottoms. He also uses horns o for the mid-range and a dome radiator for the highs.

He suggested that people use Crown amps as they are at least 10 years ahead of their time, as modified by him with forced air fans to keep it cooler and thus delivers a more consistent power level.

He also suggested that people hook their sound systems up in parallel instead of series parallel. Also to bi-amp the speaker hoop ups and split the frequency before the crossovers in the speakers thus reducing the chance of blowing out the high frequency sections due to a failure in the crossover.

He also said he would analyze the problems in the Whole Coffee-house for the price of an airline ticket or a sound demonstration if 3 or 4 other schools wanted to go in with us.

Agencies visited and artists asked about:

ATI:

Weather Report	\$3-4000
Earth, Wind & Fire	\$5-5500
McKendree Spring	\$2500 - Sound Inc
Tim Buckley	\$1250
Osibissa	\$1500-2000
Freddie Hubbard	\$3500 (tough to work with)
Herbie Hancock	\$3500-4000

William Morris:

Tony Jo White	March 1 & 2
Tom T. Hall	\$4000 Complete
Chip Taylor	\$1500 March
Bruch Springsheen	\$1500-2000
Tufano & Giamarese	\$1500-2000
Jim Stafford	
National Lampoon	
Lemming	\$3000
Persuasions	

Medallion:

Marshall Hooks	\$1200
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Athena:

Charles Lloyd	\$2-2500
Dillard's	\$2000
John Stuart	
Alex Harvey	New Album-Capitol
Vasser Clemmens	\$750 + room

IFA:

Billy Joel	\$1750
Ozark Mountain	\$1500
Quincy Jones	
Jesse Collin Young	\$3500
Masekela	\$2-2500

Listing of the showcasings available on request but they would take up too much space to include them all.

Belatedly submitted,

Dan Winter

Two more points should be stressed. That is the NEC is viable if we all work in and through it. We need to spread our expertise through out our unit, especially in booking block dates.

I also think all the white people involved with the Council should have a chance to experience the environment of the pre-convention workshop. It would be a good chance to start on the road to ethnic awareness--an awareness of a culture that is beautiful in its cultural heritage and enlightening in its viewpoint on life.

UNION PROGRAM COUNCIL

March 13, 1974

AGENDA

Call to Order

Minutes

Reports:

**Social
Independant Study Report
Program Allocation Committee
Quarterly Reports**

Old Business:

**New Coordinator
Spring Quarter
1974-75 Budget**

New Business:

**New Finance Committee
Awards Dinner
NEC Unit Conference
NEC National Committee**

Announcement:

**Spring Quarter UPC Meeting April 1, 4:30, at _____
Potluck**

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
March 13, 1974

Present: Bernie Molitor, Karen Peterson, Dave Lenander, Bob Mickelson, Del Swanson, Tom Stark, Dan Winter, Nancy Winter, Larry Eike, Dwyn Criss, Vanne Hayes, Linda Skallman, Jim Sleezer

Absent: Tanya Hall (excused)

No minutes were taken at the last meeting.

Social Report: Report accepted.

Current Events Report: Report accepted.

Independent Study Report: Report accepted.

Ethnic Affairs: Report accepted.

Personnel: Report accepted.

Long-range planning reports received from Personnel, Night Place, and Current Events.

Old Business:

If your area needs a new coordinator, please notify Linda Skallman. Special effort will be given to those areas that do not have a returning coordinator. If you have names for prospective candidates, give them to Linda. Returning coordinators have to apply and go through the interview also.

Please return your Spring Quarter budget to the Finance Committee.

New Business:

Spring Finance Committee: Nancy Winter, Dan Winter, Dwyn Criss, Bob Mickelson

The Awards Dinner will be held on Thursday, May 23. Give a complete list of people you want to come to Linda Skallman.

There will be an all-UPC party on April 6.

There is an NEC Unit Conference in Cedar Falls - UNI - on April 24, 25, & 26. (See handout.) Dwyn Criss was asked to serve on the NEC National and Regional Minority Affairs Committee. Discussion was tabled until a later date.

There was a discussion on jazz group, "Weather Report." It was felt that there was not enough time to do the program properly.

UPC Minutes
March 13, 1974
Page two

MOTION 74:23 (Mickelson)(Skallman) To have "Weather Report" this weekend.
Motion failed.

The Artcraft Studio will not lend out equipment.

Jazz Festival: Bob Mickelson reported that the communication is very poor to the areas participating.

MOTION 74:24 (Swanson)(Criss) That all programs be assigned to a single area and that all communication and fiscal matters be handled through that area. When two or more areas desire to cooperate, one area shall be the primary area and handle all affairs. A chairman may be selected for the coordinated effort but should be responsible to the Council through the primary area. In the event of a joint effort, one staff member shall be given primary advisory responsibilities and other staff members shall report to the primary advisor for purposes of that program.
Motion carried.

Announcements:

The next meeting will be on April Fool's Day (April 1) at Del Swanson's.

There being no further business the meeting was adjourned.

Respectfully submitted,

Tom Stark
Assistant Director-Programs

RECREATION - WINTER QUARTER

The Recreation Area had a fairly good quarter, participation-wise. Committee-wise, there was increased activity but still insufficient in most areas.

Ski Nights began quite successfully but dwindled as the weather warmed up and mid-quarters showed students that they had been neglecting their studies. The four trips which went drew over 100 participants, total. Two were cancelled because of insufficient sign up and the remaining two trips were cancelled when interest seemed far too low.

"Snow Walk" was cancelled when the expert withdrew his support. When the weather remained warm and the snow left the program was dropped.

"Bike Lane" is in the works and appears to be developing into an excellent program. Three to five dealers will display bikes and equipment. The campus police will assist with registration and hopefully the AYH will distribute trail information. Some demonstrations on repair are also planned.

No trips are planned for spring break.

The committee has three functioning members and a couple of non-functioning ones.

March 13, 1974

To: UPC

From: Current Events Committee

Subj: Quarterly Report

American Culture Film Series - The films shown were: "Dr. Strangelove," "High Noon," "Patton," "Citizen Kane," "Bless the Beasts and Children," and "All the King's Men." The purpose of the series was to facilitate reflective discussion of American cultural values, the focus being that the individualist ethic takes us to loneliness and despair. The discussions were outstanding. Our average attendance was 125, with 15 to 70 people staying afterwards. We procured discussion leaders from various disciplines to initiate the discussions, and then attempt to engage the audience. We were very pleased with the results; on two occasions we had to break the discussion because the building was closing.

In sum, despite some publicity problems, we are convinced that the concept is sound. We feel that these programs serve to foster closer co-curricular student-faculty interaction, and to enhance Coffman's position as a center of series^{DUS} intellectual exchange.

Last Lecture Series - The purpose of this series was to bring in the best people on campus and to have them share their philosophies of life with students in a relaxed and informal atmosphere. Participants included Professors Mulford Sibley, Lygeia Fontaine, Alan Sroufe, and David Noble. All were well received. The audience response was terrific. We handed out evaluation forms and were strongly encouraged to continue the series. The average attendance was 100. Additionally, we were able to contact two new prospective members for the committee.

Wounded Knee Solidarity Day - This event was co-sponsored with numerous other groups on campus. It helped establish UPC as a visible organization capable of doing excellent programs of this nature. The attendance was 1500. David Banks and William Kuntzler were particularly impressive and Ms. Jeanne Stevens did an outstanding job of introducing the speakers.

We wish to express our thanks to Terri McNeil and Dave Lenander for their hard work and excellence in uputting on these programs.

Public Relations and Fundraising Report
3-6-74

There comes a time in every man's life when it is not appropriate to mention the Coffman Union Campus Calendar for Spring Quarter 1974. This is that time.

You might be interested to know that , according to our latest Daily bill, we have placed 1,900.5 column inches of advertising from 9-24-73 to 1-29-74. That comes to \$5587.47 at our contractrate. And what do we have to show for it? A total attendance of over 5,000 for "What's the Sense in Dying"; a general increase in attendance at the Whole; a more diversified interest in the Night Place; an established repeat audience core of about 25, and single showing attendance high of about 120 for the American Culture Film Sieres; increasing audiences for the Migrant Workers and Meet the ~~Community~~ Community series; and much, much more.

But all is not roses. We have had programs, damn good programs, that have not turned out the way we wanted them to. Why? One possible reason is that our publicity efforts were not properly coordinated. The programs hit us where it hurts the most - in the time schedule. Two weeks is simply not enough time to do posters, fliers, tickets, public service announcements, news releases, and newspaper ads. That is, not if we are going to do them right or well or both.

As far as scheduling ~~is~~ is concerned, be a little careful. When we schedule a room and don't use it and don't cancel the reservation on it, it costs us \$20.00. But what's twenty bucks among friends? It's more than Social pays a performer for a noon concert; it's almost two weeks' worth of posters for the Whole; it's six expensive sheets of paratipe; it's coffee and cookies for two last lectures; it is nickle and diming us to death. So do somethin g about it, tell Del of 264 or Mary or Liz of 163 .

Love,

Del

UNIVERSITY OF MINNESOTA
COTTMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

Mar. 6, 1974

TO: Union Program Council

FROM: Margaret and Bernie

SUBJECT: SCONA

The conference was held at Texas A&M University, College Station, Texas. The topic for the conference was Reordering National Priorities. It was divided into personal, economic, budgetary, foreign policy, and something else. We feel that this topic was a legitimate worthwhile focus of attention, but that the substance of the round table was lacking.

Some of the speakers invited included Alice Rivlin and economist, Hans Morgenthau, foreign policy expert, William Ruckelshaus, former director of EPA, who had the distinction of being fired by Nixon, and William Clements a deputy Secretary of Defense who read a canned speech and knew nothing.

Quality of the presentation was very uneven, Morgenthau being the most sophisticated and excellent. The thesis of his presentation was that our diplomatic and military structures are antiquated in light of our thermonuclear capabilities. He contended that there can be no such thing as a war according to his historical definition of war. We feel that most of the students did not even listen to him or even hear what he was saying.

Secretary Clements read a canned speech, obviously not written by him in which he gave the old Red Scare routine. It really sounded like something from 1953.

We were somewhat disappointed with Ruckelshaus' presentation because if one reads the newspaper or listens to the news you would already have known everything he had to say about the Energy Crisis and the problems with our environment.

We spent most of our time in round table discussions which we felt were of very mediocre quality. We were amazed at the inability of the facilitators to do their job, and even more amazed at the low level of awareness of the majority of the students that participated. If this sounds arrogant consider a sampling of comments: "I sold book in the slums and what those people need is a pat on the back". "We all understand each other here. There really isn't any culture diversity in the US." "What is it really like to be poor?" (Black person) "We must maintain our first strike capability, on principle." "Corporations should not have any social responsibility. They don't have brains. Their job is only to maximize profits." "Our country is number one, every country is number one, you have to feel that way." The great preponderance of students were from Southern and eastern Texas, we feel very strongly that their cultural perspectives are markedly conservative and unenlightened.

The schedule was too tightly booked, i.e. three major speech presentations in one day. We found it necessary to skip one speaker and a round table in order to visit their student Union. Every day was booked with conference events from 7:45 am to 10:30 to 12:00 pm. Aside from the quality of the content, the conference was quite well organized. Everyone was most courteous and helpful in making us feel welcome. The major purpose of our attendance was to pick up a number of substantive ideas for next year's educational programming. Frankly, practically nothing was gleaned; either we have done the kinds of programs that most of them were into, or we are planning things that they may get to in a decade.

Therefore, we recommend that UPC save its money next year.

SPRING QUARTER BUDGET PROPOSALS

		Total Request	Allocation
President:		\$1900	\$ 700
Telephone	\$200		
Office	150		
Meetings	100		
Conferences	450		
Free Concert	1000		
Public Relations:		\$ 650	\$ 600
Calendar	\$500		
Supplies	100		
Media Show	50		
Personnel:		\$ 800	\$ 700
Awards Dinner	\$400		
Retreat	100		
Recruiting Ads	150		
Party	200		
Current Events:		\$1650	\$1500
Last Lecture	\$300		
Am Cult Film	600		
Major Speaker	750		
Night Place:		\$2025	\$1750
Building Page	\$575		
Publicity	700		
Special Events	300		
Operations	450		
Recreation:		\$1570	\$1000
Wilderness Consc.	\$1000		
Frog Jumping	200		
Bike Hikes	70		
Canoe Prep.	100		
National Billiard Winner	100		
ITSC	100		
Ethnic Affairs:		\$2050	\$1450
Issues & Answers	\$450		
Migrant Workers	350		
Chincode Mayo	200		
Native Amer. Week	500		
Brown Decision	150		
Black Psych Conf	200		
Prompt Prog Fund	200		

Gallery:		\$ 835	\$ 700
Exhibits	\$610		
Operating Exp	225		
Whole Coffeehouse:		\$2670	\$2050
Contracts	\$12,740		
Food	600		
Publicity	1,000		
Remodeling	500		
Overhead	300		
Retreat	100		
Misc.	180		
Income	12,750		
Social:		\$2234	\$1400
Concerts	\$1210		
Films	958		
Dances	418		
Noon Concerts	825		
Lecture	575		
Free Films	164		
Contemporary Arts:		\$4110	\$1950
Dorm Series	\$240		
Theater Series	140		
Daytime Prog Ser	155		
Music Series	345		
Jazz Festival	1630		
Cisley Tyson	1600		
	TOTALS	TOTALS	
		\$20,494	\$13,800

Area	Yearly Allocation	EXPENSES			Spring Requests	Spring Allocation
		Fall	Winter			
President	\$3220	\$650	\$ 970	\$1900	\$ 700	
Finance	900					
Public Relations	2000	300	550	650	600	
Personnel	2340	650	300	800	700	
Current Events	5300	1700	850	1650	1500	
Night Place	6200	2000	1700	2025	1750	
Recreation	2300	1100	500	1570	1000	
Ethnic Affairs	4200	1700	1405	2050	1450	
Gallery	1900	400	400	835	700	
Whole	2000	600	+2000	2670	2050	
Social	2000	1500	1500	2234	1400	
Cont. Arts	3200	1000	260	4110	1950	

Ethnic Affairs Quarterly Report

The "meet the Community" series had great speakers, but poor attendance. The program on law was probably the best attended and had the best speakers. Joyce Hughes and Cornell Moore were the lawyers and the student audience was very diverse. Health professionals from U. Hospitals and Opportunities in Health for minorities gave the first series presentation. The publicity for the sales was good and the reasons for the poor attendance are really not clear. I have discussed this with my committee members and it is an essentially non-logical kind of response.

"Night Workers" was the surprise of the quarter. Starting with an audience of about ten at the afternoon program and fifteen at the evening program, there are now about thirty people at the afternoon sessions and twenty or more at the evening sessions. One professor even sends his class to some sessions. The winter quarter emphasis was on exposing the plight of the night workers and spring will present active solutions to some problems. There is a committee that works exclusively on this series.

The week devoted to the black family was valuable, especially for recruiting purposes. Several persons came either to me or Varne afterwards and expressed interest in the Council and in doing programs. Many facets of the black family were explored and local speakers did a really fine job. The session on black women was the best attended and lasted beyond the allotted time span due to extended discussion. The video tape of S. Ed Hall is a valuable addition to our tape library and may eventually be worth a lot of money, too.

"Behind the Broken Words" was artistically one of the finest programs I have ever seen, but fiscally a bummer. The workshop in the afternoon was well attended and all participants were appreciative of the opportunity to meet actors who were actually working. Roscoe Lee Browne and Anthony Zarba were fabulous and perhaps we can do a repeat program in the future.

The Ethnic Affairs area is shaping up somewhat. I now have one working committee and a few people upon whom I can call to work if needed. We are working with the black psychology students next quarter and we are establishing a working rapport with the various ethnic studies departments. Also, on a broader level, I am trying to become involved both at the unit and national committee levels of NEC and perhaps ACUI.

SOCIAL WINTER REPORT

Winter quarter was, in my opinion, a great quarter. Social area programming was expanded and new programs, such as the successful noon concert series, will be continued Spring Quarter.

Mini-Concert Series:

Siegel-Schwall Concert - Contrary to the review of the concert by Daily reporter, Seth Schwartz, the Siegel-Schwall concert was a sell-out. Attendance was estimated at approximately 1180, which was 460 over previous estimates. As a result, instead of the projected expense (loss) of \$493.70, we experienced a profit of \$362.32 after expenses and taxes. Musically, the front act, Goldstreet, was over-powerful, but did a good performance. It was evident however that the audience came to hear Siegel-Schwall. The group was well received and could have played at least one hour longer. The Daily review was poorly written and did not reflect the general consensus or opinion of those who paid to see the performance.

Bobby Lyle Concert - Musically, Bobby and Skye were fantastic and those who attended were impressed with his personal style as a jazz artist. Front act, Franklin Ajaye, performed a different type of comedy act, which resulted in mixed reactions from the audience. He was funny, but overly-rude at times. I am sure that by now the story of Mr. Lyle and UPC has spread to all corners of the globe. This will not happen again. Exclusive clauses will be added to any future contracts, with no exceptions.

Film Series:

"The French Connection" - Attendance was poor for the first two showings (Thurs.) (65), however, the Friday attendance for both showings were 199, 171. Expected attendance was 600, actual attendance was 447, this resulted in net profit of \$140.80, \$60.20 under expected income. Unfortunately, the film was shown again on Saturday night (12) and expectations of a large audience were not realized.

"Rosemary's Baby" - Attendance was poor for all shows, due to competition from the Minnesota Cinema Society which was showing "Gone With the Wind" on the same evenings. Publicity and organization was not as good as it should have been. Estimates are that loss totaled \$300.00. With the establishment of a film committee, Spring will not be a continuation of Winter's problems.

Dances:

Prodigy - As dances have been traditional, so were our losses. Attendance was projected at 300, and actual attendance was 128. This resulted in a net loss of \$271.86, projected loss was \$109.50, \$162.36 over budget. However, as a result of the program, two interested students have volunteered themselves to developing a dance committee in an effort to revitalize not only dances, but also the old tradition of successful dances. (monitarily speaking)

Salt, Pepper and Spice - Once again we had poor attendance at our dance. Publicity was good, but price was, I believe, one of many contributing factors to the loss of \$250.00. One final attempt will be made to program a dance during Spring Quarter. Students in the survey taken last spring stated that they wanted dances. So, we'll try one more time.

Noon Concert Series:

Bill Johnson - was well received by the audience, and musically was excellent.

Butch Thompson - played ragtime piano like I've never heard. He was great.

Pine - was late in starting, but once they started to perform, it was evident that their music needed improvement. They attempted Edgar Winter material and did not play it well. The only really fantastic feature of the program was our effort to recruit new members.

Sean Blackburn & David Hughes - Musically were best yet. The audience was larger than it has been and we were able to recruit 5 new members into the Social area.

Bob Clayton - played banjo, guitar and Jew's harp well, however was not forceful in his singing. He didn't project well. This is the first time we've goofed on the noon concert act. This was bound to happen, but it won't happen again.

In conclusion, it is evident that we have lost money on some of our programs; however, this was in the most part due to circumstances which we had not anticipated. Our area is increasing in membership and I feel that along with increased organization we should get our shit together.

Sincerely submitted,

Bob Mickelson
Social Area Coordinator

hne

CURRENT EVENTS

Objective:

To maximize opportunities for co-curricular student and student staff initiated programs of socio-political nature.

Description:

Current Events programming is the process by which students are provided with opportunities, in partnership with Union staff, to initiate, develop, and execute programs of a socio-political nature. Through this process, students should have opportunities for self-realization and growth in individual competency and group interaction. A primary focus is to develop substantive, on-going programs that offer students and faculty opportunities for serious, reflective dialogue apart from classroom context. A parallel purpose is to enhance the Union's position as a center of serious exchange on socio-political issues.

PROJECTS 1973-74 CURRENT EVENTS

Fall:

<u>Date</u>	<u>Program</u>	<u>Total Cost</u>
9/26/73	Open Mike	\$ 133.00
10/10/73	Volunteer Recruitment	235.00
11/1/73	2nd Ward Alderman Information	---
11/4-9/73	What's the Sense in Dying?	1066.58
11/28/73	Star of Bethlehem	138.00
	TOTAL	\$1572.58

Winter:

1/4/74	Clyde Bellecourt	\$ 38.00
1/9/74	History of Women	53.00
1/15-17/74	Energy Crisis Symposia	125.00
1/20, 27/74)	American Culture Films	944.00
2/3,10,17,24)	Series	
2/27/74	Wounded Knee Day	150.00
1/29/74)	Last Lecture Series	350.00
2/5,12,19)		
	TOTAL	\$1660.00

Spring:

4/21,28/74)	American Culture Films	\$ 600.00
5/12,19,26/74)		
4/16,23,30,)	Last Lecture	300.00
5/7/74)	Major Speaker (to be determined)	650.00
	TOTAL	\$1550.00

1973-74 TOTAL \$4782.58

PROJECTS 1974-75 CURRENT EVENTS

Fall:

<u>Program</u>	<u>Total Cost</u>	
Last Lecture (5)	\$ 300.00	
Film Series (4-5)(documentaries, video tapes, commerical pop films)	600.00	
Bi-Weekly Forum (5)	500.00	
3-Day "Limits to Growth"	1500.00:	\$1000 - Berry Commoner 250 - Publicity 250 - Room Res. et. al.
 New & Non Specific	 <u>500.00</u>	
TOTAL	\$ 3400.00	

Winter:

Last Lecture (5)	\$ 300.00
Film Series (4-5)	600.00
Bi-Weekly Forum (5)	400.00
Speaker (Societal Concerns)	1000.00
New & Non-Specific	<u>500.00</u>
TOTAL	\$ 2800.00

Spring:

Last Lecture (5)	\$ 300.00
Film Series (4-5)	600.00
Bi-Weekly Forum (5)	400.00
Speaker (Societal Concerns)	750.00
New & Non-Specific	<u>500.00</u>

TOTAL \$ 2550.00

1974-75 TOTAL \$ 8750.00

PERSONNEL

Objective:

To maximize internal communication and group maintainance for UPC and to act as a "helping agent" in recruitment of new members.

Description:

The personnel area is responsible for maintaining a file of active and prospective members, for the planning and implementation of picnics, parties, retreats, newsletters, and workshops, and for planning, and executing recruitment strategies in conjunction with the total Council. Also facilitates inter/intra area communication.

PROJECTS, 1973-74

Fall picnic	\$ 55.00
Recruiting booth	20.00
Mailing	15.00
Dinner (Fall)	200.00
Retreat (Fall)	125.00
Christmas Party	140.00
Retreat (Winter)	100.00
Party	150.00
Awards Dinner	400.00
Retreat (Spring)	100.00
Ads for year	200.00
Newsletter	45.00

TOTAL \$1550.00

PROJECTS, 1974-75

New & Non-Specific	\$ 150.00
Fall picnic	55.00
Recruiting booth	50.00
Recruitment Dinner	200.00
Fall Party	150.00
Fall Retreat	175.00
Christmas Party	150.00
Winter Retreat	125.00
Winter Party	150.00
Spring Retreat	175.00
Awards Dinner	400.00
Five Newsletters	100.00
General File	10.00
Recruitment Advertizing	300.00

TOTAL \$2190.00

Number of people needed to maximize effectiveness:

4 volunteers

1/3 time of paid staff person - \$4,000

NIGHT PLACE

Objective:

To provide a lounge space for the purposes of casual relaxation and social interaction and to provide a staff of trained volunteers to respond to the personal and social needs of students.

Description:

The Night Place is both a facility and a service. It is open well beyond normal building hours for those who have need of a lounge area where they can engage in conversation, listen to music, or study. The service consists of providing a volunteer staff trained in listening skills and knowledgeable of community resources; the staff is there, then, to respond to the needs of the clientele by attempting to form "helping" relationships. The "help" derived is normally the substance of sharing a situation or of referring a person to a possible source of aid.

PROJECTS 1973-74

Fall:

Senior Attendant	\$ 850.00
Publicity	350.00
Renovation	12.00
Operations	240.00
Retreat	75.00
Thanksgiving Dinner	<u>95.00</u>
TOTAL	\$1622.00

Winter:

Senior Attendant	\$ 700.00
Publicity	400.00
Operations	250.00
Retreat	<u>100.00</u>
TOTAL	\$1450.00

PROJECTS 1974-75

New & Non-Specific	\$ 450.00	
Senior Attendant	\$2375.00	
Publicity	1400.00	(400 Daily ads perquarter. \$200 for the year for fliers/ brochure.)
Special Events	450.00	
Retreats	375.00	
Operations	975.00	
Mini-programs	500.00	(publicity & expenses)
On-going Training	<u>150.00</u>	
TOTAL	\$6675.00	

People needed to maximize effectiveness: 25 volunteer staff; 1/3 time of paid staff person at \$4,000.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
April 8, 1974

Present: Dave Lenander, JoAnn Johnson, Bernie Molitor, Linda Skallman, Margaret Dagg, Carol Rolig, Bob Mickelson, Del Swanson, Dwyn Criss, Dan Winter, Nancy Winter, Tom Stark, Jim Sleezer, Helen Eckert

Absent: Karen Peterson (excused), Barb Erickson (excused), Tanya Hall (excused)

The meeting was called to order at 4:35 p.m. There were no minutes taken at the last meeting.

Tom introduced Carol Rolig who is a Recreation Department intern helping with the Noon Concert Series, Personnel, and Administrative functions.

Finance Report - No report.

Contemporary Arts Report - No report.

PR & Scheduling - No written report. Del reported that he is receiving course credit for working in UPC.

Ethnic Affairs, Current Events and Personnel: There is a possibility of recruiting students to work in UPC for credit in their course work, i.e. social work.

Ethnic Affairs Report - No written report. This area is sponsoring the Pan African Colloque (regional and world affairs) on April 11 & 12, Migrant Worker Program on April 10, and Issues and Answers on April 11.

UPC Meeting Schedule:

Council, 4:30 Mondays
Current Events, 4:30 Wednesdays
Executive, 4:30 Wednesdays
Personnel, Noon Wednesdays
PR & S, 11:00 Thursdays
Ethnic Affairs, 4:30 Wednesdays
Finance, 2:00 Tuesdays
Night Place, 4:00 Thursdays
Social, 2:00 Mondays
Whole, 7:00 Sundays
Contemporary Arts, 2:00 Wednesdays
Program Staff, 9:15 Tuesdays

Spring Quarter Calendar distribution is not going very well. People are not taking them to distribute each time they go out of the office.

Council Minutes
April 8, 1974
Page two

Old Business:

The UPC budget committee meeting should take place this week;
UBOG will hold it's meeting for budget consideration on April 29.

Area Reports Schedule:

April 8 & May 6 - Finance, Contemporary Arts, PR & S,
Ethnic Affairs

April 15 & May 13 - Personnel, Current Events, Night Place

April 22 & May 20 - Whole, Social, Trips & Outings, Gallery

April 29 - Open

New Business:

Mini Courses: Bike maintenance is not filling as well as expected. The rest of the courses are full with the exception of Stereo Basics. There are two types of options: It can be handled by a staff person (Bernie) or it can be a student/staff area of the Council. A written proposal concerning these courses will be available at the next meeting.

Announcements:

The basement of CMU is now a hard-hat area.

Applicants for area coordinators are as follows:

- 1 for Current Events
- 1 for Social
- 1 for PR
- 2 for Ethnic Affairs
- 2 for Night Place

Wendy Waldman will be at the Whole Friday and Saturday (will be video taped)

"A Warm December" on Friday and Saturday nights

Noon concert for recruitment on Friday

Black Psychology Conference on Thursday & Friday

There being no further business, the meeting was adjourned.

Respectfully submitted,

Tom Stark
Assistant Director-Programs

Helen Eckert

UNION PROGRAM COUNCIL

AGENDA
April 15, 1974

Call to Order

Minutes

Reports:

Personnel
Current Events
Night Place

Old Business:

Noon Concert Recruitment
Mini-Courses
1974-75 Budget
New Business:

Summer Programming
Summer Workshop
New Coordinator Take Over Date
Marathon

Announcements:

NEC-Delegation - Dan, Nancy, Dwyn, Bob,
Steve, Liane, Larry

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
April 15, 1974

Present: Linda Skallman, Margaret Dagg, Carol Rolig, Del Swanson,
Bob Mickelson, Nancy Winter, Dan Winter, Tom Stark

Absent: Barb Erickson (excused), Karen Peterson (excused),
Tanya Hall (excused)

The minutes from the April 8 meeting were approved as corrected.

Personnel Report: Report accepted.

Current Events Report: Report accepted.

Night Place Report: Report accepted.

Old Business:

Noon Concert Recruitment: Personnel from areas other than Social
is needed to talk with people about working with UPC.

MOTION 74:25 (Dagg)(Skallman) To create a new area called
Mini-Courses within the Council. Motion carried.

The 1974-75 budgets are due at noon on Wednesday, April 17.
Current Events and Personnel budgets are already in.

New Business:

Summer programming: It was suggested that a summer programming
group be formed after the selection of new coordinators. Empha-
sis will probably be on outside programming as renovations will
disrupt programming in Coffman Union itself.

A summer workshop may be an outgrowth of the Spring UPC Retreat.
Coordinators may set up experimental program to establish train-
ing needs and patterns.

New Coordinators: April 29 - UPC ratification
May 2 - UBOG ratification
June 7 - Official starting date for new
coordinators (if they haven't taken
over before)

Marathon 4: Dan Winter will collect information and look for a
co-sponsor.

There being no further business the meeting was adjourned.

Respectfully submitted,

Tom Stark
Assistant Director-Programs

CURRENT EVENTS REPORT

The Current Events area has been moving right along this quarter thanks to our wonderful committee and the professional advisement of our activities consultant.

The American Culture Films will start this Sunday and proceed for five consecutive weeks on Sunday evenings at 7:30 p.m., admission 50¢. The films to be shown are "The Graduate," "The Pawnbroker," "Subject Was Roses," "Grapes of Wrath," and "It's A Mad, Mad, Mad, Mad World." Discussions will follow each of the films. Fliers are under production and a person from the faculty has been lined up to lead discussion. It should be great.

Last Lecture series will start tomorrow at noon in the Main Ballroom with Dr. Roger Buffalohead. April 23, Val Woodward from the Department of Genetics and Cell Biology; April 30, Dr. John Brantner from the Med. School Clinical Psychology; and May 21, May Brodbeck, Dean of the Graduate School, will be speaking on some subject of personal significance. Publicity is already underway and we feel that these programs will be very interesting.

It does not look like we will be bringing in a speaker of national renown this quarter, much to our dismay. Ralph Nader was a possibility for a while but lack of sufficient funds stifled our follow through on this idea. We are, however, going to co-sponsor a program with MSA featuring Henry Schwarzchild, the National Director of American Civil Liberties Union. He will speak on amnesty.

Also, we will be co-sponsoring two pilot bi-weekly forums with MPIRG possibly on the subjects of copper-nickel mining and the timbering controversy in the BWCA.

The Mini-Courses are full and will start this week. Yeah! We hope that the response that we have received and demand for future courses will, along with numerous other reasons, encourage UPC to make this a separate area of the Council for next year. Thank you very much to Jan and Helen for handling the registration.

In conclusion, things seem to be moving right along and are keeping germane to the issues.

Disrespectfully submitted,

Margaret Dagg
Bernie Molitor

April 15, 1974

To: UPC

From: Bernie and Margaret

Subj: Mini-Courses

They are completely full and will begin this evening. So the response has been great and we would like to thank the Current Events Area and especially Kathy Reidell for all the help in getting them together. We will keep the Council posted on how they actually go and will evaluate.

Because they are so well received, and because we deem them to be an area of service that should become an essential part of this union, we are proposing that they be made a regular area of the Council. They should be a great asset for us all, and should further present no financial burden in that they will be done on a 30% profit basis, which will be used to cover publicity, room set-ups, and materials costs.

We should also like the coordinator of this area to seek credit for his or her efforts; it will be a highly administrative kind of experience and efficacious indeed.

Finally, we should like to say that we see this area as one uniquely suited to student-staff partnership efforts. From seeking instructors to evaluation, we believe they should be a shared responsibility. If the Council accepts this proposal, Ms. Dagg will apply for the position.

Thank you.

April 15, 1974

To: UPC

From: Personnel

Subj: Area Report

1. Party: The party that never was wasn't because it had no furniture, but there will be one this Saturday night, April 20, from 9 p.m. to 1 a.m. at 1515 South 4th Street, which is the E Building of Cedar Square West. It will be in the party room on the ground floor. We will do a mailing tomorrow; if you have any additional names, let me know.
2. Recruiting: Interviews will be held all this week. It appears that we will fill seven to nine positions. We still need people for president, personnel, trips and outings, games and tournaments. If anyone has specific ideas about where to look, please see me immediately.
3. Congratulations to Tanya for the good promo work at the dorm program. Although few people expressed interest in working with the Council, all the forms filled out indicated a real satisfaction with the quality of the program. Thanks to Bob too for the excellent work on last Friday in the Main Lounge. The group was great and so was his area.
4. Margaret will be taking a proposal to the Social Work Department this week, in the hope of landing some field work students in the areas of personnel and current events and whatever else she finds is applicable. If you have an analagous idea, please yell about it.
5. We need the list of people you would like to see invited to the awards dinner, as well as a notation of special recognition. Please have this in my box by next week at meeting time so we can get arrangements underway. I am also looking for ideas for a location; so far the only place suggested is the downstairs of Sammy D's. What do you think?
6. Finally, we should form a committee at this time to begin work on the Spring Retreat. We have a lot of work to do and will have several new people.
7. Thank you.

Linda and Bernie

April 15, 1974

To: UPC

From: Night Place

Subj: Area Report

1. Spring Dinner: Held yesterday at Lutheran Student Center. Approximately 80-90 people attended, atmosphere was good, a bit short on help with the preparations, but lots helped clean up. Publicity was well done; thanks Dick and Norm and Del.
2. Coordinator: Julie Hapsch and Mike Ratsky have applied; election will be this Thursday at 4:00 p.m.
3. Goals, Directions, philosophy, etc.: On Wednesday, April 24, at 6:00 p.m. in room 325, the general staff will be meeting to discuss what should be the future of the place. There has been quite a bit of discussion about it all in the recent past, and a proposal is forthcoming that we should put much more stress on the resource and referral aspects of the place, and de-emphasize the "lounge" atmosphere. We are really not together on all this, and while we have successfully implemented mini-programs, there remains considerable uncertainty about Night Place identity.
4. Attendance: It's been down from last year, but I should say that it's not disastrous. We usually hit our yearly low before Winter Quarter finals, which we did, and then it normally picks up, which we hope.
5. Publicity, operations, etc.: All going pretty smoothly. Mary has done two nice fliers for us, which should be out within a week or so. Norm Hendrickson has been cranking out the ads with Del.
6. Weekly meetings: Attendance has been low, and ideas for content have been few. If anyone has suggestions, we're open.

Thanks,

Karen and Bernie

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
April 22, 1974

Present: Del Swanson, Dan Winter, Nancy Winter, Julie Hapsch, Carol Rolig, Linda Skallman, Bob Mickelson, Tom Stark, Jim Sleezer

Absent: Tanya Hall (excused), Barb Erickson (excused), Margaret Dagg (excused), Dwyn Criss, Vanne Hayes, Marlene Vernon, Bernie Molitor

The minutes from the last meeting were approved with the addition of Dwyn Criss as an excused absence.

Terri Barriero from Enablers, a youth service foundation, explained the purpose of their fair, "Youth Expression '74." It provides opportunities for youth to learn how to become adults. They would like to use Union facilities on August 3 and 4 for this fair. They want UPC to be their University sponsor and to plan programs in conjunction with this. Bob Mickelson, Carol Rolig, Julie Hapsch, Nancy Winter, Del Swanson (Chairman) were appointed as a committee to assist in this project. Tom Stark, Jim Sleezer, and Bernie Molitor will act as advisors.

Whole Report: Report accepted as read.

Social Report: Report accepted.

Trips and Outings: No Report.

Gallery: Report accepted.

Old business:

MOTION 74:26 (Skallman)(Swanson) To recommend to the Union Board of Governors the appointment of the following coordinators for 1974-75:

Current Events: Dave Lenander
Ethnic Affairs: Dwyn Criss
Finance: Alan Bergstrom
Social: Bob Mickelson

Contemporary Arts: Ava La Tanya Hall
Trips & Outings: Kathy Rosel
Whole Coffeehouse: Kathy Palmer
Night Place: Julie Hapsch
Gallery: Joann Digatomio

Motion carried.

The coordinators for President, Personnel, Market Place, Mini-Courses, Games & Tournaments, and Public Relations were not filled.

MOTION 74:27 (Swanson)(Mickelson) To authorize Dan Winter to continue planning and booking for Marathon 4. UPC will retain 55% share and control and "all financial considerations go through UPC." Motion carried.

UPC Minutes
April 22, 1974
Page two

MOTION 74:28 (Skallman)(D. Winter) To give the Finance Committee the authority to act for the Council in the matter of the 1974-75 budget. Motion carried.

Announcements:

The next meeting, April 29, will be a picnic.

Welcome Week Program needs workers.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Tom Stark
Assistant Director-Programs

UNION PROGRAM COUNCIL

AGENDA
April 22, 1974

Call to order

Minutes

Reports:

Whole

Social

Trips & Outings

Gallery

Personnel

Old Business:

New Coordinator

1974-75 budget information

University Community

New Business:

Youth Consultant Art Fair - Terri B.

April 29 meeting

Announcements:

Picnic

SOCIAL AREA REPORT SPRING '74

The social area is off to a good start this quarter. Our biggest success, program wise, has been the Noon-concert series.

A summary of events this quarter;

Noon-concert, JEFF KAHILL - despite a few problems with reservations and publicity, the concert was very well received. The audience was singing along with Jeff, and a good rapport between the performer and the audience was noticeable at the start. Costs involved: \$64.00 .

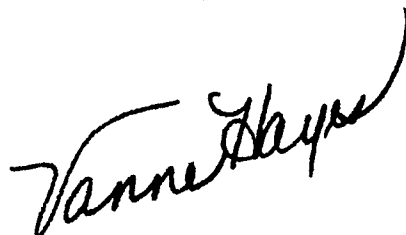
Noon-concert, THE DAYHILLS - of the two or three hundred people who heard the performance during the noon hour, 97 people rated the program, "EXCELLENT". Their music was refreshing and was exactly what we are looking for. There were 15 people who filled out the lower portion of the evaluation sheet, expressing an interest in the program council. We have contacted these people and hope that there will be a good attempt to follow up. Costs involved: \$75.00 .

Film, A WARM DECEMBER - audience attendance was very poor. This was due partly to the fact that that weekend was Easter Weekend, and many people went out of town. Another, probably more serious problem was the poor publicity job. As a result of this, the entire social area is making a greater attempt to increase and improve all publicity for our programs. All the figures are not known yet, but I estimate that our losses were in the nature of \$300.00. We have already increased our publicity for the film this weekend. **SHAFT**

Noon-concert, JOAN AUTREY - once again the noon-concert was very successful. Attendance was estimated at 500 people. Out of this crowd, 129 gave the performance an "EXCELLENT" rating, 47 gave it a "GOOD" rating and we received many suggestions and criticisms which should help make the program series even better. Costs involved: \$65.00 .

In summary, I would like to express some of my observations about our Noon-concert series. It has been apparent that the programs are receiving good responses from the students who attend. Unfortunately, I don't think that we are reaching a large enough cross section of the student population. In most cases, students just happen to be in the Union at the same time that we have our program. I feel that we should do more publicity. Starting this week, we are starting our publicity on Mondays and increasing it throughout the week. This should make more people aware of the noon-concert series and also that Coffman Union Program Council does programming for the student population.

Sincerely,
Bob Mickelson



GALLERY - SPRING QUARTER REPORT

This spring Coffman Galleries exhibits will include five Summa Honors shows, one MFA show, one crafts exhibit, a special display for China Week, and one regional professional artist's show which is in cooperation with Northrop's University Gallery. These shows deal with painting, graphics (including photography), crafts, and sculpture.

Ilene Krug and Ann Ledy's painting and drawing show in the West Gallery and Herbert Fritzsche's graphics show in the south gallery (the first shows for this quarter) were well received. About 250 people attended the opening (our attendance is increasing continually!) and Mr. Fritzsche sold 14 pieces from his show here. Also, as a side note, he will be exhibiting this show at the Art Lending Gallery later this spring.

Tonight, Jeffery Millikan's lithographs and photography show entitled "Two Stones" and Stephanie Foster's painting on plexiglass show will open. Both are Summa shows. And, as a first, wine will be served!

The rest of the quarter includes our two sculpture shows and the crafts show. Steve Malloy, an MFA candidate, will open with his sculpture on May 13 and run through May 31 in the South Gallery. The crafts shows will be in the display cases on the second floor--same dates.

The final show and probably the largest show on campus this year is the John Roode Exhibition. This is Northrop's show, but because of its scope and the number of pieces that will be exhibited, our Gallery will be showing his sculptures. Unfortunately, as too often happens in the art world, this show has gained even greater significance because of the recent death of the artist. Our gallery will be showing his latest works. Opening is May 15.

The gallery spring quarter seems to be running a bit more smoothly--our posters are well-designed and publicity better organized. It will close on June 15 because of the remodeling. However, we will be showing throughout the summer using the second and third floors.

All are invited to our openings. We hope you will have the opportunity to attend--if not, at least to stop in and see the show.

UNION PROGRAM COUNCIL

AGENDA

May 6, 1974, 4:30

Call to Order

Minutes

Reports:

Finance

Contemporary Arts - Already received

PR & S

Ethnic Affairs

Old Business:

Night Place

Awards Banquet

Joint UBOG - UPC Meeting

Ratification of Coordinators

Retreat

Marathon 4

New Business:

Summer Program Group

Announcement:

After-the-Meeting Get Together

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
May 6, 1974

Present: Linda Skallman, Dave Lenander, Nancy Winter, Dan Winter, Del Swanson, Kathy Palmer, Julie Hapsch, Bob Mickelson, Carol Rolig, Dwyn Criss, Margaret Dagg, Alan Bergstrom, Tanya Hall, Tom Stark

Absent: Barb Erickson (excused), Karen Peterson (excused)

Steve Church gave a report on the dismissal of Mischa Penn from the Humanities Department.

MOTION 74:29 (Swanson)(Dagg) To direct Margaret Dagg to write a letter of support for Mischa Penn and review his case before the Senate Judiciary Committee to be approved by individual members of the Council and sent upon acquisition of simple majority approval to Steve Church at 205 Ford Hall. Motion carried.

Minutes from the April 22 meeting were approved as read.

Finance Report: Report accepted.

PR & S Report: No written report, but gave oral report on workshops.

Ethnic Affairs: No written report.

Old Business:

The Night Place, due to the fire and smoke damage, will be closed for Spring Quarter. The damage figure in the Daily was high. The Night Place Staff will have to discuss the potentialities of the situation.

The Awards Banquet will be held May 21. Lists of people must be in to Linda by Wednesday, May 8. Linda needs to know who merits awards.

Joint UBOG-UPC Meeting will be held May 9 at 12:15. Elections will be held for UPC President. All new coordinators are asked to attend.

Ratification of Coordinators - Margaret Dagg was ratified as coordinator of Mini-Courses.

Retreat - To be held on May 11. Come!

UPC Minutes
May 6, 1974
Page two'

Marathon 4 - Problems with MSA Services Corporation may end plans for Marathon 4. They were approached by Northern Air Productions and have to get a ruling on whether University facilities can be used by a promoter. This concert would be held on August 6.

New Business:

Summer Program Group - Summer budgets have to come in. The Whole, Night Place, Ethnic Affairs, Social, and Current Events areas are interested in doing summer programming if its feasible. Nancy and Tom will check on feasibility.

Announcements:

The next meeting will be a picnic, real and live at the UPC Office.

Jazz dance video tape will be shown at a meeting. 80-100 people attended and it was well received.

There being no further business the meeting was adjourned.

Respectfully submitted,

Linda Skallman
VP Personnel

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION PROGRAM COUNCIL

CONTEMPORARY ARTS

Fall and winter quarter became a period of time when I had to decide what "CA" was. The conclusion was: "Nothing". CA was an empty area it hadn't done anything, and it didn't offer anything to build on. This lead me to decide what CA should be. I began to gather thoughts and sort out frustrations. I tried to see what other areas were doing and that didn't work either, because CA just isn't a money making area all the time. I finally came up with something. (Please see 1974-75 report attached).

After deciding what CA should be, we had to find something to make the decision (formula) a real and working one. Spring Quarter became the guinea pig. Recruitment always being an important issue, we developed the Students On Campus in the Arts project in an effort to arouse student involvement. So far we have a total of 14 people from the evaluation (thank to Del & Bernie) form response (see form attached). In total SOCIA programs for this quarter amount to 22 seperate programs. The most rewarding experience on SCIOIA so far has been having one of my artists come in to talk to me about problems he was having as a performer. Overall, I think that SOCIA is going pretty good.

Upcoming events of SOCIA: University Dance Co., University Jazz Ensemble, Ragtime Pianist, Minn. Playwrite Lab, Satric Review, Student Films, Music concerts.

Jazz-on-Campus has a lot of workers and a few hard workers. Money seems to be coming through. If you can forget the pettiness for a moment I think that it is a beautiful thing. The reason why it is so hard to get people working together on it is because of communications and disorganization.--I guess now is the time to bitch. I started to point out things that I felt were going wrong in the council, but for some reason when I wrote these things down they never seemed to be quite right or even fair--so as an alternative I have decided to lay myself on the line. And by this I mean tell you what I think is wrong with me and why I think it's wrong, and ask for an end to talking behind people's backs. By this I mean please help me be a better member by telling me where you see faults, because I can never correct them unless I know what they are.

Tanya Hall

UNION PROGRAM COUNCIL

AGENDA

**4:30, May 20, 1974
Room 325**

Call to Order

Minutes

**Reports: Personnel
Current Events
Night Place
Whole
Social
Trips & Outings
Gallery
Youth Expression '74**

Old Business:

**Confirmation of Summer Program Group
a. Motion for operation
b. Commitment doing program**

**Coordinator Change Over
Awards Dinner
Selection Committee for Personnel - PR & S**

New Business:

**Card File: Info Center
Year End Report**

Announcements

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
May 20, 1974

Present: Carol Rolig, Al Bergstrom, Kathy Palmer, Bob Mickelson,
Kathy Rosel, Jim Sleezer, Tom Stark, Linda Skallman,
Margaret Dagg, Del Swanson, Nancy Winter, Dan Winter

Absent: Tanya Hall (excused), Dwyn Criss (excused),
Barb Erickson, Karen Peterson (excused)

There were no minutes from the last meeting.

Personnel Report: Report accepted.

Current Events: The American Culture Film series is over for
the year.

Night Place Report: No report.

Whole Report: They have gone six weekends without a loss.

Social Report: Friday dance, 348 attended which is the best
yet, but we still lost money. The noon concerts are doing well.
Chuck Mangione was a good concert and 80 advance tickets were
sold. Bob would rather see the Social area do more programming
within the Union.

Recreation: 7 feet 9 inches, last year's record in the frog
jumping contest, still stands. WCCO and KMSP TV covered the
frog jumping contest this year. The Sparta-Elroy bike hike was
cancelled because of driver problems.

Space has been reserved for Youth Expression '74. Budget and
co-sponsorship agreement states that any money spent will be
reimbursed by Enablers except for food concession which is our
own enterprise.

MOTION 74:30 (Swanson)(Skallman) To establish a Summer Program
Council which shall conduct the business of the
Council between the end of Spring Quarter and the
beginning of Fall Quarter. A quorum shall consist
of those coordinators (or their designated repre-
sentatives) and staff members present, except that
an affirmative vote of not less than six coordi-
nators shall be required to commit funds not
specifically allocated to summer programs by regu-
lar action of the Council. Motion carried.

UPC Minutes
May 20, 1974
Page two

The Summer Council will consist of the following people: Bob Mickelson, Al Bergstrom, Kathy Palmer, Kathy Rosel, Margaret Dagg, Dave Lenander, Julie Hapsch. Dan Winter, Nancy Winter, and Linda Skallman will be helping.

The Summer and Fall budget is due next meeting, June 3. Summer budgets should be given to finance on May 29.

Coordinator change-over: All new coordinators should be at the next meeting.

Announcements:

Awards Dinner Tuesday, May 21, on Jonathan Padleford.

Selection Committee for V.P. Personnel and Public Relations to be done by June 3.

Each coordinator should have year end reports by June 3.

The Wolverines will be at the Whole this weekend.

There is a Charles Lloyd concert on Wednesday, May 22.

Last Lecture with May Brodbeck, Tuesday at noon, May 21.

Respectfully submitted,

Tom M. Stark
Ass't Director-Programs

PERSONNEL AREA

At two points this year I thought seriously of resigning (and my innate stubbornness makes "giving up" a very difficult thing to do.) Both of those times I considered it a means of relieving pent up frustrations and allowing myself some time to do the things I wanted to do. The first time Bernie talked me into waiting a couple weeks and during that time the Council finally agreed to do some of the work of recruiting. The second time I decided that the one thing I had looked forward to was too close to give it up. These reasons should give a few clues to my state of mind as I struggled through the year.

In an attempt (half-assed or otherwise) to make next year a little clearer for my successor I've attempted to put in order of importance what I consider to be my accomplishments.

- 1. Stuck out the year - personnel is at least thought of as an existing thing.
- 2. Got the entire Council involved in recruiting--actually other people did most of the work, but at least it happened.
- 3. Caused some experimentation with various recruiting methods--the day of the booth is about over.
- 4. Newsletters were resumed--certainly not a journalistic triumph, but an attempt.

Rather than listing my failures or what I didn't accomplish I'm going to list my frustrations--they are all tangled up with failures anyway. Sort of in order of importance? ? ?

- 1. A belief that all personnel is supposed to do is plan parties and recruit volunteers.
- 2. Lack of help, especially for recruiting.
- 3. Lack of support for the idea that personnel should coordinate the training process.
- 4. A feeling that personnel isn't a real area.
- 5. Coordinators not utilizing new volunteers.
- 6. Personnel signature on program forms is meaningless.
- 7. No cooperation with newsletters.
- 8. Lack of communication--good or bad.
- 9. Lack of time (I need another year to do what I would like to do).
- 10. File system--possibly my fault.
- ? Tendency of staff to do personnel function.
- ? Little personal growth.

Linda Skallman

Personnel Vice-President 1973-4

HOW I THINK PERSONNEL SHOULD BE SET UP

by Linda Skallman

Directions -

- away from autonomous area, toward a unifying force for the whole Council
- a sifting source who could do groundwork for things like academic credit, stipends, job descriptions
- a training group - not a party planning group. (If you don't have fun with your committees and programs, fun at a party isn't going to make up for it.)
- an area that has the power to set up staffing requirements for programs

Committees

1. Recruitment and Membership - would coordinate this with the entire Council. I don't mean "do it," I mean advise and help. Make sure things are not duplicated, but that all the possibilities are tried. Would also maintain up-to-date files of actual prospective members. Must have at least four members.
2. Group Maintenance - would deal with parties, awards dinner, etc. Those which keep the Council unified. Could also assist coordinators who need help with morale in their area. Minimum of 3 people.
3. Training - I would consider this--not recruiting--the core of the personnel area. (Also the area where I have been most frustrated this year.) Would assume the responsibility for orienting new coordinators, organizing retreats, and in general making knowledge available to everyone. Would assist the staff in keeping the handbooks up-to-date. Minimum of 5.

The committees in an ideal system would be made up of people already on the Council. In this way they would have a better knowledge of what the Council is, and would be a unifying source for the whole Council. ??

4. I would recommend an advisory committee of coordinators, chaired by V.P. for Personnel who would make personnel decisions. I.e., large programs where personnel is questionable could go to them, questions about coordinator recruiting could be handled, problems personnel can't handle alone, could advise about where knowledge is weak, etc. Would have to "ok" co-sponsorship agreements between areas. Could recommend who goes to conference. ETC.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Minutes of the Coffman Union Program Council
June 3, 1974

Present: Dan Winter, Nancy Winter, Del Swanson, Julie Hapsch,
Bob Mickelson, Dwyn Criss, Tanya Hall, Gary Gottfried,
Al Bergstrom, Vanne Hayes, Tom Stark

Absent: Margaret Dagg, Karen Peterson, Linda Skallman (all ex-
cused)

The minutes from the last meeting were approved as read.

The Selection Committee did not meet.

Year End Reports:

Whole Coffeehouse: Report accepted.

Social: Report accepted.

Personnel: Report accepted at last meeting.

The rest of the areas did not turn in their year-end reports.
These reports are still due.

Old Business:

Summer Budgets: Only three areas turned in their summer budgets.

MOTION 74:31 (Bergstrom)(Mickelson) To approve \$50.00 for
Recreation and \$495.00 for the Whole Coffeehouse
for programming and reconstruction and ask Summer
Program Group to submit a summer budget. Motion
carried.

Dwyn Criss was appointed head of the Summer Program Group.

Only three areas turned in their Fall budgets. These are due now.

A discussion followed on the Union Program Council. UPC could
improve its image by doing more programming within CMU.

The Summer Program Group did not set a time for its meetings.

The Social Coordinator submitted his resignation (no action).

The meeting was adjourned.

Respectfully submitted,

Tom M. Stark
Ass't Director-Programs

STATE OF THE WHOLE ADDRESS
Year Report 1973-74

The Whole Coffeehouse has come a long way since March of 1973 when the current administration started its management endeavors.

The Whole has expanded its Sunday night programming with the Experimental Evening. The programs included the Wolverines which set an all-time high for a paid Sunday night program with 63. The second experimental evening was a demonstration of Moog synthesizers and other various and sundry electronic music forms.

The jazz series has shown more stability and size overall for the year, although it did suffer from an over abundance of free form jazz during Winter Quarter.

The Folk Festival is starting to take on a new direction. We are experimenting with using an established local and one of the new local performers.

The Friday and Saturday dates have provided the campus and the community with a great deal of exposure of new artists and in the words of Sue Wild, "The Whole Coffeehouse has provided the community with a valuable service in filling the gap between local intertainers and the top performers," i.e. superstars. I personally feel that this is something that the Whole and the Council can all be very proud of. Thank you Ricki, Steve F. and all the rest of the people for bringing many good suggestions.

The publicity area has done an excellent job of getting out PSA's, Daily ads, news releases, etc. We also have gotten written up in two local papers, Many Corners and the Minneapolis Star. I only wish the Daily would wake up and start covering the Whole and UPC. Also I wish they could learn how to put in ads. I wish to extend my sincerest thanks to Kathy Palmer, Del Swanson, Ann Stoutenburgh, Marty Peterson, Marlene and all those others who helped with the publicity efforts.

The food bar is once again a viable area within the Whole, thanks to the efforts of Liane Sparrow and Dale Schmiesig. Their efforts have led to the reinstatement of a food check list which has allowed us to determine a much more accurate picture of what is needed for the next weekend's operation. Some new menus and displays are also being planned as is some new equipment.

Lights and Sound has a new home, thanks to the combined efforts of Steve Lauterbach, Tom Stark, Byron S. and myself. Other improvements that are being planned are a new sound board, new light board, new monitors and new lighting instruments.

Personnel started out with a good upsurge of new people but due to my own fault of not stressing this area enough we lost all that we had gained from the fall recruitment push.

Financially, the Whole has done quite well. For the first time in its history it is showing a positive figure in its Spring Quarter budget. This is much to everyone's surprise, including my own.

Next Year I see that the Whole must work on personnel and at the same time keep up the areas that have been built up this year. This is going to be a long hard road to follow and it is going to take a great deal of effort from many people, more people than were involved this year in the areas. But it is a goal that I see can be reached if the people at the Whole are willing to work as hard as they have this year and can get the additional people involved to expand the areas that we were unable to improve upon this year.

To: Coffman Union Program Council
Subject: Yearly Report- Social Area '73-'74

There have been many achievements by the Social area and the Program Council this year. However, one of the most noticeable changes is in the overall size of the area.

At the beginning of the year, the Social area consisted of: an advisor, a co-ordinator, and two or three students who helped at the various Social programs. Unfortunately, these students had no visible participation in the planning processes. It became apparent that without more student involvement and participation at all levels of Social area programming, that the area would be headed towards stagnation.

The Social area, as it now exists, consists of: an advisor, a co-ordinator, 2 noon-concert chairmen, 1 dance chairman, 1 mini-concert chairman, 2 film chairmen, and at least 8 other student volunteers who help at programs on a regular basis. Of these 16 people, only 1 will not be returning next year to work with the area. We have in effect, been able to triple the size of the area.

Another important achievement of the Social area is the fact that attendance figures for all of our programs is near 7,720 persons. Of this figure, 90% are students.

The following is a brief summary of the four Social committees and the programs done by these committees:

Dances

Prodigy- Attendance was projected at 300, and actual attendance was 128. This resulted in a net loss of \$271.86, projected loss was \$109.50; \$162.36 over budget. However, as a result of the program, two students have volunteered to develop a dance committee in an effort to revitalize dances.

Salt, Pepper, and Spice- As a result of poor scheduling, attendance was not as we had projected. The net loss on the dance was \$250.00. Although attendance was poor, those students who did show up said they were glad to see someone putting on dances.

Purple Haze- Due to the tardiness and forgetfulness of the area co-ordinator, publicity was started the week of the dance. However, the total attendance for the evening was 348. This was the best attendance figure for any dance held this year, with the exception of the Welcome Week dance. Financially, we broke even or came close to what we projected as a loss. Also, this dance was the first one in a long time where the admission was only \$1.00. This was evidently one factor in the success of this dance.

Hopefully, there will be more response to dances as we have more of them.

Noon-Concerts

Butch Thompson- Was well received by the audiences both times he performed this year. Butch is one of the best local musicians we have had perform in the Main Lounge.

Bill Johnson- attracted a noon crowd of over 300 people. He could have played for another hour, because people didn't want him to stop. Musically, Bill was fantastic. Noon recruiting was also begun at this concert.

Pine- was late in starting, but once they started to perform, it was evident that their music needed improvement. Despite their lack of talent, they drew a very large crowd of over 500 people.

Sean Blackburn & David Hughes- had people standing in the hall because there wasn't enough room in the lounge. Attendance was approximately 500+. 5 new people were recruited at this concert.

Bob Clayton- played banjo, guitar and Jew's harp well, he couldn't sing; he tried anyway. The attendance was poor, probably due to the performer. We goofed on this one.

Joan Autrey- performed to a crowd of over 500 people. A program evaluation was made by the committee and the majority of 350 people approved of our noon-concerts. All hoped we would have more concerts and at different times.

Jeff Kahill- despite a few problems with reservations and publicity, the concert was well received. The audience was singing along with Jeff, and a good rapport between the performer and the audience was present from the start. Audience attendance was 250+ people.

The Dayhills- The highlite of the concert was when someone from the audience got up on stage and started to dance with the group. The audience loved it. They clapped and stomped for almost the entire concert. There were over 500+ people, mostly students.

Pumpkin- Once again we learned that booking performers on the basis of personal reference and not because we had heard the group perform is disasterous. The group was late in arrival and it took them a long time to get set up. The audience that did show was small, 250 people.

As a result of our noon-concert series, we received approximately 50 names of people who might be interested in working with the council in some capacity. The general concensus from those who attended the concerts was that there should be more FREE concerts and that the times should be changed somehow to allow more students to attend. It might also be added that the audiences did contain a high proportion of commuter students.

Mini-Concerts

Siegel-Schwall- was the first "sell-out" of any West Bank concert. Attendance was 1200 people, which resulted in 362.32 after taxes and expenses. Musically, the front act, Goldstreet, was over-powerful, but did a good set. It was evident that the audience came to hear Siegel-Schwall. The group was well received and could have performed all night. The participation by the committee members was fantastic. All necessary preparations were done well in advance of the program, and our publicity was out on time.

Bobby Lyle and Skye & Franklyn Ajaye- attendance was not what we had been told to expect, therefore we were off on our projected income. Expected attendance was 720 people, actual was 250 people plus an added 200 people who filled in the empty spots (we papered the audience). A poor contract, other appearances by the group in town, poor committee involvement, poor feelings by programmers,

were all factors which contributed to an overall poor production of the concert. Musically, Lyle and Skye performed well and were well received by their audience. Franklyn Ajaye was funny, but overly-rude at times.

Chuck Mangione Quartet- As the first major concert in the Jazz on Campus series, we all had high anticipations about audience attendance. The publicity was excellent and the efforts of those people involved with the publicity job should be highly commended. Unfortunately, only 400 of the 800 people who were supposed to show did. This resulted in a slight loss. Mangione's performance was rated by many to be excellent, and the audience did not seem to object to the higher-than-normal ticket price. However, this did have some effect on those other 400 people who didn't show up.

Charles Lloyd Quartet- Due to a major slip-up in the negotiation of the contract for this concert, we decided at the last moment to pay the extra \$500 in order to have the program. At the time, this was a good decision because of the amount of publicity that had been done for the program, and also, because we did anticipate a much larger crowd than had been present for the Mangione concert. Attendance was projected for 800 people and only 200 or so of them showed-up. Of the possible reasons for such a poor attendance, two come to mind. One, the ticket price was higher than we had ever charged before. Two, there has been very little jazz on campus so that there really is not a ready market on campus. If these factors had been known about in advance, we could have saved a lot of money and minimized the embarrassment on the program council.

The committee did an excellent job on these concerts as far as set-up and working at the program, with the exception of the Bobby Lyle concert. If contract

Films

Rosemary's Baby-Attendance was poor for all showings, due to competition from the Minnesota Cinema Society which was showing "Gone With The Wind" on the same evenings. Publicity and organization was not as good as it should have been. Attendance was projected at 150 people and only 33 people showed up.

The French Connection- good film, but publicity was poor. The film committee was just getting started at this point, but there was little participation, if any. Attendance was again lower than what we had projected.

Shaft- Committee was starting to get involved, but publicity was still poor and the organization was terrible. Attendance was around 70+.

Lady Sings The Blues- Although publicity was late in getting out, attendance was the best for a film that we have done. There were approximately 400+ people who attended the film in the Bell Museum.

A Warm December- the publicity had improved, but attendance was lower than we had anticipated. This may be due to our selection of films.

Cheyenne Autumn- as part of an effort to promote Indian Week, this film was a bomb. Attendance was around 50 people. However, due to the low rental price of the film, we did not suffer any great loss.

Hopefully, there will be greater thought put into the selection of films. The committee is starting to take an active role in their programming.

Finally, the Social area has had its problems this year, but the successes of the area outweigh most of them. More students are becoming involved in programming and the level of student input has increased.

PERSONAL COMMENTS.

It is true that the area has increased its programming to the level that it should be, and our committee does have enough people to do a good job of running the programs; however, there are still some very serious problems that should not be overlooked. Our methods for selection of films, groups, bands, and performers is very sloppy. Far too often we have booked people or done programs without proper research of other alternatives. Also, when we could see that a program was not going to go well (Financially speaking) we threw all of those concerns aside without trying to find a way out of doing the program (if possible). One of our biggest problems has been publicity. We have done good jobs on some programs, but have been completely negligent on most of them. This has been despite the excellent advice and help of the V.P. for publicity. More emphasis must be placed on publicity.

Finally, the council should take into consideration the

One of my strongest recommendations for next year is that the West Bank concert series be discontinued. The series, if it has ever been a series has become very poorly supervised and inefficiently run. Contract prices have reached the level of where we are charging the same admission prices charged by the local promoters, and the quality of music has gone down. I do not feel these moneys are being spent wisely. Also, the time involved with the planning and organization of the concerts seriously jeopardizes the other programs done by the Social area. If it had not been for the extra funding by the profits of the Whole Coffeehouse, the Social area would not have been able to do much, if any, programming during Spring Quarter. This is because of the devastating losses we have incurred from these concerts. Instead, I feel that funds which have been appropriated for these concerts ^{should} be diverted into more low-cost or FREE programming in Coffman Union. This is where Social should be doing programming, not on the West Bank. This does not however mean that we should not do any type of concert. If the booking is done properly, and cost are kept at a minimum, the program has a fighting chance. My observation is that too many people have been fascinated by the glitter of concert production and are overlooking the objectives of the program. I'll agree, it's fun, but the end results are not.

Sincerely,

Bob Mickelson
Social Area Co-ordinator

June 3, 1974

To: Coffman Union Program Council

I am hereby submitting my resignation, to become effective June 7, 1974, as Social Co-ordinator for the upcoming school year '74-'75.

This decision was a hard one to make. I have given the subject a lot of thought, and I feel that I can no longer be of service to the program council because of a lack of interest, patience, and time on my part.

When I assumed the co-ordinatorship, I had no idea of the time and energy that I would be inclined to give. The area was having problems and my major concern was the financial aspect of Social programming. I believe that most of these problems have been overcome.

I do not regret the time and energy I have given to the council. On the contrary, I feel guilty that I may have received more than I have given.

However, I do feel confident that the area will continue to function with the number of great people that are now a part of it. There are many committee members and chairmen who are prime material for future UPC positions.

I apologize for any chaos or confusion I may have caused these last two quarters and I hope that this has in no way hurt the Social area or the Council.

Finally, I will sincerely miss the many friends I have made over the last few years and I thank you for your patience, guidance, and understanding. I hope you will accept my resignation as I feel that I can no longer function in this capacity.

Sincerely,

Bob Mickelson