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Administrative Committee; Records

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M.E. Grenander Department of Special Collections & Archives

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Summary Information

Repository:	M.E. Grenander Department of Special Collections & Archives
Title:	Administrative Committee Records
ID:	ua000.006
Date [inclusive]:	1971-1981
Physical Description:	1.0 cubic ft.
Physical Location:	The materials are located onsite in the department.
Language of the Material:	English .
Abstract:	This collection contains items from a committee created to oversee major budget decisions. Materials include meeting agendas, minutes, and university wide memos about the decisions made at these meetings.

Preferred Citation

Preferred citation for this material is as follows: Identification of specific item, series, box, folder, The administrative Committee Records, 1971-1981. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Administrative Committee Records.).

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Administrative History

The Administrative Committee was a meeting of the main members of the administration of the University at Albany. This included the President, all Vice Presidents, along with other higher ups in the University. This committee controlled the University budget and all major policy decisions. It was created shortly after the new University campus was fully opened.

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Scope and Contents

This collection is made up of various documents that were created by the Administrative Committee. Items include meeting minutes, correspondence, meeting schedules, and various memos released as a result of these meetings. They pertain to major budget decisions covering all University functions including commencement, enrollment growth, and graduate assistants. Most documents include memos sent out to the faculty and staff detailing what was discussed in the meetings and what was decided on.

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Arrangement

Collection is arranged in chronological order.

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Administrative Information

Publication Statement

M.E. Grenander Department of Special Collections & Archives

Processing Information

Collection was described by Erik Stolarski

Immediate Source of Acquisition

All items in this manuscript group were transferred to the University Libraries, M.E. Grenander Department of Special Collections and Archives

Access

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The University Archives are eager to hear from any copyright owners who are not properly identified so that appropriate information may be provided in the future.

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Controlled Access Headings

- Universities and colleges--Administration
- Universities and colleges--New York (State)
- Budgets.
- College student orientation
- College presidents--United States
- UAlbany Task Forces & Committees

Collection Inventory

Title/Description	Instances	
Master Plan, Minutes, Memoranda, 1971 September-1971 December	Box 1	Folder 1
Master Plan, Enrollment Info, 1972	Box 1	Folder 2
Memoranda, Minutes, Agenda, 1972	Box 1	Folder 3
Minutes, Memoranda, 1973 June-1973 December	Box 1	Folder 4
Minutes, Memoranda, 1973 January-1973 May	Box 1	Folder 5

Administrative Committee; Records

Records, Minutes, 1974 January-1974 August	Box 1	Folder 6
Minutes, Memoranda, 1974 September-1974 December	Box 1	Folder 7
Administrative Records, 1975 January-1975 March	Box 1	Folder 8
Administrative Records, 1975 April-1975 May	Box 1	Folder 9
Administrative Records, 1975 June-1975 August	Box 1	Folder 10
Administrative Records, 1975 September-1975 December	Box 1	Folder 11
Administrative Records, 1976 January-1976 August	Box 1	Folder 12
Agendas, Documentation, 1976 September-1976 December	Box 1	Folder 13
Telephone Committee, 1976-1977 February	Box 1	Folder 14
Agendas, Documentation, 1977 January-1977 February	Box 1	Folder 15
Agendas / Memoranda, 1977 March-1977 August	Box 1	Folder 16
Minutes, Memoranda, Documentation, 1977 November-1977 December	Box 1	Folder 17
Memoranda, Agenda, Documentation, 1978 September-1979 February	Box 1	Folder 18
Minutes, Memoranda, Documentation, 1978 January-1978 August	Box 1	Folder 19
Minutes, Memoranda, 1979 March-1980 September	Box 1	Folder 20
Minutes, Memoranda, 1980 August-1981 May	Box 1	Folder 21