

## Archives Finding Aids: Index to Committees

All committee records are found in the Office of the President record group (Pr) unless otherwise noted by one of the following symbols:

- VPAc – Executive Vice President for Academic Affairs
- VPAd – Vice President for Administration
- FA – Faculty Assembly
- DS – Dean of Students

- Academic Advisement – See Ad Hoc Committee on Advisement
- Academic Affairs Committee – FA
- Academic Computing Advisory Committee (ACAC) – Pr Planning Committee
- Academic Equipment Advisory Committee (AEAC) – VPAc
- Accreditation Steering Committee – Pr VII
- Ad Hoc Committee for Student Residences – See Oversight Committee
- Ad Hoc Committee on Academic Advisement – VPAc
- Ad Hoc Committee on Holiday Break
- Ad Hoc Committee on Minority Affairs
- Ad Hoc Committee on Sexual Harassment, Assault and Rape – DS
- Ad Hoc Committee on Student Problems – DS
- Ad Hoc Committee on Technology, Policy and Society – FA
- Ad Hoc Committee to Study Faculty Workload – VPAc
- Ad Hoc Faculty Advisory Committees – VPAc
- Ad Hoc Governance – FA
- Administrative Systems – VPAd
- Advisory Committees
- Affirmative Action Advisory Committee, [self-eval, 504] – VPAd
- Affirmative Action Compliance Program
- AIDS Committee – DS
- Assessment Committee
- Athletic Advisory Board – DS
- Basic Learning Skills Committee – VPAc
- Blue Ribbon Panel on Governance – Pr VIIB
- Building Dedication Committee
- Buildings, Grounds and Safety Committee – VPAd
- Campus Life Committee – DS
- Child Care
- Chancellor's Awards – Pr X
- Chancellor's Advisory Committee
- Commencement Committee
- Committee on Human Experimentation – See Human Research Committee
- Computer Advisory Committee – Pr Planning Committee; see also Academic Computing Advisory Committee
- Computer Task Force – Pr Planning Committee
- Computing Governance Committee
- Convocation Committee

Criminal Justice Advisory Committee – VPAC Business  
Cultural Affairs Committee  
Cultural Diversity Committee  
Curriculum Committee – FA  
Dean of Students Search Committee  
Educational Resources Committee – FA  
Employee Assistance Program Committee  
Enrollment Management Committee  
Executive Committee (Faculty Assembly) – FA  
Facilities Scheduling and Analysis Committee – VPAd  
Finance Committee – VPAd  
General Education – See Task Force for General Education  
Governance Committee – See Ad Hoc Governance; Blue Ribbon Panel on Governance  
Human Research Committee  
Human Services Advisory Committee – VPAC  
ILEC Finance Committee – VPAC Subject files  
Internal Communications Committee  
International Student Committee – DS  
ISIS [Integrated Student Information System] Development Group – VPAd  
Learning Center Advisory Committee – VPAC  
Library Survey Committee – DS URSA  
Long Range Planning and Budgeting – See Planning and Budgeting  
Marcy-Utica-Deerfield Committee – Pr II  
Medical Records Advisory Committee – VPAC Business  
Minority Affairs Committee – Pr (Committee on...)  
Minority Student Services Committee – DS  
Non-Teaching Professional Caucus – FA  
Nursing Advisory Committee – VPAC Nursing  
Office Automation User Group – VPAd  
Open House Committee – DS  
Opening Day Committee – DS  
Orientation/Registration Committee – VPAC  
Oversight Group (Ad Hoc Committee for Student Residences) – VPAd  
Periodic Review Report Committee – Pr VIIB  
Personnel Committee – FA  
Picnic Committee  
Pitch-In Committee – DS  
Planning and Budgeting – FA and Pr  
Professional Advisory Committees – VPAC Subject Files  
Professional Affairs Committee – FA  
Registration Task Force – See also Orientation/Registration Committee  
Retention Task Force – See also Task Force on Retention  
Scholarship Committee – VPAC  
Screening Committee, Awards for Excellence – VPAC  
Service Recognition Committee – Pr X  
Sexual Harassment – See Ad Hoc Committee on...

Smoking Committee  
Space Committee – VPAd  
Steering Committee, 25<sup>th</sup> Anniversary  
Student Conduct Hearing Commission – DS  
Students and Student Services Task Force – DS  
SUNY 2000 Phase II Steering Committee Report  
Task Force for General Education  
Task Force on Quality Resource Development  
Task Force on Retention  
Task Force on Women’s Issues  
Technology, Policy and Society – See Ad Hoc Committee on ...  
Title IX Committee  
TWIST – See Task Force on Women’s Issues  
Undergraduate Programs and Policies Committee – VPAC  
Wellness Committee  
Workload – See Ad Hoc Committee to Study Faculty Workload  
Writing Faculty Committee - VPAC

## **Archives: Office of the President Records Group**

### **I. Annual Reports**

#### Annual Reports to the Chancellor

1973  
1974  
1975  
1976  
1977  
1978  
1979  
1980  
1981  
1982  
1983  
1984  
1985  
1985-86  
1986-87  
1987-88  
1988-89  
1989-90  
1990-91  
1991-92  
1992-93

## Annual Reports to the President

Annual reports were submitted to William Kusela during his tenure as President. When Peter J. Cayan became President, annual reports were submitted to either the Executive Vice President for Academic Affairs or the Vice President for Administration who each consolidated the information in a single report for submission to the President. Accordingly, annual reports for individual schools and offices are collected in the Presidents Record Group for 1974-1982, and in the appropriate Vice President's Record Group for 1982-83 to the present.

### Box 1

- 1974
  - Nursing
- 1975
  - VP, Academic Affairs
- 1975-76
  - Arts and Sciences
  - Public Services
- 1976-77
  - Arts and Sciences
  - Business and Public Management
  - Health Sciences and Public Services
  - Placement and Alumni Office
  - Student Affairs
  - Vocational-Technical Education
- 1977-78
  - VP, Academic Affairs
  - VP, Administration
  - Arts and Sciences
  - Business and Public Management
  - Health Sciences and Public Services
  - Library
  - Nursing
  - Registrar
  - Rome Center
  - Vocation-Technical Education
- 1978-79
  - Assistant to the President
  - VP, Administration
  - Business and Public Management
  - Financial Aid
  - Graduate Studies
  - Health Sciences and Public Services
  - Student Affairs
- 1979-80
  - Admissions
  - Business School

Engineering Technology  
Financial Aid  
Health Sciences and Public Services  
Nursing, Baccalaureate  
Student Affairs  
Vocational-Technical Education

1980-81

Admissions  
Arts and Sciences  
Bookmark (campus bookstore)  
Bursar  
Business Office  
Business School  
Business School, Exec. Ed.  
Engineering Technology  
Graduate Studies  
Health Sciences and Public Services  
Library  
Nursing  
Personnel  
Public Relations  
Purchase Associate  
Student Affairs  
Vocational Technical Education

1981-82

Admissions  
Bookmark (campus bookstore)  
Engineering Technology  
Nursing

1982-83

VP, Academic Affairs  
VP, Administration  
Nursing  
Engineering Technology  
Professional Activities

1984

Activity Reports (faculty)

1989

Student Affairs

1990-91

Student Affairs

1996-97

Student Affairs

## II. Campus Administration and Facilities

McVittie – R-U-H proposal, budget  
Reaffirmation of Presidential Appointment 1977, R. Leidig file, 1977  
Presidential Self-Appraisal – W. Kunsela, 1977  
Testimonial Dinner – W. Kunsela, 1982  
Presidential Inauguration, 1983  
Chancellor's Visit, 1993  
College Name, 1977  
College Board, 1978  
Institute Name Change – 1988  
Alma Mater (and audiocassette)  
Mission Statement – 1978 (some mention made of Brick Report, which determined the establishment of the Upper Division College)  
Mission Statements, 1978  
Mission Statement – testimony of W. Kunsela – 1981  
Komisar Report, Development of SUNY Utica, 1981  
Organizational Structure, 1983  
Progress Report, Benjamin Thompson Assoc., 1973  
SUNY at Utica Rome, A-L-C, Design Manual Phase Report, 1974  
Feasibility Study, 1977-78 (R. Leidig file, 1977)  
Marcy-Utica-Deerfield Committee 1977-80 (several folders)  
Boston Store, see VPAd  
MVCC co-location  
Groundbreaking program, 10/30/1981  
Utica College Merger  
    1973-76  
    1977  
    Staff Report, 1977  
    1977-78  
    1978  
    1979  
Dedications  
    New Building Dedication, Letters, Program – 1985  
    Donovan Hall Dedication – 1991

### III. General Office Records

Organizational charts (legal size), 1973-90

Correspondence

Planning, 1970

Chancellor Boyer, 1972-75 (R. Leidig file)

R. Leidig file, 1973-75

Corr. and Memos, 1975-77

Graduate Studies, 1975-76

State Education Dept., 1976

Health Sciences, 1976-77

Academic Program Development, 1977-78

William Bryant, Oneida County Exec., 1977-78

Oscar Lanford, space needs, 1979-80

James H. Donovan, Groundbreaking, 1981

Honors Programs, 1981

Retirement, 1981-82

SBDC (Small Business Dev. Corp.), 1981-82

Construction Fund, 1982

1982-84

Enrollments, 1983

1989

Memos

Annual Report to the Chancellor, 1973-74

Student Conduct, 1975

1975

Professional Staff Meetings, 1975-77

Board of Trustees, 1976-77

1980

Board of Trustees, 1981-83

1990

1991

1992

1993-95

Agreements and Cooperative Programs (see also VPAC, Cortland Program)

Academic Program Support Agreement, 1985

Center for Advanced Technology

Correspondence, 1982-83

Meeting, 1983

Draft Prospectus +, 1983

Fort Drum Consortium, 1984

International Education, 1981-84

Rome Center, 1983

ROTC, 1982



Technical Information Center, 1984

Minutes of Professional Staff Meetings

1977-78

1979-80

1980-81

1981-84

Reports

Area Interest Study, 1973

Herkimer-Oneida Transportation Study, 1973 Annual report

The Need for Higher Education Facilities in Mohawk Valley, 1972

The Future of Upper Division College, 1972

Interim Plans for the Upper Division College, 1972

Research Foundation of SUNY –Elements of Organization, 1973

Land Use Planning Staff Report to the Land Use and Transportation  
Study Committee, 1975

Case for the Development of the Marcy Campus, Jan. 1975

Amendment to Case..., Feb. 1975

SUNY Downtown Utica, Costs and Economic Benefits, (R. Leidig file)  
1978-79.

Draft Report on Academic Program at Utica/Rome College, 1977

SUNY Board of Trustees Briefing Package, 1977

Transportation Project Reports, Marcy-Utica-Deerfield Project Reports,  
I, II, III IV & V, 1977

NCHEMS Report: Assessing the Education Needs of High Technology  
Industries in the Tri-County Area, 1983

NCHEMS Report: Study of the Mission and Role of the Colleges of  
Technology of SUNY, July 1989.

SUNY Utica/Rome Strategic Alliance Data Compilation Report, 2/15/96

#### IV. Executive and Administrative Councils

##### Executive Council

###### Index to Meetings

1973  
1974  
1975  
1976  
1977  
1978, 1979, 1980

###### Agendas

1973-81 (remerge with Record of Actions)

###### Record of Actions

1973  
1974, Jan-June  
1975  
1976  
1977  
1973-78, (R. Leidig file)  
1978  
1979  
1980

##### Administrative Council

###### Indexes, Agendas, Records of Action

1974  
1974-75, (R. Leidig file)  
1975  
1975-78, (R. Leidig file)  
1976  
1977  
1978  
1979  
1980  
1981  
1982

## V. College Relations and Development

### Annual Reports

1980-81

1982-83

### Memos

1989-90

1991-

Assistant to the President, 1992-95

### Invitations

Social Events, 1983

Announcements, no date

### News Releases

Upper Level College Questionnaire, 1979

Service Recognition Awards, 12<sup>th</sup> annual, May 15, 1995

Dual-Use Technologies & Applications Conference Proceedings

1992

1993

1994 (2 vols)

1995

### Alumni Affairs

#### Membership

##### Directories

1988-89

1994

Correspondence, 1982

JJCountryman, 1984

Announcements, 1986 –

Memos, 1990-91

Memos, 1993-95

### Gannett Gallery

### Institute Foundation

Bylaws, Incorporation – 1974, 1984 (rev.)

Minutes – 1982

Memos, 1988

Memos, 1993-94

#### Annual Reports

1984-85

1985-86

1986-87

1987-88

1988-89

1989-90

1990-91

1991-92

1993-94

## **VI. Institutional Research and Planning**

### Planning Documents

1985-86

1987-88

### Surveys

1973

1984

1985

1987

1988

Mar. 1989

May 1989

Sept. – Oct. 1989

1990

1991

1992

1993

1994

1997 (Student Opinion)

### Memos

1986

1991

1992

1994

### Reports

Total undergraduates, 1975 (oversize)

Planning context, 1983

Student Profile, 1984

### Miscellaneous

1991

## VII. Master Plan and Self Studies

### A. Master Plan

*Reaffirmation and Reform: Building a Comprehensive University for the 70s*,  
1972 Master Plan  
NYS Education Department Memo re master planning and program  
registration procedures, 1973  
Master plan material, R. Leidig file, 1973-75  
Draft, 1973-80  
Draft and memoranda, 1973-74  
Master Plan, 1973-80  
Tenure statement, 1974  
Divisions, 1974  
Master Plan material, 1975-84  
Progress Reports  
1974  
1975  
memos, 1977  
Vocational Education, no date  
*The Responsive University: the priorities of the State University of New York  
for the late '70s and beyond*, 1976  
VP Administration divisions' input, 1975-76  
Priorities for the 80s, draft, 1976  
Correspondence and documents, 1976  
Drafts, 1976  
Draft, 1976-80  
Master Plan, 1976-84  
Robert Leidig file, 1978-80  
Responsive University, 5 year projection of income, 1980  
*The Responsive University: the priorities of the State University of New York  
for the 1980s and beyond*, 1980, 1984  
Memos and documents, 1980  
Memos, 1980-82  
Progress report on Implementation of the Master Plan of 1980, 1982  
Update, 1983

### B. Accreditation and Reviews

Compendium of Reports for NYS Education Dept., 1975  
Penney Report  
Faculty vitae, 1975  
Correspondence, 1975-77  
1976  
Responses, 1976-77  
Steering Committee, 1977-80  
Administrator's Retreat, 1982  
Documents, 1982-83

Materials, 1984  
Blue Ribbon Panel on Governance  
Minutes, 1979-80  
Interim Report, 1979  
Memos and Reports, 1979-82?  
Correspondence and Reports (reference made to Basic Skills Task Force  
and to Writing Across the Disciplines)  
1983  
1984  
Final Report, 1984

Middle States Accreditation  
Accreditation, 1973-74  
Self Studies  
Correspondence and Reports, 1973-75  
Correspondence and Reports, 1975-77  
Draft Documents  
Draft, 1978  
September 1978  
Appendices, September 1978  
Report to Faculty, 1978  
"Debriefing," 1978  
JJC file, 1979-83  
Guidelines for Self Studies, 1981  
Subcommittee on Administration, 1983-84  
Draft, April 1983  
Draft, May 1983  
September 1983, v.1 and v.2  
Report to Faculty, 1983  
Correspondence, Memos, 1979-81

Periodic Review Report Coordinating Committee  
Memos, 1990  
Report, April 15, 1990  
Report, May 15, 1990  
Annotated List of Publications, May 15, 1990  
Follow up, 1991

Middle States Committees (identified as "Assessment")  
Plan, June 1990  
Minutes, 1991-92  
Minutes and Memos, 1992-94  
Plan, 1991  
Documents, 1991?  
Initiative, 1992  
Assessment Committee, 1993-94

Assessment Report, 1993

Self Study, 1993

Departmental Reports, (minutes, etc.) (Donna Silsbee, Co-chair)

Surveys of Graduates, 1987 & 1991

Self Study Handbooks and Guides

Memoranda: Pres. Cayan to Steering Committee



## VIII. Presidential committees, Task Forces, and Special Projects

Advisory Committees, R. Leidig file, 1974  
Ad Hoc Committee on Holiday Break  
Ad Hoc Committee on Minority Affairs, 1989-90  
Affirmative Action Compliance Program, v.1 and v.2, 1989-90  
Applications for Financial Aid, Title VI  
    Analytic Chemistry Lab, 1976  
    Bio-Organic Chemistry Lab, 1976  
    CCTV, 1976?  
    Microbiology, 1976  
Building Dedication Committee, 1987  
Child Care, 1990, 1992  
Chancellor's Advisory Committee, 1991  
Commencement Committee  
    Minutes, Memos and Announcements  
        1975-78  
        1989-92  
        1993-95  
    Programs and Invitations  
        1<sup>st</sup> Annual, May 18, 1975  
        1976-88 (small pamphlet box)  
        1989  
        May 12, 1990  
        1991  
        21<sup>st</sup> Annual Commencement Exercises, 5/13/95  
    Addresses  
        Using Information Technology to Change the World, 1985  
Committee on Human Experimentation: see Human Research Committee  
Computing Governance Committee, 1989  
Convocation Committee, 1993-94  
Cultural Affairs Committee  
    1974-75  
    1983  
    1985-89  
    1991  
Cultural Diversity Committee, 1992-94  
Dean of Students Search Committee  
Employee Assistance Program Committee, 1984  
Enrollment Management Committee,  
    1973-77  
    1984  
    1987-89  
Human Research Committee  
    1973-77  
    1975-81

Internal Communications Committee, 1986-88  
Picnic Committee, 1990  
Planning and Budgeting (originally a College Assembly Committee)  
    Proposed Organization, date?  
    Budget materials, 1983  
    Minutes  
        R. Leidig file, 1974-76  
        1993  
    Memos  
        1987-89  
        1991-94  
    Report  
        1984-85  
        1987-89  
        1990  
    Computer Task Force  
        1974  
        Final Report, 1989  
    Computer Advisory Committee, 1978-80  
    Academic Computing Advisory Committee (ACAC), 1988-89 (appointed  
        by Dr. Countryman, no computer task force at the time,  
        reorganized after assessment as Academic Systems Committee)  
    Registration Task Force, 1984  
    Smoking Committee, 1993  
    Steering Committee, 25<sup>th</sup> Anniversary, 1990  
    SUNY 2000 Phase II Steering Committee, Report, 1994  
    Task Force for General Education, 1981  
    Task Force on Quality Resource Development, 1974-75  
    Task Force on Retention  
        1980-81  
        Recommendations, 1985  
    Task Force on Women's Issues  
        1986, 1989-90  
        1989-90  
        1991  
    Title IX committee, 1976-77  
    Wellness Committee  
        No date  
        1984  
        1993-95

#### Off-Campus Committees

Oneida County Advisory Committee; Subcommittee on Libraries, 1973  
Research Foundation of SUNY, 1976-77  
Utica Chamber of Commerce, 1977

## IX. Publications

Memorandum, 1981  
The College Mace, date?  
Alphabetical Series (included here are items published infrequently of for which  
the archives only holds a sampling.)  
Activity Calendars  
1974-75  
1975-76  
1992-95  
Application Forms, 1983-85  
Award Templates, date?  
Brochures  
Calendars (see also Activity Calendars)  
1992-95  
Campus-gram, 1987-88  
Career Planning and Placement  
Newsletter,  
Student Handbook  
College of Technology Newsletter  
Family Lines  
1986-90  
1991-95 (incomplete)  
Flyers  
Future, 1990?  
Gannet gallery, 1991  
G.O.A.L.  
News – Continuing and Graduate Education, 1977-78  
News Releases, 1970s, 1980s  
Network News, v.1 & 2  
Programs  
RADCSUNY Symposium, program, 1979, 1980  
State University of New York College of Technology News, 1978-79  
Upper-Division News, 1974-75  
Wellness Newsletters

### Academic Notes

1989  
1990  
1991  
1992  
1993  
1994  
1995  
1996  
1997  
1998

Alumni Newsletter

1977 through 1992  
1994  
1995 (now in legal size box)  
1996 (incomplete)  
1997 (incomplete)  
1998  
1999

Center News (Center for Health and Aging)

Fall 1998  
Fall 1999  
Spring 1999

College Handbooks

College Handbook, Draft, 1975  
Drafts and revisions, 1976-77

College Catalogs

Announcement and Catalog, 1973-74  
Course descriptions, 1973  
Upper Division/Undergraduate (pamphlet file box)  
1974-75 through 1980-81  
1981-83 through 1991-93  
1995-97

Course Schedules

1974-93

Faculty Handbooks

1977  
1984-85  
1989-90  
1993-94

Faculty/Staff Directories (all but those with an \* are located in a separate small pamphlet [box?]. Asterisked directories follow committee files.)

1976-77\*  
1978-79 through 1982-83  
1986-87 through 1992-93  
1997-98  
1998-99

Genesis (college yearbook) (two copies in most cases)

1975 - 2000

Grantline

1987-94

Interface

1986-1995 (vol. 1 to 10)

Vol. 11, #2 (11/96)

Vol. 13, #1 (Fall/98), #2 (Winter/98)

Vol. 14, #1 (WinterSpring/99)

Vol. 15, #1 (Fall/99)

Mission

1974-85?

Monograph Series

Nos. 1-7

*Educating for Management in Specialized Fields*; Martin Schatz  
And John Cook.

*Ethical Value Congruence Among Engineers and Managers: A  
Look at Specific Ethical Constructs*; Robert L. Bjorklund  
And Harvey Kahalas.

*Indian Homosexuality and the Spanish Conquest of America*;  
Daniel Lockwood.

*The Effects of Running on Depression in Young Female College  
Students*; Susan Erin Hochberg

*College Education and Job Satisfaction: A Test of the Theory of  
Spontaneous Job Enrichment*; Allen Hall.

*From Scientific Management to Corporate Culture: How Industrial  
Tasks Influence Organizational Models*; Alan Hall.

*Antecedent Policy Blunders Contributing to the Self-Destructive  
Use of Psychoactive Substances: Toward a Drug  
Prevention Strategy for the 1990s*; Alphonse J. Sallett.

(One oversize folder with manuscript pages)

1978-85

Instructions, 1977, 1985

Correspondence, 1978-82

Mailings

1979-80

1981-82

1985

Research and Creative Expression (Office of Graduate Studies and Research)

1989-1994

Student Directories and Handbooks: located in the Dean of Students record group

Wildcat Sports

1982-83

1985-86

1987-88

1990-91

1991-92

1992-93

1994-95

## **X. Awards, Photographs, Memorabilia and Artifacts**

### Awards

Plaque recognizing recipients of awards hangs in Kunsela Lobby (near Gannett Gallery).

### Chancellor's Awards

Excellence in Professional Service,  
1981, 1987-90  
1991-95

Excellence in Support Services,  
1983-84  
1991

Service Recognition, 1986, 1989

William Goodell Research & Creativity Award

Photographs –Architectural Renderings, Construction (oversize)

### Memorabilia

New Building Dedication

Letters Dedication Notebook

Guest Books

Hard hats

Shovel

### Artifacts

Banners – College of Technology and Upper Division Banners and  
Institute of Technology at Utica/Rome Banner Yellow on  
Brown, Nylon, 10' X8'  
(Oversize Box #3)

Flags – (Oversize Box #2) Two flags, Nylon 5'x8' Maroon on  
Gold reading "College of Technology" plus others.

Flag – Nylon, 3' X5', Maroon on Gold "College of Technology"  
From Challenger Spacecraft excursion April 1985 (framed  
And with plaque displayed in Kunsela Hall lobby).

Architectural Models – One of Campus on display on second floor  
Of Kunsela Hall.

One of Kunsela Hall in wooden box in Archives area.

Plaques and Framed items

NYS, 1981

ABET Silver Plate, 1982

Globe Mill History, no date

Oneida County Proclamation, 1985

Congressional Proclamation, 1985

Certificate of Participation, "Crackdown on Crack" drug  
Awareness day rally, 10/23/1986

ILECMVATC: one decade of support 1978-1988.

Muscular Dystrophy Dance-a-thon, Dancer of Year 1985,  
1986, 1987.

NYS Seals.

Clothing

T-shirt commemorating the Criminal Justice program. Also  
Felt patches