

SERIES DESCRIPTIONS

**Subgroup I. Administrative Files of the Vice-President for Business and Finance
(Governance Files)**

Consisting of four series, this subgroup covers the administrative governance activities of the Vice-President for Business and Finance. Included are records from the institutional bodies on which the Vice-President served or reported to: 1. Board of Trustees Files; 2. Correspondence with the Board of Trustees; 3. Correspondence with the President; and 4. Presidential Staff Meetings Files.

Series 1. Board of Trustees Files, 1970-88 (15.35 I.f.)

This chronologically arranged series contains an incomplete run of Trustees, Executive Committee, Investment Committee, and other miscellaneous committee minutes as well as memoranda, meeting agenda, and background material pertinent to these meetings. The four subseries are: I. Minutes of the Board of Trustees; II. Minutes of the Executive Committee; III. Minutes of the Investment Committee; and IV. Minutes of Miscellaneous Committees.

Series 2. Correspondence with the Board of Trustees, 1975-87 (1.1 I.f.)

Consists of correspondence from various Trustee members, including George Bent, Robert S. Danforth (d.1987), and Lloyd Morrisett. Also included is the correspondence between the Vice-President and Oberlin College's legal counsel—Fauver, Tattersall & Gallagher, Elyria, Ohio.

Series 3. Correspondence with the President, 1954-87 (0.8 I.f.)

Correspondence and memoranda between the Vice-President and the President, including the presidencies of Stevenson, Carr, Fuller, and Danenberg, which covers four decades.

Series 4. Presidential Staff Meetings Files, 1955-59, 1982-88 (0.4 I.f.)

Minutes, memoranda, agendas, correspondence, and supporting documentation used by the Vice-President of Business and Finance as a member of the Presidential Staff and Administrative Council. Permission of the archivist is required.

OFFICE OF BUSINESS AND FINANCE

Subgroup II. Administrative Records of the Vice-President for Business and Finance (General Files)

Subgroup II documents the Vice-President's functional responsibilities as the chief business officer of Oberlin College. The divisional responsibilities and investments outlined here constitute the day to day administrative areas of responsibilities, apart from the governance chronicled in Subgroup I. The series are : 1. Auditing Report Files; 2. Budgetary Records; 3. Investment and Endowment Files; 4. Grants and Loans Files; 5. Contracts, Leases and Real Estate Files; 6. Insurance and Health Plan Files; 7. Chronological Files; 8. General Correspondence Files; 9. Administrative Departments; and 10. Files relating to Allen Memorial Hospital; and 11. Topical Files.

Series 1. Auditing Report Files, 1927-37, 1949-81 (1.0 l.f.)

This series consists of auditor's reports from the firm of Arthur Anderson and Company, Cleveland, Ohio. In addition, memoranda and report analysis material produced by the Business Manager is also present. The reports largely deal with accounting procedures and internal control.

Series 2. Budgetary Records, 1936-89 (31.8 l.f.)

Consisting of the working budget files, included here are budget projections, closing, Education and General Budgets, Housing and Dining Budgets, Departmental Budgets and Buildings and Grounds Budgets. The subseries are: I. Budgets (Institutional); II. Buildings and Grounds Budgets; III. Departmental Budgets; IV. Educational and General Budgets; V. Housing and Dining Budgets; VI. Salary and Benefits Budgets; VII. Budget Projections/Planning; VIII. Budget-General Allocations/Changes; IX. Budget--Benefit related files and X. Budget--Salary related files.

Series 3. Investment and Endowment Files, 1954-89 (12.25 l.f.)

Subjects included in the general files relating to investments are assets, securities, South African divestment, and revenue projections. In addition, these files contain information on the handling of investments and performance evaluation provided by the companies, etc., and are arranged alphabetically by company. The subseries are: I. Investment and Endowment Records; II. Custodian Statements and III. Operating Statements.

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Series 4. Grants and Loans Files, 1965-87 (3.9 I.f.)

The Grants and Loans files which contain federal and private grant applications, cover institutional applications to the American Council on Education, Atomic Energy Commission, College Science Improvement, and the National Science Foundation. Grant files are arranged alphabetically by name of agency being applied to.

Series 5. Contracts, Leases and Real Estate Files, 1969-88 (3.95 I.f.)

Included are contracts, leases and other agreements which Oberlin College had with several groups such as: Public Library, Golf Club and the Intermuseum Conservation Association. Also part of this series is documentation regarding investment properties that were once or are currently owned by Oberlin College. The affairs of these properties and their income were handled by the Business and Finance Office. They represent a variety of interests from a variety of locations in the United States. The series is divided in to two subseries: I. Contracts and Leases Files and II. Real Estate Files

Series 6. Insurance and Health Plan Files, 1969-88 (2.4 I.f.)

The Insurance series is arranged alphabetically and includes the basic benefit price comparison between competing companies. The Student Health Plan files make up a large section of this series. Included are yearly benefit adjustments and price information.

Series 7. Chronological Files, 1956-88 (11.90 I.f.)

This series contains the chronological files of the Office of Business and Finance from 1956-88. Included are memoranda, notes, correspondence, etc. that were collected on a monthly basis and filed together. Because of this, there is a varying amount of material in each file and topics are assorted as well.

Series 8. General Correspondence Files, 1956-87 (1.65 I.f.)

The general file is an alphabetical file consisting primarily of correspondence and memoranda on a variety of topics from administrative appointments to vehicle registration. A portion of the correspondence relates to other colleges and universities as well as inquiries from individuals interested in miscellaneous college matters. It is divided into three subseries: I. Colleges and Universities; II. Individuals; and III. Memoranda and General Files.

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Series 9. Administrative Departments, 1956-88 (6.95 I.f.)

These files, which represent general informational files maintained by the Business and Finance Office, report on the programming and operations of various administrative entities throughout the college. Most of these offices and units perform an integral support function germane to the Business and Finance Office. The series is arranged alphabetically by the title of the office or departmental unit.

Series 10. Files relating to Allen Memorial Hospital, 1926-84 (6.25 I.f.)

This alphabetically arranged series contains the files relating to the activities of both Lewis Tower and Dayton Livingston as members of the Board of Directors of the hospital. Also of importance is a history file on the Allen Memorial Hospital dating back to 1926.

Series 11. Topical Files, 1956-86 (1.25 I.f.)

This series includes records documenting a variety of topics including Cable Co-op, disaster planning, consultants, rentals, utilities, and other services.

Subgroup III. Personnel Records

Series 1. Bargaining Units/Classified Groups, 1968-84 (1.3 I.f.)

This series contains documentation relating to OCEA (Oberlin College Education Association) and OCOPE in regards to negotiations and collective bargaining for new contracts.

Series 2. Staff Appointment Files, 1978-85 (1.5 I.f.)

Documentation consists of yearly appraisals of current faculty and staff concerning reappointment and advancement, and records of past actions. Records are arranged alphabetically by year.

Series 3. Topical Files, 1954-88 (3.4 I.f.)

This series includes records documenting a variety of topics including faculty and staff surveys, benefits information, pay scales, AAUP job classification, pensions, retirement and TIAA-CREF.

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Series 4. Service Employee Files, 1920-1970 (2.5 I.f.)

This series consists of files of the minorities who were employed by Buildings & Grounds.

Subgroup IV. Academic Divisions, Departments and Programs Files

The records of this subgroup document the academic divisions, departments and programs at Oberlin College. Included within this context are files relating to graduate study, budgetary concerns, and funding requests. Academic programs includes both on-campus and off-campus programs. The subgroup is organized around three series: 1. Academic Divisions, Academic Departments, and Academic Programs.

Series 1. Academic Divisions, 1958-88 (0.8 I.f.)

This series is comprised of files relating to funding, budgetary allocations and requests from the three main divisions at Oberlin College, i.e. the College of Arts and Sciences, the Conservatory of Music and the Graduate School of Theology.

Series 2. Academic Departments, 1965-87 (0.7 I.f.)

The series academic departments is comprised of departmental files arranged alphabetically by department title. Documentation includes requests for additional staffing and funding, budgetary allocations and reviews of programs.

Series 3. Academic Programs, 1959-85 (1.45 I.f.)

Academic programs contain records of current and noncurrent programs, both on and off campus. Examples of on-campus programs are Creative Writing, Institute on Racism and Institutional Change, Upward Bound and Winter Term. A variety of summer programs run by the college can be found here. Off-campus programs such as the Danenberg in London program and German Studies in Vienna are also a part of this series.

Subgroup V. Buildings and Grounds Files

Series 1. Annual Reports, 1937-65 (0.8 I.f.)

Included here are the annual reports received by the Vice-President from the Director of Buildings and Grounds covering the period 1937-65.

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Series 2. General Files, 1956-86 (0.7 I.f.)

These files contain general information in regards to buildings and grounds financing and planning. Topics covered deal with space rearrangement, building cost, maintenance, use rates and rental fees.

Series 3. Buildings (Business and Finance Office Files), A-Z, 1928-87 (15.6 I.f.)

Consists of an alphabetical listing of files by place names generally having to do with construction and renovation projects at Oberlin College. The College Park Lot records are arranged numerically within this series. Substantial records document Oberlin College Inn and its operations from 1954-81. Also, there are extensive photographs of East and South Hall construction.

Series 4. Buildings (Physical Plant Department Files), A-Z, 1916-58 (8.35 I.f.)

This series contains an alphabetical listing of files by place name that were held by the Physical Plant Department. The series consists of two subseries: **Subseries 1. Negative Photographic Files**; and **Subseries 2. Photographic Prints and Related Media** which covers the years 1926-58. Included here are the following media: construction floor plans, underground water and steam lines, rental properties and planning records. In addition, it contains a variety of photographs representing miscellaneous college buildings.

Series 5. Files Relating to the Hall Arboretum, 1937-52 (copies)

This series contains information regarding the Hall Arboretum, including planting lists, tree types and tree counts, and planting plans for the seasons between 1937 and 1952.

Subgroup VI. Committee Files, 1968-83 (4.55 I.f.)

Arranged alphabetically, this subgroup contains committee minutes, pertinent records, notes and information regarding the various committees the Vice-president for Business and Finance served on: the Budget Advisory Committee, the Budget Allocation Committee, the Budget and Finance Committee, Personnel Committee, Planning and Development Committee, the Student-Faculty Health Task Force and the Tuition Remission Committee.

Subgroup VII. Organizations and Associations

This subgroup is comprised of records of numerous educational affiliations which are held by Oberlin College as well as general inquiries both by and for the Office of Business and Finance. The records consist of local, state, regional and national records are divided in to six series: 1. Oberlin College; 2. Oberlin Community; 3. Northern Ohio; 4. State of Ohio; 5. Regional; and 6. National.

Series 1. Oberlin College, 1957-85 (0.6 I.f.)

Documents the activities of several Oberlin College student organizations from a financial standpoint. Correspondence regarding student treasurer's for these groups is also included.

Series 2. Oberlin Community, 1953-88 (2.3 I.f.)

Oberlin College, and especially the Business and Finance Office, has had an interest in and influence on town government regarding the topics of finances, buildings and grounds. Of particular interest are the files dealing with the Oberlin Golf Club and its lease from Oberlin College, and the files dealing with the transfer of Westervelt Hall to the City of Oberlin.

Series 3. Northern Ohio, 1913-85 (0.6 I.f.)

General correspondence received by and sent to Northern Ohio businesses concerning donations, loans, and other transactions with Oberlin College.

Series 4. State of Ohio, 1956-85 (0.4 I.f.)

Miscellaneous correspondence and materials concerning Oberlin College which relate to several Ohio associations such as the Ohio Association of College and University Business Officers, the Ohio College Association and the Ohio Board of Regents.

Series 5. Regional, 1958-87 (1.2 I.f.)

Documentation of a financial nature from the Great Lakes Colleges Association. Examples are tuition and salary comparisons among member institutions. Also included is a minimal amount of material from the North Central Association which evaluates educational institutions to check for quality standards.

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Series 6. National, 1961-88 (1.25 l.f.)

Records in this series include documentation on the numerous professional associations and organizations to which Oberlin College holds membership. Also, contains correspondence from various government departments and agencies in regarding the financial matters of Oberlin College.

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OFFICE OF BUSINESS AND FINANCE

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* Permission of Archivist

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Subseries I. Colleges and Universities

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Box 114

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Series 10. Files relating to Allen Memorial Hospital

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Subseries 1. Allen Memorial Hospital Association

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Allen Memorial Hospital Association, 1963-71, 1984-85 (2f)

Allen Memorial Hospital By-Laws, 1962-77, n.d. (5f)

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Subseries 2. Minutes of the Board of Trustees

Box 115 (cont.)

Minutes of the Board of Governors, 26 October, 20 November, 19 December, 1956

Minutes of the Board of Trustees, 1966-June 1979 (24f)

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Minutes of the Board of Trustees, July 1979-December 1984 (29f)

Box 117

Minutes of the Board of Trustees, January 1985- May 1987 (14f)

Subseries 3. Minutes of the Executive Committee

Box 117 (cont.)

Minutes of the Executive Committee, 1966-73 (5f)

Subseries 4. Minutes of the Finance Committee

Box 117 (cont.)

Minutes of the Finance Committee, 1970- June 1975 (4f)

Subseries 5. Deeds and Surveys

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Series 10. Files relating to Allen Memorial Hospital (cont.)

Subseries 6. Financial Records

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Operating Statements, August- December 1973

Budget, 1975

Financial Statements, 1975-84 (6f)

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Subseries 7. Historical Files

Box 118 (cont.)

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Leases and Agreements, 1970-71

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Subseries 9. New Building Projects

Box 118 (cont.)

New Building Project, 1965-71 (3f)

New Building Project, Ketchum, Inc. Fundraising, 1967

New Building Project, Garrett Corp., 1969

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Personnel Policies, 1969, n.d. (2f)

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Box 118 (cont.)

Proposed Pension Plan, 1975
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Box 118 (cont.)

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Ford Motor Company (Lorain), 1960-63
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James B. Gitlitz (Binghamton, N.Y.) 1963
H. Con Proposal, 1973-74
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Room Assignment Procedure, 1970
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Box 120 (cont.)

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Subgroup III. Personnel Records

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Major Function-Employee FTE, 1973

OCOPE Negotiations, 1974-81 (7f)

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Labor Contracts, 1974

Contract Implementation, 1974-76

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Contract, 1978-81

Box 2

OCOPE Negotiations, 1980-82 (4f)

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Box 3

OCEA Labor Contract Negotiations, 1963-80 (12f)

OCEA--Data and Related Information, 1963-65

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Service Employees--40 Hour Week, 1964-65

Service Employee List, 1969-72

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Series 2. Staff Appointment Files (see also 1996/061, p. 58)

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Staff Appointments, 1954-74 (chronological) (5f)

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Staff Appointments, 1978-80 (alphabetical) (7f)

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Staff Appointments, 1980-81 (alphabetical) (7f)

Box 4

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Staff Appointments, 1983-85 (alphabetical)

Series 3. Topical Files (see also 1996/061, p. 58)

Box 1

Administrative Organization, 1960-63 (2f)
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Administrative & Professional Classes, 1971
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Arts & Sciences, Leave and Sabbatical Replacement, n.d.
Collective Bargaining, 1980-84 (3f)
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Job Classification, 1975 (3f)
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Box 4

Staff Benefit Code, 1971
Staff Children's Scholarship, 1976-86 (4f)
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Table of Organization, 1970
TIAA-CREF, 1981-87 (4f)

Box 5

TIAA--Early Retirement, 1971-85
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Subgroup III. Personnel Records (cont.)

Series 3. Topical Files (cont.)

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Series 4. Service Employee Files (see also 1996/061, p. 58)

Box 1

Service Employee Files, 1920-70, A - E (7f)

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Service Employee Files, 1920-70, F - I (7f)

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Service Employee Files, 1920-70, J - P (6f)

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Service Employee Files, 1920-70, Q - Z (4f)

Box 5

Service Employee Files, 1950-65, T-Z (3f)

Subgroup IV. Academic Divisions, Departments and Programs Files

Series 1. Academic Divisions

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College of Arts and Sciences, Dean of the, 1970 (3f)

Conservatory of Music, Dean, 1958-73, 1970-76, 1986-88 (5f)

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Graduate School of Theology, 1955-68 (9f)

Series 2. Academic Departments (see also 1996/061, p. 67)

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Art Department, 1982

Biology Department, 1966, 1970 (2f)

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Building Maintenance, 1978-80 (2f)

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Rental Rates--College Facilities, 1971

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Box 5

Administration Building, 1928-65, 1982-83 (2f)
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Burton Hall, 1963

Box 5A

Art Museum Addition,
Addendums to Specifications and Drawings, 1975 [2000/071]
Architectural Estimates, Venturi and Rauch, 1974-76 [2000/071]
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Box 5B

Art Museum Addition,
Correspondence (incoming and outgoing), Venturi and Rauch, 1973-77
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Correspondence, College Administration, 1975 [2000/071]
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Industrial Relations (Ohio) 1975 [2000/071]
Minutes- Job Meetings during Construction, 1974-77 [2000/071]
Subcontractors and Suppliers Lists, 1975; Floor Plans; Schedules (2f)
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Box 6

Carnegie Library, 1956-69 (2f)

Box 7

College Park Lots, General, 1949-55 (5f)

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College Park Lots, General, 1950-66

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College Park Lots #1-38, 1950-57

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Series 3. Buildings (Business & Finance Office Files), A-Z (cont.)

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Kettering Science Building, 1952-60

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Box 16

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Mudd Library, 1969-71 (9f)

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Oberlin Inn Report of Operations, 1955-67

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Monthly Operating Statements, 1954-71
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Box 23

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Subgroup V. Buildings and Grounds Files (cont.)

Series 3. Buildings (Business & Finance Office Files), A-Z (cont.)

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Box 28

Residence Halls, 1954-71

Box 29

Residence Halls, 1954-71

Box 30

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Box 31

Rathskeller, 1965
Recreation Area, 1956-58
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Severance Hall Contracts, 1897-99
Skating Rink, 1962-65, 1970-71, 1980 (4f)
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Box 32

Student Union, 1955-58, 1978-88 (4f & 1v)

Box 33

Warner Center, 1978-80 (3f)
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Series 4. Buildings (Physical Plant Department Files), A-Z
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Subseries 1. Negative Photographic Files

Box 1

AMAM Building, 1975
AMAM Building, Blue Stone Negatives, 1952
AMAM Construction Negatives #1-50, 1975-77 (2f)
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King Building Construction Negatives, n.d.
Mudd Learning Center Construction Negatives, 1972-74
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Physical Education Building - Construction Negatives of Photos, 1969-71
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Subseries 2. Positive Prints and Related Materials

Box 1

Academic Floor Plans, 1940-41, 1943, 1949, 1952, 1958, 1961, 1967, 1970,
1973, 1975, 1977, 1983, n.d. (8f)

Box 2

Administration Building, 1931, 1937-44, n.d.
Aerial Views, 1937
Allen Art Building, 1916, 1937-38, 1952, 1975-77 (3f)

Box 3

Allen Memorial Art Museum Building, 1975
Allen Memorial Art Museum Building - Blue Stone Prints, 1952
Allen Hospital, 1926, 1938-41, 1943-44, 1949, 1951, 1957
Anchorage, 1938
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Box 4

Arboretum Planting Records, 1938-43, 1946, 1947, 1948, 1950, 1951, 1954,
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Subgroup V. Buildings and Grounds Files (cont.)

Series 4. Buildings (Physical Plant Department Files), A-Z (cont.)

Subseries 2. Positive Prints and Related Materials (cont.)

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Arboretum and Parkway Committee, 1938-40
Baldwin Cottage, 1939-40, 1943-45

Box 6

Barnard Dorm (built 1968)
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Box 7

Bldgs and Grounds Department Books, I & II, 1938-40, 1945, 1949, 1951 (3f)

Box 8

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Box 9

Burton Hall, 1946-48, 1950
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Box 10

Campus, 1941-43, 1946-47, 1949, 1954
Carnegie Library, 1937-42, 1945, 1947, 1949, 1951, 1958
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Box 11

College Market, 1946-47, 1950
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Conservatory, 1960-62, 1965, 1973
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Box 12

Conservatory of Music Construction Prints & Photos, 1963-64 (5f)
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Series 4. Buildings (Physical Plant Department Files), A-Z (cont.)

Subseries 2. Positive Prints and Related Materials (cont.)

Box 12 (cont.)

Conservatory of Music Practice Unit, 1960
Conservatory of Music - Yamasaki Photos, 1959

Box 13

Craft Center - Pottery Co-Op Kiln, 1985, n.d.
Crane Pool, 1936-42, 1944, 1949
Cranford, n.d.
Dascomb, 1954-56 (2f)
Dormitories, 1939, 1940-41, 1947, 1951, n.d. (2f)

Box 13a

Dorms, Men's and Women's, 1966-68 (5f)

Box 14

Dormitory Floor Plans, 1940, 1943, 1948, 1950, 1952, 1961-62, 1967, n.d. (3f)

Box 15

Embassy, 1938-39
Fairchild Chapel, n.d. -- ???
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Box 16

Fairchild House, 1948-50
Fairchild House Concept Drawing Found in Files Dating 1953-59, n.d.; Prints of
Chapel & Altar, 1984
Field House and Stadium, 1948, 1950-51, 1954, 1958, n.d.
Finney Chapel 1933, 1938-44, 1947, 1953, 1979 (I of II)

Box 17

Finney Chapel, 1933, 1938-44, 1947, 1953, 1979 (II of II)
Geodesic Domes, 1971, n.d.
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Hales Gym, 1938-42, 1945, 1980s (2f)
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Box 18

Hall Auditorium, 1951-54, 1956, 1960-62, 1966 (5f)

Subgroup V. Buildings and Grounds Files (cont.)

Series 4. Buildings (Physical Plant Department Files), A-Z (cont.)

Subseries 2. Positive Prints and Related Materials (cont.)

Box 19

Hall Auditorium Addition, 1959-60, n.d.
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Box 20

Harkness House, 1948-50 (2f)

Box 21

Heating Plant, 1940, 1942, 1946, n.d. (2f)

Box 22

Heating Plant Book, 1948-49
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Box 23

Johnson House, 1927, 1938-45, 1970
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Box 24

May Cottage, 1939-46, 1952, 1954, n.d.
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Box 25

Monroe House, 1961-62
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Mudd Learning Center Construction Photos, 1972-73, 1977
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