PURDUE UNIVERSITY

INVENTORY TO THE PURDUE UNIVERSITY EXECUTIVE VICE PRESIDENT FOR BUSINESS AND FINANCE AND TREASURER'S OFFICE RECORDS, 1921-2000

Purdue University Libraries
Virginia Kelly Karnes Archives and Special Collections Research Center
504 West State Street
West Lafayette, Indiana 47907-2058
(765) 494-2839

http://www.lib.purdue.edu/spcol

© 2010 Purdue University Libraries. All rights reserved.
Revised: Elizabeth Wilkinson, 17 October 2012
Compiled By: Mary A. Sego, November 20, 2010

Descriptive Summary

Creator Information	Purdue University Executive Vice President for Business and Finance and Treasurer's Office records
Title	Purdue University Executive Vice President for Business and Finance and Treasurer's Office records
Collection Identifier	UA 11.01
Date Span	1921-2000, predominant 1968-1984
Abstract	Brochures, business records, claims, correspondence (letters), project reports, and records (documents) which document activities and proceedings of the Purdue University Executive Vice President for Business and Finance and Treasurer's Office.
Extent	9 cubic feet (9 c.f. boxes)
Finding Aid Author	Mary A. Sego
Languages	English
Repository	Virginia Kelly Karnes Archives and Special Collections Research Center, Purdue University Libraries

Administrative Information

Location Information:	ASC
Access Restrictions:	Collection is open for research.
Acquisition Information:	Received from Melinda Bain, Executive Vice President and Treasurer's Office on February 3, 2010.
Accession Number:	20100203
Preferred Citation:	UA 11.01, Purdue University Executive Vice President for Business and Finance and Treasurer's Office records, Karnes Archives and Special Collections, Purdue University Libraries
Copyright Notice:	Purdue University

Subjects and Genres

Organizations
Purdue Memorial Union
Purdue University--Executive Vice President for Business and Finance and Treasurer's Office

Topics
Anti-war demonstrations
Demonstrations—Indiana
Sports facilities—Indiana—West Lafayette

Form and Genre Types
Brochures
Business records
Letters (correspondence)
Reports

Mission of Purdue University Executive Vice President for Business and Finance and Treasurer's Office

The executive vice president for business and finance and treasurer at Purdue University has system-wide responsibility for the management of securities, properties, monies, and trust funds belonging to the University; business and financial affairs including administration of budgets, contracts, grants, and purchasing; human resources functions; transportation, airport and other service facilities; internal audit and investments; the planning, financing, development, maintenance and operation of physical facilities and University Residences and housing facilities; and the planning and implementation of the OnePurdue enterprise resource planning system.

In addition, the executive vice president and treasurer shares responsibility for management of information technology with the provost and manages the financial relationship with University-affiliated corporations and foundations.

Source:

Retrieved October 27, 2010 from http://www.purdue.edu/treasurer/

Collection Description

Scope

The Purdue University Executive Vice President for Business and Finance and Treasurer's Office records (1921-2000; 9 cubic feet) documents campus demonstrations of the late 1960's to early 1980's, Purdue bleacher collapse, Indianapolis Coliseum accident, which several Purdue departments investigated, numerous project reports from the Purdue Council for Manager Development Projects and Purdue Excellence 21. There is also information about the building of the Purdue Memorial Union, copyright information concerning Purdue songs, numerous documents concerning office activities and proceedings and State of Indiana biennial budget information. The records contain a wealth of information in regards to the aforementioned, including; various brochures, business records, claims, correspondence, project reports and a plethora of records and documents. The material was kept in the order received.

Descriptive Rules

Describing Archives: A Content Standard

Processing Information

Whenever possible, original order of the materials has been retained. All materials have been housed in acid-free boxes but are in their original hanging files and folders.

DETAILED DESCRIPTION OF THE COLLECTION

(0.5 cubic feet)

Box 1 *Purdue Bleacher Collapse – Correspondence, Clippings and Financial Records, and the Indianapolis Coliseum Accident - Purdue's Role in Researching the Incident, 1947-1963*

Folder

1. Claims, correspondence (letters) from family, students, staff and outsiders killed and/or injured in the bleacher collapse, along with financial records from funeral and medical expenses paid by Purdue and Student Health Services, clippings from a lawsuit filed and the list of casualties (3), list of injured and injury, and detailed list of students injured, 1947-1950
2. "Disaster File," bleacher collapse information, clippings, notes on Investigating Committee to Investigate Failure of Fieldhouse Bleachers, February 24, 1947 – March 1, 1947
3. "The Purdue Grandstand Failure," by P.E. Soneson, R.E. Mills, and G.M. Enos, *Purdue Engineer*, v. 43, no. 2, November 1947, p. 8-11, 28, 30, 32, 34; spreadsheets with expenses incurred by Purdue (filed by students, staff and outsiders), work days missed by Purdue employees and overtime due to employees.
4. Report of Tests and Observations on Five L.P. Gas Cylinders, Three Radiant Gas Burners and Miscellaneous Items From the Indianapolis Coliseum Explosion and Fire of October 31, 1963, Purdue University Experiment Station, Lafayette, IN, Project No. 0007 17-770, December 3, 1963 [2 copies, signed by H.L. Solberg, Dean of Engineering, November 30, 1963]
5. Correspondence concerning Purdue Engineering Department's research into the accident (some from the attorneys involved) and news releases, circa 1963
6. Purdue University report prepared for the Office of the State Fire Marshal concerning the examination of the gas vessels and associated equipment recovered from the Indianapolis Coliseum explosion on October 31, 1963.

Box 2 *Area of Study Statements, Reports, Recommendations and Miscellaneous Information, 1950-2002 (1 cubic foot)*

Folder

1. List of reports, committee chairmen and submission date to Business Manager or Vice President and Treasurer, October 12, 1956-February 14, 1974. Study statements, reports and recommendations, 1970-1974
2. "Original 4 School Cost Study Done By Frank Hart," June 1950
3. Council for Business Administration Reports, 1956-1963
4. Council for Business Administration Reports, #'s 49-85, 1962-1968
5. Council for Business Administration Reports, #'s 86-97, 1970 [one memo dated 1974]
6. Council for Business Administration Reports, #'s 99-115, November 1970 – June,

1973

7. Council for Business Administration Reports, #'s 116-133, April, 1973 – July 1974; Listing of Council for Business Administration Reports (titles), #'s 49-135, 19 unnumbered
8. "# 1," Miscellaneous Reports, 1957-1962, "Council for Business Administration or Council for Manager Development, 30th Anniversary Dinner," Frederick R. Ford, speaker, April 7, 1988 [program and speech]
9. "2," Council for Business Administration Reports, 1974-1959
10. Reports for Excellence 21, University Travel, Student Child Care and Trailing Spouse Employment, 1997
11. Council for Manager Development Ideas From Graduates, 1997-1998
12. Council for Manager Development Projects; "Inventory of the Awards and Recognition Programs Provided Within the Administrative/Professional, Clerical and Service Staff Units," "Budgeting Implications of New Building Construction," "Students and the Purdue Family: Making Connections, Getting Involved," "Marketing the Purdue Research Park, 2002
13. Krannert Program for Purdue Management Personnel, 1987
14. Master Plan, Purdue University, West Lafayette, IN, 1953

Box 3 *Council for Manager Development Projects, Excellence 21 Improvement Initiatives, Master Plan, 1975-2001 (1 cubic foot)*

Folder

1. Binder, Institutional Master Plan, Purdue University; building data inventory, enrollment data, financial data, 1975
2. Executive Seminars/Retreats, circa 1990-2000
3. Binder, Excellence 21, Improvement Initiatives, 1996
4. Binder, Excellence 21, Improvement Initiatives, 1997
5. Binder, "A Report by Purdue University, TQM University Challenge Program, Sponsored by Motorola University," 1993
6. Council for Manager Development Projects; "Student Labor Project," "The Case of Administrative Computing," "A New Staff Orientation Program," "Compensation Practices for a Team Concept," 1995
7. Council for Manager Development Projects; "Early Retirement Incentives," 1998
8. Council for Manager Development Projects; "Effective Succession Planning," "Investigative Reinstitution of Previous Supervisory Development Program," 1999
9. Council for Manager Development Projects; "Moving Beyond the E-Commerce Myths," "Now Showing: Elliott Hall of Music," "Purdue Sports Camps," "Purdue Airport Project," 2001

Box 4 *Annual Reports, 1961-1968 (1 cubic foot)*

Folder

1. Annual Report, 1961-1962

2. Annual Report, 1962-1963
3. Annual Report, 1965-1966
4. Annual Report, 1966-1967
5. Annual Report, 1967-1968

Box 5 *Miscellaneous Reports, Brochures, Publications and Bond Information, 1943-1993 (1 cubic foot)*

Item

1. Annual Reports of the Assistant Business Manager, period 1 July 1965 – 30 June 1966
2. Purchasing Department Annual Report, 1965-1966
3. Purdue University Office of the Comptroller, Annual Report, 1965-1966
4. State of Indiana Biennial Budget, as passed by the 1963 General Assembly State Budget Agency, along with miscellaneous paperwork, 1963-1965
5. State of Indiana Biennial Budget Information, 1957-1959
6. State of Indiana Biennial Budget Information, 1959-1961
7. "Higher Education – Key to Hoosier Progress, Now – And In The Future, 1961-1963 [paid for by the alumni associations of Indiana University, Purdue University, Indiana State Teachers College and Ball State Teachers College]
8. "In Higher Education Indiana Faces New Needs In A New Era," 1961-1963
9. State of Indiana Sources of Revenue, prepared by the State Budget Agency, April 30, 1962
10. Budget, 1961-1962
11. Budget, 1962-1963
12. "A Wise Investment in Indiana's Future, The Legislative Request," 1965-1967 [2 copies]
13. "Proposed Plan for the geographical Expansion of Opportunities for Higher Education in Indiana," presented to the Higher Education Study Committee of the Indiana Legislative Advisory Commission by Indiana University, Purdue University, Indiana State College, Ball State Teachers College, June 25, 1964 [2 copies]
14. State of Indiana Biennial Budget Information, 1964-1969
15. Purdue Legislative Appropriations, 1966-1969 and State Operating Support, Purdue University, 1945-1947 to 1967-1969
16. "A Stitch in Time Assures Hoosier Opportunities," 1967-1969 Legislative Requests from Indiana's State Universities and Legislative Requests, 1967-1969
17. "A Proposal And Plan For A Higher Educational Telecommunications System In Indiana," circa 1967
18. Purdue University Department of Personnel Administration, Projected Rate Structures for Clerical and Service Staff, 1967-1968 and 1968-1969
19. Purchasing Department Biennial Budget, Program Basis, 1967-1969
20. The Trustees of Purdue University, Purdue University Student Fee Bonds, Series A, 1985-1991
21. Brochure, Credit Research Center, Krannert Graduate School of Industrial Administration, Purdue University, circa 1974

22. Brochure, “Introduction to Purdue,” Purdue University Bulletin, v. 81, no. 10, October 1981
23. Brochure, “Purdue University Facts At Your Fingertips: a resource book of the Lafayette campus of Purdue University,” 1981-1985
24. Brochure, “Plan for the Eighties, Purdue University the $34.2 Million Campaign for Advancement in Science and Technology,” circa 1980 [2 copies]
25. “In Close Touch: commemorating a first decade,” The President’s Council, Purdue University, 1972-1982
26. Purdue University Business Office Organization, September 1981
27. Brochure, Purdue Research Foundation: Advancing the Mission of Purdue University, 1993
28. Brochure, “Residence Halls, General Information Booklet, Purdue University,” circa 1980’s-1990’s
29. Miscellaneous bond information, 1943-1993
30. Campus Transportation Planning: a case study of the Lafayette campus of Purdue University, by Monira Y. Fouad, Joint Highway Research Project, Purdue University and Indiana State Highway Commission, February, 1969

Box 6 *Purdue University Bond Information, 1927-1993 (1 cubic foot)*

Folder
1. “History of Bonded Indebtedness, Purdue University, 1927-1949
2. Purdue University bond information, 1955-1993

Box 7 *Miscellaneous Bond Information, Publications, Brochures, and Reports, 1944-2000 (1 cubic foot)*

Item
1. Purdue University bond information, 1954-1996
2. “The Comprehensive Plan for Tippecanoe County, Indiana,” adopted September 16, 1981
3. Annual Report, Supervisory Development Program, 1986-1987
4. “A Guide to Physical Plant Services, Purdue University,” prepared by the Department of Physical Plant, April 1977
5. Annual Report, Purdue University Placement Service, University Placement Service, The Center for Career Opportunities, “Fitting the Pieces Together,” 1996-1997 [2 copies]
6. Purdue Research Foundation, Its Organization and Purpose, Bulletin no. 1, revised 1944
7. Brochure, “University Farm Subdivision,” circa 1990’s
8. “Concept for Growth, West Lafayette, Indiana,” circa 1979 [2 copies]
9. Document, Purdue-Calumet Development Foundation, East Chicago, Indiana, May 1, 1957 [an organization established to plan and carry out the action program necessary to better the living conditions in the Calumet area of Indiana]

10. "IPFW in the 1990's: an urban strategy," April 21, 1988
11. "Evaluation of the Supervisory Development Program Modules, VII, VII, IX and X," May 29, 1984
12. Supervisory Development Program for the Executive Vice-President and Treasurer's Area, January 1981
13. "The Impending Tidal Wave of Students," a presentation by the American Association of Collegiate Registrars and Admissions Officers, 1954
14. "College Age Population Trends," 1940-1970 [a service of the Committee on Special Projects for the American Association of Collegiate Registrars and Admissions Officers, 1954]
15. Executive Seminar, objectives and agendas, 1990, 1992-1997
16. Purdue *Excellence 21* information, circa 1995-1997
17. Brochure, "The Program That Builds Leaders," Collegiate Management Institute, June 8-13, 1997
18. Brochure, The Covey Workshops, spring 1997
19. Brochure, Edutreat '96 – A Challenge for Business Services in Our Changing Environment, September 25, 1996
20. Brochure, Council for Manager Development, April 15, 1997

Box 8 *Miscellaneous Purdue Memorial Union Documents, Employee Involvement Group Reports, Standards for University Community Environment, Purdue Songs Copyright Information, Guest Hours Documents, 1921-1997 (1 cubic foot)*

Folder

1. Purdue Memorial Union Future Study (Student Study), circa 1975
2. Purdue Memorial Union Staff Study, prepared by the Committee for the Future, March 19, 1975
3. Proposal for Future Development and Operation of the Purdue Memorial Union, March 25, 1977
4. Proposal for Union 60th Anniversary Proclamation, August 9, 1984 [September 10 is the actual date of Union anniversary]
5. Executive Board report, Purdue Student Union Board, 1983-1984
6. Purdue University Proposal for the Future of the Purdue Memorial Union, by Dale R. McHenry, Director, September 1, 1984
7. Documents and brochure for "A College Union: the Purdue Memorial Union and Memorial Center," December 3, 1970
8. Brochure, "Unchanged Traditionally, Yet Traditionally Changed," 1974
9. Minutes of a special committee appointed to consider plan of/financing construction of the Purdue Memorial Union building, December 21, 1923
10. Standard form of agreement between owner and architect (Pond and Pond) for the building of the Purdue Memorial Union, February 2, 1921
11. Purdue Memorial Union equipment inspection, December 9, 1925
12. Progress chart for the building of the Purdue Memorial Union, July 7, 1924
13. Brochure, "The Memorial Union," Purdue University, published by the University, 1929, edited by Mary Margaret Kern, 1927

14. Employee Involvement Groups Activity Updates, November 9, 1984; June 1985; July, 1989
15. Employee Involvement Groups Program Status Report and Recommendations and Appendix, August 5, 1986
16. Standards for University Community Environment, along with numerous documents and reports, March 18, 1969 [centers around a controversial case involving the sale and distribution of the newspaper "Bauls of the Brickyard," by the Peace Union.]
17. Senate Resolution 8-37, a resolution in the student senate of Purdue University to recommend University policy on student publications, March 12, 1969
18. University Senate Committee on Student Affairs, "Standards Related To And Appropriate For A University Community," March 17, 1969
19. Purdue Songs – Copyrights for "Back to Old Purdue," "The Fighting Varsity," "For the Honor of Old Purdue," "Hail Purdue," and "Purdue Hymn," 1935-1975
20. Work and Family Issues Task Force Report, March 16, 1995
21. "The Status of Women at Purdue University," prepared for the president by the University Task Force on Women's Issues, December 1997.

Box 9 *Demonstrations, Disciplinary Procedures and Appeals, 1968-1986 (1 cubic foot)*

Folder

1. Statement of Principles and Procedures Relating To Review of Student Disciplinary Cases by the Board of Trustees of the Trustees of Purdue University under its resolution of June 8, 1968.
2. Brochure, "A Resolution of the Board of Trustees of Purdue University *Covering conditions of student conduct leading to suspension or expulsion from the University*," Lafayette, Indiana, June 8, 1968, revised August 28, 1969.
3. Memorandum from the *Iron Key* Class of 1969, to Vice President Donald R. Mallett, concerning Board of Trustees Resolution Advisory Committee on Special Student Problems, July 12, 1968.
4. Document addressed to University Senate from the Committee on Student Affairs in regards to the arrest of students on May 6, 1969.
5. Brochure, "Regulations Governing Student Conduct, Disciplinary Proceedings and Appeals," Board of Trustees, Purdue University, Lafayette, Indiana, as amended, May 11, 1970.
6. Purdue University bulletin, Student Handbook, Lafayette, Indiana, 1970-1971.
7. "Demonstrations – General," 1970-1971 [includes the "Armory Incident," May 1, 1970
8. Historical background and operating policies and procedures concerning the management of university housing as it relates to Article 10, Bill of Student Rights, circa 1978-1982
9. Student organizations speaker scheduling procedures, July 17, 1972.
10. Speaker policy, meetings, and miscellaneous documents, circa 1968-1984
11. Bill of Rights, student conduct, disciplinary proceedings and miscellaneous documents, circa 1978-1979
12. Student demonstrations, January 1 – May 31, 1970.

13. Student demonstrations, 1970.
14. Student demonstrations, May 1-7, 1969.
15. Student demonstrations and documents from legal counsel and courts, 1969.
16. Peace Union, circa 1968.
17. Student demonstrations, 1969.
18. Demonstrations and anti-riot provisions, sit-ins, and miscellaneous documents, 1968-1986.