



**Lane Community College Archives**

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**Guide to Administrative Services Office (Birch, Berry, Hillier)  
Records,  
1968 - 1993**

**A-051**

Collection processed by: Elizabeth Uhlig, 2006

Inventory encoded by: Elizabeth Uhlig, 2006

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## Overview of the Collection

<b>Repository Name:</b>	Lane Community College Archives 4000 East 30 <sup>th</sup> Avenue Eugene, OR 97405 Phone: 541-463-5466 Fax: 541-463-3996 E-mail: archives@lanecc.edu
<b>Collection Number:</b>	A-051
<b>Creator:</b>	Lane Community College, Administrative Services Office
<b>Title:</b> Records	Administrative Services Office (Birch, Berry, Hillier)
<b>Dates:</b>	1968 – 1993 (inclusive); 1974 – 1993 (bulk)
<b>Quantity:</b>	29 c.f. (29 record boxes)
<b>Summary:</b>	Administrative records of Business Operations, 1974-1978, and Administrative Services, 1978-1993. Three deans and vice-presidents are represented in this collection: Anthony Birch, 1974-1980; William Berry, 1980-1987; and Richard Hillier, 1987-1993. The collection includes correspondence, topical files, and departmental and committee records.
<b>Location of Collection:</b>	Lane Community College Archives, Center Building

## Biographical Note

### Anthony (Tony) Birch

Tony Birch served as dean of Business Operations, 1974-1978, and dean of Administrative Services, 1978-1980.

Birch has a BS in Business Administration from Oregon State University, 1962; an MBA in Policy and Administration from the University of Washington, 1964; and a MS in Education and Business Administration from OSU, 1969. Prior to coming to Lane, he

was director of budgets and personnel services at OSU, 1965-1973, and assistant director of budget and fiscal policy at the Oregon Department of Higher Education, 1973-1974. After leaving Lane, he was controller at Whitman College in Walla Walla, Washington.

**William (Bill) Berry**

William A. Berry was dean of Administrative Services, 1980-1983, and vice president for Administrative Services, 1983-1987.

Berry has a BS/BA from Ft. Hays State University in Hays, Kansas, 1961, and an MBA from the University of Missouri-Kansas City (1972). Prior to coming to Lane, he was business officer for Johnson County Community College in Overland Park, Kansas, 1976-1980, and assistant business officer for the Health Sciences at the University of Missouri at Kansas City. He left after six years at Lane to become business manager at St. Charles County Community College in St. Peters, Missouri.

**Richard (Dick) Hillier**

Richard A. Hillier was vice-president for Administrative Services from 1987-1993.

Hillier, a native of Rhode Island, held a bachelor of science degree in engineering mathematics from the University of Rhode Island, 1965, a master of science degree in higher education from Indiana University, 1967, and a doctorate in education from Nova University, 1987. Before coming to Lane, he was business services administrator at Orange County Community College in Middletown, New York. He left Lane in 1993 to become dean of finance and administration for Hudson County Community College in Jersey City, New Jersey. More recently he was dean of administrative services at Greenfield Community College in Greenfield, Massachusetts.

**Carol Beckley**

Carol Beckley was budget specialist, 1977-1981, and budget analyst, 1981-2001.

Beckley spent her entire career at Lane, first as a student and then as an employee specializing in budget matters. She received an associate of arts degree from Lane Community College and began working for the college in 1966 as secretary to the president and the Board of Education. She became secretary to the Business Manager in 1969 and later Budget Specialist in 1975. She retired as Budget Analyst in the Budget Office in College Operations in 2001.

## Historical Note

Administrative Services was established at Lane Community College when the college was founded in 1964. For the first several years, the department had various names: Administrative Services, Business Affairs, College Services, and Business Services. Between 1974 and 1978 it was called Business Operations, and from 1978-1994 it was known as Administrative Services.

The function of the department has remained consistent – it oversaw budgeting and financial functions, personnel, facilities, data processing and later information technology, archives and records management, the bookstore, and food services. In 1974, the main divisions of Business Operations were the Business Office, Data Processing, College Facilities, Bookstore, and Food Services. In 1978, the main divisions were Support Services, Purchasing Services, Personnel Services, Financial Services, Facilities, Information Services, Data Processing, Records Management, and the Budget Office. In 1994, the main service departments were the Budget Office, and Campus, Computer, Financial, Personnel, and Purchasing Services.

Upon Richard Hillier's resignation as vice-president in 1993, President Jerry Moskus announced that the position would be unfilled until the college completed its budget reduction planning for 1993-1994. That planning began in anticipation of reduced state funding due to Ballot Measure 5 and included the possibility of administrative restructuring. In 1994, the department was reorganized as College Operations and Marie Matsen served as vice-president from 1994 -2006.

## Content Description

The collection contains administrative records including correspondence, reports, subject files, committee and departmental records, and budget preparation records. The records document the tenure of three vice presidents and deans: Anthony Birch, 1974-1980; William Berry, 1980-1987; and Richard Hillier, 1987-1993. Most of the records date between 1974 and 1993 although some records are from the offices of the vice presidents that preceded. The records document the main functions of Administrative Services, such as budgeting and finance, college facilities, computers and data processing, personnel services, purchasing, and other support services.

## Arrangement

The collection is divided into six series:

- Correspondence, 1977 – 1992 (chronological)
- Subject Files, 1972 – 1993 (alphabetical by topic)
- Budget Records, 1970 – 1993 (alphabetical)
- College Committee and Council Records, 1969 – 1993 (alphabetical by committee name)
- College Department Records, 1968 – 1993 (alphabetical by department name)

- External Organization Records, 1974 – 1993 (alphabetical by organization name)

## **Administrative Information**

**Acquisition Information:** Records were transferred from the Administrative Services Office to the college Archives in twenty-four accessions between 1977 and 2000.

**Processing Note:** The records from twenty-four accessions were consolidated into one collection when they were processed by Elizabeth Uhlig in 2006 following the guidelines for minimal processing. The records are physically stored in boxes in the order they were received by the Archives. This arrangement is reflected in the box and folder listing in the description section. The collection was intellectually rearranged into seven series, and this arrangement is reflected in the series and folder descriptions which are in alphabetical or chronological order.

## **Use of the Collection**

**Restrictions on Access:** There are no access restrictions. The collection is open for research.

**Restriction on Use:** There are no use restrictions.

**Preferred Citation:** Administrative Services Office (Birch, Berry, Hillier) Records, 1968-1993 (A-051), Lane Community College Archives, Eugene, Oregon

## **Subjects**

This collection is indexed under the following headings in the online catalog. Researchers desiring materials about related topics, persons, or places should search the catalog using these headings.

### **Personal Names**

Beckley, Carol  
Berry, William  
Birch, Anthony  
Hillier, Richard  
Moskus, Jerry

### **Corporate Names**

Lane Community College. Administrative Services  
Lane Community College. Business Operations  
Lane Community College (Eugene, Or.)

### **Geographical Names**

Eugene (Or.)  
Oregon

### **Subject Terms**

Community colleges—Administration—Oregon  
Community colleges—Oregon  
Lane Community College—Administration  
Universities and colleges—Administration  
Universities and colleges—Oregon

### **Detailed Description of the Collection**

The following section contains a detailed listing of the materials in this collection.

The records are listed alphabetically in the description column within the appropriate series. However, they are physically stored in the boxes in the order in which they were sent to the Archives with minimal rearrangement or processing. The physical arrangement is reflected by the Box/Folder following the listing of Description and Dates.

#### **Series 1: Correspondence, 1977 – 1992**

This series contains correspondence (letters, memos, emails) and related reports that were created and received by Administrative Services. Most of the correspondence is arranged chronologically; however, some is arranged by the department or person who the department corresponded with.

##### Description – Dates – Box/Folder

Correspondence; 1982-1986, 1988-1989; 9/42, 15/25, 19/22, 21/37  
Correspondence, Chronological; 1987-1988, 1990-1992; 28/40-43, 29/1-8  
Correspondence, Deans and Assistant Deans; 1977-1980; 5/3-4, 7/33  
Correspondence, Departmental; 1977-1980; 5/5, 7/34  
Correspondence, Directors; 1975; 1/9  
Correspondence, Instructional Deans; 1975; 1/8  
Correspondence, Miscellaneous; 1974-1975; 1/10  
Correspondence, Personal; 1983-1984; 12/43  
Correspondence, President; 1985-1986; 19/23  
Correspondence, Administrators; 1985; 19/28

#### **Series 2: Subject Files, 1972 - 1993**

The records document the vice-president's communication and dealings with college administrative departments. The files contain correspondence (letters and memos), reports, surveys, notes, computer printouts, and other administrative and program records. The scope of the files is broad, and it reflects the major responsibilities of the department, including: accreditation; accounting, audits, purchasing, and finance; personnel matters pertaining to classified staff, faculty, and management; computers

and data processing; construction, equipment, property, buildings, and other topics concerning college facilities; insurance; and elections and tax limitations measures. The records are arranged alphabetically by topic.

Description – Dates – Box/Folder

Academic and College Planning; 1975, 1982-1983; 1/1, 10/1  
Accident Analyses; 1977-1980; 3/6, 6/26  
Accounting; 1977-1992; 3/35-36, 7/2, 9/14, 12/2, 15/3-4, 18/22, 21/23, 23/54  
Accounting, Matters and Reports; 1977-1988; 3/32, 6/10, 7/3, 9/15-16, 12/3-4, 13/31, 18/24-25, 20/32-33  
Accounting, Program Accounting Tool; 1985-1986; 19/10  
Accounting Scheme for Community Colleges; 1976-1977, 1981-1985; 4/4, 13/36, 15/6-7  
Accounting, Summer Theater Analysis; 1981-1982; 18/23  
Accounting, Uniform Accounting Task Force; 1987-1988; 20/35  
Accreditation; 1982-1992; 8/19, 10/36, 14/11, 20/1, 23/33  
Accreditation, Reports; 1984; 17/6-7  
Accreditation, Goals and Objectives; 1984; 17/4  
Accreditation, Self-Study; 1984; 17/1-3  
Accreditation, Visitation; 1979; 7/5  
Administrative, Personnel; 1988-1989, 1992-1993; 21/39, 28/17  
Administrative, Salaries; 1977-1978; 5/20-22  
Affirmative Action; 1979-1992; 7/40-41, 19/32, 20/39, 25/6  
Affirmative Action Director, Search Committee; 1991; 24/21  
Agreements and Contracts; 1977-1993; 4/6-7, 6/20, 7/6, 8/32, 12/7, 15/11, 18/31-32, 21/27-28, 24/1, 28/6  
ASHLane; 1987-1988; 29/16-17  
Attainment Reports; 1987-1989, 1992-1993; 20/11, 21/9, 27/20  
Audits and Audit Reports; 1974-1993; 1/2, 2/7, 3/30, 6/9, 6/51, 9/12, 12/1, 13/29, 14/42-43, 15/1, 18/21, 20/29-31, 21/21-22, 23/53, 28/3  
Audit, Selection; 1976-1980; 3/37, 6/52  
Audit, State Department, Unallocated Construction Funds; 1972; 1/3  
  
Banking, Automated; 1975; 2/4  
Banking and Investments; 1975; 2/5  
Business Operations Manual; 1978; 13/12-17  
  
Capital Equipment; 1992-1993; 28/2  
Capital Outlay; 1983-1985; 12/19, 16/11, 16/23  
Capital Outlay for Equipment; 1991-1992; 24/14  
Chart of Accounts; 1978; 4/1-3  
Child Care, Students; 1991-1992; 25/14-16  
Christensen Resort; 1975-1984; 2/3-2, 6/40, 11/38, 13/25  
Christensen Resort, Use Policy; 1977-1978; 3/27  
Classroom Building; 1983-1984; 11/33  
Classified (LCCEF) Negotiations; 1974-1986; 1/6, 5/14-15, 7/43-44, 15/41, 21/40  
Classified, Personnel ; 1977-1993; 12/46-47, 19/34, 21/2, 25/9-11, 28/18  
Classified, Personnel, Placement Changes; 1977-1978, 1983-1985; 12/48, 5/16, 15/42  
College Planning; 1983-1992; 11/8, 14/18, 17/24, 20/8, 23/36, 27/19  
Community Education; 1991-1992; 24/32  
Comprehensive Employment & Training Act (CETA); 1977-1980; 5/25, 6/19, 7/48  
Computers, Honeywell; 1984-1986; 16/29-31, 18/18-19

Computers; 1985-1993; 18/20, 20/28, 21/20, 23/51, 28/1  
Computers, Statewide Plan; 1974-1975; 2/13  
Computers, Xerox; 1975-1985; 2/1, 3/31, 6/49, 9/10, 11/45, 14/40  
Construction; 1977-1986; 3/22, 6/6, 6/35, 8/35, 11/28, 13/22, 14/31, 18/6  
Construction, Center Building Remodel; 1975-1976; 1/42  
Construction, Classrooms; 1981-1982; 13/24  
Construction, Health and PE Building; 1977-1978; 3/21  
Construction, Maintenance Building; 1975-1976; 1/43  
Construction, Miscellaneous; 1975-1976; 1/45-46  
Construction, Performing Arts; 1975-1976; 1/44  
Construction, Tech House; 1983-1986; 11/34, 14/32, 18/9-11  
Construction, Projects; 1987-1988; 20/17-20  
Copy Machines; 1979-1985; 6/48, 9/9, 14/39  
Copyright; 1979-1985; 7/1, 9/13, 11/46, 13/30, 15/2  
Cost of Living Index; 1977-1980; 3/11, 6/29

Data Processing; 1979-1983; 7/20, 9/39, 9/43  
Deferred Compensation; 1977-1978; 5/9-11  
Departmental Goals; 1977; 3/3  
Discrimination Complaints; 1977-1978; 5/12  
Drug Program, Drug-Free Workplace, Chemical Dependence Counselor Program; 1989-1992; 25/1  
Duplication Task Force; 1991-1992; 24/22

ED-NET; 1988-90; 24/23  
Elections, Ballot Measures, Tax Limitation; 1978-1979; 6/13-15  
Employee Fitness/Wellness Program Report; 1985-1988; 25/4  
Elections, Measure 9; 1986; 19/2-3  
Elections, Tax Base, Tax Levy, Serial Levy; 1980, 1985-1993; 13/39, 19/4, 28/23-37, 28/9  
Emergency Control Procedures; 1984-1986; 14/15, 17/21  
Employee Training and Inservice; 1985, 1992-1993; 19/20, 19/28, 28/16  
Employee Welfare Benefit Plan; 1988-1989; 25/3  
Energy Analysis, Accounting; 1979-1980; 6/42  
Energy Analysis; 1985-1986; 18/13  
Energy Management; 1977-1985; 2/22-24, 6/41, 9/4, 14/35  
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Energy Conservation; 1985; 18/29  
Energy Conservation Report; 1991; 23/43  
Enrollment; 1984-1985; 16/7  
Enrollment Analysis; 1983-1984; 13/9  
Enrollment, Statistics; 1977-1978; 5/28  
Equipment, Bids; 1978-1985; 6/45-46, 9/7, 11/43, 14/38  
Equipment, Furniture; 1977-1985; 3/29, 6/44, 9/6, 11/42, 13/27-28, 14/37  
Equipment, Furniture, Bids; 1985-1989; 18/16, 20/25-26, 21/16  
Equipment, Federal Surplus; 1988-1989; 21/19  
Evaluation Reports; 1980-1983; 11/5  
Evening Programs; 1975; 1/12  
Excess Property; 1976-1980, 1983-1985; 4/25, 7/31, 12/39, 15/32

Faculty; 1977-1980; 5/17, 7/45  
Faculty, Pay Transition; 1975; 1/14



Faculty, Personnel; 1983-1993; 13/1-2, 15/43, 19/35, 21/41, 25/12, 28/19  
Fax Machines; 1991-1992; 23/52  
Federal Laws, Minimum Wage Bill, Tuition Tax Credit; 1977-1978; 5/1  
Fees, Revolving Accounts; 1974-1978; 1/15, 4/13  
FTE, Cost Study and Reports; 1980-1981, 1984-1992; 13/32-35, 15/8, 18/27, 20/36, 24/19

Gas Exploration and Drilling; 1983-1984; 17/38  
Goals and Objectives, Departmental; 1982-1983; 10/45  
Goshen Fire Department; 1977-1980; 3/7, 6/1, 6/28  
Grants; 1974-1992; 1/18, 7/5, 9/18, 12/6, 13/3, 13/37, 15/9-10, 20/37, 21/26, 18/28, 23/55  
Grants, Indirect Rate; 1975-1989; 2/8, 3/33, 6/11, 9/19, 12/5, 13/38, 15/5, 18/26, 20/34, 21/24  
Grants, Nursing, KLCC; 1977-1978; 4/5  
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Handicapped Accessibility; 1977-1978; 3/5  
Health and Physical Education; 1978-1979; 6/4  
Health Building; 1983-1984; 11/14  
Health Occupation Building; 1982-1983; 11/15-21  
Heceta House ; 1975-1985, 1988-1989; 3/26, 6/39, 9/3, 14/33, 21/45  
High School Profile; 1987-1988; 20/10

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Income Credit Program; 1979, 1984-1993; 7/14, 15/15, 19/9, 24/15, 28/7  
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Insurance; 1974-1976, 1981-1986; 1/19, 9/34, 12/22-25, 13/40, 15/16-22, 19/38  
Insurance, Agent of Record; 1975-1986; 1/20, 4/15, 6/16, 7/16, 13/11, 14/1-3, 19/11-12  
Insurance, Benefits; 1977-1980, 1983-1989, 1992-1993; 5/23, 7/47, 13/7, 21/3, 21/42, 28/20  
Insurance, Cases (cars, aircraft, equipment, people, property); 1977-1986; , 4/19-21, 7/21-24, 8/18, 9/37-38, 12/26-27, 19/13-16,  
Insurance, Correspondence; 1977-1979, 1982-1983; 4/16-18, 6/17, 9/33  
Insurance, Liability; 1971-1975; 1/21  
Insurance, Liability Coalition; 1986; 19/18  
Insurance, Policies; 1979-1980, 1982-1983; 7/18-19, 9/35-36  
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Management (Administrative), Personnel; 1979-1980, 1983-1992; 7/42, 12/45, 15/39, 15/45-46, 19/33, 21/1, 25/7  
Management Compensation Study; 1979; 19/37  
Management Employees Working Agreement; 1977-1978, ; 1988-1992; 5/13, 25/8

Management, Salaries; 1976-1980, 1983-1986; 2/12, 5/19, 6/18, 13/4-6, 19/36 Salaries, Marketing; 1987-1989; 20/9, 21/10

Net Working Capital; 1990-92; 24/16

Oregon Community College Information and Reporting System; 1982-1983; 8/21  
Oregon Information Exchange Procedures; 1978-1979; 6/2-3  
Oregon State Government; 1984-1985; 15/33, 19/26

Payroll System; 1977-1978; 3/34  
Performing Arts Building; 1979-1980; 6/37  
Personnel, Deferred Compensation Plan; 1979-1980, 1984-1985; 7/39, 15/38  
Personnel, General; 1977-1980, 1983-1986, 1991-1993; 5/7, 7/38, 12/44, 15/36-37, 19/29, 24/36, 28/15  
Personnel, New Employee Orientation Notebook; 1992; 24/37  
Personnel, Insurance Benefits; 1984-1985; 15/50  
Personnel, Reduction in Force; 1987-1988; 20/38  
Personnel, Unemployment Benefits; 1984-1985; 15/51  
Personnel, Workers Compensation Insurance; 1985; 16/1-2  
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President, Search; 1984-1985; 15/40  
Productivity; 1982-1986; 9/47, 12/38, 15/30, 19/25  
Productivity, Conference; 1983; 15/31  
Program Accounting Pool; 1983-1984; 12/21  
Program Adjustments; 1991-1992; 24/12  
Property; 1987-1988; 20/27  
Property, Sale and Purchase; 1984-1986; 14/30, 18/5  
Property, Surplus; 1992-1993; 28/5  
Purchasing; 1982-1989; 9/46, 12/36, 15/13, 15/27, 18/33, 21/33  
Purchase Orders, Prepaid; 1974; 1/26  
Purchasing Procedures; 1982-1984; 8/33, 12/8

Reorganization of LCC; 1978; 3/1  
Revolving Funds and Student Fees; 1973-1974; 1/28  
Risk Management, Self-insurance and Insurance Pooling; 1978; 8/1-7  
Room Reservations, Non-Instructional ; 1977-1978; 3/15

Safety; 1981-1986; 8/23, 11/6, 13/20, 14/16, 17/22  
Safety and Security; 1985-1986; 17/39  
Safety, Fire Inspection; 1977-1978, 1982-1983; 3/14, 8/29  
Safety Issues, SAIF / Procedures; 1975-1978; 3/4  
SAIF Reports; 1979-1986; 6/27, 8/24, 11/7, 14/17, 17/23  
Salary Analysis; 1979-1980, 1983-1985; 7/46, 13/3, 15/44  
Salary Analysis, Faculty Salary Study ; 1977-1978; 5/18  
Salary Reserves; 1991-1993; 24/17, 28/8  
Security; 1979-1980, 1984-1985, 1988-1989; 7/15, 14/26, 21/14  
Security; 1983-1984; 11/22  
Semester Conversion /Quarter vs. Semester Study; 1987-1988; 20/12-14  
Sewage Lagoons; 1975-1978, 1983-1984; 1/40, 3/20, 11/27  
Sewage Lagoons, Sewage Treatment Facilities Report; 1975; 1/41  
Sexual Harassment; 1990-1993; 25/5  
Short-term Loan/Cash Flow; 1975; 1/30

Smoking Policy; 1990-1991; 25/2  
 Staff Development, In-Service Plans; 1979; 7/37  
 Staff Development, Training; 1978-1980, 1983-1985; 5/6, 7/36, 12/42, 15/34  
 Staff Reduction; 1977-1978; 5/8  
 Staffing Levels; 1991; 24/20  
 State Laws; 1977-1978; 5/2  
 Students; 1980, 1984-1986; 7/50, 16/5-6, 19/41  
 Student Housing; 1990-1991; 25/17  
  
 Tax Collections, Lane County Suit; 1984-1985; 16/9-10  
 Tax Limitation, Ballot Measure 2; 1984; 16/26-28  
 Tax Limitation, Ballot Measure 3; 1982; 16/24  
 Tax Limitation, Ballot Measure 6; 1980; 16/25  
 Tax Limitation, Measure 5, Property Tax Limitation Initiative; 1990-1991; 26/1-3  
 Tax Limitation, Measure 5, Property Tax Limitation Initiative, VP files; 1990-1991; 26/4-8  
 Tax Reform Legislation; 1983-1984; 12/10  
 Telephone, Communications; 1977-1980, 1983-1986; 3/16, 6/5, 6/32, 11/24, 14/27, 17/40  
 Transportation, Motor Pool, Bus Service; 1977-1978; 5/29  
 Transportation, Vehicles; 1983-1984; 13/10  
 Travel; 1983-1985; 12/40, 16/8  
 Travel, Reimbursement Rates; 1977-1978; 5/30  
 Tuition and Fees; 1991-1993; 24/18, 28/10  
  
 Unemployment Insurance, Workers' Compensation; 1991-1992; 25/13  
 Unemployment Insurance; 1975, 1977-1978; 1/31, 5/24  
 Wetlands; 1989-1992; 23/44  
 Word Processing; 1979-1986; 6/47, 9/8, 11/44, 18/17  
 Work Schedule, Summer Four-Day Work Week; 1979-1983; 19/30  
 Work Schedule, Christmas Break; 1984; 19/31

### **Series 3: Budget Records, 1970 – 1993**

This series contains reports, correspondence, surveys, computer printouts, and other records used for budget planning, development, and preparation purposes. The records are arranged alphabetically.

#### Description – Dates – Box/Folder

Budget; 1970-1981, 1985-1987, 1991-1993; 2/15-16, 5/31-32, 35, 6/12, 8/8-12, 19/5-8, 24/2-3, 26/20  
 Budget Control; 1974-1975; 5/33  
 Budget, Correspondence; 1985-1986; 19/1  
 Budget Cuts; 1977-1978; 4/11  
 Budget, Departmental Expenditure, Planning, Reports; 1977-1978; 4/9-10  
 Budget Development; 1978-1985, 1992-1993; 2/17-20, 7/8-12, 8/13-17, 9/20-31, 12/11-18, 14/4-10, 16/12-20, 26/21  
 Budget Development, VP's files; 1981-1990; 25/18-28, 27/1-4, 27/11-12  
 Budget Document; 1991-1993; 24/7, 27/24  
 Budget Effectiveness / Efficiency; 1975-1976; 2/21  
 Budget Guidelines Development Committee; 1974; 5/34

Budget Model; 1991-1992; 26/9-18  
Budget, Operating Budget Information File; 1987-1989; 27/5  
Budget, Personnel; 1992-1993; 26/19  
Budget, Program Adjustments; 1992-1993; 26/23-24, 27/25  
Budget, Supplemental; 1991-1992; 24/4-6  
Budgeting and Funding; 1965, 1984; 17/10-11  
Budgeting, Speech; 1984-1985; 15/35

#### **Series 4: Committee and Council Records, 1969 – 1993**

This series contains meeting agendas and minutes, correspondence, reports, and other records that document the activities of college committees, councils, and task forces. The records are arranged alphabetically by committee name.

##### Description – Dates – Box/Folder

Administrative Council; 1982-1986; 9/40, 12/28, 15/23, 19/17  
Budget Committee; 1991-1993; 24/11, 26/22  
Budget Committee, VP's files; 1987-1993; 27/6-10  
Budget Committee, VP's Files/Notebooks; 1990-1996; 29/10-15  
Cabinet Meetings; 1969-1975; 1/5  
College Business Managers Meeting; 1975; 1/7  
Data Processing Users Committee; 1973-1975; 1/11  
Facilities Planning Committee; 1973-1975; 1/13  
Facilities Management Committee; 1979-1993; 7/27, 9/1, 11/29-31, 14/24-25, 17/34-37, 18/7, 20/21, 21/12, 23/47-48, 27/23  
Human Awareness Council; 1979-1980; 7/26  
Management Employees Steering Committee; 1974-1975; 1/22-23  
Management Information Committee; 1974; 1/24  
Management Steering Committee; 1982-1984; 15/47-49  
Money Saving Committee and Verteams; 1982-1983; 9/48-49  
Planning, Budgeting Task Force; 1990-1991; 23/32  
President's Council; 1985; 19/22  
Public Contract Review Board; 1977-1980, 1983-1985; 4/8, 7/7, 12/9, 15/14  
Technology Steering Committee; 1985-1986; 19/21  
Safety Committee; 1992; 28/38-39

#### **Series 5: College Department Records, 1968 – 1993**

This series documents the interaction of the vice-presidents of Administrative Services and its predecessors, such as Business Operations, with other offices and programs within the department. Correspondence with other college departments is also included. The records consist of correspondence (memos, letters, emails), reports, and other administrative records relating to the Downtown Center, Facilities, Flight Technology, the President's Office and Student Services. The records are arranged alphabetically by department name.

##### Description – Dates – Box/Folder

Administrative Services; 1982-1984, 1992-1993; 9/32, 12/31, 27/16

Administrative Services, Archives; 1984-1985; 14/14  
Administrative Services, Budget; 1989-1990; 27/13-14  
Administrative Services, Capital Outlay; 1984-1985; 16/21-22  
Administrative Services, Evaluations; 1979-1980, 1983-1984; 6/25, 11/4  
Administrative Services, Job Descriptions; 1977- 1979; 17/20  
Administrative Services, Objectives and Goals; 1974-1989; 10/44, 11/103, 17/18-19, 20/7, 21/7  
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