

INVENTORY

Series I. Chronological Files of the Office of the Vice President

Subseries 1. Chronological Files--General

Box 1

Chronological Files, 1971-74 (11f)

Subseries 2. Academic Departments and Programs

Box 1 (cont.)

Academic Departments (Includes Econ 218, Physical Education and Jack Scott), 1971-74 (5f)

Academic Programs (Includes College of Arts and Sciences: Afro-American Studies, East Asian Studies, Off Campus Study, Overseas Program, Winter Term), 1971-74 (9f)

Subseries 3. Commissions, Committees, Councils, etc.

Box 1 (cont.)

Commissions, Committees, Councils, Faculties, Etc., (Includes Ed. Com, Committee on Faculty Service, Institute on Racism, O.C. Teachers Assoc. Review Committee on Structure and Stabilization, Status of Women at O.C. Committee), 1971-74 (16f)

Subseries 4. Miscellaneous Administrative Files

Box 1 (cont.)

Administrative Vice President
Advisee Material, 1971-73 (2f)
Budget, 1971-74 (3f)

Box 2

Budget, 1974-75
External Affairs Planning, 1974
Campus Investment Advisory Committee, 1972-73
Community Relations, 1974
Conferences, Institutes, Meetings, 1971-74
Inquiries from Other campuses, 1971-74
Land Holding Research, 1973
Legal Matters, 1974
Mason, Bayley F., 1971
Real Estate Project Fund, 1974

Series I. Chronological Files of the Office of the Vice President (cont.)

Subseries 4. Miscellaneous Administrative Files (cont.)

Box 2 (cont.)

- Administrative Vice President (cont.)
 - Trip Itineraries, 1974
 - United Fund, 1973
- Campus Master Plan
 - Biology Trailers, 1973
 - Carnegie Renovation, 1972-74
 - Chapel Conference, 1973 (3f)
 - Conservatory Study, 1973
 - Dober Study, 1973 (3f)
 - Residence and Dining Halls, 1973

Series II. General Files Relating to the Office of the Vice President

Box 2 (cont.)

- Admissions, 1971-74
 - Alumni Rep Program
 - Applicants to O.C.
 - Enrollment Control Committee
 - Equal Education Opportunity Meeting
 - General Reading
 - Recruitment of Minorities
 - Special Committee on Admissions
 - Staff

Box 3

- Alumni Association, 1971-74
 - Academic Alumni in Service to O.C.
 - Admissions Committee
 - American Alumni Council
 - Club Activities
 - Club Leaders' Training Program (2f)
 - Complaints from Alumni
 - Executive Committee
 - Parents
 - Resource People
 - Staff
 - Extended Education: Fall Weekend, Oberlin Summer Alumni College, Winter Weekend

Series II. General Files Relating to the Office of the Vice President (cont.)

Box 3 (cont.)

- Alumni Magazine
- Audio-Visual, 1971-74
- College Information, 1971-74
 - Brochures and Publications
- China Choir Concert Proposal
- Choir Concert Tours
- Commencement
- Consultant
- Director
- Staff
- Computer Center, 1971-74
 - Higher Education Planning
 - Management Information System
- Development, 1971-74
 - Applicants
 - Gift Acknowledgments
 - Other College Fund Raising Programs
 - Outlook Campaign
 - Publicity
 - Staff
 - Tax Reform Act
 - Tax Prospects
 - Annual Fund
 - Corporation and Foundation Giving (27f)

Box 4

- Development, 1971-74 (cont.)
 - Foundation Proposals (4f)
 - Human Development
 - Inter-Arts Proposal
 - Legal Studies
 - Project Reaper Proposal
 - SEOP Proposals
 - Native American Proposal
 - Planned Giving
 - Special & Cap. Gifts
- Finance & Business Operations, 1971-74
 - Endowed Funds
 - Finances-Reserves
 - Real Estate Acquisitions

Series II. General Files Relating to the Office of the Vice President (cont.)

Box 4 (cont.)

- Finance & Business Operations, 1971-74 (cont.)
 - Land Contracts
 - Restricted Funds
 - Staff
 - Taxes
 - Wage-Price Freeze
 - Ward, Clarence Property
 - Controller (4f)
 - Financial Aid (10f)
 - Treasurer's Office
 - Intermuseum Conservation Assoc.
 - Library: Carnegie, Mudd and Public Library
- Operations Office, 1971-74
 - Director of Operations
 - Energy Crisis
 - Rental Properties
 - Tree Replacement
 - Transportation
 - Use of Facilities
 - Physical Plant (3f)

Box 5

- Operations Office, 1971-74 (cont.)
 - Physical Plant (19f)
- Personnel, 1971-74
 - Affirmative Action
 - A & PS Officers
 - Faculty & Staff Benefit study
 - Maternity Leave
 - Medical Insurance
 - Organization
 - Personnel Policies
 - Sabbatical & Other Leaves
 - TIAA/CREF
 - Tuition Scholarships for Faculty & Employees Children
 - Unemployment Compensation
 - Unions: Oberlin College Employees Assoc., Wofac, O-COPE
- President, 1971-74
- Provost, 1971-74
 - Affiliations
 - Advisory Committee on Budget Priorities

Series II. General Files Relating to the Office of the Vice President (cont.)

Box 6

- Provost, 1971-74 (cont.)
 - Budget
 - Faculty Research
 - Federal Grants
 - Grants & Contracts Committee
 - Midwestern Colleges Office
 - Proposals (Grants and Contracts)
- Registrar, 1971-74
- Security, 1971-74
 - Drug Raid-Telephone Disruption
 - Incident Reports
 - Monthly Summary Reports
 - No Trespass Letters
 - Parking
 - Phillips Gym
 - Policies and Procedures
 - Other College Campus Security Policies
 - Staff
 - Wilder Hall
- Secretary, 1971-74
- Student Life, 1971-74
 - Assemblies Committee
 - Dean of Students
 - Disruptive Procedures and Occurrences
 - Health Plan
 - Judiciary
 - Native American Program
 - Placement and Graduate Counseling
 - Student Deans
 - Services-Food
- Summer Conferences
- Trustees, 1971-74
 - Mosher, C.A.
 - Governance
 - Brown, J.R.

Series III. Miscellaneous Files Relating to Associations

Box 6 (cont.)

- Miscellaneous Associations, 1971-74 (8f)

Series III. Miscellaneous Files Relating to Associations (cont.)

Box 7

Miscellaneous Associations, 1971-74 (17f)

**Series IV. Miscellaneous Files Relating to the Oberlin Community and
Community Affairs**

Box 7 (cont.)

Community Affairs, 1971-74

Cable Television

City of Oberlin (4f)

Box 8

Community Affairs, 1971-74 (cont.)

City of Oberlin (3f)

Community Improvement Corp.

Golf Club

Oberlin Day Care Center

Oberlin Growth Association

Oberlin Public Schools

Oberlin Summer Music Theater

Oberlin Women's Service Center

Community Affairs, 1971-74 (cont.)

Sellew Housing Fund

Special Opportunities Program

Stadium Advisory Committee

Community Relations, 1971-74

Business Community

College Community Resource Coordinator

College Public Schools Committee

Economic Impact Study

Helicopter Issue

Manufacturer's Council

Security Sub-Committee

Shule Ya Kujitambua

Snack Bar