
**Eugene J. Forney Division of Auxiliary and Business Services Collection
CSU.029**

Summer Espinoza

California State University Archives

2020

California State University, Dominguez Hills

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Carson, CA 90747

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Contributing Institution: California State University Archives

Title: Forney, Eugene J. Division of Auxiliary and Business Services Collection

Creator: California State University. Auxiliary and Business Services

Creator: Forney, Eugene J.

Creator: California State University

Identifier/Call Number: CSU.029

Physical Description: 19 boxes3 record cartons, 16 archival boxes

Date (inclusive): 1960-1993

Abstract: Collected materials of Eugene J. Forney, Auxiliary and Business Services employee in the Office of the Chancellor in The California State University (CSU), formerly named the California State Colleges and The California State University and Colleges. The collection includes legislation related to the Board of Trustees purchasing authority over the course of Forney's career, vendor contractual and purchasing documents, State and CSU regulations, processes and procedures related to legislation and contracts and purchases in the CSU, historical materials relating to the functions and work of the Auxiliary and Business Services Division (ABS), professional development materials, and collected content about management and leadership. Also includes meeting materials of the CSU Procurement and Support Services Officers (PSSO).

Language of Material: English .

Access

There are no access restrictions on this collection.

Acquisition Information

The Eugene J. Forney Division of Auxiliary and Business Services Collection was donated to the California State University Archives in 2008.

Arrangement

The physical order of Eugene Forney's materials has been retained where possible. This includes content collected in files, notebooks, and binders. The collection has been organized into seven series:

Series 1. Correspondence, Series 2. Meeting materials, Series 3. Legislation related to ABS, contracts, leases, purchasing authority documents, Series 4. Auxiliary and Business Services Division function, organization, policies, and history, Series 5. Occupationally related reference materials, Series 6. Employment, employee review, and professional development, and Series 7. Personal papers.

History

About Eugene J. Forney (1930-). Eugene J. Forney was born on January 19, 1930 in Altoona, Pennsylvania. Forney attended Loyola University of Los Angeles, now Loyola Marymount University from 1953 to 1958 earning his BBA (Bachelor's of Business Administration) in Industrial Relations. Previous to earning his degree, he served in the United States Air Force as a member of the Air Force Band and was sent to Edwards Air Force Base in California. He also had duties managing the personnel office of the Base Chapel. He was discharged as Staff Sergeant in August of 1953. Forney married his wife, Leora Louise Forney in 1954 and has eight children.

From 1954-1964, Forney worked in local industries, including as a Senior Buyer at United ElectroDynamic in Pomona, California before his career in the Office of the Chancellor at The California State University. During his twenty-eight year career in the Office of the Chancellor, Forney worked in the Division of Business and Auxiliary Services from April 1964 until his retirement in December 1992. He progressed in his responsibilities and functions beginning as an Assistant Administrative Analyst and departing as a Business Services Specialist. When Forney began at the California State University Office of the Chancellor, the department was named the Business Affairs Auxiliary Operations Planning Division, later called the Division of Business and Auxiliary Affairs. Currently, The Contract Services and Procurement Office (CSP) operates as the procurement office within the Division of Business and Finance, and the Auxiliary Organizations Office operates separately from the Division. After his retirement, Forney remained active in the California State University Procurement and Support Services Officers meetings.

About The California State University. The California State University System was formally established in 1960 by the Donahoe Higher Education Act. It is the nation's largest university system, with 23 campuses. The CSU is one of three public higher education systems in the state of California (the others are the University of California and the California Community College System). The System is the direct descendant of the California State Normal School (now, San Jose State University) established by the California Legislature on May 2, 1862. By 1895 there were four State Normal schools. In 1921, the schools were re-named the State Teacher's Schools. In 1935 the colleges were re-named the California State

Colleges and were run by the State Department of Education. With the California Master Plan for higher education was created along with the Donohue Act, the California State Colleges were placed under control of the CSC Board of Trustees. In 1972 the system was renamed the California State Colleges and Universities. The term "Colleges" was dropped in 1982. Responsibility for the California State University is vested in the Board of Trustees, whose members are appointed by the Governor of the State of California. The Trustees appoint the Chancellor, who is the chief executive officer of the system, and the Presidents, who are the chief executive officers of their respective campuses. The Academic Senate of the California State University, made up of elected representatives of the faculty from each campus, recommends academic policy to the Board of Trustees through the Chancellor. Chancellors of the system include Buell Gallagher (1961-1962); Glenn S. Dumke (1962-1982); W. Ann Reynolds (1982-1990); Ellis E. McCune [Acting] (1990-1991); Barry Munitz (1991-1998); Charles B. Reed (1998-2012); and Timothy White (2012-present).

Preferred Citation

[Title of item], Eugene J. Forney Division of Auxiliary and Business Services Collection, California State University Archives, Gerth Archives and Special Collections Department. University Library, California State University, Dominguez Hills.

Processing Information

Partially processed during 2004-2006 CSU System-wide Archives Processing Project. Processing completed in March 2020.

Scope and Content

The majority of the content in the collection is related to legislation and other mandated policies governing purchases, Board of Trustees delegation of purchasing authority, leases, and other procurement and auxiliary activities in the Office of the Chancellor and across all California State University campuses from 1964 to 1993. Forney kept detailed records and documents of his work related to these topics, much of which has handwritten notation. These materials include correspondence, reports, memoranda, including coded memoranda from related Divisions in the Office of the Chancellor, contract research and documentation with vendors and agencies, and procurement legislation introduced in the California State Senate relating to State departments and specifically to The California State University. He also collected extensive materials about the function, organization, and history of the Division of Business and Auxiliary Services (ABS) as well as the history of legislation affecting the functions of ABS. Forney participated in the California State University Procurement and Support Services Officers Meetings and regional and national business organizations such as NACUBO (National Association of College and University Business Officers) and WACUBO (Western Association of College and University Business Officers). The collection also includes professional development and employee progression documents and records of Forney including position review and workshop certificates. Forney also collected newspaper clippings, articles, and booklets related to workplace environment including communication, leadership, and collegiality. Finally, the collection includes letters of thanks and congratulations to and from Forney.

Publication Rights

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Subjects and Indexing Terms

University purchasing

Legislative bills.

Educational law and legislation - California

School budgets

Series 1. Correspondence 1960s-1992; undated

Physical Description: 10 folders

Scope and Content

Correspondence relating to professional activities, personal notes of congratulation and thanks, and Forney's retirement.

box 13, folder 03

Correspondence and reports related to contract projects 1965-1991

Physical Description: 1 folder

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- | | |
|-------------------------|--|
| box 13, folder 05 | Correspondence to and from Eugene Forney, congratulatory and thanks 1960s
Physical Description: 1 folder |
| box 13, folder 04 | Personal correspondence, cards, and collected documents 1972-1982; undated
Physical Description: 1 folder |
| box 13, folder 06 | Correspondence to and from Eugene Forney, congratulatory and thanks 1970s
Physical Description: 1 folder |
| box 13, folder 07 | Correspondence to and from Eugene Forney, congratulatory and thanks 1980-1990
Physical Description: 1 folder |
| box 13, folder 12 | Letters of thanks from business colleagues 1966-1992
Physical Description: 1 folder |
| box 13, folder 14 | Draft retirement letter to Procurement and Support Services Officers December 15, 1992
Physical Description: 1 folder |
| box 01,
folder 08633 | Memos, correspondence, notes 1982-1986
Physical Description: 1 folder |
| box 01,
folder 08627 | Correspondence 1985-1986
Physical Description: 1 folder |
| box 13, folder 13 | Address book undated
Physical Description: 1 folder |

Series 2. Meeting materials (various groups) 1963-1993

Physical Description: 26 folders

Scope and Contents

Meeting agendas, minutes, and supplemental materials from professional organizations with the bulk from the California State University Procurement and Support Services Officers dating from 1970s-1990s.

- | | |
|-------------------------|---|
| box 02,
folder 08646 | California State University Procurement and Support Services Officers (PSSO) meetings 1963-1970
Physical Description: 1 folder |
| box 02,
folder 08467 | California State University Procurement and Support Services Officers (PSSO) meetings 1970-1972
Physical Description: 1 folder |
| box 02,
folder 08648 | California State University Procurement and Support Services Officers (PSSO) meetings 1973-1974
Physical Description: 1 folder |
| box 02,
folder 08649 | California State University Procurement and Support Services Officers (PSSO) meetings 1975-1976
Physical Description: 1 folder |
| box 02,
folder 08645 | California State University Procurement and Support Services Officers (PSSO) meetings 1985-1987
Physical Description: 1 folder |

box 18, folder 04-05	California State University Procurement and Support Services Officers (PSSO) annual meeting, meeting materials February 23-24, 1989 Physical Description: 2 folders
box 19, folder 08	California State University Procurement and Support Services Officers (PSSO) annual meeting, meeting materials March 5-7, 1990 Physical Description: 1 folder
box 02, folder 08642 box 16, folder 02	California State University Procurement and Support Services Officers (PSSO) Conference, California State University 1991 California State University Procurement and Support Services Officers (PSSO) annual meeting, meeting materials March 25-27, 1991 Physical Description: 1 folder
box 10, folder 03	California State University Procurement and Support Services (PSSO) annual meeting materials March 2-3, 1992 Physical Description: 1 folder
box 10, folder 07	Group photograph of Procurement and Support Services Officers meeting March 1992 Physical Description: 1 folder
box 10, folder 04	California State University Procurement and Support Services (PSSO) annual Meeting presentation text and notes 1992-1993 Physical Description: 1 folder
box 10, folder 02	California State University Procurement and Support Services (PSSO) annual meeting materials March 24-25, 1993 Physical Description: 1 folder
box 08, folder 08	Auxiliary and Business Services annual retreat preparatory and collected materials 1970-1979 Physical Description: 1 folder Scope and Contents Preparatory and collected materials related to management, work-life balance, and communication
box 08, folder 06	Auxiliary and Business Services annual retreat preparatory materials 1973 Physical Description: 1 folder
box 08, folder 07	Auxiliary and Business Services annual retreat preparatory materials 1974 Physical Description: 1 folder
box 02, folder 08643	California State Colleges purchasing procedures meeting, Sacramento September 30, 1968 Physical Description: 1 folder
box 08, folder 09	WACUBO (Western Association of College and University Business Officers) third year advanced program workshop materials July 1975 Physical Description: 1 folder
box 09, folder 06	Auxiliary Organizations conference portfolio with handwritten notes included, at California State University Fresno January 17, 1986 Physical Description: 1 folder

box 18, folder 01-02	Contract and Purchase Authority, SB 653 workshop conference documents 1982-1984 Physical Description: 2 folders
box 09, folder 07	Public Procurement Advisory Committee, meetings material and reports 1985, 1988, 1990 Physical Description: 1 folder
box 01, folder 08639	Public Procurement Advisory Committee meeting notes, Sacramento June 27, 1990 Physical Description: 1 folder
box 02, folder 08652-08655	California Department of General Services Task Force 1991 Physical Description: 4 folders

Series 3. Legislation related to ABS, contracts, leases, purchasing authority documents 1960-1993

Physical Description: 72 folders

Scope and Contents

This series is further organized into topical subseries all of which are related to the responsibilities and functions of the Auxiliary and Business Services Office and to the work of Eugene Forney. This includes correspondence, memos, drafts of legislation including California Senate bills and legislative mandates, policies and procedural documents, and handwritten notes by Forney. The subseries are organized maintaining original order of Forney's files.

Collected legislative code, correspondence, and related documents 1970-1993

Scope and Contents

Correspondence, legislation, notes, and other related documents about purchasing authority legislation and proposed legislation in The California State University System. Legislative code is found in Title 5 of California Legislation.

box 14, folder 06	"1970 Legislative Program: Proposed Legislation and Supportive Data" January 1970 Creator: Division of Governmental Affairs, Office of the Chancellor Physical Description: 1 folder
box 05, folder 01	"Handbook of Legal and Related Materials" Volume 1 1973 Physical Description: 2 folders
box 16, folder 07	Legislative code and regulations for purchases, services, construction, consulting, rugs-carpets, SUCL and SB 653 report 1980-1989 Physical Description: 1 folder
box 09, folder 01	Legislation and background materials 1985-1993 Physical Description: 1 folder
box 09, folder 04	Auxiliary and Business Services proposals for legislation background materials, 1986 1985-1986 Physical Description: 1 folder
box 19, folder 09	"AB 3301 Task Force" notes, correspondence, legislation, memos 1990-1992 Physical Description: 1 folder

box 10, folder 06	"Mandated Programs" inventory prepared by Forney 1992 Physical Description: 1 folder
box 11, folder 02	"Statement of Rationale for an Increase in Administrative and Financial Authority of the California State University" June 1992 Physical Description: 1 folder
box 11, folder 03	Proposal for Increased CSU Contractual Authority legislation, related background and working documents 1992 Physical Description: 1 folder
box 11, folder 04	"Legislative Summary" related to Auxiliary and Business Services 1992 Physical Description: 1 folder
box 09, folder 08	Legislative proposal, Increased CSU Authority correspondence 1992-1993 Physical Description: 1 folder

Contracts: Correspondence, memos, and collected documents and records

box 03, folder 08661	Foundation lease agreement 1960-1967 Physical Description: 1 folder
box 14, folder 04	"Contracts: Contract Delegation History" 1961-1980 Physical Description: 1 folder
box 14, folder 09	"Contracts: Contract Delegation" 1964-1965 Physical Description: 1 folder
box 04, folder 07	Collected consulting contract documents and background materials 1966-1973 Physical Description: 1 folder
box 16, folder 06	Tax shelter annuity contracts, correspondence and meeting materials 1967 Physical Description: 1 folder
box 05, folder 04	Health and life insurance plans for California State University employees 1968-1971 Physical Description: 1 folder Scope and Contents Contract requirements and related documents
box 14, folder 07	"Contracts: Contract Delegation Proposed Legislation. SB862, SB863 included" 1969 Physical Description: 1 folder
box 14, folder 08	"Contracts: Contract Delegation History" 1969-1973 Physical Description: 1 folder
box 14, folder 05	"Contracts: Contract Delegation Proposed Legislation" 1970 Physical Description: 1 folder

box 05, folder 05	Sanders and Associates insurance providers, accident and life insurance 1971-1976 Physical Description: 1 folder Scope and Contents Insurance policy background information
box 05, folder 03	"Retirement and Insurance Benefits" California State University, Dominguez Hills packet 1972-1973 Physical Description: 1 folder
box 14, folder 01	"March 1974 Contract Delegation Information for Mr. Macias from Gene Forney" March 1974 Physical Description: 1 folder
box 05, folder 02	"Mass Marketed Auto Insurance Background Information" notebook 1974-1975 Physical Description: 1 folder
box 14, folder 03	"Contracts: Contract Delegation proposed from Department of General Services" 1974-1977 Physical Description: 1 folder
box 02, folder 08658	Contract issues 1977-1985 Physical Description: 1 folder
box 14, folder 02	"Contracts: Contract Delegation Requests for Exemptions, Department of Finance" 1977, 1979 Physical Description: 1 folder
box 04, folder 04	Consulting contracts in the California State University 1978-1986 Physical Description: 2 folder Scope and Contents Correspondence, manuals with annotations, forms, bills, and related content.
box 01, folder 08640	Clinical Nursing Training Facilities notes? 1980s Physical Description: 1 folder
box 16, folder 04	"Contractual documents" statistics by academic year at each CSU campus 1980-1989 Physical Description: 1 folder
box 09, folder 02	Correspondence related to retirement plans for CSU employees 1983 Physical Description: 1 folder
box 02, folder 08656	Department contract notebook 1985-1988 Physical Description: 1 folder
box 16, folder 03	Contractual statistics and reports 1985-1991 Physical Description: 1 folder
box 01, folder 08641	Audit of contract 1986 Physical Description: 1 folder
box 02, folder 08651	Vision care, collecting agencies, and biddings notebook 1988-1990 Physical Description: 1 folder

box 02, folder 08659	Contracts and legislation documents 1991 Physical Description: 1 folder
box 06, folder 02	Select California State University contracts, codes, and delegations of authority 1990 Physical Description: 1 folder
box 06, folder 03	"Sample IAA" notebook, completed contract and vendor forms 1992 Physical Description: 1 folder
box 10, folder 05	California Prison Industries Authority purchase background and correspondence 1992 Physical Description: 1 folder
box 16, folder 05	California Prison Industries Authority regulations, legislation, brochures 1989-1991 Physical Description: 1 folder
box 18, folder 03	Kaiser Permanente Nursing Agreement with Long Beach State Radiation Therapy students, contract agreement documents 1992 Physical Description: 1 folder

Purchasing authority: Correspondence, memos, and collected documents and records

box 19, folder 07	"Trustees' Fiscal Autonomy: Historical Background Information, Contracts, and Purchasing" a collection of documents by Eugene Forney 1964-1967 Physical Description: 1 folder
box 15, folder 01	Purchasing authority documents 1969-1970 Physical Description: 1 folder
box 17, folder 05	"Purchasing: \$500 Exemption, Purchase Order Format" correspondence, handwritten notes, sample forms 1970-1971 Physical Description: 1 folder
box 17, folder 02	"Proposed increased CSU Authority: Procurement and related activities" drafts September 1972 Physical Description: 1 folder
box 17, folder 04	"Purchasing: Delegation, \$5,000" memos, correspondence, handwritten notes 1976-1979 Physical Description: 1 folder

Leases: Correspondence, memos, and collected documents and records

box 01, Folder 08631	Auxiliary agreement and lease exempt informal notebook 1970-1973 Physical Description: 1 folder
box 01, folder 08630	Approved Auxiliary Organization lease agreements 1975-1990 Physical Description: 1 folder

Leases: Correspondence, memos, and collected documents and records

box 01,
folder 08628-08629 **Leases and agreement notebook 1984-1987**
Physical Description: 1 folder

Minority and Women Business Enterprise Contracts collected documents

box 10, folder 09 **Minority and Women Business Enterprise Contract Reports from Water Resources, Corrections, General Services, and Transportation departments 1989-1991**
Physical Description: 1 folder

box 01,
folder 08632 **AB 1933 notebook, Minority and Women Business Enterprise Bill 1990**
Physical Description: 1 folder

box 10, folder 10 **Minority and Women Business Enterprise Good Faith Effort State Code June 1991**
Physical Description: 1 folder

box 10, folder 08 **Minority and Women Business Enterprise Contract Report, The California State University February 7, 1992**
Physical Description: 1 folder

Little Hoover Commission collected documents

box 06, folder 06 **State Procurement Advisory Committee, Little Hoover Commission 1991-1992**
Physical Description: 1 folder
Scope and Contents
Collected materials related to CSU procurement activities, "protests", AB 1933 history, and Prison Industry Authority

box 06, folder 05 **Little Hoover Commission background materials 1992-1993**
Physical Description: 1 folder

box 06, folder 04 **"California's \$4 Billion Bottom Line: Getting Best Value out of the Procurement Process" Little Hoover Commission report March 1993**
Physical Description: 1 folder

Senate Bills

Senate Bill 29 "Purchasing Delegation" 3571.1 SAM Changes background and historical documents 1969
Physical Description: 2 folders

box 15,
folder 04-06 **Purchasing delegation SB39-1971 background 1971**
Physical Description: 3 folders

box 03,
folder 13-14 **Collected materials related to legislation: SB 1828, Bechtel Report, SB 1989 1980-1989**
Physical Description: 2 folders

box 07, folder 02 **Senate Bill 129 "State procurement of materials, supplies, equipment, and services" ammendment review and analysis 1982-1983**
Physical Description: 1 folder

Senate Bills

- box 07, folder 03 **Senate Bill 129, Senate Bill 130 correspondence, notes, and proposed amendments 1983**
Physical Description: 1 folder
- box 07, folder 04 **Senate Bill 129 versions with notes by Forney 1983**
Physical Description: 1 folder
- box 04, folder 03 **Senate Bill 1828 correspondence, partial drafts, planning documents 1985-1986**
Physical Description: 1 folder
- box 07, folder 06 **Senate Bill 653 "CSU Contract and Purchasing Authority" background and historical documents 1983-1990**
Physical Description: 1 folder
- box 07, folder 05 **Senate Bill 1828 "CSU Contract and Processing Authority" mixed materials 1986-1987**
Physical Description: 1 folder
Scope and Contents
Documents relating to its history and implementation in Auxiliary and Business Services
- box 07, folder 01 **Senate Bill 1989 "CSU Contract Law" proposed amendments to public contract code 1986**
Physical Description: 1 folder
- box 06, folder 01 **Senate Bill 643 "Increased CSU Administrative and Financial Authority" 1992**
Physical Description: 2 folders
Scope and Contents
notes, documents, and collected materials
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California State Colleges campus documents

- box 17, folder 06 **Campus responses to Executive Order 147, exemption from approval for purchases not exceeding \$1,000, delegation of authority forms with original signatures 1970-1979**
Physical Description: 1 folder
- box 08, folder 02 **Sonoma State College "Business Affairs Areas" review by Eugene Forney July-August 1970**
Physical Description: 1 folder
- box 03,
folder 08664 **Sonoma State College Business Affairs review team July 27, 1970**
Physical Description: 1 folder
- box 03,
folder 08665 **Kellog-West visiting team 1975**
Physical Description: 1 folder
- box 17, folder 01 **Campus responses to coded memo ABS77-09, increased purchasing authority to \$5,000 1977**
Physical Description: 1 folder
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Series 4. Auxiliary and Business Services Division function, organization, policies, and history 1964-1993

Physical Description: 30 folders

Scope and Contents

Extensive materials both written and collected by Forney about the history, organization, and function of the Division.

box 01,
folder 08634

Auxiliary Organization information notebook, 1 1964-1985

Physical Description: 3 folders

box 01,
folder 08635

Auxiliary Organization information notebook, 2 1970s-1980s

Physical Description: 1 folder

box 01,
folder 08636

Auxiliary Organization information notebook, 3 1969-1981

Physical Description: 3 folders

box 01,
folder 08637

Auxiliary Organization background notebook 1965-1969

Physical Description: 1 folder

box 12, folder 04

Auxiliary and Business Services delegations of authority 1965-1991

Physical Description: 1 folder

box 03,
folder 08662

Auxiliary and Business Services background information 1969-1979

Physical Description: 1 folder

box 03,
folder 08660

Organization foundations, policies and procedures, research activities 1966-1967

Physical Description: 1 folder

box 03,
folder 08663

Auxiliary and Business Services agreements and background information 1969

Physical Description: 1 folder

box 08, folder 01

"Auxiliary and Business Services Area Responsibilities prepared for Mr. Merrill" by Eugene Forney 1970

Physical Description: 1 folder

box 16, folder 08

Contractual review procedures used by Auxiliary and Business Services 1972

Physical Description: 1 folder

box 08, folder 04

Auxiliary and Business Services division classification review materials 1972-1977

Physical Description: 1 folder

box 01,
folder 08638

Operating manual with notes 1973

Physical Description: 1 folder

box 08, folder 10

Organization and function documentation for ABS with handwritten notes 1975-1991

Physical Description: 1 folder

box 08, folder 11

"Profile and Daily Responsibilities and Activities of the Business Services Section of Auxiliary and Business Services" May 18, 1976

Physical Description: 1 folder

box 03,
folder 08667

Auxiliary and Business Services Policies 1981-1987

Physical Description: 1 folder

box 03, folder 08666	Auxiliary and Business Services Policies 1983-1986 Physical Description: 1 folder
box 03, folder 08668	Auxiliary and Business Services Policies 1988-1990 Physical Description: 1 folder
box 09, folder 05	"Sample Duty/Responsibility/Goals packet for new employees" April 1987 Physical Description: 1 folder
box 12, folder 01	Contract form and checklist, blank 1985-1986 Physical Description: 1 folder
box 08, folder 03	"Campus Documentation Review Authority: Basic Authority Incentives" notebook April 29, 1976 Physical Description: 1 folder
box 12, folder 05	Office of the Chancellor coded memos related to Auxiliary and Business Services 1982-1990 Physical Description: 1 folder
box 09, folder 10	Auxiliary and Business Services organization and function documents bulk 1991 Physical Description: 1 folder
box 10, folder 11	Auxiliary and Business Services functions, programs, and activities managed by the Central Office (Office of the Chancellor) 1990 Physical Description: 1 folder
box 18, folder 06	"Procurement and Support Services Officers' Information" Handbook, Office of the Chancellor February 23-24, 1989 Physical Description: 1 folder
box 19, folder 06	"Procurement and Support Services Officers' Information" Handbook, Office of the Chancellor March 25-26, 1991 Physical Description: 1 folder
box 10, folder 12	"Procurement and Support Services Officers' Information" Handbook, Office of the Chancellor March 24-25, 1993 Physical Description: 1 folder
box 04, folder 06	"Policies and Procedures for Contractual Services", The California State University and Colleges, Office of the Chancellor January 12, 1973 Physical Description: 1 folder
box 11, folder 01	Auxiliary and Business Services functional, procedural, and historical overview 1990-1993 Physical Description: 1 folder
box 09, folder 09	Auxiliary and Business Services reorganization and consolidation reports, agendas, and notes 1992 Physical Description: 1 folder
box 10, folder 01	"The California State University Office of the Chancellor Business Affairs Assessment Final Report" by Schaffer Associates June 1993 Physical Description: 1 folder

Series 5. Occupationally related reference materials

Physical Description: 23 folders

Scope and Contents

Reference materials used by Forney in his professional responsibilities. The series is organized into three subseries by topic.

State of California 1966-1996; undated

- box 19, folder 02 **"California's Legislature" operational reference book, Eugene Forney's Personal Copy 1969; 1971**
 Physical Description: 1 folder
- box 08, folder 05 **"University and College Insurance Administration" prepared by the Office of the State Insurance Officer January 1973**
 Physical Description: 1 folder
- box 17, folder 03 **"Review and Critique of the Model Procurement Code" Department of General Services October 1976**
 Physical Description: 1 folder
- box 12, folder 03 **"Guidepost on the Road to Contract Approval" , Department of General Services September 1, 1985**
 Physical Description: 1 folder
- box 04, folder 05 **"The State Needs to Improve Its Control of Consultant and Service Contracts" a report by the Auditor General of California April 1986**
 Physical Description: 1 folder
- box 10, folder 13 **"State and Private Vehicles: Regulations and Policies on the Use of Vehicles- Use, Misuse, and Responsibilities" handbook November 1989**
 Physical Description: 1 folder
- box 11, folder 06 **"West's Annotated California Codes, Public Contract Code, Section 1 to End, Volume 54B" with notes by Forney 1993**
 Physical Description: 1 folder
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Business in universities

- box 19, folder 01 **"Planning for Effective Resource Allocation in Universities" 1966**
 Creator: Williams, Harry
 Creator: American Council on Education
 Physical Description: 1 folder
- box 19, folder 03 **"Contracting for Services" by NACUBO (National Association of College and University Business Officers) 1983**
 Physical Description: 1 folder
- box 16, folder 01 **"Public Relations Hints" booklet undated**
 Physical Description: 1 folder
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California State University

box 03, folder 08669	Collected materials on the history of the California State University 1960s-1990s Physical Description: 1 folder
box 19, folder 04	"Horizons in Education" California State Colleges brochure 1966-1968 Physical Description: 1 folder
box 04, folder 01	Rules of Procedures and Standing Orders of the Board of Trustees November 1966 Physical Description: 1 folder
box 12, folder 02	Policies and procedures in the Office of the Chancellor and California State Colleges (California State University and Colleges) 1967-1975 Physical Description: 1 folder
box 12, folder 08	"The California State University" name and designation 1971-1985 Physical Description: 1 folder
box 11, folder 07	"General Counsel's Digest of Selected Legislation as Enacted 1976 Regular Session" May 1977 Physical Description: 1 folder
box 19, folder 05	The California State University and Colleges Salary Schedule 1977-1978 Physical Description: 1 folder
box 02, folder 08644	Executive Orders from the Office of the Chancellor 1978-1993 Physical Description: 1 folder
box 12, folder 06	Collection of California State University related statistics and data with notes 1983-1991 Physical Description: 1 folder
box 12, folder 07	Collection of California State University related statistics and education code with notes 1969-1986 Physical Description: 1 folder
box 09, folder 03	"Performance Appraisal Guidelines" a publication by the Office of the Chancellor May 1985 Physical Description: 1 folder
box 04, folder 02	Rules of Procedures of the Board of Trustees 1988, 1991, 1992 Physical Description: 1 folder
box 13, folder 10	Newsclippings with notes about the CSU, CSU campuses, and the California budget 1994-1996; 2005 Physical Description: 1 folder

Series 6. Employment, employee review, and professional development 1964-1992

Physical Description: 3 folders

Scope and Contents

Early career resume and memos documenting Forney's professional progression, collected professional development materials, and a job-review report by a consulting company.

box 13, folder 01	Resume and appointment materials 1964-1992 Physical Description: 1 folder
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box 13, folder 02 **Profesional development materials, certificates, and newsletters documenting professional milestones 1968-1985**

Physical Description: 1 folder

box 13, folder 08 **Job review by The Hay Group, Eugene Forney, Business Services Specialist 1982**

Physical Description: 1 folder

Series 7. Personal papers 1990s

Physical Description: 3 folders

Scope and Contents

Materials relating to professionalism, communication, leadership, and work environment. Also include newspaper clippings from Catholic news sources, and procurement work completed after retirement.

box 13, folder 11 **Newsclippings, magazine clippings and other materials of personal and professional interest 1960s; 1990s;**

Physical Description: 1 folder

box 13, folder 09 **Catholic church newspaper articles with notes 1998; 1999**

Physical Description: 1 folder

box 11, folder 05 **"Post-Retirement work" 1993**

Physical Description: 1 folder