

Guide to the Administrative Services Subdivisions: Directories, Staff Meetings, Organizational Charts, 1963-1985

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Overview of the Collection

Repository:

Special Collections & Archives
McIntyre Library
University of Wisconsin-Eau Claire
P.O. Box 4004
105 Garfield Ave.
Eau Claire, WI 54702-4004
(715)-836-2739
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Reference Code: USGZE AS442

Accession Number: 91-102 ; 91-103 ; 92-067

Collection Number: Archives Series 442

Creator: University of Wisconsin-Eau Claire. Office of Administrative Services

Title: Administrative Services Subdivisions: Directories, Staff Meetings, Organizational Charts

Dates: 1963-1985

Quantity: 1 linear foot (1 record carton) .

Location of Collection: Box 1. Shelf location C4/5a

Languages: Collection materials are in English.

Summary: Papers pertaining to organization and functioning of the Administrative Services Division, and Dr. Larry Schnack, Assistant Vice Chancellor for Academic Affairs, committees and task forces.

Biographical/Historical Note

The Office of Executive Vice-President, which handled planning and development and

administration of operations was held by Dr. Lester Hunt and eliminated during 1970. Two new offices were created to handle those responsibilities: the Office of Vice-President for Development, led by Charles R. Bauer, and the Office of Vice-President for Administrative Services, led by James Bollinger. The development office helps coordinate: long range planning, budget planning, fundraising, liaison to the federal government, executive secretary for the WSU-EC foundation, and works with alumni. The administrative services office helps coordinate: buildings and grounds, safety and security, auxiliary services, the annual budget and data processing.

According to the 1990 Periscope yearbook, the Office of the Chancellor was subdivided into smaller offices of the Chancellor; Vice Chancellor; and Assistant Chancellors for Student Affairs, Budget and Development, and Administrative Services. The Administrative Services Office's concern is for the students and to serve the students like they are customers. Additionally, the Office provides clean buildings, public safety, facility management and planning, and escort services.

Content Description

This collection was originally contained in two boxes and was combined into one box. Box one included substantial documentation about the organization and functioning of the Administrative Services Division within the UW-EC administrative body, with annual reports, planning papers, and organizational charts. Subunits include: Business Services, controller, MIS, Personnel Services, Physical Facilities, Physical Plant, Safety and Security.

Box two contained many papers from or to Dr. Larry Schnack, Assistant Vice Chancellor for Academic Affairs. Papers pertain to: committees, tasks forces, North Central Administration, search and screen procedures, audits and reviews, West Central Wisconsin Consortium, and University Rank-Salary-Tenure Committees.

Related Collections

AS443: Committees, Councils, Boards, 1965–1996

AS444: Audits: State, Federal, Internal, Consultant, 1967–1989

AS359: Administrative Services analyses, reports, planning papers, 1966–1995

Administrative Information

Acquisition Information: Transferred to the University Archives by Administrative Services in 1991.

Access Restrictions: Collection is open to the public.

Use Restrictions: Researchers are responsible for using in accordance with 17 U.S.C. Copyright owned by the University of Wisconsin–Eau Claire.

Processing Note: Finding Aid created by Julie Hatfield, March 2022.

Arrangement: Flat arrangement.

OCLC #: 25272836

Subjects

Personal Name:

Schnack, Larry

Corporate Names:

University of Wisconsin-Eau Claire — Office of Administrative Services

University of Wisconsin-Eau Claire — Administration

Universities and Colleges — Wisconsin — Eau Claire — Administration

Subject Terms:

Administrative Records

Geographical Terms:

Eau Claire (Wis.) — History.

Detailed List of Contents

Container	Contents	Dates
Box/Folder 1/1	Computer Center: Planning Papers, Policies, Procedures, Studies, Reports	1975-1980
1/2	Development — Annual Reports	1967-1970
1/3	Physical Facilities Annual Report	1976
1/4	Davies University Center Proposed Organizational Chart and Staffing Pattern	1966
1/5	UW-EC Annual Report (summary of activities for 1975-1976 and objectives for 1976-1977)	1976
1/6	Buildings & Grounds, Physical Plant Annual Reports	1967-1971, 1975-1976
1/7	Ad Hoc. Committee to recommend student record-keeping policies	1983-1984
1/8	Task Force on Academic Support Services	1981-1982
1/9	Search and Screen Procedures	1982
1/10	North Central Administration Report, 1972, 1974	1963-1976
1/11	NCA Task Force on Institutional Goals Planning and Decision Making	1978-1979
1/12	NCA Self-Study Task Force on Faculty and Academic Staff	1978-1979
1/13	West Central Wisconsin Consortium (WCWC)	1975-1983
1/14	Television Courses (WCWC)	1980-1981
1/15	International Education WCWC Conference	1983

1/16	Audit and Review— Support Service Administrators	1985
1/17	Audit and Review	1975-1976
1/18	Audit and Review	1976-1977
1/19	Audit and Review	1977-1978
1/20	Audit and Review	1978-1979
1/21	Audit and Review	1979-1980
1/22	Audit and Review	1980-1981
1/23	Audit and Review	1981-1982
1/24	Audit and Review	1982-1983
1/25	Tenure Management	1972-1985
1/26	Rank and Tenure Matters (Inc. Exp.) (Faculty Ad Hoc Committee)	1971
1/27	University Rank-Salary-Tenure (RST) Committees	1972-1973
1/28	University Rank-Salary-Tenure (RST) Committees	1973-1974
1/29	University Rank-Salary-Tenure (RST) Committees	1974-1975