

RECORD GROUP 6

**BUSINESS AND FINANCE, 1912 TO PRESENT DAY –
SERIES C-AB**

Although a Treasurer’s Office wasn’t formerly established until the move to the present Westchester campus site in 1929, the fiduciary role of a Treasurer has always been established. At times, also known as the Business Manager, these records include those of the Vice-president, Comptroller, Bursar, Information Services, Purchasing and Personnel Directors along with numerous business records and ledgers.

Last updated March 9, 2011

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[MS ov6C4?]

Record Series C: Controller¹

Series 1: Lorenzo M. Malone, SJ, 1934-1936

Accounts ledger pp. 1-255, 1934-1937

[MS 6C]

Accounts, 1934-1936

Student promissory notes, 1934-1936

Summaries of receipts and disbursements, 1934-1937

Tuition note payments, 1934-1935

Monthly receipts and disbursements 1930-1934: summary report, 1934

Status temporalis triennalis domus: financial statement submitted the Society
of Jesus California Provincial, 1934

General #14, 1935-1936

J. Arthur Greenfield & Co.: audit report, 1935

[MS ov6C/2]

Ledgers, 1935

[MS 6C]

Status temporalis triennalis domus: financial statement submitted the
Society of Jesus California Provincial, 1935

Tuition note payments, 1935-1937

Series 2: Ernest P. Watson, SJ, 1936-1938

Accounts #1-10, 1936-1937

Assets #15, 1936-1937

California Province and House #13, 1936-1937

Chemistry laboratory: Credits and disbursements summary, 1936

General #14, 1936-1937

House #11, 1936-1937

Ledgers, 1936-

[MS 6C2]

¹ Comptroller or University Auditor.

Ledgers, 1936

Liabilities #16, 1936-1937

Petty cash account, 1936

Stipends and Ministry #12, 1936-1937

Student accounts, 1936-1937

Summary sheet 1932-1936: report, 1936

Tuition note payments, 1936-1937

villa #17, 1936-1937

[MS ov6S/3] [MS ov6C/2**COM4**]

1937-1941

Accounts 1-100, Jul 1937-1941

Accounts, Aug 1937 - 1941

[MS 6C2]

Business accounting system: report, 17 Aug 1937

Business accounting system, 1937-

J. Arthur Greenfield & Co.: Athletic Department; audit report, 1937

J. Arthur Greenfield & Co.: audit report, 1937

Series 3: E.J. White, 1938-1945

Accounting records, 1938-1969

[MS ov6C/3**COM4**]

Accounts, 1938-1943

[MS ov6C/4**COM4**]

1938-1939

[MS ov6C/5**COM4**]

1938-1943

[MS 6C2]

Statements of income and profit and loss: report, 25 Aug 1938

[MS 6C3]

Statements of income and profit and loss: report, 28 Aug 1939

[MS ov6C/6COM4]

1940

[MS 6C/3]

General ledgers, 1940-1949

Statements of income and profit and loss: report, 31 Jul 1940

Cor., 1941

Football program: attendance and financial reports, 1941

Statements of income and profit and loss: report, 20 Aug 1941

Tuition note collection: cor., 1941

Statements of income and profit and loss: report, 25 Aug 1942

[MS ov6C/7COM4]

Series 5: Frederick M. Coffey, SJ, 1943-1948

1940's

[MS ov6C/8COM4]

1940's

[MS ov6C/9COM4]

1940-1947

[MS ov6C/10COM4]

1940-1947

[MS ov6C/11COM4]

1940-1947

1941

1942

1943

[MS 6C5]

6

Balance sheet, 31 May 1943
E&R ledger pp. 1-25, 1943

Report on operations: balance sheet; statement of income and expense, 19 Jul
1944

Student debts: cor., 1944-1946

Intercollegiate athletics 1937-1943: financial summary report, 1945

[MS 6C5]

Report on operations: balance sheet; statement of income and expense, 26 Jul
1945

Belvedere Manufacturing Co.: audit reports, 1946-1947

Report on operations: balance sheet; statement of income and expense, 27 Jul
1946

[MS ov6C/12 COM4]

1947-1948

[MS ov6C/13 COM4]

1947-1948

[MS ov6C/14 COM4]

1947-1948

[MS 6C5]

Distribution of faculty salary by college: summary list, 1947
Law school ten-year profit and loss statement, 1947

Report on operations: balance sheet; statement of income and expense, 25 Jul
1947

Westchester campus mortgage

[MS 6C5]

Series 6: Louis C. Rudolph, SJ, 1948-1953

Alpert & Alpert Junk Co: William Ross Certified Public Accountant (CPA); audit
reports, 26; 31 Jan 1948

Alpert & Alpert Metal and Iron Co.: William Ross CPA; audit reports, 27 Mar;
31 Jul 1948

Athletic Director William Sargent: financial report, 1948
Belvedere Manufacturing Co.: audit reports, 1948-1949
Horwath & Horwath: Loyola University Foundation; audit report, 6 Jan 1948
Los Angeles Rams Football Club training camp: profit and loss statement, 1948

[MS ov6C/15**COM4**]

1948
Check register summary, Sep 1947 - Jun 1948

[MS 6S/3]

Administration petty cash, 1 Jul 1948 - 30 Jul 1953
Accounts receivable, 17 Jun 1949-Nov 1961
Athletic Department petty cash, Jan 1950 - Feb 1952
Community petty cash, Aug 1953 - 24 Jan 1958
Community petty cash, 24 Jan 1958 - 4 Jul 1960

[MS ov6C/16**COM4**]

1949

[MS ov6C/17**COM4**]

1949

[MS ov6C/18**COM4**]

1949

[MS ov6C/19**COM4**]

1949

[MS ov6C/20**COM4**]

1950

[MS ov6C/21**COM4**]

1950

[MS ov6C/22 COM4]

1950

[MS ov6C/23 COM4]

1950

[MS ov6C/24 COM4]

1951

[MS ov6C/25 COM4]

1951

[MS ov6C/26 COM4]

1952

[MS ov6C/27 COM4]

1952

[MS ov6C/28 COM4]

1952

[MS 6C5]

Alpert & Alpert Metal and Iron Co.: William Ross CPA; audit report, 31 Jul
1949

Athletic Department: financial report, 1949

County of Los Angeles 1948 property tax bill: invoices, 1949

Schneider & Sork: Loyola University Foundation; audit report, Oct 1949

Alpert & Alpert Metal and Iron Co.: William Ross CPA; audit report, 31 Jul
1950

Athletic Department petty cash: summary reports, 1 May-31 Aug 1950

Belvedere Manufacturing Co., Inc.: Eli G. Gold CPA; financial statements, 26
May 1950

Schneider & Sork: Loyola University Foundation; audit report, 1950

[MS 6C5]

Athletic Department: financial reports, 1951
Diebels, Barcklay & Donovan (DBD): audit reports, 20 Sep 1951

Schneider & Sork: Loyola University Foundation; financial statements, 30 Apr
1952

DBD: audit reports, 12 May 1952
DBD: Law school; audit reports, 1952-1966

[MS 6C5]

Series 7: Charles A. McQuillan, 1953-1956

DBD: audit report, 2 Feb 1953
DBD: audit report, 16 Oct 1953

[MS ov6C7~~COM4~~)

1954

[MS 6C5]

DBD: audit report, 15 Oct 1954
Prentiss French, 1954-

[MS ov6C7/2~~COM4~~)

1955

[MS ov6C7/3~~COM4~~)

1955

[MS 6C5]

College of Business Administration Dean W. R. Garrett: income and expenses
summary, 1955

[MS 6C8]

Series 8: Virgil E. Gaul, 1956-1966

DBD: audit reports and financial statements, 1956
DBD: audit reports and financial statements, 1957
Cor., 1958

DBD: audit reports and financial statements, 1958
Petty cash disbursement policy: statement, 25 Aug 1958
President Casassa: Public Relations Department budget; cor., 1958

DBD: audit reports and financial statements, 1959
Dormitory bonds: legal documents, 1959-1987?²
Dormitory bonds: legal documents, 1959-1987
Seven-Up Bottling Co.: recap sheet, 1959-1960

Bookstore interdepartmental sales Jan 1959-Dec 1960: summary, 1960
DBD: audit reports and financial statements, 1960
Financial statement: The Loyolan University Alumnus, 1960

[MS 6C8/2]

DBD: audit reports and financial statements, 1961
DBD: audit reports and financial statements, 1962
Audit reports, 1963-1966
DBD: audit reports and financial statements, 1963
DBD: audit reports and financial statements, 1964
Cor., 1965

[MS 6C8/3]

DBD: audit reports and financial statements, 1965

[MS 6C9]

Series 9: Donald J. Johnson, 1966-1970

DBD: audit reports and financial statements, 1966

[MS ov6C9 **COM4**]

Distribution invoice and check register: computer printout,
1966-1967

² Until these records are arranged, the entire file will be found here under
Gaul (1959-present).

[MS ov6C9/2 **COM4**]

1967

[MS ov6C9/3 **COM4**]

1967

[MS ov6C9/4 **COM4**]

1968

[MS ov6C9/5 **COM4**]

1969-1970

[MS ov6C9/6 **COM4**]

1969-1971

[MS ov6C9/7 **COM4**]

Distribution invoice and check register: computer printout,
1971

[MS ov6C9/8 **COM4**]

Distribution invoice and check register: sheets nos. 284-541;
computer printout, 30 Dec 1971 - 27 Apr 1972
Distribution invoice and check register: sheets nos. 452-619;
computer printout, 27 Apr 1972 - 30 Jun 1972

[MS ov6C9/9 **COM4**]

1971

[MS ov6C9/10 **COM4**]

1971

[MS 6C9]

DBD: audit reports and financial statements, 1967

Alexander Grant & Co.: audit reports and financial statements,
1968

Alexander Grant & Co.: Loyola University of Los Angeles; audit
report, 1968

Alexander Grant & Co.: Law school; Statements of Income and
Expenditures, 1968-1970

Alexander Grant & Co.: Marymount College; audit reports and
financial statements, 1968

Alexander Grant & Co.: Loyola University of Los Angeles; audit
report, 1969

Alexander Grant & Co.: Loyola University of Los Angeles; audit
reports and financial statements, 1969

Alexander Grant & Co.: Loyola-Marymount, Los Angeles, Inc.;
balance sheet, 1969

Alexander Grant & Co.: Marymount College; audit reports and
financial statements, 1969

[MS 6C9/2]

Allen securities, 1969

[MS 6C10]

Series 10: Elvin T. Watts, 1970-1982

Alexander Grant & Co.: Loyola University of Los Angeles and Loyola School of
Law; audit reports and financial statements, 1970

Alexander Grant & Co.: Marymount College; audit reports and financial
statements, 1970

Alexander Grant & Co.: Loyola University of Los Angeles and Loyola School of
Law; audit reports and financial statements, 1971

Alexander Grant & Co.: Loyola-Marymount, Los Angeles, Inc.: audit reports and
financial statements, 1971

Alexander Grant & Co.: Marymount College; audit reports and financial
statements, 1971

Wage and price control, 1971-

Alexander Grant & Co.: Loyola University of Los Angeles and Loyola School of
Law; audit reports and financial statements, 1972

Alexander Grant & Co.: Marymount College; audit reports and financial
statements, 1972

Alexander Grant & Co.: Memorandum of Advisory Comments, 1972

Budget, 1972-

United States Agency for International Development, 1972

[MS 6C10]

Alexander Grant & Co.: Loyola Marymount University; Performance Financial Statement, 30 Jun 1973

Alexander Grant & Co.: Loyola University of Los Angeles; Auditors' Report - Compliance with the Trust Indenture for the Dormitory Bonds of 1964, 30 Jun 1973

Alexander Grant & Co.: Loyola University of Los Angeles; Auditors' Report, 30 Jun 1973

Alexander Grant & Co.: Loyola-Marymount, Los Angeles, Inc.; Auditors' Reports, 1973

[MS 6C10/2]

Alexander Grant & Co.: Marymount College; Auditors' Report, 1973

Alexander Grant & Co.: Memorandum of Advisory Comments, 1973
Muller trust

United States Department of the Army, 1973

Alexander Grant auditors, 1974-
Budget, 1974

[MS 6C10/3]

"Financial Statements and Auditors Report: Loyola Marymount University";
reports, 1975-1978

US Veterans Administration, 1975

"Financial Statements and Auditors Report: Loyola Marymount University";
reports, 1976-1977

Financial reports, 1976-

"Financial Statements and Auditors Report: Loyola Marymount University";
reports, 1976-1977

Cal-Vet, 1976
Kuwait, 1976-

Alexander Grant auditors, 1977-
Controller's Financial Report, 1977

[MS 6C10/4]

Transfer of Marymount College National Direct Student Loans, 1977-
Qatar, 1977-

Alexander Grant auditors, 1978-
Brazil, 1978
California state scholarships, 1978
Financial reports, 1978-

1937 financial report; memorandum, 1979
Alexander Grant auditors, 1979-
Financial reports, 1979-
Ford Motors, 1979
Hughes Aircraft, 1979
Intergroup Relations Training, 1979-
Louis Swantek Fund, 1979

[MS 6C10/4]

Financial reports, 1979-
Samso, 1979?
Thailand, 1979
United Arab Emirates, 1979

[MS 6C10/5]

Controller's Financial Report: report, 1980
Deferred payment fee policy, 1980-
Nigeria, 1980-
State Dept Rehab, 1980-
TRW, 1980-
Venezuela, 1980-

Mexico, 1981-
Naval scholarships, 1981-

[MS 6C11]

Series 11: Robert Bride, 1982-1991

Alexander Grant auditors, 1982-
Algeria, 1982
Bookstore refunds for rehab students, 1982

Alexander Grant auditors, 1983-
Aramco, 1983
Saudi Arabia, 1983-
UAW-General Motors, 1983

Alexander Grant auditors, 1984-
Foreign students, 1984-
Hill & Knowton report, 1984

[MS 6C11/2]

Trustee Audit Committee, 1984-

Alexander Grant auditors, 1985-

Budget, 1985-

Hughes Aircraft, 1985-

Méditerranée Investors Group - USA, Inc., 1985

Navy ROTC, 1985

Payroll calendar, 1985

Trustee Audit Committee, 1985-

[MS 6C11/3]

Budget

Grant Thornton, 1986-

Martin Gang Institute, 1986-

Athletic scholarships, 1987

[MS 6C11/3]

Grant Thornton, 1987-

Summer session, 1987-

[MS 6C11/4]

Athletic scholarships, 1988

Grant Thornton, 1989-

Athletic scholarships, 1989

Audit, 1989

Athletic scholarships, 1990

Request for statement form, 1990?

Graduate charges worksheet form, n.d.

[MS 6C11/5]

1989

[MS 6C12]

Series 12: David G. Main, 1991-1996

Athletic scholarships, 1991

Athletic scholarships, 1992

Summer, 1992

Travel policy: memo., 1992

Cor., 1993-

Student worker rosters, 1993

Summer audits, 1994

Series 13: Thomas O. Fleming, Jr., 1996-2003

PriceWaterhouse LLP: Report and financial statements, 31 May 1997
Cor.,

OneCard: flyer, 1999

Mileage, 2000

SDI, 2000

University refunds, 2000

Series 14: Lori A. Hussein, 2005-

2005

[MS 6D]

Record Series D: Bursar

Series 1: Andrew H. Armstrong, SJ, 1942

Series 2: Yvonne Rushton, RSHM, 1973-

Press release, 1973

Foreign students, 1979-

Series 3: Raymond Dennis, 1998?-

PDG Bursar, Cashier, & Treasury Management Conference: presentation outline
notes, 1998

[MS 6E]

Record Series E: Associate Vice-President³

Series 1: Hilary R. Werts, SJ, 1966-1967

³ This position began as Assistant Business Manager in 1966.

Series 2: Clyde V. Myers, 1971-1987

Cushman Moto Sales, 1972-
Data General Corp., 1972-
Property taxes, 1972-

Brink's, Inc., 1973-
Cor., 1973
Diebold Computer Leasing, Inc., 1973-
Food service, 1973-
Green Rain, 1973-

[MS 6E/2]

Loss claim, 1973

McAnalley v. Loyola Marymount University and Jack Hibbard California Clinic:
certificate of assignment; cor.; expense receipt; proceedings
transcripts; subpoenas; summons; verifications, 14 Oct 1973 - 28 Dec 1977

Megginson janitorial service, 1973

Servomation, 1973
Water damage loss claims, 1973

Brockman et al v. Loyola Marymount University: 1974-
Sterling v. Law School, 1974-

Heritage Leasing, 1975-
Poole v. Superior Court et al, 1975
Shell house accident, 1975

Bay Area Consultative Services: property valuation report, 1976

Browning-Ferris rubbish collection, 1977-

[MS 6E/3]

Fabri Tek computers, 1977
Food service, 1977-
Leasing, 1977
Library landscaping, 1977-
Tab Products, 1977-
US Paving Co., 1977-
Land Images, 1978

[MS 6E/3]

Associated Coin Amusement Company, Inc., 1979-
Barcelona pool service
Copiers, 1979-
Golf Cars & Industrial Trucks, Inc., 1979-

Marc Renfroe, 1979-

Pin ball machines, 1979-
Savin Corp., 1979-
Specialized Business, 1979

Contracts, 1980-
Forst Systems Plus, 1981-
Vending
Richardson Vending Company, Inc., 1985-
Lansdell Security, 1985-

Del rey Landscape Services, 1986-
Laundry, 1986-

[MS 6E/4]

Campus Graphics Co., 1987-
Real estate, 1987
Unprocessed

Series 3: Bob Bride, -1992-

[MS 6B]

Record Series F: Special Events & Food Services

Farewell and retirement parties: invitations, 1991; 1995; 1997
Flyers, 1995
Distribution Center Open House: invitation, 1996

Announcement, flyers and invitations, 1997
Flyers, 1998
Flyers, 1999

[MS 6G]

Record Series G: Publications

Non-academic Personnel Handbook: booklet, 1967

Loyola/Marymount Personnel Notes: newsletters, Jan-May 1970

Handbook of Purchasing Policy and Procedures, 1972

Campus Guide: map and telephone numbers, ca. 1973

Question? Problem? Complaint? Your Key to Fair, Prompt Consideration:
booklet, 1973

Staff Guidelines: A Handbook for Officers of Administration and Management and
Supervisory Staff: booklet, 1973

Staff Guidelines: A Handbook for Officers of Administration and Management and Supervisory Staff: booklet, 1975

The Staff Members' Guide to Fair, Prompt Consideration of Complaints and Grievances: booklet, 1981?

Staff Guidelines: A Handbook for Administration and Professional Staff: manual, 1982

Purchasing Policies and Procedures: manual, 1 Nov 1983

The Micro Newsletter 4th; 6th Editions: newsletters, Spring; Fall 1988

LMU Computing Services Newsletter 8th Edition: newsletter, Apr 1989

Staff Guidelines: A Handbook for Administration and Professional Staff: manual, 1989

The Navigator Vol. 1, No. 5: newsletter, Dec 1992

LMU-Net News, 1993

PSO Update Vol. III, No. 1: newsletter, Jan 1995

Computer Training News: newsletter, 1997

The Navigator Vol. 5 No. 1: newsletter, Sep 1997

Handbook of Informational Technology: staff manual, 1999

[MS 6G/2]

unprocessed

[MS 6H]

Record Series H: Information Services Assistant Vice President⁴

Series 1: Kenneth E. Lantz, 1967-1970

Cor., 1967

Statistical Tabulating Corporation: computer proposal for law school, 1967

Cor., 1968

University Computer Center: planning report, Jul 1968

Cor., Jan-Apr 1969

University Computer Center: status report, Jun 1969

Ad Hoc Goals Committee for the Computer Center Meeting: agenda; meeting minutes; proposals, Jul-Sep 1969

Student workers: cor., Jul 1969

⁴ Previously Director of University Computing and Telecommunications Services, Computer Center or Data Processing Services.

Series 2: Edward H. Spitz, 1970-1982

1972

1976-77 Telephone Directory: booklet, 1976

Computer Center, 1977-

Proposed computer acquisition: proposal, Oct 1977

[MS 6H/2]

Ad Hoc Computer Review Committee and Computer Steering Committee: cor.; 1979-1982

Ad Hoc Computer Review Committee and Computer Steering Committee: minutes, 1979-1982

Cor. and reports, 1979-1980

Report, 1979

Ad Hoc Computer Review Committee: final report, Feb 1980

Alexander Grant & Co.: Data Processing Plan for LMU; report, Dec 1980

Analysis of Computer Proposals and Final Recommendation: report, Jul 1980

Critique of Computer Center: report, 1980

Vice President Pfaffinger: data processing recommendation; reports, Sep 1980

[MS 6H/2]

Series 3: John Daly, 1982-1986

ACN Vol. I, Nos. 1-3: newsletter, Jun-Dec 1983

Academic Computing Systems Manager Lee Mendel: faculty survey report, Jul 1983

Computer Steering Committee: cor.; 1983-1984

Computer Steering Committee: minutes, 1983-1984

ACN Vol. II, No. 1: newsletter, Feb 1984

Computing Services Coordinator Marc Montemorra: cor., 1985

[MS 6H/3]

Series 4: Dr. Richard J. Perle, 1986-1990

86-87 Telephone Directory: booklet, 1986

Application Finance Team: Design for the Future of Computing at LMU: report, 23 Apr 1986

News release, 1986

Planning materials, 86

87-88 Telephone Directory: booklet, 1987

Micro News: newsletter, Feb 1987

22

1988-1989 Telephone Directory⁵: booklet, 1988
The Micro Newsletter 3rd ed., Spring 1988

1989-1990 Telephone Directory supplement: booklet, 1989
Computer Center, 1989

[MS 6H/4]

Computer Center, 90
Computing Services Manager Quaiser Absam: cor., 1990

Series 5: Peter C. Bodell, 1990-1996

1990-1991 Telephone Directory: booklet, 1990

1991-1992 Telephone Directory: booklet, 1991
Q&A manual, 91

1992-1993 Telephone Directory: booklet, 1992
Newsletters, 1992

[MS 6H/5]

1993-1994 Telephone Directory: booklet, 1993
Academic Computing Fair: flyer, 1993
Bitmap, 93
Computer training: request form; schedule, 1993
Internet, 93
LMU-Net, 93

1994-1995 Telephone Directory: booklet, 1994
Burns, David Allen, 1994-
Dos FileManager
Training, 1994

1995-1996 Telephone Directory: booklet; memo., 1995
Internet, 95

1996-1997 Telephone Directory: booklet, 1996

1997-1998 Telephone Directory: booklet, 1997

[MS 6H6]

Series 6: Dr. Mary Ann Dase, 1997-

1998-1999 Telephone Directory: booklet, 1998

Cor., 1998-1999

⁵ Cf. RG7 Alpha Delta Gamma for *The Dial*, a home telephone directory for faculty and students.

Michael Wong: cor., 1998

Directory, ~2000

James V. Kelly, A Brief History of Computing at LMU: The "Early Days - the 60's through the 90's: report, May 2000

James V. Kelly, A Brief History of Computing at LMU: The "Early Days - the 60's through the 90's: report; 3½" disc (Word 97), May 2000

2001-2002 Telephone Directory: booklet, 2001

Telephone Directory: booklet, 2003

Telephone Directory: booklet, 2004

Training schedule, 04

ITS unprocessed handbooks and flyers

[MS 6I]

Record Series I: Purchasing Director

Series 1: Clement J. Schneider, SJ, 1967-1970

Series 2: Monford Trull, 1971

Series 3: Blanche Bettinger, 1992-

Memo., 1998

[MS 6J]

Record Series J: Human Resources Assistant Vice-President⁶⁷

Series 1: John E. Clewis, 1969-1995

Time sheet forms, n.d.

Non-academic personnel policy: booklet, 1965

Departmental reference file and library: index; memo, 1969

Implementation of Equal Opportunity program at LU: draft of address by Pres. Merrifield; memo, Nov 1969

Purpose and functions of the Personnel Services Office: memo., Nov 1969

⁶ Previously Director of Human Resources or Personnel Services.

⁷ As of Sep 15, 1999 & until further notice these records are closed to researchers. Please see staff for details.

Rothrock, Reynolds and Reynolds Inc.: "A Study of Wage and Salary Practices";
report, Aug 1969

Affirmative Action Plans for Equal Opportunity in Employment at Loyola
University of Los Angeles: policy statement, 1970

Correspondence and memoranda, 1970; 1979; 1992-1994

"Effective Employment Practices: Guidelines for Supervisors": draft for
brochure, Nov 1970

Job titles: memo., 1970

Preparation for union organizing activity: memo.; news clippings, 1970

President Merrifield: equal opportunity in employment, statements, 1970

Personnel Services - Purpose and Program: statement, Nov 1970

Personnel Policy Manual for Office & Technical and Service Staffs: page
revisions re: probationary period and review, Jun 1971

Personnel Policy Manual for Supervisors of Nonexempt Staff Members, 20 Jan 1972

[MS 6J/2]

Affirmative Action: memo, 1976

Cor., 1976-

Pre-employment physical examinations: memo; report, 1976; 1978

Personnel records: policy statement, Jul 1978

Annual Activity Review proposal: report, Mar 1979

Cor., 1980

Guideline for Supervisors: booklet, 1980

Handbook of Faculty Appointment: booklet, 1980

[MS 6J/3]

Cor. and memo., 1981

The Gray Panthers Are Coming!: keynote address before College and University
Personnel Association conference; transcription, Apr 1981

Personnel Policy Manual for Office & Technical and Service Staffs: page
revisions re: state disability and unemployment insurance plans, Apr
1981

Personnel Policy Manual for Administrators & Professional Staff and Personnel
Policy Manual for Office & Technical and Service Staffs page revisions,
10 Apr 1981

Personnel Policy Manual for Office & Technical and Service Staffs, 1 May 1981

Personnel Policy Manual for Administrators & Professional Staff, 18 May 1981

Personnel Policy Manual for Administrators & Professional Staff and Personnel Policy Manual for Office & Technical and Service Staffs page revisions re: sexual harassment, 28 Jul 1981

Cor. and memo., 1982

"Staff Guidelines-A Handbook for Administrative and Professional Staff", 1982

Staff vacation policy: memo., 1982

Tuition remission: memos., 1982-1984

Personnel Policy Manual page revisions, 15 Jul 1983

Jury duty: policy memo., 1984;1986

Personnel Policy Manual for Administrators & Professional Staff and Personnel Policy Manual for Office & Technical and Service Staffs page revisions re: discipline, 15 Apr 1984

Personnel Policy Manual for Administrators & Professional Staff page revisions re: discipline, Jul 1984

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