

2015

W404.2-001A-01 - Office of the Vice President for Business and Finance: Office of Business and Finance: General Administrative Records

Office of the Vice President for Business and Finance

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Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Vice President for Business and Finance, Office of
Sub-Group: Business and Finance, Office of
Series: General Administrative Records

Record Group no: W404.2
Sub-group no: 1A
Series no: 1

Description of series and its contents: **This series includes correspondence, newsletters, surveys, reports, memoranda, financial records, newspaper clippings, questionnaires, statements, blue prints, manuals, brochures, membership lists, and other records relating to the work and functions of the office.**

The Vice President for Business and Finance, as stated in the faculty manual for 1974, was the chief business officer of the college, responsible for the fiscal affairs of the college, including budget preparation and control, contractual arrangement, and the business relationships with the Commission of Higher Education, the State Budget and Control Board, and the State Legislative Finance Committee. The Vice President was also responsible for administrative data processing, auxiliary enterprises, office services, and non-academic personnel administration. The office was organized in 1972 and ceased to exist in 1977. Prior to the creation of this office, its responsibilities and functions were fulfilled by the Assistant to the President for Business and Finance. The records are arranged alphabetically by subject and, thereunder, there is some arrangement by chronology. A subject listing appears below.

The office was reinstated in 1980 as Vice President for Finance and Business.

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	American Associate of Colleges for Teacher Education	1971-1975
1	2	American Association of University Professors	1969-1973
1	3	American Society for Personnel Administration	1972
1	4	Applied Management Service	1973
1	5	Association of American College	1973
1	6	Auxiliary Enterprises (State and Non-State)	1971
1	7	Business managers Association	1973-1976
1	8	Caregee Commission	1971, nd
1	9	Change in Liberal Education	1974
1	10	Charlotte Area Educational Consorting	1974-1977
2	11	Coastal Plains Regional Commission	1972
2	12	Collective Bargaining	1972-1973
2	13	College and Universities (Information)	1970-1973
2	14-15	College and University Personnel Association	1971-1976
2	16	Computer (Delphi, Honeywill)	1974
2	17	Computer System, Inc. (Rock Hill)	1970
2-3	18-23	Council of Presidents (S.C.)	1967-1968
3	24	E.P.E. Fifteen Minute Report (for college and university Trustees)	1974
3	25	Educational Services Center	1974
3	26	Enrollment in State Institutions	1971-1972
3	27	Equal Opportunity for Women	1972
4	28	Federal Facilities Act	1966
4	29	Federal Legislation: Civil Rights Act of 1963	1963-1965
4	30	Francis Marion College	1970-1976
4	31	H.E.W.- Civil Rights Compliance	1968-1973
4	32	Higher Education- Planning for	1973

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4	33	National Council of University Research Administration	1970
4	34	National Institute of Education	1973
4	35	National Institute of Health	1973
4	36	National Organization on Legal Problem of Education	1970-1973
4	37-38	Office of Management and Budget Circular A-102 Training Seminar	1971-1973
5	39	Planning	1972
5	40	Political Activity Policy Statement	1970
5	41	Rock Hill Area Transportation Study	1973-1974
5	42	Rock Hill Area Personnel Association	1973-1975
5	43	Rock Hill National Bank	1966-1969
5	44	School Law Newsletter	1970-1973
5	45	Self Studies (other institutions)	1972
5	46-47	South Carolina Code of Laws	1973-1976
6	48-50	South Carolina Commission on Higher Education-Commissioner (Michael)	1972-1973
6-7	51-59	-Computer Advisory Committee	1971-1974
8	60-61	-D.A.P.S. Committee	1969-1972
8	62	-Data Base Management	1974
8	63	-Finance Committee	1971
8	64	-Long Range Committee on Facilities	1971
8	65-67	-(Morris)	1970-1972
9	68	-Program for Military Personnel	1973
9	69	-Programs	1972-1973
9	70	-Reports and Schedules	1973-1974
9	71-72	-Ten years Budget Projection	1970-1971
9	73	-Work Measurement Workshop	1972
9	74	South Carolina Industrial Commission	1972
9	75	South Carolina National bank South Carolina State Department	1970
9	76-77	- Committee on Revising Standards for Accrediting Institutions for Teacher Education	1962-1963
10	78-79	- Division (Teacher Education Certification)	1960-1967
10	80	South Carolina Institution Offering Teacher Education Programs- Proposed Standards for Approval of	1964, 1970, nd
10	81	South Carolina State Institutions- Room and Board Cost Studies	1974-1975
10	82	South Carolina State Legislation	1972
10-11	83-88	South Carolina State Personnel Division	1969-1973
12	89	South Carolina Teacher Education (Advisory Council)	1970-1971
12	90-91	State Planning and Grants Division Report	1969-1970
12	92	Systems Research Group	1971
12	93	TIAA_CREF	1968-1973
12	94	Teaching Methods (Audio-tutorial learning center at the University of South Carolina)	nd
12	95	Technical Education (cost studies)	1973
12	96	United States Senators (S.C.) (Thurmond, Holland)	1973
12	97	University of Michigan Seminars	1973

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12	98	W.I.C.H.E. (Higher Education Management)	1974-1976
12	99	Wage-Price Freeze	1971-1972
12	100	Wampee Meeting (June 12-14)	1973
13	101	Winthrop Coker Co-op	1973
13	102	Winthrop in Canada Winthrop College	1970
13	103	-Academic Affairs	1969-1970
13	104	-Academic Calendar	1975-1976
13-14	105-112	-Academic Council	1970-1974
14	113-114	-Academic Programs	1969-1972
14	115	-Accreditation	1970-1972
14	116	-Adjunct Professors	1974
14	117	-Administrative Council	1970-1975, nd
15	118	-Administration Office of	1971
15	119-121	-Administrative Council	1970-1975, nd
15	122	-Administrative Planning Conference	1973-1976
15	124-126	-Affirmative Action, Office of	1973-1975
16	127	-Alumni Association	1968, 1970-1973
16	128-129	-Appropriations	1971-1975
16	130	-Art, Department of	1974
16	131	-Artist Series	1972-1973
16-17	132-136	-Arts and Sciences, School of	1970-1976
17	137	-Asian area Studies Program	1970-1973
17	138	-Assistant to the President (Drennan)	1971-1975
17	139	-Attendance	1971-1975
17	140	-Audio-Visual Equipment	1973
17	141	-Auxiliary Enterprises, Director of (Kivett)	1976-1977
18	142-146	-Board of Trustees	1967-1972, 1975
18	147	-Buckley Amendment	1974
18-19	148-149	-Budget (general)	1971-1973
19	150	-Budget (Five Year)	1968, nd
19	151	-Budget (Preliminary)	1973-1974
19	152	-Budget Preparation	1971-1972
19	153-154	-Budget Reduction (Proposed)	1970-1971
19	155	-Budget Sheets, Revenue and Expenditure Reports (Work-sheets)	1970-1972
19	156	-Business and Grant News	1970
19	157	-Business Office (Annual Report)	1974-1975
19	158-159	-Business, School of	1972-1975
20	160	-Cafeteria Proposals	1974
20	161-162	-Calendar of Events (Class Schedules)	1970-1974
20	163	-Campus Christian Life	1974
20	164	-Campus Life Insurance Meeting	1975
20	165	-Campus Master Plan	1971-1972
20	166	-Cashier's Office	1970-1973
20	167	-Catalog Changes	1970-1975

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20	168	-Civil Defense Committee	1974-1975
20	169	-Civil Disturbance, Plans for	nd
20	170-171	-Coeducation	1971-1974, nd
21	172	-College Directories	1971
21	173	-College Level Entrance Program	1972
21	174-176	-College Store	1970-1975
21	177	-Committee for Campus Planning	1973-1975
21	178-179	-Controller, Office of	1970-1975
21	180	-Computer	1969
22	181-185	-Computer Committee	1970-1975
22	186-188	-Computer Conversion	1975
23	189-191	-Computer Proposals	1971-1972
23	192	-Computer Science	1972
23	193	-Conference Activity	1974-1975
23	194-195	-Continuing Education	1972-1973
23	196	-Counseling Center	1972
23	197-198	-Crawford Health Center	1970-1975
24	199	-Credit Union	1970-1975
24	200-201	-Dacus Library	1970-1975
24	202	-Dance Committee	1972
24	203	-Data Processing	1970-1974
24	204	-Deans and Department Heads	1972-1974
24	205	-Dinkins Student Center (Candidate for Student Director)	1975
24	206	-Discrimination	1972
24	207-208	-Education, School of	1970-1974
24	209	-Emeriti Professors	1974
24	210	-Employee Candidates	1975
24	211	-Endowment	1973
25	212	-Enrollment Projection	1973-1975
25	213	-Equipment Lease Survey	1976
25	214-215	-Executive Cabinet	1974-1975
25	216	-Extension, (Public Service Program)	1972
25	217	-Faculty and Staff Memoranda	1970-1974
25	218-219	-Faculty, Dean of	1970-1974
25-26	220-224	-Faculty (General Information)	1968-1975
26	225	-Faculty Welfare Committee	1970-1972
26-28	226-240	-Family Education Day Care	1971-1976
28	241	-Fees Study	1970-1971
28	242	-Fuel and Utility Usage Reports	1972-1973
29	243-244	-General Information	1964-1968
29	245-247	-General Policy Statements	1966-1975
29	248	-Grades	1971
29-30	249-255	-Graduate Council	1966-1973
30	256	-Graduate School	1970-1973
31-32	257-267	-Grants and Grants Statements	1968-1973

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32	268	-Grievance Procedures	1971-1972
32	269	-Guidance, Testing and Placement, Office of	1970-1973
32	270	-History and Geography, Department of	nd
32-33	271-279	-Home Economics, School of (General)	1959-1962
34	280	-Home Economics, School of (Textile Grant)	1966-1968
34	281	-Home Economics, School of (Winthrop Clemson Research Council)	1974
34	282	-Honor Council	1970-1971
34	283	-Housing Director of	1971-1973
34	284	-Human Development Center	1975
34	285	-Information, Requests for	1973-1975
34	286	-Information Services Office	1970-1976
34	287	-Joynes Center for Continuing Education	1976-1975
34	288	-Judicial Procedures	1970
34	289	-Material Center	1971-1972
34	290	-Microfilm	1972
34	291	-Micropolitan and Near Urban Concept	1976
34	292	-Minimester Concept	1975
35	293-295	-Model Cities Project	1970-1971
35	296-299	-Music, School of	1970-1976
36	300	-Operation Headstart	1966
36	301-302	-Personnel	1972-1975
36	303-305	-Personnel Payrolls	1966-1972
36	306	-Personnel Committee	1968-1972
37	307	-Physical Education, Department of	1972-1975
37	308	-Physical Plant	1969-1970
37	309-312	-Presidents- (Davis, Charles S. Vail, Charles B.)	1970-1974
37	313	-Proposed Project	1970
37	314	-Provost, Office of	1974-1976
37	315	-Purchasing Department	1972-1975
37	316	-Racquet and Gourmet Club	1970-1971
38	317	-Reclassification Project	1972
38	318	-Recruitment Committee	1971-1972
38	319	-Registrar, Office of	1970-1975
38	320	- Registration	1970, 1975-1976
38	321-322	-Saga Food Service	1972-1976
38	323	-Security	1970
38	324-326	-Self Study Committee VIII	1969-1971
39	327	-Self Study Program	1970
39	328-329	-South Carolina State Personnel Division-Employee Relation Committee	1970-1972
39	330-331	-Space Committee	1970-1973
39	332	-Special Freshman Program	1967-1969, 1971
39	333	-Special Programs	nd
39	334	-Student Activities Fee Committee	1959, 1968-1971, nd
40	335	-Student Affairs	1971-1976

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40	336	-Student and College Characteristics (Questionnaire)	nd
40	337	-Student Credit Hour Production	1970-1973
40	338	-Student Health	1971-1972
40	339-340	-Student mailings	1970-1971
40	341	-Student Projection Statistics	1971
40	342	-Student Residency	1971-1975
40	343	-Students, Dean of	1970-1974
40	344	-Student Surveys	1971
40	345	-Student Unrest	1971
40	346	-Summer Camp for Academically Talented	1971
40	347	-Swimming Pool Project	1973-1974
41	348	-Tax Sheltered Annuities	1974
41	349	-Tenure	1972
41	350	-Tenure Statement (Committee to Review)	1974-1975
41	351	-Think Tank Committee	1974
41	352	-Thomson Cafeteria	1974
41	353	-Tuition and Fees	1970-1973
41	354	-Tuition Plan	1976
41	355	-Upward Bound	1967, 1970
41	356	-Vice President for Admin. & Planning	1967-1972
41	357-362	-Vice President for Business & Finance	1970-75
42	363-364	-Vice President for Student Affairs	1974-1975
42	365	-Winthrop Research Council	1970
42	366	-Winthrop- TEC Committee of Cooperation	nd
42	367	-York County Legislation Delegation	1971-1974
43	368	-Commission on Higher Education	1978-1979
44	369	-Requests for State Funded Projects Previously Approved by CHE	2002
44	370	-Winthrop Budget, Revenues, and Organizational Chart	2005-2006