

2014

# Graduate School and University Center Archives Finding Aid - Record Group VI: Vice-President for Finance and Administration

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## GSUC ARCHIVES VI

### VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

*Note:* This small record group had been put together and processed in the mid-1990s. It was re-processed in 2003 to conform to the organization and criteria employed in processing the other record groups. The vice president from whose office they came was Dr. Vincent Tenaglia. Related material will be found in the Subjects, Committee Records, and Presidents' Files record groups.

#### Academic Convocations 1976, 1979

Papers about the fall 1979 convocation for members of the National Academy of Sciences; notes on arrangements for fall 1976 convocation

#### Administration 1974, 1984, 1988

Form for recruiting a director of security (1988); papers about a party for Dr.

Proshansky on the 10<sup>th</sup> anniversary of his inauguration as GSUC president (1984), and about the fall convocation at which he was inaugurated (1974)

#### Administrative Council (3 folders) 1977-1982

A body formed by the CUNY Council of Presidents as a sort of subsidiary to deal with business matters. Its members were administrative deans or business managers of all CUNY units, appointed by the unit president. These 3 folders contain minutes and agendas of meetings, often with supporting documents and related correspondence

#### Admissions and Enrollment 1985, 1986

Spreadsheets with statistics, 1976-1986; one includes projections for 1986-1987; memorandum about CUNY's enrollment with statistics, fall 1985

#### ARA Food Services Co. See Dining Commons

#### Baccalaureate Program 1982-1989

Papers about arrangements for commencements; programs

#### Budgets (4 boxes) 1976-1989

Budget forms, computer printouts, spreadsheets, correspondence and memoranda, and typed and handwritten notes and worksheets. This material is arranged by fiscal years, and, if more than one folder is required for the papers of any one fiscal year, further subdivided by calendar years or months. There is considerable overlap from one fiscal year to the next. Many papers are undated, but an effort has been made to determine their approximate date and to put them in their proper place within the sequence. The boxes, the folders they contain, and the documents within each folder are arranged in reverse chronological order, i.e., the latest in front. For the earliest six fiscal years only the presidential statements are extant

#### Chancellor of CUNY 1964

Official folder of Albert Bowker's inauguration, containing an invitation, programs, press releases, and related papers

#### Chancellor's Reports 1989-1990

Lists of items not requiring approval by the Board of Trustees

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Commencements (3 folders) 1976-1989

Memoranda, notes and other papers about arrangements for doctoral commencements; programs; invitations; news releases. The papers for 1988 include a letter by Senator Albert Gore, Jr., agreeing to be the commencement speaker and accept an honorary degree, but evidently this was canceled

For other commencements, see Baccalaureate Program. CUNY General Education Division

Committee on the Graduate School 1972-1975, 1977-1978

Agendas for and minutes of meetings, with supporting documents. An index for the minutes of Sept. 6, 1972, through May 21, 1975, is included and filed in the front Convocations. See Academic Convocations

CUNY Board of Trustees 1986-1987

Notices of meetings and public hearings

CUNY General Education Division 1987-1989

Correspondence and notes about arrangements to hold its commencement exercises at the GSUC Mall and use some other GSUC facilities

Dining Commons (3 folders) 1977-1981, 1983, 1984

Correspondence and other papers about the contract with ARA Food Services and its Slater Co. subsidiary to operate the Dining Commons, replacing H&W Restaurant, Inc.; complaints about its service, pricing, and cleanliness; financial reports; bills for catering for special events; letters about canceling contract (1979) and subsequent financial claims by ARA and the Graduate Center; photos of condition of kitchen and nearby areas (1983)

Enrollment. See Admissions and Enrollment

Faculty 1983-1988, 1991

Correspondence and other papers about faculty appointments, released time, travel funds, funding for distinguished professors, and using graduate assistants as teachers

Fellowships, Grants, and Other Financial Aid 1985 [?]

Table comparing aid at the Graduate School with aid at 4 SUNY centers, 1984-1985

Finances. See Budgets

Graduate Council 1974

President Proshansky's memorandum calling for a special meeting about nominees for honorary degrees

National Academy of Sciences / National Research Council. See Academic Convocations

President's Cabinet (2 folders) 1980-1984

Agendas for meetings, often with supporting documents; a few minutes; notes

Programs (General) 1984

Ranking of CUNY Ph.D. programs with other universities in New York State; ranking of 3 selected programs with US universities by the Conference Board of Associated Research Councils

Programs (Specific)

Administration 1975

Speech and Hearing Sciences 1987

Services to Students and Staff. See Dining Commons

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Slater Corp. See Dining Commons

Staff (General) 1972, 1978, 1991

Memoranda about staff appointments (1991) and “Gittelson” administrative assistants (1972, 1978)