California State University East Bay, Division of Administration and Finance records

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Descriptive Summary

Title: California State University East Bay, Division of Administration and Finance records

Dates: 1955-2004

Collection Number: Col 24

Creator/Collector: California State University, East Bay. Administration and Finance

Extent: 11.4 cubic feet

Online items available  http://www.oac.cdlib.org/items/ark:/13030/kt5j49s2p9

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Abstract: The Division of Administration and Finance is comprised of many departments including Athletics, Facilities Development and Operations, Finance, Foundation and Enterprise Operations, Human Resources, Risk Management and Internal Control, Student Health and Counseling Services, University Parking Services, and University Police Department. The records in this collection document the site selection and construction during the early years of the campus in the Hayward Hills through oral histories, committee minutes, reports, master plans, and budget reports. This collection contains textual, photographic, and audio-visual materials.

Language of Material: English

Access

Collection is open for research.

Publication Rights

Copyright restrictions may apply.

Preferred Citation

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Acquisition Information

Transferred from the Division of Administration and Finance.

Biography/Administrative History

The Division of Administration and Finance has a complicated history, being formed circa 2008, it has antecedents in the earlier Divisions of Administration and Business Affairs and ultimately the Office of Executive Dean and Business Affairs. The Executive Dean became head of Administrative Affairs when it was formed in 1960 and was responsible for the Building Program and Publications. In 1969, Administrative Affairs became Planning and Development and added Campus Patrol to its list of departments in 1975. In 1984, Planning and Development was subsumed under Administration and Business Affairs. In 1965, Business Affairs was created and oversaw Accounting, Personnel, Financial Office, and Purchasing. In 1967, Business Affairs was changed to Business Services and now included the Foundation. In 1981 the name was again changed, this time to Administrative and Business Affairs. In 1984, it subsumed Planning and Development. More departments were included under Administrative and Business Affairs over the years including Environmental Health and Occupational Safety and Institutional Research and Analysis. Around 2008, Administrative and Business Affairs changed its name to the Division of Administration and Finance. Today the departments under Administration and Finance include: Athletics, Facilities Development and Operations, Finance, Foundation and Enterprise Operations, Human Resources, Risk Management and Internal Control, Student Health and Counseling Services, University Parking Services, and University Police Department.

Scope and Content of Collection

The Division of Administration and Finance Records document the many diverse functions of the division, with particular attention to the early years of construction and planning on the Hayward Hills campus. The majority of the documents are dated from the beginning of the campus to the early 1980s. The records are comprised of textual documents, including reports, committee minutes, and newspaper clippings, photographic materials, including black and white photographic prints and 35 mm slides, and audio-visual materials in the form of taped oral history interviews. These records document the planning and operation of the university during its formative years. The records include the Master Plan for the university and the Blueprint for the Future created in the 1960s. There are extensive papers on the site selection process, including photographs and newspaper clippings. There are also records documenting early Cal State East Bay history, including oral history tapes (interviews recorded from 1978 to 1980). Reports from various committees under Administrative and Business Affairs and budget reports are also contained within this collection. Also of interest are the various photographic prints of early campus construction, landscaping, and buildings.